



Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue as of Sept 9,2015	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
7 TAPE, electrical	roll				0													0	19.11	-
<b>COMMON OFFICE SUPPLIES</b>																				
1 ACETATE, gauge #3, 50m per roll	roll				0													0	655.20	-
2 AIR FRESHENER, 280ml/can	can				0													0	85.18	-
3 ALCOHOL, 70%, ethyl, 500ml	bottle	3	3	3	9	3	3	9	3	3	3	9	3	3	3	9	9	36	45.30	1,630.69
4 CARBON FILM, A4 size, 100 sheets per box	box				0													0	234.78	-
5 CARBON FILM, PE, black, 210mm x 30mm, 100 sheets per box	box			1	1			1									1	4	266.62	1,066.46
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0													0	74.03	-
7 CHALK, white, dustless, 100 pieces per box	box				0													0	27.15	-
8 CLEARBOOK, A4 size	piece				0													0	39.31	-
9 CLEARBOOK, Legal size	piece				0													0	43.68	-
10 CLIP, backfold, 19mm, 12 pieces per box	box				0													0	7.64	-
11 CLIP, backfold, 25mm, 12 pieces per box	box				0													0	17.47	-
12 CLIP, backfold, 32mm, 12 pieces per box	box				0													0	21.71	-
13 CLIP, backfold, 50mm, 12 pieces per box	box				0													0	45.86	-
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	5	5	5	15	5	5	15	5	5	5	15	5	5	5	15	60	43.13	2,588.04	
15 DATA FILE BOX, made with chipboard, with closed ends	box				0													0	73.22	-
16 DATA FOLDER, made with chipboard, tag/ila lock	piece				0													0	80.80	-
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0													0	433.70	-
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0													0	532.77	-
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0													0	652.80	-
20 ENVELOPE, EXPANDING, plastic	piece				0													0	36.78	-
21 ENVELOPE, MAILING, 500 pieces per box	box	2	2	2	6	2	2	6	2	2	2	6	2	2	2	6	24	146.33	3,511.87	
22 ENVELOPE, MAILING, with window, 500 pieces per box	box				0													0	205.13	-
23 ERASER, felt, for blackboard/whiteboard	piece				0													0	10.57	-
24 ERASER, plastic or rubber	piece				0													0	2.27	-
25 FASTENER, for paper, metal, 50 sets per box	box	1	1	1	3	1	1	3	1	1	1	3	1	1	1	3	12	59.94	719.33	
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0													0	87.01	-
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0													0	13.10	-
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0													0	17.47	-
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0													0	245.70	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0													0	305.76	-
31 FOLDER, L-type, A4, 50 pieces pack	pack				0													0	174.72	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0													0	191.10	-
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0													0	982.68	-
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				0													0	260.99	-
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0													0	314.98	-
36 GLUE, all purpose, 300 grams min.	jar				0													0	51.32	-
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0													0	53.38	-
38 LOOSELEAF COVER, 50sets per bundle	bundle				0													0	566.75	-
39 MAGAZINE FILE BOX, LARGE	piece				0													0	46.03	-
40 MARKER, fluorescent, 3 colors per set	set				0													0	37.33	-

