UNIVERSITY OF THE PHILIPPINES
UP Mindanao
Mintal, Davao, 8000

ANNUAL PROCUREMENT PLAN COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 FORM

Introduction:
Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit an order to purchase CSEs from the PS. Consistent with DBM Circular No. 2016-9 dated October 27, 2016 , the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS)

Instructions:

1. Download the worksheet file APP-CSE 2019 template at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month
4. The agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-CSE is considered incorrect or invalid if
a. form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and,
b. correct format is used but the fields were deleted and/or inserted in PART I of the template

6. Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase
7. Once accomplished and finalized, the APP-CSE 2019 form should be
a. Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_DBM_Region IVA)
b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE
will not be served if not covered by a revised APP-CSE
10 For further assistance/clarification, agencies may call Marketing and Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)563-9352 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona

*Note : Consistent with **Memorandum Circular No. 2018-1 dated May 28, 2018** the APP-CSE for FY2019 must be submitted on or before **August 31, 2018.***

Department/Bureau/Office: UP Mindanao
Region: Davao
Address: Mintal

Agency Account Code:
Organization Type:

Contact Person: de la Pena, Ms. Hazel Serotijos
Position: Administrative Aide VI
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Telephone/Mobile No: ~~(082))293-0016 loc.0~~

	Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue	Total Amount for the year
			Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
	A. AVAILABLE AT PROCUREMENT SERVICE STORES																								
	Insecticide for Pest Repellents																								
1	INSECTICIDE, aerosol type, 600mL/can	Can				3	438.18				0	0				1	146.06				0	0	4	146.06	584.24
	Solvents																								
2	ALCOHOL, 68%-70%, ethyl, 500ml	Bottle				34	1567.74				10	461.1				14	645.54				0	0	58	46.11	2,674.38
	Color Compounds and Dispersions																								
3	STAMP PAD INK, violet, 50mL	Bottle				10	258.1				0	0				6	154.86				0	0	16	25.81	412.96
	Wire																								
4	ACETATE, gauge #3, 50m per roll	Roll				1	772.68				0	0				0	0				0	0	1	772.68	772.68
5	CARBON FILM, PE, black, size 216mm x 330mm	Box				10	2185.5				0	0				10	2185.5				0	0	20	218.55	4,371.00
6	CARBON FILM, PE, black, size 216mm x 330mm, 100 sheets per box	Box				0	0				0	0				0	0				0	0	0	218.55	0.00
	Paper Materials and Products																								
8	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	Box				0	0				0	0				0	0				0	0	0	715.04	0.00
9	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	Box				0	0				0	0				0	0				0	0	0	1,079.10	0.00
10	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	Box				0	0				0	0				0	0				0	0	0	802.24	0.00
11	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	Box				0	0				0	0				0	0				0	0	0	1,352.50	0.00
12	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	Box				0	0				0	0				0	0				0	0	0	825.50	0.00
13	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	Box				0	0				0	0				0	0				0	0	0	1,084.55	0.00
14	LOOSELEAF COVER, 50 sets per bundle	Bundle				0	0				0	0				0	0				0	0	0	702.94	0.00
15	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	Pad				10	327				4	130.8				0	0				0	0	14	32.70	457.80
16	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	Pad				16	696.64				0	0				0	0				0	0	16	43.49	695.84
17	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	Pad				13	752.31				0	0				3	173.61				0	0	16	57.87	925.92

18	NOTE BOOK, stenographer's, 40 leaves, spiral	Piece				17	214.54				0	0				0	0				0	0	17	12.62	214.54
19	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	Ream				340	47171.6				10	1387.4				55	7630.7				10	1387.4	415	138.74	57,577.10
20	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	Ream				103	16705.57				0	0				2	324.38				0	0	105	162.19	17,029.95
21	PAPER, Multi-Purpose (COPY) A4, 70gsm	Ream				108	12962.16				10	1200.2				20	2400.4				10	1200.2	148	120.02	17,762.96
22	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	Ream				17	2315.91				0	0				5	681.15				0	0	22	136.23	2,997.06
23	PAD PAPER, Ruled	Pad				0	0				0	0				0	0				0	0	0	18.18	0.00
24	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	Box				1	100.83				0	0				0	0				0	0	1	100.83	100.83
25	PAPER, Thermal, 215mm x 30m	Roll				7	357.84				0	0				5	255.6				0	0	12	51.12	613.44
26	RECORD BOOK, 300 pages, size: 214mm x 278mm min	Book				13	963.56				0	0				6	444.72				0	0	19	74.12	1,408.28
27	RECORD BOOK, 500 pages, size: 214mm x 278mm min	Book				12	1281.84				0	0				0	0				0	0	12	106.82	1,281.84
28	TOILET TISSUE PAPER 2-plys sheets, 150 pulls, 12 rolls in a pack	Pack				0	0				0	0				0	0				0	0	0	67.60	0.00
Batteries and Cell Phone Accessories																									
29	BATTERY, dry cell AA, 2 pieces per blister pack	Pack				69	1426.92				2	41.36				2	41.36				2	41.36	75	20.68	1,551.00
30	BATTERY, dry cell AAA, 2 pieces per blister pack	Pack				71	1451.24				3	61.32				6	122.64				3	61.32	83	20.44	1,696.52
31	BATTERY, dry cell D, 2 pieces per blister pack	Pack				4	370.6				0	0				0	0				0	0	4	92.65	370.60
Mounting, Reproducing and Supplies																									
32	GLUE, all purpose, 300 grams min	Jar				14	701.68				0	0				10	501.2				0	0	24	50.12	1,202.88
33	STAPLE WIRE, Heavy duty, 23/13	Box				14	308.38				0	0				10	216.7				0	0	24	21.67	520.08
34	STAPLE WIRE, Standard	Box				7	147.14				0	0				0	0				0	0	7	21.02	147.14
35	TAPE, electrical	Roll				11	209.88				10	190.8				10	190.8				10	190.8	41	19.08	782.28
36	TAPE, masking, 24mm, 50 meters length	Roll				8	462.16				0	0				5	288.85				0	0	13	57.77	751.01
37	TAPE, masking, 48mm, 50 meters length	Roll				11	1229.03				0	0				5	558.65				0	0	16	111.73	1,787.68
38	TAPE, packaging, 48mm, 50 meters length	Roll				11	209.88				0	0				2	38.16				0	0	13	19.08	248.04
39	TAPE, transparent, 24mm, 50 meters	Roll				36	343.44				5	47.7				19	181.26				0	0	60	9.54	572.40
40	TAPE, transparent, 48mm, 50 meters	Roll				17	324.36				10	190.8				5	95.4				0	0	32	19.08	610.56
41	TWINE, plastic, one kilo per roll	Roll				0	0				0	0				0	0				0	0	0	53.41	0.00
Heating and Ventilation and Air Conditioning																									
42	ELECTRIC FAN, industrial	Unit				0	0				0	0				0	0				0	0	0	1,021.33	0.00
43	ELECTRIC FAN, orbit type	Unit				0	0				0	0				0	0				0	0	0	1,250.23	0.00
44	ELECTRIC FAN, stand type	Unit				1	1054.77				0	0				0	0				0	0	1	1,054.77	1,054.77
Measuring and Observing and Testing Equipment																									
45	RULER, plastic, 450mm, 1 piece in individual plastic	Piece				5	81.1				0	0				0	0				0	0	5	16.22	81.10
Cleaning Equipment and Supplies																									
49	AIR FRESHENER, 280mL/150g min	Can				13	1172.6				0	0				2	180.4				0	0	15	90.20	1,353.00
50	BROOM, soft (tambo)	Piece				1	136.25				0	0				0	0				0	0	1	136.25	136.25
51	BROOM, stick (walising)	Piece				0	0				0	0				0	0				0	0	0	32.05	0.00
52	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	Bottle				3	130.8				1	43.6				1	43.6				1	43.6	6	43.60	261.60
53	CLEANSER, scouring powder, 350grams/can	Can				0	0				0	0				0	0				0	0	0	25.07	0.00
56	DISINFECTANT SPRAY, 400-550 grams	Can				9	1160.01				0	0				2	257.78				0	0	11	128.89	1,417.79
57	DUST PAN, non-rigid plastic	Piece				0	0				0	0				0	0				0	0	0	26.03	0.00
58	FLOOR WAX, Paste, red	Can				0	0				0	0				0	0				0	0	0	282.31	0.00
59	FURNITURE CLEANER, aerosol, 300mL/can	Can				1	91.56				0	0				1	91.56				0	0	2	91.56	183.12
60	MOPBUCKET	Unit				0	0				0	0				0	0				0	0	0	2,002.88	0.00
61	MOPHANDLE, screw type, aluminum handle	Piece				2	305.2				0	0				0	0				0	0	2	152.60	305.20
62	MOPHEAD, made of rayon	Piece				2	231.08				0	0				0	0				0	0	2	115.54	231.08
63	RAG, all cotton, 32 pieces per kilo per bundle	Bundle				6	312.48				1	52.08				0	0				0	0	7	52.08	364.56
64	SCOURING PAD, 5 pieces per pack	Pack				0	0				0	0				0	0				0	0	0	107.91	0.00
65	TRASHBAG, plastic, transparent, 10pcs/roll	Roll				6	879.66				0	0				2	293.22				0	0	8	146.61	1,172.88
66	WASTE BASKET, non-rigid plastic	Piece				7	173.04				0	0				2	49.44				0	0	9	24.72	222.48

