

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2016
OFFICE SUPPLIES**



Province, City or Municipality : **I S A B E L A**

Plan Control No.					Planned Amount					Page _____ of _____ pages			
Department/ Office:					Regular	Contingency		Total	Date Submitted:				
Item No.	Description	Unit Cost	Quantity	Unit	Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
0001	Acetate Transparency	37.50	10,000	pcs	375,000.00	2,500	93,750.00	2,500	93,750.00	2,500	93,750.00	2,500	93,750.00
0002	Adding Machine Tape	20.00	156	roll	3,120.00	39	780.00	39	780.00	39	780.00	39	780.00
0003	Adhesive Tape double	89.00	32	roll	2,848.00	8	712.00	8	712.00	8	712.00	8	712.00
0004	Ballpen, assorted colors	12.75	8400	pcs	107,100.00	2,100	26,775.00	2,100	26,775.00	2,100	26,775.00	2,100	26,775.00
0005	Battery, Alakaline "C" medium	60.00	368	pcs	22,080.00	92	5,520.00	92	5,520.00	92	5,520.00	92	5,520.00
0006	Battery, Alakaline "D" Big	79.20	56	pcs	4,435.20	14	1,108.80	14	1,108.80	14	1,108.80	14	1,108.80
0007	Battery, Alkaline "AA", small	37.45	1408	pcs	52,729.60	352	13,182.40	352	13,182.40	352	13,182.40	352	13,182.40
0008	Battery, Alkaline "AAA"	15.55	768	pcs	11,942.40	192	2,985.60	192	2,985.60	192	2,985.60	192	2,985.60
0009	Battery, Rechargable "AA"	70.00	212	pcs	14,840.00	53	3,710.00	53	3,710.00	53	3,710.00	53	3,710.00
0010	Battery, square 9Volts	75.00	92	pcs	6,900.00	23	1,725.00	23	1,725.00	23	1,725.00	23	1,725.00
0011	Binder w/ plastic filler	54.60	100	pcs	5,460.00	25	1,365.00	25	1,365.00	25	1,365.00	25	1,365.00
0012	Blade cutter refill, big	8.55	100	packs	855.00	25	213.75	25	213.75	25	213.75	25	213.75
0013	Blade cutter, big	30.50	144	pcs	4,392.00	36	1,098.00	36	1,098.00	36	1,098.00	36	1,098.00
0014	Blank Tape for Audio	40.00	308	pcs	12,320.00	77	3,080.00	77	3,080.00	77	3,080.00	77	3,080.00
0015	Board Paper (Canon)	157.30	52	packs	8,179.60	13	2,044.90	13	2,044.90	13	2,044.90	13	2,044.90
0016	Bond Paper A-4, subs. 20 (PPC)	193.52	3856	reams	746,213.12	964	186,553.28	964	186,553.28	964	186,553.28	964	186,553.28
0017	Bond Paper legal, subs 20 (PPC)	242.73	4036	reams	979,658.28	1,009	244,914.57	1,009	244,914.57	1,009	244,914.57	1,009	244,914.57
0018	Bond Paper long, subs. 18	101.00	32	reams	3,232.00	8	808.00	8	808.00	8	808.00	8	808.00
0019	Bond Paper short, subs. 20	118.75	52	reams	6,175.00	13	1,543.75	13	1,543.75	13	1,543.75	13	1,543.75
0020	Book Paper long,subs.20 for copier mach	132.05	280	reams	36,974.00	70	9,243.50	70	9,243.50	70	9,243.50	70	9,243.50
0021	Book Paper short,subs.20 for copier mach	121.90	968	reams	117,999.20	242	29,499.80	242	29,499.80	242	29,499.80	242	29,499.80