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41 MARKER, whiteboard, bullet type, black	piece	2	2	2	6	2	2	2	6	2	2	2	6	2	2	6	24	12.39	297.36
42 MARKER, whiteboard, bullet type, blue	piece				0				0				0			0	0	12.39	-
43 MARKER, whiteboard, bullet type, red	piece				0				0				0			0	0	12.39	-
44 MARKER, permanent, bullet type, black	piece	4	4	4	12	4	4	4	12	4	4	4	12	4	4	12	48	10.13	486.36
45 MARKER, permanent, bullet type, blue	piece				0				0				0			0	0	10.13	-
46 MARKER, permanent, bullet type, red	piece		1		1				1				1			1	4	10.13	40.53
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0				0				0			0	0	10.82	-
48 NOTE PAD, stick-on, (2"x3")	pad				0				0				0			0	0	32.76	-
49 NOTE PAD, stick-on, (3"x3")	pad				0				0				0			0	0	40.30	-
50 NOTE PAD, stick-on, (3"x4")	pad				0				0				0			0	0	56.76	-
51 PAD PAPER, Ruled	pad	2	2	2	6	2	2	2	6	2	2	2	6	2	2	6	24	18.34	440.24
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0				0				0			0	0	14.20	-
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0				0				0			0	0	7.10	-
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0			0	0	123.72	-
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0			0	0	138.62	-
56 PAPER, Multi-Purpose (COP) A4, 70gsm	ream				0				0				0			0	0	107.51	-
57 PAPER, Multi-Purpose (COP), Legal size, 70gsm	ream	10	10	10	30	10	10	10	30	10	10	10	30	10	10	30	120	120.61	14,473.62
58 PARCHEMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0				0				0			0	0	96.64	-
59 PAPER, Thermal, 216mm x 30m	roll				0				0				0			0	0	37.45	-
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				0				0				0			0	0	20.60	-
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0			0	0	314.50	-
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0				0				0			0	0	63.34	-
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0				0				0			0	0	91.19	-
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0			0	0	269.71	-
65 RUBBER BAND, 70mm min lay flat length (#18)	box				0				0				0			0	0	111.14	-
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0				0			0	0	16.38	-
67 SIGN PEN, black	piece				0				0				0			0	0	46.21	-
68 SIGN PEN, blue	piece				0				0				0			0	0	46.21	-
69 SIGN PEN, red	piece				0				0				0			0	0	46.21	-
70 STAMP PAD INK, violet, 50mL	bottle				0				0				0			0	0	24.02	-
71 STAMP PAD, felt pad, min 60mm x 100mm	piece				0				0				0			0	0	32.63	-
72 STAPLE WIRE, Heavy duty, 23/13	box				0				0				0			0	0	31.94	-
73 STAPLE WIRE, Standard	box				0				0				0			0	0	19.87	-
74 TAPE, masking, 24mm, 50 meters length	roll				0				0				0			0	0	57.88	-
75 TAPE, masking, 48mm, 50 meters length	roll				0				0				0			0	0	110.29	-
76 TAPE, transparent, 24mm, 50 meters	roll				0				0				0			0	0	18.24	-
77 TAPE, transparent, 48mm, 50 meters	roll				0				0				0			0	0	34.94	-
78 TAPE, packaging, 48mm, 50 meters length	roll				0				0				0			0	0	34.94	-
79 TOILET TISSUE, 12 rolls per pack	pack				0				0				0			0	0	79.35	-
80 TWINE, plastic, one kilo per roll	roll				0				0				0			0	0	56.78	-
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0			0	0	118.36	-
COMMON OFFICE DEVICES																			

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1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0													0	0	8.24	-
2 CUTTER KNIFE, heavy duty	piece				0													0	0	20.40	-
3 DATING AND STAMPING MACHINE	piece				0													0	0	502.30	-
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0													0	0	196.56	-
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0													0	0	129.60	-
6 SCISSORS, (6")	pair				0													0	0	16.31	-
7 STAPLER, standard	piece				0													0	0	96.84	-
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0													0	0	1,112.75	-
9 STAPLE REMOVER, plier type	piece				0													0	0	18.51	-
10 TAPE DISPENSER, table top	piece				0													0	0	50.11	-
11 WASTE BASKET, non-rigid plastic	piece				0													0	0	32.21	-
<b>COMMON JANITORIAL SUPPLIES</b>																					
1 BROOM, soft (tambo)	piece				0													0	0	109.20	-
2 BROOM, stick (tingting)	piece				0													0	0	25.12	-
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0													0	0	43.68	-
4 CLEANER, scouring powder, 350grams/can	can				0													0	0	19.11	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	1	1	1	3	1	1	1	1	1	1	3	1	1	1	1	3	12	12	43.68	524.16
6 DISINFECTANT SPRAY, 400-550 grams	can				0													0	0	120.12	-
7 DUST PAN, non-rigid plastic	piece				0													0	0	38.09	-
8 FLOOR WAX, Paste, red	can				0													0	0	240.24	-
9 FURNITURE CLEANER, aerosol, 300ml/can	can				0													0	0	89.00	-
10 INSECTICIDE, aerosol type, 600ml/can	can				0													0	0	123.40	-
11 MOPBUCKET	piece				0													0	0	1,965.60	-
12 MOPHANDLE, screw type, aluminum handle	piece				0													0	0	136.50	-
13 MOPHEAD, made of rayon	piece				0													0	0	103.74	-
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0													0	0	45.86	-
15 SCOURING PAD, 5 pieces per pack	pack				0													0	0	125.58	-
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll	2	2	2	6	2	2	2	2	2	2	6	2	2	2	2	7	25	25	146.87	3,677.85
<b>COMMON OFFICE EQUIPMENT</b>																					
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0													0	0	10,918.91	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0													0	0	161.62	-
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0													0	0	434.62	-
4 CHAIR, monoblog, without armrest, beige	piece				0													0	0	294.84	-
5 CHAIR, monoblog, without armrest, white	piece				0													0	0	294.84	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0													0	0	6,541.08	-



