

AS-MCD Form 01-A	ANNUAL PROCUREMENT PLAN FOR THE YEAR 2012	Name of Office/Bureau: BWSC-DOLE				Item in Budget: Supplies and Materials		Programmed Amount: P298,695.10					
		Address: 9th Flr. G.E. Antonino Bldg. cor. Jorge Bocobo St., T.M. Kalaw Ermita, Manila				Budget Allocation Attested by Budget Officer: CLARO EMMANUEL LAVADO Chief, Budget Division				Date Submitted: Oct. 9, 2012			
ITEM NO.	COMMODITY (Nomenclature & Descriptions)	TOTAL QTY.	UNIT	UNIT PRICE	TOTAL AMOUNT								
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
COMMON OFFICE SUPPLIES													
Supplies not included in the PS Price List													
1	DP Black Ink 514, 80B	8	cart	755.00	6,040.00	8	6,040.00						
2	Bond Paper, colored green, A4												
3	HP Ink cartridge 18 C4937A Cyan	2	cart.	1,562.00	3,124.00	2	3,124.00						
4	HP Ink Cartridge 18 C4983A, Magenta	2	cart.	1,562.00	3,124.00	2	3,124.00						
5	HP Ink Cartridge 18 C4939A, yellow	2	cart.	1,562.00	3,124.00	2	3,124.00						
6	HP Ink Cartridge, 18, C4936A, black	2	cart.	1,562.00	3,124.00	2	3,124.00						
7	Black Ink Cartridge TO 821	4	cart.	850.00	3,400.00	4	3,400.00						
8	CYAN Ink cartridge TO 822	4	cart.	850.00	3,400.00	4	3,400.00						
9	Magenta Ink Cartridge, TO 823	4	cart.	850.00	3,400.00	4	3,400.00						
10	Yellow Ink Cartridge TO 824	4	cart.	850.00	3,400.00	4	3,400.00						
11	Light CYAN Ink cartridge, TO 825	4	cart.	850.00	3,400.00	4	3,400.00						
12	Ink Cartridge, No 96, black	4	pcs.	1,000.00	4,000.00	4	4,000.00						
13	Ink Cartridge, No 97, colored	4	pcs.	1,000.00	4,000.00	4	4,000.00						
14	Video 8 tape	6	pcs.	90.00	540.00	6	540.00						
15	Bond Paper, colored Pink, A4	6	pcs.	200.00	1,200.00	6	1,200.00						
16	Bond Paper, colored Yellow, A4	6	pcs.	200.00	1,200.00	6	1,200.00						
17	Ballpen, Pilot Brand	150	pcs.	20.00	3,000.00	150	3,000.00						
18	Ink Cartridge, No. 703, black	3	pcs.	1,000.00	3,000.00	3	3,000.00						
19	Ink Cartridge, No. 703, colored	3	pcs.	1,000.00	3,000.00	3	3,000.00						
20	Steno Notebook	30	pcs.	7.00	210.00	30	210.00						
21	Toner Cartridge, 51A	2	pcs.	1,100.00	2,200.00	2	2,200.00						
22	Ink Cartridge HP Photosmart HP 96	3	pcs.	1,000.00	3,000.00	3	3,000.00						
23	Ink cartridge HP Photosmart HP 97	3	pcs.	1,000.00	3,000.00	3	3,000.00						
24	Toner Cartridge, Lexmark, E450dn	4	pcs.	5,950.00	23,800.00	4	23,800.00						
25	Energizer Digital Camera Battery, ultimate, Lithium, AA												
26	Copy Paper, A4, A4, subs. 24												
27	Hanging Streamer, 4 x 9 ft.	1	pc	1,000.00	1,000.00			1	1,000.00				

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						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
28	Backdrop Tarpaulin, 8 x 16 ft.	3	pcs.	3,500.00	10,500.00	3	10,500.00						
29	Bond Paper, cored blue, A4												
30	IEC on Family Welfare Best Practices, 30 pages	3,000	copies	30.00	90,000.00	3,000	90,000.00						
31	W3 AP, one page, back to back, laminated, 2 issues	2,000	pcs.	10.00	20,000.00	2,000	20,000.00						
32	T-Shirt, small, medium, large	200	pc.	100.00	20,000.00	200	20,000.00						
33	Double Adhesive Tape	1	pc	2,100.00	2,100.00	1	2,100.00						
34	Master Roll for duplo machine												
35	Ink Cartridge, Epson TO26	4	pcs.	950.00	3,800.00	4	3,800.00						
36	Ink Cartridge, Epson TO27	4	pcs.	750.00	3,000.00	4	3,000.00						
37	USB 4 gygabyte												
38	Folder w/ clear plastic cover, A4 size, 100s/box												
39	File Folder, divider (assorted colors), A4 size	4	rms.	200.00	800.00	4	800.00						
40	File Folder, seagull, transparent cover in special emboss, A4 size	120	pcs.	15.00	1,800.00	120	1,800.00						
41	Data Files												
42	Sticker Paper, white, long (10s)	5	pck.	35.00	175.00	5	175.00						
43	Sticker Paper, white, short (10s)	5	pck.	28.00	140.00	5	140.00						
44	Copy Paper, 8 1/2 x 11, subs. 24												
45	Clear folder, white, short												
46	Plastic folder (Agenda folder)	50	pcs.	20.00	1,000.00	50	1,000.00						
47	Documentary Box from file system												
48	Tarpaulin, 4 x 9 ft. for the launching and awarding	2	pcs.	2,000.00	4,000.00					2	4,000.00		
49	LEXMARK-E45011P Toner	4	pcs.	1,000.00	4,000.00	4	4,000.00						
50	Digital Camera, coolpix (nikon) s 8000 14.2 megapixel, 10 x zoom lens												
51	Hanging folder, long, violet, yellow, red, orange, blue/pc	30	pcs.	30.00	900.00	30	900.00						
52	Plastic ID jacket w/ necklace-type holder	75	pcs.	30.00	2,250.00	75	2,250.00						
53	Sticker Paper, white, long (10s)	2	pck.	150.00	300.00	2	300.00						
54	Photo Paper, short (10s)	3	pck.	120.00	360.00	3	360.00						
55	Binder Refill, 6 in x 8 1/2 in. 16 leaves,, Save the earth, light orange, blue/green/yellow/pink, 5 pcs.	10	pck.	45.00	450.00	10	450.00						
56	Multi Pocket File No. 1172A, A4, 6 pockets, violet, green, orange,												

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						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
	Flamingo brand	10	pcs.	150.00	1,500.00	10	1,500.00						
57	Paque	20	pcs.	1,000.00	20,000.00					20	20,000.00		
58	Light Magenta TO826	4	pcs.	850.00	3,400.00	4	3,400.00						
59	Mouse	20	pcs.	200.00	4,000.00	20	4,000.00						
60	Keyboard	15	pcs.	300.00	4,500.00	15	4,500.00						
61	Hanging Folder - Long, violet, yellow, red, orange and blue	275	pcs.	20.00	5,500.00	275	5,500.00						
62	Folder Frame of Filing Cabinet	3	sets	40.00	120.00	3	120.00						
63	Correction Tape - Twingo Brand	24	pcs.	30.00	720.00	24	720.00						
64	Clear Plastic Folder - short	50	pcs.	10.00	500.00	50	500.00						
65	Clear Plastic Folder - Long	50	pcs.	12.00	600.00	50	600.00						
66	Index Paper - Different Color made of plastic	50	pcs.	25.00	1,250.00	50	1,250.00						
67	Notebook	12	pcs.	8.00	96.00	12	96.00						
68	Magazine File Box, with cover, large, Files brabd	5	pcs.	80.00	400.00	5	400.00						
69	Clear Holder - white, Long, 12pcs./pack	10	pcs.	200.00	2,000.00	10	2,000.00						
70	Clear Holder - Pink, Long, 12pcs./pack	10	pcs.	200.00	2,000.00	10	2,000.00						
71	Clear Holder - Blue, Long, 12 pcs./pack	10	pcs.	200.00	2,000.00	10	2,000.00						
72	Clear Holder - Green, Long, 12 pcs./pack	10	pcs.	200.00	2,000.00	10	2,000.00						
73	Clear Holder - white, short, 12pcs./pack	10	pcs.	200.00	2,000.00	10	2,000.00						
74	Clear Holder - Pink, short, 12pcs./pack	6	pcs.	200.00	1,200.00	6	1,200.00						
75	Clear Holder - Blue, short, 12 pcs./pack	6	pcs.	200.00	1,200.00	6	1,200.00						
76	Clear Holder - Green, short, 12 pcs./pack	6	pcs.	200.00	1,200.00	6	1,200.00						
77	Bond Paper, colored Blue, A4	6	pcs.	200.00	1,200.00	6	1,200.00						
78	Bond Paper, colored Green, A4	6	pcs.	200.00	1,200.00	6	1,200.00						
79	Folder, Expanding, A4, 100pcs./box	1	pc	200.00	200.00	1	200.00						
80	Plastic Folder , Long , 30pcs./box	5	box	150.00	750.00	5	750.00						
81	DVD-RW 10pcs./pack	10	pack	60.00	600.00	10	600.00						

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						<i>Qty.</i>	<i>Amount</i>	<i>Qty.</i>	<i>Amount</i>	<i>Qty.</i>	<i>Amount</i>	<i>Qty.</i>	<i>Amount</i>
82	Divider Paper Tab - 50pcs./pack	10	pack	150.00	1,500.00	10	1,500.00						
83	CANON Digital Ixus 240HS	1	unit		-	1	-						
84	SONY ICD PX312 Digital Voice Recorder	3	units	5,300.00	15,900.00	3	15,900.00						
85	ACER LED Projector K330	1	unit			1							
86	SONY Earphone	3	units			3							
	Sub Total :				315,897.00		290,897.00		1,000.00		24,000.00		
Grand Total:				315,897.00									
Total with 10% additional Provision for Inflation:				347,486.70									
Recommending for Approval:						Approved:							
YOLANDA L. BUGARIN Officer-in-Charge, BWSC						LOURDES M. TRASMONTE Undersecretary							

ANNUAL PROCUREMENT PROGRAM
(For Common-Use Goods Available from PS)
For Fiscal/Calendar Year 2013

Department/Bureau/Office: Bureau of Workers with Special Concerns
Region: Formerly BRW/BWYW
Address: 9th Flr. G.E. Antonino Bldg., T.M. Kalaw, Ermita Manila

Contact Person: RICARDO V. TOLENTINO
Position: Administrative Aide VI/Supply Custodian
Email:
Mobile and Telephone Nos. 527-30-97/ 09162895708

Item & Specifications	Quantity Requirements					PS Price as of Current Price List	Total Amount
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
COMMON ELECTRICAL SUPPLIES							
1 BALLAST, 20 watts							
2 BALLAST, 40 watts							
3 BALLAST, 2 x 40 watts							
4 BATTERY, size C, alkaline							
5 BATTERY, size D, alkaline, 2 pcs./packet							
6 BATTERY, size AA, alkaline, 2 pcs./packet	50	33	33	33	149 pck.	41.50 pck.	6,183.50
7 BATTERY, size AAA, alkaline, 2 pcs./packet	26	14	4	4	48 pck.	18.40 pck.	883.20
8 BULB, incandescent, 100 watts							
9 BULB, incandescent, 40 watts							
10 FLUORESCENT LIGHTING FIXTURE, 1x 20W							
11 FLUORESCENT LIGHTING FIXTURE, 1 x 40W							
12 FLUORESCENT TUBE, 20 watts							
13 FLUORESCENT TUBE, 40 watts							
14 FLUORESCENT TUBE, circular, 32 watts							
15 FLUORESCENT TUBE, circular, 22 watts							
16 FUSE, 30 amperes							
17 FUSE, 60 amperes							
18 STARTER, 4-40 watts							
19 TAPE, electrical							
SUB-TOTAL:							7,066.70

Item & Specifications	Quantity Requirements					PS Price as of Current Price List	Total Amount
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
COMMON COMPUTER SUPPLIES							
1 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box							
2 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box							
3 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 9-1/2", 500 sets/box							
4 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box							
5 COMPUTER CONTINUOUS FORMS, 1 ply, 11 x 9-1/2", 2000 sheets/box							
6 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box							
7 COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	40	40			80 pc.	10.30 pc	824.00
8 COMPACT DISK REWRITABLE, 650MB/ 74 min. capacity	20	20			40 pc.	26.95 pc.	1,078.00
9 CD CASE, 24 disc capacity							
10 DISKETTE, 3.5", DS,DD, 10s/box		1		1	2		
11 DISKETTE STORAGE CASE, for 89mm (3.5") diskettes, 100 pcs. Capacity							
12 DISK DRIVE CLEANER, for 3.5 disk drives							
13 EDP BINDER, for 11" x 9-1/2" computer forms, top binding							
14 EDP BINDER, for 11" x 9-1/2" computer forms, side binding							
15 EDP BINDER, for 11" x 14-7/8" computer forms, top binding							
16 EDP BINDER, for 11" x 14-7/8" computer forms, side binding							
17 Flash drive, @GB, USB 2.0 and Play, Patriot	10				10 pc.	304.55 pc.	3,045.50
18 Flash Drive, 4 GB, USB 2.0 and play, Pen drive	30				30 pc.	478.40 pc.	14,352.00
19 FLASH DRIVE, 8GB, USB 2.0 plug and play	2				2 pc.	468.00 pc.	936.00
20 INK CARTRIDGE, HP703 - tri-color	2	2	2	2	8		
21 INK CARTRIDGE, HP703 - black	2	2	2	2	8		
22 INK CARTRIDGE, HP 51649A							
23 INK CARTRIDGE, HP 51629A							

Item & Specifications	Quantity Requirements					PS Price as of Current Price List	Total Amount
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
24 INK CARTRIDGE, HP 51645A	3				3 pc.	1,200.00 pc.	3,600.00
25 INK CARTRIDGE, HP C6615A							
26 INK CARTRIDGE, HP C1823D							
27 INK CARTRIDGE, HP C6625A							
28 INK CARTRIDGE, HP C6578A/D	5	5			10 pc.	1,409.20 pc.	14,092.00
29 INK CARTRIDGE, HP C51640A							
30 INK CARTRIDGE, HP C6656A	16				16 pc.	810.00 pc.	12,960.00
31 INK CARTRIDGE, HP C6657A	16				16 pc.	1,225.00 pc.	19,600.00
32 INK CARTRIDGE, HP 8727A	4				4 pc.	774.80 pc.	3,099.20
33 INK CARTRIDGE, HP C8728A	4				4 pc.	910.00 pc.	3,640.00
34 INK CARTRIDGE, HP 60, color for D2560 printer	9				9 pc.	600.00	5,400.00
35 INK CARTRIDGE, HP 60, black for D2560 printer	9				9 pc.	400.00 pc.	3,600.00
36 INK CARTRIDGE, HP C4844A							
37 INK CARTRIDGE, EPSON SO20191							
38 INK CARTRIDGE, EPSON SO20187							
39 INK CARTRIDGE, EPSON SO20193							
40 Ink Cartridge, Lexmark #27, colored	9				9 pc.	1,102.40 pc.	9,921.60
41 INK CARTRIDGE, Lexmark #27, black	9				9 pc.	975.55 pc.	8,779.95
42 INK CARTRIDGE, CANON BC-20, black							-
43 INK CARTRIDGE, CANON BCI-21, black							-
44 INK CARTRIDGE, CANON BCI-21, colored							-
45 INK CARTRIDGE HP PHOTOSMART HP96	2	1	1		4 cart	1,415.00 cart	5,660.00
46 INK CARTRIDGE HP PHOTOSMART HP97	2	1	1		4 cart	1,557.00 cart	6,228.00
47 TONER CARTRIDGE, HP C3906	3				3 pc.	2,765.60 pc.	8,296.80
48 TONER CARTRIDGE, HP C3903A/F							
49 TONER CARTRIDGE, HP C4092A							
50 TONER CARTRIDGE, HP C4096A							
51 TONER CARTRIDGE, HP C3909A							
52 TONER CARTRIDGE, HP C7115A	24	18	18	18	78 pc.	2,610.40 pc.	203,611.20
53 TONER CARTRIDGE, HP 92298A							-
54 TONER CARTRIDGE, HP C4127X							-
55 TONER CARTRIDGE, HP C4182X							-
56 TONER CARTRIDGE, LEXMARK 1382920							-
57 TONER CARTRIDGE, Lexmark E450A11P	2		1		3	6,684.06	20,052.18
58 TONER CARTRIDGE, Canon, EPE98A							-
59 MONITOR FILTER, 14" monitor							-
60 MONITOR FILTER, 17" monitor							-
61 MOUSE, intelligent PS II, optical	2				2 pc.	197.60	395.20
62 MOUSE, optical, USB connection type	10	1			11 pc.	197.60	2,173.60

Item & Specifications	Quantity Requirements					PS Price as of Current Price List	Total Amount
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
63 RIBBON, EPSON, RN 8755							
64 RIBBON, EPSON, RN 8750							
65 RIBBON, EPSON, RN 7754							
66 RIBBON, EPSON RN SO 15083							
SUB - TOTAL:							351,345.23
COMMON OFFICE SUPPLIES							
1 ACETATE, gauge #3, 50m in length							
2 AIR FRESHENER, 280ml/can							
3 ALCOHOL, 70% isopropyl	26	16	10		52 bt.	36.15 bt	1,879.80
4 AUDIO CASSETTE TAPE, 90min.	75	55	55	15	200 pc.	12.35 pc.	2,470.00
5 Tape, blank, for micro-cassette recorder, 60 mins.	15				15 pc.	96.75 pc.	1,451.25
6 BALLPOINT PEN, black							
7 BALLPOINT PEN, blue							
8 BALLPOINT PEN, red							
9 CARBON PAPER, ordinary, A-4, 100s/box							
10 CARBON FILM, polyethylen, A-4, 100s/box							
11 CARBON FILM, 216mm x 330mm, 100s/box							
12 CARBON PAPER, ordinary, legal, 100s/box							
13 CARTOLINA, assorted color, 20s/pack	6				6 pck.	67.60 pck.	405.60
14 CARTOLINA, white, 20s/pack	4				4 pck.	43.70 pck.	174.80
15 CHALK, white enamel, approx. 140s/box							
16 CLIP, bulldog (3")							
17 CLIP, double/binder, 25mm, 12s/box	20				20 pck		
18 CLIP, double/binder, 50mm, 12s/box							
19 CLIP, double/binder, 19mm, 12s/box							
20 CLIP, double/binder, 32mm, 12s/box							
21 COLORED BOND PAPER - legal size: green	8				8 rm		
22 COLUMNAR PAD, 4 cols							
23 COLUMNAR PAD, 6 cols							
24 COLUMNAR PAD, 8 cols							
25 COLUMNAR PAD, 10 cols							
26 COLUMNAR PAD, 12 cols							
27 COLUMNAR PAD, 14 cols							
28 COLUMNAR PAD, 16 cols							
29 COLUMNAR PAD, 18 cols							
30 COLUMNAR PAD, 30 cols							
31 CORRECTION FLUID, 20ml.							

Item & Specifications	Quantity Requirements					PS Price as of Current Price List	Total Amount
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
32 CORRECTION TAPE, 20mm	10		10		20		
33 DATA FILE BOX, (5"x9"x15-3/4")							
34 DATA FOLDER, w/finger ring,(3" x 9" x 15")	20		20		40		
35 DOCUMENTARY BOX, 5" x 10-1/2" x 15-3/4"							
36 DRAWING INK, black, 30ml.							
37 ENVELOPE, documentary(9"x12"), 500s/box	1				1 bx.	400.00 bx.	400.00
38 ENVELOPE,documentary(10"x15"),500s/box							
39 ENVELOPE,expanding, legal size, 100s/box	2		1		3 bx.	700.00 bx.	2,100.00
40 ENVELOPE, mailing white, 500s/box	2				2 bx.	150.00 bx.	300.00
41 ENVELOPE, mailing white with window,500s							
42 ENVELOPE, Brown Short, 500s/box	1		1		2		
43 ENVELOPE, Brown Long, 500s/box	1		1		2		
44 ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box							
45 ENVELOPE, expanding, plastic. Legal size	25	15	15	15	70	37.55 pc.	2,628.50
46 ERASER, blackboard							
47 ERASER, rubber	15				15 pc.	5.10 pc.	76.50
48 FOLDER,pressboard w/metal tab,legal size,100s	50		50		100		
49 FOLDER, pressboard, plain, legal, 100s/box	3	3	1	1	8 pck.	736.35 pck.	5,890.80
50 FOLDER, tagboard, legal size, 100s/box	3	2	2	2	9		
51 FOLDER, tagboard, A4 size, 100s/box	3	3			6		
52 FOLDER, PLASTIC w/ FASTENER, A-4, 30s/box	2	6	2	2	12		
53 FOLDER, plastic, legal size, 12s/box							
54 FOLDER, presentation, A-4, 12s/pack							
55 FOLDER, morocco/fancy,A4size, 50s/pack	4				4 pck.	166.40 pck.	665.60
56 FOLDER, morocco/fancy, legal size,50s/pack	3				3 pck.	192.40 pck.	577.20
57 Folder, clear plastic, L-type, A4 size 50s/pack	3	2			5 pck.	195.75 pck.	978.75
58 Folder, clear palstic, L-type, leagl size, 50s/pck.	3				3 pck.	188.25 pck.	564.75
59 GLUE, all purpose, 200 grams	4				4 jar	41.50 jar	166.00
60 ILLUSTRATION BOARD, (30"x40")							
61 INDEX CARD, plain, (3"x5"), 500s/pack	2				2 pck.	95.50 pck	191.00
62 INDEX CARD,3"x 5",ruled both sides,500s/pack							
63 INDEX CARD, plain, (5"x8"), 500s/pack	4				4 pck	95.50 pck	382.00
64 INDEX CARD, 5" x 8",ruled both side,500s/pack							
65 INDEX CARD BOX, 4-3/8"x5-5/8" x 4"							
66 INDEX CARD BOX, 5-3/8"x8-7/8" x 6"							
67 INDEX TAB, self-adhesive, 5 sets/box	5	5		5	15	25.00	375.00
68 INK, for fountain pen, black, 59ml.							
69 KIT DIVIDER, size A4 50set/box	1	5	2	1	9		
70 LEAD, for mechanical pencil,0.5mm							

Item & Specifications	Quantity Requirements					PS Price as of		Total Amount
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly	Current Price List		
71 LOOSELEAF COVER, (8-1/2"x14")	2				2 pck.	459.20 pck.		918.40
72 MAGAZINE FILE Box, w/ cover, medium, files								
73 MAGAZINE FILE, medium								
74 MAGAZINE FILE, large w/ cover								
75 MAP PIN, round head, 100s/box	6				6 bx.	31.20 pc.		187.20
76 MARKER, fluorescent, 3 colors/set	15				15 sets	21.00 set		315.00
77 MARKING PEN, whiteboard, black	35	5	5	5	50 pc.	15.40 pc.		770.00
78 MARKING PEN, whiteboard, blue	35	5	5	5	50 pc.	15.40 pc.		770.00
79 MARKING PEN, whiteboard, red	33	2	3	2	40 pc.	15.40 pc.		616.00
80 MARKING PEN, permanent, black	35	5	5	5	50 pc.	17.70 pc.		885.00
81 MARKING PEN, permanent, blue	35	5	5	5	50 pc.	17.70 pc.		885.00
82 MARKING PEN, permanent, red	13	2	3	2	20 pc.	17.70 pc.		354.00
83 MARKING PEN, transparency film								
84 NOTE BOOK, stenographer's		20			20			
85 NOTE PAD, (3"x3")	48				48 pd.	28.60 pd.		1,372.80
86 NOTE PAD, (3"x4")	48	20			68 pd.	20.80 pd.		1,414.40
87 OIL, 120ml.								
88 PAPER, bond,Premium Grade,A4	93	93	93	90	369 rm.	139.25 rm.		51,383.25
89 PAPER, mimeo, Groundwood, A4	10	10	10	10	40			
90 PAPER, mimeo,WhiteWove, A4	60	60	60	60	240 rm.	131.15 rm.		31,476.00
91 PAPER, onionskin, A4								
92 PAPER, PPC, A4	70	70	70	70	280 rm.	153.40 rm.		42,952.00
93 PAPER, PPC, B4								
94 PAPER, ruled pad,216mmx330mm								
95 PAPER, thermal,210mmx30M	30	30			60 pc.	35.30 pc.		2,118.00
96 PAPER, thermal, 210mmx100M								
97 PAPER, thermal, 216mmx30M								
98 PAPER,multicopy, A4	10	10	5	5	30			
99 PAPER FASTENER, metal,25mm,50 sets/box	16	1	1	1	19 bxs.	80.80 bx.		1,535.20
100 PAPER FASTENER, metal with plastic, 25mm, 50 sets/box	15	15			30 bx.	80.80 bx.		2,424.00
101 PAPER CLIP,gem type,jumbo,50mm,100s/box	37	33	3	3	76 bx.	16.55 bx.		1,257.80
102 PAPER CLIP, gem type, 33mm, 100s/box	37	33	3	3	76 bx.	4.40 bx.		334.40
103 PASTE, solid, with water well, 200gms.								
104 PENCIL, lead, w/eraser	5				5 bx.	24.75 bx.		123.75
105 PENCIL, mechanical, 0.5mm lead								
106 PUSH PIN, hammer head type, 100s/box								
107 RIBBON, nylon, manual typewriter								
108 RING BINDER, (1/2"x44")	70	30	15	15	130 pc.	5.15 pc.		669.50

Item & Specifications	Quantity Requirements					PS Price as of Current Price List	Total Amount
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
109 RING BINDER, (3/4"x44")	30	30	15	15	90 pc.	8.50 pc.	765.00
110 RING BINDER, (1"x44")	70	30	15	15	130 pc.	13.00 pc.	1,690.00
111 Ring Binder, 2" x 44"plastic	10				10 pc.	33.05 pc.	330.50
112 RUBBER BAND, #18, 400 gms.	3		1		4 bx.	87.25 bx.	349.00
113 RULER, plastic, 12"							
114 RULER, plastic, 18"							
115 SIGN PEN, black	67	47	47	45	206 pc.	42.20 pc.	8,693.20
116 SIGN PEN, blue	25	5	5	5	40 pc.	42.20 pc.	1,688.00
117 SIGN PEN, red							
118 SIGN PEN, green							
119 STAMP PAD INK, violet, 50ml.							
120 STAMP PAD, felt pad							
121 STAPLE WIRE, standard, #35	15	16		1	32 bx.	35.25 bx.	1,128.00
122 STENCIL PAPER, ordinary, Gestetner C, 25s					0		
123 STENCIL, electronic,Gestetner E, 25s/quire					0		
124 STENCIL ,electronic, Facile Fax,25s/quire					0		
125 STENCIL INK, # 217, 400ml.					0		
126 STENCIL CORRECTOR, 20ml.					0		
127 TAPE, adding machine					0		
128 TAPE, masking (2"), 48mm, 50 meters length	12	12	12	12	48 rl.	30.00 rl.	1,440.00
129 TAPE, masking (1"), 24mm, 50 meters length	12	12	12	12	48 rl.	24.20 rl.	1,161.60
130 TAPE, transparent, (1"), 24mm, 50 meters	10	10	10		30 rl.	6.85 rl.	205.50
131 TAPE, transparent, (2"), 48mm, 50 meters	12	12	12	12	48 rl.		
132 TAPE, packaging, 48mm, 50 meters length	22	22	12	2	58 rl.	13.65 rl.	791.70
133 THREE-HOLE BINDER, A4							
134 TIME CARD, for Seiko							
135 TIME CARD, for Amano							
136 TOILET TISSUE, 12 rolls/pack	20	17	4		41 pck.	65.55 pck.	2,687.55
137 TRANSPARENCY FILM, A4, 100s/box							
138 TRANSPARENCY FILM,colored,A4,100s/box							
139 TWINE, plastic, one kilo	2	2			4 rl.	42.65 rl.	170.60
140 VIDEO CASSETTE TAPE, for VHS player, 150 min.							
141 WRAPPING PAPER, kraft,65gms.	2				2 rl.	88.40 rl.	176.80
SUB-TOTAL:							185,716.70

Item & Specifications	Quantity Requirements					PS Price as of Current Price List	Total Amount
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
COMMON OFFICE DEVICES							
1 BLADE, heavy duty cutter(L500), 10 pcs./pack							
2 COPY HOLDER, clamp type							
3 CUTTER, heavy duty, L500							
4 DESK TRAY, double							
5 PUNCHER, heavy duty							
6 SCISSORS, (6")							
7 SHARPENER, single cutterhead							
8 STAMPING DATER, automatic, with ink pad							
9 STAPLER, heavy duty							
10 STAPLE REMOVER, twin jaws	10				10 pc.	6.10 pc.	61.00
11 TAPE DISPENSER, heavy duty, for 24mm(1")							
12 WASTEBASKET, wire mesh							
13 WASTE BASKET, plastic							
SUB-TOTAL:							61.00
COMMON JANITORIAL SUPPLIES							
1 BATHROOM SOAP, 25gms.							
2 BROOM, soft (tambo)							
3 BROOM, STICK (tingting)							
4 CLEANSER, powder, 350gms.							
5 DETERGENT POWDER, 200gms.							
6 DETERGENT BAR							
7 DISINFECTANT SPRAY, 340 gm.							
8 DUST PAN, plastic w.handle,large							
9 FLOOR WAX, paste, natural,2kg.							
10 FLOOR WAX, paste, red, 2kg.							
11 FLOOR WAX, traffic liquid wax,red,3.5li./can							
12 FLOOR WAX, traffic grade, 3.75li.							
13 FURNITURE CLEANER, 400ml/can							
14 INSECTICIDE, 600ml.(420g)/can							
15 MOPHANDLE, screw type, wooden handle							
16 MOPHEAD, all cotton, twisted							
17 MOPHEAD, 100% rayon							

Item & Specifications	Quantity Requirements					PS Price as of Current Price List	Total Amount
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
18 MULTI-PURPOSE CLEANER, cream,250gms							
19 RAG, COTTON, (8") in diameter	10				10 kl.	25.90 kl.	259.00
20 SCOURING PAD, economy size							
21 TOILET BOWL & URINAL CLEANER, 500ml							
22 TOILET DEODORANT CAKE, 99%, 50gms.							
23 TRASHBAG, plastic, black, (XL)							
SUB-TOTAL:							259.00
LEGAL SIZE PAPER							
1 PAPER, bond, Premium Grade							
2 PAPER, mimeo, Groundwood							
3 PAPER, mimeo, Whitewove							
4 PAPER, onionskin, Superfine							
5 PAPER, multycopy, legal, for laser printing							
SUB-TOTAL:							
COMMON OFFICE EQUIPMENT							
1 AIRPOT, 4.0 liters, w/ dispenser							
2 AUTOMATIC VOLTAGE REGULATOR, 500 watts, Omega							
3 FILING CABINET, 4 drawers, steel, plain finish, w/ 8 ball bearing rollers, g 24							
4 FILING CABINET, 4 drawers, steel, plain finish, w/ 8 ball bearing rollers, g 22							
5 FILING CABINET, 4 drawers, steel, plain finish, w/ 8 ball bearing rollers, g 20							
6 CALCULATOR, desktop, adding machine type, 12 digits, two(2) color print/illuminated display, AC power source							
7 CALCULATOR, desktop, mini-printer type 12 digits, AC/DC power source, with ink roller and adaptor							

Item & Specifications	Quantity Requirements					PS Price as of Current Price List	Total Amount
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
8 CALCULATOR, scientific, 12 digits, dot matrix display, programmable, with case							
9 CALCULATOR, compact, electronic, LCD display, 12 digits, two-way power source							
10 CALCULATOR, pocket type, LCD display, with case							
11 CHAIR, monobloc, without armrest, granite white							
12 CHAIR, monobloc, without armrest, beige							
13 CHECKWRITER, single currency, replaceable ribbon cartridge, 2-key machine lock, customized sliding name plate produced with any currency symbol							
14 DUPLICATING MACHINE, stencil process, desktop, electrically/manually operated							
15 ELECTRIC FAN, orbit type							
16 ELECTRIC FAN, with stand							
17 ELECTRIC FAN, wall type							
18 ELECTRIC FAN, desk type							
19 INDUSTRIAL FAN, 18" metal blade							
20 FACSIMILE TRANSCIEVER, uses thermal paper/50m/roll, for documents 216mm x 600mm 15 sec. Rtansmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover							
21 PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications							
22 PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight							
23 PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2180							
24 PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180							

Item & Specifications	Quantity Requirements					PS Price as of Current Price List	Total Amount
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
25 PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+							
26 PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable, software drivers and complete documentation, Hewlett Packard HPL-1300							
27 PUNCHING/BINDING 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							
28 RADIO CASSETTE RECORDER, with AM/ FM Radio							
29 SURGE PROTECTOR, 6-gang outlet, heavy duty, with reset circuit breaker, lighted switch							
30 TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts							
31 TYPEWRITER, manual, 15" carriage, pica/ elite typecase, 46 keys, Philippine keyboard metal casing, Olympia SG3N							
32 TYPEWRITER, manual, 18" carriage, pica/ elite typecase, 46 keys, Philippine keyboard metal casing, Olympia SG3N							

Item & Specifications	Quantity Requirements					PS Price as of Current Price List	Total Amount
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
33 TYPEWRITER, manual, 24" carriage, pica/ elite typecase, 46 keys, Philippine keyboard metal casing, Olympia SG3N							
34 UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology, with sealed maintenance free batteries, 520VA-600VA	6				6 pc.	pc.	-
SUB-TOTAL:							-

GRAND TOTAL: 544,448.63
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 54,444.86
APPROVED BUDGET: 598,893.49

Prepared by:

RICARDO V. TOLENTINO
Supply Officer

Budget Allocation:

CLARO EMMANUEL LAVADO
Chief, Budget Division

Approved:

LOURDES M. TRASMONTE
Undersecretary

Date Prepared: October 18. 2012