0022	Bookpaper long, subs 20, 11 x 17(Tabloid)	800.00	16	reams	12,800.00	4	3,200.00	4	3,200.00	4	3,200.00	4	3,200.00
0023	Calculator 12 digits	350.00	108	pcs	37,800.00	27	9,450.00	27	9,450.00	27	9,450.00	27	9,450.00
0024	Calculator Scientific	117.95	24	packs	2,830.80	6	707.70	6	707.70	6	707.70	6	707.70
0025	Carbon Paper long	267.25	148	packs	39,553.00	37	9,888.25	37	9,888.25	37	9,888.25	37	9,888.25
0026	Carbon Paper short	265.40	36	packs	9,554.40	9	2,388.60	9	2,388.60	9	2,388.60	9	2,388.60
0027	Cartolina, asstd. Colors	3.00	4836	pcs	14,508.00	1,209	3,627.00	1,209	3,627.00	1,209	3,627.00	1,209	3,627.00
0028	Cassette Tape, Blank, 90 min.	40.00	100	pcs	4,000.00	25	1,000.00	25	1,000.00	25	1,000.00	25	1,000.00
0029	Chalk, white	27.85	12	box	334.20	3	83.55	3	83.55	3	83.55	3	83.55
0030	Cleark Book Refilling	11.10	164	pcs	1,820.40	41	455.10	41	455.10	41	455.10	41	455.10
0031	Columnar Pad 12 cols	39.60	8	pad	316.80	2	79.20	2	79.20	2	79.20	2	79.20
0032	Columnar Pad 24 cols	42.00	24	pad	1,008.00	6	252.00	6	252.00	6	252.00	6	252.00
0033	Columnar pad, 6 cols	30.00	16	pad	480.00	4	120.00	4	120.00	4	120.00	4	120.00

Item No.	Description	Unit Cost	Quantity	Unit	Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
0034	Compact Disc DVD-writable	18.00	628	pcs	11,304.00	157	2,826.00	157	2,826.00	157	2,826.00	157	2,826.00
0035	Compact Disc, Blank, ord.	12.00	164	pcs	1,968.00	41	492.00	41	492.00	41	492.00	41	492.00
0036	Compact Disc, Blank, writable	22.00	1144	pcs	25,168.00	286	6,292.00	286	6,292.00	286	6,292.00	286	6,292.00
0037	Computer Ink # 678 color	365.00	76	pcs	27,740.00	19	6,935.00	19	6,935.00	19	6,935.00	19	6,935.00
0038	Computer Ink 73N Epson T13	915.00	56	pcs	51,240.00	14	12,810.00	14	12,810.00	14	12,810.00	14	12,810.00
0039	Computer INK # 920 XL Black	610.00	36	pcs	21,960.00	9	5,490.00	9	5,490.00	9	5,490.00	9	5,490.00
0040	Computer INK # 920 XL Yellow	750.00	36	pcs	27,000.00	9	6,750.00	9	6,750.00	9	6,750.00	9	6,750.00
0041	Computer INK # 920 XL Cyan	750.00	36	pcs	27,000.00	9	6,750.00	9	6,750.00	9	6,750.00	9	6,750.00
0042	Computer INK # 920 XL Magenta	750.00	36	pcs	27,000.00	9	6,750.00	9	6,750.00	9	6,750.00	9	6,750.00
0043	Computer Ink Brother LC39BK	738.30	32	pcs	23,625.60	8	5,906.40	8	5,906.40	8	5,906.40	8	5,906.40
0044	Computer Ink Brother LC39C	481.50	28	pcs	13,482.00	7	3,370.50	7	3,370.50	7	3,370.50	7	3,370.50
0045	Computer Ink Brother LC39M	481.50	28	pcs	13,482.00	7	3,370.50	7	3,370.50	7	3,370.50	7	3,370.50
0046	Computer Ink Brother LC39Y	481.50	28	pcs	13,482.00	7	3,370.50	7	3,370.50	7	3,370.50	7	3,370.50
0047	Computer Ink Brother LC67 BK	950.00	12	pcs	11,400.00	3	2,850.00	3	2,850.00	3	2,850.00	3	2,850.00
