

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

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

1. Indicate the agency'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, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s.
4. Submit the duly accomplished APP form in one(1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office or email at app@procurement-service.org
5. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: **PROVINCIAL GOVERNMENT OF DAVAO DEL NORTE**

Region: **XI**

Address: **Government Center, Mankilam, Tagum City**

Telephone/Mobile Nos: **(084) 216-6904**

Contact Person: **SAMSON J. SANCHEZ, MPA,C**

Position: **Provincial General Services C**

E-mail:

Telephone/Mobile Nos: **(084) 216-6904**

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL	
		Jan   Feb   Mar	Apr   May   Jun	Jul   Aug   Sep	Oct   Nov   Dec		

**A. AVAILABLE AT PROCUREMENT SERVICE STORES**

6156	NOTEBOOK 50 PAGES	PC.	80	0	80	0	160	44.00
1720	SCISSOR STRAIGHT STAINLESS MEDIUM ( BIG )	PC.	15	6	20	0	41	300.00
1586	THREAD, CANNON	CONE	4	0	19	0	23	180.27
8395	A3 TYPEWRITING PAPER, 298X420MM(11¾X16½)	REAM	13	11	2	1	27	880.00
3582	AIR FRESHENER, AEROSOL TYPE, 280ML./CAN	CAN	64	25	25	15	129	192.28
7576	ALCOHOL 70% ISOPROPHYL, 500ML	BOT	442	370	264	130	1206	90.20
882	ALCOHOL, RUBBING 70% ETHYL, 500 ML W/ MOISTURIZER	BOT.	293	191	165	81	730	96.14
963	ALCOHOL, RUBBING, ISOPROPHYL 70% 500ML W/ MOISTURIZER	BOT.	152	72	112	44	380	93.74
6583	BAG, SANDO, LARGE, 100'S	PACK	11	6	0	0	17	93.50

971 BALLPEN BLACK/BLUE,W/ GOOD QUALITY		PC.	1124	769	720	440	3053	13.75					
I T E M  Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF					
			1ST QTR			2ND QTR			3RD QTR		4TH QTR		TOTAL
			Jan	Feb	Mar	Apr	May		Jun	Jul	Aug	Sep	
970	BALLPEN BP-S FINE	PC.	344	306	259	235	1144	30.04					
7900	BALLPEN BP-S FINE-GREEN	PC.	24	0	0	0	24	30.80					
6524	BALLPEN, BLUE & BLACK	PC.	198	35	37	115	385	13.75					
5995	BALLPEN, BP-145-F-B BALLPOINT, BLACK & BLUE	PC.	50	25	25	0	100	72.11					
2284	BALLPEN, BP-145-F-L (RETRACTABLE)	PC.	36	12	12	0	60	72.11					
7974	BALLPEN, GRIP XP5	PC.	32	27	39	30	128	33.00					
3134	BALLPOINT PEN PINE POINT RED	PC.	86	6	3	3	98	6.01					
3504	BALLPOINT PEN, BP-S FINE (ASSORTED COLOR)	PC.	129	112	76	59	376	26.44					
7393	BALLPOINT PEN, BP-S FINE - BLACK & BLUE	PC.	285	132	187	71	675	27.50					
968	BALLPOINT PEN, FINE POINT BLACK	PC.	1481	699	604	392	3176	6.01					
969	BALLPOINT PEN, FINE POINT BLUE	PC.	300	146	176	5	627	6.01					
972	BAND, RUBBER - SMALL	BOX	16	11	13	8	48	72.11					
6155	BATTERY AAA RECHARGEABLE	PC.	10	4	0	0	14	220.00					
2135	BATTERY AA, ALKALINE, 2PCS/PACKET	PACK	53	5	41	3	102	24.04					
2468	BATTERY AA, SUPER HEAVY DUTY	PC.	54	22	22	22	120	96.14					
7975	BATTERY AAA, SUPER HEAVY DUTY	PC.	48	23	18	15	104	30.80					
3422	BATTERY SIZE AAA, ALKALINE, 2PCS/PACKET	PACK	20	10	5	0	35	91.33					
7693	BATTERY, AA 4 PCS/PACK	PACK	3	0	1	0	4	220.00					
8570	BATTERY, AA RECHARGEABLE	PACK	13	36	40	36	125	220.00					
6861	BATTERY, AAA	PACK	24	20	22	18	84	110.00					
4137	BLADE, CUTTER, BIG	BOX	1	0	0	0	1	42.06					
4114	BOND PAPER SUB 16 LONG	REAM	61	15	8	2	86	156.23					
4039	BOND PAPER SUB 20 ( SHORT)	REAM	47	40	17	12	116	216.32					
4115	BOND, PAPER SUB. 16 SHORT	REAM	26	10	6	0	42	138.20					
9083	BOOK BINDING COVER(COLORED)A4	PC	1	0	1	0	2	350.00					
3663	BOOK PAPER SUB 24 LONG	REAM	223	316	261	206	1006	300.44					
3664	BOOK PAPER SUB 24 SHORT	REAM	145	154	132	104	535	276.41					
1063	BOOK, FIELD ENGINEERS	PC.	71	12	20	6	109	54.08					

1066 BOOK, PLANNER (EXECUTIVE PLANNER)	PC.	32	0	0	0	32	255.40
1067 BOOK, RECORD #85 300 PAGES	PC.	38	12	7	6	63	326.88

I T E M  Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL	
			Jan   Feb   Mar	Apr   May   Jun	Jul   Aug   Sep	Oct   Nov   Dec		
1259	BOOK, RECORD #85 500 PAGES	PC.	50	29	25	10	114	396.58
1262	BOOK, RECORD 100 PAGES - SMALL W/ HARD BOUND	PC.	68	0	20	0	88	44.62
1059	BOOK,CLEAR	PC.	14	4	0	0	18	66.34
1268	BRUSH, TYPEWRITER #1	PC.	4	0	0	0	4	23.77
2792	BULB,CFL 14 W	PC.	17	17	17	17	68	240.35
2482	CALCULATOR, DESKTOP,LCD DISPLAY,12 DIGITS,2-WAY PO	UNIT	19	1	0	0	20	540.79
749	CALCULATOR, HL 122 TV, 12 DIGITS	PC.	38	0	0	0	38	600.88
6147	CALCULATOR, MS-470LB TWO WAY POWER 14 DIGITS	UNIT	1	0	0	0	1	1,045.00
8283	CALCULATOR, MX-120S TWO WAY POWER 12 DIGITS	UNIT	3	0	0	0	3	715.00
8189	CALCULATOR, SCIENTIFIC FX901 10+2DIGITS 2WAY	PC	4	0	0	0	4	660.00
752	CALCULATOR,SCIENTIFIC (FX - 991MS)	UNIT	3	0	0	0	3	1,201.75
4676	CANON LAID YELLOW & GREEN (SHORT) 8.5X11	BOX	2	0	0	0	2	360.53
8120	CANON LBP 12A TONER	PC.	13	10	10	10	43	2,079.00
7399	CARBON PAPER , LEGAL SIZE, PLASTOFOIL	BOX	27	10	5	0	42	132.00
2138	CARBON PAPER ORDINARY, LEGAL 216MM X 330MM (8-½" X	BOX	35	25	28	20	108	144.21
2136	CARBON PAPER ORDINARY,210MM X 297MM (A-4), 100'S/B	BOX	3	0	0	0	3	90.13
4138	CARD, INDEX 5X8 (100 PCS.)	PAD	3	0	0	0	3	69.71
7252	CARD, SUPPLIES LEDGER (AS PER SAMPLE)	PC	75	0	0	0	75	13.20
2925	CARTOLINA ( ASSORTED COLOR )	PC.	259	38	75	20	392	8.42
5864	CARTOLINA , ASSORTED COLORS	PC.	77	0	70	0	147	6.61
1281	CARTOLINA - NEON (ASSORTED COLORS)	PC.	65	23	8	8	104	8.29
7261	CARTOLINA, BLUE	PC	30	30	0	0	60	8.42
7260	CARTOLINA, GREEN	PC	5	8	0	0	13	8.42
7262	CARTOLINA, ORANGE	PC	30	33	0	0	63	8.42
7257	CARTOLINA, PINK	PC	0	3	0	0	3	8.42
7258	CARTOLINA, WHITE	PC	5	20	0	0	25	8.42
7259	CARTOLINA, YELLOW	PC	5	8	0	0	13	8.42

6006 CCF 1 PLY (11 X 9½)	BOX	15	0	0	0	15	664.62
2368 CCF 1 PLY 5½" X 9½"	BOX	17	2	2	2	23	763.11
3154 CCF 2 PLY, 280MM X 241MM (11" X 9-1/2"), PLAIN	BOX	2	0	0	0	2	851.50