Information and Communication Technology (ICT) Equipment and Software																									
20	PRINTER, Inkjet, Wireless Capable, 55PPM Speed, 512MB Memory, Duplex	Unit				0	0				0	0				0	0				0	0	0	10,000.00	0.00
68	DVD REWRITABLE, 4x speed, 4.7GB capacity	Piece				20	456.6				0	0				20	456.6				0	0	40	22.84	913.60
70	FLASH DRIVE, 16GB, USB 2.0, plug and play	Piece				7	2029.56				0	0				2	579.88				0	0	9	289.94	2,609.46
72	MOUSE, optical, USB connection type	Unit				3	424.44				0	0				0	0				0	0	3	141.48	424.44
73	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	Unit				0	0				0	0				0	0				0	0	0	34,724.13	0.00
74	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	Unit				0	0				0	0				0	0				0	0	0	8,379.92	0.00
75	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	Unit				0	0				0	0				0	0				0	0	0	1,297.10	0.00
Office Stationery and Accessories and Supplies																									
82	CHALK, white, enamel, 100 pieces per box	Box				0	0				0	0				0	0				0	0	0	26.91	0.00
83	CLIP, backfold, 19mm, 12 pieces per box	Box				16	127.04				0	0				10	79.4				0	0	26	7.94	206.44
84	CLIP, backfold, 25mm, 12 pieces per box	Box				16	224.64				0	0				10	140.4				0	0	26	14.04	365.04
85	CLIP, backfold, 32mm, 12 pieces per box	Box				22	473.88				0	0				11	236.94				0	0	33	21.54	710.82
86	CLIP, backfold, 50mm, 12 pieces per box	Box				9	372.78				0	0				0	0				0	0	9	41.42	372.78
87	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	Piece				141	2594.4				0	0				27	496.8				0	0	168	18.40	3,091.20
88	DATA FILE BOX, made with chipboard, with closed ends	Piece				60	4388.4				0	0				25	1828.5				0	0	85	73.14	6,216.90
89	DATA FOLDER, made with chipboard, tagka lock	Piece				0	0				0	0				0	0				0	0	0	71.94	0.00
90	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	Box				0	0				0	0				0	0				0	0	0	427.76	0.00
92	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	Box				3	2321.7				0	0				0	0				0	0	3	773.90	2,321.70
95	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	Box				3	1291.65				0	0				1	430.55				0	0	4	430.55	1,722.20
96	ERASER, felt, for blackboard/whiteboard	Piece				20	232.8				0	0				0	0				0	0	20	11.64	232.80
97	FASTENER, for paper, metal, 50 sets per box	Box				24	1435.92				0	0				12	717.96				0	0	36	59.83	2,153.88
98	FILE ORGANIZER, expanding, legal, plastic, assorted colors	Piece				10	740				0	0				0	0				0	0	10	74.00	740.00
99	FILE TAB DIVIDER, A4, five (5) colors per set	Pack				100	1308				0	0				0	0				0	0	100	13.08	1,308.00
00	FILE TAB DIVIDER, Legal Size, five(5) colors per set	Pack				0	0				0	0				0	0				0	0	0	17.44	0.00
01	FOLDER, Fancy, A4, 50s/bundle	Bundle				1	265.47				0	0				0	0				0	0	1	265.47	265.47
02	FOLDER, Fancy, Legal, 50 pieces per bundle	Bundle				1	305.2				0	0				0	0				0	0	1	305.20	305.20
03	FOLDER, L-type, A4, 50 pieces pack	Pack				1	179.31				0	0				0	0				0	0	1	179.31	179.31
04	FOLDER, L-type, Legal size, 50 pieces per pack	Pack				1	224				0	0				0	0				0	0	1	224.00	224.00
05	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	Box				4	3130.48				0	0				0	0				0	0	4	782.62	3,130.48
06	FOLDER, Tagboard, A4, 100 pieces per pack	Pack				0	0				0	0				0	0				0	0	0	227.81	0.00
07	FOLDER, Tagboard, Legal size, 100 pieces per pack	Pack				0	0				0	0				0	0				0	0	0	293.08	0.00
08	INDEX TAB, self-adhesive, 5 set/box, assorted colors	Box				8	434.96				0	0				0	0				0	0	8	54.37	434.96
09	MAGAZINE FILE BOX, LARGE	Piece				18	784.8				0	0				14	610.4				0	0	32	43.80	1,395.20
10	MARKER, fluorescent, 3 colors per set	Liters				2	78.04				0	0				0	0				0	0	2	39.02	78.04
11	MARKER, whiteboard, bullet type, black	Piece				63	680.4				0	0				7	75.6				0	0	70	10.80	756.00
12	MARKER, whiteboard, bullet type, blue	Piece				55	594				0	0				5	54				0	0	60	10.80	648.00
13	MARKER, whiteboard, bullet type, red	Piece				54	583.2				0	0				2	21.6				0	0	56	10.80	604.80
14	MARKER, permanent, bullet type, black	Piece				31	313.72				0	0				6	60.72				0	0	37	10.12	374.44
15	MARKER, permanent, bullet type, blue	Piece				18	182.16				0	0				0	0				0	0	18	10.12	182.16
16	MARKER, permanent, bullet type, red	Piece				15	151.8				0	0				0	0				0	0	15	10.12	151.80
17	PAPER CLIP, gem type, 32mm, 100 pieces per box	Box				46	319.7				0	0				5	34.75				0	0	51	6.95	354.45
18	PAPER CLIP, gem type, 48mm, 100 pieces per box	Box				30	424.5				0	0				9	127.35				0	0	39	14.15	551.85
19	PENCIL, lead, witeraser, One(1) dozen per box	Box				10	217.9				0	0				5	108.95				0	0	15	21.79	326.85
20	RING BINDER, Plastic 32mm, 10 pieces per bundle	Bundle				11	2324.63				0	0				11	2324.63				0	0	22	211.33	4,649.26
21	RUBBER BAND, 70mm min lay flat length (#18)	Box				4	405.48				0	0				0	0				0	0	4	101.37	405.48
22	STAMP PAD, felt pad, min 60mm x 100mm	Piece				6	173.94				0	0				3	86.97				0	0	9	28.99	260.91
23	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	Tube				2	24.68				2	24.68				0	0				0	0	4	12.34	49.36
24	CUTTER KNIFE, heavy duty	Piece				14	402.08				5	143.6				5	143.6				0	0	24	28.72	689.28
25	DATING AND STAMPING MACHINE	Piece				0	0				0	0				0	0				0	0	0	501.38	0.00
26	PENCIL SHARPENER, 1 piece in indivisual plastic caseastic case	Piece				2	392.4				0	0				0	0				0	0	2	196.20	392.40
27	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	Piece				4	553.2				0	0				1	138.3				0	0	5	138.30	691.50
28	SCISSORS, (6")	Pair				14	228.9				0	0				1	16.35				0	0	15	16.35	245.25

