

ANNUAL PROCUREMENT PLAN FOR CY 2012

For Common-Use Supplies and Equipment

INSTRUCTIONS:

1. Indicate your monthly requirement per item based on your scheduled projects/programs/activities.
2. For other items not available from the list, you may indicate them under Other Items.
3. Subject to the availability of funds and approval of the Head of Procuring Entity (HOPE)
4. No PPMP no supplies for the year

Item no.	Item & Specifications	Unit	Quantity Requirement													Unit Price	Total Amount
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
	COMMON COMPUTER SUPPLIES																
1	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8"	box	2	0	2	0	2	3	2	0	2	0	2	0	15	912.60	13,689.00
2	COMPACT DISK CASE	piece	39	13	12	12	12	27	22	12	12	17	12	12	202	50.84	10,269.68
3	COMPACT DISK RECORDABLE, min. of 650MB, 70 min.	piece	76	22	62	32	42	87	54	22	42	27	42	22	530	8.79	4,658.70
4	COMPACT DISK REWRITABLE, 650MB/74 min. capacity, Sky	piece	167	10	30	69	46	117	52	32	30	42	20	42	657	16.62	10,919.34
5	DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	100	10	10	30	10	15	10	20	10	15	10	10	250	11.70	2,925.00
6	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	102	0	0	5	0	67	10	0	0	10	0	0	194	20.02	3,883.88
7	FLASH DRIVE, 4GB, USB 2.0 and play	piece	27	4	7	7	2	9	6	2	0	9	0	0	73	292.08	21,321.84
8	FLASH DRIVE, 8GB, USB 2.0 and play	piece	71	8	1	3	1	13	7	0	0	3	1	1	109	468.00	51,012.00
9	INK CARTRIDGE, HP 51645A (HP 45)	cart	6	0	5	0	0	5	1	5	0	0	5	0	27	1,216.86	32,855.22
10	INK CARTRIDGE, HP C6615A (HP 15)	cart	38	6	10	6	5	11	7	9	7	6	12	5	122	1,149.54	140,243.88
11	INK CARTRIDGE, HP C1823D (HP 23), color	cart	2	1	1	1	1	1	2	1	1	1	1	1	14	1,489.20	20,848.80
12	INK CARTRIDGE, HP C6625A (HP 17)	cart	20	2	4	5	2	4	6	4	2	4	4	3	60	1,250.52	75,031.20
13	INK CARTRIDGE, HP C6578A/D (HP 78), color	cart	2	0	2	0	0	2	0	2	0	0	2	0	10	1,352.52	13,525.20
14	INK CARTRIDGE, HP C6614D (HP 20)	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	1,344.36	-
15	INK CARTRIDGE, HP C8727A (HP 27)	cart	3	4	2	9	2	4	4	8	4	3	4	8	55	743.58	40,896.90
16	INK CARTRIDGE, HP C8728A (HP 28)	cart	2	3	1	5	1	3	3	4	3	2	3	4	34	873.12	29,686.08
17	INK CARTRIDGE, HP C6656A (HP 56)	cart	12	0	0	0	0	0	0	0	0	0	0	0	12	810.90	9,730.80
18	INK CARTRIDGE, HP C6657A (HP 57), color	cart	12	0	0	0	0	0	0	0	0	0	0	0	12	1,352.52	16,230.24
19	INK CARTRIDGE, HP C9351A (HP 21)	cart	23	3	5	8	4	15	6	8	5	4	5	7	93	615.06	57,200.58
20	INK CARTRIDGE, HP C9352A (HP 22)	cart	20	0	0	7	2	12	4	3	2	4	0	3	57	708.90	40,407.30
21	INK CARTRIDGE, HP 9361 (HP 93)	cart	2	1	3	1	2	1	1	2	1	2	1	1	18	844.50	15,201.00
22	INK CARTRIDGE, HP C8765WA (HP 94)	cart	2	1	1	6	2	1	3	5	1	2	2	5	31	820.08	25,422.48
23	INK CARTRIDGE, HP C8766WA (HP 95)	cart	2	1	1	6	2	1	3	5	1	2	2	5	31	984.30	30,513.30