0048	Computer Ink Brother LC67 C	580.00	12	pcs	6,960.00	3	1,740.00	3	1,740.00	3	1,740.00	3	1,740.00
0049	Computer Ink Brother LC67 M	580.00	12	pcs	6,960.00	3	1,740.00	3	1,740.00	3	1,740.00	3	1,740.00
0050	Computer Ink Brother LC67 Y	580.00	36	pcs	20,880.00	9	5,220.00	9	5,220.00	9	5,220.00	9	5,220.00
0051	Computer Ink Canon 810-black	1,285.00	296	pcs	380,360.00	74	95,090.00	74	95,090.00	74	95,090.00	74	95,090.00
0052	Computer Ink Canon 811-color	1,540.00	404	pcs	622,160.00	101	155,540.00	101	155,540.00	101	155,540.00	101	155,540.00
0053	Computer Ink Continous Flow Ink refill	180.00	52	bts	9,360.00	13	2,340.00	13	2,340.00	13	2,340.00	13	2,340.00
0054	Computer Ink HP # 21	960.00	24	pcs	23,040.00	6	5,760.00	6	5,760.00	6	5,760.00	6	5,760.00
0055	Computer Ink HP # 22	1,100.00	24	pcs	26,400.00	6	6,600.00	6	6,600.00	6	6,600.00	6	6,600.00
0056	Computer Ink HP # 27	1,584.00	4	pcs	6,336.00	1	1,584.00	1	1,584.00	1	1,584.00	1	1,584.00
0057	Computer Ink HP # 28	1,584.00	4	pcs	6,336.00	1	1,584.00	1	1,584.00	1	1,584.00	1	1,584.00
0058	Computer Ink HP # 60 (CC640W) Black	1,012.50	324	pcs	328,050.00	81	82,012.50	81	82,012.50	81	82,012.50	81	82,012.50
0059	Computer Ink HP # 60 (CC643W) Colored	1,147.50	284	pcs	325,890.00	71	81,472.50	71	81,472.50	71	81,472.50	71	81,472.50
0060	Computer Ink HP # 61 black	950.00	360	pcs	342,000.00	90	85,500.00	90	85,500.00	90	85,500.00	90	85,500.00
0061	Computer Ink HP # 61 color	1,050.00	132	pcs	138,600.00	33	34,650.00	33	34,650.00	33	34,650.00	33	34,650.00
0062	Computer Ink HP # 704 TRI-color	340.00	76	pcs	25,840.00	19	6,460.00	19	6,460.00	19	6,460.00	19	6,460.00
0063	Computer Ink HP # 704 Black	340.00	76	pcs	25,840.00	19	6,460.00	19	6,460.00	19	6,460.00	19	6,460.00
0064	Computer Ink HP # 704 Color	340.00	52	pcs	17,680.00	13	4,420.00	13	4,420.00	13	4,420.00	13	4,420.00
0065	Computer Ink HP # 93	860.00	8	pcs	6,880.00	2	1,720.00	2	1,720.00	2	1,720.00	2	1,720.00
0066	Computer Ink HP # 98	785.00	36	pcs	28,260.00	9	7,065.00	9	7,065.00	9	7,065.00	9	7,065.00
0067	Computer Ink HP 685 Black	608.00	16	pcs	9,728.00	4	2,432.00	4	2,432.00	4	2,432.00	4	2,432.00
0068	Computer Ink HP 685 XL Cyan	608.00	4	pcs	2,432.00	1	608.00	1	608.00	1	608.00	1	608.00
0069	Computer Ink HP 685 XL Magenta	608.00	4	pcs	2,432.00	1	608.00	1	608.00	1	608.00	1	608.00
0070	Computer Ink HP 685 XL Yellow	608.00	4	pcs	2,432.00	1	608.00	1	608.00	1	608.00	1	608.00
0071	Computer Ink refill pigmented - black	600.00	236	pcs	141,600.00	59	35,400.00	59	35,400.00	59	35,400.00	59	35,400.00
0072	Computer Ink refill L220 - Black	85.00	196	bts	16,660.00	49	4,165.00	49	4,165.00	49	4,165.00	49	4,165.00
