



**UNIVERSITY OF THE PHILIPPINES
OPEN UNIVERSITY**

OFFICE OF THE CHANCELLOR

12 November 2020

ASST. PROF. NESTOR G. YUNQUE

Vice President for Administration
University of the Philippines
Diliman, Quezon City

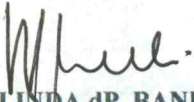
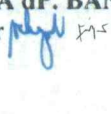
Through: **MR. ISAGANI L. BAGUS**
Chief Administrative Officer, UP System SPMO

Dear Vice President Yunque:

In compliance with the Memorandum No. NGY 20-156 dated 22 October 2020 and as per Memorandum Circular No., 2020-01 dated 02 June 2020 issued by the Inter Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring and Reporting Systems (AO 25 Series of 2011), the UP Open University (UPOU) is pleased to submit the Annual Procurement Plan for Common Use Supplies and Equipment (APP-CSE) Items for 2021.

Thank you.

Very truly yours,


MELINDA P. BANDALARIA
Chancellor 

UNIVERSITY OF THE PHILIPPINES
UP Open University
Los Banos, , 4031

ANNUAL PROCUREMENT PLAN COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 FORM

Introduction:
Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit. In order to purchase CSEs from the PS. Consistent with DBM Circular No. 2018-10 dated November 8, 2018, the APP-CSE shall serve as the agency's APRI for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

- Download the worksheet file APP-CSE 2020 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
- The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
- The agency must not delete any item in the template; neither should it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - correct format is used but the fields were deleted and/or inserted in PART I of the template
- Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
- Once accomplished and finalized, the APP-CSE 2019 form should be
 - Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_DBM_Region IVA).
 - Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
- The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
- An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
- For further assistance/clarification, agencies may call Marketing and Sales Division of the Procurement Service at telephone nos. (02)689-7750 loc 4019.

Note : Consistent with Memorandum Circular No. 2018-I dated 03 September 2019, issued by AO 25, the APP-CSE for FY 2020 must be submitted on or before October 31, 2019.

Department/Bureau/Office _____
Region _____
Address _____
Los Banos _____

Agency Account Code: _____
Organization Type: _____

Contact Person _____
Position _____
Email _____
Telephone/Mobile No. _____
Tayo, Mr. Dan Tatad
Administrative Aide VI

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue	Total Amount for the year		
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																									
Pesticides or Pest Repellents																									
1	INSECTICIDE, aerosol type, net content: 600ml min	Can				17	2369.12					7	975.52			6	836.16				3	418.08	33	139.36	4,598.88
Perfumes or Colognes or Fragrances																									
2	HAND SANITIZER, 500 ml	Bottle				0	0					0	0			0	0				0	0	0	151.43	0.00
Solvents																									
3	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	Bottle				267	11635.86					224	9761.92			259	11287.22				218	9500.44	968	43.58	42,185.44
4	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	Gallon				0	0					0	0			0	0				0	0	0	457.60	0.00
5	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	Bottle				0	0					0	0			0	0				0	0	0	43.58	0.00
6	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	Gallon				0	0					0	0			0	0				0	0	0	455.00	0.00
7	POVIDONE IODINE, 10 % solution, 120 ml	Gallon				0	0					0	0			0	0				0	0	0	207.75	0.00
Color Compounds and Dispersions																									
8	STAMP PAD INK, purple or violet, 50ml (min.)	Bottle				26	819.52					16	504.32			17	535.84				11	346.72	70	31.52	2,206.40
Films																									
9	ACETATE, thickness: 0.075mm min (gauge #3)	Roll				8	6782.56					1	847.82			7	5934.74				1	847.82	17	847.82	14,412.94
10	CARBON FILM, PE, black, size 210mm x 297mm	Box				1	221					1	221			1	221				1	221	4	221.00	884.00
11	CARBON FILM, PE, black, size 216mm x 330mm	Box				1	208.52					1	208.52			1	208.52				1	208.52	4	208.52	834.08
Paper Materials and Products																									
12	CARTOLINA, assorted colors	Pack				41	3432.52					3	251.16			30	2511.6				0	0	74	83.72	6,195.28
13	CONTINUOUS FORM, 1 PLY, 280 x 241mm	Box				1	882.55					1	882.55			1	882.55				1	882.55	4	882.55	3,530.20
14	CONTINUOUS FORM, 1 PLY, 280 x 378mm	Box				0	0					2	2059.2			2	2059.2				2	2059.2	6	1,029.60	6,177.60
15	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	Box				2	3057.6					0	0			2	3057.6				2	3057.6	6	1,528.80	9,172.80
16	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	Box				3	2719.08					3	2719.08			3	2719.08				3	2719.08	12	906.36	10,876.32
17	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	Box				4	3536					4	3536			4	3536				4	3536	16	884.00	14,144.00
18	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	Box				0	0					0	0			0	0				0	0	0	1,508.00	0.00
19	LOOSELEAF COVER, made of chipboard, for legal	Bundle				12	9539.52					0	0			0	0				0	0	12	794.96	9,539.52
20	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	Pad				56	2075.36					34	1260.04			44	1630.64				33	1222.98	167	37.06	6,189.02

21	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	Pad				43	2549.04				28	1659.84				51	3023.28				14	829.92	136	59.28	8,062.08
22	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	Pad				44	2100.12				25	1193.25				37	1766.01				27	1288.71	133	47.73	6,348.09
23	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	Piece				47	565.88				47	565.88				72	866.88				47	565.88	213	12.04	2,564.52
24	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	Ream				165	28142.4				140	23878.4				150	25584				140	23878.4	595	170.56	101,483.20
25	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	Ream				81	14695.02				71	12880.82				71	12880.82				71	12880.82	294	181.42	53,337.48
26	PAPER, Multi-Purpose (COPY) A4, 70 gsm	Ream				249	33146.88				123	16373.76				222	29552.64				123	16373.76	717	133.12	95,447.04
27	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	Ream				86	11951.42				52	7226.44				61	8477.17				47	6531.59	246	138.97	34,186.62
28	PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	Pad				9	276.12				0	0				5	153.4				0	0	14	30.68	429.52
29	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	Ream				44	4314.2				19	1862.95				25	2451.25				18	1764.9	106	98.05	10,393.30
30	PAPER, THERMAL, 55gsm, size: 216mm?1mm x 30m-0.3m	Roll				0	0				0	0				0	0				0	0	0	55.64	0.00
31	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	Book				58	4101.76				22	1555.84				46	3253.12				22	1555.84	148	70.72	10,466.56
32	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	Book				65	6624.8				25	2548				40	4076.8				22	2242.24	152	101.92	15,491.84
33	TOILET TISSUE PAPER, 2-ply, 100% recycled	Pack				79	6904.6				42	3670.8				68	5943.2				50	4370	239	87.40	20,888.60
Batteries and Cells and Accessories																									
35	BATTERY, dry cell, AA, 2 pieces per blister pack	Pack				182	6606.6				143	5190.9				170	6171				148	5372.4	643	36.30	23,340.90
36	BATTERY, dry cell, AAA, 2 pieces per blister pack	Pack				190	3748.7				159	3137.07				184	3630.32				139	2742.47	672	19.73	13,258.56
37	BATTERY, dry cell, D, 1.5 volts, alkaline	Pack				31	2982.2				16	1539.2				31	2982.2				6	577.2	84	96.20	8,080.80
Manufacturing Components and Supplies																									
38	GLUE, all purpose, gross weight: 200 grams min	Jar				41	2546.1				11	683.1				16	993.6				10	621	78	62.10	4,843.80
39	STAPLE WIRE, for heavy duty staplers, (23/13)	Box				30	592.8				17	335.92				25	494				18	355.68	90	19.76	1,778.40
40	STAPLE WIRE, STANDARD, (26/6)	Box				64	1349.76				40	843.6				55	1159.95				17	358.53	176	21.09	3,711.84
41	TAPE, ELECTRICAL, 18mm x 16M min	Roll				60	1120.2				50	933.5				54	1008.18				50	933.5	214	18.67	3,995.38
42	TAPE, MASKING, width: 24mm (±1mm)	Roll				69	3767.4				23	1255.8				59	3221.4				25	1365	176	54.60	9,609.60
43	TAPE, MASKING, width: 48mm (±1mm)	Roll				50	5330				26	2771.6				37	3944.2				26	2771.6	139	106.60	14,817.40
44	TAPE, PACKAGING, width: 48mm (±1mm)	Roll				73	1457.81				39	778.83				64	1278.08				36	718.92	212	19.97	4,233.64
45	TAPE, TRANSPARENT, width: 24mm (±1mm)	Roll				117	1180.53				85	857.65				83	837.47				45	454.05	330	10.09	3,329.70
46	TAPE, TRANSPARENT, width: 48mm (±1mm)	Roll				60	1198.2				42	838.74				47	938.59				37	738.89	186	19.97	3,714.42
Lighting and Fixtures and Accessories																									
47	LIGHT BULB, Light Emitting Diode (LED), 6W	Piece				14	1150.24				0	0				0	0				0	0	14	82.16	1,150.24
Manufacturing Components and Supplies																									
47	TWINE, plastic, one (1) kilo per roll	Roll				5	291.2				4	232.96				7	407.68				2	116.48	18	58.24	1,048.32
Heating and Ventilation and Air Circulation																									
48	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	Unit				4	4438.72				2	2219.36				0	0				0	0	6	1,109.68	6,658.08
Measuring and Observing and Testing Equipment																									
48	RULER, plastic, 450mm (18"), width: 38mm min	Piece				24	424.32				6	106.08				7	123.76				0	0	37	17.68	654.16
Heating and Ventilation and Air Circulation																									
49	ELECTRIC FAN, ORBIT type, ceiling, metal blade	Unit				0	0				0	0				0	0				0	0	0	1,369.68	0.00
50	ELECTRIC FAN, STAND type, plastic blade	Unit				3	2570.58				3	2570.58				0	0				0	0	6	856.86	5,141.16
51	ELECTRIC FAN, WALL type, plastic blade	Unit				2	1349.92				0	0				0	0				0	0	2	674.96	1,349.92
Medical Thermometers and Accessories																									
52	THERMOGUN	Piece				0	0				0	0				0	0				0	0	0	3,068.00	0.00
Lighting and Fixtures and Accessories																									
53	LED LINEAR TUBE, 16 WATTS FRO SERIES	Piece				0	0				0	0				0	0				0	0	0	205.82	0.00
Cleaning Equipment and Supplies																									
56	AIR FRESHENER, aerosol, 280ml/150g min	Can				78	7037.16				67	6044.74				70	6315.4				67	6044.74	282	90.22	25,442.04