29	STAPLER, standard	Piece				2	172.22				0	0				0	0				0	0	2	86.11	172.22
30	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	Unit				3	2763.15				0	0				0	0				0	0	3	921.05	2,763.15
31	STAPLE REMOVER, plier type	Piece				5	95.25				0	0				0	0				0	0	5	19.05	95.25
32	TAPE DISPENSER, table top	Piece				1	58.51				0	0				0	0				0	0	1	58.51	58.51
33	BINDING AND PUNCHING 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	0				0	0				0	0				0	0	0	10,900.00	0.00
34	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	Unit				3	425.1				0	0				0	0				0	0	3	141.70	425.10
35	FACSIMILE MACHINE, 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				0	0				0	0				0	0				0	0	0	4,937.70	0.00
36	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap, automatic clamping, stationery blade guard, A4-A5 format indications	Unit				0	0				0	0				0	0				0	0	0	8,476.93	0.00
37	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	Unit				0	0				0	0				0	0				0	0	0	5,973.20	0.00
Printer or Facsimile or Photocopier Supplies																									
2	INK CART, BROTHER LC39C, Cyan	Cart				0	0				0	0				0	0				0	0	0	447.20	0.00
3	INK CART, BROTHER LC39M, Magenta	Cart				0	0				0	0				0	0				0	0	0	447.20	0.00
4	INK CART, BROTHER LC39Y, Yellow	Cart				0	0				0	0				0	0				0	0	0	447.20	0.00
5	INK CART, BROTHER LC67B, Black	Cart				0	0				0	0				0	0				0	0	0	910.00	0.00
6	INK CART, BROTHER LC67C, Cyan	Cart				0	0				0	0				0	0				0	0	0	546.00	0.00
7	INK CART, BROTHER LC67M, Magenta	Cart				0	0				0	0				0	0				0	0	0	546.00	0.00
8	INK CART, BROTHER LC67Y, Yellow	Cart				0	0				0	0				0	0				0	0	0	546.00	0.00
9	INK CART, BROTHER LC67HYBK, Black	Cart				0	0				0	0				0	0				0	0	0	1,538.16	0.00
10	INK CART, BROTHER LC67HYC, Cyan	Cart				0	0				0	0				0	0				0	0	0	868.40	0.00
11	INK CART, BROTHER LC67HYM, Magenta	Cart				0	0				0	0				0	0				0	0	0	868.40	0.00
12	INK CART, BROTHER LC67HYY, Yellow	Cart				0	0				0	0				0	0				0	0	0	868.40	0.00
15	INK CART, CANON PGI-725, Black	Cart				0	0				0	0				0	0				0	0	0	574.08	0.00
16	INK CART, CANON CLI-726, Black	Cart				0	0				0	0				0	0				0	0	0	534.56	0.00
19	INK CART, CANON CLI-726, Cyan	Cart				0	0				0	0				0	0				0	0	0	535.60	0.00
20	INK CART, CANON CLI-726, Magenta	Cart				0	0				0	0				0	0				0	0	0	535.60	0.00
22	INK CART, EPSON C13T038190 (T0 38), Black	Cart				0	0				0	0				0	0				0	0	0	491.92	0.00
23	INK CART, EPSON C13T039090 (T0 39), Colored	Cart				0	0				0	0				0	0				0	0	0	770.64	0.00
24	INK CART, EPSON C13T105190(73N)/(91N),Black	Cart				0	0				0	0				0	0				0	0	0	426.40	0.00
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	Cart				0	0				0	0				0	0				0	0	0	426.40	0.00
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	Cart				0	0				0	0				0	0				0	0	0	426.40	0.00
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	Cart				0	0				0	0				0	0				0	0	0	426.40	0.00
32	INK CART, HP 51645A, (HP45), Black	Cart				0	0				0	0				0	0				0	0	0	1,346.80	0.00
33	INK CART, HP C1823A, (HP23), Tri-color	Cart				0	0				0	0				0	0				0	0	0	1,812.00	0.00
34	INK CART, HP C4844A, (HP10), Black	Cart				0	0				0	0				0	0				0	0	0	1,554.80	0.00
35	INK CART, HP C4906AA, (HP940XL), Black	Cart				0	0				0	0				0	0				0	0	0	1,554.80	0.00
37	INK CART, HP C4908AA, (HP940XL), Magenta	Cart				0	0				0	0				0	0				0	0	0	1,034.80	0.00
38	INK CART, HP C4909AA, (HP940XL), Yellow	Cart				0	0				0	0				0	0				0	0	0	1,034.80	0.00
39	INK CART, HP C4936A, (HP18), Black	Cart				0	0				0	0				0	0				0	0	0	982.80	0.00
40	INK CART, HP C4937A, (HP18), Cyan	Cart				0	0				0	0				0	0				0	0	0	717.60	0.00
41	INK CART, HP C4938A, (HP18), Magenta	Cart				0	0				0	0				0	0				0	0	0	717.60	0.00
42	INK CART, HP C4939A, (HP18), Yellow	Cart				0	0				0	0				0	0				0	0	0	717.60	0.00
43	INK CART, HP C6578DA, (HP78), Tri-color	Cart				0	0				0	0				0	0				0	0	0	1,606.80	0.00
44	INK CART, HP C6615DA, (HP15), Black	Cart				0	0				0	0				0	0				0	0	0	1,237.80	0.00
46	INK CART, HP C6656AA, (HP56), Black	Cart				0	0				0	0				0	0				0	0	0	921.44	0.00
47	INK CART, HP C6657AA, (HP57), Tri-color	Cart				0	0				0	0				0	0				0	0	0	1,486.40	0.00
48	INK CART, HP C6727AA, (HP27), Black	Cart				0	0				0	0				0	0				0	0	0	866.55	0.00
49	INK CART, HP C8765WA, (HP94), Black	Cart				0	0				0	0				0	0				0	0	0	930.80	0.00
50	INK CART, HP C8766WA, (HP95), Tri-color	Cart				0	0				0	0				0	0				0	0	0	1,133.60	0.00
51	INK CART, HP C8767WA, (HP96), Black	Cart				0	0				0	0				0	0				0	0	0	1,452.88	0.00
54	INK CART, HP C9361WA, (HP93), Tri-color	Cart				0	0				0	0				0	0				0	0	0	1,346.80	0.00