24	INK CARTRIDGE, HP CC643 #60, colored	cart	22	12	12	24	15	13	15	20	12	19	12	22	198	665.00	131,670.00
25	INK CARTRIDGE, HP CC639w #60, black	cart	24	16	16	22	17	17	17	21	16	20	16	20	222	560.00	124,320.00
26	INK CARTRIDGE, HP C9364w, (#98), black	cart	2	1	4	1	2	1	1	2	1	2	1	1	19	725.00	13,775.00
27	INK CARTRIDGE, HP CB335w, (#74) black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	650.00	-
28	INK CARTRIDGE, HP CB337w, (#75), color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	750.00	-
29	INK CARTRIDGE, HP#29, black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	1,420.00	-
30	INK CARTRIDGE, HP c4810a (HP 11), black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	1,400.00	-
31	INK CARTRIDGE, HP c4811a (HP 11), cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	1,550.00	-
32	INK CARTRIDGE, HP c4812a (HP 11), magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	1,550.00	-
33	INK CARTRIDGE, HP c4813a (HP 11), yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	1,550.00	-

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34	INK CARTRIDGE, HP c4815a (HP 13), cyan	cart	3	1	1	0	0	1	1	1	1	1	1	0	11	910.00	10,010.00
35	INK CARTRIDGE, HP 13, magenta	cart	2	0	1	0	0	1	0	0	0	1	0	0	5	910.00	4,550.00
36	INK CARTRIDGE, HP 13, yellow	cart	2	0	1	0	0	1	0	0	0	1	0	0	5	910.00	4,550.00
37	INK CARTRIDGE, HP 18, cyan	cart	0	0	1	0	0	1	0	0	0	1	0	0	3	595.00	1,785.00
38	INK CARTRIDGE, HP 18, magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	595.00	-
39	INK CARTRIDGE, Brother DCP 115C, LC47BK, black	cart	4	0	0	4	0	0	4	0	0	4	0	0	16	327.00	5,232.00
40	INK CARTRIDGE, Brother DCP 115C, LC47C, Cyan	cart	2	0	0	2	0	0	2	0	0	2	0	0	8	563.00	4,504.00
41	INK CARTRIDGE, Brother DCP 115C, LC47Y, Yellow	cart	2	0	0	2	0	0	2	0	0	2	0	0	8	563.00	4,504.00
42	INK CARTRIDGE, Brother DCP 115C, LC47M, Magenta	cart	2	0	0	2	0	0	2	0	0	2	0	0	8	563.00	4,504.00
43	INK CARTRIDGE, HP #703, black	cart	39	2	7	4	6	20	9	2	7	4	6	2	108	333.00	35,964.00
44	INK CARTRIDGE, HP #703, color	cart	38	1	3	5	4	19	7	1	4	5	3	1	91	333.00	30,303.00
45	KEYBOARD, PS/2 type	piece	43	2	3	2	3	25	1	0	1	21	0	1	102	150.00	15,300.00
46	MOUSE, PS/2 type	piece	45	2	3	2	4	25	2	0	1	22	0	1	107	197.60	21,143.20
47	TONER CARTRIDGE, HP ce285a, black (HP 85a)	cart	6	1	1	1	1	1	1	1	1	1	1	1	17	2,400.00	40,800.00
48	TONER CARTRIDGE, HP c3906a, black (HP 06a)	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	3,063.06	-
49	TONER CARTRIDGE, HP c4092a, black (HP 92a)	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	2,657.10	-
50	TONER CARTRIDGE, HP Q7553A (53A), black	cart	1	0	1	0	0	1	0	0	1	0	1	0	5	3,301.74	16,508.70
51	TONER CARTRIDGE, HPQ2624A (24A)	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	3,050.00	-