57	BROOM, soft (tambo)	Piece																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
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Office Equipment and Accessories and Supplies																							
98	CHALK, molded, white, dustless, length: 78mm min	Box				0	0			2	59.28				2	59.28			0	0	4	29.64	118.56
99	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	Box				88	796.4			34	307.7				77	696.85			34	307.7	233	9.05	2,108.65
	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	Box				92	1404.84			59	900.93				84	1282.68			56	855.12	291	15.27	4,443.57
01	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	Box				80	1664			40	832				62	1289.6			43	894.4	225	20.80	4,680.00
	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	Box				113	5405.92			41	1961.44				105	5023.2			39	1865.76	298	47.84	14,256.32
03	CORRECTION TAPE, Film base type, UL 6m min	Piece				163	2285.26			73	1023.46				148	2074.96			73	1023.46	457	14.02	6,407.14
04	DATA FILE BOX, made of chipboard, with closed ends	Box				65	5018			16	1235.2				55	4246			36	2779.2	172	77.20	13,278.40
05	DATA FOLDER, made of chipboard, tagline lock	Piece				11	755.04			0	0				0	0			0	0	11	68.64	755.04
08	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	Box				25	18460			7	5168.8				11	8122.4			7	5168.8	50	738.40	36,920.00
09	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	Piece				216	6585.84			47	1433.03				93	2835.57			27	823.23	383	30.49	11,677.67
10	ENVELOPE, mailing, white, 70gsm	Box				15	5673			7	2647.4				6	2269.2			6	2269.2	34	378.20	12,858.80
11	ENVELOPE, mailing, white, with window	Box				9	3903.12			2	867.36				2	867.36			2	867.36	15	433.68	6,505.20
12	ERASER, FELT, for blackboard/whiteboard	Piece				14	144.2			3	30.9				6	61.8			2	20.6	25	10.30	257.50
13	FASTENER, METAL, 70mm between prongs	Box				49	4087.09			31	2585.71				43	3586.63			31	2585.71	154	83.41	12,845.14
14	FILE ORGANIZER, expanding, plastic, 12 pockets	Piece				43	3699.72			17	1462.68				33	2839.32			19	1634.76	112	86.04	9,636.48
15	FILE TAB DIVIDER, bristol board, for A4	Set				67	745.71			20	222.6				34	378.42			19	211.47	140	11.13	1,558.20
16	FILE TAB DIVIDER, bristol board, for legal	Set				26	369.98			0	0				15	213.45			0	0	41	14.23	583.43
17	FOLDER, FANCY, for A4 size documents	Bundle				30	8112			15	4056				13	3515.2			12	3244.8	70	270.40	18,928.00
18	FOLDER, FANCY, for legal size documents	Bundle				21	6549.48			12	3742.56				14	4366.32			13	4054.44	60	311.88	18,712.80
19	FOLDER, L-TYPE, PLASTIC, for A4 size documents	Pack				58	9942.94			32	5485.76				54	9927.22			34	5828.62	178	171.43	30,514.54
20	FOLDER, L-TYPE, PLASTIC, for legal size documents	Pack				51	12405.24			32	7783.68				40	9729.6			30	7297.2	153	243.24	37,215.72
21	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	Box				5	4763.2			2	1905.28				3	2857.92			2	1905.28	12	952.64	11,431.68
22	FOLDER, TAGBOARD, for A4 size documents	Pack				34	9486			16	4464				22	6138			12	3348	84	279.00	23,436.00
23	FOLDER, TAGBOARD, for legal size documents	Pack				37	11890.32			32	10283.52				27	8676.72			22	7069.92	118	321.36	37,920.48
24	INDEX TAB, self-adhesive, transparent	Box				21	1190.28			10	566.8				21	1190.28			10	566.8	62	56.68	3,514.16
25	MAGAZINE FILE BOX, LARGE size, made of chipboard	Piece				50	2080			31	1289.6				48	1996.8			31	1289.6	160	41.60	6,656.00
26	MARKER, FLUORESCENT, 3 assorted colors per set	Set				65	3034.2			17	793.56				40	1867.2			17	793.56	139	46.68	6,488.52
27	MARKER, whiteboard, black, felt tip, bullet type	Piece				49	655.62			35	468.3				43	575.34			34	454.92	161	13.38	2,154.18
28	MARKER, whiteboard, blue, felt tip, bullet type	Piece				53	709.14			19	254.22				27	361.26			19	254.22	118	13.38	1,578.84
29	MARKER, whiteboard, red, felt tip, bullet type	Piece				43	575.34			15	200.7				31	414.78			20	267.6	109	13.38	1,458.42
30	MARKER, PERMANENT, bullet type, black	Piece				89	799.22			55	493.9				78	700.44			54	484.92	276	8.98	2,478.48
31	MARKER, PERMANENT, bullet type, blue	Piece				54	484.92			13	116.74				43	386.14			12	107.76	122	8.98	1,095.56
32	MARKER, PERMANENT, bullet type, red	Piece				63	565.74			15	134.7				22	197.56			14	125.72	114	8.98	1,023.72
33	PAPER CLIP, vinyl/plastic coat, length: 32mm min	Box				109	845.84			69	535.44				70	543.2			44	341.44	292	7.76	2,265.92
34	PAPER CLIP, vinyl/plastic coat, length: 50mm min	Box				74	1268.36			43	737.02				95	1628.3			66	1131.24	278	17.14	4,764.92
35	PENCIL, lead, w/ eraser, wood cased, hardness: HB	Box				37	769.23			15	311.85				26	540.54			12	249.48	90	20.79	1,871.10
36	RING BINDER, plastic, 32mm, 84 rings	Bundle				16	67225.6			10	42016				16	67225.6			10	42016	52	4,201.60	218,483.20
37	RUBBER BAND, 70mm min lay flat length (#18)	Box				30	3285			5	547.5				7	766.5			6	657	48	109.50	5,256.00
38	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	Piece				25	873.75			5	174.75				11	384.45			5	174.75	46	34.95	1,607.70
39	CUTTER BLADE, for heavy duty cutter	Tube				35	518.7			13	192.66				13	192.66			10	148.2	71	14.82	1,052.22
40	CUTTER KNIFE, for general purpose	Piece				20	668.6			12	401.16				13	434.59			7	234.01	52	33.43	1,738.36
41	DATING AND STAMPING MACHINE, heavy duty	Piece				16	7263.36			4	1815.84				3	1361.88			1	453.96	24	453.96	10,895.04
42	PENCIL SHARPENER, manual, single cutter head	Piece				22	4461.6			5	1014				7	1419.6			5	1014	39	202.80	7,909.20
43	PUNCHER, paper, heavy duty, with two hole guide	Piece				30	3958.8			1	131.96				7	923.72			0	0	38	131.96	5,014.48
44	SCISSORS, symmetrical, blade length: 65mm min	Pair				37	1500.72			9	365.04				11	446.16			5	202.8	62	40.56	2,514.72
45	STAPLER, STANDARD TYPE, load cap: 200 staples min	Piece				27	4773.6			6	1060.8				13	2298.4			5	884	51	176.80	9,016.80
46	STAPLER, BINDER TYPE, heavy duty, desktop	Piece				7	6399.12			5	4570.8				6	5484.96			5	4570.8	23	914.16	21,025.68
47	STAPLE REMOVER, PLIER-TYPE	Piece				33	821.7			3	74.7				4	99.6			1	24.9	41	24.90	1,020.90
48	TAPE DISPENSER, TABLE TOP, for 24mm width tape	Piece				14	898.8			4	256.8				8	513.6			5	321	31	64.20	1,990.20
49	BINDING AND PUNCHING MACHINE, binding cap: 50mm	Unit				0	0			1	9534.72				0	0			0	0	1	9,534.72	9,534.72
50	CALCULATOR, compact, 12 digits	Unit				19	6590.15			2	693.7				6	2081.1			0	0	27	346.85	9,364.95
51	FACSIMILE MACHINE, uses thermal paper	Unit				1	5642			0	0				1	5642			0	0	2	5,642.00	11,284.00
52	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	Unit				1	9297.6			1	9297.6				0	0			1	9297.6	3	9,297.60	27,892.80

