

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

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - c. Zamboanga - **Zamboanga**
 - d. Surigao Del Norte - **Surigao Del Norte**
 - e. Camiguin - **Camiguin**
3. 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.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. 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 and email at app@procurementservice.org
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2013 must be submitted on or before November 15, 2012.
8. Rename your APP file in the following format- APP2013-Sector(NGA/GOCC/GFI/Constitutional Office/Other Executive Offices(OEOs)/SUC/LGU)-Name of Agency-Region (e.g. APP2012-NGA-DBM-PS-Central Office)
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office : DEPARTMENT OF LABOR AND EMPLOYMENT

Region : REGIONAL OFFICE NO. VII

Address : 3rd & 4th Floors, DOLE-7 Building, General Maxilom Ave., Corner Gorordo Ave., Cebu City

Contact Person : EUNOCO E. ARELLANO, CPA

Position : CHIEF, ADMINISTRATIVE OFFICER

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Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (06.30.2012)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
1. BALLAST, 18 watts	piece	1	1	1	1	1	1	1	1	1	1	1	1	1	12	77.43	929.12
2. BALLAST, 36 watts	piece	1	1	1	1	1	1	1	1	1	1	1	1	1	12	73.11	877.34
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	13	2	7	2	13	3	12	3	7	2	13	2	79	38.22	3,019.38	
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	12	6	6	7	12	6	13	6	7	6	13	6	100	16.37	1,636.95	
5. BATTERY, size D, alkaline, 2 pcs./packet	packet	6				6		6				6		24	75.95	1,822.72	
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set													0	343.98	-	
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set													0	436.80	-	
8. FLUORESCENT LAMP, tubular, 18 watts	piece	1	1	1	1	1	1	1	1	1	1	1	1	12	35.98	431.80	
9. FLUORESCENT LAMP, tubular, 36 watts	piece	3	3	3	3	3	3	3	3	3	3	3	3	36	38.17	1,374.03	
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece													0	108.98	-	
11. FUSE, 30 amperes	piece													0	10.87	-	
12. FUSE, 60 amperes	piece													0	26.75	-	
13. STARTER, 4-40 watts	piece	24												24	4.10	98.28	
14. TAPE, electrical	roll	10	1	2	1	1	1	3	2	1	1	1	1	25	19.11	477.75	
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box													0	534.35	-	
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box													0	793.39	-	
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box													0	589.24	-	
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box													0	915.37	-	
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box													0	485.39	-	
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box													0	751.30	-	
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box													0	341.03	-	
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box													0	555.39	-	

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9. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	16	16	15	16	15	16	15	16	15	16	15	16	187	10.92	2,042.04
10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	46	6	6	21	6	5	21	6	5	22	6	6	156	19.09	2,977.88
11. COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure	piece	7	2	1	2	2	1	1	1	2	1	1	1	22	55.69	1,225.22
12. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	61	20	21	35	21	20	36	20	21	36	20	21	332	14.72	4,887.37
13. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	45	6	5	21	5	6	20	6	5	21	5	5	150	23.46	3,518.55
14. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	1												1	390.94	390.94
15. INK CARTRIDGE, HP 51645A (HP 45), black, for HP Deskjet 710c, 720c, 820cxi, 830c, 850c, 870cxi, 880c, 890c, 895cxi, 930c, 950c, 960c, 970cxi, 990cxi, 1000cxi, 1120c, 1125c, 1180c, 1220c, 1600c, 1600cm, 6122, 9300, HP Officejet G55, G85, G95, K60, K80, r45, r65, t45, t65 All-in-One HP Officejet Pro 1150c, 1170c, 1175c All-in-One, HP Photosmart P1000, P1100, P1215, P1218	cart													0	1,277.70	-
16. INK CARTRIDGE, HP C6615DA (HP 15), black, for HP Deskjet 810c, 840c, 845c, 920c, 948c, 3820, HP Officejet 5110, v40 All-in-One, HP PSC 500, 750, 950 All-in-One	cart	1	1		1		1	1			1			6	1,207.02	7,242.10
17. INK CARTRIDGE, HP C1823DA (HP 23), tricolor, for HP Deskjet 710c, 720c, 810c, 830c, 880c, 890c, 895cxi, 1120c, 1125c HP Officejet Pro 1170c, 1175c, r45, r65, t45, t65 All-in-One HP PSC 500 All-in-One	cart													0	1,563.66	-
18. INK CARTRIDGE, HP C6625A (HP 17), tricolor, for HP Deskjet 840c, 845c	cart	1		1				2		1				5	1,313.05	6,565.23
19. INK CARTRIDGE, HP C6578A/D (HP 78), tricolor, for HP Deskjet 920c, 930c, 948c, 950c, 960c, 970cxi, 990cxi, 1180c, 1220c, 3820, 6122, 9300 HP Officejet 5110, G55, G85, G95, K60, K80, v40 All-in-One, HP PSC 750, 950 All-in-One, HP Photosmart P1000, P1100, P1215, P1218	cart													0	1,420.15	-
20. INK CARTRIDGE, HP C6614D (HP 20), black, 28mL, for HP Deskjet 610c, 630c, 640c, 656c	cart													0	1,340.89	-

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21. INK CARTRIDGE, HP C4844A (HP 10), black, 69mL, for HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2000 printer series, 2230+, 2280+ printer series, 2300+ printer series, 2500 printer series, 2600+ printer series, HP Colour Printer cp1700 series	cart													0	1,398.73	-
22. INK CARTRIDGE, HP C8727AA (HP 27), black, 10mL, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845 HP PSC 1110, 1210, 1315 All-in-One	cart													0	780.76	-
23. INK CARTRIDGE, HP C8728AA (HP 28), tri-color, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845, HP Officejet 4110, 4255 All-in-One, HP PSC 1110, 1210, 1315 All-in-	cart													0	916.78	-
24. INK CARTRIDGE, HP C6656AA (HP 56), black, for HP Deskjet 840c, 845c	cart	1			1			1						3	851.45	2,554.34
25. INK CARTRIDGE, HP C6657AA (HP 57), tri-color, for HP Deskjet 450 printer series, 5160, 5550, 5650, 5652, 9650, 9680 HP Officejet 4110, 4255, 5510, 6110 All-in-One, HP PSC 1110, 1210, 1315, 1350, 2110, 2210, 2310 All-in-One, HP PSC 2410, 2510, Photosmart All-in-One, HP Photosmart 7150, 7260, 7268, 7450, 7550, 7660, 7760, 7960	cart													0	1,420.15	-
26. INK CARTRIDGE, HP C9351AA (HP 21), black, for HP Deskjet 3920, 3940, HP PSC 1410, 1402	cart													0	645.81	-
27. INK CARTRIDGE, HP C9352AA (HP 22), tri-color, for HP Deskjet 3920, 3940, HP Officejet 5610, HP PSC 1410, 1402	cart													0	744.35	-
Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845, HP Officejet 4110, 4255 All-in-One, HP PSC 1110, 1210, 1315 All-in-One	cart													0	861.08	-
29. INK CARTRIDGE, HP C8766WA (HP 95), tri-color, for HP Deskjet 460, 5740, 6540, 6840, HP Officejet 7410 All-in-One HP PSC 2355 All-in-One, HP Photosmart 325, 375, 2610, 2710, 8150, 8450	cart													0	1,033.52	-
30. INK CARTRIDGE, HP C9361WA (HP 93), tri-color, for HP Deskjet D4160, 5440, HP Officejet 6310 All-in-One, HP PSC 1510 All-in-One, HP Photosmart 7830, C3180, C4180 All-in-One	cart													0	826.81	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
Deskjet 5440, HP Officejet 6310 All-in-One, HP PSC 1510 All-in-One HP Photosmart 7830, C3180 All-in-One	cart													0	617.97	-
32. INK CARTRIDGE, HP CB314A (HP 900), black, for HP Deskjet 900, 910, 915	cart													0	268.82	-
33. INK CARTRIDGE, HP CB315A (HP 900), tri-color, for HP Deskjet 900, 910, 915	cart													0	345.93	-
34. INK CARTRIDGE, HP C4814AA (HP13), black, 28 ml, for HP Officejet Pro K850, HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart													0	1,030.30	-
34. INK CARTRIDGE, HP C4815A (HP 13), cyan, for HP Officejet Pro K850, HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart													0	1,030.30	-
35. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml, for HP Officejet Pro K850 HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart													0	1,030.30	-
36. INK CARTRIDGE, HP C4817A (HP 13), yellow, 14 ml, HP Officejet Pro K850, HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart													0	1,030.30	-
37. INK CARTRIDGE, HP C4836A (HP 11), cyan 28 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100 printer series, 1200 printer series, 2230, 2280 printer series, 2300 printer series, 2600 printer series HP Colour Printer cp1700 series	cart													0	1,398.73	-
38. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml, for HP Officejet 9110, 9120, 9130 All-in-One HP Business Inkjet 1100 printer series, 1200 printer series, 2230, 2280 printer series, 2300 printer series, 2600 printer series HP Colour Printer cp1700 series	cart													0	1,398.73	-