I T E M  Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL	
			Jan   Feb   Mar	Apr   May   Jun	Jul   Aug   Sep	Oct   Nov   Dec		
3156 CCF 2 PLY, 280MM X 378MM (11" X 14-7/8")	BOX	1	0	0	0	1	1,328.95	
2366 CCF 3 PLY 11" X 14 7/8"(3 PLY)	BOX	39	0	0	0	39	1,069.56	
2367 CCF 3 PLY 11" X 9 ½"	BOX	25	2	8	0	35	694.25	
2770 CCF 4PLY 330MM X 378MM (13 X 14-7/8")	BOX	1	0	0	0	1	1,442.10	
4225 CCF, SIZE 11 X 9 ½ ( 4 PLY )	BOX	31	5	5	0	41	851.50	
4226 CCF, SIZE 13 X 9 ½ (4 PLY)	BOX	43	1	7	1	52	1,378.41	
4224 CCF,SIZE 11 X 9 ½ ( 2 PLY )	BOX	36	0	0	0	36	851.50	
4127 CD (REWRITABLE) WITH CASE 700 MB	PC.	2	0	0	0	2	27.64	
3175 CD REWRITABLE HIGH SPEED, 700MB	PC.	72	34	12	0	118	33.89	
123 CHALK COLORED	BOX	20	0	0	0	20	16.83	
3382 CHALK, WHITE	BOX	26	20	0	0	46	54.08	
6834 CLASS RECORD	PC.	24	0	0	0	24	32.45	
2544 CLEAR BOOK, LONG	PC.	70	20	35	0	125	67.30	
3501 CLEARBOOK, LONG (30 LEAVES)	PC.	9	0	9	0	18	180.27	
3589 CLIP BACKFOLD, 25MM (1"), 12PCS/BOX	BOX	2	0	2	0	4	14.42	
3592 CLIP BULLDOG, 76MM (3')	PC.	8	0	8	0	16	9.61	
1291 CLIPBOARD	PC.	32	5	0	0	37	16.83	
5833 CLIPBOARD	PC.	23	36	0	0	59	144.21	
1596 COMPOSITION NOTEBOOK W/ PLASTIC COVER, (NON-SPRING	PC.	115	30	80	30	255	30.04	
1 CONT.FORM 13 X 9½ 4 PLY	BOX	1	0	0	0	1	1,682.45	
5551 CORK BOARD 18" X 24"	PC.	1	0	0	0	1	360.53	
4297 CORRECTION FLUID	BOT.	25	12	14	10	61	38.50	
3601 CORRECTION FLUID WATER BASED WHITE OPAQUE, 15ML.	BOT.	27	10	5	0	42	18.03	
1297 CORRECTION FLUID, WATER BASE 15ML (ORIGINAL) EF	PC.	28	11	5	0	44	24.04	
1296 CORRECTION PEN	PC.	57	67	29	2	155	121.62	
7905 CORRECTION TAPE (HEAVY DUTY, 6M)	PC	366	211	161	118	856	38.50	

1298 CORRECTION TAPE, HEAVY DUTY GOOD QUALITY	PC.	424	216	189	83	912	30.04
4112 CRAYON, DOUBLE	BOX	90	0	0	0	90	30.04
2365 CUTTER HEAVY DUTY,RETRACTABLE (L500)	PC.	12	0	2	0	14	32.45
1306 CUTTER NT, BIG	PC.	1	1	0	0	2	414.60

I T E M  Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL	
			Jan   Feb   Mar	Apr   May   Jun	Jul   Aug   Sep	Oct   Nov   Dec		
2481 CUTTER, BIG ,HEAVY DUTY	PC.	9	0	0	0	9	24.04	
1307 CUTTER, TABLE	PC.	1	0	0	0	1	1,382.02	
3606 DATA FOLDER (3" X 9" X 15") WITH RING FINGER BLACK	PC.	32	4	0	0	36	126.50	
3605 DATAFILE BOX (5"X9"X15-3/4") W/CLOSED ENDS BLACK	BOX	98	45	10	0	153	156.23	
2484 DATE STAMPING MACHINE AUTOMATIC,WITH INK PAD,SIZE	PC.	1	0	0	0	1	624.84	
1309 DATER STAMP (HD)	PC.	4	6	3	0	13	49.50	
1311 DATER STAMP (WITH RECEIVED)	PC.	2	0	0	0	2	56.49	
6999 DATER WITH RECEIVED & NAME OF OFFICE	PC.	1	0	0	0	1	1,760.00	
7264 DEODORANT, TELEPHONE	PC.	13	11	11	1	36	33.00	
247 DEODORIZER, TOILET 100G	PC.	27	22	9	9	67	38.70	
7574 DETERGENT SOAP	BAR	7	1	6	0	14	38.50	
8397 DETERGENT, POWDER (BIG) 1 KL.	BOX	10	5	5	5	25	104.50	
7404 DISHWASHING LIQUID 500ML	BOT	81	45	33	15	174	165.00	
6862 DISHWASHING PASTE, PREFERABLY AXION	CAN	101	58	41	29	229	55.00	
7979 DISINFECTANT SPRAY (KILLS FLU VIRUS) 510 GMS	CAN	12	6	6	3	27	528.00	
2566 DISPENSER, SCOTCH TAPE, HEAVY DUTY	PC.	4	0	0	0	4	156.23	
2348 DOORMAT CLOTH, STANDARD SIZE	PC.	70	4	32	1	107	41.47	
8403 DOUBLE SIDED TAPE # 1	PC.	18	0	0	0	18	38.50	
261 DUSTER, FEATHER	PC.	18	2	11	2	33	42.06	
263 DUSTER, VONNEL	PC.	4	0	3	0	7	30.42	
5675 DVD (REWRITABLE) WITH CASE 700MB	PC.	84	0	10	0	94	27.64	
13 DVD BLANK W/ CASE	PC.	30	50	30	30	140	24.88	
3612 ENVELOPE EXPANDING, PLASTIC,WITH RUBBER STRAP, FOR	PC.	41	17	5	0	63	82.57	
3613 ENVELOPE MAILING WHITE, ORD., (4"X9 1/2"), 500'S/	BOX	6	0	2	0	8	187.36	
1314 ENVELOPE, BROWN - LONG	PC.	958	565	366	107	1996	3.61	

1317 ENVELOPE, BROWN - LONG EXPANDED	PC.	701	520	454	284	1959	13.28
1319 ENVELOPE, BROWN - SHORT	PC.	560	191	222	27	1000	2.41
2746 ENVELOPE, DOC. KRAFT (10" X 15") 150GSM. 500'S/BOX	BOX.	2	0	0	0	2	785.95
3713 ENVELOPE, EXPANDING - SHORT	PC.	82	10	20	0	112	14.42
2309 ENVELOPE, MAILING - LONG, WHITE 500'S	BOX	14	3	2	2	21	300.44

I T E M Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE			
			1ST QTR			2ND QTR			3RD QTR	4TH QTR	TOTAL
			Jan   Feb   Mar	Apr   May   Jun	Jul   Aug   Sep	Oct   Nov   Dec					
2311 ENVELOPE, MAILING, LONG - WHITE	PC.	175	0	50	0	225	2.41				
1322 ENVELOPE, PLASTIC (ACCORDION TYPE)	PC.	18	10	7	5	40	198.66				
1324 ENVELOPE, PLASTIC (LONG)	PC.	262	105	55	20	442	7.94				
3892 ERASER RUBBER SOFT, FOR PENCIL DRAFT/DRAFT WRITING	PC.	43	0	0	0	43	6.42				
4630 ERASER, WHITEBOARD	PC	5	0	0	0	5	36.06				
7558 EXECUTIVE NOTEBOOK	PC	5	0	0	0	5	550.00				
6582 FACE MASK (EARLOOP) 50'S	BOX.	6	0	0	0	6	302.50				
2134 FASTENER, METAL FILE 8"	BOX	5	0	5	0	10	180.27				
2356 FASTENER, PAPER ORDINARY	BOX.	36	85	85	43	249	35.94				
2923 FIELD NOTEBOOK 100 LEAVES	PC.	32	5	5	0	42	48.07				
2754 FILE ORGANIZER EXPANDING (LEGAL SIZE)	PC.	2	0	0	0	2	100.95				
3039 FILING TRAY ( 4 LAYERS, GREEN )	PC.	1	0	0	0	1	390.57				
8402 FINE ARTS GRAIN A4 GSM 300 ( ASST. COLORS )	PC.	280	0	0	0	280	5.50				
1327 FINGERTIPS MOISTENER	PC.	39	34	10	10	93	42.06				
2358 FLUORESCENT MARKER,ASST. COLORS	PC.	7	5	5	5	22	29.72				
3901 FOLDER FANCY/MOROCCO, LETTER SIZE W/ PLASTIC GRIP	PACK	1	0	0	0	1	229.23				
3904 FOLDER FILE, LEGAL SIZE,TAGBOARD EQUIVALENT, 100'S	PACK	6	2	0	0	8	450.66				
3905 FOLDER FILE, LETTER SIZE, TAGBOARD EQUIVALENT, 100	PACK	30	21	0	0	51	468.69				
3917 FOLDER PLASTIC, PRE-PUNCHED, FOR LEGAL SIZE PAPERS	PACK	2	0	0	0	2	235.00				
1332 FOLDER, BROWN - LONG	PC.	2224	1432	1172	335	5163	3.91				
1331 FOLDER, BROWN - SHORT	PC.	982	397	402	317	2098	3.91				
8011 FOLDER, BROWN LONG	PC.	386	167	316	167	1036	4.40				
8013 FOLDER, EXPANDABLE (GREEN)	PC.	90	75	45	30	240	12.10				
2545 FOLDER, EXPANDABLE, GREEN, LONG	PC.	1069	505	245	142	1961	13.22				