52	TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart	1	0	1	0	1	0	1	0	1	0	1	0	6	4,621.62	27,729.72
53	TONER CARTRIDGE, Kyocera TK-120	cart	5	0	1	0	1	5	1	0	1	1	1	2	18	5,254.02	94,572.36
54	TONER CARTRIDGE, for laserjet, HP 1102	cart	2	0	3	0	0	3	0	2	2	2	0	2	16	3,500.00	56,000.00
55	TONER CARTRIDGE, for laserjet, HP cb435a, #35a	cart	32	7	11	13	12	9	16	9	12	14	10	8	153	2,025.00	309,825.00
56	TONER CARTRIDGE, Samsung ML2850, black	cart	10	2	5	5	2	5	8	2	5	5	3	6	58	4,029.00	233,682.00
57	RIBBON, Epson RN 8750	cart	2	6	1	6	1	6	2	6	7	0	7	0	44	76.75	3,377.00
58	RIBBON, Epson RN 8755	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	84.76	-
59	RIBBON, Epson RN SO 15083/SO 15086	cart	6	0	6	1	1	6	1	1	2	5	2	1	32	724.88	23,196.16
60	POWER SUPPLY, 500w	piece	11	2	0	1	0	0	1	0	0	0	0	1	16	650.00	10,400.00
	COMMON OFFICE SUPPLIES																
1	ACETATE, (plastic cover) gauge #3, 50m in length	roll	23	3	4	4	4	12	5	3	3	4	5	4	74	603.20	44,636.80
2	ADHESIVE, double-sided, foam type	roll	73	4	13	12	12	30	14	11	14	18	10	8	219	75.00	16,425.00
3	AIR FRESHENER, 280ml/can, Glade	can	88	17	16	26	18	38	29	19	18	35	17	15	336	92.56	31,100.16
4	ALCOHOL, 70% isopropyl, Dr. J	bottle	108	36	49	67	47	49	71	43	45	77	47	37	676	37.70	25,485.20
5	BALLPEN, fine point, black/ blue	piece	472	92	146	115	132	195	174	96	117	173	125	110	1947	3.00	5,841.00
6	BALLPEN, fine point, red	piece	262	12	32	29	34	82	61	2	39	57	40	13	663	3.00	1,989.00
7	BALLPEN, fine point, lavender	piece	116	4	27	5	26	23	33	4	26	23	26	5	318	5.00	1,590.00
8	BLANK TAPE, for micro-cassette recorder,	pack	16	0	0	11	0	16	11	0	0	21	0	1	76	91.50	6,954.00
9	BULB, for OHP, 24v, 250w	piece	58	2	3	3	7	25	5	3	2	22	2	5	137	90.00	12,330.00
10	CARBON FILM, 216mm x 330mm, 100s/box, Gold Film	box	3	0	0	0	0	1	0	0	0	0	0	0	4	364.00	1,456.00
11	CARTOLINA, assorted color, 20s/pack	pack	78	5	16	29	22	35	33	8	16	39	14	11	306	72.80	22,276.80
12	CARTOLINA, white, 20s/pack	pack	48	25	63	50	30	44	29	26	29	33	57	38	472	57.20	26,998.40
13	Cash book (for special disbursing officer only)	piece	6	6	0	0	0	0	0	0	0	0	0	0	12	500.00	6,000.00
14	CASSETTE TAPE, video, mini DV, 60 min.	piece	2	12	1	0	13	0	1	12	1	0	13	0	55	100.00	5,500.00
15	CHALK, dustless, 100s/bx.	box	70	7	14	20	32	82	20	13	8	52	22	18	358	35.00	12,530.00
16	CLIP, backfold, 25mm, 12s/box, Prince	box	81	8	11	14	11	29	27	7	8	19	11	8	234	10.42	2,438.28
17	CLIP, backfold, 32mm (1-1/4") width, 12 pcs./bs.	box	81	8	11	13	11	20	27	7	8	18	7	8	219	17.42	3,814.98

Item no.	Item & Specifications	Unit	Quantity Requirement													Unit Price	Total Amount
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
18	CLIP, backfold, 50mm, 12s/box, Prince	box	66	6	11	12	12	29	18	6	8	20	11	6	205	29.65	6,078.25
19	CLIP, bulldog (3")	piece	96	7	30	4	56	55	36	0	34	51	42	1	412	8.42	3,469.04
