

**ANNUAL PROCUREMENT PLAN 2015
For Common-Use Supplies and Equipment**

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Office/Agency: Local Government Unit of Moncada
 Region : 111
 Address : Poblacion # 1, Moncada, Tarlac

Contact Person: _____ DIANA A. AYSON
 Position: _____ Property/Supply Officer (OIC)
 E-mail : _____ mda_lgu@yahoo.com
 Telephone/Mobile Nos: _____ (045) 606-5405

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
1. BALLAST, 18 watts	piece														0	68.28	-
2. BALLAST, 36 watts	piece	5		3		2	2	5	5	2	2	1	10	37	73.63	2,724.24	
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	5	5	5	3	3	3		2		5		2	33	36.95	1,219.22	
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	5	5	5	5	2		3		5		1	2	33	14.78	487.69	
5. BATTERY, size D, alkaline, 2 pcs./packet	packet													0	69.14	-	
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set													0	284.75	-	

7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	5			5			5		5		5	5	30	374.47	11,234.22
8. FLUORESCENT LAMP, tubular, 18 watts	piece													0	32.62	-
9. FLUORESCENT LAMP, tubular, 36 watts	piece													0	34.36	-
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece													0	105.35	-
11. FUSE, 30 amperes	piece													0	10.51	-
12. FUSE, 60 amperes	piece													0	25.86	-
13. STARTER, 4-40 watts	piece													0	3.79	-
14. TAPE, electrical	roll	5		5		3		3		5		3	5	29	18.47	535.72
COMMON COMPUTER SUPPLIES/CONSUMABLES																
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box													0	527.80	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box													0	830.76	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box													0	590.40	-
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box	10												10	965.35	9,653.46
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box													0	487.69	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box													0	790.64	-
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box													0	343.07	-
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box													0	733.64	-
9. COMPACT DISK CASE, 50 CDs capacity	piece													0	51.60	-
10. COMPACT DISK DRIVE CLEANER	piece													0	65.18	-
11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece													0	8.92	-
12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece													0	16.87	-
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	10												10	11.88	118.76
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece													0	20.26	-
15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece													0	296.46	-
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece													0	475.02	-
17. INK CARTRIDGE, HP 51645A (HP 45)	cart													0	1,235.11	-
18. INK CARTRIDGE, HP C6615DA (HP 15)	cart													0	1,166.78	-
19. INK CARTRIDGE, HP C1823DA (HP 23)	cart													0	1,511.54	-
20. INK CARTRIDGE, HP C6625A (HP 17)	cart													0	1,269.28	-
21. INK CARTRIDGE, HP C6578A/D (HP 78)	cart													0	1,372.81	-
22. INK CARTRIDGE, HP C6614D (HP 20)	cart													0	1,364.53	-
23. INK CARTRIDGE, HP C4844A (HP 10)	cart													0	1,423.54	-
24. INK CARTRIDGE, HP C8727AA (HP 27)	cart													0	754.73	-
25. INK CARTRIDGE, HP C8728AA (HP 28)	cart													0	886.22	-
26. INK CARTRIDGE, HP C6656AA (HP 56)	cart													0	823.06	-
27. INK CARTRIDGE, HP C6657AA (HP 57)	cart													0	1,372.81	-
28. INK CARTRIDGE, HP C9351AA (HP 21)	cart													0	624.29	-

