

ANNUAL PROCUREMENT PLAN FOR 2016
For Common-Use Supplies and Equipment

Department/Bureau/Office: DOTC / Maritime Industry Authority
Region: National Capital Region
Address: Parkview Laza, 984 Taft Avenue cor. Kalaw Avenue, Ermita, Manila

Contact Person: ARNALDO P. VALLESPINO
Position: Chief, General Services Division
E-mail: arnaldovallesfino@yahoo.com
Telephone/Mobile Nos: 524-6518

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		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	69	44	42	155	45	50	45	140	48	39	49	136	44	38	43	125	556	17.14	9,529.84
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	69	44	43	156	44	44	42	130	48	35	42	125	43	37	42	122	533	14.77	7,872.41
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack			1	1	2		3	5	2		3	5		2	1	3	14	76.44	1,070.16
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	114.40	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube	46	21	35	102	41	15	24	80	38	37	15	90	39	16	16	71	343	41.50	14,234.50
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in Individual box	piece				0				0				0				0	0	101.82	-
7 TAPE, electrical	roll	17	1	1	19	11	1	2	14	14	1	1	16	11	1	1	13	62	18.20	1,128.40
COMMON OFFICE SUPPLIES																				
1 ACETATE, gauge #3, 50m per roll	roll	11	1	2	14	1	1	1	3	1			1	1	1	1	3	21	624.00	13,104.00
2 AIR FRESHENER, 280ml/can	can	21	5	5	31	12	7	8	27	12	7	5	24	12	7	5	24	106	81.12	8,598.72
3 ALCOHOL, 70%, ethyl, 500ml	bottle	280	197	203	680	278	211	202	691	281	196	225	702	273	198	192	663	2736	43.14	118,031.04
4 CARBON FILM, A4 size, 100 sheets per box	box	16	6	3	25	9	5	5	19	9	3	4	16	9	3	3	15	75	223.60	16,770.00
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0				0				0	0	253.92	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack	53	9	9	71	7	12	9	28	32	9	10	51	12	9	7	28	178	70.50	12,549.00
7 CHALK, white, dustless, 100 pieces per box	box	1			1				0	1			1	10			10	12	25.86	310.32
8 CLEARBOOK, A4 size	piece	3	5		8		5		5				0				0	13	37.44	486.72
9 CLEARBOOK, Legal size	piece	153	5		158		5		5	150			150				0	313	41.60	13,020.80
10 CLIP, backfold, 19mm, 12 pieces per box	box	110	80	81	271	90	78	87	255	104	74	75	253	84	73	71	228	1007	7.28	7,330.96
11 CLIP, backfold, 25mm, 12 pieces per box	box	124	74	78	276	88	75	81	244	106	563	72	741	83	70	65	218	1479	16.64	24,610.56
12 CLIP, backfold, 32mm, 12 pieces per box	box	141	76	77	294	87	75	84	246	102	71	72	245	82	70	68	220	1005	20.68	20,783.40
13 CLIP, backfold, 50mm, 12 pieces per box	box	114	67	74	255	83	67	79	229	99	62	69	230	78	62	64	204	918	43.68	40,098.24
14 CORRECTION TAPE, 6 meters (m/in), 1 piece in individual plastic	piece	207	132	110	449	137	111	119	367	201	111	116	428	135	110	111	356	1600	41.08	65,728.00
15 DATA FILE BOX, made with chipboard, with closed ends	box	47	23	20	90	50	20	20	90	50	20	23	93	47	23	20	90	363	69.73	25,311.99
16 DATA FOLDER, made with chipboard, tagilla lock	piece				0				0				0				0	0	76.95	-
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	10	5	4	19	12	9	9	30	12	9	8	29	12	9	8	29	107	403.52	43,176.64
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces	box	10	7	4	21	8	10	9	27	11	8	10	29	8	10	9	27	104	507.40	52,769.60
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	14	11	7	32	9	9	9	27	12	9	7	28	11	8	8	27	114	621.71	70,874.94
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0				0	0	35.03	-
21 ENVELOPE, MAILING, 500 pieces per box	box	16	3	7	26	4	3		7	6		3	9	6	4	4	14	56	139.36	7,804.16
22 ENVELOPE, MAILING, with window, 500 pieces per box	box	1	2		3	1		1	2		1	2	3		1		1	9	195.36	1,758.24
23 ERASER, felt, for blackboard/whiteboard	piece	6	2	2	10	3	1	5	9	3	3		6	3	1	2	6	31	10.07	312.17
24 ERASER, plastic or rubber	piece	40	14	4	58	1	14	4	19	4	6	9	19	4	6	7	17	113	2.16	244.08
25 FASTENER, for paper, metal, 50 sets per box	box	131	90	90	311	108	90	91	289	43	15	20	78	44	16	20	80	758	57.09	43,274.22
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	67	14	12	93	19	11	80	110	87	80	80	247	87	80	82	249	699	82.87	57,926.13
27 FILE TAB DIVIDER, A4, five (5) colors per set	set	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	12.48	748.80
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	16.64	998.40
29 FOLDER, Fancy, A4, 50s/ bundle	bundle	7	6	5	18	5	3	6	14	5	3	3	11	6	4	3	13	56	234.00	13,104.00
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle		2	2	4	3	2	2	7		3	3	6	3	2	2	7	24	291.20	6,988.80
31 FOLDER, L-type, A4, 50 pieces pack	pack	196	193	193	582	193	193	193	579	143	143	143	429	143	143	143	429	2019	166.40	335,961.60