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EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				0				0									0	0	0	3,247.61	-																					
FLASH DRIVE, 16GB, USB 2.0, plug and play	piece			1	1				1									1	1	1	4	245.70	982.80																				
MOUSE, optical, USB connection type	unit				0				0												0	144.14	-																				
HANDBOOK ON PROCUREMENT																																											
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,																									0																0	30.35	-
CONSUMABLES																																											
1 INK CART, BROTHER LC39BK, Black	cart				0				0												0	698.23	-																				
2 INK CART, BROTHER LC39C, Cyan	cart				0				0												0	469.56	-																				
3 INK CART, BROTHER LC39M, Magenta	cart				0				0												0	469.56	-																				
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0												0	469.56	-																				
5 INK CART, BROTHER LC67B, Black	cart				0				0												0	955.50	-																				
6 INK CART, BROTHER LC67C, Cyan	cart				0				0												0	573.30	-																				
7 INK CART, BROTHER LC67M, Magenta	cart				0				0												0	573.30	-																				
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0												0	573.30	-																				
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0												0	1,681.68	-																				
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0												0	911.82	-																				
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0												0	911.82	-																				
12 INK CART, BROTHER LC67HYV, Yellow	cart				0				0												0	911.82	-																				
13 INK CART, CANON PG-810, Black	cart				0				0												0	650.83	-																				
14 INK CART, CANON PG-740, Black	cart				0				0												0	737.10	-																				
15 INK CART, CANON PGI-725, Black	cart				0				0												0	516.52	-																				
16 INK CART, CANON CL-726, Black	cart				0				0												0	488.12	-																				
17 INK CART, CANON CL-811, Colored	cart				0				0												0	860.50	-																				
18 INK CART, CANON CL-741, Colored	cart				0				0												0	860.50	-																				
19 INK CART, CANON CL-726, Cyan	cart				0				0												0	562.38	-																				
20 INK CART, CANON CL-726, Magenta	cart				0				0												0	562.38	-																				
21 INK CART, CANON CL-726, Yellow	cart				0				0												0	516.52	-																				
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0												0	809.17	-																				
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0												0	809.17	-																				
24 INK CART, EPSON C13T059073N)(91N),Black	cart			1	2				1												6	447.72	2,686.32																				
25 INK CART, EPSON C13T059073N)(91N),Cyan	cart			1	1				1												4	447.72	1,790.88																				
26 INK CART, EPSON C13T059073N)(91N),Magenta	cart			1	1				1												4	447.72	1,790.88																				
27 INK CART, EPSON C13T0549073N)(91N),Yellow	cart			1	1				1												4	447.72	1,790.88																				
28 INK CART, EPSON C13T664100 (T6641), Black	cart				1				1												2	267.54	535.08																				
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart				1				1												2	267.54	535.08																				
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart				1				1												2	267.54	535.08																				
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart				1				1												2	267.54	535.08																				
32 INK CART, HP 51645A, (HP45), Black	cart				0				0												0	1,375.92	-																				