29. INK CARTRIDGE, HP C9352AA (HP 22)	cart														0	719.53	-
30. INK CARTRIDGE, HP C8765WA (HP 94)	cart														0	832.38	-
31. INK CARTRIDGE, HP C8766WA (HP 95)	cart														0	999.06	-
32. INK CARTRIDGE, HP C9361WA (HP 93)	cart														0	799.25	-
33. INK CARTRIDGE, HP C9362WA (HP 92)	cart														0	597.37	-
34. INK CARTRIDGE, HP CB314A (HP 900), black	cart														0	259.86	-
35. INK CARTRIDGE, HP CB315A (HP 900), tri-color	cart														0	334.40	-
36. INK CARTRIDGE, Epson TO17	cart														0	0.00	-
37. INK CARTRIDGE, Epson TO18	cart														0	0.00	-
38. INK CARTRIDGE, Lexmark # 27, colored	cart														0	1,190.60	-
39. INK CARTRIDGE, Lexmark # 17, black	cart														0	999.06	-
40. INK CARTRIDGE, Epson TO38	cart														0	489.70	-
41. INK CARTRIDGE, Epson TO39	cart														0	767.16	-
42. MOUSE, optical, USB conection type	piece														0	200.56	-
43. TONER CARTRIDGE,HP C3906A	cart														0	3,109.01	-
44. TONER CARTRIDGE,HP C3903A	cart														0	3,641.82	-
45. TONER CARTRIDGE,HP C4092A	cart														0	2,696.96	-
46. TONER CARTRIDGE,HP C4096A	cart														0	4,174.33	-
47. TONER CARTRIDGE,HP C7115A	cart														0	2,561.33	-
48. TONER CARTRIDGE,HP 92298A	cart														0	4,565.67	-
49. TONER CARTRIDGE,HP C4127X	cart														0	5,533.68	-
50. TONER CARTRIDGE, HP Q2613X	cart														0	4,087.36	-
51. TONER CARTRIDGE,HP Q2612A	cart														0	2,909.19	-
52. TONER CARTRIDGE,HP Q5942A	cart														0	6,197.31	-
53. TONER CARTRIDGE, HP Q6511A	cart														0	5,153.72	-
54. TONER CARTRIDGE, HP C9720A	cart														0	6,532.74	-
55. TONER CARTRIDGE, HP C9721A	cart														0	8,841.46	-
56. TONER CARTRIDGE, HP C9722A	cart														0	8,841.46	-
57. TONER CARTRIDGE, HP C9723A	cart														0	9,014.82	-
58. TONER CARTRIDGE, HP Q1338A	cart														0	6,586.94	-
59. TONER CARTRIDGE, HP Q2610A	cart														0	4,955.41	-
60. TONER CARTRIDGE, HP Q3960A	cart														0	3,520.02	-
61. TONER CARTRIDGE, HP Q3961A	cart														0	4,249.91	-
62. TONER CARTRIDGE, HP Q3962A	cart														0	4,249.91	-
63. TONER CARTRIDGE, HP Q3963A	cart														0	4,249.91	-
64. TONER CARTRIDGE, HP Q5949A	cart														0	2,972.35	-
65. TONER CARTRIDGE, HP Q7553A	cart														0	3,351.27	-
66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart														0	4,690.94	-
67. TONER CARTRIDGE, Lexmark 1382920	cart														0	14,411.38	-
68. TONER CARTRIDGE, Brother TN3060	cart														0	4,627.79	-

69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810	cart													0	3,901.50	-
70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500	cart													0	2,886.21	-
71. TONER CARTRIDGE, Samsung ML-2250D5	cart													0	4,089.44	-
72. TONER CARTRIDGE, Samsung ML-2010D3	cart													0	3,002.37	-
73. TONER CARTRIDGE, Kyocera TK-120	cart													0	5,332.83	-
74. RIBBON, Epson RN 8755	cart													0	86.03	-
75. RIBBON, Epson RN 8750	cart													0	77.90	-
76. RIBBON, Epson RN 7754	cart													0	129.41	-
77. RIBBON, Epson RN SO 15083/SO 15086	cart													0	735.75	-
78. RIBBON, Epson RN SO 15327	cart													0	333.37	-
COMMON OFFICE SUPPLIES																
1. ACETATE, gauge #3, 50m in length	roll													0	612.25	-
2. AIR FRESHENER, 280mL/can	can	5		5		5		5		3		3	26	93.95	2,442.66	
3. ALCOHOL, 70%, ethyl	bottle	15		15		15		15		15		15	90	38.27	3,443.90	
4. AUDIO CASSETTE TAPE, 90min. recording time	piece													0	16.36	-
5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time	pack													0	92.87	-
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box													0	354.68	-
7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	12			9			7			4		32	369.46	11,822.72	
8. CARTOLINA, assorted color, 20s/pack	pack	4					2						6	73.89	443.35	
9. CARTOLINA, white, 20s/pack	pack	1				1							2	58.06	116.12	
10. CHALK, white, dustless, 100 pcs/box	box													0	35.33	-
11. CLIP, bulldog (3")	piece													0	8.55	-
12. CLIP, backfold, 25mm, 12s/box	box													0	15.83	-
13. CLIP, backfold, 50mm, 12s/box	box													0	44.34	-
14 CLIP, backfold, 19mm, 12s/box	box													0	7.65	-
15. CLIP, backfold, 32mm, 12s/box	box													0	17.68	-
16. COLUMNAR PAD, 4 cols, 50 gsm min.	pad													0	22.17	-
17. COLUMNAR PAD, 14 cols, 50 gsm min.	pad													0	46.45	-
18. COLUMNAR PAD, 16 cols, 50 gsm min.	pad													0	46.45	-
19. COLUMNAR PAD, 18 cols, 50 gsm min.	pad	12											12	68.61	823.37	
20. COLUMNAR NOTEBOOK, 12 cols	piece													0	19.93	-
21. CORRECTION FLUID, water based, min 15mL.	bottle	10		10			8			5	5	5	43	9.97	428.59	
22. DATA FILE BOX, (5"x9"x15-3/4")	box													0	65.44	-
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece													0	68.08	-
24. ENVELOPE, documentary (10"x15"), 500s/box	box													0	568.97	-
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box													0	686.00	-
26. ENVELOPE, mailing white, 500s/box	box	5					5						10	162.18	1,621.77	
27. ENVELOPE, mailing white with window, 500s	box													0	210.69	-
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box													0	121.39	-

29. ENVELOPE, expanding, plastic, legal size	piece													0	40.41	-
30. ENVELOPE, documentary, A4, 500s/box	box													0	534.13	-
31. ERASER, blackboard/whiteboard	piece	3						3			2			8	11.61	92.89
32. ERASER, rubber	piece	10			5			5			2		5	27	4.75	128.26
33. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece													0	84.45	-
34. FOLDER, pressboard, plain, legal, 100s/box	pack	5			5						5			15	864.41	12,966.22
35. FOLDER, tagboard, legal size, 100s/box	pack													0	420.13	-
36. FOLDER, tagboard, A4 size, 100s/box	pack													0	257.57	-
37. FOLDER, morocco/fancy, legal size, 50s/pack	pack													0	306.12	-
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle													0	316.68	-
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack													0	251.23	-
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	5				5				5		5		20	232.23	4,644.64
41. GLUE, all purpose, 300 grams min.	jar	10			10			10		5		5	5	45	37.99	1,709.62
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece													0	33.46	-
43. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack													0	45.12	-
44. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack													0	101.34	-
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box													0	42.12	-
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box													0	57.53	-
47. INDEX TAB, self-adhesive, 5 sets/box	box													0	68.61	-
48. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube													0	11.61	-
49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle													0	500.94	-
50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece	30												30	45.28	1,358.37
51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece													0	50.30	-
52. MAP PIN, round head, 100s/box	box													0	36.95	-
53. MARKER, fluorescent, 3 colors/set	set													0	42.22	-
54. MARKING PEN, whiteboard, black	piece	10			10			7		3			4	34	15.31	520.41
55. MARKING PEN, whiteboard, blue	piece	10			10			7		3			4	34	15.31	520.41
56. MARKING PEN, whiteboard, red	piece	10			10			7		3			4	34	15.31	520.41
57. MARKER, permanent, black	piece	10			2		5	7		2			2	28	13.70	383.67
58. MARKER, permanent, blue	piece	10			1		5			2			2	20	13.70	274.05
59. MARKER, permanent, red	piece	5						2					3	10	13.70	137.03
60. MARKING PEN, for transparency	set													0	85.50	-
61. NOTE BOOK, stenographer's, 40 leaves	piece													0	7.60	-
62. NOTE PAD, (3"x3"), 100 sheets/pad	pad													0	36.95	-
63. NOTE PAD, (3"x4"), 100 sheets/pad	pad													0	52.78	-
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad													0	114.00	-
69. NOTE PAD, (2"x3"), 100 sheets/pad	pad													0	31.67	-
66. OIL, for general purpose, 120 mL	bottle													0	31.45	-
67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream													0	106.37	-
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream													0	56.90	-

70. PAPER, mimeo,WhiteWove, 210mm x 297mm (A4)	ream													0	147.78	-
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream													0	146.52	-
72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream													0	197.58	-
73. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad													0	20.88	-
74. PAPER, thermal,210mmx30M, 1/2" core	roll													0	36.95	-
75. PAPER, thermal, 216mmx30M, 1/2" core	roll													0	38.00	-
76. PAPER,multicopy, 210mm x 297mm(A4), 80gsm	ream													0	141.41	-
77. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream													0	163.62	-
78.PAPER FASTENER, for paper, metal, 50 sets/box	box	10		10		10			5		5		5	45	83.27	3,747.18
79.. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	10		10		10			5		5		5	45	15.83	712.53
80. PAPER CLIP, gem type, 32mm, 100s/box	box													0	8.97	-
81. PENCIL, lead, w/eraser, one(1) dozen per box	box													0	25.26	-
82. PENCIL, mechanical, for 0.5mm lead	piece													0	18.47	-
83. PUSH PIN, flat head type, assorted colors, 100s/box	box													0	30.45	-
84. RECORD BOOK, 300 pages, smyth sewn	book	10	2		2			3		2			5	24	51.20	1,228.72
85. RECORD BOOK, 500 pages, smyth sewn	book	20		10					10				12	52	89.73	4,665.75
86. RIBBON, nylon, manual typewriter	spool													0	16.05	-
87. RIBBON, nylon, for Kitano Bundy Clock	piece													0	654.47	-
88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													0	475.02	-
89. RING BINDER, (1/2"x44"), plastic	piece													0	4.44	-
90. RING BINDER, (3/4"x44"), plastic	piece													0	12.67	-
91. RING BINDER, (1" x 44"), plastic	piece													0	12.67	-
92. RING BINDER, (2" x 44"), plastic	piece													0	28.55	-
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	5								5				10	134.67	1,346.70
94. RULER, plastic, 300mm	piece													0	3.69	-
95. RULER, plastic, 450mm	piece													0	36.95	-
96. SIGN PEN, black	piece	25						25						50	42.10	2,105.11
97. SIGN PEN, blue	piece													0	42.10	-
98. SIGN PEN, red	piece													0	42.10	-
99. STAMP PAD INK, violet, 50mL	bottle	5		5		5		5		5			5	30	27.45	823.37
100. STAMP PAD, felt pad, min 60mm x 100mm	piece	5							5					10	25.33	253.34
101. STAPLE WIRE, standard, #35	box	10				10				10			2	32	26.37	843.83
102. TAPE, adding machine, GSP bond	roll	10		10		10		10		10			5	55	10.82	595.09
103. TAPE, masking, 24mm, 50 meters length	roll													0	42.22	-
104. TAPE, masking, 48mm, 50 meters length	roll													0	85.08	-
105. TAPE, transparent, 24mm, 50 meters	roll	12				10				15				37	11.03	408.22
106. TAPE, transparent, 48mm, 50 meters	roll													0	20.69	-
107. TAPE, packaging, 48mm, 50 meters length	roll													0	19.53	-
108. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle													0	99.23	-

109. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle												0	88.67	-
110. TOILET TISSUE, 12 rolls/pack	pack												0	62.07	-
111. TWINE, plastic, one kilo per roll	roll												0	58.06	-
112. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll												0	168.90	-
COMMON OFFICE DEVICES															
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	5				5			2			5	17	10.56	179.45
2. CUTTER, heavy duty	piece	10				5			10				25	27.45	686.14
3. PUNCHER, heavy duty	piece	10				5			10				25	116.12	2,902.90
4. SCISSORS, (6")	pair	10				5			10				25	19.00	475.02
5. SHARPENER, single cutterhead	piece												0	149.56	-
6. STAMPING DATER, self-inking stamp	piece												0	443.35	-
7. STAPLER, heavy duty, standard	piece	15				5							20	165.28	3,305.65
8. STAPLE REMOVER, twin jaws	piece	15				5							20	19.93	398.69
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	8				5							13	40.83	530.83
10. WASTE BASKET, plastic	piece	12				10				10			32	21.30	681.76
COMMON JANITORIAL SUPPLIES															
1. BATHROOM SOAP, 70gms.	piece	30			25			25		50			130	14.78	1,921.19
2. BROOM, soft (tambo)	piece	25		25			15		15				80	121.39	9,711.52
3. BROOM, STICK (tingting)	piece	100		100		100		50	50		100	100	600	20.06	12,033.84
4. CLEANSER, powder, 350gms.	canister	25			25			25		20		30	125	17.58	2,197.48
5. DETERGENT POWDER, all purpose, 500gms.	pouch	10			10			10		10		10	50	17.42	870.87
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar	5			5			5		5		2	22	24.28	534.13
7. DISINFECTANT SPRAY, 400 grams net content	can	10		10		10		10		10		10	60	242.79	14,567.28
8. DUST PAN, non-rigid plastic, with detachable handle	piece	5		2		2		2		5			16	26.39	422.24
9. FLOOR WAX, paste, natural, 2kgs.	can												0	311.40	-
10. FLOOR WAX, paste, red, 2kgs.	can												0	311.40	-
11. FLOOR WAX, liquid type, 3.75L	can												0	336.47	-
12. FURNITURE CLEANER, 300mL/can min	can												0	114.00	-
13. INSECTICIDE, 600mL (420g) /can	can	10				10			10			5	35	118.23	4,137.95
14. MOPHANDLE, screw type, wooden handle	piece	20			20			20		10		50	120	84.45	10,133.76
15. MOPHEAD, 100% rayon, 400g	piece	20			20			20		10		50	120	72.84	8,740.37
16. RAG, COTTON, (7") in diameter	kilo												0	44.34	-
17. SCOURING PAD, economy size	pack	5		5		5		5		5			30	133.94	4,018.18
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	20		20		20		20		20			120	63.34	7,600.32

19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	20		20		20		20		20		20		120	33.78	4,053.50
20. TRASHBAG, plastic, black, (XL)	roll	20	20	20	20	20	20	20	20	20	20	20	25	245	105.35	25,809.98
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream	10		10		10		10		10		5		55	121.01	6,655.46
2. PAPER, mimeo, Groundwood	ream	10				10				10				40	92.89	3,715.71
3. PAPER, mimeo, Whitewove	ream													0	121.82	-
4. PAPER, for PPC	ream													0	175.93	-
5. PAPER, multicopy, legal, for laser printing	ream	10		10		10		10		10		10		60	177.34	10,640.45
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit	1												1	1,161.16	1,161.16
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit	1					1							2	8,073.23	16,146.46
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit													0	9,540.51	-
4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20	unit	2					2					2		6	13,699.58	82,197.46
5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20	unit													0	12,337.85	-
6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit	10		10		10		10						40	1,921.19	76,847.68
7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit													0	939.48	-
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit													0	346.24	-
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit													0	163.50	-
10. CHAIR, monobloc, without armrest,beige/white	unit													0	242.79	-
11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS	unit													0	19,845.28	-
12. ELECTRIC FAN, orbit type	unit													0	1,366.45	-
13. ELECTRIC FAN, with stand	unit													0	775.87	-
14. ELECTRIC FAN, wall type	unit													0	756.87	-

8. INK CARTRIDGE, HP C4906AA (HP940), black	cart															0	987.68	-
9. INK CARTRIDGE, HP C4906AA(HP 940XL), black	cart															0	1,366.60	-
10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan	cart															0	987.68	-
11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta	cart															0	987.68	-
12. INK CARTRIDGE, HP C4909AA(HP 940XL), yellow	cart															0	987.68	-
13. INK CARTRIDGE, HP C4936A(HP 18), black	cart															0	822.03	-
14. INK CARTRIDGE, HP C4937A(HP 18), cyan	cart															0	616.00	-
15. INK CARTRIDGE, HP C4938A(HP 18), magenta	cart															0	616.00	-
16. INK CARTRIDGE, HP C4939A (HP18) , yellow	cart															0	616.00	-
17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml	cart															0	748.52	-
18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml	cart															0	1,248.57	-
19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml	cart															0	399.63	-
20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml	cart															0	399.63	-
21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml	cart															0	399.63	-
22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml	cart															0	399.63	-
23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml	cart															0	399.63	-
24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml	cart															0	1,386.27	-
25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml	cart															0	692.62	-
26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml	cart															0	987.68	-
27. INK CARTRIDGE, HP C9392A(HP 88XL), magenta 17 ml	cart															0	987.68	-
28. INK CARTRIDGE, HP C9393A(HP 88XL), yellow 17 ml	cart															0	987.68	-
29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml	cart															0	1,384.20	-
30. INK CARTRIDGE, HP CB316WA(HP 564), black	cart															0	474.13	-
31. INK CARTRIDGE, HP CB317WA(HP 564), photo	cart															0	396.52	-
32. INK CARTRIDGE, HP CB318WA(HP 564), cyan	cart															0	396.52	-
33. INK CARTRIDGE, HP CB319WA(HP 564), magenta	cart															0	396.52	-
34. INK CARTRIDGE, HP CB320WA (HP 564), yellow	cart															0	396.52	-
35. INK CARTRIDGE, HP CB335WA(HP74), black , 4.5 ml	cart															0	637.74	-
36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml	cart															0	1,250.64	-
37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml	cart															0	732.99	-
38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml	cart															0	1,386.27	-
39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	cart															0	597.37	-
40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml	cart															0	1,194.74	-
41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml	cart															0	717.46	-
42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml	cart															0	1,395.58	-
43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml	cart															0	598.71	-
44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml	cart															0	917.28	-
45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml	cart															0	999.06	-
46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet	cart															0	337.30	-
47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet	cart															0	327.15	-

48. INK CARTRIDGE, HP CD971AA (HP 920), black	cart														0	758.87	-
49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan	cart														0	569.42	-
50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta	cart														0	569.42	-
51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow	cart														0	569.42	-
52. INK CARTRIDGE, HP CD975AA (HP920XL), black	cart														0	1,138.83	-
53. INK CARTRIDGE, HP CN692AA(HP 704), black	cart														0	337.30	-
54. INK CARTRIDGE, HP CN693AA (HP704), tricolor	cart														0	337.30	-
55. INK CARTRIDGE, Brother LC67HYBK, black	cart														0	1,573.66	-
56. INK CARTRIDGE, Brother LC67HYC, cyan	cart														0	952.48	-
57. INK CARTRIDGE, Brother LC67HYM, magenta	cart														0	952.48	-
58. INK CARTRIDGE, Brother LC67HYY, yellow	cart														0	952.48	-
59. INK CARTRIDGE, Brother LC 39BK, black	cart														0	691.58	-
60. INK CARTRIDGE, Brother LC 39Y, yellow	cart														0	460.71	-
61. INK CARTRIDGE, Brother LC 39C, cyan	cart														0	460.71	-
62. INK CARTRIDGE, Brother LC 39M, magenta	cart														0	460.71	-
63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A	cart														0	999.06	-
66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A	cart														0	1,240.29	-
67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A	cart														0	2,106.84	-
68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A	cart														0	1,687.54	-
69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A	cart														0	2,039.54	-
70. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX3100	cart														0	1,155.39	-
71. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/ C50/ CX3100	cart														0	1,054.97	-
72. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/ CX5100	cart														0	1,246.50	-
73. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80	cart														0	595.30	-
74. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80	cart														0	595.30	-
75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80	cart														0	595.30	-
76. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX	cart														0	489.70	-
77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)	cart														0	863.44	-
78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX	cart														0	767.16	-

79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100	cart														0	542.50	-
80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100	cart														0	542.50	-
81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100	cart														0	542.50	-
82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83	cart														0	623.25	-
83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83	cart														0	384.10	-
84. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83	cart														0	384.10	-
85. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83	cart														0	384.10	-
86. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67	cart														0	637.74	-
87. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67	cart														0	489.70	-
88. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67	cart														0	393.41	-
89. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67	cart														0	393.41	-
90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67	cart														0	393.41	-
91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900	cart														0	292.99	-
92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900	cart														0	292.99	-
93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900	cart														0	292.99	-
94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900	cart														0	292.99	-
95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW	cart														0	862.40	-
96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW	cart														0	574.59	-
97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW	cart														0	574.59	-

98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW	cart														0	574.59	-
99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap	cart														0	574.59	-
100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack	cart														0	957.65	-
101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart														0	430.68	-
102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart														0	430.68	-
103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart														0	430.68	-
104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart														0	430.68	-
105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart														0	283.67	-
106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart														0	283.67	-

107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/TX100/TX110/TX111/CX5500) Pigment - 91N	cart														0	283.67	-
108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart														0	283.67	-
109. INK CARTRIDGE, Epson C13T11190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	954.55	-
110. INK CARTRIDGE, Epson C13T11290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	954.55	-
111. INK CARTRIDGE, Epson C13T11390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	954.55	-
112. INK CARTRIDGE, Epson C13T11490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	954.55	-
113. INK CARTRIDGE, Epson C13T11590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	954.55	-
114. INK CARTRIDGE, Epson C13T11690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	954.55	-
115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	666.73	-
116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	666.73	-
117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	666.73	-
118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	666.73	-
119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	666.73	-
120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	666.73	-
121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141	cart														0	307.48	-
122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141	cart														0	307.48	-
123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141	cart														0	307.48	-
124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141	cart														0	307.48	-

125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143	cart														0	584.94	-
126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/900WD - 143	cart														0	460.71	-
127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/900WD - 143	cart														0	460.71	-
128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/900WD - 143	cart														0	460.71	-
129. TONER CARTRIDGE, HP C3906F, black	cart														0	3,109.01	-
130. TONER CARTRIDGE, HP CB435A, black	cart														0	2,529.24	-
131. TONER CARTRIDGE, HP CB436A, black	cart														0	2,968.21	-
132. TONER CARTRIDGE, HP CB540A, black	cart														0	2,929.90	-
133. TONER CARTRIDGE, HP CB541A, cyan	cart														0	2,691.78	-
134. TONER CARTRIDGE, HP CB542A, yellow	cart														0	2,691.78	-
135. TONER CARTRIDGE, HP CB543A, magenta	cart														0	2,691.78	-
136. TONER CARTRIDGE, HP CC364A, black	cart														0	6,418.86	-
137. TONER CARTRIDGE, HP CC530A, black	cart														0	5,140.26	-
138. TONER CARTRIDGE, HP CC531A, cyan	cart														0	4,821.39	-
139. TONER CARTRIDGE, HP CC532A, yellow	cart														0	4,821.39	-
140. TONER CARTRIDGE, HP CC533A, magenta	cart														0	4,821.39	-
141. TONER CARTRIDGE, HP CE250A, black	cart														0	5,332.83	-
142. TONER CARTRIDGE, HP CE251A, cyan	cart														0	10,504.15	-
143. TONER CARTRIDGE, HP CE252A, yellow	cart														0	10,504.15	-
144. TONER CARTRIDGE, HP CE253A, magenta	cart														0	10,504.15	-
145. TONER CARTRIDGE, HP CE255A, black	cart														0	6,326.72	-
146. TONER CARTRIDGE, HP CE260A, black	cart														0	6,250.11	-
147. TONER CARTRIDGE, HP CE261A, cyan	cart														0	11,353.10	-
148. TONER CARTRIDGE, HP CE262A, yellow	cart														0	11,353.10	-
149. TONER CARTRIDGE, HP CE263A, magenta	cart														0	11,353.10	-
150. TONER CARTRIDGE, HP CE278A, black	cart														0	3,056.21	-
151. TONER CARTRIDGE, HP CE285A, black	cart														0	2,694.89	-
152. TONER CARTRIDGE, HP CE505A, black	cart														0	3,644.26	-
153. TONER CARTRIDGE, HP CE505X, high cap, black	cart														0	6,691.14	-
154. TONER CARTRIDGE, HP Q6000A, black	cart														0	3,161.81	-
155. TONER CARTRIDGE, HP Q6001A, cyan	cart														0	3,446.51	-