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32 FOLDER, L-type, Legal size, 50 pieces per pack	pack	152	152	152	456	152	152	152	456	102	102	102	306	102	102	102	306	1524	182.00	277,368.00	
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box	25	8	7	40	6	6	7	19	17	7	6	30	6	7	9	22	111	935.89	103,883.79	
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	35	3	6	44	2	2	4	8	29	2	4	35	2	3	5	10	97	248.56	24,110.32	
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	17	10	8	35	5	4	12	21	11	4	7	22	9	5	6	20	98	299.98	29,398.04	
36 GLUE, all purpose, 300 grams min.	jar	78	42	39	159	46	41	44	131	49	40	46	135	44	41	44	129	554	48.88	27,079.52	
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	84	66	41	191	47	46	35	128	48	45	44	137	44	41	36	121	577	50.84	29,334.68	
38 LOOSELEAF COVER, 50sets per bundle	bundle			1	1				0				0				0	1	539.76	539.76	
39 MAGAZINE FILE BOX, LARGE	piece	199	143	167	509	151	149	147	447	178	136	160	474	152	136	147	435	1865	43.84	81,761.60	
40 MARKER, fluorescent, 3 colors per set	set	94	30	11	135	47	33	31	111	65	24	38	127	37	36	35	108	481	35.55	17,099.55	
41 MARKER, whiteboard, bullet type, black	piece	67	42	47	156	45	57	50	152	46	46	54	146	49	44	47	140	594	11.80	7,009.20	
42 MARKER, whiteboard, bullet type, blue	piece	63	36	39	138	39	53	44	136	41	39	50	130	43	39	43	125	529	11.80	6,242.20	
43 MARKER, whiteboard, bullet type, red	piece	62	34	32	128	45	43	35	123	40	44	40	124	41	32	41	114	489	11.80	5,770.20	
44 MARKER, permanent, bullet type, black	piece	162	116	119	397	120	124	126	370	144	116	123	383	119	118	129	366	1516	9.65	14,629.40	
45 MARKER, permanent, bullet type, blue	piece	145	109	111	365	112	116	118	346	128	109	116	353	112	111	112	335	1399	9.65	13,500.35	
46 MARKER, permanent, bullet type, red	piece	57	101	99	257	107	100	110	317	118	100	101	319	107	98	113	318	1211	9.65	11,666.15	
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	286	90	76	452	112	79	135	326	189	80	79	348	115	80	90	285	1411	10.30	14,533.30	
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	29	21	13	63	25	13	13	51	27	13	13	53	22	16	10	48	215	31.20	6,708.00	
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	147	73	64	284	100	62	60	222	141	60	69	270	90	71	67	228	1004	38.38	38,533.52	
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	133	70	61	264	85	59	57	201	101	57	66	224	75	68	65	208	897	54.06	48,491.82	
51 PAD PAPER, Ruled	pad	63	37	23	123	34	26	29	89	34	21	28	83	31	20	24	75	370	17.47	6,463.90	
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	166	62	68	296	125	61	57	243	141	57	71	269	125	48	62	235	1043	13.52	14,101.36	
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	131	58	54	243	106	72	53	231	119	53	72	244	106	54	63	223	941	6.76	6,361.16	
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	427	407	409	1243	407	444	420	1271	446	227	408	1081	407	406	1839	2652	6247	117.83	736,084.01	
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	265	207	208	680	250	223	216	689	267	145	208	620	250	203	208	661	2650	132.02	349,853.00	
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	298	222	226	746	282	261	232	775	321	162	225	708	281	217	223	721	2950	102.39	302,050.50	
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	278	181	185	644	254	199	190	643	271	140	184	595	252	182	182	616	2498	114.87	286,945.26	
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream	12	7	7	26	8	7	7	22	8	7	7	22	8	7	7	22	92	92.04	8,467.68	
59 PAPER, Thermal, 216mm x 30m	roll	8	3	2	13	5			5	5		5	10	5			5	33	35.67	1,177.11	
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	87	46	42	175	45	50	41	136	63	46	49	158	46	41	49	136	605	19.62	11,870.10	
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	299.52	-	
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	77	50	46	173	47	51	47	145	58	48	46	152	45	49	45	139	609	60.32	36,734.88	
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	166	101	87	354	100	87	92	279	127	89	92	308	98	87	101	286	1227	86.85	106,564.95	
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0				0	0	256.87	-	
65 RUBBER BAND, 70mm min lay flat length (#18)	box	68	39	39	146	36	39	32	107	50	32	38	120	35	38	33	106	479	105.85	50,702.15	
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0				0				0	0	15.60	-	
67 SIGN PEN, black	piece	321	193	200	714	221	217	213	651	302	196	208	706	218	208	197	623	2694	44.01	118,562.94	
68 SIGN PEN, blue	piece	265	185	206	656	228	206	185	619	256	187	204	647	223	204	187	614	2536	44.01	111,609.36	
69 SIGN PEN, red	piece	161	91	91	343	98	98	95	291	132	88	98	318	100	94	90	284	1236	44.01	54,396.36	
70 STAMP PAD INK, violet, 50mL	bottle	63	44	44	151	50	43	45	138	51	43	44	138	48	41	41	130	557	22.88	12,744.16	
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	40	35	44	119	38	33	32	103	39	33	32	104	34	33	31	98	424	31.08	13,177.92	
72 STAPLE WIRE, Heavy duty, 23/13	box	3	1		4	1		1	2	3	1		4		1		1	11	30.42	334.62	
73 STAPLE WIRE, Standard	box	146	108	106	360	108	109	119	336	119	105	112	336	110	104	103	317	1349	18.92	25,523.08	
74 TAPE, masking, 24mm, 50 meters length	roll	81	45	47	173	49	46	50	145	55	44	52	151	44	47	44	135	604	55.12	33,292.48	
75 TAPE, masking, 48mm, 50 meters length	roll	68	38	45	151	39	46	38	123	52	37	47	136	37	44	35	116	526	105.04	55,251.04	
76 TAPE, transparent, 24mm, 50 meters	roll	121	65	61	247	67	66	68	201	105	60	67	232	68	62	70	200	880	17.37	15,285.60	
77 TAPE, transparent, 48mm, 50 meters	roll	78	40	39	157	48	39	40	127	58	40	39	137	46	42	41	129	550	33.28	18,304.00	
78 TAPE, packaging, 48mm, 50 meters length	roll	72	46	51	169	43	56	41	140	56	40	56	152	43	49	45	137	598	33.28	19,901.44	
79 TOILET TISSUE, 12 rolls per pack	pack	161	102	100	363	151	102	100	353	151	102	100	353	151	102	102	355	1424	75.57	107,611.68	
80 TWINE, plastic, one kilo per roll	roll	31	5	4	40	14	7	3	24	16	3	7	26	14	3	3	20	110	54.08	5,948.80	
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack	36			36			25	25				0		50		50	111	112.72	12,511.92	
COMMON OFFICE DEVICES																					
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	42	21	12	75	15	8	10	33	25	9	7	41	12	7	7	26	175	7.85	1,373.75	
2 CUTTER KNIFE, heavy duty	piece	78	33	9	120	18	9	18	45	20	11	10	41	13	10	15	38	244	19.43	4,740.92	
31 DATING AND STAMPING MACHINE	piece	4	1	1	6				0				0				0	6	478.38	2,870.28	

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4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0				0	0	187.20	-
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	37	15	14	66	17	19	14	50	16	14	16	46	18	12	12	42	204	123.43	25,179.72
6 SCISSORS, (6")	pair	62	44	33	139	27	24	33	84	29	27	27	83	29	26	24	79	385	15.53	5,979.05
7 STAPLER, standard	piece	25	15	4	44	2	5	16	23	9	3	3	15	6	7	3	16	98	92.23	9,038.54
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	1	1	1	3	1	1	1	3				0				0	6	1,059.76	6,358.56
9 STAPLE REMOVER, plier type	piece	21	11	9	41	5	3	14	22	9	5	4	18	5	1	10	16	97	17.63	1,710.11
10 TAPE DISPENSER, table top	piece	51	14	14	79	10	10	12	32	12	10	11	33	11	11	10	32	176	47.72	8,398.72
11 WASTE BASKET, non-rigid plastic	piece	40	17	20	77	10	12	15	37	16	10	10	36	12	10	12	34	184	30.68	5,645.12
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece				0				0				0				0	0	104.00	-
2 BROOM, stick (thatching)	piece				0				0				0				0	0	23.92	-
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	41.60	-
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	18.20	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	41.60	-
6 DISINFECTANT SPRAY, 400-550 grams	can	9	4	4	17	5	4	4	13	7	4	4	15	5	4	4	13	58	114.40	6,635.20
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	36.28	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	228.80	-
9 FURNITURE CLEANER, aerosol, 300ml/can	can				0				0				0				0	0	84.76	-
10 INSECTICIDE, aerosol type, 600ml/can	can	17	19	17	53	17	19	18	54	17	19	17	53	17	19	18	54	214	117.52	25,149.28
11 MOPBUCKET	piece				0				0				0				0	0	1,872.00	-
12 MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	130.00	-
13 MOPHEAD, made of rayon	piece				0				0				0				0	0	98.80	-
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0	43.68	-
15 SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	119.60	-
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0	139.88	-
COMMON OFFICE EQUIPMENT																				
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	3			3				0	3	10,398.96	31,196.88
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	24	19	9	52	14	9	8	31	13	7	9	29	14	9	7	30	142	153.92	21,856.64
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit	14			14	3		2	5	5	3		8				0	27	413.92	11,175.84
4 CHAIR, monobloc, without armrest, beige	piece		15		15				0				0				0	15	280.80	4,212.00
5 CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	280.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0	11			11				0	11	6,229.60	68,525.60
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0	1			1				0	1	25,168.00	25,168.00
8 ELECTRIC FAN, industrial	unit	3	3	4	10	4		3	7	1		3	4				0	21	1,144.00	24,024.00
9 ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,248.00	-
10 ELECTRIC FAN, stand type	unit	24	7	3	34	7		5	12	2	2	1	5				0	51	1,046.88	52,880.88
11 ELECTRIC FAN, wall type	unit	2			2				0				0				0	2	933.92	1,867.84
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switch	unit				0				0	16			16				0	16	3,502.72	56,043.52
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0				0				0				0	0	1,295.84	-