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33 INK CART, HP C833A, (HP33), Tri-color	cart				0							0					0						0	1,692.60	-
34 INK CART, HP C4844A, (HP10), Black	cart				0							0					0						0	1,567.02	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0							0					0						0	1,599.78	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0							0					0						0	1,081.08	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0							0					0						0	1,081.08	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0							0					0						0	1,081.08	-
39 INK CART, HP C4936A, (HP18), Black	cart				0							0					0						0	935.84	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0							0					0						0	706.52	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0							0					0						0	706.52	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0							0					0						0	706.52	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0							0					0						0	1,588.86	-
44 INK CART, HP C6615DA, (HP15), Black	cart				0							0					0						0	1,299.48	-
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0							0					0						0	1,414.14	-
46 INK CART, HP C6656AA, (HP56), Black	cart				0							0					0						0	967.51	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0							0					0						0	1,539.72	-
48 INK CART, HP C8727AA, (HP27), Black	cart				0							0					0						0	840.84	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0							0					0						0	928.20	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0							0					0						0	1,158.61	-
51 INK CART, HP C8767WA, (HP96), Black	cart				0							0					0						0	1,425.06	-
52 INK CART, HP C9351AA, (HP21), Black	cart				0							0					0						0	675.95	-
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				0							0					0						0	789.52	-
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0							0					0						0	1,414.14	-
55 INK CART, HP C9362WA, (HP92), Black	cart				0							0					0						0	630.08	-
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0							0					0						0	1,564.84	-
57 INK CART, HP C9364WA, (HP98), Black	cart				0							0					0						0	851.76	-
58 INK CART, HP C9314A, (HP900), Black	cart				0							0					0						0	311.22	-
59 INK CART, HP C9315A, (HP900), Tri-color	cart				0							0					0						0	378.92	-
60 INK CART, HP C9355WA, (HP74), Black	cart				0							0					0						0	711.98	-
61 INK CART, HP C9366WA, (HP74XL), Black	cart				0							0					0						0	1,534.26	-
62 INK CART, HP C9377WA, (HP75), Tri-color	cart				0							0					0						0	819.00	-
63 INK CART, HP C9388WA, (HP75XL), Tri-color	cart				0							0					0						0	1,556.10	-
64 INK CART, HP C6640WA, (HP60), Black	cart				0							0					0						0	666.12	-
65 INK CART, HP C6641WA, (HP60XL), Black	cart				0							0					0						0	1,468.74	-
66 INK CART, HP C6643WA, (HP60), Tri-color	cart				0							0					0						0	785.15	-
67 INK CART, HP C6644WA, (HP60XL), Tri-color	cart				0							0					0						0	1,708.98	-
68 INK CART, HP C6653AA, (HP901), Black	cart				0							0					0						0	666.12	-
69 INK CART, HP C6656AA, (HP901), Tri-color	cart				0							0					0						0	1,026.48	-
70 INK CART, HP C6660AA, (HP702), Black	cart				0							0					0						0	1,054.87	-
71 INK CART, HP C8877AA, (HP703), Black	cart				0							0					0						0	363.64	-
72 INK CART, HP C8888AA, (HP703), Tri-color	cart				0							0					0						0	363.64	-
73 INK CART, HP C8971AA, (HP 920), Black	cart				0							0					0						0	832.10	-
74 INK CART, HP C8972AA, (HP 920XL), Cyan	cart				0							0					0						0	638.82	-
75 INK CART, HP C8973AA, (HP 920XL), Magenta	cart				0							0					0						0	638.82	-
76 INK CART, HP C8974AA, (HP 920XL), Yellow	cart				0							0					0						0	638.82	-
77 INK CART, HP C8975AA, (HP 920XL), Black	cart				0							0					0						0	1,201.20	-

