

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

INTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PROGRAM (APP) FORM:

1. Indicate the unit's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total
2. Do not delete any field in the APP form
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, unit must specify/indicate the item name and number under each category and unit price based on their last purchase of the item/s.
4. Submit duly accomplished form in soft copy and hard copy forms to the SPSO.
5. For additional Items & Services, please go to the next "ADDITIONAL ITEMS" sheet.

Contact Person: TERESITA E. CANTO
 Position: ADMINISTRATIVE OFFICER - SPSO
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Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
COMMON ELECTRICAL/PLUMBING SUPPLIES								
1. BALLAST, 1 x 20 watts	piece	93	55	39	4	191	166.00	31,706.00
2. BALLAST, 1 x 40 watts	piece	65	70	94	17	246	166.00	40,836.00
3. BATTERY, size AA, alkaline, 2 pcs./packet (Eveready Gold/Energizer)	packet	306	185	244	125	860	14.61	12,564.60
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	179	77	155	57	468	35.00	16,380.00
5. BATTERY, size D, alkaline, 2 pcs./packet	packet	35	4	14	4	57	120.00	6,840.00
6. BUSHING, 3/8 x 3	piece						520.00	-
7. COMPACT FLUORESCENT LIGHT, 17 watts	piece	57	38	71	40	206	245.00	50,470.00
8. FAUCET-BRASS	piece	37	34	21	18	110	95.00	10,450.00
9. FAUCET-LAVATORY, 1/2 goose Neck type, Meco	set	33	20	17	8	78	220.00	17,160.00
10. FLAPPER, Rubber, Korky	piece	42	34	29	28	133	55.00	7,315.00
11. FLOURESCENT LAMP, T5, 28 watts	piece	23	18	23	18	82	1,000.00	82,000.00
12. FLOURESCENT TUBE, 20 watts+A10	piece	28	9	31	8	76	60.00	4,560.00
13. FLOURESCENT TUBE, 40 watts	piece	153	129	139	57	478	60.00	28,680.00
14. FLOURESCENT TUBE, T5, 28 watts	piece	68	37	62	6	173	150.00	25,950.00
15. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set	17	13	13		43	388.00	16,684.00
16. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	57	59	45	11	172	420.00	72,240.00
17. FLUORESCENT TUBE, 18 watts	piece	30	12	20	2	64	55.00	3,520.00
18. FLUORESCENT TUBE, 36 watts	piece	37	14	32	4	87	42.00	3,654.00
19. FUSE, 30 amperes	piece	61	62	74	12	209	15.00	3,135.00
20. FUSE, 60 amperes	piece	53	56	58	6	173	36.00	6,228.00
21. HOSE-FLEXIBLE, 1/4 x 1/2	piece	41	40	45	12	138	220.00	30,360.00
22. NIPPLE, 3/8 x 3	piece	23	24	32		79	20.00	1,580.00

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
23. OUTLET-CONVINIENCE (Flush Type)	set	39	22	22	10	93	200.00	18,600.00
24. P-TRAP-LAVATORY, Porcelain	piece	18	13	10	8	49	30.00	1,470.00
25. STARTER, 4-40 watts	piece	123	142	131	38	434	20.00	8,680.00
26. SWITCH-1-GANG (Flush Type	set	19	23	33	23	98	140.00	13,720.00
27. SWITCH-2 GANG (Flush Type)	set	36	27	42	24	129	165.00	21,285.00
28. TANK FITTINGS, 1/2, Saniware	piece	12	15	21	10	58	500.00	29,000.00
29. TANK FITTINGS, 7/8, Saniware	piece		10	5	15	30	450.00	13,500.00
30. TAPE-ELECTRICAL	roll	49	26	32	34	141	45.00	6,345.00
31. TAPE-TEFLON, 3/4 x 10	roll	41	14	21	8	84	60.00	5,040.00
32. TUNGSTEN LAMP for Spectronic 21	piece	1				1	250.00	250.00
33. VALVE-ANGLE, 1/4 x 3/8	piece	24	19	14	3	60	220.00	13,200.00
34. VALVE-BALL, 1/2, PVC	piece	6	3	10	1	20	900.00	18,000.00
								-
COMMON COMPUTER SUPPLIES								-
1. COMPACT DISK (CD) CASE	piece	48	17	32	12	109	75.00	8,175.00
2. COMPACT DISK (CD) DRIVE CLEANER	piece	15	1	14		30	84.00	2,520.00
3. COMPACT DISK RECORDABLE (CDR), min. of 650MB, 70 min.running time, Melo	piece	233	102	184	92	611	14.00	8,554.00
4. COMPACT DISK REWRITABLE (CDRW), 650MB/74 min. capacity, Sky	piece	210	81	159	73	523	20.00	10,460.00
5. CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 pcs./box	box	4	43	3	3	53	850.00	45,050.00
6. CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 pcs./box	box	16	15	15	15	61	790.00	48,190.00
7. CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box	1		1		2	1,800.00	3,600.00
8. CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	20	20	20	20	80	1,500.00	120,000.00
9. CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box	7	7	7	7	28	1,100.00	30,800.00
10. CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box	33	32	32	32	129	1,700.00	219,300.00
11. CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box	1				1	1,800.00	1,800.00
12. CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box						2,000.00	-
13. DVD RECORDABLE, 16x speed, 4.7GB capacity, Maxell DVD+R	piece	290	187	248	195	920	18.00	16,560.00
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity, Maxell DVD+R	piece	253	217	224	212	906	20.00	18,120.00
15. EDP BINDER, for 11" x 14-7/8" computer forms, top binding	piece	102	110	110	102	424	150.00	63,600.00
16. EDP BINDER, for 11" x 9-1/2" computer forms, top binding	piece	7	5	5	7	24	180.00	4,320.00
17. FILTER-MONITOR, 15"	piece	3	1	3	1	8	1,200.00	9,600.00
18. FILTER-MONITOR, 17"	piece	6	4	7	4	21	1,400.00	29,400.00
19. FLASH DRIVE, 128MB, USB 2.0 and play, brand new	piece	1	1	1	1	4	200.00	800.00
20. FLASH DRIVE, 2GB, USB 2.0 and play, Imation	piece	13	8	9	7	37	396.00	14,652.00
21. FLASH DRIVE, 4GB, USB 2.0 and play, Imation Nano	piece	97	47	46	32	222	605.00	134,310.00
22. FLOPPY DISK DRIVE CLEANER, for 3.5 disk drives	piece	8	4	6		18	30.00	540.00
23. FLOPPY DISK STORAGE CASE, for 89mm (3.5") diskettes, 100 pcs. Capacity	piece						230.00	-

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
24. FLOPPY DISK, 3.5", DS,DD, 10s/box, Value Plus brand	box	15	15	15	15	60	71.00	4,260.00
25. HARD DISK DRIVE	piece	25	23	19	17	84	2,500.00	210,000.00
26. INK CARTRIDGE, CANON BCI-24, black	piece		2	2		4	390.00	1,560.00
27. INK CARTRIDGE, Canon BJ BC-02	piece						1,200.00	-
28. INK CARTRIDGE, CANON ci-831 color	piece	1	1	1	1	4	1,300.00	5,200.00
29. INK CARTRIDGE, CANON pg-830 black	piece	1	1	1	1	4	1,100.00	4,400.00
30. INK CARTRIDGE, CANON PIXMA CL 40 BLACK	piece	18	12	12	12	54	1,200.00	64,800.00
31. INK CARTRIDGE, CANON PIXMA CL 41 COLORED	piece	14	11	11	11	47	1,500.00	70,500.00
32. INK CARTRIDGE, Canon, iP 3000 BCI-3e Black	piece						1,200.00	-
33. INK CARTRIDGE, Canon, iP 3000 BCI-3e Black	piece						1,300.00	-
34. INK CARTRIDGE, Canon, iP 3000 BCI-6 Magenta	piece						1,300.00	-
35. INK CARTRIDGE, Canon, iP 3000 BCI-6 Yellow	piece						1,300.00	-
36. INK CARTRIDGE, Epson 73N black	cart	3	3	3	3	12	800.00	9,600.00
37. INK CARTRIDGE, Epson 73N cyan	cart	2	1	2	1	6	1,000.00	6,000.00
38. INK CARTRIDGE, Epson 73N magenta	cart	2	1	2	1	6	1,000.00	6,000.00
39. INK CARTRIDGE, Epson 73N yellow	cart	2	1	2	1	6	1,000.00	6,000.00
40. INK CARTRIDGE, Epson T0461	piece	2				2	1,800.00	3,600.00
41. INK CARTRIDGE, Epson T0472	piece	24	20	20	20	84	1,800.00	151,200.00
42. INK CARTRIDGE, Epson T0473	piece	12	12	12	12	48	1,800.00	86,400.00
43. INK CARTRIDGE, Epson T0474	piece	12	12	12	12	48	1,800.00	86,400.00
44. INK CARTRIDGE, Epson T013	piece	12	12	12	12	48	775.00	37,200.00
45. INK CARTRIDGE, Epson T014	piece						1,000.00	-
46. INK CARTRIDGE, Epson T017	piece						1,000.00	-
47. INK CARTRIDGE, Epson T018	piece						1,000.00	-
48. INK CARTRIDGE, Epson T028	piece						1,000.00	-
49. INK CARTRIDGE, Epson T029	piece						1,000.00	-
50. INK CARTRIDGE, Epson T038	piece		4		4	8	440.00	3,520.00
51. INK CARTRIDGE, Epson T039	piece		2		2	4	780.00	3,120.00
52. INK CARTRIDGE, Epson T050190	piece						1,000.00	-
53. INK CARTRIDGE, Epson T052090	piece						1,000.00	-
54. INK CARTRIDGE, HP 51645A (HP 45)	piece						2,550.00	-
55. INK CARTRIDGE, HP 703 BLACK	piece	40	8	34	8	90	1,200.00	108,000.00
56. INK CARTRIDGE, HP 703 COLORED	piece	34	8	31	8	81	1,100.00	89,100.00
57. INK CARTRIDGE, HP 704	piece	59	34	71	51	215	800.00	172,000.00
58. INK CARTRIDGE, HP 704, tri colored	piece	52	31	53	37	173	1,200.00	207,600.00
59. INK CARTRIDGE, HP 900 (BLACK)	piece	10		4		14	2,300.00	32,200.00
60. INK CARTRIDGE, HP 900 (COLORED)	piece	5		2		7	2,500.00	17,500.00