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14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0				0				0				0	0	3,939.52	-
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0	3			3				0	3	41,116.70	123,350.10
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0	3			3				0	3	7,956.00	23,868.00
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0	3			3				0	3	5,491.20	16,473.60
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,417.17	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	5,831.52	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0				0	0	10,000.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	1,653.60	-
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,232.40	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,233.40	-
COMMON COMPUTER SUPPLIES																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	601.90	-
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	882.44	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	683.49	16,403.76
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	950.56	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	570.91	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	910.00	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	327	113	59	499	69	61	69	199	309	107	57	473	57	57	57	171	1342	21.37	28,678.54
8 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	24	8	1	33	2			2		2	1	3				0	38	3,092.96	117,532.48
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	94	57	36	187	36	29	29	94	69	27	41	137	19	31	28	78	496	234.00	116,064.00
10 MOUSE, optical, USB connection type	unit	34	24	8	66	14	10	7	31	21	7	9	37	9	7	7	23	157	137.28	21,552.96
HANDBOOK ON PROCUREMENT																				
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(7th Edition), 6" x 9", 296 pages,	piece	14	2	2	18	2	1	1	4	1	1	1	3	1	1	1	3	28	28.90	809.20
CONSUMABLES																				
1 INK CART, BROTHER LC39BK, Black	cart	65	64	65	194	62	67	62	191	65	64	65	194	62	65	62	189	768	681.20	523,161.60
2 INK CART, BROTHER LC39C, Cyan	cart	40	34	37	111	32	39	32	103	39	34	37	110	32	39	32	103	427	447.20	190,954.40
3 INK CART, BROTHER LC39M, Magenta	cart	40	34	37	111	32	39	32	103	39	34	37	110	32	39	32	103	427	447.20	190,954.40

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		
4 INK CART, BROTHER LC39Y, Yellow	cart	40	34	37	111	32	39	32	103	39	34	37	110	32	39	32	103	427	447.20	190,954.40
5 INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00	-
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00	-
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00	-
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00	-
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,601.60	-
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	868.40	-
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	868.40	-
12 INK CART, BROTHER LC67HYV, Yellow	cart				0				0				0				0	0	868.40	-
13 INK CART, CANON PG-810, Black	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	619.84	14,876.16
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	702.00	-
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	491.92	-
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	464.88	-
17 INK CART, CANON CL-811, Colored	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	819.52	19,668.48
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	819.52	-
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60	-
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60	-
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60	-
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92	-
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64	-
24 INK CART, EPSON C13T05190(73N)(91N), Black	cart				0				0				0				0	0	426.40	-
25 INK CART, EPSON C13T05290(73N)(91N), Cyan	cart				0				0				0				0	0	426.40	-
26 INK CART, EPSON C13T05390(73N)(91N), Magenta	cart				0				0				0				0	0	426.40	-
27 INK CART, EPSON C13T05490(73N)(91N), Yellow	cart				0				0				0				0	0	426.40	-
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0	254.80	-
29 INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-
30 INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-
31 INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0				0				0				0	0	254.80	-
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,310.40	-
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,492.40	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,523.60	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,029.60	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,029.60	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,029.60	-
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	891.28	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	672.88	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	672.88	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	672.88	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,513.20	-
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-
48 INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	800.80	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	864.00	-

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			
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,103.44	-	
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,357.20	-	
52 INK CART, HP C9351AA, (HP21), Black	cart	11	11	11	33	11	11	11	33	11	11	11	33	11	11	11	33	132	643.76	84,976.32	
53 INK CART, HP C9352AA, (HP22), Tri-color	cart	11	11	11	33	11	11	11	33	11	11	11	33	11	11	11	33	132	751.92	99,253.44	
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,346.80	-	
55 INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08	-	
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,490.32	-	
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	811.20	-	
58 INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	296.40	-	
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	360.88	-	
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	678.08	-	
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,461.20	-	
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	780.00	-	
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,482.00	-	
64 INK CART, HP CC640WA, (HP60), Black	cart	9	5	9	23	5	8	5	18	5	5	8	18	5	8	5	18	77	634.40	48,848.80	
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,398.80	-	
66 INK CART, HP CC643WA, (HP60), Tri-color	cart	9	5	9	23	5	8	5	18	5	5	8	18	5	8	5	18	77	747.76	57,577.52	
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,627.60	-	
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	634.40	-	
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	977.60	-	
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,004.64	-	
71 INK CART, HP CD887AA, (HP703), Black	cart	46	42	42	130	42	42	42	126	42	42	42	126	42	42	42	126	508	346.32	175,930.56	
72 INK CART, HP CD888AA, (HP703), Tri-color	cart	44	40	40	124	42	40	40	122	40	40	42	122	40	40	40	120	488	346.32	169,004.16	
73 INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	792.48	-	
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	608.40	-	
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	608.40	-	
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	608.40	-	
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,144.00	-	
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	608.40	-	
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	752.96	-	
80 INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,542.32	-	
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,144.00	-	
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,144.00	-	
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,144.00	-	
84 INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	346.32	-	
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	346.32	-	
86 INK CART, HP CZ107AA, (HP678), Black	cart	142	105	103	350	132	109	102	343	133	105	105	343	133	106	103	342	1378	357.76	492,993.28	
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart	125	99	99	323	113	101	99	313	114	99	100	313	114	99	99	312	1261	360.88	455,069.68	
88 INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	364.00	-	
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	239.20	-	
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	239.20	-	
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	239.20	-	
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	915.20	-	
93 INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0				0	0	1,003.60	-	
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,196.00	-	
95 TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,556.32	-	

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		
96 TONER CART, BROTHER TN-2130, Black	cart	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	1,820.00	109,200.00
97 TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,860.00	-
98 TONER CART, BROTHER TN-3320, Black	cart	2	1	2	5	1	2	2	5	2	2	1	5	2	3	3	8	23	3,336.32	76,735.36
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	4,971.20	59,654.40
100 TONER CART, HP C4092A, Black	cart				0				0				0				0	0	2,741.44	-
101 TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,352.88	-
102 TONER CART, HP C7115A, Black	cart				0				0				0				0	0	2,971.28	-
103 TONER CART, HP CB435A, Black	cart	6	2	6	14	2	5	2	9	5	2	5	12	2	5	2	9	44	2,719.60	119,662.40
104 TONER CART, HP CB436A, Black	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	3,062.80	36,753.60
105 TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,266.64	-
106 TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,970.24	-
107 TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,970.24	-
108 TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,970.24	-
109 TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,321.60	-
110 TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,163.60	-
111 TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	4,843.28	-
112 TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	4,843.28	-
113 TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	4,843.28	-
114 TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,355.44	-
115 TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,070.08	-
116 TONER CART, HP CE285A (HP85A), Black	cart	82	58	73	213	67	73	59	199	81	58	73	212	66	74	59	199	823	2,707.12	2,227,959.76
117 TONER CART, HP CE310A, Black	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	2,317.12	27,805.44
118 TONER CART, HP CE311A, Cyan	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	2,475.20	29,702.40
119 TONER CART, HP CE312A, Yellow	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	2,475.20	29,702.40
120 TONER CART, HP CE313A, Magenta	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	2,475.20	29,702.40
121 TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,057.60	-
122 TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	2,943.20	-
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	2,943.20	-
124 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	2,943.20	-
125 TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,280.00	-
126 TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,595.68	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,655.36	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,655.36	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,655.36	-
130 TONER CART, HP CE410A, (HP305), Black	cart	86	84	84	254	84	84	84	252	84	84	84	252	84	84	84	252	1010	3,640.00	3,676,400.00
131 TONER CART, HP CE411A, (HP305), Cyan	cart	56	56	56	168	56	56	56	168	56	56	56	168	56	56	56	168	672	5,392.40	3,623,692.80
132 TONER CART, HP CE412A, (HP305), Yellow	cart	56	56	56	168	56	56	56	168	56	56	56	168	56	56	56	168	672	5,392.40	3,623,692.80
133 TONER CART, HP CE413A, (HP305), Magenta	cart	56	56	56	168	56	56	56	168	56	56	56	168	56	56	56	168	672	5,392.40	3,623,692.80
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,660.80	-
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	6,721.52	-
136 TONER CART, HP Q2612A, Black	cart	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	2,971.28	106,966.08
137 TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,280.00	-
139 TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,530.80	-
140 TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-
141 TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-