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
78 INK CART, HP CH561WA, (HP61), Black	cart				0							0						0	0	638.82	-
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0							0							0	790.61	-
80 INK CART, HP CN045AA, (HP950XL), Black	cart				0							0							0	1,619.44	-
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0							0							0	1,201.20	-
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0							0							0	1,201.20	-
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart				0							0							0	1,201.20	-
84 INK CART, HP CN692AA, (HP704), Black	cart	2	2	2	6	2	2	2	2	2	2	6	2	2	2	2	2	6	24	363.64	8,727.26
85 INK CART, HP CN693AA, (HP704), Tri-color	cart			1	1							0							4	363.64	1,454.54
86 INK CART, HP C107AA, (HP678), Black	cart				0							0							0	375.65	-
87 INK CART, HP C108AA, (HP678), Tricolor	cart				0							0							0	378.92	-
88 INK CART, HP C111A, (HP685A), Black	cart				0							0							0	382.20	-
89 INK CART, HP C112A, (HP685A), Cyan	cart				0							0							0	251.16	-
90 INK CART, HP C113A, (HP685A), Magenta	cart				0							0							0	251.16	-
91 INK CART, HP C114A, (HP685A), Yellow	cart				0							0							0	251.16	-
92 INK CART, HP Q8893AA, (C8728AA), (HP28), Colored	cart				0							0							0	960.96	-
93 INK CART, LEXMARK 10N0217 (#17), Black	cart				0							0							0	1,053.78	-
94 INK CART, LEXMARK 10N0227 (#27), Colored	cart				0							0							0	1,255.80	-
95 TONER CART, BROTHER TN-2025, Black	cart				0							0							0	2,684.14	-
96 TONER CART, BROTHER TN-2130, Black	cart				0							0							0	1,911.00	-
97 TONER CART, BROTHER TN-2150, Black	cart				0							0							0	3,003.00	-
98 TONER CART, BROTHER TN-3320, Black	cart				0							0							0	3,503.14	-
99 TONER CART, BROTHER TN-3350, Black, TOP 1153500W (CU Datacard)	cart				0							0							0	5,219.76	-
100 TONER CART, HP C1092A, Black	cart				0							0							0	2,878.51	-
101 TONER CART, HP C1096A, Black	cart				0							0							0	5,620.52	-
102 TONER CART, HP C7115A, Black	cart				0							0							0	3,119.84	-
103 TONER CART, HP CB435A, Black	cart				0							0							0	2,855.58	-
104 TONER CART, HP CB436A, Black	cart				0							0							0	3,215.94	-
105 TONER CART, HP CB540A, Black	cart				0							0							0	3,429.97	-
106 TONER CART, HP CB541A, Cyan	cart				0							0							0	3,118.75	-
107 TONER CART, HP CB542A, Yellow	cart				0							0							0	3,118.75	-
108 TONER CART, HP CB543A, Magenta	cart				0							0							0	3,118.75	-
109 TONER CART, HP CC364A, Black	cart				0							0							0	7,687.68	-
110 TONER CART, HP CC330A, Black	cart				0							0							0	5,421.78	-
111 TONER CART, HP CC531A, Cyan	cart				0							0							0	5,085.44	-
112 TONER CART, HP CC532A, Yellow	cart				0							0							0	5,085.44	-
113 TONER CART, HP CC533A, Magenta	cart				0							0							0	5,085.44	-
114 TONER CART, HP CE355A, Black	cart				0							0							0	6,673.21	-
115 TONER CART, HP CE278A, Black	cart				0							0							0	3,223.58	-
116 TONER CART, HP CE385A, (HP85A), Black	cart				0							0							0	2,842.48	-
117 TONER CART, HP CE310A, Black	cart				0							0							0	2,432.98	-
118 TONER CART, HP CE311A, Cyan	cart				0							0							0	3,598.96	-
119 TONER CART, HP CE312A, Yellow	cart				0							0							0	3,598.96	-
120 TONER CART, HP CE313A, Magenta	cart				0							0							0	3,598.96	-
121 TONER CART, HP CE320A, Black	cart				0							0							0	3,210.48	-
122 TONER CART, HP CE321A, Cyan	cart				0							0							0	3,090.36	-