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39. INK CARTRIDGE, HP C483A (HP 11) , yellow 28 ml, for HP Officejet 9110, 9120, 9130 All-in-One HP Business Inkjet 1100 printer series, 1200 printer series, 2230, 2280 printer series, 2300 printer series, 2600 printer series HP Colour Printer cp1700 series	cart													0	1,398.73	-
40. INK CARTRIDGE, HP C4902AA (HP940), black, for HP Officejet Pro 8000, 8500	cart													0	1,021.73	-
41. INK CARTRIDGE, HP C4906AA (HP 940XL), black, HP Officejet Pro 8000, 8500	cart													0	1,413.72	-
42. INK CARTRIDGE, HPC4907AA (HP 940XL), cyan, for HP Officejet Pro 8000, 8500	cart													0	1,021.73	-
43. INK CARTRIDGE, HP C4908AA (HP 940XL), magenta, for HP Officejet Pro 8000, 8500	cart													0	1,021.73	-
44. INK CARTRIDGE, HP C4909AA (HP 940XL), yellow, for HP Officejet Pro 8000, 8500	cart													0	1,021.73	-
45. INK CARTRIDGE, HP C4936A (HP 18) , black, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	cart													0	850.37	-
46. INK CARTRIDGE, HP C4937A (HP 18) , cyan, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	cart													0	637.25	-
47. INK CARTRIDGE, HP C4938A (HP 18) , magenta, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	cart													0	637.25	-
48. INK CARTRIDGE, HP C4939A (HP18) , yellow, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	cart													0	637.25	-
49. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230 HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart													0	771.18	-
Deskjet 5740, 6540, 6840, 9800, 9860, 9808, HP Photosmart 8030, 8150, 8450, 875, HP Officejet K7100, 7210, 7410 All-in-One	cart													0	1,291.63	-

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51. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart													0	413.41	-
52. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart													0	413.41	-
53. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart													0	413.41	-
54. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart													0	413.41	-
55. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart													0	413.41	-
HP Deskjet 5740, 6540, 6840, 9800, 9860, 9808, HP Photosmart 2575, 2610, 2710 All-in-On, HP PSC 1610, 2355 All-in-One	cart													0	1,434.07	-
57. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml, HP Deskjet D4160, HP Photosmart D5160, 8030, HP Photosmart C4180, 2575 All-in-One	cart													0	716.50	-
58. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml, for HP Officejet Pro K550, K550dtn, K5400dn, K5400dtn, K8600, 600dn, HP Officejet Pro L7580, L7590 All-in-One	cart													0	1,021.73	-
59. INK CARTRIDGE, HP C9392A(HP 88XL), magenta 17 ml, for HP Officejet Pro K550, K550dtn, K5400dn, K5400dtn, K8600, 600dn, HP Officejet Pro L7580, L7590 All-in-One	cart													0	1,021.73	-
60. INK CARTRIDGE, HP C9393A(HP 88XL), yellow 17 ml, for HP Officejet Pro K550, K550dtn, K5400dn, K5400dtn, K8600, 600dn, HP Officejet Pro L7580, L7590 All-in-One	cart													0	1,021.73	-

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61. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml, for HP Officejet Pro K550, K550dtn, K5400dn, K5400dtn, K8600, 600dn, HP Officejet Pro L7580, L7590 All-in-One	cart													0	1,431.93	-
62. INK CARTRIDGE, HP CB316WA(HP 564), black, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	490.52	-
63. INK CARTRIDGE, HP CB317WA(HP 564), photo, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	410.19	-
64. INK CARTRIDGE, HP CB318WA(HP 564), cyan, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	410.19	-
65. INK CARTRIDGE, HP CB319WA(HP 564), magenta, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	410.19	-
66. INK CARTRIDGE, HP CB320WA (HP 564), yellow, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	410.19	-
67. INK CARTRIDGE, HP CB323WA(HP 564XL), cyan, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	815.03	-
68. INK CARTRIDGE, HP CB324WA(564XL), magenta, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	815.03	-
69. INK CARTRIDGE, HP CB325WA(564XL), yellow, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	815.03	-
70. INK CARTRIDGE, HP CB335WA(HP74), black , 4.5 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One	cart													0	659.74	-
71. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One	cart													0	1,293.77	-
72. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One	cart													0	758.27	-

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73. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One	cart													0	1,434.07	-
74. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart													0	617.97	-
75. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart													0	1,235.93	-
76. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart													0	742.20	-
77. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart													0	1,443.71	-
78. INK CARTRIDGE, HP CC655AA (HP 901), black officejet , 4 ml	cart													0	619.04	-
79. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml	cart													0	948.91	-
80. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml, for HP Officejet J3508, J3608, J5508 All-in-One	cart													0	1,033.52	-
81. INK CARTRIDGE, HP CD887AA (HP703), black deskjet, for HP Deskjet D730, F735 All-in-One	cart													0	338.44	-
82. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet, for HP Deskjet D730, F735 All-in-One	cart													0	338.44	-
83. INK CARTRIDGE, HP CD971AA (HP 920), black, for HP Officejet 6000, 7000	cart													0	785.04	-
84. INK CARTRIDGE, HP CD972AA (HP920XL), cyan, for HP Officejet 6000, 7000	cart													0	589.05	-
85. INK CARTRIDGE, HP CD973AA (HP920XL), magenta, for HP Officejet 6000, 7000	cart													0	589.05	-
86. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow, for HP Officejet 6000, 7000	cart													0	589.05	-
87. INK CARTRIDGE, HP CD975AA (HP920XL), black, for HP Officejet 6000, 7000	cart													0	1,178.10	-
88. INK CARTRIDGE, HP CN692AA(HP 704), black, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart	5	6	4		5	3	5		5	3	5		41	338.44	13,875.88
89. INK CARTRIDGE, HP CN693AA (HP704), tricolor, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart	3	5	2		2	2	3	2		4	1	1	25	338.44	8,460.90