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
61. INK CARTRIDGE, HP C1823D (HP 23)	piece						2,000.00	-
62. INK CARTRIDGE, HP C4844A (HP 10)	piece						1,000.00	-
63. INK CARTRIDGE, HP C6578A/D (HP 78)	piece						1,200.00	-
64. INK CARTRIDGE, HP C6614D (HP 20)	piece						1,000.00	-
65. INK CARTRIDGE, HP C6615A (HP 15)	piece						1,355.00	-
66. INK CARTRIDGE, HP C6625A (HP 17)	piece						1,000.00	-
67. INK CARTRIDGE, HP C6656A (HP 56)	piece	3	1	1	1	6	1,000.00	6,000.00
68. INK CARTRIDGE, HP C6657A (HP 57)	piece	3	1	1	1	6	1,000.00	6,000.00
69. INK CARTRIDGE, HP C8727A (HP 27)	piece	14	12	15	12	53	900.00	47,700.00
70. INK CARTRIDGE, HP C8728A (HP 28)	piece	12	12	12	12	48	1,000.00	48,000.00
71. INK CARTRIDGE, HP C8765WA (HP 94)	piece						2,000.00	-
72. INK CARTRIDGE, HP C8766WA (HP 95)	piece						1,000.00	-
73. INK CARTRIDGE, HP C9351A (HP 21)	piece	34	33	32	31	130	700.00	91,000.00
74. INK CARTRIDGE, HP C9352A (HP 22)	piece	30	29	28	27	114	825.00	94,050.00
75. INK CARTRIDGE, HP C9361WA (HP 93)	piece						1,000.00	-
76. INK CARTRIDGE, HP C9362WA (HP 92)	piece						820.00	-
77. INK CARTRIDGE, HP CB314A	piece						3,200.00	-
78. INK CARTRIDGE, HP CB315A	piece						2,400.00	-
79. INK CARTRIDGE, HP F2480 #60 BLACK	piece	8	1	8	1	18	1,300.00	23,400.00
80. INK CARTRIDGE, HP F2480 #60 COLORED	piece	5	1	5	1	12	1,500.00	18,000.00
81. INK CARTRIDGE, HP OFFICE JET 6000, 920 XL, BLACK	piece	16	12	16	9	53	1,800.00	95,400.00
82. INK CARTRIDGE, HP OFFICE JET 6000, 920 XL, MAGENTA	piece	14	6	9	8	37	2,000.00	74,000.00
83. INK CARTRIDGE, HP OFFICE JET 6000, 920 XL,CYAN	piece	14	6	9	8	37	2,000.00	74,000.00
84. INK CARTRIDGE, HP OFFICE JET 6000, 920 XL,YELLOW	piece	14	6	9	8	37	2,000.00	74,000.00
85. INK CARTRIDGE, Lexmark # 17, black	piece						500.00	-
86. INK CARTRIDGE, Lexmark # 27, colored	piece						500.00	-
87. INK CARTRIDGE, T0851	piece						1,200.00	-
88. INK CARTRIDGE, T0852	piece						1,200.00	-
89. INK CARTRIDGE, T0854	piece						1,200.00	-
90. INK CARTRIDGE, T0855	piece						1,200.00	-
91. INK CARTRIDGE, T0856	piece						1,200.00	-
92. INK CARTRIDGE, T0853	piece						1,200.00	-
93. INK, Riso Mastercopy Ztype B4 S4370, Copylandia	rolls	8	8	8	8	32	3,500.00	112,000.00
94. INK, RZ Ink 1000ml, 2 tubes/box, Copylandia	rolls	5	5	5	5	20	4,500.00	90,000.00
95. KEYBOARD	piece	39	28	29	18	114	500.00	57,000.00
96. MEMORY CARD	piece	30	26	21	19	96	1,500.00	144,000.00
97. MOUSE, PS/2 type	piece	40	41	27	21	129	200.00	25,800.00

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
98. RIBBON-PRINTER, Epson FX 2190+A56	piece	11	7	6	5	29	900.00	26,100.00
99. RIBBON-PRINTER, Epson RN 7754	ca						950.00	-
100. RIBBON-PRINTER, Epson RN 8750	ca	7	7	7	7	28	850.00	23,800.00
101. RIBBON-PRINTER, Epson RN 8755	ca						1,000.00	-
102. RIBBON-PRINTER, Epson RN SO 15083/SO 15086	ca	2		2		4	850.00	3,400.00
103. RIBBON-PRINTER, Epson RN SO 15327	piece						500.00	-
104. TONER CARTRIDGE, Brother TN3060	piece						2,600.00	-
105. TONER CARTRIDGE, CANON 303	piece						1,200.00	-
106. TONER CARTRIDGE, Epson SO50166 6k	piece		1		1	2	3,500.00	7,000.00
107. TONER CARTRIDGE, Epson SO50167 3k	piece	2		2		4	2,800.00	11,200.00
108. TONER CARTRIDGE, HP 2035, CE505A	piece	2	1	1	1	5	3,500.00	17,500.00
109. TONER CARTRIDGE, HP 53A (HP Laser Jet P2014 model)	units	5	4	5	4	18	3,500.00	63,000.00
110. TONER CARTRIDGE, HP 92298A	piece						2,500.00	-
111. TONER CARTRIDGE, HP C3903A	piece						3,500.00	-
112. TONER CARTRIDGE, HP C3906A	piece						3,500.00	-
113. TONER CARTRIDGE, HP C4092A	piece						3,200.00	-
114. TONER CARTRIDGE, HP C4096A	piece	1		2		3	2,300.00	6,900.00
115. TONER CARTRIDGE, HP C4127X	piece						2,600.00	-
116. TONER CARTRIDGE, HP C7115A	piece	1	1	1	1	4	2,300.00	9,200.00
117. TONER CARTRIDGE, HP C9720A	piece						3,500.00	-
118. TONER CARTRIDGE, HP C9721A	piece						2,800.00	-
119. TONER CARTRIDGE, HP C9722A	piece						2,500.00	-
120. TONER CARTRIDGE, HP C9723A	piece						3,000.00	-
121. TONER CARTRIDGE, HP Q1338A	piece						2,500.00	-
122. TONER CARTRIDGE, HP Q2610A	piece						3,000.00	-
123. TONER CARTRIDGE, HP Q2612A	piece	10	7	10	7	34	3,450.00	117,300.00
124. TONER CARTRIDGE, HP Q2613X	piece						2,300.00	-
125. TONER CARTRIDGE, HP Q36A	piece	3		3		6	1,100.00	6,600.00
126. TONER CARTRIDGE, HP Q3960A	piece						2,500.00	-
127. TONER CARTRIDGE, HP Q3961A	piece						2,700.00	-
128. TONER CARTRIDGE, HP Q3962A	piece						2,600.00	-
129. TONER CARTRIDGE, HP Q3963A	piece						3,200.00	-
130. TONER CARTRIDGE, HP Q5949A	piece		5			5	3,540.00	17,700.00
131. TONER CARTRIDGE, HP Q6511A	piece						2,600.00	-
132. TONER CARTRIDGE, HP Q7553A	piece						2,300.00	-
133. TONER CARTRIDGE, Kyocera TK-120	piece						3,200.00	-
134. TONER CARTRIDGE, Lexmark 1382920	piece						2,500.00	-

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
135. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	piece						3,450.00	-
136. TONER CARTRIDGE, MP C2030, black	piece	4		4		8	2,200.00	17,600.00
137. TONER CARTRIDGE, MP C2030, Cyan	piece	2		2		4	2,200.00	8,800.00
138. TONER CARTRIDGE, MP C2030, Magenta	piece	2		2		4	2,200.00	8,800.00
139. TONER CARTRIDGE, MP C2030, Yellow	piece	2		2		4	2,200.00	8,800.00
140. TONER CARTRIDGE, SAMSUNG ML-1016	piece						3,500.00	-
141. TONER CARTRIDGE, Samsung ML-1610	piece		6		6	12	3,600.00	43,200.00
142. TONER CARTRIDGE, Samsung ML1610D2	cart	4	10	5	10	29	2,800.00	81,200.00
143. TONER CARTRIDGE, SAMSUNG ML-1640	piece	11	8	11	8	38	3,500.00	133,000.00
144. TONER CARTRIDGE, SAMSUNG ML-1860	piece	2		2		4	3,200.00	12,800.00
145. TONER CARTRIDGE, Samsung ML-2010D3	ca	9	5	6	5	25	3,500.00	87,500.00
146. TONER CARTRIDGE, Samsung ML-2250D5	piece	6	4	6	4	20	3,500.00	70,000.00
147. TONER CARTRIDGE, Samsung MLTD108S	cart	2		2		4	3,500.00	14,000.00
148. TONER CARTRIDGE, Samsung SCX4200	piece	3	2	3	2	10	3,400.00	34,000.00
149. TONER CARTRIDGE,HP Q5942A	piece						2,500.00	-
150. TONER, 85A	piece	11	10	14	7	42	3,600.00	151,200.00
151. TONER, DIALTA Di 1610	piece	12	4	10		26	2,500.00	65,000.00
152. TONER, for Kyocera Mita KM-1505/1510/1810	piece						2,500.00	-
153. TONER, HP - 12A	piece	6	2	6	2	16	3,500.00	56,000.00
154. TONER, Konica TN102K (7416)	cart		1		1	2	3,200.00	6,400.00
155. TONER, KONIKA PHOTOCOPIER 1015	tube	3		3		6	3,200.00	19,200.00
156. TONER, Photocopier Machine (Konica 7115 model)	units	7	7	7	6	27	3,200.00	86,400.00
157. TONER, TK 100, for Kyocera Mita KM-1500	piece	1		1		2	4,200.00	8,400.00
								-
COMMON OFFICE SUPPLIES								-
1. ACETATE, gauge #3, 50m in length	roll	7	5	6	3	21	845.00	17,745.00
2. AIR FRESHENER, 280ml/can, Glade	can	204	111	179	103	597	93.00	55,521.00
3. ALCOHOL, 70% isopropyl, Dr. J	bottle	391	286	338	227	1242	80.00	99,360.00
4. BOARD-ILLUSTRATION, (30"x40"), 2 ply	piece	69	14	31	19	133	200.00	26,600.00
5. BOOK ENDS	pc	41	118	38	111	308	65.00	20,020.00
6. BOOK-GUEST, small	piece	11	5	5	6	27	80.00	2,160.00
7. BOOK-RECORD , 500 pages	book	156	55	95	60	366	117.08	42,851.28
8. BOOK-RECORD, 200 pages	piece	78	35	53	27	193	80.00	15,440.00
9. BOOK-RECORD, 300 pages	book	145	37	80	27	289	110.00	31,790.00
10. BOX-INDEX CARD , 5-3/8"x8-7/8" x 6", Files	box	10	14	13	1	38	250.00	9,500.00
11. BOX-INDEX CARD, 4-3/8"x5-5/8" x 4", Files	box	10	4	4	4	22	250.00	5,500.00
12. CARD-BOOK (3x5) white	pc	2		2		4	10.00	40.00