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT							
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity		
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0		0	0	3,090.36	-
124 TONER CART, HP CE333A, Magenta	cart				0				0				0				0		0	0	3,090.36	-
125 TONER CART, HP CE390A, Black	cart				0				0				0				0		0	0	7,644.00	-
126 TONER CART, HP CE400A, Black	cart				0				0				0				0		0	0	6,925.46	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0		0	0	10,138.13	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0		0	0	10,138.13	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0		0	0	10,138.13	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0		0	0	3,822.00	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0		0	0	5,662.02	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0		0	0	5,662.02	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0		0	0	5,662.02	-
134 TONER CART, HP CE505A, Black	cart	3			10				3				3				10		3	40	3,843.84	153,753.60
135 TONER CART, HP CE505X, Black, high cap	cart		4		0				0				0				0		0	0	7,057.60	-
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0		0	0	3,119.84	-
137 TONER CART, HP Q2613A, Black	cart				0				0				0				0		0	0	3,494.40	-
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0		0	0	7,644.00	-
139 TONER CART, HP Q5949A, Black	cart				0				0				0				0		0	0	3,707.34	-
140 TONER CART, HP Q5950A, Black	cart				0				0				0				0		0	0	8,026.20	-
141 TONER CART, HP Q5951A, Cyan	cart				0				0				0				0		0	0	11,387.38	-
142 TONER CART, HP Q5952A, Yellow	cart				0				0				0				0		0	0	11,387.38	-
143 TONER CART, HP Q5953A, Magenta	cart				0				0				0				0		0	0	11,387.38	-
144 TONER CART, HP Q6000A, Black	cart				0				0				0				0		0	0	3,483.48	-
145 TONER CART, HP Q6001A, Cyan	cart				0				0				0				0		0	0	3,794.70	-
146 TONER CART, HP Q6002A, Yellow	cart				0				0				0				0		0	0	3,794.70	-
147 TONER CART, HP Q6003A, Magenta	cart				0				0				0				0		0	0	3,794.70	-
148 TONER CART, HP Q6470A, Black	cart				0				0				0				0		0	0	5,802.89	-
149 TONER CART, HP Q6471A, Cyan	cart				0				0				0				0		0	0	5,770.13	-
150 TONER CART, HP Q6472A, Yellow	cart				0				0				0				0		0	0	6,137.04	-
151 TONER CART, HP Q6473A, Magenta	cart				0				0				0				0		0	0	6,137.04	-
152 TONER CART, HP Q7553A, Black	cart				0				0				0				0		0	0	3,951.95	-
153 TONER CART, LEXMARK E360H1P, Black	cart				0				0				0				0		0	0	9,318.04	-
154 TONER CART, LEXMARK T650A1P, Black	cart				0				0				0				0		0	0	10,111.92	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0		0	0	5,077.80	-
156 TONER CART, SAMSUNG ML-T-D1015, Black	cart				0				0				0				0		0	0	2,730.00	-
157 TONER CART, SAMSUNG ML-T-D103L, Black	cart				0				0				0				0		0	0	3,057.60	-
158 TONER CART, SAMSUNG ML-T-D103S, Black	cart				0				0				0				0		0	0	3,057.60	-
159 TONER CART, SAMSUNG ML-T-D104S, Black	cart				0				0				0				0		0	0	2,675.40	-
160 TONER CART, SAMSUNG ML-T-D105L, Black	cart				0				0				0				0		0	0	3,003.00	-
161 TONER CART, SAMSUNG ML-T-D108S, Black	cart				0				0				0				0		0	0	2,730.00	-
162 TONER CART, SAMSUNG ML-T-D119S(ML-2010D3), Black	cart				0				0				0				0		0	0	3,276.00	-
163 TONER CART, SAMSUNG ML-T-D203E, Black	cart				0				0				0				0		0	0	7,644.00	-
164 TONER CART, SAMSUNG ML-T-D203U, Black	cart				0				0				0				0		0	0	5,787.60	-
165 TONER CART, SAMSUNG ML-T-D203U, black	cart				0				0				0				0		0	0	9,937.20	-
166 TONER CART, SAMSUNG ML-T-D205E, Black	cart				0				0				0				0		0	0	8,408.40	-
167 TONER CART, SAMSUNG ML-T-D205L, Black	cart				0				0				0				0		0	0	5,023.20	-