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (06.30.2012)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
90. INK CARTRIDGE, Brother LC67HYBK, black	cart													0	1,627.92	-
91. INK CARTRIDGE, Brother LC67HYC, cyan	cart													0	985.32	-
92. INK CARTRIDGE, Brother LC67HYM, magenta	cart													0	985.32	-
93. INK CARTRIDGE, Brother LC67HYY, yellow	cart													0	985.32	-
94. INK CARTRIDGE, Brother LC 39BK, black	cart													0	722.93	-
95. INK CARTRIDGE, Brother LC 39Y, yellow	cart													0	476.60	-
96. INK CARTRIDGE, Brother LC 39C, cyan	cart													0	476.60	-
97. INK CARTRIDGE, Brother LC 39M, magenta	cart													0	476.60	-
98. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A	cart													0	1,033.52	-
99. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A	cart													0	1,283.06	-
100. INK CARTRIDGE, Lexmark # 17, black, PN 10N0217	cart													0	1,033.52	-
101. INK CARTRIDGE, Lexmark # 27, colored, PN 10N0227	cart													0	1,231.65	-
102. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A	cart													0	2,179.49	-
103. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A	cart													0	1,745.73	-
104. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A	cart													0	2,109.87	-
105. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX3100	cart													0	1,195.24	-
106. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/ C50/ CX3100	cart													0	1,091.35	-
107. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/ CX5100	cart													0	1,289.48	-
108. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80	cart													0	615.83	-
109. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80	cart													0	615.83	-
110. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80	cart													0	615.83	-
111. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX	cart													0	506.58	-
112. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)	cart													0	893.21	-
113. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX	cart													0	793.61	-
114. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100	cart													0	561.20	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
115. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100	cart													0	561.20	-
116. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100	cart													0	561.20	-
117. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83	cart													0	644.74	-
118. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83	cart													0	397.34	-
119. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83	cart													0	397.34	-
120. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83	cart													0	397.34	-
121. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67	cart													0	659.74	-
122. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	506.58	-
123. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	406.98	-
124. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	406.98	-
125. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	406.98	-
126. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900	cart													0	303.09	-
127. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900	cart													0	303.09	-
128. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900	cart													0	303.09	-
129. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900	cart													0	303.09	-
130. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW	cart													0	892.14	-
131. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW	cart													0	594.41	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
132. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW	cart													0	594.41	-
133. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW	cart													0	594.41	-
134. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap	cart													0	594.41	-
135. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack	cart													0	990.68	-
136. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	445.54	-
137. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	445.54	-
138. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/ CX8300/CX9300F, Pigment - 73N	cart													0	445.54	-
139. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/ CX8300/CX9300F, Pigment - 73N	cart													0	445.54	-
140. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	293.45	-
141. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	293.45	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
142. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	293.45	-
143. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	293.45	-
144. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	987.46	-
145. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	987.46	-
146. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	987.46	-
147. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	987.46	-
148. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	987.46	-
149. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	987.46	-
150. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	689.72	-
151. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	689.72	-
152. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	689.72	-
153. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	689.72	-
154. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	689.72	-
155. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	689.72	-
156. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141	cart													0	318.09	-
157. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141	cart													0	357.71	-
158. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141	cart													0	357.71	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
159. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141	cart													0	357.71	-
160. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143	cart													0	605.12	-
161. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143	cart													0	476.60	-
162. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143	cart													0	476.60	-
163. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143	cart													0	476.60	-
164. MOUSE, optical, USB conection type	piece													0	183.46	-
165. TONER CARTRIDGE, HP C4092A, black, for HP Laserjet 1100 printer series, 3200 All-in-One	cart													0	3,299.75	-
166. TONER CARTRIDGE, HP C4096A, balck, for HP Laserjet 2100, 2200 printer series	cart													0	5,512.44	-
167. TONER CARTRIDGE, HP C7115A, black, for HP Laserjet 1000, 1200 printer series, 3300 mfp printer series, 3380 All-in-	cart													0	3,382.22	-
168. TONER CARTRIDGE, HP C8543XC, high cap, black, for HP Laserjet 9000, 9040, 9050, HP Laserjet M9040, M9050 MFP series	cart													0	12,210.47	-
169. TONER CARTRIDGE, HP 92298A, black, for HP Laserjet 4, 4m, 4plus/ 4m plus, 5, 5m, 5n	cart													0	4,723.11	-
170. TONER CARTRIDGE, HP C4127X, high cap, black, for HP Laserjet 2100, 2200 printer series	cart													0	7,697.28	-
171. TONER CARTRIDGE, HP C4129X, balck, HP Laserjet 5000, 5100 printer series	cart													0	9,907.82	-
172. TONER CARTRIDGE, HP Q2613X, for HP Laserjet 1300 printer series	cart													0	4,348.26	-
173. TONER CARTRIDGE, HP Q2613A, black, for HP Laserjet 1300 printer series	cart													0	4,000.19	-
174. TONER CARTRIDGE, HP Q2612A, black, for HP Laserjet 1010, 1012, 1015, 1018, 1020, 1022, 3015, 3020, 3030, 3050, 3052, 3055, M1005, M1319f MFP Printer	cart	1		2						1				4	3,009.51	12,038.04
175. TONER CARTRIDGE, HP Q5942A, black, for HP Laserjet 4250, 4350 printer series	cart													0	6,411.01	-
176. TONER CARTRIDGE, HP Q6511A	cart													0	5,331.44	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
177. TONER CARTRIDGE, HP Q7516AC, black	cart													0	8,040.00	-
178. TONER CARTRIDGE, HP Q7551A, black, for HP Laserjet P3005, M3027, M3035 MFP Printer Series	cart													0	5,718.07	-
179. TONER CARTRIDGE, HP Q1338A, black, for HP Laserjet 4200 printer series	cart													0	6,594.15	-
180. TONER CARTRIDGE, HP Q3960A, black, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One	cart													0	3,641.40	-
181. TONER CARTRIDGE, HP Q3961A, cyan, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One	cart													0	4,396.46	-
182. TONER CARTRIDGE, HP Q3962A, yellow, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One	cart													0	4,396.46	-
183. TONER CARTRIDGE, HP Q3963A, magenta, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One	cart													0	4,396.46	-
184. TONER CARTRIDGE, HP Q3971A, cyan, for HP Color LaserJet 2550 Printer Series, HP Color LaserJet 2820, 2840 All-in-One	cart													0	3,305.11	-
185. TONER CARTRIDGE, HP Q3972A, yellow, for HP Color LaserJet 2550 Printer Series, HP Color LaserJet 2820, 2840 All-in-One	cart													0	3,305.11	-
186. TONER CARTRIDGE, HP Q3973A, magenta, for HP Color LaserJet 2550 Printer Series, HP Color LaserJet 2820, 2840 All-in-One	cart													0	3,305.11	-
187. TONER CARTRIDGE, HP Q5949A, black, for HP Laserjet 1160, 1320 printer series, 3390, 3392 All-in-One	cart													0	3,636.05	-
188. TONER CARTRIDGE, HP Q5950A, black, for HP Color LaserJet 4700 Printer Series	cart													0	7,871.85	-
189. TONER CARTRIDGE, HP Q5951A, cyan, for HP Color LaserJet 4700 Printer Series	cart													0	11,168.39	-
190. TONER CARTRIDGE, HP Q5952A, yellow, for HP Color LaserJet 4700 Printer Series	cart													0	11,168.39	-
191. TONER CARTRIDGE, HP Q5953A, magenta, for HP Color LaserJet 4700 Printer Series	cart													0	11,168.39	-
192. TONER CARTRIDGE, HP Q7553A, black, for HP Laserjet P3005, M3027, M3035 MFP Printer Series	cart													0	3,466.83	-
193. TONER CARTRIDGE, HP C3906F, black, for HP Laserjet 5L printer series, 6L printer series, 3100 All-in-One, 3150 All-in-One	cart													0	3,216.21	-

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194. TONER CARTRIDGE, HP CB380A, black, for HP Color LaserJet CP6015 printer series	cart													0	9,015.68	
195. TONER CARTRIDGE, HP CB381A, cyan, for HP Color LaserJet CP6015 printer series	cart													0	14,094.36	
196. TONER CARTRIDGE, HP CB382A, yellow, for HP Color LaserJet CP6015 printer series	cart													0	14,094.36	
197. TONER CARTRIDGE, HP CB383A, magenta, for HP Color LaserJet CP6015 printer series	cart													0	14,094.36	
198. TONER CARTRIDGE, HP CB390A, black, for HP Color LaserJet CM6030/CM6040 MFP	cart													0	2,921.69	
199. TONER CARTRIDGE, HP CB435A, black, for HP Laserjet P1005, P1006 printer series	cart	3	3	3		1	3	3		1	1			18	2,616.45	47,096.15
200. TONER CARTRIDGE, HP CB436A, black, for HP Laserjet P1505 printer series	cart	2		2	1			2				1		8	3,070.56	24,564.46
201. TONER CARTRIDGE, HP CB540A, black, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart													0	3,030.93	-
202. TONER CARTRIDGE, HP CB541A, cyan, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart													0	2,784.60	-
203. TONER CARTRIDGE, HP CB542A, yellow, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart													0	2,784.60	-
204. TONER CARTRIDGE, HP CB543A, magenta, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart													0	2,784.60	-
205. TONER CARTRIDGE, HP CC364A, black, for HP LaserJet P4014, P4015, P4515 printer series	cart													0	6,640.20	-
206. TONER CARTRIDGE, HP CC364XC, high cap, black, for HP LaserJet P4015, P4515 printer series	cart													0	12,177.27	-
207. TONER CARTRIDGE, HP CC530A, black, for HP Color LaserJet CP2025 printer series	cart													0	5,317.52	-
208. TONER CARTRIDGE, HP CC531A, cyan, for HP Color LaserJet CP2025 printer series	cart													0	4,987.65	-
209. TONER CARTRIDGE, HP CC532A, yellow, for HP Color LaserJet CP2025 printer series	cart													0	4,987.65	-
210. TONER CARTRIDGE, HP CC533A, magenta, for HP Color LaserJet CP2025 printer series	cart													0	4,890.00	-