0073	Computer Ink refill L220 - Cyan	85.00	144	bts	12,240.00	36	3,060.00	36	3,060.00	36	3,060.00	36	3,060.00

Item No.	Description	Unit Cost	Quantity	Unit	Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
0074	Computer Ink refill L220 - Magenta	85.00	148	bts	12,580.00	37	3,145.00	37	3,145.00	37	3,145.00	37	3,145.00
0075	Computer Ink refill L220 - Yellow	85.00	128	bts	10,880.00	32	2,720.00	32	2,720.00	32	2,720.00	32	2,720.00
0076	Computer ink Toner Brother MFC J3720	800.00	4	pcs	3,200.00	1	800.00	1	800.00	1	800.00	1	800.00
0077	Daily Time Record (DTR)	1.00	132	pcs	132.00	33	33.00	33	33.00	33	33.00	33	33.00
0078	Computer Ink, # 88 black Canon	800.00	24	pcs	19,200.00	6	4,800.00	6	4,800.00	6	4,800.00	6	4,800.00
0079	Computer Ink, # 98 color Canon	900.00	24	pcs	21,600.00	6	5,400.00	6	5,400.00	6	5,400.00	6	5,400.00
0080	Computer Ink, TO6641 Epson-B	129.50	164	pcs	21,238.00	41	5,309.50	41	5,309.50	41	5,309.50	41	5,309.50
0081	Computer Ink, TO6642 Epson-C	310.00	148	pcs	45,880.00	37	11,470.00	37	11,470.00	37	11,470.00	37	11,470.00
0082	Computer Ink, TO6643 Epson-M	310.00	148	pcs	45,880.00	37	11,470.00	37	11,470.00	37	11,470.00	37	11,470.00
0083	Computer Ink, TO6644 Epson-Y	310.00	148	pcs	45,880.00	37	11,470.00	37	11,470.00	37	11,470.00	37	11,470.00
0084	Computer Ink, TO751 Epson B	310.00	8	pcs	2,480.00	2	620.00	2	620.00	2	620.00	2	620.00
0085	Computer Ink, TO752-53 Epson M-Y	465.00	8	pcs	3,720.00	2	930.00	2	930.00	2	930.00	2	930.00
0086	Computer Ink, TO754 Epson C	465.00	8	pcs	3,720.00	2	930.00	2	930.00	2	930.00	2	930.00
0087	Computer ribbon LX-300/8750	179.50	288	cart	51,696.00	72	12,924.00	72	12,924.00	72	12,924.00	72	12,924.00
0088	Computer ribbon # 2180	169.00	132	cart	22,308.00	33	5,577.00	33	5,577.00	33	5,577.00	33	5,577.00
0089	Continuous Form, long, 2 ply	968.00	40	box	38,720.00	10	9,680.00	10	9,680.00	10	9,680.00	10	9,680.00
0090	Continuous Form, short, 1 ply	533.20	72	box	38,390.40	18	9,597.60	18	9,597.60	18	9,597.60	18	9,597.60
0091	Correction Fluid, water based	14.50	484	bts	7,018.00	121	1,754.50	121	1,754.50	121	1,754.50	121	1,754.50
0092	Correction Tape	47.50	1064	pcs	50,540.00	266	12,635.00	266	12,635.00	266	12,635.00	266	12,635.00
0093	Data File Box	68.95	292	pcs	20,133.40	73	5,033.35	73	5,033.35	73	5,033.35	73	5,033.35
0094	Drum kit Fuji Machine S1810	3,000.00	44	pcs	132,000.00	11	33,000.00	11	33,000.00	11	33,000.00	11	33,000.00
0095	Drum kit Fuji Machine S1080	4,000.00	24	pcs	96,000.00	6	24,000.00	6	24,000.00	6	24,000.00	6	24,000.00
0096	Drum kit Fuji Machine Docu Centre 2056	4,000.00	4	pcs	16,000.00	1	4,000.00	1	4,000.00	1	4,000.00	1	4,000.00
0097	Drumkit NPG 32	3,500.00	8	pcs	28,000.00	2	7,000.00	2	7,000.00	2	7,000.00	2	7,000.00
0098	Duct tape	191.00	32	roll	6,112.00	8	1,528.00	8	1,528.00	8	1,528.00	8	1,528.00
0099	Envelope long, brown	3.75	25020	pcs	93,825.00	6,255	23,456.25	6,255	23,456.25	6,255	23,456.25	6,255	23,456.25
0100	Envelope short, brown	3.25	13292	pcs	43,199.00	3,323	10,799.75	3,323	10,799.75	3,323	10,799.75	3,323	10,799.75
0101	Envelope, expanding, brown with tie	6.20	300	pcs	1,860.00	75	465.00	75	465.00	75	465.00	75	465.00
0102	Envelope, expanding, plastic	12.00	100	pcs	1,200.00	25	300.00	25	300.00	25	300.00	25	300.00
0103	Eraser	27.00	156	pcs	4,212.00	39	1,053.00	39	1,053.00	39	1,053.00	39	1,053.00
0104	Eraser, Blackboard (board marker)	22.00	12	pcs	264.00	3	66.00	3	66.00	3	66.00	3	66.00
0105	Fastener, stainless	32.00	864	box	27,648.00	216	6,912.00	216	6,912.00	216	6,912.00	216	6,912.00
0106	Drumkit AR6020 Sharp	11,000.00	8	pcs	88,000.00	2	22,000.00	2	22,000.00	2	22,000.00	2	22,000.00
0107	Fax Machine Inkfilm Panasonic	738.30	4	pcs	2,953.20	1	738.30	1	738.30	1	738.30	1	738.30
0108	Fax Machine Paper 210m x 30m	519.50	48	pcs	24,936.00	12	6,234.00	12	6,234.00	12	6,234.00	12	6,234.00
0109	Felt Paper	15.00	12	pcs	180.00	3	45.00	3	45.00	3	45.00	3	45.00
0110	File Folder Green - Long	9.00	5812	pcs	52,308.00	1,453	13,077.00	1,453	13,077.00	1,453	13,077.00	1,453	13,077.00
0111	File Folder Green - Short	8.00	600	pcs	4,800.00	150	1,200.00	150	1,200.00	150	1,200.00	150	1,200.00
0112	File Folder short, plastic with slide	8.25	1292	pcs	10,659.00	323	2,664.75	323	2,664.75	323	2,664.75	323	2,664.75
0113	File Folder, Morocco with plastic slide-long	9.25	2140	pcs	19,795.00	535	4,948.75	535	4,948.75	535	4,948.75	535	4,948.75
0114	File Folder, Morocco with plastic slide-short	8.00	1580	pcs	12,640.00	395	3,160.00	395	3,160.00	395	3,160.00	395	3,160.00
0115	File Folder, Long - Ordinary	6.85	29352	pcs	201,061.20	7,338	50,265.30	7,338	50,265.30	7,338	50,265.30	7,338	50,265.30

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						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
0116	File Folder, Long - Ordinary	5.85	3232	pcs	18,907.20	808	4,726.80	808	4,726.80	808	4,726.80	808	4,726.80
0117	File Folder, Press Folder with tab (Green)	9.00	7644	pcs	68,796.00	1,911	17,199.00	1,911	17,199.00	1,911	17,199.00	1,911	17,199.00
0118	Folder Plastic with Handle	51.75	320	pcs	16,560.00	80	4,140.00	80	4,140.00	80	4,140.00	80	4,140.00
0119	Frame	250.00	52	pcs	13,000.00	13	3,250.00	13	3,250.00	13	3,250.00	13	3,250.00
0120	Glue Gun	75.00	16	pcs	1,200.00	4	300.00	4	300.00	4	300.00	4	300.00
0121	Glue, All purpose	35.00	216	bts	7,560.00	54	1,890.00	54	1,890.00	54	1,890.00	54	1,890.00