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,422.60	-
169 RIBBON CART, EPSON C135015516 (#8750), Black, for LX-300	cart				0				0				0				0	0	80.59	-
170 RIBBON CART, EPSON C135015531 (5015086), Black	cart				0				0				0				0	0	761.12	-
171 RIBBON CART, EPSON C135015584 (5015327), Black	cart				0				0				0				0	0	351.62	-
172 RIBBON CART, EPSON C135015632, Black, for LX-310	cart				0				0				0				0	0	79.72	-
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																				
<b>COMMON ELECTRICAL SUPPLIES</b>																				
1 BALLAST, 36 watts	piece				0				0				0				0	0	78.52	-
2 FLUORESCENT LAMP, tubular, 14 watts	tube				0				0				0				0	0	92.82	-
3 FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set				0				0				0				0	0	382.20	-
<b>COMMON OFFICE EQUIPMENT</b>																				
1 CALCULATOR, MINI-PRINTING, 1 unit per box	unit				0				0				0				0	0	977.34	-
2 CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit				0				0				0				0	0	2,063.88	-
ELECTRONIC TIME RECORDER OR BUNDY CLOCK, electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts	unit				0				0				0				0	0	3,481.30	-
MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color	unit				0				0				0				0	0	2,839.20	-
WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEEE 802.3u, IEEE 802.3, Interface: 4 x 10/100 ports, 1 x 10/100 WAN port, LED indicator: Power, WLAN, LAN(10/100), Internet Status, with patch cable and power adapter, warranty: one(1) year warranty, frequency band: 2.4 GHz, one(1) unit/box	unit				0				0				0				0	0	1,089.82	-
<b>COMMON OFFICE SUPPLIES</b>																				
1 CARTOLINA, white, 20 pieces per pack	pack				0				0				0				0	0	54.60	-
2 CLIP, bulidog, 73mm (3")	piece				0				0				0				0	0	8.74	-
3 COLUMNAR PAD, 18 cols, 50 gsm min.	pad				0				0				0				0	0	68.80	-
4 ENVELOPE, PAY, 500 pieces per box	box				0				0				0				0	0	120.45	-
5 ILLUSTRATION BOARD, (30"x40")	piece				0				0				0				0	0	36.80	-
6 INDEX CARD BOX, 3"x5"	piece				0				0				0				0	0	38.22	-
7 INDEX CARD BOX, 5"x8"	piece				0				0				0				0	0	57.88	-
8 INDEX CARD, 3"x5", 500 pieces per pack	pack				0				0				0				0	0	53.83	-
9 INDEX CARD, 5"x8", 500 pieces per pack	pack				0				0				0				0	0	146.31	-
10 MANILLA PAPER, 10sheets per pack	pack				0				0				0				0	0	27.30	-
11 MAP PIN, round head, 100 pieces per case	case				0				0				0				0	0	42.37	-
12 OIL, for general purpose lubricant, 120 mL	bottle				0				0				0				0	0	38.75	-
13 PAPER, Thermal, 210mm x 30m	roll	1			1				1				1				1	4	31.45	135.79
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case				0				0				0				0	0	26.21	-
15 RIBBON, for manual typewriter, in box, with each spool individually wrapped in plastic	spool				0				0				0				0	0	16.93	-