55	INK CART, HP C9362WA, (HP92), Black	Cart				0	0				0	0				0	0				0	0	0	600.08	0.00
59	INK CART, HP CB338A, (HP900), Tri-color	Cart				0	0				0	0				0	0				0	0	0	379.60	0.00
61	INK CART, HP CB336WA, (HP74XL), Black	Cart				0	0				0	0				0	0				0	0	0	1,506.00	0.00
79	INK CART, HP CD971AA, (HP 920), Black	Cart				0	0				0	0				0	0				0	0	0	792.48	0.00
81	INK CART, HP CN046AA, (HP951XL), Cyan	Cart				0	0				0	0				0	0				0	0	0	1,231.70	0.00
92	INK CART, HP C8893AA (C8728AA), (HP28), Colored	Cart				0	0				0	0				0	0				0	0	0	975.55	0.00
93	INK CART, LEXMARK 10N0217 (#17), Black	Cart				0	0				0	0				0	0				0	0	0	1,003.60	0.00
94	INK CART, LEXMARK 10N0227 (#27), Colored	Cart				0	0				0	0				0	0				0	0	0	1,253.50	0.00
00	TONER CART, HP C4092A, Black	Cart				0	0				0	0				0	0				0	0	0	2,741.44	0.00
01	TONER CART, HP C4096A, Black	Cart				0	0				0	0				0	0				0	0	0	5,352.86	0.00
02	TONER CART, HP C7115A, Black	Cart				0	0				0	0				0	0				0	0	0	2,971.28	0.00
04	TONER CART, HP CB436A, Black	Cart				0	0				0	0				0	0				0	0	0	3,373.55	0.00
06	TONER CART, HP CB541A, Cyan	Cart				0	0				0	0				0	0				0	0	0	2,984.80	0.00
07	TONER CART, HP CB542A, Yellow	Cart				0	0				0	0				0	0				0	0	0	2,984.80	0.00
08	TONER CART, HP CB543A, Magenta	Cart				0	0				0	0				0	0				0	0	0	2,984.80	0.00
09	TONER CART, HP CC364A, Black	Cart				0	0				0	0				0	0				0	0	0	7,378.80	0.00
10	TONER CART, HP CC530A, Black	Cart				0	0				0	0				0	0				0	0	0	5,402.80	0.00
11	TONER CART, HP CC531A, Cyan	Cart				0	0				0	0				0	0				0	0	0	5,298.80	0.00
12	TONER CART, HP CC532A, Yellow	Cart				0	0				0	0				0	0				0	0	0	5,298.80	0.00
13	TONER CART, HP CC533A, Magenta	Cart				0	0				0	0				0	0				0	0	0	5,298.80	0.00
37	TONER CART, HP Q2613A, Black	Cart				0	0				0	0				0	0				0	0	0	7,782.11	0.00
39	TONER CART, HP Q5949A, Black	Cart				0	0				0	0				0	0				0	0	0	3,530.80	0.00
40	TONER CART, HP Q5950A, Black	Cart				0	0				0	0				0	0				0	0	0	7,644.00	0.00
40	INK CART, CANON CL-741, Colored	Cart				0	0				0	0				0	0				0	0	0	1,049.67	0.00
41	TONER CART, HP Q5951A, Cyan	Cart				0	0				0	0				0	0				0	0	0	10,845.12	0.00
41	INK CART, CANON CL-811, Colored	Cart				2	2158.2				2	2158.2				2	2158.2				0	0	6	1,079.10	6,474.60
42	TONER CART, HP Q5952A, Yellow	Cart				0	0				0	0				0	0				0	0	0	10,845.12	0.00
42	INK CART, CANON PG-740, Black	Cart				0	0				0	0				0	0				0	0	0	790.25	0.00
43	TONER CART, HP Q5953A, Magenta	Cart				0	0				0	0				0	0				0	0	0	10,845.12	0.00
43	INK CART, CANON PG-810, Black	Cart				6	4905				6	4905				6	4905				0	0	18	817.50	14,715.00
44	TONER CART, HP Q6000A, Black	Cart				0	0				0	0				0	0				0	0	0	3,317.60	0.00
44	INK CART, EPSON C13T6664100 (T6641), Black	Cart				23	6142.15				3	801.15				3	801.15				3	801.15	32	267.05	8,545.60
45	TONER CART, HP Q6001A, Cyan	Cart				0	0				0	0				0	0				0	0	0	3,614.00	0.00
45	INK CART, EPSON C13T664200 (T6642), Cyan	Cart				12	3204.6				2	534.1				2	534.1				2	534.1	18	267.05	4,806.90
46	TONER CART, HP Q6002A, Yellow	Cart				0	0				0	0				0	0				0	0	0	3,614.00	0.00
46	INK CART, EPSON C13T664300 (T6643), Magenta	Cart				12	3204.6				2	534.1				2	534.1				2	534.1	18	267.05	4,806.90
47	INK CART, EPSON C13T664400 (T6644), Yellow	Cart				12	3204.6				2	534.1				2	534.1				2	534.1	18	267.05	4,806.90
47	TONER CART, HP Q6003A, Magenta	Cart				0	0				0	0				0	0				0	0	0	3,614.00	0.00
48	TONER CART, HP Q6470A, Black	Cart				0	0				0	0				0	0				0	0	0	5,526.56	0.00
49	TONER CART, HP Q6471A, Cyan	Cart				0	0				0	0				0	0				0	0	0	5,495.36	0.00
50	TONER CART, HP Q6472A, Yellow	Cart				0	0				0	0				0	0				0	0	0	5,644.80	0.00
50	INK CART, HP C9351AA, (HP21), Black	Cart				0	0				0	0				0	0				0	0	0	689.97	0.00
51	TONER CART, HP Q6473A, Magenta	Cart				0	0				0	0				0	0				0	0	0	5,644.80	0.00
51	INK CART, HP C9352AA, (HP22), Tri-color	Cart				0	0				0	0				0	0				0	0	0	781.53	0.00
55	TONER CART, SAMSUNG ML-D2850B, Black	Cart				0	0				0	0				0	0				0	0	0	4,992.00	0.00
57	TONER CART, SAMSUNG MLT-D103L, Black	Cart				0	0				0	0				0	0				0	0	0	2,912.00	0.00
61	INK CART, HP CD887AA, (HP703), Black	Cart				0	0				0	0				0	0				0	0	0	355.34	0.00
62	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	Cart				0	0				0	0				0	0				0	0	0	3,120.00	0.00
62	INK CART, HP CD888AA, (HP703), Tri-color	Cart				0	0				0	0				0	0				0	0	0	355.34	0.00
63	INK CART, HP CD972AA, (HP 920XL), Cyan	Cart				0	0				0	0				0	0				0	0	0	659.45	0.00
64	INK CART, HP CD973AA, (HP 920XL), Magenta	Cart				0	0				0	0				0	0				0	0	0	659.45	0.00
65	INK CART, HP CD974AA, (HP 920XL), Yellow	Cart				0	0				0	0				0	0				0	0	0	659.45	0.00
66	INK CART, HP CD975AA, (HP 920XL), Black	Cart				0	0				0	0				0	0				0	0	0	1,302.55	0.00
67	INK CART, HP CH561WA, (HP61), Black	Cart				0	0				0	0				0	0				0	0	0	675.80	0.00
68	INK CART, HP CH562WA, (HP61), Tricolor	Cart				0	0				0	0				0	0				0	0	0	866.55	0.00

74	RIBBON CART, EPSON C13S015584 (S015327), Black	Cart				14	4688.32				0	0				14	4688.32				0	0	26	334.88	9,376.64
75	INK CART, HP CN047AA, (HP951XL), Magenta	Cart				0	0				0	0				0	0				0	0	0	1,237.15	0.00
76	INK CART, HP CN048AA, (HP951XL), Yellow	Cart				0	0				0	0				0	0				0	0	0	1,237.15	0.00
77	INK CART, HP CN692AA, (HP704), Black	Cart				0	0				0	0				0	0				0	0	0	355.34	0.00
78	INK CART, HP CN693AA, (HP704), Tri-color	Cart				0	0				0	0				0	0				0	0	0	355.34	0.00
79	INK CART, HP CZ107AA, (HP678), Black	Cart				0	0				0	0				0	0				0	0	0	355.34	0.00
80	INK CART, HP CZ108AA, (HP678), Tricolor	Cart				0	0				0	0				0	0				0	0	0	355.34	0.00
103	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	Cart				2	160.88				0	0				1	80.44				0	0	3	80.44	241.32
104	RIBBON CART, EPSON C13S015531 (S015086), Black	Cart				0	0				0	0				0	0				0	0	0	759.73	0.00
105	RIBBON CART, EPSON C13S015632, Black, for LX-310	Cart				0	0				0	0				0	0				0	0	0	79.57	0.00
106	TONER CART, BROTHER TN-2025, Black	Cart				0	0				0	0				0	0				0	0	0	2,679.22	0.00
107	TONER CART, BROTHER TN-2130, Black	Cart				0	0				0	0				0	0				0	0	0	1,907.50	0.00
108	TONER CART, BROTHER TN-2150, Black	Cart				0	0				0	0				0	0				0	0	0	2,741.35	0.00
109	TONER CART, BROTHER TN-3320, Black	Cart				0	0				0	0				0	0				0	0	0	3,083.39	0.00
110	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	Cart				0	0				0	0				0	0				0	0	0	4,494.72	0.00
111	TONER CART, HP CB435A, Black	Cart				0	0				0	0				0	0				0	0	0	2,995.32	0.00
112	TONER CART, HP CB540A, Black	Cart				0	0				0	0				0	0				0	0	0	3,471.65	0.00
113	TONER CART, HP CE255A, Black	Cart				0	0				0	0				0	0				0	0	0	7,117.70	0.00
114	TONER CART, HP CE278A, Black	Cart				0	0				0	0				0	0				0	0	0	3,332.13	0.00
115	TONER CART, HP CE285A (HP85A), Black	Cart				5	15478				0	0				0	0				0	0	5	3,095.60	15,478.00
116	TONER CART, HP CE310A, Black	Cart				3	7504.65				0	0				0	0				0	0	3	2,501.55	7,504.65
117	TONER CART, HP CE311A, Cyan	Cart				3	7831.65				0	0				0	0				0	0	3	2,610.55	7,831.65
118	TONER CART, HP CE312A, Yellow	Cart				3	7831.65				0	0				0	0				0	0	3	2,610.55	7,831.65
119	TONER CART, HP CE313A, Magenta	Cart				3	7831.65				0	0				0	0				0	0	3	2,610.55	7,831.65
120	TONER CART, HP CE320A, Black	Cart				0	0				0	0				0	0				0	0	0	2,992.05	0.00
121	TONER CART, HP CE321A, Cyan	Cart				0	0				0	0				0	0				0	0	0	3,155.55	0.00
122	TONER CART, HP CE322A, Yellow	Cart				0	0				0	0				0	0				0	0	0	3,155.55	0.00
123	TONER CART, HP CE323A, Magenta	Cart				0	0				0	0				0	0				0	0	0	3,155.55	0.00
124	TONER CART, HP CE390A, Black	Cart				0	0				0	0				0	0				0	0	0	8,080.55	0.00
125	TONER CART, HP CE400A, Black	Cart				0	0				0	0				0	0				0	0	0	7,079.65	0.00
126	TONER CART, HP CE401A, Cyan	Cart				0	0				0	0				0	0				0	0	0	10,458.55	0.00
127	TONER CART, HP CE402A, Yellow	Cart				0	0				0	0				0	0				0	0	0	10,458.55	0.00
128	TONER CART, HP CE403A, Magenta	Cart				0	0				0	0				0	0				0	0	0	10,458.55	0.00
129	TONER CART, HP CE410A, (HP305), Black	Cart				0	0				0	0				0	0				0	0	0	4,064.80	0.00
130	TONER CART, HP CE411A, (HP305), Cyan	Cart				0	0				0	0				0	0				0	0	0	5,777.00	0.00
131	TONER CART, HP CE412A, (HP305), Yellow	Cart				0	0				0	0				0	0				0	0	0	5,777.00	0.00
132	TONER CART, HP CE413A, (HP305), Magenta	Cart				0	0				0	0				0	0				0	0	0	5,777.00	0.00
133	TONER CART, HP CE505A, Black	Cart				0	0				0	0				0	0				0	0	0	4,276.07	0.00
134	TONER CART, HP CE505X, Black, high cap	Cart				0	0				0	0				0	0				0	0	0	7,560.24	0.00
173	TONER CART, HP Q2612A, Black	Cart				5	18584.35				0	0				3	9950.61				0	0	8	3,316.87	26,534.95
174	TONER CART, HP Q5942A, Black	Cart				0	0				0	0				0	0				0	0	0	7,842.55	0.00
175	TONER CART, HP Q7553A, Black	Cart				0	0				0	0				0	0				0	0	0	4,163.80	0.00
177	TONER CART, LEXMARK T650A11P, Black	Cart				0	0				0	0				0	0				0	0	0	10,093.40	0.00
178	TONER CART, SAMSUNG MLT-D101S, Black	Cart				0	0				0	0				0	0				0	0	0	2,768.80	0.00
179	TONER CART, SAMSUNG MLT-D103S, Black	Cart				0	0				0	0				0	0				0	0	0	3,052.00	0.00
180	TONER CART, SAMSUNG MLT-D104S, Black	Cart				0	0				0	0				0	0				0	0	0	2,961.50	0.00
181	TONER CART, SAMSUNG MLT-D105L, Black	Cart				0	0				0	0				0	0				0	0	0	2,921.20	0.00
182	TONER CART, SAMSUNG MLT-D108S, Black	Cart				0	0				0	0				0	0				0	0	0	2,677.60	0.00
183	TONER CART, SAMSUNG MLT-D203E, Black	Cart				0	0				0	0				0	0				0	0	0	7,466.50	0.00
184	TONER CART, SAMSUNG MLT-D203L, Black	Cart				0	0				0	0				0	0				0	0	0	4,839.60	0.00
185	TONER CART, SAMSUNG MLT-D203U, black	Cart				0	0				0	0				0	0				0	0	0	9,919.00	0.00
186	TONER CART, SAMSUNG MLT-D205E, Black	Cart				0	0				0	0				0	0				0	0	0	9,646.50	0.00
187	TONER CART, SAMSUNG MLT-D205L, Black	Cart				0	0				0	0				0	0				0	0	0	5,306.30	0.00
188	TONER CART, SAMSUNG SCX-D6555A, Black	Cart				0	0				0	0				0	0				0	0	0	4,567.10	0.00