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
13. CARD-BOOK, (3x5) orange	pc	12	10	11	11	44	10.00	440.00
14. CARD-INDEX, 5" x 8",ruled both side,500s/pack	pack	5	9	6	3	23	85.00	1,955.00
15. CARD-INDEX, 3"x 5",ruled both sides,500s/pack	pack	210	3	204	2	419	70.00	29,330.00
16. CARD-INVENTORY, (3x5) blue	pc.	2	1	2	1	6	5.00	30.00
17. CARD-INVENTORY, (3x5) orange	pc.	2	12	2		16	5.00	80.00
18. CARTOLINA, assorted color, 20s/pack	pack	178	22	59	12	271	50.00	13,550.00
19. CARTOLINA, white, 20s/pack	pack	167	48	44	29	288	6.00	1,728.00
20. CHALK, DUSTLESS, Yellow Enamel, non-toxic, CRAYOLA	box	64	60	47	37	208	150.00	31,200.00
21. CHALK, white enamel, approx. 140s/box, Kit	box	64	22	55	22	163	61.00	9,943.00
22. CLIP, backfold, 19mm, 12s/box, Prince	box	62	33	47	36	178	9.00	1,602.00
23. CLIP, backfold, 25mm, 12s/box, Prince	box	76	20	75	20	191	15.00	2,865.00
24. CLIP, backfold, 32mm, 12s/box, Prince	box	78	8	51	9	146	21.00	3,066.00
25. CLIP, backfold, 50mm, 12s/box, Prince	box	80	10	59	9	158	50.00	7,900.00
26. CLIP, bulldog (3"), Prince	piece	40	13	32	15	100	11.00	1,100.00
27. CLIP-PAPER, gem type, 33mm, 100s/box, UK	box	164	88	126	69	447	50.00	22,350.00
28. CLIP-PAPER, gem type,jumbo,50mm,100s/box, Prince	box	125	85	77	84	371	50.00	18,550.00
29. CORD-ID	dozen	329	16	234	13	592	35.00	20,720.00
30. CORRECTION FLUID, 20ml., Stanger	bottle	144	45	105	37	331	40.00	13,240.00
31. CORRECTION FLUID, Pen type	pcs.	139	81	115	64	399	80.00	31,920.00
32. DATA FOLDER, w/finger ring,(3" x 9" x 15"), Files	piece	50	39	53	33	175	6.00	1,050.00
33. DRUM-PHOTOCOPIER, U-7115	pc	19	14	8	3	44	3,500.00	154,000.00
34. ENVELOPE, expanding, kraft, legal size, 100s/box	box	200	74	108	74	456	7.00	3,192.00
35. ENVELOPE, expanding, plastic, legal size, MO	piece	123	21	23	21	188	150.00	28,200.00
36. ENVELOPE, mailing white with window,500s	box	23	28	6	1	58	65.00	3,770.00
37. ENVELOPE, mailing white, 500s/box	box	37	17	18	7	79	65.00	5,135.00
38. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box	6	1		1	8	110.00	880.00
39. ENVELOPE,documentary(10"x15"),500s/box	box	14	10	11		35	30.00	1,050.00
40. ENVELOPE,documentary, A4, 500s/box	box	59	100	5	101	265	250.00	66,250.00
41. ENVELOPE-BROWN, Long	piece	3038	1379	2295	1055	7767	3.00	23,301.00
42. ENVELOPE-BROWN, Short	piece	3493	1544	1846	1100	7983	2.50	19,957.50
43. ERASER, blackboard, Joy	piece	389	95	323	83	890	10.00	8,900.00
44. ERASER, rubber, EL-20	piece	54	30	35	18	137	10.00	1,370.00
45. FASTENER, plastic coated	box	169	106	155	87	517	120.00	62,040.00
46. FASTENER-PAPER, non-rust metal,50 sets/box, Apple	box	49	17	16	11	93	60.00	5,580.00
47. FILE BOX-DATA, (5"x9"x15-3/4"), Files	box	87	34	55	30	206	98.00	20,188.00
48. FILE BOXMAGAZINE, large, Files	piece	58	20	22	14	114	280.00	31,920.00
49. FILE BOX-MAGAZINE, medium, Files	piece	27	8	13	6	54	250.00	13,500.00

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
50. FILE ORGANIZER, expanding, legal, assorted colors	piece	65	17	25	15	122	90.00	10,980.00
51. FILM-CARBON, 216mm x 330mm, 100s/box, Gold Film	box	14	2	11	1	28	120.00	3,360.00
52. FILM-CARBON, polyethylene, A-4, 100s/box, Gold Film	box	6	3	2		11	120.00	1,320.00
53. FILM-TRANSPARENCY, A4, 100s/box, Superfax	box	16	2	11	6	35	110.00	3,850.00
54. FILM-TRANSPARENCY,colored,A4,100s/box, Konica	box	5		6		11	130.00	1,430.00
55. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	39	8	14	5	66	150.00	9,900.00
56. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	27	5	4	3	39	160.00	6,240.00
57. FOLDER, long 14 pts.	piece	539	390	560	285	1774	6.00	10,644.00
58. FOLDER, long, assorted colors	piece	512	52	181	37	782	10.00	7,820.00
59. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle	127	5	73	55	260	250.00	65,000.00
60. FOLDER, morocco/fancy, legal size,50s/pack	pack	14	3	28	23	68	250.00	17,000.00
61. FOLDER, Ordinary, Long	piece	2784	1945	2022	1407	8158	3.00	24,474.00
62. FOLDER, Ordinary, Short	piece	2344	1065	1812	915	6136	3.00	18,408.00
63. FOLDER, pressboard, plain, legal, 100s/box	pack	129	9	12	107	257	210.00	53,970.00
64. FOLDER, tagboard, A4 size, 100s/box	pack	7	2	4		13	160.00	2,080.00
65. FOLDER, tagboard, legal size, 100s/box	pack		1		1	2	180.00	360.00
66. FOLDER-FILE, long	pc	320	150	175	90	735	5.00	3,675.00
67. FORM, General form #03-A (RER)	pad	205	61	136	64	466	60.00	27,960.00
68. FORM, Purchase Request (PR)	piece	17	6	12	10	45	3.00	135.00
69. FORM, Requisition and Issue Slip (RIS)	piece	46	5	5	5	61	3.00	183.00
70. FRAMES	piece	194	39	146	17	396	75.00	29,700.00
71. GLUE GUN	piece	23	4	9	5	41	110.00	4,510.00
72. GLUE, 946ml (elmers) bindery	piece	67	29	50	28	174	110.00	19,140.00
73. GLUE, All Purpose, 130grms.	bottle	98	49	68	33	248	80.00	19,840.00
74. GLUE, all purpose, 300 grams min., Superb	jar	35	21	27	17	100	75.00	7,500.00
75. INDEX TAB, self-adhesive, 5 sets/box, Speedo	box	28	11	27	10	76	120.00	9,120.00
76. INK, for fountain pen, black, 59ml., Quink	bottle	11	1	1	1	14	110.00	1,540.00
77. INK-DRAWING, black, 30ml., Padmate	bottle	2	2	3	2	9	60.00	540.00
78. INK-STAMP PAD, violet, 50ml	bottle	56	31	45	27	159	38.46	6,115.14
79. INK-STENCIL, # 217, 400ml.	tube	8				8	110.00	880.00
80. LACE-ID	piece	140	122	112	2	376	35.00	13,160.00
81. LEAD-PENCIL, for mechanical pencil,0.5mm, 12 pcs/tube, Faber Castell	tube	15	6	11	6	38	100.00	3,800.00
82. LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/pack, Files	pack	5	3	3	3	14	150.00	2,100.00
83. MARKER, fluorescent, 3 colors/set, Stabilo	set	111	42	88	30	271	75.00	20,325.00
84. MASK-FACE	box	21	18	19	13	71	80.00	5,680.00
85. NOTEBOOK, small, spring	piece	149	9	78	8	244	25.00	6,100.00
86. NOTEBOOK, stenographer's, Cosmic	piece	43	5	20	5	73	65.00	4,745.00

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
87. NOTEBOOK-COLUMNAR, 12 cols, Veco	piece	16	3	6	3	28	26.00	728.00
88. NOTEPAD, (2"x2"), 400 sheets/pad, 3M	pad	47	10	19	7	83	50.00	4,150.00
89. NOTEPAD, (2"x3"), Pointer	pad	19	17	10	13	59	30.00	1,770.00
90. NOTEPAD, (3"x3"), 3M	pad	40	16	24	17	97	35.00	3,395.00
91. NOTEPAD, (3"x4"), 3M	pad	26	14	18	13	71	40.00	2,840.00
92. OIL, 120ml., for typewriter, Juki	bottle	4	8	3	3	18	65.00	1,170.00
93. OIL, mechanical	bottle	30	8	25	6	69	65.00	4,485.00
94. PAD-COLUMNAR, 14 cols, 55 gsm, Veco	pad	4			4	8	59.00	472.00
95. PAD-COLUMNAR, 16 cols, 55 gsm, Veco	pad	2	1	1	1	5	60.00	300.00
96. PAD-COLUMNAR, 18 cols, 55 gsm, Veco	pad	4	2	2	2	10	90.00	900.00
97. PAD-COLUMNAR, 4 cols, 55gsm, Alpha	pad	16	3	3	3	25	29.00	725.00
98. PAD-STAMP, felt pad	piece	37	13	22	9	81	85.00	6,885.00
99. PAPER, Colored, Board (for Certificates, Programs, etc.)	ream	115	63	108	35	321	100.00	32,100.00
100. PAPER, multicopy, A4	ream	231	200	206	149	786	190.00	149,340.00
101. PAPER, PPC, A4	ream	856	625	751	585	2817	220.00	619,740.00
102. PAPER, PPC, B4	ream	139	77	91	92	399	250.00	99,750.00
103. PAPER-BOND, Premium Grade,A4	ream	381	185	312	195	1073	188.19	201,927.87
104. PAPER-BOND, Short	ream	194	139	179	135	647	180.00	116,460.00
105. PAPER-CARBON, ordinary, A-4, 100s/box, Mercury	box	36	27	30	4	97	87.00	8,439.00
106. PAPER-CARBON, ordinary, legal, 100s/box, Mercury	box	3	2	2	3	10	90.00	900.00
107. PAPER-MIMEO, Groundwood, A4	ream	5	1	8	1	15	180.00	2,700.00
108. PAPER-MIMEO, WhiteWove, A4	ream	272	161	211	101	745	175.00	130,375.00
109. PAPER-PARCHMENT , A4 size, 75 gsm,100/ream	ream	76	78	88	12	254	85.00	21,590.00
110. PAPER-RULED PAD, 216mmx330mm,100s/pad, Apollo	pad	77	7	46	2	132	50.00	6,600.00
111. PAPER-SPECIAL, Board, short	pack	163	79	167	36	445	45.00	20,025.00
112. PAPER-SPECIAL, Long	pack	197	75	163	51	486	65.00	31,590.00
113. PAPER-SPECIAL, Short	pack	103	103	95	44	345	50.00	17,250.00
114. PAPER-STENCIL, ordinary, universal	quire	2	1	1	2	6	150.00	900.00
115. PAPER-STICKER, matte, A4	pack	101	46	87	41	275	90.00	24,750.00
116. PAPER-THERMAL, 210mmx30M, Crocofax	roll	128	79	130	75	412	85.00	35,020.00
117. PAPER-THERMAL, 216mmx30M, Crocofax	roll	77	35	82	18	212	60.09	12,739.08
118. PAPER-TRACING, in rolls, 43" x 20" yards	roll	15	10	12		37	120.00	4,440.00
119. PAPER-WRAPPING, kraft, 65gsm,approx.40M.	roll	20	12	19	12	63	150.00	9,450.00
120. PASTE (-Orestone)	piece	28	24	21	14	87	90.00	7,830.00
121. PASTE, solid, with water well, 200gms., Kippy	piece	43	27	24	24	118	80.00	9,440.00
122. PEN-BALL ordinary (blue, black, red)	pcs.	952	295	695	253	2195	6.00	13,170.00
123. PEN-BALL, BP-S Fine	pcs	548	315	446	203	1512	15.00	22,680.00

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
124. PENCIL, #1 monggol	piece	993	274	486	180	1933	8.00	15,464.00
125. PENCIL, lead, w/eraser, Apsara	dozen	169	5	11	5	190	60.00	11,400.00
126. PENCIL, mechanical, 0.5mm lead, Rotring	piece	28	4	11	5	48	65.00	3,120.00
127. PENCIL #2 monggol	piece	355	202	258	150	965	8.00	7,720.00
128. PEN-MARKING, permanent, black, Pentel	piece	522	122	359	105	1108	75.00	83,100.00
129. PEN-MARKING, permanent, blue, Pentel	piece	221	88	160	62	531	75.00	39,825.00
130. PEN-MARKING, permanent, red, Pentel	piece	155	59	126	56	396	75.00	29,700.00
131. PEN-MARKING, transparency film, Mon Ami	set	17	9	16	9	51	110.00	5,610.00
132. PEN-MARKING, whiteboard, black, Stabilo	piece	330	128	295	111	864	65.00	56,160.00
133. PEN-MARKING, whiteboard, blue, Stabilo	piece	172	58	145	46	421	65.00	27,365.00
134. PEN-MARKING, whiteboard, red, Stabilo	piece	164	54	139	40	397	65.00	25,805.00
135. PEN-PENTEL, fine (red, black, blue)	piece	170	137	164	115	586	65.00	38,090.00
136. PEN-SIGN, blue, Pentel	piece	53	26	47	23	149	65.00	9,685.00
137. PEN-SIGN, black, Pentel	piece	186	75	135	80	476	65.00	30,940.00
138. PEN-SIGN, Gtec C4 black	piece	192	87	151	81	511	65.00	33,215.00
139. PEN-SIGN, red, Pentel	piece	72	49	50	24	195	65.00	12,675.00
140. PIN-MAP, round head, 100s/box	box	26	14	10	10	60	60.00	3,600.00
141. PIN-PUSH, hammer head type, 100s/box, Your Office	box	68	33	33	28	162	35.00	5,670.00
142. POST IT, 1.5in X 2in	pad	71	13	45	6	135	35.00	4,725.00
143. POST IT, 3in X 5in	pad	41	18	23	19	101	40.00	4,040.00
144. POST-IT, 3x4	pad	54	25	64	21	164	35.00	5,740.00
145. RECORD-CLASS	pcs	42	17	20	9	88	130.00	11,440.00
146. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece	1		1		2	1,100.00	2,200.00
147. RIBBON-BUNDY CLOCK, nylon, Amano	piece	1	1	1	1	4	1,000.00	4,000.00
148. RIBBON-BUNDY CLOCK, nylon, Kitano	piece	2	2	2	2	8	1,000.00	8,000.00
149. RIBBON-MANUAL TYPEWRITER, nylon, Adrite	spool	31	23	21	18	93	80.00	7,440.00
150. RING BINDER, (1" x 44"), plastic	piece	62	23	31	29	145	70.00	10,150.00
151. RING BINDER, (1/2"x44"), plastic	piece	94	13	66	14	187	60.00	11,220.00
152. RING BINDER, (2" x 44"), plastic	piece	20	9	14	14	57	80.00	4,560.00
153. RING BINDER, (3/4"x44"), plastic	piece	35	17	18	13	83	65.00	5,395.00
154. RUBBER BAND, #18, min.445 gms./box	box	37	14	20	12	83	45.00	3,735.00
155. RUBBER BAND, small	box	86	26	56	18	186	45.00	8,370.00
156. RULER, plastic, 12", Prince	piece	80	17	21	10	128	25.00	3,200.00
157. RULER, plastic, 18", Prince	piece	52	5	7	2	66	35.00	2,310.00
158. STAPLE WIRE standard #10	box	135	56	89	38	318	35.00	11,130.00
159. STAPLE WIRE, standard, #35	box	225	122	179	100	626	47.31	29,616.06
160. STICKER-CD, pre-cut	pack	20	3	3	5	31	80.00	2,480.00

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
VEHICLES SUPPLIES AND ACCESSORIES								-
1. FUEL, Diesel	liter	2926	3516	2476	2416	11334	60.00	680,040.00
2. FUEL, Gasoline	liter	3658	3877	3318	3196	14049	70.00	983,430.00
3. INSURANCE	vehicle	119	106	102	101	428	2,000.00	856,400.00
4. REGISTRATION	vehicle	17	7	14	6	44	600.00	26,400.00
5. REPAIR / MAINTENANCE	job	23	27	31	24	105	15,000.00	1,575,000.00
6. TIRES, exterior	pcs	36	13	14	6	69	5,000.00	345,000.00
7. TIRES, interior	pcs	28	13	12	6	59	3,000.00	177,000.00
								-
UTILITY BILLS/MEMBERSHIP EXPENSES								-
1. PSSC Membership fee	Org	1				1	5,000.00	5,000.00
2. Telephone bills (Innove), Fax, T-Gram	bill	48	36	30	30	144	5,000.00	720,000.00
3. Telephone bills (PLDT), Fax, T-Gram	bill	123	98	93	91	405	5,000.00	2,025,000.00
								-
TRAVEL EXPENSES								-
1. Per Diem	travel	130	128	115	122	495	2,500.00	1,237,500.00
								-
TRAINING/SEMINARS/EVENTS EXPENSES								-
1. 2012 Activity 23rd Conference Foods and Snacks		3		3	2	8	5,000.00	40,000.00
2. Catering Services	trip	59	68	79	85	291	25,000.00	7,275,000.00
3. Tokens, etc.		112	89	119	69	389	5,000.00	1,945,000.00
4. Training Program	job	112	48	76	42	278	50,000.00	13,900,000.00
5. Venue Rental	rent	109	73	65	60	307	50,000.00	15,350,000.00
								-
BOOKS								-
1. Assorted Books	pcs	13	3	38	4	58	1,500.00	87,000.00
								-
COMMON OFFICE DEVICES								-
1. BLADE-CUTTER, heavy duty (L500), 10 pcs./pack, Gedi	pack	46	18	19	17	100	79.00	7,900.00
2. BOOKS (IELTS/TOEFEL/TOIC/ESP/GRAMMAR/CIVIL SERVICE/GRE)	pcs.	8	2	2	3	15	3.00	45.00
3. CUTTER, heavy duty, L300, GD 223	piece	25	6	15	7	53	150.00	7,950.00
4. CUTTER, heavy duty, L500, GD 223	piece	33	12	10	4	59	248.00	14,632.00
5. PUNCHER, heavy duty, Tian Shou	piece	33	9	15	5	62	150.00	9,300.00
6. SCISSORS, (6"), UK	pair	99	32	44	10	185	55.00	10,175.00
7. SHARPENER, single cutterhead, UK	piece	25	4	12	3	44	30.00	1,320.00
8. STAMP-DATER, self-inking stamp, Prince	piece	69	14	21	9	113	45.00	5,085.00
9. STAPLE REMOVER, twin jaws, UK	piece	80	36	26	14	156	10.00	1,560.00

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
10. STAPLER, heavy duty, standard, Peace	piece	79	27	26	99	231	120.00	27,720.00
11. TAPE DISPENSER, heavy duty, for 24mm(1"), UK	piece	53	16	16	6	91	100.00	9,100.00
12. WASTE BASKET, plastic	piece	107	49	57	29	242	130.00	31,460.00
COMMON JANITORIAL SUPPLIES								
1. BROOM, soft (tambo)	piece	79	24	39	16	158	185.00	29,230.00
2. BROOM, STICK (tingting)	piece	35	12	31	8	86	25.00	2,150.00
3. CLEANER-FURNITURE, 400ml/can, Pledge	can	33	15	27	15	90	220.00	19,800.00
4. CLEANER-GLASS, Spray, 500ml	bottle	50	34	39	31	154	90.00	13,860.00
5. CLEANER-TOILET BOWL & URINAL, 900ml	bottle	84	50	69	46	249	360.00	89,640.00
6. CLEANSER, powder, 350gms., Gleam	canister	48	21	36	19	124	35.00	4,340.00
7. DETERGENT BAR, Surf	bar	90	28	51	22	191	25.00	4,775.00
8. DETERGENT POWDER, 200gms., Zoom	pouch	133	51	84	50	318	28.00	8,904.00
9. DISINFECTANT SPRAY, 340 gm., Clorox	can	86	43	71	44	244	160.00	39,040.00
10. DISWASHING LIQUID, 250ml	piece	209	75	166	66	516	45.00	23,220.00
11. DUST PAN, plastic w.handle,large	piece	45	20	20	13	98	33.00	3,234.00
12. FLOOR STRIPPER, (preference Johnson Step On)	galloon	2	2	2	2	8	140.00	1,120.00
13. FLOOR FINISH (preference Johnson complete)	galloon	7	3	4	3	17	180.00	3,060.00
14. FLOOR WAX, liquid type, 3.75li., Johnson Traffic Grade	can	8	4	5	4	21	390.00	8,190.00
15. FLOOR WAX, paste, natural,2kg., Johnson Plexon	can	3	2	2	1	8	325.00	2,600.00
16. FLOOR WAX, paste, red, 2kg., Johnson Plexon	can	17	12	13	13	55	350.00	19,250.00
17. HANDTOWEL	piece	205	56	145	53	459	35.00	16,065.00
18. HANDWASH, 500ml	bottle	92	34	66	33	225	60.00	13,500.00
19. INSECTICIDE, 600ml.(420g)/can, Shield	can	58	22	42	17	139	245.00	34,055.00
20. MAT-FLOOR/DOOR, 610mm x 914mm, Dirt Stop	piece	100	31	62	33	226	210.00	47,460.00
21. MAT-FLOOR/DOOR, 457mm x 762 mm, Dirt Stop	piece	36	6	16	9	67	200.00	13,400.00
22. MATS, Rubber	pcs	41	28	17	8	94	90.00	8,460.00
23. MOPHANDLE, screw type, wooden handle	piece	14	9	6	5	34	80.00	2,720.00
24. MOPHEAD, 100% rayon, 400g	piece	33	30	20	14	97	25.00	2,425.00
25. RAG, COTTON, (8") in diameter	kilo	48	24	36	28	136	60.00	8,160.00
26. SCOURING PAD, economy size	pack	87	39	62	37	225	65.00	14,625.00
27. SOAP-BATHROOM, 70gms., Ce'llise	piece	112	29	64	34	239	35.00	8,365.00
28. SPRAY BUFF MAINTAINER, (preference Johnson snapback)+A317	galloon	9	6	8	2	25	110.00	2,750.00
29. TOILET DEODORANT CAKE, 99%, 50gms.	box	60	37	51	29	177	60.00	10,620.00
30. TRASHBAG, plastic, black, (XL)	roll	132	72	108	67	379	100.00	37,900.00
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Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
LABORATORY SUPPLIES								-
1. 3,5-DINITROSALICYCLIC ACID, AR 25g	bottle	2		2		4	3,500.00	14,000.00
2. ACETONE, AR, 1.5L	bottle	14	6	11	4	35	2,500.00	87,500.00
3. ACETYLENE, High Purity	tank	5	2	6	1	14	5,000.00	70,000.00
4. ANGANESE CHLORIDE, 4H2O, 500g	bottle						2,700.00	-
5. ARSENIC TRIOXIDE, 100g	bottle						3,200.00	-
6. BAG-GARBAGE, Black XL	pack	30	4	23	5	62	120.00	7,440.00
7. BENZENE AR, 2.5L	bottle	1	2	1		4	2,800.00	11,200.00
8. BLADE-MICROTOME	box	2	2	2	2	8	1,500.00	12,000.00
9. BUFFER 10, 1L	bottle	2	2	2	2	8	1,200.00	9,600.00
10. BUFFER 4, 1L	bottle	2	2	2	2	8	1,200.00	9,600.00
11. BUFFER 7, 1L	bottle	3	2	3	1	9	1,200.00	10,800.00
12. CADMIUM SULFATE ANHYDROUS, 250g	bottle	2		1		3	2,300.00	6,900.00
13. CARBON TETRACHLORIDE, AR, 2.5L	bottle	3	3	1		7	3,000.00	21,000.00
14. CHLOROFORM, 2.5L	bottle	13	3	10	4	30	2,500.00	75,000.00
15. COCONUT OIL	bottle	3				3	800.00	2,400.00
16. CONTAINER, Oil/Soy Sauce, 20L	pc						50.00	-
17. COTTON, 500g	piece	31	34	40	28	133	200.00	26,600.00
18. CYCLOHEXANE, AR, 1L	bottle		3			3	3,000.00	9,000.00
19. CYCLOHEXANONE, AR, 1L	bottle		1			1	3,500.00	3,500.00
20. DESSICATOR (120 mm inner diameter)	pc	18	2	8	2	30	120.00	3,600.00
21. DICHLOROMETHANE, 2.5L	bottle	1	4	1		6	2,600.00	15,600.00
22. DIETHYL ETHER, AR, 2.5L	bottle	3		3		6	2,600.00	15,600.00
23. DINITROPHENOL, AR, 2,4, 100g	bottle						3,200.00	-
24. ERLLENMEYER FLASK, 250ml	pc	17	48	29	12	106	500.00	53,000.00
25. ERLLENMEYER FLASK, 500ml	pc	11	18	23	6	58	800.00	46,400.00
26. ETHANOL ,95%, 2.5L	bottle	13	12	13	12	50	2,800.00	140,000.00
27. ETHANOL ABSOLUTE, 2.5L	bottle	12	7	11	7	37	3,500.00	129,500.00
28. ETHANOL, absolute, 2.5L	bottle	2		1	1	4	2,500.00	10,000.00
29. FERROUS SULFATE, 7H2O AR, 500g	bottle	1	1	1		3	3,200.00	9,600.00
30. FLASK-IODINE, 500ml	pc						500.00	-
31. FOIL-ALUMINUM	roll	60	25	59	35	179	500.00	89,500.00
32. FORMALIN, 5gals	container	16	16	17	14	63	3,500.00	220,500.00
33. GLACIAL ACETATE ACID, 1L	bottle	1		1		2	2,300.00	4,600.00
34. GLASS COVER SLIP	box	7	2	7	2	18	1,000.00	18,000.00
35. GLOVES, long	pair	47	7	26	12	92	100.00	9,200.00
36. HYDROCHLORIC ACID, AR, 2.5L	bottle	2	7	3	1	13	3,000.00	39,000.00

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
37. IODINE, 500g	bottle	2		3		5	1,200.00	6,000.00
38. IODINE, AR, 500g	bottle	3	1	2	1	7	3,500.00	24,500.00
39. ISO-BUTANOL, AR 2.5L	bottle						2,600.00	-
40. KEROSENE	bottle	2	6	2	2	12	200.00	2,400.00
41. MAGNESIUM CARBONATE, 500g	bottle	2		5	2	9	1,500.00	13,500.00
42. MAGNESIUM CHLORIDE, 6H2O, 500g	bottle	2	1	2		5	2,500.00	12,500.00
43. MAGNESIUM SULFATE, 7H2O, 500g	bottle		1			1	2,600.00	2,600.00
44. MANGONOUS SULFATE, 500g	bottle						1,600.00	-
45. MASK	piece	115	108	115	117	455	100.00	45,500.00
46. METHANOL, AR, 2.5L	bottle	4	1	5	2	12	2,500.00	30,000.00
47. N-BUTANOL, AR 2.5L	bottle						2,500.00	-
48. N-HEXANE, 2.5L	bottle		6			6	3,000.00	18,000.00
49. NINHYDRIN, 10g	bottle	1				1	3,000.00	3,000.00
50. NITRIC ACID, AR, 2.5L	bottle	12	1	4	1	18	3,200.00	57,600.00
51. OLEIC ACID, 100ml	bottle						1,900.00	-
52. OLIVE OIL, 100ml	bottle	4	1			5	1,200.00	6,000.00
53. PAPER-LITMUS (BLUE)	vials	15	25	13	13	66	1,200.00	79,200.00
54. PAPER-LITMUS (RED)	vials	15	25	13	13	66	1,200.00	79,200.00
55. PETROLEUM ETHER, 2.5L	bottle	9	1	1	1	12	3,200.00	38,400.00
56. PHENANTHROLINE, AR 1-10, 25g	bottle		1			1	3,500.00	3,500.00
57. PHENYLHYDRAZINE, HCl AR, 100g	bottle		3	1		4	3,200.00	12,800.00
58. POTASSIUM ACID PHTHALATE, AR 500g	bottle	1		1		2	2,500.00	5,000.00
59. POTASSIUM ALUMINUM SULFATE 500g	bottle	1				1	3,500.00	3,500.00
60. POTASSIUM CHROMATE, 500g	bottle		1			1	2,500.00	2,500.00
61. POTASSIUM DIHYDROGEN PHOSPHATE, AR 500g	bottle		1			1	3,200.00	3,200.00
62. POTASSIUM IODIDE, AR 500g	bottle	8	1	8	1	18	2,700.00	48,600.00
63. POTASSIUM PERMANGANATE, AR 500g	bottle	2	3	2	1	8	2,300.00	18,400.00
64. SEC-BUTANOL, AR 2.5L	bottle						2,900.00	-
65. SELICA GEL, 2kg	bottle	1		1		2	1,800.00	3,600.00
66. SILVER NITRATE, 100g	bottle	6		3		9	3,200.00	28,800.00
67. SILVER NITRATE, AR 100g	bottle	2	6	1		9	2,900.00	26,100.00
68. SLIDE-GLASS	box	13	10	14	11	48	1,000.00	48,000.00
69. SOAP-LIQUID	bottle	34	33	21	15	103	100.00	10,300.00
70. SOAP-POWDER, 500g	box	31	8	14	14	67	200.00	13,400.00
71. SODIUM ACETATE ANHYDROUS, 500g	bottle	1	1	2		4	3,200.00	12,800.00
72. SODIUM ACETATE, 3H2O 500g	bottle						2,600.00	-
73. SODIUM BICARBONATE, AR 500g	bottle	4	1	2	1	8	3,200.00	25,600.00

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
74. SODIUM CARBONATE, AR 500g	bottle	6	1	2	1	10	2,900.00	29,000.00
75. SODIUM CHLORIDE, AR 500g	bottle	7	2	7	2	18	3,200.00	57,600.00
76. SODIUM FLUORIDE, AR 500g	bottle						2,900.00	-
77. SODIUM OXALATE, AR 500g	bottle		1			1	3,500.00	3,500.00
78. SODIUM SULPHATE, anhydrous AR 500g	bottle	1		1		2	2,700.00	5,400.00
79. SODIUM THIOSULFATE, 500g	bottle	1		2	1	4	1,900.00	7,600.00
80. STOVE, electric	pc	1	5	2		8	5,000.00	40,000.00
81. SULFANILAMIDE, AR 100g	bottle						2,800.00	-
82. SULFURIC ACID, AR, 2.5L	bottle	12	1	5	1	19	3,200.00	60,800.00
83. TANK, LPG 50kgs	tank	10	2	10	1	23	5,000.00	115,000.00
84. TEST TUBES, Pyrex, 15ml	pc	50	50	65	50	215	500.00	107,500.00
85. TOLUENE, 2.5L	bottle	3		2		5	3,000.00	15,000.00
86. TRAY, Aluminum/plastic	piece	17	14	22	14	67	800.00	53,600.00
87. TRI-SODIUM CITRATE, .2H2O 500g	bottle	1	1	2		4	3,200.00	12,800.00
88. WATER BATH	pc	6	6	7	6	25	2,000.00	50,000.00
89. XYLENE, 2.5L	bottle	7	6	7	6	26	3,200.00	83,200.00
90. ZINC CHLORIDE, AR 500g	bottle	1				1	3,500.00	3,500.00
								-
Common Hardware Supplies (CONSTRUCTION AND MAINTENANCE MATERIALS)								-
1. ADHESIVE-TILE	kgs	19	11	8	8	46	35.00	1,610.00
2. ANGLE-WALL	pcs	3	10	3		16	55.00	880.00
3. ASPHALT	drums						18,000.00	-
4. BAR, RSB/Deformed, 10mm	pcs	10	40	4		54	98.00	5,292.00
5. BAR, RSB/Deformed, 12mm	pcs	10	20	4	10	44	125.00	5,500.00
6. BAR, square, 12mm	pcs	1	2	1	10	14	128.00	1,792.00
7. BLADE-HACKSAW	pcs	1	4	6	13	24	85.00	2,040.00
8. BOLT-CHAIN	pcs	2			7	9	135.00	1,215.00
9. BOLT-FOOT	pcs	2			7	9	220.00	1,980.00
10. BRUSH-PAINT, 1"	pcs	34	10	19	17	80	35.00	2,800.00
11. BRUSH-PAINT, 2"	pcs	30	15	22	18	85	35.00	2,975.00
12. BRUSH-PAINT, 3"	pcs	21	11	14	12	58	35.00	2,030.00
13. BRUSH-PAINT, 4"	pcs	23	16	8	8	55	35.00	1,925.00
14. BRUSH-STEEL	pcs	15	2	3	2	22	55.00	1,210.00
15. CEMENT, Portland	bags	157	2	50	32	241	260.00	62,660.00
16. CEMENT-SOLVENT, 100cc	cans	6	9	25	24	64	110.00	7,040.00
17. CLEAN OUT, PVC 4"	sets		2	2		4	185.00	740.00
18. COUPLING, GI 1"	pcs	8	14	10	6	38	25.00	950.00

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
19. COUPLING, GI 1/2"	pcs	17	14	10	6	47	18.00	846.00
20. COUPLING, GI 3/4"	pcs	8	14	11	6	39	20.00	780.00
21. COUPLING, PVC 1/2"	pcs	10	14	10	8	42	10.00	420.00
22. COUPLING, PVC 3/4"	pcs	10	14	10	6	40	15.00	600.00
23. DOOR JAMB, 2" x 6" x 2.10m, S4S KD	sets	4	7	2	1	14	2,600.00	36,400.00
24. DOOR KNOB	sets	49	40	31	38	158	890.00	140,620.00
25. ELBOW, GI 1" x 90°	pcs	9	7	9	7	32	20.00	640.00
26. ELBOW, GI 1/2" x 90°	pcs	9	17	9	7	42	18.00	756.00
27. ELBOW, GI 3/4" x 90°	pcs	9	7	9	7	32	22.00	704.00
28. ELBOW, PVC 1" x 90°	pcs	9	7	14	12	42	22.00	924.00
29. ELBOW, PVC 1/2" x 90°	pcs	9	7	14	12	42	10.00	420.00
30. ELBOW, PVC 2" x 90°	pcs	9	7	14	12	42	20.00	840.00
31. ELBOW, PVC 3/4" x 90°	pcs	9	7	14	12	42	15.00	630.00
32. ELBOW, PVC 4" x 45°	pcs	3	1	3	1	8	55.00	440.00
33. ELECTRODE, Welding	kgs						95.00	-
34. EPOXY-MARINE in pair	sets	8	6	11	8	33	145.00	4,785.00
35. FAUCET AID	boxes	3	11	3	1	18	25.00	450.00
36. FAUCET, brass	pcs	10	9	5	9	33	85.00	2,805.00
37. FAUCET, brasswith Hose Bib	pcs	18	12	17		47	105.00	4,935.00
38. FAUCET, LAVATORY	pcs	22	21	20	8	71	520.00	36,920.00
39. FAUCET, plastic	pcs	42	52	24	16	134	95.00	12,730.00
40. FILLER-BODY with Hardener	sets	3	6	4		13	180.00	2,340.00
41. FLAPPER, rubber	pcs	70	15	64	3	152	45.00	6,840.00
42. FURRING, metal	pcs						125.00	-
43. GLUE-WOOD, Paste	liters	11	9	10	3	33	105.00	3,465.00
44. GRAVEL, Screened	cu.m.	10	9	11	5	35	450.00	15,750.00
45. GROUT-TILE, White	kgs	10	7	7	8	32	35.00	1,120.00
46. HANDLE-FLUSH	pcs	16	14	15	9	54	65.00	3,510.00
47. HARDI SENEPA	pcs			2		2	385.00	770.00
48. HOSE-FLEXIBLE, Lavatory	pcs	23	20	6	3	52	220.00	11,440.00
49. HOSE-FLEXIBLE, Water Closet	pcs	19	17	2		38	220.00	8,360.00
50. J-FURRING	pcs						175.00	-
51. LIQUID SOSA	cans	6	12	6	4	28	105.00	2,940.00
52. LUMBER, Lattice Molding 10'	pcs	31	6	10	11	58	85.00	4,930.00
53. LUMBER, S4S KD, 2" x 4" x 10'	pcs	21	11	26	6	64	380.00	24,320.00
54. LUMBER, S4S KD, 2" x 6" x 10'	pcs	10		25	5	40	420.00	16,800.00
55. LUMBER, S4S KD, 1" x 1" x 10'	pcs	10	6	21	10	47	75.00	3,525.00

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
56. LUMBER, S4S KD, 1" x 12" x 10'	pcs	10	5	5		20	720.00	14,400.00
57. LUMBER, S4S KD, 1" x 2" x 10"	pcs	20	44	25	15	104	195.00	20,280.00
58. LUMBER, S4S KD, 2" x 2" x 10'	pcs	95	57	45	22	219	240.00	52,560.00
59. LUMBER, S4S KD, 2" x 3" x 10'	pcs	10	6	30	5	51	320.00	16,320.00
60. MOLDING, COVE	pcs	24		17		41	85.00	3,485.00
61. NAIL, Common Wire, 1 1/2"	kgs	20	6	15	8	49	65.00	3,185.00
62. NAIL, Common Wire, 1"	kgs	13	9	11	9	42	75.00	3,150.00
63. NAIL, Common Wire, 2 1/2"	kgs	17	15	10	5	47	75.00	3,525.00
64. NAIL, Common Wire, 2"	kgs	11	17	10	9	47	65.00	3,055.00
65. NAIL, Common Wire, 3"	kgs	18	23	10	6	57	55.00	3,135.00
66. NAIL, Common Wire, 4"	kgs	7	13	9	4	33	55.00	1,815.00
67. NAIL, Concrete Nails, 1"	kgs	15	2	5		22	85.00	1,870.00
68. NAIL, Concrete, 2"	kgs	4	2	6	1	13	85.00	1,105.00
69. NAIL, Concrete, 3"	kgs	3	2	4		9	85.00	765.00
70. NAIL, Concrete, 4"	kgs	2	1	4		7	85.00	595.00
71. NAIL, Finishing, 1 1/2"	kgs	4	1	3	1	9	75.00	675.00
72. NAIL, Finishing, 1"	kgs	8	5	3	1	17	85.00	1,445.00
73. NAIL, Finishing, 2"	kgs	7	4	3	1	15	65.00	975.00
74. NAIL, Umbrella	kgs	3	17	4	2	26	95.00	2,470.00
75. NIGHT LATCH	sets	1		1		2	230.00	460.00
76. NIPPLE-GI, 1 1/4" x 3"	pcs	12		2		14	25.00	350.00
77. NIPPLE-GI, 1" x 2"	pcs	2		2		4	25.00	100.00
78. NIPPLE-GI, 1" x 3"	pcs	2		2		4	25.00	100.00
79. NIPPLE-GI, 1/2" x 2"	pcs	30	8	10	18	66	15.00	990.00
80. NIPPLE-GI, 1/2" x 3"	pcs	2		2		4	15.00	60.00
81. NIPPLE-GI, 1/2" x 6"	pcs	2		2		4	25.00	100.00
82. NIPPLE-GI, 3/4" x 2"	pcs	2		2		4	20.00	80.00
83. NIPPLE-GI, 3/4" x 3"	pcs	2		2		4	20.00	80.00
84. NIPPLE-GI, 3/4" x 4"	pcs	2		2		4	25.00	100.00
85. NIPPLE-GI, 3/8" x 2"	pcs	2		2		4	20.00	80.00
86. NIPPLE-GI, 3/8" x 3"	pcs	2		2		4	20.00	80.00
87. PAINT, Acrylic Paint, White	gals	6	4	7	4	21	610.00	12,810.00
88. PAINT, Aluminum Silver Finish	gals	3		3		6	520.00	3,120.00
89. PAINT, Chocolate Brown	gals	23	1	8	4	36	560.00	20,160.00
90. PAINT, Flat Latex	gals	119	1	22	6	148	580.00	85,840.00
91. PAINT, Flatwall Enamel	gals	58	9	23	8	98	565.00	55,370.00
92. PAINT, Latex Tinting Color, Hansa Yellow	cans	23	4	11	6	44	75.00	3,300.00

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
93. PAINT, Latex Tinting Color, Lamp Black	cans	11	1	10	4	26	75.00	1,950.00
94. PAINT, Latex Tinting Color, Raw Sienna	cans	18	6	9	6	39	75.00	2,925.00
95. PAINT, Latex Tinting Color, Telludine Red	cans	12	3	10	6	31	75.00	2,325.00
96. PAINT, Latex Tinting Color, Thalo Blue	cans	14	1	6	1	22	75.00	1,650.00
97. PAINT, Latex Tinting Color, Thalo Green	cans	11	1	5		17	75.00	1,275.00
98. PAINT, Latex Tinting Color, Venetian red	cans	7		7	3	17	75.00	1,275.00
99. PAINT, Metal Primer, Primeguard	gals	3		6	1	10	495.00	4,950.00
100. PAINT, Odorless, White	gals	17		5	1	23	750.00	17,250.00
101. PAINT, Oil Tinting Color, Hansa Yellow	cans	4		5	1	10	85.00	850.00
102. PAINT, Oil Tinting Color, Raw Sienna	cans	4	2	5	4	15	85.00	1,275.00
103. PAINT, Oil Tinting Color, Rlamp Black	cans	4	2	5	1	12	85.00	1,020.00
104. PAINT, Oil Tinting Color, Telludine Red	cans	4		5	1	10	85.00	850.00
105. PAINT, Oil Tinting Color, Thalo Blue	cans	4		4		8	85.00	680.00
106. PAINT, Oil Tinting Color, Thalo Green	cans	4		4		8	85.00	680.00
107. PAINT, Oil Tinting Color, Venetian red	cans	4		4		8	85.00	680.00
108. PAINT, Oil Woodstain, Mahogany	gals	5	1	5	1	12	650.00	7,800.00
109. PAINT, Oil Woodstain, Maple	gals	8	2	4		14	650.00	9,100.00
110. PAINT, Quick Dry Enamel, Nile Green	gals	29		4		33	620.00	20,460.00
111. PAINT, Quick Dry Enamel, White	gals	37		25	14	76	600.00	45,600.00
112. PAINT, Roof Paint, Baguio Green	gals	14		7	3	24	640.00	15,360.00
113. PAINT, Roof Paint, Spanish Red	gals	4		10	3	17	640.00	10,880.00
114. PAINT, Schoolboard Green	gals	4		4		8	480.00	3,840.00
115. PAINT, Semi-Gloss Latex, White	gals	29	34	20	14	97	580.00	56,260.00
116. PATCHING COMPOUND	gals	161	150	13	5	329	25.00	8,225.00
117. PIEP-PVC, 3", S-1000	pcs	2		7	5	14	600.00	8,400.00
118. PIPE-GI, 1 1/2", Schedule 40	pcs	7	3	2		12	450.00	5,400.00
119. PIPE-GI, 1", Schedule 40	pcs	7		2		9	480.00	4,320.00
120. PIPE-GI, 3/4", Schedule 40	pcs	2		2		4	400.00	1,600.00
121. PIPE-PVC, 1 1/2", Potable water use	pcs	2		7	5	14	105.00	1,470.00
122. PIPE-PVC, 1 1/4", Potable water use	pcs	2		7	5	14	100.00	1,400.00
123. PIPE-PVC, 1", Potable water use	pcs	2	5	7	5	19	125.00	2,375.00
124. PIPE-PVC, 1/2", Potable water use	pcs	2		7	5	14	85.00	1,190.00
125. PIPE-PVC, 2", S-1000	pcs	2		7	5	14	75.00	1,050.00
126. PIPE-PVC, 3/4", Potable water use	pcs	2		7	5	14	100.00	1,400.00
127. PIPE-PVC, 4", S-1000	pcs	2		7	5	14	1,000.00	14,000.00
128. PLYWOOD, 1/2" x 4" x 8', Marine	pcs	34	38	34	16	122	750.00	91,500.00
129. PLYWOOD, 1/4" x 4" x 8', Marine	pcs	50	53	35	33	171	395.00	67,545.00

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
LEGAL SIZE PAPER								-
1. PAPER for PPC	ream	61	47	42	35	185	240.00	44,400.00
2. PAPER, multicopy, legal, for laser printing	ream	69	50	57	39	215	230.00	49,450.00
3. PAPER-BOND, Premium Grade	ream	175	88	147	86	496	220.00	109,120.00
4. PAPER-MIMEO, Groundwood	ream	37	34	41	39	151	180.00	27,180.00
5. PAPER-MIMEO, Whitewove	ream	73	62	68	43	246	200.00	49,200.00
								-
COMMON OFFICE EQUIPMENT								-
1. AC/DC POWER SOURCE, with ink roller & adaptor, Casio	unit	3	1	2		6	1,200.00	7,200.00
2. AIRCONDITIONER, 1.5HP, Window type	unit	16	5	6	3	30	20,000.00	600,000.00
3. AIRCONDITIONER, Split-type, Inverter, (2.5 HP, 2 HP, 1 HP)	unit	50	12	13	1	76	50,000.00	3,800,000.00
4. AIRCONDITIONER, Window-Type, Inverter (2 HP)	unit	12	3	2		17	25,000.00	425,000.00
5. AIRPOT, 4.0 liters, w/ dispenser, Kyowa	piece	14	13	5		32	2,500.00	80,000.00
6. AUTOMATIC VOLTAGE REGULATOR, 500watts	unit	58	16	38	10	122	800.00	97,600.00
7. BALANCE, TOP-LOADING	unit	1	6		1	8	30,000.00	240,000.00
8. CABINET, 10 shelves/division	unit	15	3	2	1	21	5,000.00	105,000.00
9. CABINET-FILING, 4 drawers, 3 drawers + 1 safe, plain finish, gauge 20	unit	15	13	1		29	3,500.00	101,500.00
10. CABINET-FILING, 4 drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	piece	21	5	7		33	4,500.00	148,500.00
11. CABINET-FILING, 4 drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	piece	33	2	3	3	41	4,500.00	184,500.00
12. CABINET-FILING, lateral, 4 drawers, 55"Hx18"Wx35.5"L body, 6"Hx16"Wx32"L, gauge 20	unit	6		2	2	10	4,000.00	40,000.00
13. CALCULATOR, compact, electronic, LCD, 12 digits, two-way power source, Canon	unit	20	5	8	4	37	1,200.00	44,400.00
14. CALCULATOR, desktop, 12 digits, 2 color print/illuminated display AC power source, Casio	unit	22	4	11		37	800.00	29,600.00
15. CALCULATOR, desktop, mini-printer type, 12 digits,	unit		3		1	4	1,500.00	6,000.00
16. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case, Canon	unit	9	2	7	1	19	900.00	17,100.00
17. CAMERA, digital	sets	35	5	2	1	43	10,000.00	430,000.00
18. CAMERA-DOCUMENT, w/ DVI port, PC and Doc Cam VS, Avermedia	piece	2	1	1		4	5,000.00	20,000.00
19. CAMERA-WEB, USB interface, with software drivers, Genius	unit	4	1			5	2,500.00	12,500.00
20. CHAIR, monobloc, without armrest, beige/white, Rodenstock	piece	505	347	177	37	1066	1,000.00	1,066,000.00
21. CHAIR, wooden	pc	61	72	31	26	190	1,300.00	247,000.00
22. CHAIR-CLASSROOM	piece	45	40			85	700.00	59,500.00
23. CHAIR-COMPUTER with armrest and gas lift	sets	45	15	20	6	86	1,500.00	129,000.00
24. COMPUTER-DESKTOP	set	22	4	3	3	32	25,000.00	800,000.00
25. COMPUTER-DESKTOP w/ license OS	set	68	26	30	11	135	35,000.00	4,725,000.00
26. COMPUTER-LAPTOP	unit	16	8	4	2	30	35,000.00	1,050,000.00
27. DISPENSER-WATER hot & cold	unit	13	5	1	2	21	2,500.00	52,500.00
28. FACSIMILE TRANSCIEVER	piece	5	2		2	9	10,000.00	90,000.00
29. FAN-CEILING, 16", gray or maroon blade	piece	27	14	15	2	58	2,000.00	116,000.00