0122	Gun tucker	300.00	4	pcs	1,200.00	1	300.00	1	300.00	1	300.00	1	300.00
0123	Gun tucker wire	40.00	56	pcs	2,240.00	14	560.00	14	560.00	14	560.00	14	560.00
0124	Illustration board whole	40.15	12	pcs	481.80	3	120.45	3	120.45	3	120.45	3	120.45
0125	Imaging Unit	9,000.00	4	pcs	36,000.00	1	9,000.00	1	9,000.00	1	9,000.00	1	9,000.00
0126	Index Card 3 x 5	58.00	8376	pcs	485,808.00	2,094	121,452.00	2,094	121,452.00	2,094	121,452.00	2,094	121,452.00
0127	Index Card 5 x 8	50.00	4	pcs	200.00	1	50.00	1	50.00	1	50.00	1	50.00
0128	Laid Paper - long	150.00	124	pcs	18,600.00	31	4,650.00	31	4,650.00	31	4,650.00	31	4,650.00
0129	Laid Paper - short	130.00	100	pcs	13,000.00	25	3,250.00	25	3,250.00	25	3,250.00	25	3,250.00
0130	Laserjet Toner 35A	3,000.00	80	pcs	240,000.00	20	60,000.00	20	60,000.00	20	60,000.00	20	60,000.00
0131	Laserjet Toner 85A	3,500.00	204	pcs	714,000.00	51	178,500.00	51	178,500.00	51	178,500.00	51	178,500.00
0132	Glue Stick	10.00	308	pcs	3,080.00	77	770.00	77	770.00	77	770.00	77	770.00
0133	Laserjet Toner Q2612A	3,500.00	116	pcs	406,000.00	29	101,500.00	29	101,500.00	29	101,500.00	29	101,500.00
0134	Laserjet Toner Q7553A (53A)	4,000.00	16	pcs	64,000.00	4	16,000.00	4	16,000.00	4	16,000.00	4	16,000.00
0135	Laserjet Toner 05A	4,500.00	12	pcs	54,000.00	3	13,500.00	3	13,500.00	3	13,500.00	3	13,500.00
0136	Laserjet Toner P1102	4,000.00	12	pcs	48,000.00	3	12,000.00	3	12,000.00	3	12,000.00	3	12,000.00
0137	Linen Board, long, assorted colors	130.00	100	pack	13,000.00	25	3,250.00	25	3,250.00	25	3,250.00	25	3,250.00
0138	Linen Board, short, assorted colors	120.00	104	pack	12,480.00	26	3,120.00	26	3,120.00	26	3,120.00	26	3,120.00
0139	Index Tab	25.00	12	pack	300.00	3	75.00	3	75.00	3	75.00	3	75.00
0140	Mailing Envelope long, plain 500pcs/box	143.25	1108	pack	158,721.00	277	39,680.25	277	39,680.25	277	39,680.25	277	39,680.25
0141	Manila Paper	10.00	552	pcs	5,520.00	138	1,380.00	138	1,380.00	138	1,380.00	138	1,380.00
0142	Marker Fluorescent Pen	25.00	256	pcs	6,400.00	64	1,600.00	64	1,600.00	64	1,600.00	64	1,600.00
0143	Masking Tape 1"	30.00	480	roll	14,400.00	120	3,600.00	120	3,600.00	120	3,600.00	120	3,600.00
0144	Masking Tape 2"	51.40	16	roll	822.40	4	205.60	4	205.60	4	205.60	4	205.60
0145	Mimeo Paper Long, subs. 18 (whitewove)	213.80	6268	reams	1,340,098.40	1,567	335,024.60	1,567	335,024.60	1,567	335,024.60	1,567	335,024.60
0146	Mimeo Paper Short, subs. 18 (whitewove)	200.00	5196	reams	1,039,200.00	1,299	259,800.00	1,299	259,800.00	1,299	259,800.00	1,299	259,800.00
0147	Map Pin Round Head 100s/box	30.00	12	bxs	360.00	3	90.00	3	90.00	3	90.00	3	90.00
0148	Mylar	120.00	4	packs	480.00	1	120.00	1	120.00	1	120.00	1	120.00