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211. TONER CARTRIDGE, HP CE250A, black, for HP Color LaserJet CP3520 printer series	cart													0	5,516.72	-
212. TONER CARTRIDGE, HP CE251A, cyan, for HP Color LaserJet CP3520 printer series	cart													0	10,866.37	-
213. TONER CARTRIDGE, HP CE252A, yellow, for HP Color LaserJet CP3520 printer series	cart													0	10,866.37	-
214. TONER CARTRIDGE, HP CE253A, magenta, for HP Color LaserJet CP3520 printer series	cart													0	10,866.37	-
215. TONER CARTRIDGE, HP CE255A, black, for HP LaserJet P3010 printer series	cart													0	6,544.88	-
216. TONER CARTRIDGE, HP CE255X, black, for HP LaserJet P3010 printer series	cart													0	9,250.23	-
217. TONER CARTRIDGE, HP CE260A, black, for HP Color LaserJet Enterprise CP4020 Printer Series	cart													0	6,465.63	-
218. TONER CARTRIDGE, HP CE261A, cyan, for HP Color LaserJet Enterprise CP4020 Printer Series	cart													0	11,744.59	-
219. TONER CARTRIDGE, HP CE262A, yellow, for HP Color LaserJet Enterprise CP4020 Printer Series	cart													0	11,744.59	-
220. TONER CARTRIDGE, HP CE263A, magenta, for HP Color LaserJet Enterprise CP4020 Printer Series	cart													0	11,744.59	-
221. TONER CARTRIDGE, HP CE270A, black, for HP Color LaserJet Enterprise CP5520 Printer Series	cart													0	10,412.26	-
222. TONER CARTRIDGE, HP CE271A, cyan, for HP Color LaserJet Enterprise CP5520 Printer Series	cart													0	16,979.63	-
223. TONER CARTRIDGE, HP CE272A, yellow, for HP Color LaserJet Enterprise CP5520 Printer Series	cart													0	16,979.63	-
224. TONER CARTRIDGE, HP CE273A, magenta, for HP Color LaserJet Enterprise CP5520 Printer Series	cart													0	16,979.63	-
225. TONER CARTRIDGE, HP CE278A, black, for HP LaserJet P1566, P1606dn, M1536dnf printer	cart													0	3,161.59	-
226. TONER CARTRIDGE, HP CE285A, black, for HP LaserJet P1102, P1102w, printer	cart	1	2					2	1					6	2,787.81	16,726.88
227. TONER CARTRIDGE, HP CE310A, black, for HP Color LaserJet Pro CP1020 Printer Series	cart													0	2,319.79	-
228. TONER CARTRIDGE, HP CE311A, cyan, for HP Color LaserJet Pro CP1020 Printer Series	cart													0	2,506.14	-
229. TONER CARTRIDGE, HP CE312A, yellow, for HP Color LaserJet Pro CP1020 Printer Series	cart													0	2,506.14	-

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230. TONER CARTRIDGE, HP CE313A, magenta, for HP Color LaserJet Pro CP1020 Printer Series	cart													0	2,506.14	-
231. TONER CARTRIDGE, HP CE320A, black, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart													0	2,979.52	-
232. TONER CARTRIDGE, HP CE321A, cyan, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart													0	2,828.51	-
233. TONER CARTRIDGE, HP CE322A, yellow, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart													0	2,828.51	-
234. TONER CARTRIDGE, HP CE323A, magenta, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart													0	2,828.51	-
235. TONER CARTRIDGE, HP CE390A, black, for HP Laserjet Enterprise 600, M601, 600, M602, 600, M603, M4555 MFP Series	cart													0	7,497.00	-
236. TONER CARTRIDGE, HP CE390X, high cap, black, for HP Laserjet Enterprise 600, M601, 600, M602, 600, M603, M4555 MFP Series	cart													0	12,517.85	-
237. TONER CARTRIDGE, HP CE400A, black, for HP Laserjet Enterprise 500 Color M551 Series	cart													0	6,792.28	-
238. TONER CARTRIDGE, HP CE401A, cyan, for HP Laserjet Enterprise 500 Color M551 Series	cart													0	9,943.16	-
239. TONER CARTRIDGE, HP CE402A, yellow, for HP Laserjet Enterprise 500 Color M551 Series	cart													0	9,943.16	-
240. TONER CARTRIDGE, HP CE403A, magenta, for HP Laserjet Enterprise 500 Color M551 Series	cart													0	9,943.16	-
241. TONER CARTRIDGE, HP CE505A, black, for HP LaserJet P2035, P2055 printer series	cart													0	3,769.92	-
242. TONER CARTRIDGE, HP CE505XC, high cap, black, for HP LaserJet P2055 printer series	cart													0	6,921.87	-
243. TONER CARTRIDGE, HP CE740A, black, for HP Color Laserjet Professional CP5220, Printer Series	cart													0	6,375.66	-
244. TONER CARTRIDGE, HP CE741A, cyan, for HP Color Laserjet Professional CP5220, Printer Series	cart													0	11,308.69	-

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245. TONER CARTRIDGE, HP CE742A, yellow, for HP Color Laserjet Professional CP5220, Printer Series	cart													0	11,308.69	-
246. TONER CARTRIDGE, HP CE743A, magenta, for HP Color Laserjet Professional CP5220, Printer Series	cart													0	11,308.69	-
247. TONER CARTRIDGE, HP Q1339A, black, HP Laserjet 4300 printer series	cart													0	9,015.68	-
248. TONER CARTRIDGE, HP Q6000A, black, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart													0	3,270.83	-
249. TONER CARTRIDGE, HP Q6001A, cyan, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart													0	3,565.36	-
250. TONER CARTRIDGE, HP Q6002A, yellow, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart													0	3,565.36	-
251. TONER CARTRIDGE, HP Q6003A, magenta, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart													0	3,565.36	-
252. TONER CARTRIDGE, HP Q6460A, black, for HP Color LaserJet 4730MFP, CM4730 Printer Series	cart													0	6,223.58	-
253. TONER CARTRIDGE, HP Q6461A, cyan, for HP Color LaserJet 4730MFP, CM4730 Printer Series	cart													0	13,388.57	-
254. TONER CARTRIDGE, HP Q6462A, yellow, for HP Color LaserJet 4730MFP, CM4730 Printer Series	cart													0	13,388.57	-
255. TONER CARTRIDGE, HP Q6463A, magenta, for HP Color LaserJet 4730MFP, CM4730 Printer Series	cart													0	13,388.57	-
256. TONER CARTRIDGE, HP Q6470A, black, for HP Color LaserJet 3600 Printer Series	cart													0	5,691.29	-
257. TONER CARTRIDGE, HP Q6471A, cyan, for HP Color LaserJet 3600 Printer Series	cart													0	5,659.16	-
258. TONER CARTRIDGE, HP Q6472A, yellow, for HP Color LaserJet 3600 Printer Series	cart													0	5,659.16	-
259. TONER CARTRIDGE, HP Q6473A, magenta, for HP Color LaserJet 3600 Printer Series	cart													0	5,659.16	-
280. TONER CARTRIDGE, HP Q7570A, black, HP Laserjet M5025, M5035 MFP Printer Series	cart													0	7,636.23	-

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281. TONER CARTRIDGE, HP Q7581A, cyan, for HP Color LaserJet 3800, CP3505 Printer Series	cart													0	7,326.71	-
282. TONER CARTRIDGE, HP Q7582A, yellow, for HP Color LaserJet 3800, CP3505 Printer Series	cart													0	7,326.71	-
283. TONER CARTRIDGE, HP Q7583A, magenta, for HP Color LaserJet 3800, CP3505 Printer Series	cart													0	7,326.71	-
284. TONER CARTRIDGE, Brother TN-155BK, black	cart													0	4,433.94	-
285. TONER CARTRIDGE, Brother TN-155M, magenta	cart													0	5,944.05	-
286. TONER CARTRIDGE, Brother TN-155Y, yellow	cart													0	5,944.05	-
287. TONER CARTRIDGE, Brother TN-155C, cyan	cart													0	5,944.05	-
288. TONER CARTRIDGE, Brother TN-2025	cart													0	2,929.19	-
289. TONER CARTRIDGE, Brother TN-2130	cart													0	1,917.09	-
290. TONER CARTRIDGE, Brother TN-2150	cart													0	2,945.25	-
291. TONER CARTRIDGE, Brother TN3060	cart													0	4,787.37	-
292. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN	cart													0	3,652.11	-
293. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart													0	4,852.70	-
294. TONER CARTRIDGE, Lexmark 1382920	cart													0	14,908.32	-
295. TONER CARTRIDGE, Lexmark X340A11G	cart													0	6,265.35	-
296. TONER CARTRIDGE, Lexmark E360H11P	cart													0	12,365.77	-
297. TONER CARTRIDGE, Lexmark E450A11P	cart													0	7,018.26	-
298. TONER CARTRIDGE, Lexmark T650A11P	cart													0	9,917.46	-
299. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500	cart													0	3,267.62	-
300. TONER CARTRIDGE, Developer, Epson C13SO50010, for printer EPL-5700L/5800	cart													0	5,350.72	-
301. TONER CARTRIDGE, Developer, Epson C13SO50087, for printer EPL-5900/5900L	cart													0	5,454.60	-
302. TONER CARTRIDGE, Developer, Epson C13SO50166, 6K, for printer EPL-6200	cart													0	5,305.73	-
303. TONER CARTRIDGE, Developer, Epson C13SO50167, 3K, for printer EPL-6200/6200L	cart													0	3,372.58	-

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304. TONER CARTRIDGE,Epson C13S050440, Std Cap, for printer AL-M2010D/DN	cart													0	5,850.87	-
305. TONER CARTRIDGE, Developer, Epson C13S050520, 1.8K, for printer AL-M1200	cart													0	3,719.58	-
306. TONER CARTRIDGE, Developer, Epson C13S050521, 3.2K, for printer AL-M1200	cart													0	5,503.87	-
307. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545	cart													0	9,103.50	-
308. TONER CARTRIDGE, Samsung Part No. MLD3050B for printer ML-D3050 / ML-D3051	cart													0	6,854.40	-
309. TONER CARTRIDGE, Samsung Part No. MLTD105L, for printer ML 2580n	cart													0	2,945.25	-
310. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND	cart													0	5,006.93	-
311. TONER CARTRIDGE, Samsung Part No. MLTD104-S, for Samsung ML 1660	cart													0	2,998.80	-
312. TONER CARTRIDGE, Samsung Part No. MLTD103-S	cart													0	2,998.80	-
313. TONER CARTRIDGE, Samsung ML-2250D5	cart													0	4,926.60	-
314. TONER CARTRIDGE, Samsung ML-2010D3	cart													0	3,105.90	-
315. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810	cart													0	4,036.03	-
316. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500	cart													0	2,985.74	-
317. TONER CARTRIDGE, Kyocera TK-120	cart													0	5,516.72	-
318. TONER CARTRIDGE, for Kyocera FS4000DN printer TK330	cart													0	8,444.84	-
319. TONER CARTRIDGE, for Kyocera FS4020DN printer TK364	cart													0	8,735.08	-
320. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series	cart													0	1,199.52	-
321. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000	cart													0	1,185.60	-
322. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580	cart													0	125.31	-
323. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ 670/680/680Pro	cart													0	362.00	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
324. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300	cart													0	1,285.20	-
325. RIBBON CARTRIDGE, Epson C13SO15577(#8766), for printer DFX-5000+/ 8000/8500 Black Ribbon (S015055)	cart													0	987.46	-
326. RIBBON CARTRIDGE, Epson C13SO15587, black for printer DLQ-3000/3000+/3500	cart													0	1,081.71	-
327. RIBBON CARTRIDGE, Epson C13SO15589(S015337), for printer LQ-590	cart													0	391.99	-
328. RIBBON, Epson RN 8755	cart													0	87.29	-
329. RIBBON, Epson RN 8750	cart	17	11	15	11	11	11	11	5	5	5	5	5	112	79.04	8,852.93
330. RIBBON, Epson RN 7754	cart													0	133.88	-
331. RIBBON, Epson RN SO 15083/SO 15086	cart													0	746.49	-
332. RIBBON, Epson RN SO 15327	cart													0	344.86	-
333. RIBBON CARTRIDGE, for Fujitsu DL3850	cart													0	460.53	-
334. PRINTHEAD, HP 11, black, C4810A , 8 ml, for HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series, HP Colour Printer cp1700 series	cart													0	1,434.07	-
335. PRINTHEAD, HP 11, cyan, 8 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series , HP Colour Printer cp1700 series	cart													0	1,434.07	-
336. PRINTHEAD, HP 11, magenta C4812A, 8 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series HP Colour Printer cp1700 series	cart													0	1,434.07	-
337. PRINTHEAD, HP 11 yellow, 8 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series, HP Colour Printer cp1700 series	cart													0	1,434.07	-
338. Photoconductor Kit, Lexmark PN 12A8302	cart													0	4,326.84	-
339. Photoconductor Kit, Lexmark PN E260X22G	cart													0	2,409.75	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
340. Photoconductor Kit, Lexmark PN E250X22G	cart													0	2,409.75	-
341. PHOTOCONDUCTOR UNIT, Epson C13S051099, for printer EPL 6200/6200L	cart													0	3,561.08	-
342. IMAGING UNIT, Samsung SCXR6555A	cart													0	10,710.00	
COMMON OFFICE SUPPLIES																
1. ACETATE, gauge #3, 50m in length	roll													0	642.62	-
2. AIR FRESHENER, 280mL/can	can	7	2	2	6	2	1	6	1	1	4	1		33	93.91	3,099.10
3. ALCOHOL, 70%, ethyl	bottle	30	3	18	3	5	15		2	4	3	4	3	90	42.04	3,783.78
4. AUDIO CASSETTE TAPE, 90min. recording time	piece													0	21.62	-
5. BINDER, 3-ring, D-type, A4, 64mm(2.5"), with insert clear-view pocket on front, back and spine for label	pair													0	120.12	
6. BINDER, 3-ring, D-type, legal, 64MM(2.5"), with insert clear-view pocket on front, back and spine for label	pair													0	125.58	
7. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box	1	1	1	1	1	1							6	343.98	2,063.88
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	2	1	10	2	1	3	1		3	1			24	348.08	8,353.80
9. CARTOLINA, assorted color, 20s/pack	pack	7	2	7	13	7	3	5	2	6	2	5	2	61	73.38	4,476.45
10. CARTOLINA, white, 20s/pack	pack	3	3	2	3	3	3	2	3	3	3	2	3	33	43.68	1,441.44
11. CHALK, white, dustless, 100 pcs/box	box	2												2	36.04	72.07
12. CLIP, bulldog (3")	piece	22	7	2	5	2	5	22	5	2	5	2	5	84	8.06	677.38
13. CLIP, backfold, 25mm, 12s/box	box	8	1	2	1	2	1	6	1	2	1	2	1	28	15.29	428.06
14. CLIP, backfold, 50mm, 12s/box	box	8	1	2	1	2	1	6	1	2	1	2	1	28	44.23	1,238.33
15. CLIP, backfold, 19mm, 12s/box	box	7	10	1	10	1	10	5	10	1	10	1	10	76	7.92	601.69
16. CLIP, backfold, 32mm, 12s/box	box	7		1		1		5		1		1		16	17.47	279.55
17. COLUMNAR PAD, 4 cols, 50 gsm min.	pad	6												6	25.66	153.97
18. COLUMNAR PAD, 14 cols, 50 gsm min.	pad													0	45.86	-
19. COLUMNAR PAD, 16 cols, 50 gsm min.	pad													0	44.77	-
20. COLUMNAR PAD, 18 cols, 50 gsm min.	pad													0	74.80	-
21. COLUMNAR NOTEBOOK, 12 cols	piece													0	20.75	-
22. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair													0	21.79	
23. DATA FILE BOX, (5" x9" x15-3/4")	box	1	1		1	1	1	1	1		1	1		9	64.43	579.85
24. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	1		1		1		1		1		1		6	69.89	419.33

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25. EDP BINDER, TB, for 11" X 9-1/2" CCF	piece													0	34.94	-
26. EDP BINDER, TB, for 11" X 14-7/8" CCF, plastic, spring rod type, assorted colors	piece														34.94	
27. ENVELOPE, documentary (10"x15"), 500s/box	box	4	1	1				1		1				8	614.80	4,918.37
28. ENVELOPE, expanding, kraft, legal size, 100s/box	box	3	2	4	1	2	1	1	2	1		1	1	19	683.10	12,978.87
29. ENVELOPE, mailing white, 500s/box	box	8	2	2		2		2	1	1	1	2		21	160.22	3,364.61
30. ENVELOPE, mailing white with window, 500s	box	1		1						1				3	205.84	617.53
31. ENVELOPE, pay, kraft, (4"x7-1/2"), 496s/box	box	1	1	1	1	1	1	1	1	1	1	1	1	12	107.67	1,292.00
32. ENVELOPE, expanding, plastic, legal size	piece	7	5	5	7	7	5	5	7	5	7	7	5	72	48.05	3,459.46
33. ENVELOPE, documentary, A4, 500s/box	box													0	483.65	-
34. ERASER, blackboard/whiteboard	piece	13	5	2	2	2	3	9	2	3	2	3	2	48	11.12	533.74
35. ERASER, rubber	piece	14	17	3	3	4	4	3	3	4	3	4	4	66	5.44	358.97
36. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	24	3	1	1	3	1	3	3	1	1	3	1	45	82.99	3,734.64
37. FOLDER, pressboard, plain, legal, 100s/box	pack	1	2	1			1		2					7	894.22	6,259.55
38. FOLDER, tagboard, legal size, 100s/box	pack	6	2	1		2	3	4	2	2		2		24	343.98	8,255.52
39. FOLDER, tagboard, A4 size, 100s/box	pack													0	311.22	-
40. FOLDER, morocco/fancy, legal size, 50s/pack	pack	2		1			1							4	270.82	1,083.26
41. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle													0	267.54	-
42. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	2												2	206.39	412.78
43. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	2												2	219.49	438.98
44. GLUE, all purpose, 300 grams min.	jar	10	2	7	2	4	3	7	4	6	3	4	2	54	48.05	2,594.59
45. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	6			1	10		1	5		1			24	34.40	825.55
46. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack	13			2			11			1			27	43.03	1,161.78
47. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack	2	2			1			3		1			9	98.28	884.52
48. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box	9	1	1	2	1	1	7	1	1	2	1	1	28	36.31	1,016.65
49. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box	11			1			1			1			14	52.67	737.35
50. INDEX TAB, self-adhesive, 10 pcs/box	box	13			1			1			1			16	51.87	829.92
51. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube	4	14	1	3	1	1	3	1	2	2	1	2	35	13.63	477.02
52. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle													0	518.70	-
53. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece	22	1	1	2	1	1	2	1	1	2	1	1	36	38.22	1,375.92
54. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece	2	1	1	2	1	1	2	1	2	1	2	1	17	38.22	649.74
55. MAP PIN, round head, 100s/case	case	2	3	2	1	2	1	3	1	2	2	1	2	22	38.22	840.84
56. MARKER, fluorescent, 3 colors/set	set	3	15	2	3	3	2	3	2	2	2	2	2	41	43.13	1,768.49

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57. MARKING PEN, whiteboard, black	piece	67	60	88	67	60	88	65	60	88	65	62	91	861	12.45	10,722.03
58. MARKING PEN, whiteboard, blue	piece	60	62	66	61	62	67	61	62	67	60	63	66	757	12.45	9,426.92
59. MARKING PEN, whiteboard, red	piece	59	60	65	60	59	66	59	59	65	60	59	65	736	12.45	9,165.41
60. MARKER, permanent, black	piece	67	55	88	55	62	81	62	55	88	55	62	81	811	12.86	10,431.49
61. MARKER, permanent, blue	piece	67	55	68	55	62	61	62	55	68	55	62	61	731	12.86	9,402.49
62. MARKER, permanent, red	piece	56	54	62	54	56	60	56	54	62	54	56	60	684	12.86	8,797.95
63. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece	5	2	3	2	5	1	5	2	3	2	5	1	36	8.09	291.06
64. NOTE PAD, (3"x3"), 100 sheets/pad	pad	55	3	105	3	5	3	5	3	5	3	55	5	250	36.04	9,009.00
65. NOTE PAD, (3"x4"), 100 sheets/pad	pad	54	2	4	2	4	2	54	2	4	2	4	2	136	60.06	8,168.16
66. NOTE PAD, (2"x2"), 400 sheets/pad	pad	4	2	4	2	4	2	4	2	4	2	4	2	36	117.94	4,245.70
67. NOTE PAD, (2"x3"), 100 sheets/pad	pad		1		1		1		1		1		1	6	32.76	196.56
68. OIL, for general purpose, 120 mL	bottle	2												2	36.04	72.07
69. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream	13	1	1	1	1	1	1	1	1	1	1	1	24	103.61	2,486.74
70. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream	2												2	73.58	147.17
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream	3												3	115.63	346.88
72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream	1												1	204.39	204.39
73. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad	1												1	20.53	20.53
74. PAPER, thermal,210mmx30M, 1/2" core	roll	1	12						12					25	37.89	947.36
75. PAPER, thermal, 216mmx30M, 1/2" core	roll	1												1	37.89	37.89
76. PAPER,multicopy, 210mm x 297mm(A4), 80gsm	ream	5												5	123.98	619.92
77. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream	12		5		4	1	7		4		4		37	169.26	6,262.62
78.PAPER FASTENER, for paper, metal, 50 sets/box	box	4	2	4	2	4	2	4	2	4	2	4	2	36	86.14	3,101.11
79. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	56	3	26	3	6	23	6	3	6	3	3	6	144	14.74	2,122.85
80. PAPER CLIP, gem type, 32mm, 100s/box	box	6	3	26	3	6	23	6	3	6	3	6	3	94	8.19	769.86
81. PENCIL, lead, w/eraser, One(1) dozen per box	box	9	4	11	4	4	1	14	1	1	1	1	1	52	21.56	1,120.94
82. PENCIL, mechanical, for 0.5mm lead	piece	4		1	3	1		4		3	2			18	19.66	353.81
83. PUSH PIN, flat head type, assorted colors, 100s/case	case	12			3			3		3	3			24	39.31	943.49
84. RECORD BOOK, 300 pages, smythe sewn	book	3	2	1		3			2			2		13	60.06	780.78
85. RECORD BOOK, 500 pages, smythe sewn	book	24	3	10	1	2	1	20	2			2		65	92.82	6,033.30
86. RIBBON, nylon, manual typewriter	spool			3										3	15.27	45.80
87. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													0	491.40	-
88. RING BINDER, 6mm x 1.12m, plastic, 10 pcs/bundle	bundle	2			2		2		2		2	2		12	34.93	419.20

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (06.30.2012)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
89. RING BINDER, 8mm x 1.12m, plastic, 10 pcs/bundle	bundle	2		2		2		2						8	38.21	305.68
90. RING BINDER, 10mm x 1.12m, plastic, 10 pcs/bundle	bundle									2				2	46.40	92.80
91. RING BINDER, 11mm x 1.12m, plastic, 10 pcs/bundle	bundle	1		1		2		2		2				8	57.32	458.56
92. RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	piece													0	4.75	-
93. RING BINDER, 14mm x 1.12m, plastic, 10 pcs/bundle	bundle													0	78.07	-
94. RING BINDER, 16mm x 1.12m, plastic, 10 pcs/bundle	bundle													0	103.73	-
95. RING BINDER, 19mm x 1.12m(3/4"x44"), plastic	piece													0	11.96	-
96. RING BINDER, 22mm x 1.12m, plastic, 10 pcs/bundle	bundle													0	155.60	-
97. RING BINDER, 25mm x 1.12m (1"x44"), plastic	piece													0	12.83	-
98. RING BINDER, 28mm x 1.12m, plastic, 10 pcs/bundle	piece													0	238.59	-
99. RING BINDER, 32mm x 1.12m, plastic, 10 pcs/bundle	piece													0	269.71	-
100. RING BINDER, 50mm x 1.12m(2" x 44"), plastic	piece													0	30.58	-
101. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	2	2	6	1	2	4	2	1	2	1	2	1	26	139.31	3,622.16
102. RULER, plastic, 300mm	piece	3	2	2	2	3	3	2	3	2	2	2	2	28	3.82	107.02
103. RULER, plastic, 450mm	piece	47	3	17	2	3	3	2	2	2	2	3	2	88	38.22	3,363.36
104. SIGN PEN, black	piece	146	37	19	10	19	37	43	10	19	10	7	7	364	45.30	16,488.11
105. SIGN PEN, blue	piece	146	7	19	7	19	7	43	7	19	10	7	10	301	45.30	13,634.40
106. SIGN PEN, red	piece	126		12	2	12	2	24	2	12			2	194	45.30	8,787.62
107. STAMP PAD INK, violet, 50mL	bottle	30	9	6	6	5	6	31	4	7	8	7	6	125	22.93	2,866.50
108. STAMP PAD, felt pad, min 60mm x 100mm	piece	14	4	6	3	3	3	14	4	5	3	3	3	65	26.21	1,703.52
109. STAPLE WIRE, standard, #35	box	124	12	44	12	23	11	23	11	23	12	24	11	330	24.77	8,173.94
110. STENCIL PAPER, ordinary, universal, 24 pcs/quire	quire													0	191.10	-
111. TAPE, adding machine, GSP bond	roll	6	6	5	6	6	5	6	6	5	6	6	5	68	8.15	554.06
112. TAPE, masking, 24mm, 50 meters length	roll	37	12	7	9	11	7	9	10	7	9	11	7	136	48.05	6,534.53
113. TAPE, masking, 48mm, 50 meters length	roll	35	8	14	5	8	4	16	7	4	4	7	6	118	95.88	11,313.31
114. TAPE, transparent, 24mm, 50 meters	roll	50	11	8	8	12	12	9	11	8	8	13	7	157	15.29	2,400.22
115. TAPE, transparent, 48mm, 50 meters	roll	48	11	7	8	11	12	8	11	7	8	11	7	149	31.62	4,710.71
116. TAPE, packaging, 48mm, 50 meters length	roll	38	12	37	9	11	8	8	12	7	8	11	8	169	31.62	5,343.02
117. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle													0	86.81	-
118. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle													0	87.36	-
119. TOILET TISSUE, 12 rolls/pack	pack	4	2	1	4	2	1	4	2	1	2	2	1	26	76.44	1,987.44
120. TWINE, plastic, one kilo per roll	roll	3	2	7	1	2	2	1	2	1	1	2	1	25	47.92	1,198.05
121. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll	1										1		2	152.88	305.76