53	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	Unit				2	11398.4			0	0			0	0			0	0	2	5,699.20	11,398.40
Printer or Facsimile or Photocopier Supplies																						
54	DRUM CART, BROTHER DR-3455	Cart				0	0			0	0			0	0			0	0	0	6,947.20	0.00
55	INK CART, BROTHER LC67B, Black	Cart				0	0			0	0			0	0			0	0	0	910.00	0.00
56	INK CART, BROTHER LC67HYBK, Black	Cart				0	0			0	0			0	0			0	0	0	1,601.60	0.00
57	TONER CART, BROTHER DR-451CL, high yield 3000 mag	Cart				0	0			0	0			0	0			0	0	0	6,760.00	0.00
58	TONER CART, BROTHER TN-456 BLACK, high yield 6500	Cart				0	0			0	0			0	0			0	0	0	5,080.40	0.00
59	TONER CART, BROTHER TN-456 CYAN, high yield 6500	Cart				0	0			0	0			0	0			0	0	0	8,569.60	0.00
60	TONER CART, BROTHER TN-456 MAGENTA, high yield 65	Cart				0	0			0	0			0	0			0	0	0	8,569.60	0.00
61	TONER CART, BROTHER TN-456 YELLOW, high yield 650	Cart				0	0			0	0			0	0			0	0	0	8,569.60	0.00
62	TONER CART, SAMSUNG ML-D2850B, Black	Cart				0	0			0	0			0	0			0	0	0	5,116.80	0.00
63	INK CART, CANON CL-741, Col.	Cart				0	0			0	0			0	0			0	0	0	989.04	0.00
64	INK CART, CANON CL-811, Colored	Cart				0	0			0	0			0	0			0	0	0	1,029.60	0.00
65	INK CART, CANON PG-740, Black	Cart				0	0			0	0			0	0			0	0	0	754.00	0.00
66	INK CART, CANON PG-810, Black	Cart				0	0			0	0			0	0			0	0	0	780.00	0.00
67	INK CART, EPSON C13T664100 (T6641), Black	Cart				26	6489.6			15	3744			22	5491.2			8	1996.8	71	249.60	17,721.60
68	INK CART, EPSON C13T664200 (T6642), Cyan	Cart				22	5491.2			10	2496			21	5241.6			5	1248	58	249.60	14,476.80
69	INK CART, EPSON C13T664300 (T6643), Magenta	Cart				22	5491.2			10	2496			21	5241.6			5	1248	58	249.60	14,476.80
70	INK CART, EPSON C13T664400 (T6644), Yellow	Cart				22	5491.2			11	2745.6			20	4992			5	1248	58	249.60	14,476.80
71	INK CART, HP C2P04AA (HP62) Black	Cart				0	0			0	0			0	0			0	0	0	773.76	0.00
72	INK CART, HP C2P06AA (HP62) Tri-color	Cart				0	0			0	0			0	0			0	0	0	950.56	0.00
73	INK CART, HP C9351AA, (HP21), Black	Cart				0	0			0	0			0	0			0	0	0	795.60	0.00
74	INK CART, HP C9352AA, (HP22), Tri-color	Cart				10	9204			0	0			10	9204			0	0	20	920.40	18,406.00
75	Ink Cartridge, HP C9397A (HP72) 69ml Photo Black	Cart				0	0			0	0			0	0			0	0	0	1,996.80	0.00
76	Ink Cartridge, HP C9398A (HP72) 69ml Cyan	Cart				0	0			0	0			0	0			0	0	0	1,996.80	0.00
77	Ink Cartridge, HP C9399A (HP72) 69ml Magenta	Cart				0	0			0	0			0	0			0	0	0	1,996.80	0.00
78	Ink Cartridge, HP C9400A (HP72) 69ml Yellow	Cart				0	0			0	0			0	0			0	0	0	1,996.80	0.00
79	Ink Cartridge, HP C9401A (HP72) 69ml Gray	Cart				0	0			0	0			0	0			0	0	0	1,996.80	0.00
80	Ink Cartridge, HP C9403A (HP72) 130ml Matte Black	Cart				0	0			0	0			0	0			0	0	0	3,016.00	0.00
81	INK CART, HP CC640WA, (HP60), Black	Cart				3	2308.8			0	0			1	769.6			0	0	4	769.60	3,078.40
82	INK CART, HP CC643WA, (HP60), Tri-color	Cart				39	35692.8			0	0			31	28371.2			0	0	70	915.20	64,064.00
83	INK CART, HP CD887AA, (HP703), Black	Cart				5	1830.4			5	1830.4			5	1830.4			5	1830.4	20	366.08	7,321.60
84	INK CART, HP CD888AA, (HP703), Tri-color	Cart				5	1830.4			5	1830.4			5	1830.4			5	1830.4	20	366.08	7,321.60
85	INK CART, HP CD972AA, (HP 920XL), Cyan	Cart				0	0			0	0			0	0			0	0	0	641.68	0.00
86	INK CART, HP CD973AA, (HP 920XL), Magenta	Cart				0	0			0	0			0	0			0	0	0	641.68	0.00
87	INK CART, HP CD974AA, (HP 920XL), Yellow	Cart				0	0			0	0			0	0			0	0	0	641.68	0.00
88	INK CART, HP CD975AA, (HP 920XL), Black	Cart				0	0			0	0			0	0			0	0	0	1,269.84	0.00
89	INK CART, HP CH561WA, (HP61), Black	Cart				0	0			0	0			0	0			0	0	0	656.24	0.00
90	INK CART, HP CH562WA, (HP61), Tricolor	Cart				0	0			0	0			0	0			0	0	0	821.60	0.00
91	INK CART, HP CH565A (HP82) Black	Cart				0	0			0	0			0	0			0	0	0	1,944.80	0.00
92	INK CART, HP CH566A (HP82) Cyan	Cart				0	0			0	0			0	0			0	0	0	1,539.20	0.00
93	INK CART, HP CH567A (HP82) Magenta	Cart				0	0			0	0			0	0			0	0	0	1,539.20	0.00
94	INK CART, HP CH568A (HP82) Yellow	Cart				0	0			0	0			0	0			0	0	0	1,539.20	0.00
95	INK CART, HP CN045AA, (HP950XL), Black	Cart				0	0			0	0			0	0			0	0	0	1,570.40	0.00
96	INK CART, HP CN046AA, (HP951XL), Cyan	Cart				0	0			0	0			0	0			0	0	0	1,165.84	0.00
97	INK CART, HP CN047AA, (HP951XL), Magenta	Cart				0	0			0	0			0	0			0	0	0	1,165.84	0.00
98	INK CART, HP CN048AA, (HP951XL), Yellow	Cart				0	0			0	0			0	0			0	0	0	1,165.84	0.00
99	INK CART, HP CN692AA, (HP704), Black	Cart				8	2928.64			0	0			8	2928.64			0	0	16	366.08	5,857.28
200	INK CART, HP CN693AA, (HP704), Tri-color	Cart				8	2928.64			0	0			8	2928.64			0	0	16	366.08	5,857.28
201	INK CART, HP CZ107AA, (HP678), Black	Cart				15	5491.2			10	3660.8			15	5491.2			0	0	40	366.08	14,643.20
202	INK CART, HP CZ108AA, (HP678), Tricolor	Cart				11	4026.88			6	2196.48			11	4026.88			6	2196.48	34	366.08	12,446.72
203	INK CART, HP CZ121A (HP685A), Black	Cart				0	0			0	0			0	0			0	0	0	366.08	0.00
204	INK CART, HP CZ122A (HP685A), Cyan	Cart				0	0			0	0			0	0			0	0	0	249.60	0.00