Audio and Visual Equipment and Supplies																										
92	MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	Unit				0	0				0	0				0	0				0	0	0	19,511.00	0.00
Flag of Authority																										
93	PHILIPPINE NATIONAL FLAG	Piece				5	1673.15				0	0				0	0				0	0	5	334.63	1,673.15
Fire Fighting Equipment																										
95	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	Unit				0	0				0	0				0	0				0	0	0	1,199.00	0.00
96	FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	Unit				0	0				0	0				0	0				0	0	0	5,232.00	0.00
Consumer Electronics																										
97	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	Unit				0	0				0	0				0	0				0	0	0	7,156.42	0.00
Furniture and Fixtures																										
98	CHAIR, monobloc, without armrest, beige	Piece				10	2752.3				0	0				0	0				0	0	10	275.23	2,752.30
99	CHAIR, monobloc, without armrest, white	Piece				10	2752.3				0	0				0	0				0	0	10	275.23	2,752.30
100	TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	Unit				0	0				0	0				0	0				0	0	0	1,389.75	0.00
101	TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	Unit				0	0				0	0				0	0				0	0	0	1,389.75	0.00
Arts and Craft Materials and Accessories and Supplies																										
102	CLEARBOOK, A4 size	Piece				5	208.45				0	0				0	0				0	0	5	41.69	208.45
103	CLEARBOOK, Legal size	Piece				2	88.84				0	0				0	0				0	0	2	44.42	88.84
104	ERASER, plastic or rubber	Piece				35	162.05				5	23.15				2	9.26				0	0	42	4.63	194.46
105	SIGN PEN, black	Piece				150	5442				10	362.8				28	1015.84				5	181.4	199	36.28	7,002.04
106	SIGN PEN, blue	Piece				131	4752.68				5	181.4				26	943.28				10	362.8	172	36.28	6,240.16
107	SIGN PEN, red	Piece				89	3228.92				0	0				0	0				0	0	89	36.28	3,228.92
108	WRAPPING PAPER, kraft, 50 sheets per pack	Pack				0	0				0	0				0	0				0	0	0	135.90	0.00
INFORMATION TECHNOLOGY EQUIPMENT																										
	EXTERNAL HARD DRIVE, 1 TB	Unit				0	0				0	0				0	0				0	0	0	2,855.60	0.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
CONSTRUCTION MATERIALS																										
	Door Handle 5#	pc				4	100				0	0				0	0				0	0	4	25.00	100.00
	Air Freshener	btl				6	1080				0	0				2	360				0	0	6	180.00	1,440.00
	Vulcaseal	qt				2	776				2	776				2	776				0	0	8	388.00	2,328.00
	Faucet Brass	pc				5	750				0	0				0	0				0	0	5	150.00	750.00
	Stainless Barrel Bolt 3#	pc				2	50				0	0				0	0				0	0	2	25.00	50.00
	Long Nose Pliers	pc				1	300				0	0				0	0				0	0	1	300.00	300.00
	PE elbow, 1/2"	pc				0	0				5	600				5	600				0	0	10	120.00	1,200.00
	Ball valve, 1", brass	pc				2	1600				0	0				0	0				0	0	2	800.00	1,600.00
	Ball valve, 1 1/4", brass	pc				0	0				1	1200				0	0				0	0	1	1,200.00	1,200.00
	Ball valve, 1/2"	pc				0	0				0	0				5	2500				5	2500	10	500.00	5,000.00
	Phillip Screw Driver	pc				1	200				0	0				0	0				0	0	1	200.00	200.00
DRUGS AND MEDICINES																										
	Alcohol, 500ml, 70% solution	btl				18	902.16				0	0				10	501.2				0	0	28	50.12	1,403.36
	Surgical mask, 50s	box				0	0				2	300				0	0				0	0	2	150.00	300.00
	Gloves, non-sterile	box				0	0				2	500				0	0				0	0	2	250.00	500.00
FOOD SUPPLIES																										
	Cracker	pck				31	1550				0	0				15	750				0	0	46	50.00	2,300.00

	Coffee	pck				32	6400				2	400				17	3400				2	400	53	200.00	10,600.00
	FUEL OIL AND LUBRICANTS																							
	Fuel filter	pc				2	3000				0	0				0	0				0	0	2	1,500.00	3,000.00
	diesel	L				50	2250				50	2250				50	2250				50	2250	200	45.00	9,000.00
	Fuel	L				20	6000				0	0				0	0				0	0	20	300.00	6,000.00
	Oil filter	pc				2	3000				0	0				0	0				0	0	2	1,500.00	3,000.00
	[illegible]																							
	Computer Keyboard	pc				6	2400				0	0				0	0				0	0	6	400.00	2,400.00
	RJ45	pc				100	500				0	0				0	0				0	0	100	5.00	500.00
	Computer mousepad	pc				5	750				0	0				0	0				0	0	5	150.00	750.00
	Computer Mouse, wired usb, 1600 dpi, optical LED	pc				5	1500				0	0				0	0				0	0	5	300.00	1,500.00
	CD BLANK W/CASE	pc				2	50				0	0				0	0				0	0	2	25.00	50.00
	[illegible]																							
	Crimping Tool / Crimper for 8Pin (RJ45) & 6 Pin (RJ11)Telephone & 8 Pin Network Cables (Heavy Duty)	pc				1	500				0	0				0	0				0	0	1	500.00	500.00
	OFFICE EQUIPMENT																							
	Dater (date only)	pc				4	132				0	0				0	0				0	0	4	33.00	132.00
	OFFICE SUPPLIES																							
	Ballpen Black / Blue	pc				155	3100				0	0				50	1000				0	0	205	20.00	4,100.00
	BALLPEN, BP-S, Fine, Blue	pc				52	1040				5	100				17	340				5	100	79	20.00	1,580.00
	Ballpen,red	pc				87	1740				0	0				0	0				0	0	87	20.00	1,740.00
	BALLPEN, BP-S, Fine, Red	pc				12	240				0	0				12	240				0	0	24	20.00	480.00
	Ballpen, BP-S,Fine, Blue	pc				4	80				0	0				0	0				0	0	4	20.00	80.00
	Ballpen, BP-S,Fine, Black	pc				8	160				0	0				0	0				0	0	8	20.00	160.00
	BALLPEN, BP-S, Fine, Black	pc				66	1320				5	100				17	340				5	100	93	20.00	1,860.00
	Ring Binder folder, Arch file, legal, blue color 2 holes (side clip)	pc				32	5760				0	0				2	360				0	0	34	180.00	6,120.00
	CLIP, backfold, 19mm, 12s/box	box				13	103.61				0	0				10	79.7				0	0	23	7.97	183.31
	CLIP, backfold, 32mm, 12s/box	box				12	222.72				2	37.12				10	185.6				0	0	24	18.56	445.44
	CLIP, Bulldog, 73mm	pc				1	10				0	0				0	0				0	0	1	10.00	10.00
	Data filer folder (A4 size) 2 rings	pc				82	12300				0	0				0	0				0	0	82	150.00	12,300.00
	COMPUTER BINDER, 9 1/2 X 11	eac				10	500				0	0				10	500				0	0	20	50.00	1,000.00
	COMPUTER CONTINUOUS FORMS	box				10	9000				0	0				7	6300				0	0	17	900.00	15,300.00
	CONTINOUS PAPER 5 1/2 X 9 1/2 1 PLY	box				2	900				0	0				0	0				0	0	2	450.00	900.00
	Correction Tape 8 meters; 5mm.	pc				62	2790				13	585				18	810				0	0	93	45.00	4,185.00
	Correction Tape, Disposable,usable length 8 meters (min),5mm width	pc				22	22000				0	0				22	22000				0	0	44	1,000.00	44,000.00
	Student Jacket (Sample upon PR)	pc				1000	50000				0	0				0	0				0	0	1000	50.00	50,000.00
	CERTIFICATE HOLDER with UP Logo in the center, certificate size: 9x12 inches, certificate color: maroon, logo size: width=3 inches, length= 2.5 inches, logo color: gold	pc				50	7500				0	0				30	4500				0	0	80	150.00	12,000.00
	FOLDER, EXPANDING W/ TABS LONG (GREEN)	pc				55	0				0	0				0	0				0	0	55	0.00	0.00
	FOLDER, Expanding W/ Tabs, Long (Green)	eac				60	1040				0	0				15	195				0	0	95	13.00	1,235.00
	DOCUMENT PAPER BOX LONG	pc				3	1380				1	460				1	460				1	460	6	460.00	2,760.00
	FILE ORGANIZER, expanding, legal,plastic, assorted colors	pc				5	400.7				5	400.7				5	400.7				5	400.7	20	80.14	1,602.80
	Folder, Expanding without Tabs,Long	pc				621	5589				10	90				36	324				0	0	667	9.00	6,003.00
	Folder, White A4	pc				460	1610				20	70				50	175				10	35	540	3.50	1,890.00
	Folder, White Long	pc				1576	6304				10	40				221	884				0	0	1807	4.00	7,228.00
	Multipurpose glue, Washable, Bottled, Non-toxic 130g	jar				5	350				0	0				2	140				0	0	7	70.00	490.00
	GLUE, all purpose, 300grams min	crt				12	87600				0	0				1	7300				0	0	13	7,300.00	94,900.00
	Index Card,3x5", ruled bothe sides, 500pcs/pack	pck				1	49.69				0	0				1	49.69				0	0	2	49.69	99.38
	Epson T744, Black Ink for Epson L655 printer	crt				1	575				0	0				0	0				0	0	1	575.00	575.00
	Epson T6734, Yellow Ink for Epson L850 printer	crt				2	1100				0	0				0	0				0	0	2	550.00	1,100.00

	Epson T6732, Cyan ink for Epson L850 printer	crt				2	1100				0	0				0	0				0	0	2	550.00	1,100.00
	Epson L350 ink (black)	btl				8	2360				2	590				2	590				0	0	12	295.00	3,540.00
	HP Laserjet Pro M127fs 83A printer cartridge	pc				5	5000				0	0				0	0				0	0	5	1,000.00	5,000.00
	Epson Y664	btl				0	0				0	0				1	300				0	0	1	300.00	300.00
	Epson T6736, Light Magenta ink for Epson L850 printer	crt				2	1100				0	0				0	0				0	0	2	550.00	1,100.00
	Epson L350 ink (cyan)	btl				5	1475				2	590				2	590				0	0	9	295.00	2,655.00
	Epson T6733, Magenta ink for Epson L850 printer	crt				2	1100				0	0				0	0				0	0	2	550.00	1,100.00
	Epson T6735, Light Cyan ink for Epson L850 printer	crt				2	1100				0	0				0	0				0	0	2	550.00	1,100.00
	Epson C664	btl				0	0				0	0				1	300				0	0	1	300.00	300.00
	Epson M664	btl				0	0				0	0				1	300				0	0	1	300.00	300.00
	Epson BK664	btl				2	600				0	0				0	0				0	0	2	300.00	600.00
	Epson L350 ink (yellow)	btl				3	885				2	590				2	590				0	0	7	295.00	2,065.00
	HP Laserjet Print Cartridge	crt				5	12500				0	0				0	0				0	0	5	2,500.00	12,500.00
	Epson T6731, Black ink for Epson L850 printer	crt				3	1650				0	0				0	0				0	0	3	550.00	1,650.00
	Epson L350 ink (magenta)	btl				3	885				2	590				2	590				0	0	7	295.00	2,065.00
	Computer ribbon (refill small)	rol				100	2600				0	0				90	2340				0	0	190	26.00	4,940.00
	Marker, permanent, red refillable	pc				5	76.45				0	0				0	0				0	0	5	15.29	76.45
	Marker, flourescent, 3 colors/set	set				21	814.17				2	77.54				13	504.01				2	77.54	38	38.77	1,473.26
	Marker pen, Whiteboard, black, refillable	pc				26	334.88				2	25.76				2	25.76				2	25.76	32	12.88	412.16
	Marker, permanent, blue, refillable	pc				14	214.06				2	30.58				7	107.03				2	30.58	25	15.29	382.25
	MARKER, Whiteboard, Refillable, Black	pc				30	1350				0	0				0	0				0	0	30	45.00	1,350.00
	Marker pen, Whiteboard, blue, refillable	pc				24	309.12				2	25.76				7	90.16				2	25.76	35	12.88	450.80
	Marker, permanent, black, refillable	pc				20	305.8				3	45.87				8	122.32				3	45.87	34	15.29	519.86
	Tape, masking, 24mm, 50 meters length	rol				14	703.22				2	100.46				5	251.15				2	100.46	23	50.23	1,155.29
	MIMEOGRAPH	pc				10	1000				0	0				10	1000				0	0	20	100.00	2,000.00
	Paper bond, Premium Grade, Legal Size	rm				70	7223.3				0	0				7	722.33				0	0	77	103.19	7,945.63
	Bond Paper, long, color pink, subs 20	rm				39	6825				8	1400				16	3150				8	1400	73	175.00	12,775.00
	Paper,bond, Premium Grade, 210mm x 297mm (A4) 70gsm	rm				163	16058.76				20	1970.4				23	2265.96				15	1477.8	221	98.52	21,772.92
	Multipurpose Bond Paper, Yellow, Legal (8.5 x 13 in)	rm				10	2500				6	1500				6	1500				6	1500	28	250.00	7,000.00
	Bond Paper	rm				6	600				0	0				6	600				0	0	12	100.00	1,200.00
	Multi color paper, Long (8.5x13 in), Color: Yellow, GSM 80, 500 sheets per ream	rm				20	2400				2	240				7	840				2	240	31	120.00	3,720.00
	Multi color paper, Long (8.5x13 in), Color: Blue, GSM 80, 500 sheets per ream	rm				3	360				0	0				0	0				0	0	3	120.00	360.00
	Bond Paper, A4, clor yellow subs 20	rm				21	5250				0	0				11	2750				0	0	32	250.00	8,000.00
	Paper Clip, gem type, jumbo, 48mm, 100s/box	box				16	185.85				0	0				1	12.39				0	0	16	12.39	198.24
	Short Bond Paper, Letter size, sub 20	rm				25	3250				0	0				0	0				0	0	25	130.00	3,250.00
	Paper Clip, gem type, small, 32mm, 100s/box	box				13	90.61				0	0				3	20.91				0	0	16	6.97	111.52
	Multipurpose Bond Paper, Pink, Legal (8.5 x 13 in)	rm				21	5250				6	1500				6	1500				6	1500	39	250.00	9,750.00
	YELLOW PAD PAPER, Pad Paper, with 33 lines, 210x 297mm, 50 leaves	pd				6	180				0	0				4	120				0	0	10	30.00	300.00
	Record book, 300 pages, Smyth sewn	pc				1	53				0	0				0	0				0	0	1	53.00	53.00
	NOTEPAD, 2X2	pd				5	517.75				5	517.75				5	517.75				5	517.75	20	103.55	2,071.00
	NOTEPAD 3X5	pd				5	122.5				5	122.5				5	122.5				5	122.5	20	24.50	490.00
	NOTEBOOK, 80 leaves, 150mmx215mm, 60gsm	pc				5	150				0	0				0	0				0	0	5	30.00	150.00
	NOTEBOOK, Stenographer's 40 leaves	pc				37	315.24				5	42.6				0	0				0	0	42	8.52	357.84
	Push Pin, flat head type, assorted colors, 100s/case	case				4	84.96				0	0				1	21.24				0	0	5	21.24	106.20
	Laser Jet Pro400 HP 80A Toner	crt				1	5000				0	0				1	5000				0	0	2	5,000.00	10,000.00
	Laser Jet Pro400 HP 80A Toner	btl				6	30000				0	0				4	20000				0	0	10	5,000.00	50,000.00
	Toner	crt				8	28000				0	0				0	0				0	0	8	3,500.00	28,000.00
	ML Samsung toner	crt				9	22500				0	0				0	0				0	0	9	2,500.00	22,500.00
	HP Toner	crt				4	14000				0	0				0	0				0	0	4	3,500.00	14,000.00
	TONER, KM-1820 Kyocera-MITA	crt				2	5578				0	0				0	0				0	0	2	2,789.00	5,578.00
	TONER, SAMSUNG ML-1610D2	crt				1	2800				0	0				0	0				0	0	1	2,800.00	2,800.00
	TONER, Canon LBP2900	crt				9	27000				1	3000				7	21000				1	3000	18	3,000.00	54,000.00
	Toner cart, HP 85A, Remanufactura	crt				13	15600				3	3600				3	3600				3	3600	22	1,200.00	26,400.00
	TONER, Canon 103/303/703	crt				4	10000				0	0				0	0				0	0	4	2,500.00	10,000.00
	toner cartridge, TNP40, for multicopier Develop	crt				5	60000				2	24000				2	24000				2	24000	11	12,000.00	132,000.00

	ineo4020																							
	Toner, TN323, for multicopier Develop ineo 367	crt			2	24000				0	0				0	0				0	0	2	12,000.00	24,000.00
	L386 Epson Printer Ink Bottle (set of 4: black), yellow, magenta, cyan)	set			6	6900				0	0				0	0				0	0	6	1,150.00	6,900.00
	COMPUTER RIBBON CARTRIDGE EPSON LQ2190	crt			10	8000				0	0				10	8000				0	0	20	800.00	16,000.00
	Computer ribbon (EPSON LQ310)	rol			10	300				0	0				10	300				0	0	29	30.00	600.00
	Paper fastener, plastic (50 sets)	box			20	500				0	0				0	0				0	0	20	25.00	500.00
	Scissors, 6"	pr			5	67.05				0	0				3	40.23				0	0	8	13.41	107.28
	Sticker Paper, Color White, (Non Glossy)	pck			7	350				0	0				0	0				0	0	7	50.00	350.00
	NOTE PAD, Stick-on, 5x3 inch	pc			25	1750				5	350				0	0				0	0	30	70.00	2,100.00
	STICKER PAPER, White, 9x12	pck			14	840				0	0				0	0				0	0	14	60.00	840.00
	Sticker paper (White , A4-sized, matte)	pck			6	1320				0	0				2	440				0	0	6	220.00	1,760.00
	Sign Pen, Blue	pc			42	1875.3				5	223.26				12	535.8				0	0	69	44.65	2,834.35
	SIGNPEN GREEN	pc			9	387				0	0				6	258				0	0	15	43.00	645.00
	Long brown envelope (10x15)	pc			30	45				0	0				10	15				0	0	40	1.50	60.00
	Short brown envelope (9x12)	pc			100	100				0	0				0	0				0	0	100	1.00	100.00
	ENVELOPE, Expending, Brown, Long	pc			25	187.5				0	0				5	37.5				0	0	30	7.50	225.00
	Commercial envelope (white) No 10 (4 1/8 x 9 1/2")	pc			125	312.5				0	0				0	0				0	0	125	2.50	312.50
	Envelope, Brown Long	pc			337	674				20	40				120	240				20	40	497	2.00	994.00
	Envelope, Brown A4	pc			119	178.5				20	30				30	45				20	30	189	1.50	283.50
	Stapler with Remover	pc			12	3600				0	0				2	600				0	0	14	300.00	4,200.00
	Staple Wire, standard, 5000pca/box #35	box			39	914.94				5	117.3				11	258.06				2	46.92	57	23.46	1,337.22
	Tape, transparent,24mm, 50 meters	rol			28	452.48				5	80.6				6	96.96				0	0	39	16.16	630.24
	Pencil, lead w eraser 1 dozen/box	box			8	200.08				0	0				0	0				0	0	8	25.01	200.08
	Notepad, 2x3, 100sheets/pad	pd			11	372.35				0	0				0	0				0	0	11	33.85	372.35
	OTHER SUPPLIES AND MATERIALS																							
	CMOS Battery	pc			16	720				0	0				1	45				0	0	17	45.00	765.00
	9V battery, heavy duty	pc			5	750				0	0				0	0				0	0	5	150.00	750.00
	BATTERY, 9V	pc			8	800				0	0				0	0				0	0	8	100.00	800.00
	CARBON FILM	box			1	280				0	0				0	0				0	0	1	280.00	280.00
	Dishwashing Liquid Soap	btl			18	1350				2	150				5	375				2	150	27	75.00	2,025.00
	Universal adaptor socket	un			1	50				0	0				0	0				0	0	1	50.00	50.00
	FLOURESCENT LAMP, tubular, slim, 36watts	pc			16	640				0	0				0	0				0	0	16	40.00	640.00
	Ballast, 18 watts	pc			2	140.22				0	0				0	0				0	0	2	70.11	140.22
	DOOR knob	pc			5	1500				5	1500				5	1500				5	1500	20	300.00	6,000.00
	5-Gang Extension cord with USB port, with 5 multi-purpose sockets and individual switch control	un			0	0				1	1300				0	0				0	0	1	1,300.00	1,300.00
	Battery, AA,Alkaline 2pcs/packet	pck			22	464.86				0	0				3	63.39				0	0	25	21.13	528.25
	Fluorescent Tube, 36W, LED	pc			4	1200				0	0				4	1200				0	0	8	300.00	2,400.00
	Flourescent Light Bulb, LED, 18 watts	pc			11	2200				0	0				1	200				0	0	12	200.00	2,400.00
	FLOURESCENT LAMP, tubular, 20 watts	pc			10	400				0	0				0	0				0	0	10	40.00	400.00
	Battery, AAA, Alkaline 2pcs/packet	pck			14	221.62				0	0				6	94.98				0	0	20	15.83	316.60
	Ballast, 36 watts	pc			5	372.9				0	0				0	0				0	0	5	74.58	372.90
	FLUORESCENT LAMP, 40w	pc			2	330				0	0				0	0				0	0	2	165.00	330.00
	Purified Water	gal			120	4800				0	0				0	0				0	0	120	40.00	4,800.00
	Flexible hose, 1/2"x1/2"x15", heavy duty	pc			5	1000				5	1000				0	0				0	0	10	200.00	2,000.00
	Teflon tape	pc			5	200				5	200				5	200				5	200	20	40.00	800.00
	PE connector, 1 1/4"	pc			5	2000				5	2000				0	0				0	0	10	400.00	4,000.00
	PE female connector, 1/2"	pc			0	0				5	800				0	0				0	0	5	160.00	800.00
	Tank lever	pc			5	1750				5	1750				0	0				0	0	10	350.00	3,500.00
	Alcohol, 70% ethyl	btl			76	3049.88				5	200.65				21	842.73				0	0	102	40.13	4,093.26
	Plate	set			1	1000				0	0				0	0				0	0	1	1,000.00	1,000.00
	LED TUBE 20W	pc			23	13800				20	12000				20	12000				0	0	63	600.00	37,800.00
	TAPE FLAGS, ASSORTED COLOR	pck			2	64				0	0				0	0				0	0	2	32.00	64.00
	Flexible hose, 1/2"x7/8x12"	pc			5	1000				5	1000				0	0				0	0	10	200.00	2,000.00
	PE elbow, 2"	pc			2	360				0	0				0	0				0	0	2	180.00	360.00