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (06.30.2012)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	28	6	5	6	6	5	8	5	5	5	6	5	90	9.83	884.52
2. CUTTER, heavy duty	piece	28	7		2	1		6	7					51	29.38	1,498.33
3. PUNCHER, heavy duty	piece	20	5			1		4	4		1	1		36	103.74	3,734.64
4. SCISSORS, (6")	pair	24	7	22	8	8	7	8	7	7	8	8	7	121	18.22	2,204.32
5. SHARPENER, single cutterhead	piece	5	3		2	2	2	2	2	2	2	2	2	26	180.18	4,684.68
6. STAMPING DATER, self-inking stamp	piece	9												9	464.10	4,176.90
7. STAPLER, heavy duty, standard	piece	7	4		1					1		1		14	151.44	2,120.18
8. STAPLE REMOVER, twin jaws	piece	24						16				1		41	17.35	711.19
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	17	2	1		1	1				1			23	54.60	1,255.80
10. TAPE DISPENSER, handheld, for 48mm width packaging tape	piece													0	42.24	
11. WASTE BASKET, plastic	piece	17	10	1			1			1		1		31	27.30	846.30
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece	26	25	1		1		26	25	1		1		106	20.75	2,199.29
2. BROOM, soft (tambo)	piece	6			1		1	5		1				14	125.58	1,758.12
3. BROOM, STICK (tingting)	piece	3	2	2	2	2	2	3	3	2	2	2	2	27	18.56	501.23
4. CLEANSER, powder, 350gms.	canister	6	5	6	5	6	5	5	5	6	5	6	5	65	16.71	1,085.86
5. DETERGENT POWDER, all purpose, 500gms.	pouch	16	5	16	11	15	5	16	5	16	11	15	5	136	24.02	3,267.26
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar	4	3	4	3	4	3	4	3	4	3	4	3	42	19.11	802.62
7. DISINFECTANT SPRAY, 400 grams net content	can	1						1						2	160.52	321.05
8. DUST PAN, non-rigid plastic, with detachable handle	piece	4						2						6	34.94	209.66
9. FLOOR WAX, paste, natural, 2kgs.	can													0	322.14	-
10. FLOOR WAX, paste, red, 2kgs.	can	1	1					1	1					4	327.60	1,310.40
11. FLOOR WAX, liquid type, 3.9L/ plastic container	container													0	362.00	-
12. FURNITURE CLEANER, 300mL/can min	can	1		1		1				1				4	105.92	423.70
13. INSECTICIDE, 600mL (420g) /can	can	1	1	2	1	2	1	2	1	2	1	2	1	17	120.12	2,042.04
14. MOPHANDLE, screw type, wooden handle	piece	1												1	92.82	92.82
15. MOPHEAD, 100% rayon, 400g	piece	1												1	81.90	81.90

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (06.30.2012)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
16. RAG, COTTON, (7") in diameter	kilo	6		1		1		1		1		1		11	49.14	540.54
17. SCOURING PAD, economy size	pack	1		1		1		1		1		1		6	141.96	851.76
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	2	2	1	2	2	1	2	2	1	2	2	1	20	70.98	1,419.60
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	2	2	1	2	2	1	2	2	1	2	2	1	20	30.58	611.52
20. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll	7	3	6	2	8	1	7	2	6	2	7	1	52	150.70	7,836.19
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream	2						2						4	119.79	479.18
2. PAPER, mimeo, Groundwood	ream	1											1	2	81.41	162.81
4. PAPER, for PPC	ream	50	10	10	25	5	15	45	10	15	15	5	5	210	120.02	25,203.15
5. PAPER, multicopy, legal, for laser printing	ream	2		5						5				12	151.24	1,814.90
														0		
														0		
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit													0	1,397.76	-
2. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display, AC power source, Canon	unit													0	1,965.60	-
3. CALCULATOR, desktop, mini-printer type, 12 digits, AC/DC power source, with ink roller & adaptor	unit													0	926.02	-
4. CALCULATOR, scientific, 10 digits, dot, matrix display, programmable, with case	unit	4												4	413.87	1,655.47
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit													0	163.67	-
6. CHAIR, monobloc, without armrest, beige/white	unit	2	2			2								6	262.08	1,572.48
7. DIGITAL VOICE RECORDER, 4GB, memory, stereo channel, MP3, WMA, recording and playback format, with earphone jack, built-in microphone, with USB cable, rechargeable batteries, instructional manual, carrying pouch, hand strap, earphone	unit													0	9,806.16	-
8. DOCUMENT CAMERA, w/ DVI port, four (4), reference points demarcate viewing area, 8 times, (800%) consecutive zoom, PC and Doc Cam VS	unit													0	20,529.60	-
9. ELECTRIC FAN, orbit type	unit													0	1,474.20	-

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (06.30.2012)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
10. ELECTRIC FAN, with stand	unit	6												6	1,124.76	6,748.56
11. ELECTRIC FAN, wall type	unit													0	1,081.08	-
12. INDUSTRIAL FAN, 18" metal blade	unit													0	1,146.60	-
13. FACSIMILE TRANSCIEVER, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 208mm, document feeder holds 10 pages, with automatic, paper cutter, redial, and fax/tel switchover	unit	1												1	4,009.07	4,009.07
14. FIRE EXTINGUISHER, dry chemical, for ABC class, of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit	2												2	1,089.82	2,179.63
15. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type, non-electrical conductor, 4.5kg (10 lbs), brand new	unit													0	3,896.26	-
16. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit													0	23,991.24	-
17. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit													0	9,280.91	-
18. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit													0	6,113.02	-
19. PRINTER, automatic data processing, impact, dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual	unit													0	17,472.00	-
20. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual, ribbons, cables and manual, LX-300+ II	unit													0	6,506.88	-
21. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable, software drivers and complete documentation	unit													0	3,925.74	-
22. PRINTER, impact dot matrix, 24-pins, 136 columns, 465 cps print speed, parallel or USB interface, manual/tractor feeder paper handling, 220VAC/60Hz, with power cable, data cable, software driver (if any), manual and ribbon cartridge	unit													0	32,541.60	-

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (06.30.2012)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
23. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit													0	10,918.91	-
24. TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit													0	1,294.02	
24. TIME RECORDER, (for attendance), electronic, stylish/compact design, large, display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit													0	4,814.41	-
HANDBOOKS ON PROCUREMENT																
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated																
kromcote cover, newsprint inside pages, perfect binding for:																
a. Procurement of Goods & Services, 110-115 pages	piece													0	33.85	-
b. Procurement of Civil Works, 139-149 pages	piece	1												1	39.53	39.53
c. Procurement of Consulting Services, 139-149 pages	piece	1												1	23.48	23.48
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece	1												1	92.82	92.82
e. for LGUs	piece													0	119.03	-
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,	piece	1												1	41.50	41.50
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece	1												1	14.20	14.20
HANDBOOK ON GENERIC PROCUREMENT	set	1												1	136.50	136.50
MANUAL (GPM), A-4 size(210mm x 297mm), 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																
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (06.30.2012)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
Office Equipment and Accessories																
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Office Supplies																
1. Bond Paper, S-20,US VES, 8 1/2 X 11", Short	ream	80		20				80		10				190	181.50	34,485.00
2. Ballpen, Pilot, black	piece	84	335	60	275		395	84	275	335	335	360	250	2788	21.00	58,548.00
3. Ballpen, Pilot, blue	piece	84	335		275		335	84	275	275	335	300	250	2548	21.00	53,508.00
4. Ballpen, Pilot, red	piece	12						12						24	21.00	504.00
5. Battery AA, energizer	piece	24						24						48	47.30	2,270.40
6. Battery AAA, energizer	piece	24						24						48	47.30	2,270.40
7. Correction Pen with metal tip, UNI	piece	17			5			17			5			44	101.20	4,452.80
8. Paper Clip, Vinyl coated, small	box	2	10	2	2	2	2	2	2	2	2	2	2	32	7.43	237.60
9. Paper Clip, Vinyl coated, Jumbo	box	2	10	2	2	2	2	2	2	2	2	2	2	32	18.43	589.60
10. Paper Fastener, plastic, Prince	box	61	10	10	11	5	10	11	5	10	11	5		149	27.50	4,097.50
11. Riso Ink RZ, black	tube	1						1						2	1,859.00	3,718.00
12. Riso Master RZ B\$	roll	1												1	1,859.00	1,859.00
13. Staple Wire No. 10, Max (12/box)	box	7						6						13	72.60	943.80
14. Staple Wire No. 35, Max	box	15						10						25	38.50	962.50
15. Toner. T-2340 for e-STUDIO copier	tube	1						1						2	5,975.20	11,950.40
16. Yellow Paper, Cattleya	pad	5	10					5	5			5		30	44.00	1,320.00
17. Fax Paper, 216 x 30, EURO	roll	18	3	2	20	2	1	18	3		19	2		88	55.00	4,840.00
18. Pencil, Mongol No. 2	box	11	2		1			2	1			3		20	66.00	1,320.00
19. Ballpen, Panda, Classic, black	piece	374	374	305	374		379	350	374	5	374	305	74	3288	4.95	16,275.60

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Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (06.30.2012)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
20. Signpen, My-Gel, black	box			5			5			5		5		20	290.40	5,808.00
21. Scotch Tape 1"	roll			3			3			3		3		12	27.50	330.00
22. Paste, Redstone	jar	22		5	1	1		21		1	1	1		53	27.50	1,457.50
23. Brown envelope, long	piece	7		257		7		257		7		7		542	1.93	1,043.35
24. Brown envelope, short	piece	7		257		8		257			7	7	7	550	1.65	907.50
25. Folder Expanded, Green, long	piece	50		150		50		120		20		20		410	10.45	4,284.50
26. Cork Board 30" x 40"	piece			1										1	605.00	605.00
27. Staple Wire No. 10 (20/box)	box			10										10	72.60	726.00
28. ID Jacket with Sling, Acura NB-045	piece	250		100	150	100		150						750	11.55	8,662.50
29. Special Paper, colored, long	box	2												2	990.00	1,980.00
30. Envelope, expanded, long	piece			200										200	9.35	1,870.00
31. Pencil, Mongol No. 2	box	25			10			10			10			55	66.00	3,630.00
32. Signpen, Pilot Hi-Tech V5, black	box	5						5						10	607.20	6,072.00
33. Signpen, Pilot Hi-Tech V5, blue	box	7						5						12	607.20	7,286.40
34. Signpen, Pilot Hi-Tech V5, green	box	5						5						10	607.20	6,072.00
35. Signpen, Pilot, Hi-Tech V7, black	box	5												5	607.20	3,036.00
36. Signpen, Pilot, Hi-Tech V5, red	box	2												2	607.20	1,214.40
37. Corrector Tape	piece	2			2			2			2			8	82.50	660.00
38. Highlighter, Yellow	piece	9												9	36.30	326.70
39. Special Paper, Pink, long	piece	500												500	1.98	990.00
40. Special Paper, Green, long	piece	500												500	1.98	990.00
41. Special Paper, Lavender, long	piece	500												500	1.98	990.00
42. Plastic envelope with design on edges, short (for seminar)	piece													0	66.00	-
43. Stick Rite	box	3		3		3		1		1		1		12	46.20	554.40
44. Notary Seal	box	10		10		10		10						40	88.00	3,520.00
45. RER	pad	1						1						2	13.20	26.40
46. Elmer's Glue, Medium	bottle	1			2			1			1			5	44.00	220.00
47. Business Paper	piece	10		10	25			10			10		10	75	3.30	247.50
48. Parchment Paper, long	piece		500											500	2.31	1,155.00
49. Parchment Paper, short	piece		500											500	1.98	990.00
50. Curtain	piece	6												6	495.00	2,970.00

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (06.30.2012)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
51. Ballpen, Lotus	box	1	1	1	1	1	1	1	1	1	1	1	1	12	165.00	1,980.00
52. Fax Paper	roll	4	4	4	4	4	4	4	4	4	4	4	4	48	88.00	4,224.00
53. Photo Paper, A4 for Deskjet	piece	5												5	27.50	137.50
54. Manila Paper	piece	3	3		5	3		5	5		3	5		32	11.00	352.00
55. Pen Holder	piece	2												2	89.10	178.20
56. Stick rite, 50 x 90 mm	box	1			1			1			1			4	220.00	880.00
57. Ballpen, Panda, Classic, blue	piece	24	374	329	374	324	379	374	374	329	374	329	374	3958	4.95	19,592.10
58. Outray	piece	2					2						1	5	550.00	2,750.00
59. Gasoline, Gold	liter	200			200			200			200			800	52.10	41,680.00
60. Gasoline, Silver Unleaded	liter	1140			1140			1140			1140			4560	51.60	235,296.00
61. Diesel	liter	1700			1700			1700			1700			6800	43.12	293,236.40
Photographic or filming or video equipment																
1. Digital Voice Recorder 8GB, SONY	piece	1												1	10,450.00	10,450.00
2. Rechargeable Battery size AA (2pcs./pack)	pack	1			1			1			1			4	165.00	660.00
3														0		-
4														0		-
5														0		-
Cleaning Equipment and Supplies																
1. CS Premium Floor Sealer Finish	gal.	10			10			10			10			40	733.00	29,320.00
2. CS Heavy Duty Floor Stripper	gal.	5			5			5			5			20	286.00	5,720.00
3. CS Window & Glass Cleaner	gal.	5			5			5			5			20	263.00	5,260.00
4. CS Furniture Polish	gal.	2			2			2			2			8	460.00	3,680.00
5. Hand Towel	piece	2	1		2	1		2		1		2		11	33.00	363.00
6. Door Mat	piece	1		1					1				1	4	110.00	440.00
7. Glass Cleaner	piece	2												2	60.50	121.00
8. Dishwashing Paste	piece	1			1			1				1		4	88.00	352.00
9														0		-
10														0		-
Paper Materials and Products																
1														0		-
2														0		-

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (06.30.2012)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
3														0		-
4														0		-
Lighting and fixtures and accessories																
1. Flourescent Lamp 40watts	tube	25												25	79.20	1,980.00
2. Electrical Wire # 12	roll	1												1	1,650.00	1,650.00
3. Electrical Wire # 14	roll	1												1	1,870.00	1,870.00
4. Outlet, 4 Gang	piece	12												12	16.50	198.00
5. Telephone Wire	roll	1												1	2,750.00	2,750.00
6. Electrical Tape, 3M	roll	1												1	2,200.00	2,200.00
7. RJ 45 Connector	piece	100												100	8.80	880.00
8. RJ11 Connector	piece	24												24	16.50	396.00
7. Contact Cleaner1202	bottle	4												4	495.00	1,980.00
8. Adhesive Mighty Bond	piece	6												6	52.80	316.80
Electrical equipment and components and supplies																
1														0		-
2														0		-
5														0		-
Computer Supplies																
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
Computer Equipment and Accessories																
1														0		-
2														0		-
3														0		-
4														0		-
*Other Categories																
1														0		-
2														0		-

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (06.30.2012)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
5														0		-

***GRAND TOTAL: 1,498,186.28
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 1,648,004.91
APPROVED BUDGET:

**Other categories that are not indicated herein*

***Prices are FOB Manila/Applicable for items under A.*

****Grand total for items under A and B*

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:

Certified Funds Available /

Certified Appropriate Funds Available:

Approved:

Sgd. RAYMUNDO E. BELANGOY

Property/Supply Officer

Sgd. HILKENE E. SILVANO

Accountant /
Local Budget Officer

Sgd. EXEQUIEL R. SARCAUGA, CESO IV

Head of Office/Agency