20	CORRECTION FLUID, 15ml.	bottle	167	44	52	82	56	104	102	45	45	125	53	57	932	9.82	9,152.24
21	DATA FILE BOX, (5"x9"x15-3/4"), Files Blue	piece	150	17	28	28	22	93	27	20	18	60	18	20	501	64.47	32,299.47
22	DATA FILE BOX, (5"x9"x15-3/4"), Files Maroon/Red	piece	167	17	30	55	48	315	80	21	28	88	18	35	902	64.47	58,151.94
23	DATA FOLDER, w/ finger ring (3" x 9" x 15")	piece	109	23	25	67	74	227	58	23	24	118	23	27	798	70.72	56,434.56
24	DRESSMAKER PIN (aspile), approx. 100s/card	card	166	3	3	3	9	27	10	3	4	18	15	3	264	5.30	1,399.20
25	ENVELOPE,documentary(10"x15"),500s/box	box	47	1	2	4	4	4	14	1	2	5	1	1	86	577.20	49,639.20
26	ENVELOPE, expanding, kraft, legal size, 100s/box	box	72	4	5	18	9	55	26	11	4	8	3	16	231	675.86	156,123.66
27	ENVELOPE, expanding, kraft, short, 100s/box	box	87	0	1	18	4	2	8	10	2	7	1	10	150	496.30	74,445.00
28	ENVELOPE, mailing white, 500s/box	box	40	2	12	34	2	7	19	21	2	24	1	21	185	159.95	29,590.75
29	ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box	3	0	0	0	0	3	0	0	0	0	0	0	6	196.04	1,176.24
30	ENVELOPE,documentary, A4, 500s/box	box	38	1	3	3	3	4	20	1	2	2	3	6	86	526.24	45,256.64
31	ENVELOPE, catalog	box	4	11	4	1	3	13	2	1	2	13	2	1	57	500.00	28,500.00
32	ERASER, blackboard, Joy	each	102	12	1	1	37	83	25	0	3	64	7	2	337	11.44	3,855.28
33	FASTENER, paper, plastic	box	79	5	4	11	24	29	18	6	9	23	2	5	215	182.00	39,130.00
34	FELT PAPER, 1-whole, black / navy blue / red / yellow gold / green	piece	220	2	12	16	73	110	17	27	8	42	12	3	542	11.85	6,422.70
35	FLAG, National (Philippine), 3 x 6, nylon made	piece	15	0	0	2	1	2	1	0	0	3	0	0	24	169.00	4,056.00
36	FOLDER, tagboard, legal size, 100s/box	pack	137	19	25	101	38	20	104	38	34	135	22	48	721	413.92	298,436.32
37	FOLDER, tagboard, A4 size, 100s/box	pack	124	17	24	90	37	19	95	37	33	124	22	37	659	253.76	167,227.84
38	FOLDER, morocco/fancy, legal size, 50s/pack	pack	50	12	9	16	13	6	13	13	9	9	11	12	173	312.00	53,976.00
39	FOLDER, morocco/fancy, A4 size, 50s/pack	pack	46	3	10	16	13	6	12	12	9	9	11	12	159	301.60	47,954.40
40	GLUE, all purpose, 130g/btl., Elmers	bottle	166	21	38	36	35	69	52	25	27	55	30	25	579	36.00	20,844.00
41	INDEX CARD,3"x 5",ruled both sides,500s/pack	pack	8	0	5	2	1	12	1	0	1	5	0	0	35	44.45	1,555.75
42	INDEX CARD, 5" x 8",ruled both side,500s/pack	pack	5	0	5	2	0	12	1	0	0	5	0	0	30	99.84	2,995.20
43	INDEX CARD BOX, 4-3/8"x5-5/8" x 4", Files	box	10	0	4	1	0	14	1	0	0	4	0	0	34	41.50	1,411.00
44	INDEX CARD BOX, 5-3/8"x8-7/8" x 6", Files	box	8	0	4	1	0	14	3	0	0	4	0	0	34	56.68	1,927.12
45	INDEX TAB, self-adhesive, 5 sets/box, Speedo	box	60	12	5	24	5	7	39	0	5	22	5	0	184	67.60	12,438.40
46	LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/pack, Files	pack	24	2	3	0	3	2	4	0	3	0	3	0	44	493.54	21,715.76
47	MANILA PAPER, 1-whole	piece	227	0	15	6	15	67	20	0	15	5	35	0	405	2.00	810.00
48	MAP PIN, round head, 100s/box	box	30	3	5	7	5	5	11	2	6	6	5	2	87	36.40	3,166.80
49	MARKER, fluorescent, 3 colors/set, Stabilo	set	105	1	22	22	29	28	47	7	17	30	18	6	332	41.60	13,811.20
50	MARKING PEN, whiteboard, black, refillable	each	234	9	40	47	86	88	277	9	35	124	40	9	998	45.00	44,910.00
51	MARKING PEN, whiteboard, blue, refillable	each	151	7	23	15	73	61	49	7	23	77	22	8	516	45.00	23,220.00
52	MARKING PEN, whiteboard, red, refillable	each	134	3	19	8	69	46	40	3	19	64	18	4	427	45.00	19,215.00
53	MARKING PEN, whiteboard, assorted color, ordinary	each	154	0	16	0	41	78	31	0	16	26	26	1	389	15.08	5,866.12
54	MARKING PEN refill, black/blue/red	each	129	4	55	9	25	77	30	4	55	10	35	35	468	12.00	5,616.00
55	MARKING PEN, permanent, black	each	209	10	25	26	74	67	66	7	27	91	32	11	645	14.32	9,236.40
56	MARKING PEN, permanent, blue	each	112	2	17	5	67	30	23	1	18	56	16	2	349	14.32	4,997.68
57	MARKING PEN, permanent, red, Pentel	each	123	1	16	3	66	23	20	0	16	54	15	1	338	26.95	9,109.10
58	MARKING PEN, transparency film	set	80	0	9	0	13	19	8	0	9	5	8	0	151	84.25	12,721.75
59	NOTE BOOK, stenographer's	each	89	2	13	2	12	9	22	2	1	13	13	2	180	7.49	1,348.20
60	NOTE PAD, 3" x 3"	pad	19	1	11	1	3	10	13	1	1	11	5	1	77	36.40	2,802.80
61	NOTE PAD, 3" x 4"	pad	24	1	11	1	2	10	15	1	1	12	5	1	84	52.00	4,368.00
62	PAPER, bond, Premium Grade, A4	ream	207	26	50	57	53	106	115	46	36	67	56	41	860	104.80	90,128.00
63	PAPER, bond, Premium Grade, legal size	ream	204	17	39	47	44	91	103	37	27	55	43	30	737	164.55	121,273.35

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64	PAPER, PPC, A4 (Copy paper)	ream	506	61	83	191	83	197	246	61	86	177	73	59	1823	144.35	263,150.05
65	PAPER, PPC, Short (Copy paper)	ream	194	13	52	58	56	109	85	27	43	79	33	33	782	125.00	97,750.00
66	PAPER, PPC, legal size (Copy paper)	ream	488	36	79	165	64	174	234	50	65	168	66	45	1634	161.00	263,074.00
67	PAPER, Parchment, A-4, 100 sheets/pack	pack	258	3	22	21	7	27	25	8	10	36	6	7	430	161.20	69,316.00
68	PAPER, Special, Cream Galassia Natural, A4	ream	525	0	5	3	6	12	6	2	4	8	2	2	575	1,700.00	977,500.00
69	PAPER, SPECIAL BOARD, celestial blue	ream	9	0	0	0	0	4	2	0	0	3	0	0	18	1,800.00	32,400.00
70	PAPER, ruled pad,216mmx330mm,100s/pad, Apollo	pad	37	0	10	1	0	9	17	1	0	10	1	0	86	20.57	1,769.02
71	PAPER, thermal, 216mmx30M	roll	54	1	3	6	0	18	17	1	0	6	3	1	110	37.44	4,118.40
72	PAPER CLIP, gem type,jumbo,50mm,100s/box	box	174	7	36	28	44	49	68	12	34	36	35	14	537	15.60	8,377.20
73	PAPER CLIP, gem type, 33mm, 100s/box	box	161	15	42	32	43	53	73	20	31	42	51	21	584	8.84	5,162.56
74	PASTE, solid, with water well, 200gms., Kippy	each	71	32	47	37	38	40	49	32	37	53	37	37	510	17.55	8,950.50
75	PENCIL, lead, w/eraser	dozen	152	35	69	49	55	94	71	41	48	51	67	42	774	24.89	19,264.86
76	PENCIL, mechanical, 0.5mm lead	piece	43	1	20	5	24	50	20	3	17	2	17	3	205	18.20	3,731.00
77	PUSH PIN, hammer head type, 100s/box	box	72	18	23	25	30	39	32	24	22	31	22	24	362	30.00	10,860.00
78	RECORD BOOK, 300 pages	book	219	24	34	33	37	73	83	23	28	47	28	19	648	50.44	32,685.12
79	RIBBON, nylon, manual typewriter	spool	6	3	5	5	1	5	5	1	1	7	1	1	41	15.81	648.21
80	RIBBON CARTRIDGE, fabric, lwata E2A time recorder	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	468.00	-
81	RING BINDER, (1/2"x44"), plastic, black/blue	each	130	20	50	52	70	103	50	31	40	45	30	30	651	4.37	2,844.87
82	RING BINDER, (3/4"x44"), plastic, black/blue	each	153	20	50	52	70	103	50	31	40	45	30	30	674	12.48	8,411.52
83	RING BINDER, (1" x 44"), plastic, black/blue	each	133	20	50	47	70	103	45	31	40	40	30	30	639	12.48	7,974.72
84	RING BINDER, (2" X 44") plastic, black/blue	each	135	20	50	43	70	103	40	31	40	40	30	30	632	28.13	17,778.16
85	RUBBER BAND, #18, min.445 gms./box	box	47	1	8	3	8	14	14	3	6	6	4	4	118	132.68	15,656.24
86	RULER, plastic, 12", Prince	each	71	4	4	5	6	34	16	2	4	17	5	2	170	3.64	618.80
87	SIGN PEN, black	each	341	44	57	111	99	149	127	79	68	138	56	62	1331	41.48	55,209.88
88	SIGN PEN, blue	each	136	10	16	18	40	67	35	15	16	67	16	20	456	41.48	18,914.88
89	SIGN PEN, red	each	179	10	18	25	43	65	58	10	19	65	18	15	525	41.48	21,777.00
90	STAMP PAD INK, violet, 50ml.	bottle	69	33	38	37	37	45	39	34	38	40	34	35	479	27.04	12,952.16
91	STAMP PAD, felt pad	each	63	17	22	21	19	30	24	18	22	22	18	18	294	24.96	7,338.24
92	STAPLE WIRE, standard, #35	box	134	23	31	40	44	46	59	23	48	50	30	30	558	25.98	14,496.84
93	STYROPORE, 1/2" x 4' x 8'	piece	63	0	10	3	5	17	9	0	12	2	3	0	124	134.00	16,616.00
94	STYROPORE, 1" x 4' x 8'	piece	38	0	0	1	2	3	6	0	0	2	1	0	53	264.00	13,992.00
95	TAPE, masking (1"), 24mm, 50 meters length, Crocodile	roll	212	37	52	64	68	80	110	43	62	77	54	46	905	41.60	37,648.00
96	TAPE, masking (2"), 50mm, 50 meters length, Olympic	roll	159	33	38	45	56	66	55	43	52	55	41	41	684	83.82	57,332.88
97	TAPE, transparent, (1"), 24mm, 50 meters, Olympic	roll	217	42	54	67	66	91	108	46	64	76	58	56	945	41.60	39,312.00
98	TAPE, transparent, (2"), 48mm, 50 meters, Crocodile	roll	126	38	43	47	59	68	55	45	56	49	46	41	673	20.38	13,715.74
99	TAPE, packaging, 48mm, 50 meters length, Crocodile	roll	113	16	18	25	20	30	35	17	21	24	9	11	339	19.24	6,522.36
100	THUMBTACKS	box	64	3	4	5	7	24	16	4	3	8	5	4	147	5.95	874.65
101	TOILET TISSUE, 12 rolls/pack, White Dove	pack	81	8	36	23	22	72	28	34	22	49	20	34	429	61.15	26,233.35
102	TONER, for copier, SF-125ST1	cart.	0	1	0	1	0	1	0	1	0	1	0	0	5	1,997.00	9,985.00
103	TONER, for copier, AR-450FT	cart.	4	0	1	2	0	1	4	0	1	0	0	1	14	7,075.00	99,050.00
104	TONER, for copier, AR-016FT	cart.	3	0	2	4	2	6	4	2	2	4	2	2	33	6,155.00	203,115.00
105	TONER, for copier, AR-150FT	cart.	1	0	0	0	0	0	0	0	0	0	0	0	1	6,156.00	6,156.00
106	TONER, for copier, AR-5127 (AR-310FT)	cart.	0	0	1	0	0	1	1	0	1	0	0	1	5	8,278.00	41,390.00
107	TONER, for copier, Sharp 2030	cart.	1	0	1	0	1	0	1	0	1	0	1	0	6	2,900.00	17,400.00
108	TONER, for copier, Sharp AR-208FT	cart.	0	0	0	0	0	0	0	0	0	0	0	0	0	4,133.00	-
109	TONER, for copier, KM-3530	cart.	4	2	2	2	3	3	2	2	2	3	2	2	29	14,168.00	410,872.00

Item no.	Item & Specifications	Unit	Quantity Requirement													Unit Price	Total Amount
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
110	TONER, for copier, KM-2030	cart.	8	0	0	0	0	0	0	0	0	0	0	0	8	4,300.80	34,406.40
111	TONER, for copier, KM 2035 (TK 410)	cart.	1	0	0	0	0	0	0	0	1	0	0	0	2	6,048.00	12,096.00
112	TONER, for copier, KM 2530	cart.	0	0	0	0	0	0	0	0	0	0	0	0	0	14,168.00	-
113	TONER, for copier, DC 1258	cart.	0	0	0	0	0	0	0	0	0	0	0	0	0	6,048.00	-
114	TONER, for copier, AR 203	cart.	1	0	0	0	0	0	0	1	0	0	0	0	2	6,000.00	12,000.00
115	TONER, for copier, KM-2810 (TK-135)	cart.	5	1	3	7	2	3	4	5	2	4	2	5	43	3,696.00	158,928.00
116	TONER, Canon IR 1024	cart.	1	0	0	3	1	1	1	2	0	2	0	2	13	5,000.00	65,000.00
117	TRANSPARENCY FILM, A4, 100s/box	box	47	2	4	10	6	9	9	5	3	9	3	5	112	218.00	24,416.00
118	TRANSPARENCY FILM,colored,A4,100s/box	box	12	0	1	1	0	3	2	0	0	1	0	0	20	673.95	13,479.00
119	TWINE, plastic, one kilo per roll	roll	28	2	2	4	1	3	5	1	1	3	1	1	52	57.20	2,974.40
	COMMON OFFICE DEVICES																
1	BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	31	3	5	3	4	5	8	0	6	1	0	2	68	10.40	707.20
2	CUTTER, heavy duty	each	93	6	4	8	10	23	13	3	4	6	4	4	178	27.04	4,813.12
3	PUNCHER, heavy duty	each	64	3	6	3	7	8	6	3	3	4	4	3	114	77.90	8,880.60
4	SCISSORS, (6")	pair	100	5	9	6	9	18	14	5	4	5	4	5	184	18.72	3,444.48
5	SHARPENER, single cutterhead,	each	46	1	4	2	5	6	3	3	3	2	2	2	79	147.35	11,640.65
6	STAMPING DATER, self-inking stamp	piece	36	1	3	8	6	6	3	2	3	3	2	2	75	436.80	32,760.00
7	STAPLER, heavy duty, standard	each	75	4	6	2	7	11	3	2	2	4	2	3	121	162.84	19,703.64
8	STAPLE REMOVER, twin jaws,	each	69	1	5	3	9	16	17	1	2	5	1	1	130	19.64	2,553.20
9	TAPE DISPENSER, heavy duty, for 24mm(1")	each	51	0	2	2	5	4	4	1	1	3	1	1	75	40.23	3,017.25
10	WASTE BASKET, plastic	each	104	10	9	4	3	25	4	0	1	9	2	3	174	20.99	3,652.26
	COMMON JANITORIAL SUPPLIES																
1	DETERGENT BAR	bar	68	17	19	17	11	32	33	20	9	17	12	7	262	18.72	4,904.64
2	DISINFECTANT SPRAY, 340 gm.	can	74	21	31	32	35	42	38	25	30	38	30	26	422	190.63	80,445.86
3	RAG, COTTON, (8") in diameter	kilo	644	487	506	528	509	513	552	490	502	542	498	503	6274	43.68	274,048.32
4	CLEANER, multipurpose, 250ml/can	can	55	7	13	13	19	26	18	11	15	20	15	11	223	43.00	9,589.00
GRAND TOTAL																	7,496,710.77