205	INK CART, HP CZ123A (HP685A), Magenta	Cart				0	0			0	0			0	0			0	0	0	249.60	0.00
206	INK CART, HP CZ124A (HP685A), Yellow	Cart				0	0			0	0			0	0			0	0	0	249.60	0.00
207	Ink Cartridge, HP F6V26AA (HP680) Tri-color	Cart				91	36909.6			20	8112			66	26769.6			19	7706.4	196	405.60	79,497.60
208	Ink Cartridge, HP F6V27AA (HP680) Black	Cart				57	23119.2			10	4056			32	12979.2			10	4056	109	405.60	44,210.40
209	Ink Cartridge, HP L0S51AA (HP955) Cyan Original	Cart				0	0			0	0			1	995.75			1	995.75	2	995.75	1,991.50
210	Ink Cartridge, HP L0S54AA (HP955) Magenta Original	Cart				0	0			0	0			1	995.75			1	995.75	2	995.75	1,991.50
211	Ink Cartridge, HP L0S57AA (HP955) Yellow Original	Cart				0	0			0	0			1	995.75			1	995.75	2	995.75	1,991.50
212	Ink Cartridge, HP L0S60AA (HP955) Black Original	Cart				4	19826.4			2	9913.2			2	9913.2			2	9913.2	10	4,956.60	49,566.00
213	Ink Cartridge, HP L0S63AA (HP955XL) Cyan Original	Cart				0	0			0	0			0	0			0	0	0	1,212.64	0.00
214	Ink Cartridge, HP L0S66AA (HP955XL) Magenta Original	Cart				0	0			0	0			0	0			0	0	0	1,212.64	0.00
215	Ink Cartridge, HP L0S69AA (HP955XL) Yellow Original	Cart				0	0			0	0			0	0			0	0	0	1,212.64	0.00
216	Ink Cartridge, HP L0S72AA (HP955XL) Black Original	Cart				0	0			0	0			0	0			0	0	0	1,644.24	0.00
217	Ink Cartridge, HP T6L89AA (HP905) Cyan Original	Cart				0	0			0	0			0	0			0	0	0	453.62	0.00
218	Ink Cartridge, HP T6L93AA (HP905) Magenta Original	Cart				0	0			0	0			0	0			0	0	0	453.62	0.00
219	Ink Cartridge, HP T6L97AA (HP905) Yellow Original	Cart				0	0			0	0			0	0			0	0	0	453.62	0.00
220	Ink Cartridge, HP T6M01AA (HP905) Black Original	Cart				0	0			0	0			0	0			0	0	0	741.28	0.00
221	RIBBON CART, EPSON C13S015516 (#8750), Black	Cart				0	0			0	0			0	0			0	0	0	77.43	0.00
222	RIBBON CART, EPSON C13S015531 (S015086), Black	Cart				0	0			0	0			0	0			0	0	0	736.32	0.00
223	RIBBON CART, EPSON C13S015632, Black, for LX-310	Cart				1	77.94			1	77.94			1	77.94			1	77.94	4	77.94	311.76
224	TONER CART, BROTHER TN-2025, Black	Cart				0	0			0	0			0	0			0	0	0	2,685.28	0.00
225	TONER CART, BROTHER TN-2130, Black	Cart				0	0			0	0			0	0			0	0	0	1,892.80	0.00
226	TONER CART, BROTHER TN-2150, Black	Cart				0	0			0	0			0	0			0	0	0	2,685.28	0.00
227	TONER CART, BROTHER TN-3320, Black	Cart				0	0			0	0			0	0			0	0	0	3,567.20	0.00
228	TONER CART, BROTHER TN-3350, Black, for HL5450DN	Cart				0	0			0	0			0	0			0	0	0	5,002.40	0.00
229	TONER CART, HP CB435A, Black	Cart				0	0			0	0			0	0			0	0	0	3,380.00	0.00
230	TONER CART, HP CB540A, Black	Cart				0	0			0	0			0	0			0	0	0	3,337.36	0.00
231	TONER CART, HP CE255A, Black	Cart				0	0			0	0			0	0			0	0	0	7,332.00	0.00
232	TONER CART, HP CE278A, Black	Cart				0	0			0	0			0	0			0	0	0	3,952.00	0.00
233	TONER CART, HP CE285A (HP85A), Black	Cart				3	10296			2	6864			4	13728			1	3432	10	3,432.00	34,320.00
234	TONER CART, HP CE310A, Black	Cart				4	9443.2			4	9443.2			4	9443.2			4	9443.2	16	2,360.80	37,772.80
235	TONER CART, HP CE311A, Cyan	Cart				3	7628.4			3	7628.4			3	7628.4			3	7628.4	12	2,542.80	30,513.60
236	TONER CART, HP CE312A, Yellow	Cart				3	7628.4			3	7628.4			3	7628.4			3	7628.4	12	2,542.80	30,513.60
237	TONER CART, HP CE313A, Magenta	Cart				3	7628.4			3	7628.4			3	7628.4			3	7628.4	12	2,542.80	30,513.60
238	TONER CART, HP CE320A, Black	Cart				0	0			0	0			0	0			0	0	0	2,916.16	0.00
239	TONER CART, HP CE321A, Cyan	Cart				0	0			0	0			0	0			0	0	0	3,072.16	0.00
240	TONER CART, HP CE322A, Yellow	Cart				0	0			0	0			0	0			0	0	0	3,072.16	0.00
241	TONER CART, HP CE323A, Magenta	Cart				0	0			0	0			0	0			0	0	0	3,072.16	0.00
242	TONER CART, HP CE390A, Black	Cart				0	0			0	0			0	0			0	0	0	7,856.16	0.00
243	TONER CART, HP CE400A, Black	Cart				0	0			0	0			0	0			0	0	0	6,900.40	0.00
244	TONER CART, HP CE401A, Cyan	Cart				0	0			0	0			0	0			0	0	0	10,193.04	0.00
245	TONER CART, HP CE402A, Yellow	Cart				0	0			0	0			0	0			0	0	0	10,193.04	0.00
246	TONER CART, HP CE403A, Magenta	Cart				0	0			0	0			0	0			0	0	0	10,193.04	0.00
247	TONER CART, HP CE410A, (HP305), Black	Cart				0	0			0	0			0	0			0	0	0	3,868.80	0.00
248	TONER CART, HP CE411A, (HP305), Cyan	Cart				0	0			1	6011.2			1	6011.2			0	0	2	6,011.20	12,022.40
249	TONER CART, HP CE412A, (HP305), Yellow	Cart				0	0			1	6011.2			1	6011.2			0	0	2	6,011.20	12,022.40
250	TONER CART, HP CE413A, (HP305), Magenta	Cart				0	0			1	6011.2			1	6011.2			0	0	2	6,011.20	12,022.40
251	TONER CART, HP CE505A, Black	Cart				0	0			0	0			0	0			0	0	0	4,466.80	0.00
252	TONER CART, HP CE505X, Black, high cap	Cart				0	0			0	0			0	0			0	0	0	7,332.00	0.00
253	Toner Cartridge, HP CF217A (HP17A) Black LaserJet	Cart				2	6088.02			1	3044.01			1	3044.01			1	3044.01	5	3,044.01	15,220.05
254	Toner Cartridge, HP CF226A (HP26A) Black LaserJet	Cart				0	0			0	0			0	0			0	0	0	5,787.60	0.00
254	Toner Cartridge, HP CF403A (HP201A) Magenta LaserJet	Cart				0	0			0	0			0	0			0	0	0	4,043.83	0.00
255	Toner Cartridge, HP CF280A, LaserJet Pro M401/M425	Cart				0	0			0	0			0	0			0	0	0	5,200.00	0.00
256	HP Toner CF280XC	Cart				0	0			0	0			0	0			0	0	0	7,112.56	0.00
257	Toner Cartridge, HP CF281A (HP81A) Black LaserJet	Cart				0	0			0	0			0	0			0	0	0	8,606.00	0.00

Fire Fighting Equipment																						
301	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	Unit				2	2288				2	2288				2	2288	8	1,144.00	9,152.00		
302	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	Unit				2	11226.5				2	11226.5				2	11226.5	8	5,613.25	44,906.00		
Consumer Electronics																						
303	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	Unit				4	25662.56				0	0				1	6415.64	0	0	5	6,415.64	32,078.20
Furniture and Furnishings																						
304	CHAIR, monobloc, beige, with backrest, w/o armrest	Piece				2	607.36				2	607.36				0	0	0	0	4	303.68	1,214.72
306	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	Unit				0	0				0	0				0	0	0	0	0	1,336.40	0.00
307	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	Unit				0	0				0	0				0	0	0	0	0	1,315.60	0.00
Arts and Crafts Equipment and Accessories and Supplies																						
308	CLEARBOOK, 20 transparent pockets, for A4 size	Piece				77	3063.06				27	1074.06				55	2187.9	30	1193.4	189	39.78	7,518.42
309	CLEARBOOK, 20 transparent pockets, for LEGAL size	Piece				66	2797.08				21	889.98				35	1483.3	25	1059.5	147	42.38	6,229.86
310	ERASER, PLASTIC/RUBBER, for pencil draft/writing	Piece				46	203.32				17	75.14				22	97.24	17	75.14	102	4.42	450.84
311	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	Piece				136	4706.96				80	2768.8				113	3910.93	66	2284.26	395	34.61	13,670.95
312	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	Piece				159	5502.99				85	2941.85				114	3945.54	67	2318.87	425	34.61	14,709.25
313	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	Piece				51	1765.11				27	934.47				35	1211.35	27	934.47	140	34.61	4,845.40
314	WRAPPING PAPER, kraft, 65gsm (-5%)	Pack				2	309.68				1	154.84				1	154.84	0	0	4	154.84	619.36
COMMON ELECTRICAL SUPPLIES																						
999	FLUORESCENT LAMP, tubular, 28 watts	Tube				20	2288				30	3432				30	3432	30	3432	110	114.40	12,584.00
COMMON OFFICE EQUIPMENT																						
999	CALCULATOR, SCIENTIFIC, 1 unit per box	Unit				7	2300.48				0	0				1	328.64	0	0	8	328.64	2,629.12
999	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	Unit				0	0				0	0				0	0	0	0	0	10,000.00	0.00
CONSUMABLES																						
999	INK CART, CANON CLI-726, Black	Cart				2	1069.12				0	0				2	1069.12	0	0	4	534.56	2,138.24
999	INK CART, CANON CLI-726, Cyan	Cart				2	1071.2				0	0				2	1071.2	0	0	4	535.60	2,142.40
999	INK CART, CANON CLI-726, Magenta	Cart				2	1071.2				0	0				2	1071.2	0	0	4	535.60	2,142.40
999	INK CART, CANON CLI-726, Yellow	Cart				2	1071.2				0	0				2	1071.2	0	0	4	535.60	2,142.40
999	INK CART, CANON PGI-725, Black	Cart				2	1148.16				0	0				2	1148.16	0	0	4	574.08	2,296.32
999	INK CART, HP C8767WA, (HP96), Black	Cart				2	2860				2	2860				2	2860	0	0	6	1,430.00	8,580.00
999	INK CART, HP CB335WA, (HP74), Black	Cart				5	3484				0	0				5	3484	0	0	10	696.80	6,968.00
999	INK CART, HP CB337WA, (HP75), Tri-color	Cart				5	4019.6				0	0				5	4019.6	0	0	10	803.92	8,039.20
999	INK CART, HP CC641WA, (HP60XL), Black	Cart				8	11564.8				0	0				0	0	0	0	8	1,445.60	11,564.80
999	INK CART, HP CC660AA, (HP702), Black	Cart				15	16302				0	0				15	16302	0	0	30	1,086.80	32,604.00
999	INK CART, HP CD971AA, (HP 920), Black	Cart				0	0				0	0				0	0	0	0	0	792.48	0.00
999	TONER CART, HP CB436A, Black	Cart				0	0				1	3218.8				0	0	0	0	1	3,218.80	3,218.80
999	TONER CART, HP Q6000A, Black	Cart				0	0				0	0				0	0	0	0	0	3,317.60	0.00
999	TONER CART, HP Q6001A, Cyan	Cart				0	0				0	0				0	0	0	0	0	3,614.00	0.00
999	TONER CART, HP Q6002A, Yellow	Cart				0	0				0	0				0	0	0	0	0	3,614.00	0.00
999	TONER CART, HP Q6003A, Magenta	Cart				0	0				0	0				0	0	0	0	0	3,614.00	0.00
999	TONER CART, SAMSUNG ML-D2850B, Black	Cart				0	0				0	0				0	0	0	0	0	4,992.00	0.00
Information and Communication Technology (ICT) Equipment and Devices and Accessories																						
999	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	Piece				55	1198.45				25	544.75				15	326.85	15	326.85	110	21.79	2,396.90
999	Hub/Switches	Unit				0	0				0	0				0	0	0	0	0	0.00	0.00
999	Laptop Computer, branded	Unit				0	0				0	0				0	0	0	0	0	35,916.40	0.00
999	Network Routers	Unit				0	0				0	0				0	0	0	0	0	0.00	0.00
999	PRINTER, Inkjet, Color	Unit				0	0				0	0				0	0	0	0	0	0.00	0.00
999	PRINTER, Inkjet, Monochrome	Piece				0	0				0	0				0	0	0	0	0	0.00	0.00

999	PRINTER, LASER, Color	Unit			0	0			0	0			0	0			0	0	0	0.00	0.00
999	Wireless Access Point	Unit			0	0			0	0			0	0			0	0	0	0.00	0.00
Office Equipment and Accessories and Supplies																					
999	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	Unit			0	0			0	0			0	0			0	0	0	0.00	0.00
Printer or Facsimile or Photocopier Supplies																					
999	INK CART, HP C8363WA, (HP97), Tri-color	Cart			2	2984.8			2	2984.8			2	2984.8			0	0	6	1,492.40	8,954.40
999	INK CART, HP T6M05AA (HP905XL) Cyan Original	Cart			0	0			0	0			0	0			0	0	0	0.00	0.00
999	INK CART, HP T6M09AA (HP905XL) Magenta Original	Cart			0	0			0	0			0	0			0	0	0	0.00	0.00
999	INK CART, HP T6M13AA (HP905XL) Yellow Original	Cart			0	0			0	0			0	0			0	0	0	0.00	0.00
999	INK CART, HP T6M17AA (HP905XL) Black Original	Cart			0	0			0	0			0	0			0	0	0	0.00	0.00
999	TONER CART, HP CF226XC (HP26XC) Black LaserJet	Cart			0	0			0	0			0	0			0	0	0	0.00	0.00
999	TONER CART, HP CF311AC (HP826) cyan	Cart			0	0			0	0			0	0			0	0	0	0.00	0.00
999	TONER CART, HP CF312AC (HP826) yellow	Cart			0	0			0	0			0	0			0	0	0	0.00	0.00
999	TONER CART, HP CF313AC (HP826) magenta	Cart			0	0			0	0			0	0			0	0	0	0.00	0.00
999	TONER CART, HP CF325XC (HP25X) Black LaserJet	Cart			0	0			0	0			0	0			0	0	0	13,156.00	0.00
999	TONER CART, HP CF400A (HP201A) Black LaserJet	Cart			0	0			0	0			0	0			0	0	0	0.00	0.00
999	TONER CART, HP CF401A (HP201A) Cyan LaserJet	Cart			0	0			0	0			0	0			0	0	0	0.00	0.00
999	TONER CART, HP CF402A (HP201A) Yellow LaserJet	Cart			0	0			0	0			0	0			0	0	0	0.00	0.00
999	TONER CART, HP CF403A (HP201A) Magenta LaserJet	Cart			0	0			0	0			0	0			0	0	0	0.00	0.00
999	TONER CART, HP Q7553A, Black	Cart			0	0			0	0			0	0			0	0	0	3,972.80	0.00
999	TONER CART, LEXMARK E360H11P, Black	Cart			0	0			0	0			0	0			0	0	0	8,874.32	0.00
999	TONER CART, LEXMARK T650A11P, Black	Cart			0	0			0	0			0	0			0	0	0	9,630.40	0.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
AGRICULTURAL SUPPLIES																					
	Anaa	L			5	1500			0	0			5	1500			0	0	10	300.00	3,000.00
DSSTR RESP RESC EQPT																					
	Refill, Fire Extinguisher HCFC	un			8	28000			0	0			0	0			0	0	8	3,500.00	28,000.00
	Fire Extinguisher, Refill: Dry Chemicals (20 lbs) @ P 70.00 / lb (Refilling and replacement of gauge and hose)	un			0	0			20	28000			0	0			0	0	20	1,400.00	28,000.00
FOOD SUPPLIES																					
	Distilled water	gal			60	2340			0	0			60	2340			0	0	120	39.00	4,680.00
FUEL, OIL AND LUBRICANTS																					
	Multi-purpose Lubricant	cn			0	0			0	0			0	0			10	2650	10	265.00	2,650.00
HOUSEKEEPING SUP																					
	TOILET TISSUE PAPER, 2-ply, 100% recycled	pck			6	720			7	840			7	840			7	840	27	120.00	3,240.00
	Toilet Tissue, 2 PLY, 300 SHEETS PER ROLL	pc			1	180			1	180			0	0			0	0	2	180.00	360.00
	Air Freshener, scented gel 180g	pc			2	500			2	500			2	500			2	500	8	250.00	2,000.00
	Face Mask: disposable, non-woven, 3-ply with earloop, 50 pcs/box	box			35	2800			35	2800			35	2800			35	2800	140	80.00	11,200.00
	Metal polish and cleaning paste	cn			1	400			0	0			1	400			0	0	2	400.00	800.00
	Dishwashing Liquid 220ml	pck			24	1200			0	0			20	1000			0	0	44	50.00	2,200.00
	Dishwashing Liquid 250ml	btl			15	1125			15	1125			15	1125			15	1125	60	75.00	4,500.00
	Scouring pad with foam	pc			20	700			0	0			20	700			0	0	40	35.00	1,400.00
	Utility Storage Box, 45-50 LITER CAPACITY	pc			0	0			2	3000			2	3000			0	0	4	1,500.00	6,000.00
	Hand wash, Antibacterial handwash, 500 ml	btl			52	8320			27	4320			52	8320			27	4320	158	160.00	25,280.00
	Diswashing liquid 250 ml	pc			4	180			4	180			4	180			4	180	16	45.00	720.00
	Air Freshener, car freshener	pc			2	1400			0	0			2	1400			0	0	4	700.00	2,800.00
	Furniture Polisher, Lemon Scent With Cleansing Conditioners	cn			5	1800			0	0			5	1800			0	0	10	360.00	3,600.00
	Trash Bag, 37 x 42, Black	pc			40	240			0	0			40	240			0	0	80	6.00	480.00