	PE elbow, 1"	pc				1	150				0	0				0	0				0	0	1	150.00	150.00
	PE connector, 1"	pc				1	200				0	0				0	0				0	0	1	200.00	200.00
	PE pipe, 2", SDR-9	m				10	2200				0	0				0	0				0	0	10	220.00	2,200.00
	Tarpaulin 6x8ft	pc				1	720				0	0				0	0				0	0	1	720.00	720.00
	PE elbow, 1/2"	pc				5	600				5	600				0	0				0	0	10	120.00	1,200.00
	PE male connector, 1/2"	pc				5	825				0	0				0	0				0	0	5	165.00	825.00
	Ball valve, 2"	pc				1	2800				1	2800				0	0				0	0	2	2,800.00	5,600.00
	PE pipe, 1", SDR-9	m				10	800				10	800				0	0				0	0	20	80.00	1,600.00
	PE connector, 2"	pc				2	1600				2	1600				0	0				0	0	4	800.00	3,200.00
	FAX FILM, Fullmark facsimile ink film, sharp FO9CR	ctt				1	230				0	0				0	0				0	0	1	230.00	230.00
	Wood glue	qt				2	600				2	600				2	600				0	0	5	300.00	1,600.00
	PE female connector, 2"	pc				0	0				2	1100				0	0				0	0	2	550.00	1,100.00
	Cartolina, assorted color, 20s/pack	pck				4	297.04				0	0				0	0				0	0	4	74.26	297.04
	RUBBER BAND, 1.0mm-mm thickness, mm 350grams/box ok approx 220pcs	box				3	324.27				0	0				0	0				0	0	3	108.09	324.27
	MANILA PAPER, Paper, 10 sheets/pack	pck				6	270				0	0				2	90				0	0	8	45.00	360.00
	Ball valve, 1 1/4"	pc				2	2600				0	0				0	0				0	0	2	1,300.00	2,600.00
	Ball valve, 1/2"	pc				2	1000				0	0				0	0				0	0	2	500.00	1,000.00
	PE elbow, 1 1/4"	pc				4	640				0	0				0	0				0	0	4	160.00	640.00
	PE male connector, 1"	pc				1	180				0	0				0	0				0	0	1	180.00	180.00
	EXTENSION WIRE, 4MTRS, OMNI	pc				5	1300				0	0				2	520				0	0	7	260.00	1,820.00
	SPECIAL BOARD PAPER for certificates, color beige, 160gsm, 8.5 x 11 inch, 10 sheets per pack	pck				35	1181.25				2	67.5				2	67.5				2	67.5	41	33.75	1,383.75
	STICKER PAPER, 21699-8 Matte, A4 size, 5 sheets per pack	pck				8	318				0	0				0	0				0	0	8	39.75	318.00
	Force/Quality Photo Paper 230gsm (A4)	pck				2	100				0	0				0	0				0	0	2	50.00	100.00
	PE male connector, 1 1/4"	pc				6	2000				7	2800				0	0				0	0	12	400.00	4,800.00
	PE connector, 1/2"	pc				6	800				5	800				0	0				0	0	10	160.00	1,600.00
	Rubber stopper	pc				5	1500				5	1500				0	0				0	0	10	300.00	3,000.00
	Angle valve	pc				5	1900				5	1900				0	0				0	0	10	380.00	3,800.00
	PE female connector, 1 1/4"	pc				2	840				1	420				1	420				0	0	4	420.00	1,680.00
	Ball valve, 3"	pc				0	0				2	15000				0	0				0	0	2	7,500.00	15,000.00
	PE pipe, 1 1/4", SDR-9	m				10	1200				0	0				0	0				0	0	10	120.00	1,200.00
	PE pipe, 1/2", SDR-9	m				10	300				10	300				10	300				10	300	40	30.00	1,200.00
	Fitting tanks	set				5	10000				5	10000				0	0				0	0	10	2,000.00	20,000.00
	PE female connector, 1"	pc				1	185				0	0				0	0				0	0	1	185.00	185.00
	Teflon tape	pc				5	100				5	100				5	100				5	100	20	20.00	400.00
	TABLE NAPKIN	pck				5	250				0	0				0	0				0	0	5	50.00	250.00
	Detergent soap, liquid, 250 ml	btl				2	56				0	0				0	0				0	0	2	28.00	56.00
	Toilet Tissue, 12 rocls/pack	pck				44	2910.18				1	70.98				1	70.98				1	70.98	44	70.98	3,123.12

A. TOTAL	322,081.82 + 1,043,483.64 = 1,365,565.46
B. ADDITIONAL PROVISION FOR INFLATION (10% OF TOTAL)	136,035.90
C. GRAND TOTAL (A + B)	1,501,601.36
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:	
G. MONTHLY CASH REQUIREMENTS (IN PESOS)	
G1 AVAILABLE AT PROCUREMENT SERVICE STORES	322,081.82
G2 OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES	1,043,483.64
TOTAL CASH REQUIREMENTS : ONE MILLION FOUR HUNDRED NINETY-SIX THOUSAND SIX HUNDRED FOURTEEN AND EIGHT HUNDRED SEVENTY-EIGHT PESOS AND CENTAVOS	

**Agency must put the monthly requirement for air tickets both local and international*

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.

Submitted by:

Acuna, Ms. Socorro Brenda Espaldero
Chief Administrative Officer

Certified Funds Available/ Certified Appropriate Funds Available:

Lagsub, Ms. Teresita Villanueva
Chief
23 Aug 18

Approved by:

Concepcion, Prof. Sylvia Basas
Chancellor

Date Prepared: Aug 23, 2018

Summary

Fund - 101	524,007.07	115,664.17	198,473.06	42,438.66	880,582.96
Fund - 184	12,641.11	10,013.79	10,116.11	9,848.79	42,619.80
Fund - -	33,166.99	0.00	0.00	0.00	33,166.99
Fund - 164	421,559.09	0.00	26,890.14	0.00	448,449.23
Total	1,001,073.26	125,199.96	237,212.31	52,588.45	1,404,818.98

Trust Fund Summary

10000246 - UPMin CHED Banana 2	12,641.11	10,013.79	10,116.11	9,848.79	42,619.80
Total	12,641.11	10,013.79	10,116.11	9,848.79	42,619.80

UNIVERSITY OF THE PHILIPPINES MINDANAO
Office of the Vice Chancellor for Administration

MEMORANDUM NO. ARO – 2018-059

DATE : 22 August 2018

TO : **MR. PAULINO L. DISMAS, JR.**
Administrative Officer I, SPMO

FROM : **ANTONIO R. OBSIOMA, PhD**
Vice Chancellor for Administration

SUBJECT : **Officer-in-Charge of SPMO**

I am appointing you as the Officer-in-Charge of the Supply and Property Management Office (SPMO) on August 23-24, 2018 as Ms. Socorro Brenda E. Acuña is attending a seminar.

Thank you.

Conforme:

MR. PAULINO L. DISMAS, JR.
Administrative Officer I, SPMO

cc: **Prof. Sylvia B. Concepcion, PhD**
Chancellor

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