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
16 RING BINDER, Plastic 35mm, 10 pieces per bundle	bundle				0				0				0				0	0	158.34	-
17 RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle				0				0				0				0	0	305.58	-
18 STAPLE WIRE, Heavy duty, 23/17	box	2	2	2	6	2	2	6	2	2	2	6	2	2	2	6	24	43.55	1,045.30	-
19 TAPE DISPENSER, handheld	piece				0				0				0				0	0	30.56	-
20 TAPE, for adding machine	roll				0				0				0				0	8.52	-	-
21 TIME CARD, for Amiano Bundy Clock, 100 pieces bundle	bundle				0				0				0				0	72.94	-	-
<b>COMMON JANITORIAL SUPPLIES</b>																				
1 FLOOR WAX, Liquid type, natural	can				0				0				0				0	0	389.03	-
2 FLOOR WAX, Paste type, natural	can				0				0				0				0	0	234.78	-
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece				0				0				0				0	0	23.48	-
<b>CONSUMABLES</b>																				
1 INK CART, EPSON C13T103190 (103), Black	cart				0				0				0				0	0	909.64	-
2 INK CART, EPSON C13T103290 (103), Cyan	cart				0				0				0				0	0	606.06	-
3 INK CART, EPSON C13T103390 (103), Magenta	cart				0				0				0				0	0	606.06	-
4 INK CART, EPSON C13T103490 (103), Yellow	cart				0				0				0				0	0	606.06	-
5 INK CART, EPSON C13T143190 (143), Black	cart				0				0				0				0	0	616.98	-
6 INK CART, EPSON C13T143290 (143), Cyan	cart				0				0				0				0	0	489.22	-
7 INK CART, EPSON C13T143390 (143), Magenta	cart				0				0				0				0	0	489.22	-
8 INK CART, EPSON C13T143490 (143), Yellow	cart				0				0				0				0	0	489.22	-
9 INK CART, EPSON C13T166190 (166XL), Black	cart				0				0				0				0	0	185.64	-
10 INK CART, EPSON C13T166290 (166XL), Cyan	cart				0				0				0				0	0	349.44	-
11 INK CART, EPSON C13T166390 (166XL), Magenta	cart				0				0				0				0	0	349.44	-
12 INK CART, EPSON C13T166490 (166XL), Yellow	cart				0				0				0				0	0	349.44	-
13 INK CART, HP C4836A, (HP11), Cyan	cart				0				0				0				0	0	1,611.79	-
14 INK CART, HP C4837A, (HP11), Magenta	cart				0				0				0				0	0	1,611.79	-
15 INK CART, HP C4838A, (HP11), Yellow	cart				0				0				0				0	0	1,611.79	-
16 RIBBON CART, LEXMARK 3070169 (1A3550)	cart				0				0				0				0	0	819.00	-
17 RIBBON CART, FUJITSU DL 3850	cart				0				0				0				0	0	469.56	-
18 TONER CART, BROTHER TN-150BK, Black	cart				0				0				0				0	0	3,401.58	-
19 TONER CART, BROTHER TN-150C, Cyan	cart				0				0				0				0	0	3,892.98	-
20 TONER CART, BROTHER TN-150M, Magenta	cart				0				0				0				0	0	3,892.98	-
21 TONER CART, BROTHER TN-150Y, Yellow	cart				0				0				0				0	0	3,892.98	-
22 TONER CART, BROTHER TN-155BK, Black	cart				0				0				0				0	0	4,804.80	-
23 TONER CART, FUJI XEROX CWAAD762, Black	cart				0				0				0				0	0	5,967.78	-
24 TONER CART, HP CE250A, Black	cart				0				0				0				0	0	5,578.40	-
25 TONER CART, HP CE251A, Cyan	cart				0				0				0				0	0	11,079.43	-
26 TONER CART, HP CE252A, Yellow	cart				0				0				0				0	0	11,079.43	-
27 TONER CART, HP CE253A, Magenta	cart				0				0				0				0	0	11,079.43	-
28 TONER CART, HP Q1338A, Black	cart				0				0				0				0	0	7,010.64	-
29 TONER CART, HP Q6511A, Black	cart				0				0				0				0	0	6,187.27	-
30 TONER CART, HP Q7551A, Black	cart				0				0				0				0	0	6,470.10	-
31 TONER CART, LEXMARK 34217HR, Black	cart				0				0				0				0	0	4,947.85	-
32 TONER CART, SAMSUNG ML-2350D5, Black	cart				0				0				0				0	0	5,023.20	-

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
33 TONER CART, SAMSUNG ML-D3050B, Black	cart				0				0				0				0	0	6,988.80	-
<b>Office Equipment and Accessories</b>																				
<b>Office Supplies</b>																				
1 FOLDER, TAGBOARD (Brown outside/white inside)	piece	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	3.00	420.00
2 PEN, BALL	piece	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	5.50	1,320.00
3 PEN, SIGN BLACK, 5/17 (refillable)	piece	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	15.50	396.00
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
<b>Audio and visual presentation and composing equipment</b>																				
<b>Photographic or filming or video equipment</b>																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-





Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					55444.7				53890.8				55737.5				54037.7		

\*Other categories that are not indicated herein  
 \*\*Prices are FOB Manila/Applicable for items under A.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by: AGNES A. YOUNG Adm. Officer I  
 Certified Funds Available /  
 Certified Appropriate Funds Available:

AGNES A. YOUNG  
 Adm. Officer I  
 Property/Supply Officer

Approved by: ELBERT C. RESTAURO Executive Laborer Arbitrer  
 Local Budget Officer

ELBERT C. RESTAURO  
 Executive Laborer Arbitrer  
 Head of Office/Agency

Date Prepared: