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

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

1. APP-CSE are considered incorrect if: a) form used is other than the prescribed format provided by Property Division and; b) correct format is used but fields were deleted and/or inserted in Portion A of the Form.
2. Hide the items with zero requirements when printing the final accomplished form.
3. Indicate the agency's **monthly** requirement per item in the form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
4. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
5. Submit the duly accomplished APP form in one (1) **hard copy** (duly signed by Agency officials) to the Administrative Service **AND email** an electronic copy at **procure100@gmail.com**.
6. To comply with the DBM Circular No. 2013-14, the APP for FY 2015 must be submitted on or before **September 30, 2014**.
7. For further assistance/clarification, agencies may call the Property Division at telephone nos. (02)527-3480 or (02)527-3000 loc. 210.

Department/Bureau/Office: **NATIONAL WAGES AND PRODUCTIVITY COMMISSION**  
 Region: **CENTRAL OFFICE**  
 Address: **2nd and 3rd Flrs., DY International Building, San Marcelino**  
**cor. Gen. Malvar Sts., Malate, Manila**

Contact Person: **CHRISTINA C. BARBOSA**  
 Position: **Acting Supply Officer**  
 E-mail : **ad.nwpc@yahoo.com**  
 Telephone/Mobile Nos: **527-5171**

Item & Specifications	Unit of Measure	Quantity Requirement																			** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total						
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																								
<b>COMMON ELECTRICAL SUPPLIES</b>																								
1. BALLAST, 18 watts	piece			15	15	1090.5					0	0			15	15	1090.5			0	0	30	72.70	2,181.00
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet			117	117	1800.63					0	0			110	110	1692.9			0	0	227	15.39	3,493.53
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet			50	50	723					0	0			37	37	535.02			0	0	87	14.46	1,258.02
13. STARTER, 4-40 watts	piece			2	2	10.4					0	0			2	2	10.4			0	0	4	5.20	20.80
14. TAPE, electrical	roll			3	3	52.89					0	0			1	1	17.63			0	0	4	17.63	70.52
<b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>																								
7. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece			32	32	302.72					0	0			32	32	302.72			0	0	64	9.46	605.44
8. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece			40	40	696.8					0	0			40	40	696.8			0	0	80	17.42	1,393.60
16. DVD+RECORDABLE, 16x speed, 4.7GB capacity	piece			137	137	1533.03					0	0			77	77	861.63			0	0	214	11.19	2,394.66
17. DVD REWRITABLE, 4x speed, 4.7GB capacity	piece			217	217	4580.87					0	0			157	157	3314.3			0	0	374	21.11	7,895.14
23. INK CARTRIDGE, Canon Part No. CL-811, colored	cart			6	6	5360.16					0	0			6	6	5360.2			0	0	12	893.36	10,720.32
26. INK CARTRIDGE, Canon Part No. PG-810, black	cart			6	6	4321.2					0	0			6	6	4321.2			0	0	12	720.20	8,642.40
42. INK CARTRIDGE, HP C8727AA (HP 27), black, 10mL, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845 HP PSC 1110, 1210, 1315 All-in-One	cart			4	4	3203.2					0	0			3	3	2402.4			0	0	7	800.80	5,605.60
43. INK CARTRIDGE, HP Q8893AA (C8728AA) (HP 28), tri-color, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845, HP Officejet 4110, 4255 All-in-One, HP PSC 1110, 1210, 1315 All-in-One	cart			4	4	3660.8					0	0			3	3	2745.6			0	0	7	915.20	6,406.40
149. INK CARTRIDGE, Lexmark # 17, black, PN 10N0217	cart			4	4	4014.4					0	0			2	2	2007.2			0	0	6	1,003.60	6,021.60
150. INK CARTRIDGE, Lexmark # 27, colored, PN 10N0227	cart			2	2	2392					0	0			1	1	1196			0	0	3	1,196.00	3,588.00

Item & Specifications	Unit of Measure	Pages 2 of 9 Quantity Requirement																				** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total						
253. TONER CARTRIDGE, HP CB435A, black, for HP LaserJet P1005, P1006 printer series	cart			10	10	27196					0	0			10	10	27196			0	0	20	2,719.60	54,392.00
280. TONER CARTRIDGE, HP CE285A, black, for HP LaserJet P1102, P1102w, printer	cart			2	2	5414.24					0	0			2	2	5414.2			0	0	4	2,707.12	10,828.48
384. TONER CARTRIDGE, Kyocera TK-120, original, for Kyocera Laser Printer model FS1030D	cart			1	1	5357.04					0	0			1	1	5357			0	0	2	5,357.04	10,714.08
<b>COMMON OFFICE SUPPLIES</b>																								
1. ACETATE, gauge #3, 50m in length	roll			1	1	621.92					0	0				0	0			0	0	1	621.92	621.92
2. AIR FRESHENER, 280mL/can	can			19	19	1541.28					0	0			13	13	1054.6			0	0	32	81.12	2,595.84
3. ALCOHOL, 70%, ethyl	bottle			85	85	3167.1					0	0			85	85	3167.1			0	0	170	37.26	6,334.20
9. CARTOLINA, assorted color, 20s/pack	pack			30	30	2121.6					0	0				0	0			0	0	30	70.72	2,121.60
12. CLEARBOOK, A4 SIZE, for 210mm x 297mm (A4 size) documents, refillable, plastic, overall size (min) of cover 302mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pockets	piece			12	12	449.28					0	0			9	9	336.96			0	0	21	37.44	786.24
13. CLEARBOOK, LEGAL SIZE, for 216mm x 330mm (legal size) documents, refillable, plastic, overall size(min) of cover 353mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pocket	piece			13	13	540.8					0	0			8	8	332.8			0	0	21	41.60	873.60
14. CLIP, backfold, 19mm, 12s/box	box			105	105	764.4					0	0			101	101	735.28			0	0	206	7.28	1,499.68
15. CLIP, backfold, 25mm, 12s/box	box			113	113	1233.96					0	0			108	108	1179.4			0	0	221	10.92	2,413.32
16. CLIP, backfold, 32mm, 12s/box	box			106	106	1730.98					0	0			104	104	1698.3			0	0	210	16.33	3,429.30
17. CLIP, backfold, 50mm, 12s/box	box			117	117	4563					0	0			106	106	4134			0	0	223	39.00	8,697.00
23. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair			14	14	168.7					0	0			9	9	108.45			0	0	23	12.05	277.15
24. DATA FILE BOX w/o cover, (5"x9"x15-3/4")	box			24	24	1673.52					0	0			20	20	1394.6			0	0	44	69.73	3,068.12
25. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece			20	20	1539					0	0			11	11	846.45			0	0	31	76.95	2,385.45
30. ENVELOPE, mailing white, 500s/box	box			4	4	557.44					0	0			2	2	278.72			0	0	6	139.36	836.16
36. ERASER, rubber	piece			10	10	21.6					0	0			10	10	21.6			0	0	20	2.16	43.20
38. FILE TAB DIVIDER, A4, for 210mm x 297mm (A4 size) documents, bristol board, 297mm x 210mm Leaf Size(min), 65mm x 12mm Tab Size, 153 gsm., 0.22mm (min) thickness, five (5) colors per set	set			6	6	65.52					0	0			6	6	65.52			0	0	12	10.92	131.04
39. FILE TAB DIVIDER, LEGAL SIZE, for 216mm x 330mm (legal size) documents, bristol board, 330mm x 2216mm Leaf size, 68mm x 15mm Tab size, 153 GSM. 0.22mm (min) thickness, five(5) colors per set	set			6	6	99.84					0	0			6	6	99.84			0	0	12	16.64	199.68
41. FOLDER, tagboard, legal size, 100s/box	pack			1	1	273.52					0	0				0	0			0	0	1	273.52	273.52
47. GLUE, all purpose, 300 grams min. (130 grams)	jar			35	35	1673.7					0	0			8	8	382.56			0	0	43	47.82	2,056.26
49. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack			1	1	51.27					0	0				0	0			0	0	1	51.27	51.27
50. INDEX CARD, 5" x 8", ruled both sides, 500s/pack	pack			5	5	696.7					0	0				0	0			0	0	5	139.34	696.70
51. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box			1	1	36.4					0	0				0	0			0	0	1	36.40	36.40
52. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box			6	6	296.4					0	0			5	5	247			0	0	11	49.40	543.40
53. INDEX TAB, self-adhesive, 5 set/box, assorted colors	box			101	101	5134.84					0	0			95	95	4829.8			0	0	196	50.84	9,964.64
54. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube			4	4	78.48					0	0			3	3	58.86			0	0	7	19.62	137.34
55. LOOSELEAF COVER, 216mm x 355mm, 50 pcs/bundle	bundle			3	3	1617.72					0	0			3	3	1617.7			0	0	6	539.24	3,235.44
56. MANILA PAPER, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves	sleeve			53	53	1305.39					0	0			3	3	73.89			0	0	56	24.63	1,379.28

Item & Specifications	Unit of Measure	Pages 3 of 9 Quantity Requirement																			** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total					
60. MARKER, fluorescent, 3 colors/set	set			73	73	2405.35			0	0			49	49	1614.6				0	0	122	32.95	4,019.90
61. MARKING PEN, whiteboard, bullet type, black	piece			25	25	306.75			0	0			19	19	233.13				0	0	44	12.27	539.88
62. MARKING PEN, whiteboard, bullet type, blue	piece			22	22	269.94			0	0			16	16	196.32				0	0	38	12.27	466.26
63. MARKING PEN, whiteboard, bullet type, red	piece			16	16	196.32			0	0			16	16	196.32				0	0	32	12.27	392.64
64. MARKER, permanent, bullet type, black	piece			39	39	473.85			0	0			36	36	437.4				0	0	75	12.15	911.25
65. MARKER, permanent, bullet type, blue	piece			33	33	400.95			0	0			30	30	364.5				0	0	63	12.15	765.45
66. MARKER, permanent, bullet type, red	piece			22	22	267.3			0	0			19	19	230.85				0	0	41	12.15	498.15
70. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece			15	15	132.6			0	0			13	13	114.92				0	0	28	8.84	247.52
71. NOTE PAD, (3"x3"), 100 sheets/pad	pad			23	23	877.45			0	0			18	18	686.7				0	0	41	38.15	1,564.15
72. NOTE PAD, (3"x4"), 100 sheets/pad	pad			40	40	2158.4			0	0			35	35	1888.6				0	0	75	53.96	4,047.00
73. NOTE PAD, (2"x2"), 400 sheets/pad	pad			30	30	2963.4			0	0			25	25	2469.5				0	0	55	98.78	5,432.90
74. NOTE PAD, (2"x3"), 100 sheets/pad	pad			28	28	873.04			0	0			19	19	592.42				0	0	47	31.18	1,465.46
75. OIL, for general purpose, 120 mL	bottle			1	1	36.9			0	0			1	1	36.9				0	0	2	36.90	73.80
76. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream			254	254	24805.6			0	0			229	229	22364				0	0	483	97.66	47,169.78
79. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream			116	116	13527.9			0	0			116	116	13528				0	0	232	116.62	27,055.84
82. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad			15	15	262.05			0	0			14	14	244.58				0	0	29	17.47	506.63
83. PAPER, thermal,210mmx30M, 1/2" core	roll			10	10	343.2			0	0			10	10	343.2				0	0	20	34.32	686.40
86. PAPER FASTENER, for paper, metal, 50 sets/box	box			36	36	2358			0	0			24	24	1572				0	0	60	65.50	3,930.00
87. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box			30	30	405.6			0	0			20	20	270.4				0	0	50	13.52	676.00
88. PAPER CLIP, gem type, 32mm, 100s/box	box			33	33	201.96			0	0			22	22	134.64				0	0	55	6.12	336.60
90. PENCIL, mechanical, for 0.5mm lead	piece			1	1	22.88			0	0				0	0				0	0	1	22.88	22.88
92. PUSH PIN, flat head type, assorted colors, 100s/case	case			4	4	76.32			0	0			1	1	19.08				0	0	5	19.08	95.40
93. RECORD BOOK, 300 pages, Smythe sewn	book			14	14	758.52			0	0			6	6	325.08				0	0	20	54.18	1,083.60
94. RECORD BOOK, 500 pages, Smythe sewn	book			15	15	1302.75			0	0			6	6	521.1				0	0	21	86.85	1,823.85
95. RIBBON, nylon, manual typewriter	spool			2	2	32.24			0	0			2	2	32.24				0	0	4	16.12	64.48
110. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box			8	8	846.8			0	0			6	6	635.1				0	0	14	105.85	1,481.90
111. RULER, plastic, 300mm	piece			2	2	4.16			0	0				0	0				0	0	2	2.08	4.16
116. SIGN PEN, black	piece			111	111	4885.11			0	0			110	110	4841.1				0	0	221	44.01	9,726.21
117. SIGN PEN, blue	piece			65	65	2860.65			0	0			59	59	2596.6				0	0	124	44.01	5,457.24
118. SIGN PEN, red	piece			44	44	1936.44			0	0			48	48	2112.5				0	0	92	44.01	4,048.92
119. STAMP PAD INK, violet, 50mL	bottle			1	1	20.8			0	0				0	0				0	0	1	20.80	20.80
120. STAMP PAD, felt pad, min 60mm x 100mm	piece			2	2	41.6			0	0				0	0				0	0	2	20.80	41.60
121. STAPLE WIRE, (26/16)standard, 5000 pcs/box	box			34	34	809.2			0	0			34	34	809.2				0	0	68	23.80	1,618.40
126. TAPE, masking, 24mm, 50 meters length	roll			23	23	1219.92			0	0			21	21	1113.8				0	0	44	53.04	2,333.76
127. TAPE, masking, 48mm, 50 meters length	roll			18	18	1853.28			0	0			16	16	1647.4				0	0	34	102.96	3,500.64
128. TAPE, transparent, 24mm, 50 meters	roll			43	43	746.91			0	0			41	41	712.17				0	0	84	17.37	1,459.08
129. TAPE, transparent, 48mm, 50 meters	roll			19	19	632.32			0	0			17	17	565.76				0	0	36	33.28	1,198.08
130. TAPE, packaging, 48mm, 50 meters length	roll			27	27	898.56			0	0			25	25	832				0	0	52	33.28	1,730.56
134. TWINE, plastic, one kilo per roll	roll			6	6	272.34			0	0			3	3	136.17				0	0	9	45.39	408.51
<b>COMMON OFFICE DEVICES</b>																							
1. BLADE, heavy duty cutter, 10 pcs./pack	pack			5	5	38.75			0	0			2	2	15.5				0	0	7	7.75	54.25
2. CUTTER, heavy duty	piece			7	7	152.88			0	0			3	3	65.52				0	0	10	21.84	218.40
5. PUNCHER, heavy duty	piece			2	2	207.96			0	0				0	0				0	0	2	103.98	207.96
6. SCISSORS, (6")	pair			8	8	124.24			0	0				0	0				0	0	8	15.53	124.24

Item & Specifications	Unit of Measure	Pages 4 of 9 Quantity Requirement																				** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total					
7. SHARPENER, single cutterhead	piece			5	5	884			0	0			0	0			0	0	5	176.80	884.00		
8. STAMPING DATER, self-inking stamp	piece			3	3	1435.14			0	0			3	3	1435.1			0	0	6	478.38	2,870.28	
9. STAPLER, heavy duty, standard	piece			2	2	217.32			0	0			0	0				0	0	2	108.66	217.32	
11. STAPLE REMOVER, plier type	piece			5	5	87.2			0	0			0	0				0	0	5	17.44	87.20	
12. TAPE DISPENSER, heavy duty, for 24mm(1")	piece			1	1	33.28			0	0			0	0				0	0	1	33.28	33.28	
13. TAPE DISPENSER, handheld, for 48mm width packaging tape	piece			2	2	61.34			0	0			0	0				0	0	2	30.67	61.34	
<b>COMMON JANITORIAL SUPPLIES</b>																							
7. DISINFECTANT SPRAY, 400 grams net content	can			7	7	800.8			0	0			6	6	686.4			0	0	13	114.40	1,487.20	
12. FURNITURE CLEANER, 300mL/can min	can			2	2	169.52			0	0			2	2	169.52			0	0	4	84.76	339.04	
13. INSECTICIDE, 600mL/can	can			6	6	705.12			0	0			4	4	470.08			0	0	10	117.52	1,175.20	
18. RAG, COTTON, (7") in diameter, assorted colors	kilo			84	84	3669.12			0	0			81	81	3538.1			0	0	165	43.68	7,207.20	
22. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	pack			15	15	2166			0	0			10	10	1444			0	0	25	144.40	3,610.00	
23. TRASHBAG, plastic, black, (Large), 10 pcs per pack per roll	pack			15	15	0			0	0			15	15	0			0	0	30		-	
24. TRASHBAG, plastic, black, (Medium), 10 pcs per pack per roll	pack			15	15	0			0	0			15	15	0			0	0	30		-	
25. TRASHBAG, plastic, black, (Small), 10 pcs per pack per roll	pack			10	10	0			0	0			10	10	0			0	0	20		-	
<b>LEGAL SIZE PAPER</b>																							
1. PAPER, bond, Premium Grade	ream			83	83	9048.66			0	0			83	83	9048.7			0	0	166	109.02	18,097.32	
4. PAPER, for Plain Paper Copier	ream			79	79	8926.21			0	0			79	79	8926.2			0	0	158	112.99	17,852.42	
<b>COMMON OFFICE EQUIPMENT</b>																							
11. ELECTRIC FAN, with stand	unit			2	2	1639.04			0	0			0	0				0	0	2	819.52	1,639.04	
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																							
<b>Office Equipment and Accessories</b>																							
1. Mega Storage plastic box with wheels (large box)	piece			2	2	0			0	0			0	0				0	0	2		-	
2. Filing Shelves	unit			1	1	0			0	0			0	0				0	0	1		-	
3. Steel Cabinet, 2.75 ft. X 5 ft. X 1.5 ft.	unit			1	1	0			0	0			0	0				0	0	1		-	
4. Book Cabinets (15 to 18 cabinets)	unit			15	15	0			0	0			0	0				0	0	15		-	
5. Kiosk Type Computer Table	unit			1	1	0			0	0			0	0				0	0	1		-	
6. Cabinet Type Server Tables (1 set)	set			1	1	0			0	0			0	0				0	0	1		-	
<b>Office Supplies</b>																							
1. TAPE, Double Adhesive - 1" w/ foam (roll/s)	roll			13	13	7059.98			0	0			12	12	6516.9			0	0	25	543.08	13,576.88	
2. TAPE, Double Adhesive - 2" w/ foam (roll/s)	roll			8	8	0			0	0			5	5	0			0	0	13		-	
3. TAPE, Double Adhesive - 1" w/out foam (roll/s)	roll			15	15	2193.75			0	0			15	15	2193.8			0	0	30	146.25	4,387.50	
4. TAPE, Double Adhesive - 2" w/out foam (roll/s)	roll			12	12	387.972			0	0			12	12	387.97			0	0	24	32.33	775.94	
5. TAPE, Magic Tape - 1" w/out foam (roll/s)	roll			7	7	0			0	0			3	3	0			0	0	10		-	
6. BLADE, small cutter, 10 (tubes)	tube			1	1	28			0	0			0	0				0	0	1	28.00	28.00	
7. DATA FILE BOX w/ cover, (5"x9"x15-3/4")	box			35	35	6597.5			0	0			20	20	3770			0	0	55	188.50	10,367.50	
8. STORAGE BOX Class A (pc/s.)	piece			20	20	1200			0	0			15	15	900			0	0	35	60.00	2,100.00	
9. CLIP, Chicago Screw 1" (pc/s.)	piece			50	50	175			0	0			50	50	175			0	0	100	3.50	350.00	
10. CLIP, Chicago Screw 1 1/2" (pc/s.)	piece			50	50	192.5			0	0			50	50	192.5			0	0	100	3.85	385.00	
11. CORRECTION TAPE, water base btls. (pc/s.)	piece			12	12	48			0	0			9	9	36			0	0	21	4.00	84.00	

Item & Specifications	Unit of Measure	Pages 5 of 9 Quantity Requirement																			** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total				
12. CORRECTION TAPE, water base pens (pc/s.)	piece			33	33	2906.48			0	0			28	28	2466.1			0	0	61	88.08	5,372.58
13. DVD-RECORDABLE, 16x speed, 4.7GB capacity	piece		2	2	22.36				0	0			2	2	22.36			0	0	4	11.18	44.72
14. ENVELOPE, kraft A4 size, 150 lbs. (pc/s.)	piece			171	171	190.836			0	0			105	105	117.18			0	0	276	1.12	308.02
15. ENVELOPE, kraft Long size, 150 lbs. (pc/s.)	piece			220	220	231			0	0			166	166	174.3			0	0	386	1.05	405.30
16. ENVELOPE, kraft Short size, 150 lbs. (pc/s.)	piece			80	80	0			0	0			76	76	0			0	0	156		-
17. ENVELOPE, plastic long w/ handle & zipper (pc/s.)	piece			10	10	467.5			0	0			6	6	280.5			0	0	16	46.75	748.00
18. FOLDER, Bindomatic, A4 1/4" (pc/s.)	piece			40	40	1860			0	0					0			0	0	40	46.50	1,860.00
19. FOLDER, Bindomatic, A4 1/2" (pc/s.)	piece			40	40	2360			0	0					0			0	0	40	59.00	2,360.00
20. FOLDER, Bindomatic, A4 1 1/2" (pc/s.)	piece			25	25	0			0	0			25	25	0			0	0	50		-
21. FOLDER, Expanding Long - Green (pc/s.)	piece			216	216	1663.2			0	0			176	176	1355.2			0	0	392	7.70	3,018.40
22. FOLDER, File System Data Folder - Blue	piece			5	5	390			0	0			10	10	780			0	0	15	78.00	1,170.00
23. FOLDER, File System Data Folder - Green	piece			150	150	10855.5			0	0			155	155	11217			0	0	305	72.37	22,072.85
24. FOLDER, File System Data Folder - Maroon	piece			5	5	348.4			0	0			10	10	696.8			0	0	15	69.68	1,045.20
25. FOLDER, File System Data Folder - Red	piece			30	30	2059.2			0	0			35	35	2402.4			0	0	65	68.64	4,461.60
26. FOLDER, Kraft Ordinary, A4 14 pts. (pc/s.)	piece			60	60	0			0	0			60	60	0			0	0	120		-
27. FOLDER, Kraft Ordinary, Long 14 pts. (pc/s.)	piece			65	65	168.74			0	0			65	65	168.74			0	0	130	2.60	337.48
28. FOLDER, Kraft Ordinary, Short 14 pts. (pc/s.)	piece			55	55	178.75			0	0			55	55	178.75			0	0	110	3.25	357.50
29. FOLDER, Morocco A4, Green (pc/s.)	piece			20	20	0			0	0			10	10	0			0	0	30		-
30. FOLDER, Morocco Long, Golden Yellow (pc/s.)	piece			10	10	91			0	0			5	5	45.5			0	0	15	9.10	136.50
31. FOLDER, Morocco Long, Green (pc/s.)	piece			25	25	227.5			0	0			20	20	182			0	0	45	9.10	409.50
32. FOLDER, Morocco Long, Yellow (pc/s.)	piece			10	10	87.36			0	0			5	5	43.68			0	0	15	8.74	131.04
33. FOLDER, Morocco Short, Blue (pc/s.)	piece			35	35	0			0	0			20	20	0			0	0	55		-
34. FOLDER, Morocco Short, Golden Yellow (pc/s.)	piece			5	5	40.625			0	0					0			0	0	5	8.13	40.63
35. FOLDER, Morocco Short, Green (pc/s.)	piece			5	5	40.625			0	0					0			0	0	5	8.13	40.63
35. FOLDER, Presentation A4, Blue (pc/s.)	piece			120	120	2190			0	0			115	115	2098.8			0	0	235	18.25	4,288.75
36. FOLDER, Presentation A4, Green (pc/s.)	piece			96	96	0			0	0			91	91	0			0	0	187		-
37. FOLDER, Presentation Long, Blue (pc/s.)	piece			140	140	2800			0	0			135	135	2700			0	0	275	20.00	5,500.00
38. FOLDER, Presentation Long, Green (pc/s.)	piece			96	96	0			0	0			91	91	0			0	0	187		-
39. PAPER, Bristol Board A4, White (pc/s.)	piece			60	60	0			0	0			35	35	0			0	0	95		-
40. PAPER, Bristol Board Long, Golden Yellow (pc/s.)	piece			89	89	84.55			0	0			11	11	10.45			0	0	100	0.95	95.00
41. PAPER, Bristol Board Long, White (pc/s.)	piece			20	20	0			0	0					0			0	0	20		-
42. PAPER, Copy Paper A3 size, subs. 20 (ream/s)	ream			17	17	0			0	0			17	17	0			0	0	34		-
43. PAPER, Copy Paper A3 size, subs. 24 (ream/s)	ream			7	7	0			0	0			7	7	0			0	0	14		-
44. PAPER, Copy Paper Short size, subs. 20 (ream/s)	ream			9	9	1017			0	0			8	8	904			0	0	17	113.00	1,921.00
45. PAPER, Copy Paper Short size, subs. 24 (ream/s)	ream			18	18	3276			0	0			17	17	3094			0	0	35	182.00	6,370.00
50. INDEX CARD, 5" x 8", w/out ruled both sides, 500s/pack	pack			5	5	280			0	0					0			0	0	5	56.00	280.00
51. PAPER, Laid Conqueror Short, Cream (ream/s)	ream			1	1	0			0	0					0			0	0	1		-
52. PAPER, Laid Conqueror Short, Ultra White (ream/s)	ream			1	1	1750			0	0					0			0	0	1	1,750.00	1,750.00
53. NOTE BOOK, spiral 90 leaves, (pc/s.)	piece			47	47	1316			0	0			20	20	560			0	0	67	28.00	1,876.00
54. PAPER, Separator A4, Colored (set/s)	set			132	132	1650			0	0			57	57	712.5			0	0	189	12.50	2,362.50
55. PAPER, Separator A4, White (set/s)	set			75	75	881.25			0	0			25	25	293.75			0	0	100	11.75	1,175.00
54. PAPER, Separator Long, Colored (set/s)	set			117	117	1462.5			0	0			47	47	587.5			0	0	164	12.50	2,050.00
55. PAPER, Sticker Paper, short, white (pc/s.)	piece			50	50	0			0	0			50	50	0			0	0	100		-
56. PASTE/GLUE, Glue Pen In Tube	piece			16	16	320			0	0			16	16	320			0	0	32	20.00	640.00
57. PASTE/GLUE, Mighty Bond, (tube/s)	tube			10	10	507			0	0			6	6	304.2			0	0	16	50.70	811.20
58. PASTE/GLUE, Paste in Well (pc/s.)	piece			1	1	22			0	0			1	1	22			0	0	2	22.00	44.00
59. PASTE/GLUE, Rugby (btl/s.)	btl/s.			4	4	480			0	0			1	1	120			0	0	5	120.00	600.00
60. PEN, Ballpen Black, Pilot brand (pc/s.)	piece			182	182	3185			0	0			204	204	3570			0	0	386	17.50	6,755.00
61. PEN, Ballpen Blue, Pilot brand (pc/s.)	piece			98	98	1715			0	0			120	120	2100			0	0	218	17.50	3,815.00

Item & Specifications	Unit of Measure	Pages 6 of 9 Quantity Requirement																			** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total				
62. PEN, Ballpen Red, Pilot brand (pc/s.)	piece			58	58	1116.5		0	0			85	85	1636.3				0	0	143	19.25	2,752.75
63. PENCIL, Mongol #1 lead, w/eraser, one(1) dozen per box	boxes			41	41	861		0	0			31	31	651				0	0	72	21.00	1,512.00
64. PENCIL, Mongol #2 lead, w/eraser, one(1) dozen per box	boxes			84	84	1921.92		0	0			73	73	1670.2				0	0	157	22.88	3,592.16
65. RULER, steel 18"	piece			1	1	153		0	0				0	0				0	0	1	153.00	153.00
66. Ring Binder 1 1/2" (piece)	piece			0	0			0	0			50	50	0				0	0	50		-
<b>Cleaning Equipment and Supplies</b>																						
1. Computer Liquid Cleaner (btl/s.)	btl/s.			11	11	594		0	0			10	10	540				0	0	21	54.00	1,134.00
2. Lens Cleaner (pc/s.)	pc/s.			1	1	114.608		0	0				0	0				0	0	1	114.61	114.61
3. Liquid Soap Lemon (gallon/s.)	gal/s.			3	3	655.2		0	0			2	2	436.8				0	0	5	218.40	1,092.00
4. MC Cleaner (can/s.)	can/s.			1	1	0		0	0				0	0				0	0	1		-
5. Pledge (can/s.)	can/s.			7	7	0		0	0			6	6	0				0	0	13		-
6. WD-40 big (can/s.)	can/s.			4	4	804		0	0			4	4	804				0	0	8	201.00	1,608.00
7. Wipe Out (can/s.)	can/s.			2	2	96		0	0			2	2	96				0	0	4	48.00	192.00
<b>Paper Materials and Products</b>																						
1. Photo Paper (reams)	ream			2	2	0		0	0				0	0				0	0	2		-
2. Special Paper, Board Type (For Certificate), A4	piece			0	0			0	0			100	100	0				0	0	100		-
<b>Electrical equipment and components and supplies</b>																						
1. BATTERY, size AA, black energizer, 2 pcs./packet	packet			23	23	822.25		0	0			18	18	643.5				0	0	41	35.75	1,465.75
2. BATTERY, size AAA, black energizer, 2 pcs./packet	packet			39	39	1394.25		0	0			34	34	1215.5				0	0	73	35.75	2,609.75
3. BATTERY, size AA, black ordinary, 2 pcs/packet	packet			15	15	327.6		0	0			15	15	327.6				0	0	30	21.84	655.20
4. BATTERY, size AAA, black ordinary, 2 pcs/packet	packet			10	10	260		0	0			5	5	130				0	0	15	26.00	390.00
5. BATTERY, size AA, rechargeable	packet			4	4	0		0	0			8	8	0				0	0	12		-
6. BATTERY, size AAA, rechargeable	packet			6	6	0		0	0			8	8	0				0	0	14		-
7. BATTERY CHARGER, Universal Charger fir Battery AA & AAA	piece			0	0			0	0			2	2	0				0	0	2		-
8. SURGE PROTECTOR	piece			1	1	582.4		0	0				0	0				0	0	1	582.40	582.40
<b>Computer Supplies</b>																						
1. INK CARTRIDGE, Canon Part No. CLI-8, black	cart			4	4	0		0	0			6	6	0				0	0	10		-
2. INK CARTRIDGE, Canon Part No. CLI-8, cyan	cart			4	4	3224		0	0			6	6	4836				0	0	10	806.00	8,060.00
3. INK CARTRIDGE, Canon Part No. CLI-8, magenta	cart			4	4	3224		0	0			6	6	4836				0	0	10	806.00	8,060.00
4. INK CARTRIDGE, Canon Part No. CLI-8, yellow	cart			4	4	3224		0	0			6	6	4836				0	0	10	806.00	8,060.00
9. INK CARTRIDGE, Canon Part No. CLI-36, Colored	cart			2	2	2057		0	0			2	2	2057				0	0	4	1,028.50	4,114.00
10. INK CARTRIDGE, Canon Part No. CLI-35, Black	cart			4	4	2530		0	0			4	4	2530				0	0	8	632.50	5,060.00
11. INK/TONER, Epson B-510 T6161 - Black	cart			19	19	30400		0	0			15	15	24000				0	0	34	1,600.00	54,400.00
12. INK/TONER, Epson B-510 T6162 - Cyan	cart			19	19	37715		0	0			15	15	29775				0	0	34	1,985.00	67,490.00
13. INK/TONER, Epson B-510 T6163 - Magenta	cart			19	19	37715		0	0			15	15	29775				0	0	34	1,985.00	67,490.00
14. INK/TONER, Epson B-510 T6164 - Yellow	cart			19	19	37715		0	0			15	15	29775				0	0	34	1,985.00	67,490.00
15. MAINTENANCE BOX, Epson T6190	piece			9	9	7110		0	0			5	5	3950				0	0	14	790.00	11,060.00
16. TONER CARTRIDGE, Brother TN-2280, black, original	cart			20	20	0		0	0			19	19	0				0	0	39		-
17. DRUM, Brother DR2255	piece			4	4	0		0	0			1	1	0				0	0	5		-
18. TONER, Epson FS 5015N fot TK 520 Black	cart			1	1	0		0	0			1	1	0				0	0	2		-
19. TONER, Epson FS 5015N fot TK 520 Cyan	cart			1	1	8232		0	0			1	1	8232				0	0	2	8,232.00	16,464.00
20. TONER, Epson FS 5015N fot TK 520 Magenta	cart			1	1	8232		0	0			1	1	8232				0	0	2	8,232.00	16,464.00
21. TONER, Epson FS 5015N fot TK 520 Yellow	cart			1	1	8232		0	0			1	1	8232				0	0	2	8,232.00	16,464.00
22. TONER, iNeo Tn216 - Black	cart			2	2	17200		0	0			4	4	34400				0	0	6	8,600.00	51,600.00

Item & Specifications	Unit of Measure	Quantity Requirement																			** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total						
23. TONER, iNeo Tn216 - Cyan	cart			2	2	26120				0	0			3	3	39180				0	0	5	13,060.00	65,300.00
24. TONER, iNeo Tn216 - Magenta	cart			2	2	26120				0	0			3	3	39180				0	0	5	13,060.00	65,300.00
25. TONER, iNeo Tn216 - Yellow	cart			2	2	26120				0	0			3	3	39180				0	0	5	13,060.00	65,300.00
26. TONER CARTRIDGE, Kyocera TK-310, original, for Kyocera Laser Printer model FS-2000D	cart			10	10	67200				0	0			8	8	53760				0	0	18	6,720.00	120,960.00
27. TONER CARTRIDGE, Kyocera TK-3134, original, for Kyocera Laser Printer model FS-4200DN	cart			8	8	73920				0	0			8	8	73920				0	0	16	9,240.00	147,840.00
28. TONER CARTRIDGE, Kyocera TK-440, original, for Kyocera Laser Printer model FS-6950	cart			1	1	11760				0	0			1	1	11760				0	0	2	11,760.00	23,520.00
29. TONER CARTRIDGE, Kyocera TK-454, original, for Kyocera Laser Printer model FS-6970DN	cart			1	1	8400				0	0			1	1	8400				0	0	2	8,400.00	16,800.00
30. TONER CARTRIDGE, Kyocera KM-3035	cart			3	3	42504				0	0			3	3	42504				0	0	6	14,168.00	85,008.00
31. MAINTENANCE KIT for KM 3035	piece			1	1	0				0	0				0	0				0	0	1		-
32. TONER CARTRIDGE, Kyocera KM-3060 for TK-679	cart			2	2	16128				0	0			1	1	8064				0	0	3	8,064.00	24,192.00
33. DEVELOP iNeo 280 - Imaging Unit	piece			1	1	0				0	0				0	0				0	0	1		-
34. DEVELOP iNeo 280 - Fusing Unit	piece			1	1	0				0	0			1	1	0				0	0	2		-
35. DEVELOP DRUM DR-311 Cyan	piece			1	1	36360				0	0				0	0				0	0	1	36,360.00	36,360.00
36. DEVELOP DRUM DR-311 Magenta	piece			1	1	36360				0	0				0	0				0	0	1	36,360.00	36,360.00
37. DEVELOP DRUM DR-311 Yellow	piece			1	1	36360				0	0				0	0				0	0	1	36,360.00	36,360.00
38. DEVELOP iNeo 363 - Develop Toner TN-414	piece			4	4	17500				0	0			4	4	17500				0	0	8	4,375.00	35,000.00
39. DEVELOP iNeo 363 - Develop Unit	piece			1	1	8618.5				0	0				0	0				0	0	1	8,618.50	8,618.50
40. DEVELOP iNeo 363 - Imaging Unit	piece			1	1	0				0	0				0	0				0	0	1		-
41. DEVELOP iNeo 363 - Fusing Unit	piece			1	1	0				0	0			1	1	0				0	0	2		-
42. DEVELOP iNeo 363 - Ozone Filter	piece			1	1	0				0	0			1	1	0				0	0	2		-
43. DEVELOP iNeo 363 - Transfer Roller	piece			1	1	0				0	0			1	1	0				0	0	2		-
44. DEVELOP iNeo 363 - Paper Rest Remover	piece			1	1	0				0	0			1	1	0				0	0	2		-
45. PAPER, Master for Risograph RZ 970 Machine	roll			4	4	18432				0	0			4	4	18432				0	0	8	4,608.00	36,864.00
46. INK FOR RISOGRAPH RZ 970	piece			2	2	2857.16				0	0			2	2	2857.2				0	0	4	1,428.58	5,714.32
47. Pick-up Roller (Front) for Risograph RZ 970	piece			1	1	0				0	0				0	0				0	0	1		-
48. Pick-up Roller (Back) for Risograph RZ 970	piece			1	1	0				0	0				0	0				0	0	1		-
49. Stripper Pad for Risograph RZ 970	piece			1	1	0				0	0				0	0				0	0	1		-
<b>Computer Equipment and Accessories</b>						0																		
1. 1 Unit External Drive 2 GB for storage of Video/Pictures	unit			1	1	0				0	0				0	0				0	0	1		-
2. 1 Pack Assorted Page Maker	pack			1	1	0				0	0				0	0				0	0	1		-
3. 2 pcs. Storage Box of CD/DVD (300 pcs/box)	piece			2	2	0				0	0				0	0				0	0	2		-
4. Cleaner-Anti Static Spray (can)	can			1	1	0				0	0			1	1	0				0	0	2		-
5. Assorted Page Marker	piece			5	5	0				0	0			5	5	0				0	0	10		-
6. Network Cable - UTP Cable	unit			1	1	0				0	0				0	0				0	0	1		-
7. External Hard Drive - 2T	piece			2	2	0				0	0				0	0				0	0	2		-
8. Extension Cord with 4 outlet	piece				0	0				0	0				0	0				0	0	0		-
9. Laser Printer	unit				0	0				0	0			1	1	0				0	0	1		-
10. External Usb 3.0 Hard Drive Disk, 1 Terabyte	piece			1	1	0				0	0				0	0				0	0	1		-
11. External Usb 3.0 Hard Drive Disk, 2 Terabyte	piece			1	1	0				0	0				0	0				0	0	1		-