1333 FOLDER, EXPANDED (LONG) W/OUT METAL TAB US	PC.	139	20	57	20	236	24.04
3714 FOLDER, EXPANDING, GREEN - SHORT	PC.	108	12	62	12	194	12.02
2740 FOLDER, FANCY/MOROCCO, LEGAL W/ PLASTIC GRIP 50PCS	PACK.	1	0	0	0	1	540.79
1334 FOLDER, FILING EXPANDED - LONG	PC.	70	15	15	20	120	13.48
1335 FOLDER, FILING LONG - WHITE, CLASS A	PC.	414	194	94	22	724	6.01
3231 FOLDER, FILING LONG-WHITE W/ PLASTIC COVER	PC	20	0	0	0	20	26.44

I T E M Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL	
			Jan   Feb   Mar	Apr   May   Jun	Jul   Aug   Sep	Oct   Nov   Dec		
1336 FOLDER, FILING SHORT (MOROCCO)	PC.	45	45	30	10	130	9.12	
2184 FOLDER, FILING SHORT-WHITE	PC.	42	0	0	0	42	4.81	
1337 FOLDER, GREEN LONG - EXPANDED	PC.	568	117	183	84	952	12.44	
4373 FOLDER, ORGANIZER (ACCORDION TYPE)	PC.	17	2	2	2	23	180.27	
1338 FOLDER, PLASTIC LONG W/ SLIDER	PC.	140	78	87	55	360	6.97	
1339 FOLDER, PLASTIC SHORT W/SLIDER	PC.	67	25	25	25	142	7.94	
7694 FOLDER, PLASTIC, LEGAL SIZE	PACK	2	2	0	0	4	235.00	
8012 FOLDER, WHITE LONG	PC.	166	60	50	125	401	4.40	
8119 FOLDER, WHITE W/PLASTIC FRONT COVER (LONG)	PC.	150	60	50	0	260	11.00	
3232 FOLDER. FILING LONG MOROCCO	PC	10	12	6	0	28	14.42	
1714 FRESHENER, AIR, 280ML. W/ GOOD/MILD SCENT	PC.	96	67	30	8	201	181.50	
1715 FRESHENER, CAR (CITRUS AND LEMON SCENT)	CAN	106	41	26	17	190	138.20	
8094 FURNITURE CLEANER, AEROSOL TYPE, 280ML	CAN	8	3	5	1	17	291.50	
4561 GLASS CLEANER, BRANDED	PC.	14	9	6	2	31	240.35	
6839 GLUE , MULTIPURPOSE 130 ML.	PC.	4	4	4	4	16	192.50	
3123 GLUE ALL PURPOSE, IN JAR W/ APPLICATOR MIN. OF 300	JAR.	10	5	0	0	15	58.83	
4859 GLUE GUN ( BIG)	PC.	4	0	0	0	4	360.53	
848 GLUE GUN, BIG	PC.	1	0	0	0	1	360.53	
849 GLUE GUN, SMALL	PC.	1	2	0	0	3	240.35	
4116 GLUE, ELMER 130G	PC.	104	21	40	5	170	54.08	
1340 GLUE, MULTI PURPOSE GLUE 130ML	BOT.	13	15	10	5	43	27.85	
4469 GLUE, PADDING (RED) ¼ KL.	JAR.	8	6	0	0	14	72.11	
1341 GLUE, STICK, BIG	PC.	35	10	10	5	60	8.29	

1344 GUN TUCKER	PC.	2	0	0	0	2	1,084.88
7445 HIGHLIGHTER ASSTD. COLORS	PC	21	2	0	0	23	40.70
3675 HP LASER JET 12-A	PC.	1	12	11	9	33	3,605.25
3935 INDEX CARD PLAIN, 76MM X 127MM (3" X 5" ), 500'S/P	PACK	10	0	0	0	10	61.29
6610 INK CARTRIDGE # 703 COLOR	CART.	25	14	23	14	76	643.50
8003 INK CARTRIDGE CL-811 COLORED	CART	74	31	23	10	138	1,160.50
8000 INK CARTRIDGE PG-810 BLACK	CART	105	51	37	34	227	886.60

I T E M Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE					
			1ST QTR			2ND QTR			3RD QTR		4TH QTR		TOTAL
			Jan	Feb	Mar	Apr	May		Jun	Jul	Aug	Sep	
6609 INK CARTRIDGE # 703 BLACK	CART.	37	25	34	25	121	643.50						
8006 INK CARTRIDGE 73N BLACK	CART	3	4	4	2	13	731.50						
5944 INK, #704 COLORED	CART	18	17	11	11	57	643.50						
6558 INK, # 920 XL - MAGENTA	PC.	6	0	0	0	6	1,155.00						
6559 INK, # 920 XL - YELLOW	PC.	6	0	0	0	6	1,155.00						
7568 INK, #60 (BLACK)	CART.	14	4	0	0	18	721.05						
7569 INK, #60 (COLORED)	CART	13	3	0	0	16	817.19						
5943 INK, #704 BLACK	CART	35	23	24	18	100	643.50						
60 INK, CARTRIDGE CL-40 BLACK	CART	38	27	16	5	86	1,312.92						
6858 INK, CARTRIDGE PG-40 BLACK	CART	7	5	1	0	13	1,210.00						
2285 INK, CARTRIDGE # 17	CART.	2	2	0	0	4	1,802.63						
2286 INK, CARTRIDGE # 27	CART.	2	1	0	0	3	2,403.50						
59 INK, CARTRIDGE CL-41 COLORED	CART	34	20	9	0	63	1,630.77						
125 INK, DESKJET 460 #94 BLACK	CART.	1	0	0	0	1	1,346.08						
5247 INK, DESKJET D2560, #60, BLACK	PC.	10	0	0	0	10	841.23						
41 INK, DJ CART. C9352A #22 TRI-COLOR	CART.	3	3	3	3	12	1,035.12						
8123 INK, ME 101 - BLACK	CART	5	5	0	0	10	220.00						
8124 INK, ME 101 - CYAN	CART	5	5	0	0	10	407.00						
8126 INK, ME 101 - MAGENTA	CART	3	2	0	0	5	407.00						
8125 INK, ME 101 - YELLOW	CART	3	2	0	0	5	407.00						
1353 INK, PENTEL PEN (BLUE & BLACK)	BOT.	7	9	1	1	18	105.03						
8027 INK, REFILL FOR COLOR MARKER SC-F,SC-6600 (PENTEL	BOT.	2	0	2	0	4	105.03						



6902 INK, REFILL T6641 - BLACK	REFIL	28	21	16	9	74	462.00
6903 INK, REFILL T6642 - CYAN	REFIL	18	15	8	7	48	462.00
6904 INK, REFILL T6643- MAGENTA	REFIL	24	11	6	5	46	462.00
6905 INK, REFILL T6644- YELLOW	REFIL	18	15	7	7	47	462.00
1355 INK, STAMPING PAD	PC.	18	4	14	2	38	20.90
6007 INK, STAMPING PAD 30ML (PURPLE)	BOT.	34	28	33	37	132	20.90
1381 INK, WYTEBOARD ASSORTED COLORS	BOT.	3	5	3	2	13	166.88
6560 INK,# 920 XL - BLACK	PC.	6	1	0	0	7	1,320.00

I T E M  Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL	
			Jan   Feb   Mar	Apr   May   Jun	Jul   Aug   Sep	Oct   Nov   Dec		
6557 INK,# 920 XL - CYAN	PC.	6	1	0	0	7	1,155.00	
126 INK,DESKJET #95 TRICOLOR	CART.	2	0	0	0	2	1,595.00	
40 INK,DJ CART. C9351A #21 BLACK	CART.	3	3	3	0	9	974.31	
6256 INK,STAMPING PAD	BOT.	2	0	0	0	2	330.00	
6026 INK,XEROX PHASER 3124 TONER BLACK	PC.	6	0	0	0	6	5,878.13	
4092 INSECTICIDE SPRAY	BOT.	8	2	7	2	19	300.44	
275 MAGIC MOP HANDLE	PC	1	0	0	0	1	180.27	
2541 MANILA PAPER	PC.	35	30	20	20	105	4.21	
3348 MARKER, FLOU., ASSTD. COLORS, 3 COLORS PER SET	SET	45	14	25	8	92	112.97	
8031 MARKER, WYTEBOARD (BLACK)	PC.	69	13	10	5	97	44.00	
2377 MARKING PEN PERMANENT FELT TIP .MEDIUM POINT PERMA	PC.	10	5	5	5	25	43.26	
3946 MARKING PEN WB, BLACK	PC.	8	2	0	6	16	19.40	
3947 MARKING PEN WB, RED	PC.	2	2	0	0	4	19.40	
7579 MASKING TAPE	ROLL	14	3	3	3	23	63.80	
3065 MASKING TAPE 1 INCH BIG	ROLL.	39	10	8	3	60	63.10	
8032 MIGHTY BOND	PC.	28	3	3	3	37	61.60	
6608 MOSQUITO SPRAY PREF. BAYGON 500 ML	PC.	41	10	7	0	58	195.80	
6032 NEWSPRINT, LONG	REAM	1	9	1	1	12	156.75	
7511 NOTE BOOK	PC	100	100	100	0	300	16.50	
8040 NOTE PAD 2 X 3	PAD	49	28	27	23	127	27.50	
8042 NOTE PAD 3 X 3 (YELLOW)	PC.	20	15	15	12	62	38.50	

3950 NOTE PAD 76MM X 76MM (3"X3")	PAD	10	5	10	5	30	54.08
5615 NOTEBOOK 50 LEAVES	PC	106	46	26	26	204	14.42
3951 NOTEBOOK STENOGRAPHER'S, WHITE BOND, 40 LVS.	PAD	51	51	51	47	200	16.83
1405 NOTEBOOK, SPRING 100 LVS. 5" X 7"	PC.	300	0	0	0	300	16.24
2924 NOTEBOOK, SPRING 80 LEAVES	PC.	175	0	20	0	195	12.02
4470 NOTEBOOK, W/O SPRING 40LVS	PC	120	100	50	0	270	7.82
3953 NOTEPAD 51MM X 76MM (2X3), 100 SHTS.,PER PAD	PAD	1	0	0	0	1	90.13
2738 NOTEPAD 75MM X 102MM (3" X 4")	PAD.	24	4	19	4	51	58.64
4584 NOTEPAD, (2 X 3)	PAD.	28	14	12	6	60	90.13

I T E M Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL	
			Jan   Feb   Mar	Apr   May   Jun	Jul   Aug   Sep	Oct   Nov   Dec		
1518 NOTEPAD, (3 X 3)	PAD	10	10	10	10	40	90.13	
1412 NOTEPADS, 3 X 5	PC.	56	40	6	10	112	89.83	
1422 OIL, SINGER 120 ML.	PC.	1	0	0	0	1	62.49	
1426 ORGANIZER (PLANNER)	PC.	10	0	0	0	10	250.84	
2333 PACKAGING TAPE, 2"	ROLL	29	8	7	5	49	24.04	
2681 PAPER BOND, PG,LEGAL 216MM X 330MM (8½" X 13"),70G	RM.	25	29	25	25	104	222.32	
8044 PAPER BOOK (LONG) 70GSM, HIGH WHITE	RM	313	144	58	57	572	209.00	
8046 PAPER BOOK (SHORT) 70GSM, HIGH WHITE	RM	178	46	31	43	298	176.00	
8047 PAPER CLIP (JUMBO SIZE, VINYL COATED)	BOX	83	28	39	29	179	24.04	
3632 PAPER CLIP, SMALL	BOX.	62	14	38	15	129	36.06	
4863 PAPER CUTTER ( SMALL )	PC.	1	0	0	0	1	600.88	
8050 PAPER FASTENER	BOX	110	10	12	0	132	36.48	
3958 PAPER FASTENER NON-RUST METAL, HOLDS 25MM THICK FI	BOX	9	4	7	4	24	101.79	
1430 PAPER FASTENER, VINYL COATED	BOX	80	27	24	0	131	36.48	
2287 PAPER FOR PPC, LEGAL 8" 1/2 X 13", 70 GSM	REAM	25	25	25	25	100	192.28	
2373 PAPER FOR PPC, SHORT, MIN OF 70GSM.	RM	8	8	8	8	32	234.34	
4864 PAPER GLUE ( ELMER'S GLUE 130G)	PC.	44	27	24	24	119	54.08	
7663 PAPER GRADE 1	PAD	10	10	10	10	40	12.10	
8051 PAPER LEGAL 8½" X 13", MIN. 80GSM	RM.	86	5	6	14	111	220.00	
4468 PAPER, FAX MACHINE	ROLL	28	21	9	6	64	66.10	

319 PAPER, TISSUE, 2 PLY	ROLL	437	322	129	38	926	14.42
1459 PAPER, BOND (CANON LAID) - LONG	RM.	1	0	0	0	1	995.05
1460 PAPER, BOND (CANON LAID) - SHORT	RM.	3	2	0	0	5	843.03
1463 PAPER, BOND COLORED (PINK) LONG	RM.	5	0	1	0	6	234.95
3116 PAPER, BOND COLORED - GREEN	RM	5	0	2	0	7	234.34
3078 PAPER, BOND, COLORED - BLUE LONG	RM.	4	0	0	0	4	234.34
2323 PAPER, BOND, COLORED - YELLOW - LONG	RM.	10	8	2	2	22	234.95
4370 PAPER, BOOK A4 SIZE	RM.	77	55	47	44	223	300.44
1464 PAPER, BOOK LONG # 80 LBS. (8 ½ X 13)	RM.	66	60	53	25	204	248.77
6009 PAPER, BOOK LONG SUBS. 20 (70GSM)	RM.	805	631	379	260	2075	261.25

I T E M  Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL	
			Jan   Feb   Mar	Apr   May   Jun	Jul   Aug   Sep	Oct   Nov   Dec		
1468 PAPER, BOOK SHORT SUBS. 20	RM.	156	59	95	19	329	216.32	
1467 PAPER, BOOK SHORT SUBS. 20 (70GSM)	RM.	372	250	241	161	1024	215.59	
1472 PAPER, CAMBRIC BOARD - LONG	PC.	50	30	50	0	130	6.91	
1473 PAPER, CAMBRIC BOARD - SHORT	PC.	30	30	30	0	90	7.94	
1476 PAPER, CARBON, BLUE - LONG, CLASS A	BOX	14	6	4	4	28	781.14	
1286 PAPER, CLIP GEM TYPE 50MM JUMBO 100S/BOX	BOX	37	30	5	0	72	24.04	
2113 PAPER, CLIP, GEM TYPE 33MM VINYL COATED 100S/BOX	BOX	47	27	5	5	84	30.04	
4577 PAPER, CLIP, GEM TYPE 50MM VINYL COATED 100S/BOX	BOX.	73	26	19	9	127	36.06	
1480 PAPER, COLORED - GLOSSY	PC.	12	100	0	0	112	9.02	
142 PAPER, GLOSSY PHOTO PAPER - GP301/A420	PC.	186	6	0	0	192	11.06	
1485 PAPER, LINEN - LONG	RM.	1	0	1	0	2	953.59	
1486 PAPER, LINEN - SHORT	RM.	1	0	0	0	1	851.32	
1487 PAPER, MANILA	PC.	70	72	10	0	152	3.60	
5686 PAPER, MIMEO, LONG, COLORED, BLUE	RM.	15	15	15	0	45	232.54	
5685 PAPER, MIMEO, LONG, COLORED, GREEN	RM.	8	3	13	3	27	232.54	
5684 PAPER, MIMEO, LONG, COLORED, PINK	RM.	25	20	10	0	55	232.54	
5683 PAPER, MIMEO, LONG, COLORED, YELLOW	RM.	5	0	10	0	15	232.54	
2334 PAPER, MIMEO, WW - SHORT	REAM	61	25	21	1	108	168.25	
2332 PAPER, MIMEO, WW -LONG	REAM	392	254	140	50	836	198.29	

8052 PAPER, MIMEO, WW SHORT	RM.	281	276	154	164	875	121.00
2315 PAPER, ONION SKIN, LONG	REAM	124	14	14	4	156	180.27
1494 PAPER, PHOTO, HIGH GLOSS,A4, 10 PCS./PK	PACK	7	1	2	0	10	360.53
3836 PAPER, SPECIALTY LONG 10'S	PACK	12	0	0	0	12	54.08
1490 PAPER, STICKER NEON - ASSORTED COLORS	PC.	256	40	100	0	396	10.81
1491 PAPER, THERMAL 210MM X 30MM	ROLL	28	20	8	0	56	82.92
4014 PAPER, THERMAL 216MM X 30M, 12MM (1/2") CORE	ROLL	3	1	1	1	6	47.48
2283 PAPER, TISSUE 3 PLY	ROLL	536	407	375	240	1558	27.50
4371 PAPER, TISSUE(FACIAL)	BOX.	99	37	10	10	156	78.11
8053 PAPER, YELLOW (PAD)	PAD	182	45	40	15	282	20.90
5957 PAPER,NEWSPRINT - LONG	REAM	7	7	0	0	14	180.27

I T E M Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL	
			Jan   Feb   Mar	Apr   May   Jun	Jul   Aug   Sep	Oct   Nov   Dec		
3341 PASTE SOLID, W/ WATER WELL AND APPLICATOR,200G.	JAR		36	20	15	15	86	28.60
1495 PASTE, MUCILAGE	PC.		25	25	25	25	100	34.83
6034 PASTE,DISHWASHING 400G. W/ FOAM	PC.		14	7	5	0	26	53.48
7787 PEN LIGHT	PC		3	1	1	1	6	220.00
1499 PEN, PENTEL ASSORTED COLORS	PC.		58	38	15	5	116	41.47
3166 PEN, PENTEL BLACK (FINE)	PC.		162	84	74	67	387	48.07
3169 PEN, PENTEL BLUE (FINE)	PC.		25	22	15	20	82	48.07
1500 PEN, PENTEL BROAD - BLACK	PC.		111	83	42	28	264	41.47
5601 PEN, PENTEL PEN BROAD (BLUE & BLACK)	PC		42	23	19	17	101	41.47
3171 PEN, PENTEL RED (FINE)	PC.		6	2	2	2	12	48.07
3508 PEN, SIGN 6-1 (0.5) BLACK	PC.		86	32	34	5	157	55.29
8103 PEN, SIGN, 0.7, - BLACK (MADE IN KOREA)	PC		160	73	99	73	405	29.26
5999 PEN, SIGN, 0.7, MADE IN KOREA	PC.		34	29	29	29	121	29.26
8102 PEN, SIGN, 0.7- VIOLET	PC.		20	10	10	9	49	28.60
1502 PEN, SIGNING - BLACK, 0.5	PC.		277	150	168	92	687	27.50
7901 PEN, SIGNING - GREEN, 0.5	PC		94	80	80	80	334	27.50
8104 PEN, SIGNING - RED, 0.5	PC		57	25	32	25	139	27.50
2552 PEN, SIGNING - BLUE, 0.5	PC.		177	149	63	61	450	27.50

1501 PEN, SIGNING G-TECH C4 (BLACK)	PC.	286	187	167	94	734	93.97
1503 PEN, SIGNING V5 - BLUE & BLACK	PC.	52	10	42	0	104	72.11
1504 PEN, SIGNING V7 - ASSORTED COLORS - ORIGIN	PC.	6	0	0	0	6	72.11
5602 PEN, SIGNPEN .3	PC	35	5	5	5	50	60.09
1513 PEN, WYTEBOARD MARKER	PC.	105	44	45	10	204	74.64
3955 PENCIL LEAD, WITH ERASER, MEDIUM SIZE	DOZEN	34	4	1	0	39	31.19
3261 PENCIL MECHANICAL	PC.	15	6	0	0	21	42.06
3262 PENCIL MECHANICAL LEAD 0.5	PC.	23	0	21	0	44	30.04
1514 PENCIL, #2	PC.	365	124	152	78	719	8.42
6642 PENCIL, EF 842	PC.	110	48	12	0	170	7.70
5874 PENCIL, LEAD PENCIL #2	BOX	29	6	9	0	44	84.13
2823 PENCIL, MECHANICAL, HEAVY DUTY, 0.5MM LEAD	PC.	13	0	3	0	16	180.27

I T E M Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL	
			Jan   Feb   Mar	Apr   May   Jun	Jul   Aug   Sep	Oct   Nov   Dec		
4139	PHOTO PAPER, GLOSSY - GP501/100 SHEETS	BOX	3	0	0	0	3	2,042.98
8056	PHOTO PAPER, LONG (20PCS./PACK)	PACK	17	10	5	0	32	93.50
5863	PHOTO PAPER, LONG 20 PCS./PACK	PACK	8	0	5	0	13	313.50
4148	PINS, PUSH FLAT HEAD	BOX.	15	0	0	0	15	42.06
1516	PLANNER, EXECUTIVE	PC.	4	1	0	0	5	285.04
4126	PLASTIC FILE ORGANIZER (EXPANDABLE)	PC.	2	0	0	0	2	360.53
4128	PLASTIC SLIDING FOLDER (LONG)W/ SLIDER	PC.	0	100	100	100	300	18.03
6763	POLYPROPYLENE BAG , 2 X 4 THICK ( 10'S PACKS OF 10	BUNDL	10	10	10	10	40	165.00
5873	POST IT 3"X4" YELLOW	PAD	64	20	15	0	99	72.11
2359	PUNCHER, HEAVY DUTY	PC.	11	0	0	0	11	264.00
2759	PUNCHER, HEAVY DUTY W/ TWO HOLE GUIDE	PC.	16	0	0	0	16	117.78
3957	PUSH PINS HAMMER HEAD TYPE, ASSORTED COLORS, 100'	BOX	10	0	1	0	11	28.18
4585	PUSH PINS ROUND HEAD TYPE, ASSORTED COLORS, 100'	BOX.	16	0	3	0	19	42.06
8059	RECORD BOOK #85, 300 PAGES	PC.	44	20	0	5	69	220.00
8057	RECORD BOOK #85, 500 PAGES	PC.	36	0	5	25	66	253.00
2374	RECORD BOOK 300 PAGES, NON-BLOT, 215MM X 275MM, 55	BOOK	71	7	29	3	110	88.69
3959	RECORD BOOK 500 PAGES, 215MM X 275MM, 55GSM	BOOK	37	0	22	0	59	117.90

6912 RECORD BOOK, 300 PAGES NO.85	PC.	18	7	15	2	42	220.00
6863 RECORD BOOK, 500 PAGES (NO.85)	PC.	31	21	3	0	55	308.00
1521 REFILL, BALLPEN BP-S FINE ASSORTED COLORS	PC.	40	40	30	30	140	20.57
2597 REFILL, BP-145-F-B BALLPOINT, BLACK & BLUE	PC.	30	5	16	5	56	19.86
7652 REFILL, INK FOR PENTEL PEN	BOT	2	2	2	2	8	220.00
1524 REFILL, SIGNPEN (PARKER)	PC.	5	0	0	0	5	150.51
1525 REFILL, SIGNPEN - MY GEL	PC.	100	65	45	50	260	19.90
1526 REFILL, SIGNPEN G TECH - C4 (BLACK)	PC.	126	74	82	52	334	56.39
8197 REFILL, SIGNPEN G TECH - C4 (RED)	PC.	20	0	0	0	20	56.39
4855 RIBBON ( DECORATIVE DESIGN ASSORTED COLORS)	ROLL	1	0	0	0	1	120.18
1527 RIBBON, ADDING MACHINE	SPOOL	7	4	2	2	15	25.78
1530 RIBBON, ELECTRONIC TYPEWRITER	PC.	15	0	0	0	15	25.16
147 RIBBON, PRINTER - REFILL FOR EPSON LX - 300/LQ-300	PC.	188	65	40	45	338	27.64

I T E M  Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE			
			1ST QTR			2ND QTR			3RD QTR	4TH QTR	TOTAL
			Jan   Feb   Mar	Apr   May   Jun	Jul   Aug   Sep	Oct   Nov   Dec					
155 RIBBON, PRINTER W/ CARTRIDGE FOR LX-300	PC.	34	14	0	0	48	107.80				
151 RIBBON, PRINTER W/ CARTRIDGE EPSON-LQ 300	PC.	9	6	6	6	27	146.50				
150 RIBBON, PRINTER W/ CARTRIDGE LQ-2180	PC.	19	6	6	6	37	856.85				
2771 RIBBON, FOR MANUAL TYPEWRITER	SPOOL	25	3	1	1	30	19.05				
3973 RUBBER BAND #18, TRANSPARENT, APPROX. 445G/BOX	BOX	9	8	1	0	18	126.50				
1775 RUBBER BAND (BIG SIZE)	BOX	14	1	3	1	19	192.28				
1078 RUBBER ERASER SOFT, FOR PENCIL DRAFT/DRAFT WRITING	PC.	10	10	5	5	30	12.02				
4558 RUBBER GLOVES, HEAVY DUTY	PAIR	2	2	2	2	8	186.27				
6070 RUBBING ALCOHOL W/ MOISTURIZER 500ML	BOT.	21	8	21	8	58	104.50				
4862 RULER	PC.	8	2	2	2	14	30.04				
3980 RULER PLASTIC, 305MM (12")	PC.	19	0	3	2	24	6.01				
3983 RULER PLASTIC, 457MM (18")	PC.	10	2	2	0	14	29.99				
1534 RULER, PLASTIC 24"	PC.	1	0	0	0	1	69.65				
312 SANITIZER, INSTANT 75ML	PC	58	8	25	0	91	69.10				
1535 SCISSOR ORDINARY	PC.	5	5	0	0	10	20.74				
2735 SCISSOR, STAINLESS 8", HEAVY DUTY	PC.	58	6	0	10	74	74.80				

4009	SCISSORS, SIZE 15CM (6")	PC.	13	0	3	0	16	30.04
3619	SHARPENER (PLASTIC)	PC.	3	0	2	0	5	60.09
2739	SIGN PEN HIGH TECH PEN, BLACK PENTEL	PC.	39	15	5	5	64	54.08
2397	SIGN PEN, 0.5 ( RED )	PC.	70	29	22	29	150	53.19
5866	SIGN PEN, PILOT V5 HI TECHPOINT BX-V5, 0.5 ( BLACK	PC.	40	25	10	0	75	96.14
1544	SPIRAL 1' Ø	LENGT	45	20	0	0	65	48.38
6564	SPIRAL 1/8"	LENGT	20	20	0	0	40	33.00
5964	SPIRAL ¼"	LENGT	40	10	0	0	50	10.81
6562	SPIRAL ½ "	LENGT	23	20	0	0	43	38.50
6563	SPIRAL ¾"	LENGT	20	20	0	0	40	41.80
1551	SPONGE, MONEY COUNTER	PC.	11	0	0	0	11	24.88
6857	SPRAY, MOSQUITO 500ML (PREFERABLY BAYGON, ANTI-DEN	BOT.	21	1	3	1	26	330.00
6255	STAMP PAD	PC.	12	6	0	0	18	275.00
2761	STAMP PAD FELT PAD 70MM X 10MM	PC.	8	4	6	7	25	24.10

I T E M Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL	
			Jan   Feb   Mar	Apr   May   Jun	Jul   Aug   Sep	Oct   Nov   Dec		
3996	STAMP PAD INK VIOLET, 50ML., W/ APPLICATOR	BOT.	36	4	2	0	42	54.08
732	STAMP, RUBBER (AS PER SAMPLE) MACHINE MADE	PC.	13	0	0	0	13	300.44
2475	STAMPING PAD MEDIUM	PC.	21	2	0	0	23	42.06
6850	STAPLE, WIRE B8 BOSTITCH	BOX	35	5	25	5	70	55.00
1565	STAPLER #10	PC.	6	0	0	6	12	82.92
3183	STAPLER NO. 35	PC..	21	2	0	0	23	360.53
1566	STAPLER W/ REMOVER H.D.	PC.	23	0	0	0	23	363.75
3517	STAPLER W/ REMOVER H.D. # 35	PC.	12	0	0	0	12	600.88
7646	STAPLER W/ REMOVER H.D. #35	PC.	17	26	2	2	47	600.88
2290	STAPLER WITH REMOVER HD-50/50R	PC.	16	0	3	0	19	384.56
1567	STAPLER, B-8 (W/ REMOVER) HEAVY DUTY	PC.	12	0	0	0	12	691.01
5871	STAPLEWIRE, STANDARD, #35 -5M - MAX	BOX.	159	43	49	26	277	55.00
8404	STICKERS PAD	PAD	39	31	21	1	92	88.00
2480	STORAGE BOX (QUICK BOX) 12 X 10 X 15	PC.	100	50	0	0	150	84.13
4011	TAPE ADDING MACHINE, 57MM (2 -1/4") WIDTH,WHITEBON	ROLL	48	20	23	0	91	21.03

3117 TAPE DISPENSER HEAVY DUTY FOR 24MM (1")WITH TRANSP	PC.	9	16	0	0	25	63.58
3460 TAPE ELECTRICAL, 19MM X 16M	ROLL	6	3	3	3	15	30.04
2392 TAPE MASKING 24MM 1" WIDTH	ROLL.	79	42	22	20	163	33.00
4012 TAPE MASKING, 48MM (2") WIDTH, USABLE LENGTH OF 50	ROLL	10	7	3	2	22	90.67
1574 TAPE, CASSETTE 60 HF BLANK	PC.	33	33	30	30	126	37.25
1576 TAPE, DOUBLE SIDED 1"	ROLL	88	31	31	6	156	36.06
3233 TAPE, DUCT 2"X10M	ROLL	22	5	5	4	36	264.39
2111 TAPE, MASKING 1"	ROLL	12	16	19	2	49	40.15
8062 TAPE, MASKING 1"	PC.	42	10	5	10	67	33.00
4492 TAPE, MASKING 1" (BIG)	ROLL.	11	0	0	0	11	86.53
6231 TAPE, MASKING 2"	ROLL.	26	2	2	4	34	68.75
4149 TAPE, MASKING 4"	ROLL	5	0	0	0	5	120.18
7268 TAPE, MEASURE	PC	5	0	2	0	7	27.50
2601 TAPE, PACKAGING 2"	ROLL	38	9	10	6	63	60.09
8064 TAPE, PACKAGING 2"	ROLL	62	20	17	7	106	27.50

I T E M Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL	
			Jan   Feb   Mar	Apr   May   Jun	Jul   Aug   Sep	Oct   Nov   Dec		
1578 TAPE, SCOTCH 2"	ROLL	127	58	49	34	268	26.44	
2110 TAPE, SCOTCH 1"	ROLL	181	119	81	62	443	24.04	
3260 TAPE, SCOTCH ½"	ROLL.	24	24	24	24	96	18.03	
4571 TAPE, TRANSPARENT, (½") WIDTH X 50M	ROLL.	5	5	5	5	20	24.04	
4013 TAPE, TRANSPARENT, 24MM(1") WIDTH X 50M, USABLE LE	ROLL	14	12	16	0	42	18.21	
317 THREAD, CONE BIG (WHITE) FLAG	PC	10	0	0	0	10	138.20	
1587 THUMB TACKS	BOX	7	0	0	0	7	8.29	
6602 THUMB TACKS	BOX	0	2	0	0	2	8.29	
4930 TIE BOX	ROLL	7	0	0	0	7	240.35	
1023 TISSUE PAPER, 48 ROLLS	BOX	59	21	14	3	97	300.44	
2560 TOILET BOWL & URINAL CLEANER BACTERICIDAL, 900 ML	BOT.	17	7	5	2	31	280.50	
7581 TOILET TISSUE 250 TWIN PLY SHEETS, 12 ROLLS/PACK	PACK	46	42	15	7	110	145.20	
7269 TONER, BROTHER 2150	CART.	8	4	1	0	13	3,740.00	
1589 TONER, BROTHER FAX MACHINE 8275	CART.	1	1	1	1	4	901.32	



4670 TONER, CARTRIDGE FOR CANON #303	CART.	2	2	0	1	5	3,605.25
158 TONER, CB435A - HP LASERJET P1006	CART.	7	5	0	0	12	3,977.44
1728 TONER, CE285A 85A	CART.	43	18	10	10	81	3,965.78
6290 TONER, LASER-P1102	CART.	4	5	3	2	14	3,080.00
162 TONER, LASERJET CARTRIDGE Q7553A	CART.	3	0	3	0	6	5,373.27
163 TONER, LASERJET CB435A	CART.	10	2	0	1	13	3,662.34
159 TONER, LASERJET Q5949A	CART.	3	4	1	1	9	4,118.40
6603 TOOTHPASTE 100ML	TUBE	4	4	0	0	8	84.13
8418 TOOTHPASTE 100ML.	TUBE	10	10	0	0	20	84.70
1590 TRAY, DESK (3 LAYER)	PC.	2	0	2	0	4	480.70
1594 WIRE, STAPLE # 10	BOX	30	30	32	15	107	8.42
1730 WIRE, STAPLE #35	BOX	206	91	82	74	453	72.11
1595 WIRE, STAPLE B-8	BOX	27	24	7	16	74	64.90
2599 WIRE, STAPLE, T30 # 304 (FOR GUN TUCKER)	BOX	2	2	2	2	8	64.90
743 WYTEBOARD 2 X 3	PC.	1	0	0	0	1	703.02
6612 MASKING TAPE 1 INCH BIG	ROLL	11	12	0	0	23	63.76

I T E M Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL	
			Jan   Feb   Mar	Apr   May   Jun	Jul   Aug   Sep	Oct   Nov   Dec		
3484 BATHROOM SOAP REGULAR SIZE 70GMS	PC.	19	9	19	9	56	24.04	
6078 BOND, MIGHTY ORD.	PC.	18	0	0	0	18	61.60	
231 BROOM, BAGUIO	PC.	73	47	27	21	168	90.13	
5997 BROOM, SOFT, TAMBO, WOODEN OR RATTAN HANDLE	PC.	54	26	46	6	132	176.00	
2554 BROOM, STICK (TINGTING) STANDARD SIZE	PC.	97	20	64	19	200	20.32	
232 BRUSH WITH HANDLE (FOR BOWL)	PC.	43	3	10	6	62	55.29	
243 CHLOROX	GAL.	53	47	24	20	144	150.63	
245 CLEANSER - BIG 500G	PC.	9	6	0	0	15	51.68	
3510 DETERGENT POWDER 200 GMS	PACK	33	0	0	0	33	36.42	
6852 DETERGENT POWDER, 1 KL. ANTIBAC	PACK	45	22	12	8	87	220.00	
2555 DETERGENT POWDER, 500 GRAMS	POUCH	112	89	59	19	279	36.06	
7939 DETERGENT POWDER, 500GMS.	POUCH	52	0	12	0	64	52.80	
3259 DISHWASHING LIQUID 500ML.	BOT.	6	1	1	1	9	365.33	

1668 DISHWASHING PASTE ( JUMBO SIZE)	KG.	90	21	15	2	128	36.06
5979 DISINFECTANT SPRAY	PC.	5	5	2	0	12	102.15
259 DISINFECTANT SPRAY 340 GRMS.	CAN	2	0	0	0	2	186.27
2556 DUST PAN PLASTIC, WITH HANDLE, LARGE	PC.	20	0	8	0	28	30.04
5674 DUST PAN W/ HANDLE LARGE, PLAIN SHEET	PC.	2	0	1	0	3	66.10
265 FABRIC CONDITIONER 30ML	SACHE	270	210	80	20	580	9.90
3893 FABRIC CONDITIONER 500ML	BOT.	85	41	27	27	180	120.18
2557 FLOOR WAX PASTE, NATURAL, 2 KG./CAN-ORD.	CAN.	4	2	4	2	12	330.00
6000 FURNITURE CLEANER AEROSOL TYPE, 280 ML	CAN.	10	10	10	5	35	183.92
3138 FURNITURE POLISH	BOT.	95	46	19	13	173	300.44
5835 LIQUID DETERGENT - ANTIBACTERIAL	BOT.	10	8	5	3	26	72.11
280 MOP HANDLE, STEEL W/ PLASTIC HEAD	PC	13	3	9	0	25	550.00
2369 MOPHEAD 100% RAYON, 400GRAMS	PC.	37	12	17	0	66	72.11
6275 MOSQUITO KILLER, WATER BASE-500ML	BOT.	5	0	3	0	8	220.00
284 MURIATIC ACID	GAL.	28	27	10	10	75	88.45
3067 MURIATIC ACID,PURE	GAL.	9	10	10	8	37	378.55
290 PASTE, DISHWASHING 400GMS. W/ FOAM	PC	15	10	6	5	36	61.51

I T E M  Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL	
			Jan   Feb   Mar	Apr   May   Jun	Jul   Aug   Sep	Oct   Nov   Dec		
6430	POWDER SOAP	KILOS	8	6	2	0	16	99.00
3214	SCOTH BRITE / PAD SRUBBING	PC.	16	4	2	2	24	60.09
3572	SCOURGING PAD ECONOMY SIZE, 140MM X 220MM, COLOR G	PACK	2	0	0	0	2	82.57
314	SOAP, MULTIGRADE LIQUID	GAL	14	12	2	16	44	1,100.00
2561	TOILET DEODORANT CAKE 50 GRAMS, 3 PCS./BOX	BOX	162	119	133	49	463	84.70
2562	TOILET THICK DISINFECTANT CLEANER	LITER	18	12	13	0	43	385.00
2394	TOILET TISSUE 250 TWIN PLY SHEETS, 12 ROLLS/PACK	PACK.	53	9	10	1	73	144.21
321	TRASH BAG, GARBAGE - LARGE	PACK	112	5	50	0	167	54.08
322	TRASH BAG, GARBAGE - MEDIUM	PACK	145	30	55	5	235	33.65
326	TRASH BAG, GARBAGE SMALL	PACK	23	5	0	0	28	45.61
324	TRASH BAG, GARBAGE XL	PACK	112	2	52	2	168	103.65
19	INK CARTRIDGE #22 (COLOR)	CART.	27	9	0	0	36	1,210.00

18 INK CARTRIDGE#21 (BLACK)	CART.	27	14	0	0	41	1,021.49
6004 INK, CARTRIDGE 73N YELLOW	CART.	7	0	2	0	9	731.50
6055 INK, MP258 PG-810 BLACK	CART.	10	0	0	0	10	940.50
4232 INK, UNIVERSAL COLOR (BLACK)	LTR.	0	0	1	0	1	1,201.75
80 INK,STYLUS T10 73/73N - BLACK	CART.	10	10	10	5	35	647.75
3393 TONER CART.,C7115A, ORIGINAL	CART.	2	2	1	0	5	3,364.90
165 TONER, LASERJET CB436A	CART.	2	2	2	0	6	4,146.04
166 TONER, LASERJET Q2612A	CART.	55	12	3	4	74	3,759.07
5876 TONER,LASERJET CE278A FOR PRINTER 1566	PC.	6	5	3	1	15	4,206.13
6161 TONER,LASERJET CE285A	CART.	8	0	0	0	8	4,180.00
6052 USB 16GB	PC	37	2	2	0	41	1,442.10
2291 USB 8 GB	PC.	12	5	12	0	29	1,442.10
8409 USB 8 GB	PC.	12	1	0	0	13	600.00
4223 USB, 4 GB.	PC.	20	0	0	0	20	600.88
4167 FLUORESCENT BALLAST 40W	PC.	0	2	2	0	4	132.20
2790 FLUORESCENT TUBE 40W	PC	8	0	0	0	8	132.20
2112 TAPE, ELECTRICAL 1"	ROLL	7	2	5	0	14	30.04
6581 COTTON 400GM	ROLL	20	20	20	0	60	180.27

I T E M Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL	
			Jan   Feb   Mar	Apr   May   Jun	Jul   Aug   Sep	Oct   Nov   Dec		
7980	FACEMASK (EARLOOP) 50'S	BOX	41	10	5	5	61	177.10
1134	ALCOHOL 70% ISOPROPHYL 500ML	BOT.	330	204	118	48	700	90.13
6539	COTTON	ROLL	15	0	0	0	15	176.00
5680	DOCUMENT KEEPER, W/ COVER,SLIM, LONG,FILEMAKER PRO	PC.	14	13	10	10	47	376.39
3608	DOCUMENTARY BOX (5" X 10 1/2" X 15 3/4") COVERED W	PC.	10	5	5	5	25	144.21
942	ETHYL ALCOHOL 70%, 500ML ( CASINO)	BOT	184	173	109	59	525	78.11
313	SANITIZER, INSTANT 100ML	PC	190	129	97	33	449	82.92
4819	TIE BOX BIG	PC.	0	10	0	0	10	117.78
6613	ADHESIVE BOND 3 GMS.	TUBE	12	12	10	10	44	239.76
3506	DETERGENT BAR	BAR	256	55	54	54	419	23.01
251	DETERGENT, POWDER (BIG) 1KL W/ BLEACH PREF ARIEL	BOX	43	2	3	2	50	109.19

2346 DOORMAT ABACA MADE, STANDARD SIZE	PC.	19	15	15	15	64	193.48
5834 DUST PAN W/ HANDLE LARGE PLAIN SHEET	PC.	4	1	1	1	7	132.20
7940 DUST PAN, PLASTIC W/ HANDLE, LARGE	PC.	10	6	6	0	22	77.00
273 LYSOL, PINESCENT	GAL	10	5	6	0	21	1,796.62
278 MOP HANDLE, STEEL	PC	3	0	1	1	5	180.27
282 MOP HEAD, COTTON 500G	PC	29	11	6	1	47	121.62
2559 MOPHEAD ALL COTTON, TWISTED 400 GRAMS	PC.	42	41	40	20	143	134.60
2182 RUG ( ASSORTED COLOR & SIZES)	PC.	30	10	30	0	70	120.18
4020 TWINE PLASTIC, ONE KILO PER ROLL	ROLL	10	0	10	0	20	60.27
3421 BALLAST 40 WATTS, 220V	PC.	12	0	0	0	12	103.36
4237 FLOURESCENT TUBE 20 W, 220V	PC.	40	2	10	2	54	102.15
3457 STARTER 4-40W, FOR FLOU TUBE	PC.	30	4	0	4	38	30.04
7564 PAPER CLAMP, SMALL	PC	0	24	0	0	24	110.00
3549 INSECTICIDE, AEROSOL TYPE, 500ML./CAN	CAN	3	0	0	0	3	179.48

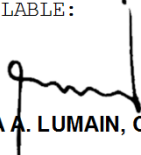
GRAND TOTAL:

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.