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142 TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
143 TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144 TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145 TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146 TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147 TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
148 TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
149 TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
150 TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
151 TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
152 TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,763.76	-
153 TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart	11	7	10	28	9	9	8	26	9	9	9	27	7	10	7	24	105	4,836.00	507,780.00
156 TONER CART, SAMSUNG MLT-D101S, Black	cart	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	2,600.00	249,600.00
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,548.00	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart	19	13	13	45	12	10	16	38	12	9	10	31	11	9	11	31	145	2,860.00	414,700.00
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,600.00	-
162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	3,120.00	-
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,280.00	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	5,512.00	-
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,008.00	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,784.00	-
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart	25	13	13	51	13	13	13	39	24	12	12	48	12	12	12	36	174	76.75	13,354.50
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	724.88	-
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	334.88	-
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart	8	8	8	24	8	8	8	24	7	7	7	21	7	7	7	21	90	75.92	6,832.80
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
COMMON ELECTRICAL SUPPLIES																				
1 BALLAST, 36 watts	piece	22	2	4	28	14	4	14	32	6	2	2	10	14	2	2	18	88	74.78	6,580.64
2 BALLAST, 20 watts	piece	21	19	9	49	9	9	9	27	9	9	9	27	9	9	9	27	130	67.50	8,775.00
3 BALLAST, 40 watts	piece	23	25	15	63	19	15	17	51	18	15	15	48	19	15	15	49	211	67.50	14,242.50
4 Fluorescent Lighting Fixture, 1 x 36	piece	8	4	4	16	6	4	4	14	6	4	4	14	6	4	4	14	58	364.00	21,112.00
5 Fluorescent Lighting Fixture, 1 x 40	piece	16	15	15	46	16	15	15	46	16	15	15	46	16	15	15	46	184	353.35	65,016.40
6 Fluorescent Lamp 2D Tricolor 55w	tube	3			3	3			3	3			3	3			3	12	250.00	3,000.00
7 FLUORESCENT LAMP, 14 WATTS	piece	3			3				0				0				0	3	88.40	265.20
8 FLUORESCENT LAMP, 18 WATTS	piece	23	11	11	45	12	11	14	37	12	11	11	34	12	11	11	34	150	40.56	6,084.00
9 FLUORESCENT LAMP, 20 WATTS	piece		3		3				0				0				0	3	29.75	89.25
10 FLUORESCENT LAMP, 40 WATTS	tube	13	22	12	47	15	12	14	41	13	12	15	40	13	12	12	37	165	41.50	6,847.50
11 FUSE, 30 amperes	piece	19	12	13	44	12	13	15	40	13	12	13	38	12	13	14	39	161	10.30	1,658.30
12 FUSE, 60 amperes	piece	1		1	2		1		1	1		1	2		1		1	6	26.67	160.02
13 Starter 20W	piece	10			10				0	10			10				0	20	5.50	110.00

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		
14 Starter 36W	piece	10			10	10			10	10			10	10			10	40	5.50	220.00
15 Starter 40W	piece	60	30	24	114	37	24	27	88	47	24	24	95	37	24	24	85	382	5.20	1,986.40
COMMON OFFICE EQUIPMENT																				
1 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	3	1		4	1		1	2	1			1	1		1	2	9	1,037.92	9,341.28
COMMON OFFICE SUPPLIES																				
1 3 Ring Binder, 1.5"	piece	37	36	36	109	36	36	36	108	36	36	36	108	36	36	36	108	433	150.00	64,950.00
2 3 Ring Binder, 2"	piece	55	48	48	151	48	48	48	144	48	48	48	144	48	48	48	144	583	200.00	116,600.00
3 3 Ring Binder, 3"	piece	41	37	37	115	37	37	37	111	37	37	37	111	37	37	37	111	448	250.00	112,000.00
4 ACETATE, A4	pack	11	1	1	13	12	1	1	14	22	1	1	24	2	1	1	4	55	63.00	3,465.00
5 ACETATE, clear, Long 8 1/2" x 13	pack				0	10			10				0				0	10	67.50	675.00
6 BALLPEN, black	pc	455	371	407	1233	388	388	402	1178	433	371	399	1203	385	378	381	1144	4758	5.00	23,790.00
7 BALLPEN, blue	pc	407	338	374	1119	380	355	363	1098	385	338	366	1089	377	345	348	1070	4376	5.00	21,880.00
8 BALLPEN, red	pc	277	247	263	787	256	247	263	766	260	243	265	768	256	247	257	760	3081	5.00	15,405.00
9 BINDER DIVIDER, A4 white	pack	52	45	45	142	45	45	45	135	45	45	45	135	45	45	45	135	547	45.00	24,615.00
10 BINDER DIVIDER, Legal white	pack	45	45	45	135	45	45	45	135	45	45	45	135	45	45	45	135	540	55.00	29,700.00
11 BINDER, spine, 16mm	pack	50			50				0	50			50				0	100	20.00	2,000.00
12 BOARD PAPER, A4 white	pack	33	31	31	95	31	31	31	93	31	31	31	93	31	31	31	93	374	50.00	18,700.00
13 CARBON FILM, polyethylene, legal size 100s/box	box	21	1	1	23	12	1		13	13		1	14	12	1		13	63	382.75	24,113.25
14 CARTOLINA, orange, 20 pcs/pack	pack	2		2	4		2		2	2		2	4		2		2	12	73.32	879.84
15 CARTOLINA, white, 20 pieces per pack	pack	19	6	4	29	9	7	9	25	10	7	7	24	8	8	5	21	99	52.00	5,148.00
16 Clear, Holder, A4	piece	50	40	40	130	40	40	40	120	40	40	40	120	40	40	40	120	490	40.00	19,600.00
17 Clear, Holder, Long	piece	44	41	41	126	41	41	41	123	41	41	41	123	41	41	41	123	495	88.00	43,560.00
18 Clear sheet, A4	pack	42	36	36	114	36	36	36	108	36	36	36	108	36	36	36	108	438	45.00	19,710.00
19 Clip board	piece	16	8	8	32	8	8	8	24	8	8	8	24	8	8	8	24	104	150.00	15,600.00
20 CLIP, bulldog, 73mm (3")	piece	108	44	39	191	55	49	54	158	55	49	39	143	55	51	39	145	637	8.32	5,299.84
21 Com Binder Long 1/2, 1, 1 1/2	piece	6	4	4	14	4	4	4	12	4	4	4	12	4	4	4	12	50	50.00	2,500.00
22 Com Binder Short 1/2, 1, 1 1/2	piece	6	4	4	14	4	4	4	12	4	4	4	12	4	4	4	12	50	50.00	2,500.00
23 Convenience outlet, 2 gang	unit	10			10				0	10			10				0	20	75.00	1,500.00
24 Corkboard 2 x 3ft	piece	1			1				0				0				0	1	500.00	500.00
25 Corkboard 3 x 3ft	piece	1			1				0				0				0	1	3,000.00	3,000.00
26 Corkboard 4 x 4ft	piece	1			1				0				0				0	1	4,000.00	4,000.00
27 Correction Fluid	piece	93	46	47	186	46	53	46	145	84	52	47	183	46	47	52	145	659	11.70	7,710.30
28 Corrugated Box	piece	681	686	696	2063	667	686	653	2006	707	646	686	2039	667	696	686	2049	8157	38.20	311,597.40
29 Cutting Matt (4" x 12")	piece	2			2				0	2			2				0	4	130.00	520.00
30 Data Box, green	piece	12	8	8	28	8	8	8	24	8	8	8	24	8	8	8	24	100	300.00	30,000.00
31 Data filer, green	piece	12	8	8	28	8	8	8	24	8	8	8	24	8	8	8	24	100	180.00	18,000.00
32 Data/Vertical Folder, made of chipboard, taglia lock	piece	558	294	284	1116	443	284	309	1036	483	284	284	1051	433	284	284	1001	4204	76.95	323,497.80
33 Vertical Folder, Green	piece	14	6	6	26	6	6	6	18	6	6	6	18	6	6	6	18	80	130.00	10,400.00
34 Vertical folder	piece	15	10	10	35	15	10	15	40	10	15	10	35	15	10	15	40	150	250.00	37,500.00
35 Dater	piece	34	28	28	90	28	28	28	84	28	28	28	84	28	28	28	84	342	50.00	17,100.00
36 Envelope, expanding, plastic w/ rubber strap	piece	23	25	26	74	23	29	25	77	22	29	25	76	29	22	32	83	310	68.83	21,337.30
37 ENVELOPE, PAY, 500 pieces per box	box	11	3	3	17	3	3	3	9	9	3	3	15	3	3	3	9	50	114.71	5,735.50
38 Facial Tissue, 50 sheets	box	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	92.00	3,312.00
39 Fastener, metal with plastic coating	unit	10			10				0	10			10				0	20	37.00	740.00
40 Folder Divider, A4 (5 colors/set)	set	53	52	52	157	52	52	52	156	52	52	52	156	52	52	52	156	625	16.00	10,000.00