156. TONER CARTRIDGE, HP Q6002A, yellow	cart														0	3,446.51	-
157. TONER CARTRIDGE, HP Q6003A, magenta	cart														0	3,446.51	-
158. TONER CARTRIDGE, HP Q6470A, black	cart														0	5,501.58	-
159. TONER CARTRIDGE, HP Q6471A, cyan	cart														0	5,470.53	-
160. TONER CARTRIDGE, HP Q6472A, yellow	cart														0	5,470.53	-
161. TONER CARTRIDGE, HP Q6473A, magenta	cart														0	5,470.53	-
162. TONER CARTRIDGE, HP Q7581A, cyan	cart														0	7,082.49	-
163. TONER CARTRIDGE, HP Q7582A, yellow	cart														0	7,082.49	-
164. TONER CARTRIDGE, HP Q7583A, magenta	cart														0	7,082.49	-
165. TONER CARTRIDGE, Brother TN-155BK, black	cart														0	4,286.14	-
166. TONER CARTRIDGE, Brother TN-155M, magenta	cart														0	5,745.92	-
167. TONER CARTRIDGE, Brother TN-155Y, yellow	cart														0	5,745.92	-
168. TONER CARTRIDGE, Brother TN-155C, cyan	cart														0	5,745.92	-
169. TONER CARTRIDGE, Brother TN-2025	cart														0	2,640.02	-
170. TONER CARTRIDGE, Brother TN-2130	cart														0	1,811.78	-
171. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN	cart														0	3,312.96	-
172. TONER CARTRIDGE, Lexmark X340A11G	cart														0	6,056.51	-
173. TONER CARTRIDGE, Lexmark E360H11P	cart														0	11,953.57	-
174. TONER CARTRIDGE, Lexmark E450A11P	cart														0	6,784.32	-
175. TONER CARTRIDGE, Lexmark T650A11P	cart														0	9,586.88	-
176. TONER CARTRIDGE, Lexmark T650H11P	cart														0	25,970.50	-
177. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500	cart														0	3,158.70	-
178. TONER CARTRIDGE, Developer, Epson C13SO50010, for printer EPL-5700L/5800	cart														0	5,172.36	-
179. TONER CARTRIDGE, Developer, Epson C13SO50087, for printer EPL-5900/5900L	cart														0	5,272.78	-
180. TONER CARTRIDGE, Developer, Epson C13SO50166, 6K, for printer EPL-6200	cart														0	5,128.88	-
181. TONER CARTRIDGE, Developer, Epson C13SO50167, 3K, for printer EPL-6200/6200L	cart														0	3,260.16	-
182. TONER CARTRIDGE, Epson C13SO50440, Std Cap, for printer AL-M2010D/DN	cart														0	5,470.53	-
183. TONER CARTRIDGE, Developer, Epson C13SO50520, 1.8K, for printer AL-M1200	cart														0	3,595.60	-

184. TONER CARTRIDGE, Developer, Epson C13S050521, 3.2K, for printer AL-M1200	cart														0	5,320.41	-
185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545	cart														0	10,353.00	-
186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML-D3050 / ML-D3051	cart														0	7,091.81	-
187. TONER CARTRIDGE, Samsung Part No. ML T-D105L, for printer ML 2580n	cart														0	2,847.08	-
188. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND	cart														0	4,840.03	-
189. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung ML 1660	cart														0	3,023.08	-
190. RIBBON CARTRIDGE, for Fujitsu DL3850	cart														0	456.55	-
191. RIBBON CARTRIDGE, for OKI ML 1120	cart														0	7,230.86	-
192. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series	cart														0	1,159.54	-
193. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000	cart														0	1,146.08	-
194. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580	cart														0	121.13	-
195. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ 670/680/680Pro	cart														0	349.93	-
196. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300	cart														0	1,242.36	-
197. RIBBON CARTRIDGE, Epson C13SO15577(#8766), for printer DFX-5000+/8000/8500 Black Ribbon (S015055)	cart														0	954.55	-
198. RIBBON CARTRIDGE, Epson C13SO15587, black for printer DLQ-3000/3000+/3500	cart														0	1,045.65	-
199. RIBBON CARTRIDGE, Epson C13SO15589(S015337), for printer LQ-590	cart														0	378.92	-
200. PRINTHEAD, HP 11, black, C4810A , 8 ml	cart														0	1,386.27	-
201. PRINTHEAD, HP 11, cyan, 8 ml	cart														0	1,386.27	-
202. PRINTHEAD, HP 11, magenta C4812A, 8 ml	cart														0	1,386.27	-
203. PRINTHEAD, HP 11 yellow, 8 ml	cart														0	1,386.27	-
204. Photoconductor Kit, Lexmark PN 12A8302	cart														0	4,182.61	-
205. Photoconductor Kit, Lexmark PN E260X22G	cart														0	2,329.43	-
206. Photoconductor Kit, Lexmark PN E250X22G	cart														0	2,329.43	-
207. PHOTOCONDUCTOR UNIT, Epson C13S051099, for printer EPL 6200/6200L	cart														0	3,442.37	-