PREPARED BY:

  
**SAMSON J. SANCHEZ, MPA, CSEE**  
 Provincial General Services Officer/BAC Chairman

CERTIFIED FUNDS AVAILABLE:

  
**NORMA A. LUMAIN, CPA, MPA**  
 Prov'l. Budget Officer/OIC-Prov'l. Administrator

APPROVED:

  
**RODOLFO P. DELA CRUZ**  
 Governor

DATE PREPARED: \_\_\_\_\_

**:SEE**  
**fficer**

TOTAL AMOUNT

7,040.00  
12,300.00  
4,146.21  
23,760.00  
24,804.12  
108,781.20  
70,182.20  
35,621.20  
1,589.50

41,978.75

TOTAL AMOUNT

34,365.76

739.20

5,293.75

7,211.00

4,326.60

4,224.00

588.98

9,941.44

18,562.50

19,087.76

3,768.27

3,461.28

3,080.00

2,452.08

11,536.80

3,203.20

3,196.55

880.00

27,500.00

9,240.00

42.06

13,435.78

25,093.12

5,804.40

700.00

302,242.64

147,879.35

5,894.72

8,172.80  
20,593.44

TOTAL AMOUNT

45,210.12  
3,926.56  
1,194.12  
95.08  
16,343.80  
10,815.80  
22,833.44  
1,045.00  
2,145.00  
2,640.00  
3,605.25  
721.06  
89,397.00  
5,544.00  
15,574.68  
270.39  
209.13  
990.00  
3,300.64  
971.67  
862.16  
505.20  
109.46  
530.46  
25.26  
210.50  
109.46

9,969.30  
17,551.53  
1,703.00

TOTAL AMOUNT

1,328.95  
41,712.84  
24,298.75  
1,442.10  
34,911.50  
71,677.32  
30,654.00  
55.28  
3,999.02  
336.60  
2,487.68  
778.80  
8,412.50  
3,244.86  
57.68  
153.76  
622.71  
8,508.39  
7,660.20  
1,682.45  
360.53  
2,348.50  
757.26  
1,057.76  
18,851.10  
32,956.00



27,396.48

2,703.60

454.30

829.20

TOTAL AMOUNT

216.36

1,382.02

4,554.00

23,903.19

624.84

643.50

112.98

1,760.00

1,188.00

2,592.90

539.00

2,612.50

28,710.00

12,595.00

14,256.00

624.92

4,437.29

693.00

1,387.98

212.94

2,598.16

3,483.20

5,201.91

1,498.88

7,205.56

26,015.52  
2,410.00  
1,571.90  
1,615.04  
6,309.24

TOTAL AMOUNT

542.25  
7,946.40  
3,509.48  
276.06  
180.30  
2,750.00  
1,815.00  
1,802.70  
8,949.06  
2,018.94  
201.90  
390.57  
1,540.00  
3,911.58  
653.84  
229.23  
3,605.28  
23,903.19  
470.00  
20,187.33  
8,203.18  
4,558.40  
2,904.00  
25,924.42

5,673.44  
2,331.88  
540.79  
1,617.60  
4,351.24  
528.80

TOTAL AMOUNT

1,185.60  
202.02  
11,842.88  
4,146.21  
2,509.20  
1,127.48  
940.00  
1,764.40  
2,860.00  
403.76  
36,481.50  
26,258.00  
4,955.50  
7,450.85  
3,080.00  
882.45  
1,442.12  
360.53  
721.05  
9,193.60  
1,197.55  
1,009.54  
497.40

2,169.76  
936.10  
118,973.25  
612.90  
48,906.00  
160,149.00  
201,258.20

TOTAL AMOUNT

77,863.50  
9,509.50  
36,679.50  
6,930.00  
6,930.00  
12,978.90  
13,075.04  
64,350.00  
112,911.12  
15,730.00  
7,210.52  
7,210.50  
102,738.51  
1,346.08  
8,412.30  
12,421.44  
2,200.00  
4,070.00  
2,035.00  
2,035.00  
1,890.54  
420.12

34,188.00  
22,176.00  
21,252.00  
21,714.00  
794.20  
2,758.80  
2,169.44  
9,240.00

TOTAL AMOUNT

8,085.00  
3,190.00  
8,768.79  
660.00  
35,268.78  
5,708.36  
180.27  
442.05  
10,393.24  
4,268.00  
1,081.50  
310.40  
77.60  
1,467.40  
3,786.00  
2,279.20  
11,356.40  
1,881.00  
4,950.00  
3,492.50  
2,387.00

1,622.40  
2,941.68  
3,366.00  
4,872.00  
2,343.90  
2,111.40  
90.13  
2,990.64  
5,407.80

TOTAL AMOUNT

3,605.20  
10,060.96  
62.49  
2,508.40  
1,177.96  
23,121.28  
119,548.00  
52,448.00  
4,303.16  
4,651.74  
600.88  
4,815.36  
2,442.96  
4,778.88  
19,228.00  
7,498.88  
6,435.52  
484.00  
24,420.00  
4,230.40

13,352.92  
995.05  
4,215.15  
1,409.70  
1,640.38  
937.36  
5,168.90  
66,998.12  
50,749.08  
542,093.75

TOTAL AMOUNT

71,169.28  
220,764.16  
898.30  
714.60  
21,871.92  
1,730.88  
2,523.36  
4,579.62  
1,010.24  
2,123.52  
1,907.18  
851.32  
547.20  
10,464.30  
6,278.58  
12,789.70  
3,488.10  
18,171.00  
165,770.44

105,875.00  
28,122.12  
3,605.30  
648.96  
4,280.76  
4,643.52  
284.88  
42,845.00  
12,185.16  
5,893.80  
2,523.78

TOTAL AMOUNT

2,459.60  
3,483.00  
1,390.48  
1,320.00  
4,810.52  
18,603.09  
3,941.74  
10,948.08  
4,188.47  
576.84  
8,680.53  
11,850.30  
3,540.46  
1,401.40  
18,892.50  
9,185.00  
3,822.50  
12,375.00



68,973.98  
7,499.44  
432.66  
3,004.50  
15,226.56  
1,216.41  
883.26  
1,321.76  
6,053.98  
1,309.00  
3,701.72  
2,884.32

TOTAL AMOUNT

6,128.94  
2,992.00  
4,075.50  
630.90  
1,425.20  
721.06  
5,409.00  
6,600.00  
7,138.89  
2,904.00  
1,884.48  
309.98  
799.14  
15,180.00  
16,698.00  
9,755.90  
6,956.10

9,240.00  
16,940.00  
2,879.80  
1,112.16  
1,760.00  
752.55  
5,174.00  
18,834.26  
1,127.80  
120.18  
386.70  
377.40  
9,342.32

TOTAL AMOUNT

5,174.40  
3,955.50  
31,703.45  
571.50  
2,277.00  
3,653.32  
360.60  
1,490.16  
6,061.00  
420.56  
144.24  
419.86  
69.65  
6,288.10  
207.40  
5,535.20

480.64  
300.45  
3,461.12  
7,978.50  
7,210.50  
3,144.70  
1,320.00  
540.50  
1,655.50  
1,672.00  
273.68  
8,580.00  
4,950.00  
602.50

TOTAL AMOUNT

2,271.36  
3,905.72  
967.38  
3,850.00  
995.04  
8,292.19  
8,366.25  
7,210.56  
28,241.36  
7,306.64  
8,292.12  
15,235.00  
8,096.00  
12,619.50  
1,913.73

1,589.50  
450.60  
5,379.00  
1,994.74  
4,693.50  
5,625.36  
9,518.04  
1,967.35  
2,211.00  
951.83  
2,337.50  
600.90  
192.50  
3,785.67  
2,915.00

TOTAL AMOUNT

7,085.92  
10,649.72  
1,730.88  
480.80  
764.82  
1,382.00  
58.03  
16.58  
1,682.45  
29,142.68  
8,695.50  
15,972.00  
48,620.00  
3,605.28

18,026.25  
47,729.28  
321,228.18  
43,120.00  
32,239.62  
47,610.42  
37,065.60  
673.04  
1,694.00  
1,922.80  
900.94  
32,665.83  
4,802.60  
519.20  
703.02  
1,466.48

TOTAL AMOUNT

1,346.24  
1,108.80  
15,141.84  
23,232.00  
4,064.00  
3,427.98  
21,690.72  
775.20  
1,201.86  
19,140.00  
10,060.74  
3,379.20  
3,287.97

4,615.68  
1,225.80  
372.54  
841.12  
198.30  
5,742.00  
21,632.40  
3,960.00  
6,437.20  
51,976.12  
1,874.86  
13,750.00  
4,759.26  
1,760.00  
6,633.75  
14,006.35  
2,214.36

TOTAL AMOUNT

1,584.00  
1,442.16  
165.14  
48,400.00  
39,216.10  
16,555.00  
10,527.33  
9,031.36  
7,907.75  
1,277.08  
17,413.20  
43,560.00

41,881.09  
6,583.50  
9,405.00  
1,201.75  
22,671.25  
16,824.50  
24,876.24  
278,171.18  
63,091.95  
33,440.00  
59,126.10  
41,820.90  
7,800.00  
12,017.60  
528.80  
1,057.60  
420.56  
10,816.20

TOTAL AMOUNT

10,803.10  
63,091.00  
2,640.00  
17,690.33  
3,605.25  
41,007.75  
37,231.08  
1,177.80  
10,549.44  
9,641.19  
5,459.50

12,382.72  
925.40  
1,694.00  
37,729.02  
901.35  
5,716.14  
19,247.80  
8,412.60  
1,205.40  
1,240.32  
5,516.10  
1,141.52  
2,640.00  
538.44

**7,847,444.83**



ROSARIO