Folded Paper Towel, Single Ply, 205mm X 215mm, 150sheets/Pck	pck			35	2275			35	2275			35	2275			35	2275	140	65.00	9,100.00
Hand soap-25g	pc			24	480			24	480			24	480			24	480	96	20.00	1,920.00
INFO COMM TECH EQPT																				
UPS, Topology: Line Interactive with Automatic Voltage Regulation Configuration: Tower; Rating (VA/Watts): 2000VA/1200W	pc			2	22000			0	0			3	33000			0	0	5	11,000.00	55,000.00
Mouse: Wireless, USB	pc			1	1500			1	1500			1	1500			1	1500	4	1,500.00	6,000.00
Keyboard, for Computer, USB port	un			2	1000			0	0			0	0			0	0	2	500.00	1,000.00
DVD Recordable	pc			10	350			20	700			10	350			20	700	60	35.00	2,100.00
Scanner: 1200 dpi x 1200 dpi, 20 ppm - 300dpi, 40 ipm-duplex - 300 dpi (front) / 300dpi (back)	un			1	9000			0	0			0	0			0	0	1	9,000.00	9,000.00
External Harddrive 2TB	un			7	35000			0	0			1	5000			0	0	8	5,000.00	40,000.00
OFFICE EQT PARTS																				
Electric fan, box	pc			0	0			8	10400			0	0			0	0	8	1,300.00	10,400.00
3 M Electrical tape (big)	rol			4	200			0	0			4	200			0	0	8	50.00	400.00
Emergency Light	un			1	2000			0	0			1	2000			0	0	2	2,000.00	4,000.00
Clearer Blade for Sharp Copier (MX-235 FV)	pc			2	4062			0	0			0	0			0	0	2	2,031.00	4,062.00
OFFICE EQUIPMENT																				
Toner - AR-202FT for Xerox Machine (Sharp) Model: MFP AR-M160, Serial No. 73035818	crt			1	6968			1	6968			2	13936			1	6968	5	6,968.00	34,840.00
Canon GI-790 Cyan	crt			2	700			0	0			2	700			0	0	4	350.00	1,400.00
Imaging drum for Lexmark ms510dn	pc			1	3000			1	3000			0	0			1	3000	3	3,000.00	9,000.00
Ink Refill: Hp ink cartridge Cn057a, #932, Black, Original XL	crt			5	9090.9			0	0			5	9090.9			0	0	10	1,818.18	18,181.80
Toner, Brother Laser Printer HL-L5100DN	crt			3	15000			3	15000			3	15000			3	15000	12	5,000.00	60,000.00
Toner, Samsung CLT-K406S Black	pc			1	1700			0	0			0	0			0	0	1	1,700.00	1,700.00
Ribbon, Printer Epson RN S015327 for Epson FX2190	pc			4	3200			3	2400			3	2400			4	3200	14	800.00	11,200.00
Toner, Cart EPSON C2900N Aculaser- A266 Cyan (C)	crt			4	20000			0	0			4	20000			0	0	8	5,000.00	40,000.00
Toner Cartridge: Samsung Original MLT-D111S BLACK Laser 1000 page yield	crt			2	4320			3	6480			1	2160			0	0	6	2,160.00	12,960.00
HP 131A Magenta	crt			2	3400			1	1700			2	3400			1	1700	6	1,700.00	10,200.00
Office Jet HP933XL Yellow	crt			5	4000			0	0			5	4000			0	0	10	800.00	8,000.00
Ink: Ink Cartridge, Cn0057s, #932, black original	crt			0	0			5	5500			0	0			5	5500	10	1,100.00	11,000.00
Ink Cartridge: HP 680, Tri-Color for HP Deskjet Ink Advantage 1115, 1118, 2135, 2138, 2635, 3636, 3638, 4675, 4678	crt			10	6000			10	6000			10	6000			10	6000	40	600.00	24,000.00
Toner, Samsung CLT-K406S Cyan	pc			1	1700			0	0			0	0			0	0	1	1,700.00	1,700.00
Toner, Lexmark ms510dn	crt			8	68000			9	76500			8	68000			9	76500	34	8,500.00	289,000.00
Toner, Cart EPSON C2900N Aculase- A265 Black (K)	crt			4	20000			0	0			4	20000			0	0	8	5,000.00	40,000.00
Ink Refill: Epson L360, Genuine Epson 664, 70 ML Cyan	btl			9	3600			0	0			9	3600			0	0	18	400.00	7,200.00
Ink Refill: Epson L360, Genuine Epson 664, 70 ML Yellow	btl			9	3600			0	0			9	3600			0	0	18	400.00	7,200.00
Drum for Sharp Copier MX235	pc			2	7770			0	0			0	0			0	0	2	3,885.00	7,770.00
Canon GI-790 Magenta	crt			2	700			0	0			2	700			0	0	4	350.00	1,400.00
Ink, Cartridge, Cannon CL 88	pc			3	1710			3	1710			3	1710			3	1710	12	570.00	6,840.00
Canon GI-790 Black	crt			3	1050			0	0			3	1050			0	0	6	350.00	2,100.00
Ink Refill: Epson L360, Genuine Epson 664, 70 ML Magenta	btl			9	3600			0	0			9	3600			0	0	18	400.00	7,200.00
Ink Refill: Epson L360, Genuine Epson 664, 70 ML Black	btl			11	4400			0	0			11	4400			0	0	22	400.00	8,800.00
Canon GI-790 Yellow	crt			2	700			0	0			2	700			0	0	4	350.00	1,400.00
HP 131A Yellow	crt			2	3400			1	1700			2	3400			1	1700	6	1,700.00	10,200.00
HP 131A Black	crt			2	3600			1	1800			2	3600			1	1800	6	1,800.00	10,800.00
HP 131A Cyan	crt			2	3400			1	1700			2	3400			1	1700	6	1,700.00	10,200.00
Imaging Drum for Lexmark ms510dn	pc			3	9000			1	3000			3	9000			1	3000	8	3,000.00	24,000.00
Toner, Samsung CLT-K406S Yellow	pc			1	1700			0	0			0	0			0	0	1	1,700.00	1,700.00
Toner Cartridge: P Laser jet black print cartridge (CE285A)85A for HP Laser jet P1002w, HP LASERJET P1102	crt			1	3500			1	3500			1	3500			1	3500	4	3,500.00	14,000.00
Ink Cartridge: Cn060s, #933 Cyan original	crt			5	5500			0	0			5	5500			0	0	10	1,100.00	11,000.00
Toner, Cart EPSON C2900N Aculaser- A267 Magenta (M)	crt			4	20000			0	0			4	20000			0	0	8	5,000.00	40,000.00
Ribbon, Printer SO10062 for LQ-2190	pc			6	4800			3	2400			6	4800			3	2400	18	800.00	14,400.00

Developer (MX235 FV)	pc			2	7770			0	0			0	0			0	0	2	3,885.00	7,770.00
Ink Cartridge: HP 680, Black for HP Deskjet Ink Advantage 1115, 1118, 2135, 2138, 2635, 3636, 3638, 4675, 4678	crt			40	24000			0	0			40	24000			0	0	80	600.00	48,000.00
Toner, Cart EPSON C2900N Aculaser- A268 Yellow (Y)	crt			4	20000			0	0			4	20000			0	0	8	5,000.00	40,000.00
Toner, Samsung CLT-K406S Magenta	pc			1	1700			0	0			0	0			0	0	1	1,700.00	1,700.00
Toner Sharp AR200FT	pc			4	18200			0	0			2	9100			0	0	6	4,550.00	27,300.00
OFFICE SUPPLIES																				
HP toner 79a-black	crt			2	5000			0	0			2	5000			0	0	4	2,500.00	10,000.00
Ink Cartridge Epson 349 (WF 3721) magenta	crt			5	9275			5	9275			5	9275			5	9275	20	1,855.00	37,100.00
Ink Cartridge Epson 349 (WF 3721) yellow	crt			6	11130			6	11130			6	11130			5	9275	23	1,855.00	42,665.00
INK CART, EPSON C13T166390 (166XL), Magenta	crt			3	998.4			3	998.4			3	998.4			3	998.4	12	332.80	3,993.60
Epson toner 0627-yellow	crt			15	16485			0	0			15	16485			0	0	30	1,099.00	32,970.00
Epson toner 0629-cyan	crt			15	16485			0	0			15	16485			0	0	30	1,099.00	32,970.00
Ink Cartridge Epson 349 (WF 3721) cyan	crt			5	9275			5	9275			5	9275			5	9275	20	1,855.00	37,100.00
Epson toner 0604	crt			5	92500			0	0			5	92500			0	0	10	18,500.00	185,000.00
HP Ink Cartridge 680 Black	crt			3	1230			3	1230			3	1230			3	1230	12	410.00	4,920.00
Ink Cartridge Epson 349 (WF 3721) black	crt			6	15000			6	15000			6	15000			6	15000	24	2,500.00	60,000.00
Ink for epson L355	pc			7	3360			0	0			0	0			0	0	7	480.00	3,360.00
Ink Cartridge, Cannon Part No. CL 98, colored	pc			8	5532.8			3	2074.8			8	5532.8			3	2074.8	22	691.60	15,215.20
HP Ink Cartridge 680 Tri-Colour	crt			3	1230			3	1230			3	1230			3	1230	12	410.00	4,920.00
INK CART, EPSON C13T166290 (166XL), Cyan	crt			3	998.4			3	998.4			3	998.4			3	998.4	12	332.80	3,993.60
Canon PG88-black	crt			5	3000			0	0			5	3000			0	0	10	600.00	6,000.00
INK CART, EPSON C13T166490 (166XL), Yellow	crt			3	998.4			3	998.4			3	998.4			3	998.4	12	332.80	3,993.60
Epson toner 0628-magenta	crt			15	16485			0	0			15	16485			0	0	30	1,099.00	32,970.00
Epson toner 0602	crt			2	37000			0	0			2	37000			0	0	4	18,500.00	74,000.00
RISO Ink E Type A 1000ml (R7 570 AW)	tub			1	1690			1	1690			1	1690			1	1690	4	1,690.00	6,760.00
INK CART, EPSON C13T166190 (166XL), Black	crt			3	530.4			3	530.4			3	530.4			3	530.4	12	176.80	2,121.60
Epson toner 0630-black	crt			15	16485			0	0			15	16485			0	0	30	1,099.00	32,970.00
Epson toner 0603	crt			5	92500			0	0			5	92500			0	0	10	18,500.00	185,000.00
Epson toner 0605	crt			5	92500			0	0			5	92500			0	0	10	18,500.00	185,000.00
Paper, Sticker	pck			84	2940			70	2450			90	3150			60	2100	304	35.00	10,640.00
Three ring hole binders, A4, (2 inches)	pc			21	2100			10	1000			15	1500			10	1000	56	100.00	5,600.00
Paper specialty Board, 10 sheets/pack	pck			15	675			30	1350			15	675			5	225	65	45.00	2,925.00
Ink Cartridge, Epson 673, LC	crt			2	1100			2	1100			2	1100			4	2200	10	550.00	5,500.00
Alcohol, Isopropyl, 70 % solution	btl			28	2100			28	2100			28	2100			28	2100	112	75.00	8,400.00
Ballpen: Fine point, red, 0.5mm	pc			30	300			20	200			20	200			20	200	90	10.00	900.00
Photo Paper, non glossy, 10 pcs/pack	pck			15	1500			25	2500			10	1000			20	2000	70	100.00	7,000.00
RING BINDER, Plastic 50mm, 10 pieces per bundle	bun			27	7884			20	5840			26	7592			20	5840	93	292.00	27,156.00
Cover: Plastic cover, transparent 0.004 thickness	rol			1	1250			0	0			1	1250			0	0	2	1,250.00	2,500.00
Rubber Stamp, Rubber Size (mm): 25x82	pc			2	1800			0	0			1	900			0	0	3	900.00	2,700.00
Illustration board, double face, 762mm x 1016mm (30inx40in) 2 ply	pc			0	0			5	200			5	200			0	0	10	40.00	400.00
Acetate A4, 100 sheets/pack	pck			6	4644			1	774			0	0			0	0	7	774.00	5,418.00
Ballpen: Fine point, black, 0.5mm	pc			35	350			35	350			35	350			35	350	140	10.00	1,400.00
INK CART, EPSON C13T664400 (T6644), Yellow	btl			20	2853.4			20	2853.4			20	2853.4			20	2853.4	80	142.67	11,413.60
Index card, 5" x 8", 500 pieces per pack	pck			4	557.36			0	0			0	0			0	0	4	139.34	557.36
Stick/Sticky Note, 5 colors, plastic, 11mmx43mm, 100 flags	pck			10	2600			0	0			10	2600			0	0	20	260.00	5,200.00
Tape, masking 1", 50M	rol			25	3500			0	0			0	0			0	0	25	140.00	3,500.00
Ink Cartridge, Epson 673, Magenta	crt			2	1100			2	1100			2	1100			4	2200	10	550.00	5,500.00
Ballpen, black	pc			97	485			7	35			57	285			7	35	168	5.00	840.00
More Colored Copy Paper A4 Yellow 80 gsm	rm			7	2450			7	2450			7	2450			7	2450	28	350.00	9,800.00
Scissors 8", Heavy Duty	pc			7	420			0	0			2	120			0	0	9	60.00	540.00
Tape, Duct tape, 2"	pc			7	1260			0	0			2	360			0	0	9	180.00	1,620.00
Folder: expanding, plastic, long	pc			30	3600			0	0			30	3600			0	0	60	120.00	7,200.00
Push pin, flat head type, assorted colors, 100 pcs per case	cas			10	249.6			5	124.8			10	249.6			5	124.8	30	24.96	748.80

RING BINDER, Plastic 25mm, 10 pieces per bundle	bun		21	3166.8		5	754		9	1357.2		5	754	40	150.80	6,032.00
Spoon and Fork	dzn		3	300		0	0		0	0		0	0	3	100.00	300.00
Sticker Paper A4 size 10 sheets	pck		10	600		20	1200		10	600		0	0	40	60.00	2,400.00
Ring Binder, 18mm x 1.12m, plastic, 10 pcs/bundle	bun		10	200		0	0		0	0		0	0	10	200.00	2,000.00
Business Card Paper	pck		50	2500		50	2500		50	2500		50	2500	200	50.00	10,000.00
INDEX CARD, 3"x5", 500 pieces per pack	pck		6	307.62		0	0		0	0		0	0	6	51.27	307.62
Pencil, lead, soft, non-smudge eraser, # 2	pck		6	570		0	0		0	0		0	0	6	95.00	570.00
Stamp trodat machine 5460	pc		0	0		2	1700		0	0		0	0	2	850.00	1,700.00
Clip, bulldog, 73mm ("3")	pc		75	624		45	374.4		75	624		45	374.4	240	8.32	1,996.80
Ink Cartridge, Epson 673, Black	crt		2	1100		2	1100		2	1100		4	2200	10	550.00	5,500.00
Tape, Double Adhesive, 22mm x 4.6m	pc		2	1180		10	5900		0	0		0	0	12	590.00	7,080.00
Ballpen: Desk pen, Ordinary ball pen, with base and string	pc		10	200		0	0		10	200		0	0	20	20.00	400.00
Computer binder short with tag	pc		5	1000		6	1200		5	1000		6	1200	22	200.00	4,400.00
Glue: Pen type, liquid paste in tube	pc		1	10		1	10		1	10		1	10	4	10.00	40.00
Data File box,upright, long	pc		34	1910.8		30	1686		30	1686		30	1686	124	56.20	6,968.80
Tape, transparent, 1"	rol		45	2025		0	0		45	2025		0	0	90	45.00	4,050.00
INK CART, EPSON C13T664100 (T6641), Black	btl		25	3566.75		25	3566.75		25	3566.75		25	3566.75	100	142.67	14,267.00
INK CART, EPSON C13T664300 (T6643), Magenta	btl		20	2853.4		20	2853.4		20	2853.4		20	2853.4	80	142.67	11,413.60
Self-Inking Stamp	pc		0	0		4	2400		0	0		0	0	4	600.00	2,400.00
Stamp Pad Ink 30ml, Green	btl		5	200		5	200		5	200		5	200	20	40.00	800.00
Staple wire, heavy duty, 23/17	box		3	124.44		3	124.44		3	124.44		3	124.44	12	41.48	497.76
Storage Box, plastic, 54 liter capacity, EZ 2	pc		5	3000		0	0		0	0		0	0	5	600.00	3,000.00
Pen ballpen black	pc		95	266		55	154		85	238		55	154	290	2.80	812.00
Paper for TOR (8.5 x 14) 24 gsm	rm		6	3000		6	3000		6	3000		6	3000	24	500.00	12,000.00
Ink Cartridge, Epson 673, Cyan	crt		2	1100		2	1100		2	1100		4	2200	10	550.00	5,500.00
Ink Cartridge, Epson 673, Yellow	crt		2	1100		2	1100		2	1100		4	2200	10	550.00	5,500.00
More colored paper, A4, green, 80gsm, 500 sheets/ream	rm		8	2800		6	2100		6	2100		6	2100	26	350.00	9,100.00
Stapler MAX 50/50R	pc		10	2750		0	0		0	0		0	0	10	275.00	2,750.00
Tape dispenser, handheld	pc		5	145.5		8	232.8		6	174.6		6	174.6	25	29.10	727.50
Stamp Pad Ink 30 ml, 1 oz, blue	pc		11	495		5	225		11	495		5	225	32	45.00	1,440.00
BATTERY, AAA rechargeable , 2 pieces per blister pack	pck		35	16555		10	4730		35	16555		10	4730	90	473.00	42,570.00
Expanding folders, colored	pc		15	360		65	1560		15	360		15	360	110	24.00	2,640.00
Paste	btl		10	450		0	0		10	450		0	0	20	45.00	900.00
Ring Binder, 16mm x 1.12m, plastic, 10 pcs/bundle	bun		18	3240		5	900		8	1440		5	900	36	180.00	6,480.00
Office Letter Head, A4	rm		11	3850		5	1750		5	1750		0	0	21	350.00	7,350.00
Tansi (plastic nylon)	rol		5	250		5	250		5	250		5	250	20	50.00	1,000.00
Ballpen: Fine point, blue, 0.5mm	pc		35	350		35	350		35	350		35	350	140	10.00	1,400.00
INK CART, EPSON C13T664200 (T6642), Cyan	btl		20	2853.4		20	2853.4		20	2853.4		20	2853.4	80	142.67	11,413.60
Record Book, Speedway (short)	pc		12	780		2	130		2	130		2	130	18	65.00	1,170.00
Organizer: Caddy Desk Organizer - Pencil, Pen, Paper Clip Storage Mesh Oval Holder	pc		5	4500		0	0		0	0		0	0	5	900.00	4,500.00
Fastener 50 ets/bx, plastic	box		5	125		0	0		0	0		0	0	5	25.00	125.00
Paper: Multi-Purpose (Copy) short 8"x11", 80 Gsm., 500 sheets/ream	rm		0	0		30	5550		0	0		0	0	30	185.00	5,550.00
TAPE, for adding machine	rol		10	81.1		10	81.1		10	81.1		10	81.1	40	8.11	324.40
Ballpen, blue	pc		181	905		61	305		141	705		61	305	444	5.00	2,220.00
Specialty Paper: 250 gsm; 8 1/2 x 11 inches, Color: Pale Cream	pck		10	450		0	0		0	0		0	0	10	45.00	450.00
Correction Pen: Fluid, shake and squeeze, 16ml, white, needle-point tip, dries quickly for immediate corrections, smooth finish	pc		10	500		6	300		12	600		11	550	39	50.00	1,950.00
Stamp Pad Ink 30ml, Black	btl		17	680		6	240		12	480		6	240	41	40.00	1,640.00
Morocco Paper, A4	rm		2	1000		2	1000		2	1000		2	1000	8	500.00	4,000.00
More colored paper, A4, blue, 80gsm, 500 sheets/ream	rm		6	2100		6	2100		6	2100		6	2100	24	350.00	8,400.00
Trash Plastic Can (small)	cn		1	150		0	0		0	0		0	0	1	150.00	150.00
Tape, Flags: Paper/Note arrow flags, 1/2" x 1 1/2", assorted colors, 35 flags per pad, 5 pads per pack	pck		30	2100		0	0		0	0		0	0	30	70.00	2,100.00
Sign Here Flags, 25.4MM X 43.2MM, YELLOW	pck		0	0		20	3000		0	0		0	0	20	150.00	3,000.00
Tray, Paper	pc		5	1750		0	0		0	0		0	0	5	350.00	1,750.00
Imaging Drum for HP 126A	un		1	4300		1	4300		1	4300		1	4300	4	4,300.00	17,200.00

Three ring hole binders, A4, (3 inches)	pc				21	2730				10	1300				15	1950				10	1300	56	130.00	7,280.00
Ink Cartridge, Epson 673, LM	crt				2	1100				2	1100				2	1100				4	2200	10	550.00	5,500.00
Computer Binder Hardbound Plastic, Long	pc				24	10800				24	10800				24	10800				24	10800	96	450.00	43,200.00
Paper Sticker A4	pc				70	189				20	54				20	54				20	54	130	2.70	351.00
More colored paper, A4, pink, 80gsm, 500 sheets/ream	rm				6	2100				6	2100				6	2100				6	2100	24	350.00	8,400.00
Paper, Special Byronic paper	rm				5	130				5	130				10	260				10	260	30	26.00	780.00
Record Book, small, hard-bound, blue, with page number, 200 pages	pc				25	5000				0	0				10	2000				0	0	35	200.00	7,000.00
RING BINDER, 22mm x 1.12m, plastic, 10 pcs/bundle	bun				12	2640				5	1100				11	2420				5	1100	33	220.00	7,260.00
Data folder, made with chipboard, taglia lock	pck				54	3706.56				35	2402.4				10	686.4				10	686.4	109	68.64	7,481.76
Tape, Magic, 1 inch	pc				5	875				0	0				0	0				0	0	5	175.00	875.00
Thumbtacks	box				3	60				0	0				2	40				0	0	5	20.00	100.00
Colored paper, pink, 70 gsm A4 250pcs/ream	rm				2	400				0	0				0	0				0	0	2	200.00	400.00
Duct Tape	rol				8	1600				3	600				3	600				3	600	17	200.00	3,400.00
Battery 9V long lasting good quality, Battery 9V long lasting good quality	pc				24	4200				0	0				24	4200				0	0	48	175.00	8,400.00
Colored paper, green, 70 gsm A4 500pcs/ream	rm				2	600				3	900				0	0				0	0	5	300.00	1,500.00
Paper: Multicopy, A3 size 11" X 17" 80 gsm	rm				14	6860				3	1470				3	1470				2	980	22	490.00	10,780.00
Paper Color Blue, 80 gsm A4	rm				7	1750				0	0				0	0				0	0	7	250.00	1,750.00
Carbon paper long, black	box				6	1800				0	0				0	0				0	0	6	300.00	1,800.00
Correction Fluid Water Base 15ml	pc				9	144				5	80				5	80				5	80	24	16.00	384.00
Plastic envelope for certification	pc				30	360				30	360				0	0				0	0	60	12.00	720.00
Ring Binder, 19mm x 1.12m (3/4" x 44"), plastic	bun				6	602.16				0	0				6	602.16				0	0	12	100.36	1,204.32
Sign Here Flags, Arrow, SIZE: 10 X 48MM, Assorted Colors	pck				10	1500				0	0				10	1500				0	0	20	150.00	3,000.00
Manila paper, standard size, good quality	pc				0	0				20	60				20	60				0	0	40	3.00	120.00
Glue, Elmers 40g	btl				5	110				0	0				0	0				0	0	5	22.00	110.00
Diploma Jacket: A-4 SIZE	pc				200	22000				0	0				0	0				0	0	200	110.00	22,000.00
Paper: Multi-Purpose (Copy) A4 210x297mm, 80 Gsm, 500 sheets/ream	rm				30	4950				30	4950				30	4950				30	4950	120	165.00	19,800.00
Map pin 100s	box				5	200				5	200				5	200				5	200	20	40.00	800.00
Tape, Double Sided: 24mm, white color, with foam	rol				10	1000				10	1000				10	1000				10	1000	40	100.00	4,000.00
Plastic Cover Transparent G # 4.0 (PVC)	rol				1	1300				1	1300				1	1300				1	1300	4	1,300.00	5,200.00
Three ring hole binders, A4, (1 1/2inches)	pc				16	1520				10	950				15	1425				10	950	51	95.00	4,845.00
Tape Adhesive w/o foam	rol				12	240				10	200				10	200				10	200	42	20.00	840.00
Stamp Pad Ink 30ml, Red	btl				11	440				6	240				6	240				6	240	29	40.00	1,160.00
Photo paper A4,210 x 297 mm	pc				35	157.5				5	22.5				15	67.5				5	22.5	60	4.50	270.00
Stamp Pad Ink 30ml, Purple/Violet	btl				8	320				3	120				3	120				3	120	17	40.00	680.00
Document box with cover	pc				14	1260				14	1260				14	1260				14	1260	56	90.00	5,040.00
Stapler wire for gun tucker	box				7	3850				3	1650				7	3850				3	1650	20	550.00	11,000.00
Tape, Double Sided: 24mm (1") width without foam, white	pc				16	480				6	180				11	330				6	180	39	30.00	1,170.00
Thumb tacks	box				13	130				10	100				13	130				10	100	46	10.00	460.00
Ring Binder, 19mm x 1.12m, plastic, 10 pcs/bundle	bun				6	1320				5	1100				5	1100				5	1100	21	220.00	4,620.00
Paper Towel: interfolded, single ply, 205mm X 215mm	pck				3	360				3	360				3	360				3	360	12	120.00	1,440.00
Battery, Alkaline AA, 2 pcs/pack	pck				25	1125				0	0				25	1125				0	0	50	45.00	2,250.00
Flashlight, rechargeable, heavy duty, LED bulb, 2.44in X 2.44in X 7.48in, 110-220V	pc				2	1400				2	1400				2	1400				2	1400	8	700.00	5,600.00
OTHER SUPPLIES AND MATERIALS																								
Philippine flag indoor, 3ft x6 ft	pc				5	2000				0	0				2	800				2	800	9	400.00	3,600.00
Plastic Envelope with pocket	pc				20	960				20	960				20	960				0	0	60	48.00	2,880.00
Letterhead and mailing envelope with UPOU logo, A4	rm				37	96200				30	78000				31	80600				31	80600	129	2,600.00	335,400.00
Twist Tie, green	rol				4	200				2	100				2	100				2	100	10	50.00	500.00
Imaging drum for Lexmark ms510dn	pc				3	9000				1	3000				3	9000				0	0	7	3,000.00	21,000.00
Phillipine Flag Outdoor (5ft x 10ft)	pc				2	1400				2	1400				2	1400				2	1400	8	700.00	5,600.00
Duct tape, 2", gray	pc				16	11200				0	0				16	11200				0	0	32	700.00	22,400.00
CD Sticker, 2 label per sheet, 10pcs/pack	pck				3	1170				0	0				3	1170				0	0	6	390.00	2,340.00
Flag UPOU indoor, 3ft x6 ft	pc				4	10000				0	0				2	5000				2	5000	8	2,500.00	20,000.00
DISHWASHING LIQUID, 250 ml	btl				57	5415				39	3705				57	5415				39	3705	192	95.00	18,240.00

Plastic cover, transparent, G42-6 (PVC)roll	rol				1	690				1	690				1	690			1	690	4	690.00	2,760.00
Paper fastener, plastic	box				33	924				13	364				13	364			13	364	72	28.00	2,016.00
Software/Antivirus, Transcription Software, Adobe, Ms Office	pc				8	320000				0	0				2	80000			0	0	10	40,000.00	400,000.00
UPOU Flag Outdoor (3R x 10R)	pc				2	5400				2	5400				2	5400			2	5400	8	2,700.00	21,600.00
OTH MACHINERY EQPT																							
Paper Shredder	un				0	0				0	0				1	18000			0	0	1	18,000.00	18,000.00
Hot and Cold water dispenser	un				1	4800				0	0				1	4800			0	0	2	4,800.00	9,600.00
Electric fan, box	pc				0	0				1	1300				0	0			0	0	1	1,300.00	1,300.00
A. TOTAL																						2,632,777.35 + 3,940,978.32 = 6,273,755.67	
B. ADDITIONAL PROVISION FOR INFLATION (10% OF TOTAL)																						627,396.13	
C. GRAND TOTAL (A + B)																						6,901,121.80	
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																							
D. MONTHLY CASH REQUIREMENTS (IN PESOS)																							
G1. AVAILABLE AT PROCUREMENT SERVICE STORES																						2,632,777.35	
G2. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES																						3,640,978.32	
TOTAL CASH REQUIREMENTS : SIX MILLION NINE HUNDRED ONE THOUSAND TWENTY-SEVEN AND THREE HUNDRED NINETY-SEVEN PESOS AND CENTAVOS																							
*Agency must put the monthly requirement for air tickets both local and international																							

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.

Submitted by:

Belegal, Ms. Victoria Canape
Administrative Officer V

Certified Funds Available/ Certified Appropriate Funds Available:

Perez, Ms. Amalia Gecaleo
Chief

Approved by:

Bandalario, Dr. Melinda Dela Pena
Chancellor

Date Prepared: Nov 12, 2020

Summary					
	1Q	2Q	3Q	4Q	Total
Fund - 101	2,646,397.51	985,589.31	2,022,359.99	837,100.41	6,491,447.22
Fund - -	96,150.25	0.00	0.00	87.10	96,237.35
Total	2,752,050.76	990,606.31	2,029,643.99	841,646.51	6,587,684.57

Trust Fund Summary					
	1Q	2Q	3Q	4Q	Total
H0000005 - UPOU DOST SEI (PHD)-ASTHRDP/Capability Building Program	96,150.25	0.00	0.00	0.00	96,150.25
Total	96,150.25	0.00	0.00	0.00	96,150.25