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
30. FAN-EXHAUST	pc	20	17	7		44	1,200.00	52,800.00
31. FAN-INDUSTRIAL, 18" metal blade, Hanabishi	unit	2	7		1	10	3,000.00	30,000.00
32. FAN-ORBIT, Hanabishi	piece	7	24	3	4	38	2,500.00	95,000.00
33. FAN-STAND, Hanabishi	piece	47	27	22	3	99	2,500.00	247,500.00
34. FAN-WALL, Hanabishi	piece	23	32	5	4	64	2,000.00	128,000.00
35. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, 4.5kg (10lbs.)	piece	23	14	1	1	39	7,000.00	273,000.00
36. FIRE EXTINGUISHER, pure HCFC 123, for ABC class of fire, 4.5kg (10 lbs)	piece	2	3	1	1	7	8,000.00	56,000.00
37. PAPER SHREDDER, 6-8 sheets performance, approx 5kg in weight, Nibo	unit	4	7		2	13	15,000.00	195,000.00
38. PAPER TRIMMER/CUTTING MACHINE, A4-A6 format indications, Akinto	unit	3		1		4	10,000.00	40,000.00
39. PHOTOCOPIER	unit	9	4			13	70,000.00	910,000.00
40. PLAYER, DVD	unit	4	3	3		10	6,000.00	60,000.00
41. PRINTER-DOT MATRIX, 24-pins, 136 columns	unit	4	3	4	3	14	35,000.00	490,000.00
42. PRINTER-DOT MATRIX, 9-pin, 80 columns	unit						9,000.00	-
43. PRINTER-DOT MATRIX, 9-pins, 136 column	unit	1				1	12,000.00	12,000.00
44. PRINTER-INKJET	unit	4	4	2		10	8,000.00	80,000.00
45. PRINTER-LASER, interface cable software drivers and complete documentation	unit	12	8	3	2	25	6,500.00	162,500.00
46. PRINTER-MULTI-FUNCTION, printer-scanner-copier in one	unit	17	9	3	4	33	10,000.00	330,000.00
47. PROJECTOR-MULTIMEDIA, supports SVGA to SXGA (compressed) resolution, Sanyo	piece	20	13	14	5	52	40,000.00	2,080,000.00
48. PUNCHING/BINDING MACHINE, 34cm or 13" (24 holes), all metal construction, Nibo	piece	4	1	1		6	5,000.00	30,000.00
49. RECORDER-RADIO CASSETTE, with AM/FM Radio	piece	8	3			11	500.00	5,500.00
50. RECORDER-TAPE	unit	2	4	1		7	500.00	3,500.00
51. RECORDER-TIME, electronic, 2-color ribbon, with dot matrix printer, bell and buzzer, 220V	piece	1		1		2	15,000.00	30,000.00
52. SCANNER	unit	9	7	2	1	19	5,000.00	95,000.00
53. SPEAKERS-COMPUTER	unit	18	8	2	7	35	1,000.00	35,000.00
54. TABLE-CLASSROOM	piece	15	8	1		24	2,000.00	48,000.00
55. TABLE-CONFERENCE, natural finish, 6 sitters	unit	5	2	5		12	3,500.00	42,000.00
56. TYPEWRITER, manual, 15" carriage, pica/elite typecase, 46 keys, Olympia SG3N	piece	1			1	2	10,000.00	20,000.00
57. TYPEWRITER, manual, 18" carriage, pica/elite typecase, 46 keys, Olympia SG3N	piece	7	1	1	1	10	12,000.00	120,000.00
58. TYPEWRITER, manual, 24" carriage, pica/elite typecase, 46 keys, Olympia SG3N	piece	2	3			5	13,000.00	65,000.00
59. UNINTERRUPTIBLE POWER SUPPLY(UPS), 520VA-600VA	unit	63	46	36	28	173	2,500.00	432,500.00
60. WHITEBOARD, 4"x6"	pcs.	18	9	10	3	40	500.00	20,000.00
								-
REPAIRS/REHABILITATIONS/MAINTENANCE/FABRICATIONS/RENOVATION/INFRASTRUCTURE PROJECTS (JOR)								-
1. cementing of inner court and repainting roofed area & multipurpose hall	job	2		1		3	10,000.00	30,000.00
2. Accommodation expenses for guests	job	51	49	56	44	200	20,000.00	4,000,000.00
3. Allowances for University Performing Group Members for one (1) year	job	10	8	8	10	36	10,000.00	360,000.00
4. Annual Visayas Zonal R&D Symposium	job	11	1	11	1	24	10,000.00	240,000.00

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
5. Catering services during events	job	66	48	50	42	206	25,000.00	5,150,000.00
6. Fabrication of Rubber Stamps	job	134	25	51	18	228	500.00	114,000.00
7. Fabrication of wooden cabinets	job	31	13	18	3	65	5,000.00	325,000.00
8. Framing of artworks in the permanent collection of the UPV Art Gallery	job	5	4	3	4	16	10,000.00	160,000.00
9. Honorarium of UPG's Artistic Director for one (1) year	job	1	1	1	1	4	10,000.00	40,000.00
10. Infra Projects: AVR, Computer Laboratory, Faculty Rooms, Classrooms, CRs - Eletrical	job	8	2	2		12	100,000.00	1,200,000.00
11. Installation of fumehood	job	3	1	3	1	8	120,000.00	960,000.00
12. Lights and sound rental for other arts and cultural performances	job	7	5	7	3	22	15,000.00	330,000.00
13. Lights and sound rental for Parangal 2012	job		1			1	20,000.00	20,000.00
14. Photo duplication	job	112	12	10	13	147	100.00	14,700.00
15. Photocopying of Program and Workshop Outputs	job	38	40	39	35	152	100.00	15,200.00
16. Photocopying, Printing of cover and Binding of Proceedings	job	9	6	11	6	32	100.00	3,200.00
17. Printing of publicity materials for various events	job	32	35	40	32	139	1,000.00	139,000.00
18. Printing of UPV Car Stickers	job	2	4	505		511	50.00	25,550.00
19. Rehabilitation & improvement of LRC AVR to be converted into N. Querubin Wing	job	1	1	1	1	4	50,000.00	200,000.00
20. Renovation of STFAP rooms(painting and tile flooring)	job		1			1	300,000.00	300,000.00
21. RENOVATION OF THE LANGUAGE PROGRAM OFFICE)	job	1	2			3	100,000.00	300,000.00
22. Repair and Maintenance of Office Equipment	job	49	46	41	32	168	50,000.00	8,400,000.00
23. Repair of 1 unit electric typewriter	job	16	4	5	3	28	1,500.00	42,000.00
24. Repair of 2 units computer	job	24	27	25	9	85	1,500.00	127,500.00
25. Repair of 2 units multi media	job	19	23	25	20	87	5,000.00	435,000.00
26. Repair of 2 units printer	job	20	18	22	7	67	5,000.00	335,000.00
27. Repair of 3/4 grand piano	job	3		3		6	5,000.00	30,000.00
28. Repair of floor Polisher	job	2		1		3	2,500.00	7,500.00
29. Repair of Multi-Media Project & Overhead Projector	job	18	13	14	11	56	5,000.00	280,000.00
30. Repair of Photocopiers	job	15	14	13	12	54	25,000.00	1,350,000.00
31. Repair of Water Tank	job	3	2	7	6	18	2,500.00	45,000.00
32. Repair/cleaning of Aircon	job	52	68	49	70	239	3,500.00	836,500.00
33. Repair/maintenance of 1 unit aircon	job	36	31	36	25	128	1,500.00	192,000.00
34. Risograph Services	job	83	74	82	55	294	1,000.00	294,000.00
35. Security Services	contract	2		2	2	6	#####	6,000,000.00
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HANDBOOKS ON PROCUREMENT								-
1. HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:		4	4	4	4	16	500.00	8,000.00
a. Procurement of Goods & Services, 110-115 pages	piece	4	4	4	4	16	500.00	8,000.00

Item & Specifications	Unit of Measure	Quantity Requirement					Price	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
b. Procurement of Civil Works, 139-149 pages	piece	4	4	4	4	16	500.00	8,000.00
c. Procurement of Consulting Services, 139-149 pages	piece	4	4	4	4	16	1,600.00	25,600.00
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece	4	4	4	4	16	1,600.00	25,600.00
2. HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(4th Edition),	piece	156	4	154	4	318	1,600.00	508,800.00
3. HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece	4	4	4	4	16	1,600.00	25,600.00
4. HANDBOOK ON GENERIC PROCUREMENT MANUAL (GPM), A-4 size(210mm x 297mm)	set	2	2	2	2	8	800.00	6,400.00
foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:								
Volume I (103 pages) - white color								
Volume II (138 pages) - light blue color								
Volume III (124 pages) - light yellow color								
Volume IV (118 pages) - light green color								
GRAND TOTAL:								115,359,554.03
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION								11,535,955.40
APPROVED BUDGET:								126,895,509.43

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