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		
41 Folder Divider, Legal (5 colors/set)	set	69	59	59	187	59	59	59	177	59	59	59	177	59	59	59	177	718	17.00	12,206.00
42 Folder, pressboard, plain, legal, pink 10pcs/pack	pack	68	62	62	192	62	62	62	186	62	62	62	186	62	62	62	186	750	195.00	146,250.00
43 Folder, pressboard, plain, legal, green 10pcs/pack	pack	68	62	62	192	62	62	62	186	62	62	62	186	62	62	62	186	750	195.00	146,250.00
44 Folder, pressboard, plain, legal, green 10pcs/pack	pack	63	62	62	187	62	62	62	186	62	62	62	186	62	62	62	186	745	195.00	145,275.00
45 Folder, presentation, plastic, A4 50pcs/pack	piece	253	3	3	259	3	3	3	9	3	3	3	9	3	3	3	9	286	3.30	943.80
46 Folder, presentation, plastic, Legal size 50pcs/pack	piece	1300	150	150	1600	150	150	150	450	150	150	150	450	150	150	150	450	2950	3.90	11,505.00
47 Furniture cleaner	can	6	4	4	14	4	4	4	12	4	4	4	12	4	4	4	12	50	85.00	4,250.00
48 Glue gun, 40W	piece	2			2				0				0				0	2	162.00	324.00
49 Glue stick, 45/pack	pack	3			3				0	3			3				0	6	30.50	183.00
50 ILLUSTRATION BOARD, (30"x40")	piece	10	4	5	19	4	5	4	13	5	4	4	13	4	5	4	13	58	35.05	2,032.90
51 Illustration board, 760mm x 1000mm	piece	1	1	1	3	1	1	1	3				0				0	6	35.05	210.30
52 INDEX CARD Box, 3"x5"	piece	17	8	4	29	5	4	4	13	5	3	4	12	3	4	3	10	64	36.40	2,329.60
53 INDEX CARD Box, 5"x8"	piece	28	9	6	43	8	6	8	22	9	3	4	16	6	4	3	13	94	55.12	5,181.28
54 In and Out Tray	piece	13	10	10	33	10	10	10	30	10	10	10	30	10	10	10	30	123	250.00	30,750.00
55 Laminating film	roll	3	1	1	5	1	1	1	3	1	1	1	3	1	1	1	3	14	1,000.00	14,000.00
56 Magazine File Box, Medium	piece	16	3	1	20	6	3	1	10	8	1	1	10	8	1	3	12	52	34.32	1,784.64
57 MANILA PAPER, 10sheets per pack	pack	6	7		13	1	8	1	10	1	8	1	10	1	7	3	11	44	26.00	1,144.00
58 MAP PIN, round head, 100 pieces per case	case	20	4	11	35	5	5	11	21	3	3	8	14	8	3	8	19	89	40.35	3,591.15
59 NOTEPAD, stick-on, 5x3	pad	23		10	33		10	7	17	10		10	20		10		10	80	55.00	4,400.00
60 NOTEPAD, STICK-ON, 2X2, 100 sheets/pad	pad	10	4	4	18	4	4	4	12	4	4	4	12	4	4	4	12	54	98.78	5,334.12
61 Numberer	piece	5	1	1	7	1	1	1	3	1	1	1	3	1	1	1	3	16	50.00	800.00
62 Pad paper, ruled, yellow	pad	10			10	4			4	4			4	4			4	22	98.00	2,156.00
59 OIL, for general purpose lubricant, 120 mL	bottle	10			10				0				0				0	10	36.90	369.00
60 PAPER, THERMAL, 210MM X 30M	roll	67	30	17	114	40	29	16	85	55	17	32	104	37	19	19	75	378	29.95	11,321.10
61 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case	17	5	1	23	2	10		12	4	3	7	14	3	2	2	7	56	24.96	1,397.76
62 RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool	21			21		1		1			1	1				0	23	16.12	370.76
63 Ringbinder, Plastic, 25mm 10pcs/bundle	bundle	25			25	25			25	25			25	25			25	100	151.00	15,100.00
64 Ringbinder, Plastic, 35mm 10pcs/bundle	bundle	25			25	25			25	25			25	25			25	100	257.00	25,700.00
65 Ringbinder, Plastic, 50mm 10pcs/bundle	bundle	25			25	25			25	25			25	25			25	100	291.03	29,103.00
66 STAPLE WIRE, Heavy duty, 23/17	box	5			5				0				0				0	5	41.48	207.40
67 TAPE DISPENSER, handheld	piece	3	1	1	5				0				0				0	5	29.10	145.50
68 TIME CARD, for Amano Bundy Clock, 100 pieces bundle	bundle	100			100	100			100		100		100				0	300	69.47	20,841.00
COMMON JANITORIAL SUPPLIES																				
1 Hand sanitizer, antibacterial, 60ml	bottle	50			50	50			50	50			50	50			50	200	52.00	10,400.00
CONSUMABLES																				
1 INK CART, BROTHER LC539XL, black	piece	34	34	34	102	34	33	33	100	33	33	33	99	33	33	33	99	400	700.00	280,000.00
2 INK CART, BROTHER LC539XL, cyan	piece	17	17	17	51	17	17	17	51	17	17	16	50	16	16	16	48	200	500.00	100,000.00
3 INK CART, BROTHER LC539XL, yellow	piece	17	17	17	51	17	17	17	51	17	17	16	50	16	16	16	48	200	500.00	100,000.00
4 INK CART, BROTHER LC539XL, magenta	piece	17	17	17	51	17	17	17	51	17	17	16	50	16	16	16	48	200	500.00	100,000.00
5 Brother MFC 5430W	set	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	1,500.00	36,000.00
6 Canon Cart 318, black MUI-8355	piece	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	4,000.00	384,000.00
7 Canon Cart 318, cyan MUI-8354	piece	7	6	6	19	6	6	6	18	6	6	6	18	6	6	6	18	73	3,750.00	273,750.00
8 Canon Cart 318, magenta MUI-8353	piece	7	6	6	19	6	6	6	18	6	6	6	18	6	6	6	18	73	3,750.00	273,750.00
9 Canon Cart 318, yellow MUI-8352	piece	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	3,750.00	270,000.00
10 Canon Ink Cart, PG88, black	piece	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	610.00	29,280.00
11 Canon Ink Cart, CL98, colored	piece	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	750.00	36,000.00
12 INK CART, CANON 705, Black	cart	7	7	7	21	7	7	7	21	7	7	7	21	7	7	7	21	84	639.50	53,718.00
13 INK CART, CANON 706, Tricolor	cart	7	7	7	21	7	7	7	21	7	7	7	21	7	7	7	21	84	736.40	62,025.60
14 Canon Ink Cart, #745 black	piece	7	7	7	21	7	7	7	21	7	7	7	21	7	7	7	21	84	745.00	62,580.00

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		
15 Canon Ink Cart, #746 colored	piece	7	7	7	21	7	7	7	21	7	7	7	21	7	7	7	21	84	945.00	79,380.00
16 TONER CART, HP CF330A, Black	cart	1		1	2		1		1	1		1	2		1		1	6	16,000.00	96,000.00
17 TONER CART, HP CF331A, Cyan	cart	1		1	2		1		1	1		1	2		1		1	6	21,700.00	130,200.00
18 TONER CART, HP CF332A, Yellow	cart	1		1	2		1		1	1		1	2		1		1	6	21,700.00	130,200.00
19 TONER CART, HP CF333A, Magenta	cart	1		1	2		1		1	1		1	2		1		1	6	21,700.00	130,200.00
20 TONER CART, HP 83A, Black	cart	3		3	6		3		3	3		2	5		2		2	16	3,500.00	56,000.00
21 HP Toner 15	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	3,000.00	36,000.00
22 HP Toner 12	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	2,971.28	35,655.36
23 HP Laserjet CP1025-CE310A, colored	piece	2	2	2	6	2	2	2	6	1	1	1	3	1	1	1	3	18	2,200.00	39,600.00
24 HP Laserjet CP1025-CE314A, black	piece	2	2	2	6	2	2	2	6	1	1	1	3	1	1	1	3	18	2,200.00	39,600.00
25 HP Toner CC 530A, black (rema)	piece	32	24	24	80	24	24	24	72	24	24	24	72	24	24	24	72	296	4,000.00	1,184,000.00
26 HP Toner CC 531A, cyan (rema)	piece	16	15	15	46	15	15	15	45	15	15	15	45	15	15	15	45	181	3,750.00	678,750.00
27 HP Toner CC 532A, yellow (rema)	piece	16	15	15	46	15	15	15	45	15	15	15	45	15	15	15	45	181	3,750.00	678,750.00
28 HP Toner CC 533A, magenta (rema)	piece	16	15	15	46	15	15	15	45	15	15	15	45	15	15	15	45	181	3,750.00	678,750.00
29 Sharp Cartridge MX-235FT	piece	9	1	1	11	1	1	1	3	1	1	1	3	1	1	1	3	20	6,600.00	132,000.00
30 Lexmark C540H1KG, black	piece	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288	4,250.00	1,224,000.00
31 Lexmark C540H1MG, magenta	piece	18	18	18	54	18	18	18	54	18	18	18	54	18	18	18	54	216	5,040.00	1,088,640.00
32 Lexmark C540H1YG, yellow	piece	18	18	18	54	18	18	18	54	18	18	18	54	18	18	18	54	216	5,040.00	1,088,640.00
33 Lexmark C540H1CG, cyan	piece	28	17	17	62	17	17	17	51	17	17	17	51	17	17	17	51	215	5,040.00	1,083,600.00
34 Lexmark 503XE	piece	13	13	13	39	13	13	13	39	13	13	13	39	13	13	13	39	156	8,560.00	1,335,360.00
35 KYOCERA TONER TK-420	piece		3		3	3		3	6		3		3				0	12	3,000.00	36,000.00
36 KYOCERA TONER TK-135	piece	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	3,700.00	88,800.00
37 Duplo Black Ink DA14	piece	37	33	33	103	33	33	33	99	33	33	33	99	33	33	33	99	400	750.00	300,000.00
38 Duplo Master Roll Drain, DRA12	roll	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	3,550.00	42,600.00
39 FUJI Xerox S2520 Toner (CT202384)	piece	9	1	1	11	1	1	1	3	1	1	1	3	1	1	1	3	20	6,800.00	136,000.00
40 TONER CART, LEXMARK 34217HR, Black	cart		2	1	3			1	1			1	1			1	1	6	4,712.24	28,273.44
41 TONER CART, SAMSUNG ML-2250D5, Black	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	4,784.00	57,408.00
42 Samsung Toner Cart, MLT-D111	piece	6	3	3	12	6	3	3	12	6	3	3	12	6	3	3	12	48	2,886.00	138,528.00
Office Equipment and Accessories																				
1 PAPER CUTTER, woodbase	piece	1			1				0	1			1				0	2	1,999.00	3,998.00
2 Puncher, heavy duty (for thick documents)	piece	2			2				0				0				0	2	2,000.00	4,000.00
3 Puncher heavy duty, 3 hole	piece	14	1	1	16	1	1	1	3	2	1	1	4	1	1	1	3	26	150.00	3,900.00
4 Tape Dispenser, Handheld	piece	3	1	1	5				0				0				0	5	29.10	145.50
5 Stamping Dater, self-inking stamp	piece			1	1				0				0				0	1	496.10	496.10
6 Staple Remover, twin jaws heavy duty	piece	68	32	46	146	32	36	32	100	36	32	36	104	32	32	32	96	446	60.00	26,760.00
7 Stapler, heavy duty	piece	17	16	18	51	16	16	16	48	16	16	16	48	16	16	16	48	195	500.00	97,500.00
8 Stapler, heavy duty with attached staple remover	piece	1		1	2		1		1	1		1	2		1		1	6	90.00	540.00
9 Stapler, heavy duty for thick documents	piece	2			2				0				0				0	2	5,925.00	11,850.00
Office Supplies																				
1 Data Filer Box, green	piece	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	200.00	60,000.00
2 IDs	piece	700			700				0				0				0	700	120.00	84,000.00
3 ID Holder	piece	700			700				0				0				0	700	10.00	7,000.00
4 Paste, solid with applicator	piece	53	48	46	147	50	46	51	147	48	48	48	144	45	49	47	141	579	45.00	26,055.00
5 Photopaper, glossy, 10 sheets/pack	pack	41	13	13	67	13	13	13	39	38	13	13	64	13	13	13	39	209	96.00	20,064.00
6 Photopaper	pack	9	5	5	19	5	5	5	15	5	5	5	15	5	5	5	15	64	45.00	2,880.00

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		
7 Post-It, page numbers/flags	pack	54	53	53	160	53	53	53	159	53	53	53	159	53	53	53	159	637	35.00	22,295.00
8 Report Cover, A4	piece	35	25	25	85	25	25	25	75	25	25	25	75	25	25	25	75	310	25.00	7,750.00
9 Report Cover, Legal	piece	30	20	20	70	20	20	20	60	20	20	20	60	20	20	20	60	250	45.00	11,250.00
10 Rubber band, small	box	50			50				0				0				0	50	100.00	5,000.00
11 Ruler, Plastic, 12"	piece	54	33	22	109	19	23	18	60	22	19	22	63	18	22	18	58	290	10.65	3,088.50
12 Ruler, Plastic, 18"	piece	24	4	6	34	4	5	1	10	7	6	5	18	3	7	1	11	73	15.60	1,138.80
13 Ruler, Scale, 12"	piece	31			31				0				0				0	31	175.00	5,425.00
14 Ruler, stainless, 12"	piece	18			18				0	19			19				0	37	81.00	2,997.00
15 Sharpener, single cutterhead, one-hole guide	piece	25	13	15	53	13	13	12	38	12	12	12	36	13	13	12	38	165	153.80	25,377.00
16 STAMP PAD INK, red, 50ml (min.)	bottle	11	8	8	27	8	8	8	24	8	8	8	24	8	8	8	24	99	22.88	2,265.12
17 STAMP PAD INK, black, 50ml (min.)	piece	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	22.88	823.68
18 Stamp Pad, felt (red)	piece	8	5	5	18	5	5	5	15	5	5	5	15	5	5	5	15	63	31.08	1,958.04
19 Stamp Pad 4 x 3	piece	13	3	3	19	3	3	3	9	3	3	3	9	3	3	3	9	46	300.00	13,800.00
20 Staple Wire, Heavy duty	box			1	1				0			1	1		1		1	3	50.00	150.00
21 Staple Wire, Max staples #3-3M	box	2		1	3	1			1			1	1				0	5	200.00	1,000.00
22 Staple wire #23/6	box	5			5				0				0				0	5	25.00	125.00
23 Staple wire #23/10	box	5			5				0				0				0	5	30.00	150.00
24 Staple wire #23/15	box	5			5				0				0				0	5	35.00	175.00
25 Staple wire #23/20	box	5			5				0				0				0	5	50.00	250.00
26 Staple wire #23/24	box	5			5				0				0				0	5	60.00	300.00
27 Sticker paper, white matte	pack	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	45.00	16,200.00
28 Sticker paper, green matte	pack	23	19	19	61	19	19	19	57	19	19	19	57	19	19	19	57	232	45.00	10,440.00
29 Sticker paper, pink matte	pack	22	16	16	54	16	16	16	48	16	16	16	48	16	16	16	48	198	45.00	8,910.00
30 Sticker paper, orange matte	pack	21	19	19	59	19	19	19	57	19	19	19	57	19	19	19	57	230	45.00	10,350.00
31 Sticker paper, yellow matte	pack	22	20	20	62	20	20	20	60	20	20	20	60	20	20	20	60	242	45.00	10,890.00
32 Sticker paper, blue matte	pack	25	17	17	59	17	17	17	51	17	17	17	51	17	17	17	51	212	45.00	9,540.00
33 Sticker paper, A4 size, 80gsm, Matt (Brand: Asia) - 10sheets/ pack	pack	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	45.00	10,800.00
34 Tape, double sided tape	piece	20			20				0				0				0	20	100.00	2,000.00
35 Thumbtacks, vinyl, 50/box	box	4			4	2			2	2			2	2			2	10	17.75	177.50
36 Thumbtacks, No. 33, gold	box	2		2	4		2		2	2		2	4				0	10	10.00	100.00
37 Wall Clock	piece	1	1		2				0				0				0	2	1,000.00	2,000.00
38 Whiteboard, 3 x 3 wall type	piece	1			1				0				0				0	1	3,000.00	3,000.00
Paper Materials and Products																				
1 PAPER, colored, A4, substance 20	ream	16			16	15		1	16				0				0	32	117.83	3,770.56
2 PAPER, colored, Legal, substance 20	ream	5			5	5			5				0				0	10	132.02	1,320.20
3 PAPER, colored, A4, Blue	pack	9	8	8	25	8	8	8	24	8	8	8	24	8	8	8	24	97	50.00	4,850.00
4 PAPER, colored, A4, Green	pack	11	8	8	27	8	8	8	24	8	8	8	24	8	8	8	24	99	50.00	4,950.00
5 PAPER, colored, A4, Yellow	pack	9	8	8	25	8	8	8	24	8	8	8	24	8	8	8	24	97	50.00	4,850.00
6 PAPER, Japanese, H-white 120gsm 10s/pack (Centennial brand)	pack	200	200	200	600	200	200	200	600	200	200	200	600	200	200	200	600	2400	30.00	72,000.00
7 PAPER, mimeographing, groundwood, legal	ream	244	226	226	696	241	226	226	693	241	226	226	693	241	221	221	683	2765	120.00	331,800.00
8 Paper, mimeographing, ground wood, A4	ream	87	86	86	259	86	86	86	258	86	86	86	258	81	81	81	243	1018	85.65	87,191.70
9 Paper, mimeographing, blue, legal	ream	131	125	125	381	125	125	125	375	125	125	125	375	125	125	125	375	1506	195.00	293,670.00
10 Paper, mimeographing, green, legal	ream	97	90	90	277	90	90	90	270	90	90	90	270	90	90	90	270	1087	195.00	211,965.00
11 Paper, mimeographing, pink, legal	ream	16	5	5	26	5	5	5	15	5	5	5	15	5	5	5	15	71	195.00	13,845.00
12 Paper, mimeographing, yellow, legal	ream	43	33	33	109	33	33	33	99	33	33	33	99	33	33	33	99	406	195.00	79,170.00
13 Paper, mimeographing, whitewove, A4 size	ream	2			2	2			2	2			2	2			2	8	103.00	824.00
14 Paper, thermal, 80 x 30 (for numbering machine)	roll	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	30.00	18,000.00

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		
15	Paper, thermal, 57mm x 25mm (Queing system)	roll	156	154	154	464	154	154	154	462	154	154	154	462	154	154	154	462	1850	28.00	51,800.00
16	Envelope, mailing with MARINA Logo, 500 pieces per box	box	7	7	6	20	5	7	5	17	8	7	5	20	7	5	8	20	77	200.00	15,400.00
17	Bond paper with MARINA Logo, A4	ream	28	25	24	77	29	24	31	84	27	23	24	74	23	24	23	70	305	475.00	144,875.00
18	Bond paper with MARINA Logo, Legal	ream	9	9	9	27	9	9	9	27	9	9	9	27	9	9	9	27	108	650.00	70,200.00
19	Official Cash Book Gen. Form 103	pad	5			5				0				0				0	5	150.00	750.00
20	Official Cash Book Gen. Form 51(A)	pad	8			8				0				0				0	8	150.00	1,200.00
21	Desk Calendar (for 2017)	piece				0				0				0	1000			1000	1000	493.36	493,360.00
22	Executive Notebook (Hardbound)	piece			600	600				0				0				0	600	750.00	450,000.00
23	Executive Planner with cover (for 2016)	piece			550	550				0				0				0	550	896.00	492,800.00
Electrical equipment and components and supplies																					
1	Cable organizer, size 1"	meter	10			10				0				0				0	10	200.00	2,000.00
2	Electric circular saw	unit	1			1				0				0				0	1	6,000.00	6,000.00
3	Electrical Planer	unit	1			1				0				0				0	1	4,500.00	4,500.00
4	Electrical Router	unit	1			1				0				0				0	1	4,000.00	4,000.00
5	Electrical wire, Flat cord #18	roll	1			1				0				0				0	1	1,500.00	1,500.00
6	Emergency Light	unit	5			5				0	1			1				0	6	1,000.00	6,000.00
7	Energy Saver OSRAM DULUX G23 40-7 Light	tube	3			3	3			3	3			3	3			3	12	100.00	1,200.00
8	Extension cord (10m) with 5 sockets (3 sockets)	piece	3			3				0				0				0	3	550.00	1,650.00
9	Extension Wire, Predone	piece	4			4				0				0				0	4	350.00	1,400.00
10	FLAT CORD EXTENSION, HD 450 LENGTH 6 outlet	piece	30	5	8	43	6	2	3	11	10	2	2	14	6	6	2	14	82	500.00	41,000.00
11	Flourescent Holder, cup type	piece	1			1	1			1	1			1	1			1	4	10.30	41.20
12	LED Light	piece	6	4	4	14	4	4	4	12	4	4	4	12	4	4	4	12	50	250.00	12,500.00
13	Plug, Adaptor	piece	6			6				0	6			6				0	12	60.00	720.00
14	Plug, Female HD	piece	11	6	1	18		1		1	11		1	12		1		1	32	10.00	320.00
15	Plug, male HD	piece	11	6	1	18		1		1	11		1	12		1		1	32	10.00	320.00
16	Soldering Lead	meter	3			3				0	2			2				0	5	20.00	100.00
17	Surge protector, 6 gang outlet	piece	29			29	1		3	4	1			1	1			1	35	550.00	19,250.00
18	Test Tone	unit	1			1				0				0				0	1	5,000.00	5,000.00
Computer Supplies																					
1	Automatic Voltage Regulator	piece	17	1	1	19	1	1	3	5	1	1	1	3	1	1	1	3	30	500.00	15,000.00
2	CD Drive Cleaner	piece	2			2		2		2			2	2				0	6	71.65	429.90
3	Compact Disk Recordable, 120 mins.	piece	98	64	64	226	64	64	66	194	89	64	64	217	64	64	64	192	829	11.19	9,276.51
4	Compact Disk Rewritable, 650MB	piece	89	83	83	255	95	83	83	261	83	83	83	249	95	83	83	261	1026	26.95	27,650.70
5	Diskette	piece	50			50				0	50			50				0	100	50.00	5,000.00
6	DVD Recordable 120 mins.	piece	59	25	25	109	25	25	25	75	50	25	25	100	25	25	25	75	359	20.21	7,255.39
7	EXTERNAL HARD DRIVE, 3TB	piece	7			7				0				0				0	7	3,500.00	24,500.00
8	External LAN Card 10/100Mbps (WOL)	unit		3		3				0				0				0	3	548.90	1,646.70
9	Flash Drive, 2Gb	piece				0				0			24	24				0	24	250.00	6,000.00
10	Flash Drive, 32Gb	piece	19	5	3	27	13	5	17	35	5	3	13	21	5	13	5	23	106	500.00	53,000.00
11	Flash Drive, 64Gb	piece	37	3		40				0				0				0	40	1,500.00	60,000.00
12	Flash Drive, 8Gb	piece	14			14				0				0				0	14	350.00	4,900.00
13	Hard Disk Drive 40GB (for CPU)	piece	1			1				0				0				0	1	3,500.00	3,500.00
14	Keyboard, USB port	piece	27	11	10	48	12	12	9	33	17	11	10	38	13	12	10	35	154	325.00	50,050.00
15	Mouse, PS/2 with mouse pad, 2 button + 1 roll	unit	22	12	12	46	12	12	12	36	12	12	12	36	12	12	12	36	154	250.00	38,500.00
16	Mouse, wireless	unit	7	16		23			4	4				0			4	4	31	137.28	4,255.68
17	Network Switch, 12 slots	unit	1			1				0				0				0	1	5,000.00	5,000.00

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18	RJ 45 Connector	piece	14	13	12	39	12	12	12	36	12	12	12	36	12	12	12	36	147	15.00	2,205.00
19	Switch 24 port	unit	1		1	2		1		1	1		1	2		1		1	6	5,250.00	31,500.00
20	UPS	piece	24	11	1	36	8	3	1	12	2	8	3	13	1	2	1	4	65	2,500.00	162,500.00
21	UTP Cat 5e cable (1000 ft)	unit	2			2			1	1				0				0	3	2,997.22	8,991.66
22	Webcam	unit	2			2				0				0				0	2	600.00	1,200.00
23	WIFI Dongle	unit	24	12	12	48	12	12	12	36	12	12	12	36	12	12	12	36	156	250.00	39,000.00
*Other Categories																					-
1	Cups & Saucers	dozen	5	1		6				0				0				0	6	500.00	3,000.00
2	Glass	dozen	5			5				0				0				0	5	500.00	2,500.00
3	Spoon & Fork	dozen	5	1		6				0				0				0	6	300.00	1,800.00
4	Teaspoon	dozen	3			3				0				0				0	3	1,000.00	3,000.00
5	Table Plates	dozen	4			4				0				0				0	4	150.00	600.00
6	Purified Drinking Water	gal	9600			9600				0				0				0	9600	30.00	288,000.00
7	Plastic Frame	piece	80			80				0				0				0	80	50.00	4,000.00
8	Plaque	piece	30			30				0				0				0	30	1,800.00	54,000.00
9	Medicines	lot	1			1				0				0				0	1	24,000.00	24,000.00
10	Birthday Cards	piece	250			250			250	250			250	250		250		250	1000	35.00	35,000.00
11	Specialty Bond Paper	pack	10			10			10	10		10	10	20		10		10	50	35.00	1,750.00
12	Laser Pointer	piece	2			2				0	2			2				0	4	200.00	800.00
13	Mementos - Coin 3D design 2" diameter, 1/8 thick satin antique	piece			500	500				0				0				0	500	900.00	450,000.00
14	Mementos - Coin 3D design 2" diameter, 1/8 thick gold plated	piece			500	500				0				0				0	500	900.00	450,000.00
15	Mementos - Ballpen with logo, 3/8" dia. 1/16" thick, brass	piece			250	250		60	60			60	60					0	370	1,000.00	370,000.00
16	Mementos - PIN 3/4" dia, 1/16" thick brass material, gold plated	piece			500	500			0			125	125					0	625	200.00	125,000.00
17	Mementos - Paperweight (laser design)	piece			500	500			0				0					0	500	950.00	475,000.00
18	Mementos - Keychain (MARINA logo)	piece			700	700			0				0					0	700	300.00	210,000.00
19	Mementos - Keychain (Rotating design) 1.5" diameter gold plated	piece			500	500			0				0					0	500	800.00	400,000.00
20	Native Handbags with muslim cloth (31st ASEAN MTWG)	set		160		160			0				0					0	160	350.00	56,000.00
21	Native Hat (31st ASEAN MTWG)	piece		160		160			0				0					0	160	150.00	24,000.00
22	ASEAN Flags	piece		22		22			0				0					0	22	450.00	9,900.00
23	ID Lel - native beads (31st ASEAN MTWG)	piece		160		160			0				0					0	160	90.00	14,400.00
24	Table Name Sign, 3" x 11", clearglass	piece		24		24			0				0					0	24	1,550.00	37,200.00
25	Slippers, rubber with logo	piece		160		160			0				0					0	160	270.00	43,200.00
26	Polo shirt (uniform) w/ Logo	piece		470		470			0				0					0	470	242.00	113,740.00
27	Pants (slacks) uniform	piece		120		120			0				0					0	120	689.00	82,680.00
28	Polo shirt with print logo (31st ASEAN MTWG)	piece		100		100			0				0					0	100	280.00	28,000.00
29	Round Neck shirt with print logo (31st ASEAN MTWG)	piece		90		90			0				0					0	90	240.00	21,600.00
30	STATIONERY, 25's/pad (31st ASEAN MTWG)	pads		125		125			0				0					0	125	349.44	43,680.00
31	INVITATION - sunset cruise & dinner (31st ASEAN MTWG)	piece		200		200			0				0					0	200	200.00	40,000.00
32	Folder Inserts 12 3/16" x 14"	piece		50		50			0				0					0	50	750.00	37,500.00
33	Jacket Folder, 8 1/4" x 12 3/4"	piece		200		200			0				0					0	200	250.00	50,000.00
34	INVITATION CARDS (31st ASEAN MTWG)	piece		200		200			0				0					0	200	24.10	4,820.00
35	32nd ASEAN MTWG Supplies and Materials	lot				0			0	1			1					0	1	310,745.00	310,745.00
36	Souvenir Shirts and Bags	lot			1	1			0	1			1					0	2	100,000.00	200,000.00
37	Sportsfest Supplies and Equipment	lot				0		1	1				0					0	1	200,000.00	200,000.00
38	PVC Card Size: 54mm x 86mm Thickness: 30mil	box	9	6	6	21	6	6	6	18	6	6	6	18	6	6	6	18	75	2,000.00	150,000.00
39	Color Ribbon, 4 Panel YMCK	roll	10	10	8	28	8	8	8	24	8	8	8	24	8	8	8	24	100	30,000.00	3,000,000.00
40	Transfer film, Clear 1250 images (single-sided), (dual-sided)	roll	5	5	4	14	4	4	4	12	4	4	4	12	4	4	4	12	50	7,500.00	375,000.00

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		
41 1 mil Laminate, top and bottom Holographic Registered Image	roll	10	10	8	28	8	8	8	24	8	8	8	24	8	8	8	24	100	22,000.00	2,200,000.00
42 PVC Card	pcs	7087	7083	7083	21253	7083	7083	7083	21249	7083	7083	7083	21249	7083	7083	7083	21249	85000	7.00	595,000.00
43 Xid 8300 Ribbon	roll	13	7	7	27	7	7	7	21	7	7	7	21	7	7	7	21	90	26,000.00	2,340,000.00
44 XID Retransfer Film	roll	13	7	7	27	7	7	7	21	7	7	7	21	7	7	7	21	90	7,000.00	630,000.00
45 Customized Lamination Hologram	roll	13	7	7	27	7	7	7	21	7	7	7	21	7	7	7	21	90	20,500.00	1,845,000.00
C. TOTAL (A + B):																			60,910,405.80	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			6,091,040.58	
E. GRAND TOTAL (C + D)																			67,001,446.38	
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores					6,827,276.95				6,479,007.09				6,773,950.47				6,458,361.42			
G.2 Other Items not available at PS but regularly purchased from other sources					12,562,200.37				7,136,674.63				7,446,790.21				7,276,142.66			
TOTAL MONTHLY CASH REQUIREMENTS					19,389,479.32				13,565,681.72				14,220,740.68				13,734,504.08			

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 / Consolidated by:

IMELDA Q. RAMOS
Property/Supply Officer

Checked / Concurred by:

ARCHIMEDES JOEL I. MONTEROSO
SBAC Head Secretariat

Verified by:

ARNALDO P. VALLESFINO
Chief, General Services Division

Recommending Approval:

ENGR. DANIEL A. REYES
SBAC Chairman

Certified Funds Available /

Certified Appropriate Funds Available:
ANNABELL P. LAGAS
Chief, Budget Division

Certified by:

CARMINA S. JIMENEZ
Director, Management, Finance and Administrative Service

APPROVED BY:

MAXIMO C. MEJIA, JR, PhD
Administrator, Maritime Industry Authority