B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																		-	
Office Equipment and Accessories																		-	
1. Visitors Chair w/ arm seatrest & backrest w/ design & piping	unit	2										2	3,450.00	6,900.00					
Office Supplies																		-	
1. Assorted Colored Paper Fasteners 7 cm.	box	30					30					60	35.00	2,100.00					
2. Highlighted Pen R88- Stabilo Boss	piece	50					40					90	37.50	3,375.00					
3. Ballpen, HBW (Blue, Black & Red)	piece	200					200					400	4.50	1,800.00					
4. Ballpen, Pilot Hi Tech V5 (black)	piece	50					50					100	37.50	3,750.00					
5. Colored Paper Clip small	box	50					50					100	10.00	1,000.00					
6. Carbon Paper (Short)	box	25					25					50	280.00	14,000.00					
7. Ledger Notebook	piece	50			50		50			50		200	38.50	7,700.00					
8. Staple Wire # 35	box	50			30		30			30		140	37.00	5,180.00					
9. CDR-W with case	piece	20				5				5		30	30.00	900.00					
10. Envelope brown Long	piece	100			100		50			50		300	2.00	600.00					
Photographic or filming or video equipment																		-	
1. DIGI Cam W210 4GB Memory Stick Cleaning Kit	set	1										1	14,999.00	14,999.00					
2. Zoom Lens	set	1										1	11,950.00	11,950.00					
Cleaning Equipment and Supplies																		-	
1. Garbage Sacks	piece	200			100		100			100		700	4.00	2,800.00					
2. Working Gloves (Heavy duty)	piece	100			50					50		250	40.00	10,000.00					
3. Mop w/ plastic handle	piece	10			10		10			10		10	90.00	4,500.00					
4. Plastic Pail	piece	20			10		5			5		10	55	50.00	2,750.00				
5. Dipper	piece	20					25					10	55	10.00	550.00				
6. Toilet Brush w/ handle	piece	30					30					60	75.00	4,500.00					
7. Rain Coat	set	35			20					15		70	175.00	12,250.00					
8. Push Car Wheel	piece						5					5	800.00	4,000.00					
9. Grass Cutter- Scissor type	piece				10					10		20	200.00	4,000.00					
10. Pruning/Shrearing Scissor	piece				20							5	25	200.00	5,000.00				
Paper Materials and Products																		-	
1. Swiss Copy Paper, Subs. 20 - 8 1/2" x 13" , 70 gsm	ream	25			20					20		20	15	100	190.00	19,000.00			
2. Swiss Copy Paper, Subs. 20 - 8 1/2" x 11" , 70 gsm	ream	25			20					20		20	10	95	155.00	14,725.00			

*Other Categories																
1. Baby Oil 50 ml	bot.	15			15			15			15		15	75	30.00	2,250.00
2. Baby Diaper small	pack	20		20		20		20		20		20	20	140	200.00	28,000.00
3. Car Air Freshener	can	20			20			20			20		20	100	150.00	15,000.00
4. Baby Powder (Big)	bot.	10			10		10		10		10		10	60	180.00	10,800.00
5. Cotton (big)	pack	10		10		10		10		10		10		60	85.00	5,100.00
6. Rubber Boots	pair	20			20		20			20				80	250.00	20,000.00

***GRAND TOTAL: 1,014,578.03

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION
APPROVED BUDGET: 1,050,000.00

**Other categories that are not indicated herein*
***Grand total for items under A and B

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:

DIANA A. AYSON

Property/Supply Officer

Certified Funds Available /

Certified Appropriate Funds Available:

EMILIA S. QUILET

Local Budget Officer

BLESILDA B. MALONGA

Accountant- OIC

Approved:

BENITO E. AQUINO

Head of Office/Agency

Date Prepared: October 10, 2014