0149	Note Pad (Post it)	37.45	320	pad	11,984.00	80	2,996.00	80	2,996.00	80	2,996.00	80	2,996.00
0150	Notebook, spiral, 50 lvs.	20.00	220	pad	4,400.00	55	1,100.00	55	1,100.00	55	1,100.00	55	1,100.00
0151	Onion Skin long, superfine	120.00	24	reams	2,880.00	6	720.00	6	720.00	6	720.00	6	720.00
0152	Onion skin short, supeprfine	110.00	28	reams	3,080.00	7	770.00	7	770.00	7	770.00	7	770.00
0153	Packing Tape 2"	43.95	324	roll	14,239.80	81	3,559.95	81	3,559.95	81	3,559.95	81	3,559.95
0154	Pad Paper Grade IV to VI	12.00	200	pad	2,400.00	50	600.00	50	600.00	50	600.00	50	600.00
0155	Paper Clip big	28.00	932	box	26,096.00	233	6,524.00	233	6,524.00	233	6,524.00	233	6,524.00
0156	Paper Clip, small	17.00	112	box	1,904.00	28	476.00	28	476.00	28	476.00	28	476.00

Item No.	Description	Unit Cost	Quantity	Unit	Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
0157	Paper Tray, 3 layers Heavy Duty	350.00	36	pcs	12,600.00	9	3,150.00	9	3,150.00	9	3,150.00	9	3,150.00
0158	PVC Binder 100's	450.00	20	packs	9,000.00	5	2,250.00	5	2,250.00	5	2,250.00	5	2,250.00
0159	Paste 500 grams.	50.00	52	bts	2,600.00	13	650.00	13	650.00	13	650.00	13	650.00
0160	Pencil # 2 12's	72.00	952	box	68,544.00	238	17,136.00	238	17,136.00	238	17,136.00	238	17,136.00
0161	Pencil Steadler 0.5	80.00	56	pcs	4,480.00	14	1,120.00	14	1,120.00	14	1,120.00	14	1,120.00
0162	Pentel Pen	58.50	1348	pcs	78,858.00	337	19,714.50	337	19,714.50	337	19,714.50	337	19,714.50
0163	Pentel Pen ink refill	85.00	172	bts	14,620.00	43	3,655.00	43	3,655.00	43	3,655.00	43	3,655.00
0164	Photo paper, glossy	150.00	208	packs	31,200.00	52	7,800.00	52	7,800.00	52	7,800.00	52	7,800.00
0165	Plastic Cover	700.00	68	roll	47,600.00	17	11,900.00	17	11,900.00	17	11,900.00	17	11,900.00
0166	Plastic ID Cover	20.00	900	pcs	18,000.00	225	4,500.00	225	4,500.00	225	4,500.00	225	4,500.00
0167	Puncher, heavy duty	135.00	56	pcs	7,560.00	14	1,890.00	14	1,890.00	14	1,890.00	14	1,890.00
0168	Puncher, single hole	80.00	16	pcs	1,280.00	4	320.00	4	320.00	4	320.00	4	320.00
0169	Push Pins	20.85	48	box	1,000.80	12	250.20	12	250.20	12	250.20	12	250.20
0170	Record Book 300pp.	85.60	624	book	53,414.40	156	13,353.60	156	13,353.60	156	13,353.60	156	13,353.60
0171	Record Book 500pp.	159.50	1048	book	167,156.00	262	41,789.00	262	41,789.00	262	41,789.00	262	41,789.00
0172	RISO INK Z, Black	2,600.00	36	tube	93,600.00	9	23,400.00	9	23,400.00	9	23,400.00	9	23,400.00
0173	RISO INK KZ, Type B4	2,500.00	140	tube	350,000.00	35	87,500.00	35	87,500.00	35	87,500.00	35	87,500.00
0174	RISO INK KS WK	2,500.00	52	tube	130,000.00	13	32,500.00	13	32,500.00	13	32,500.00	13	32,500.00
0175	RISO KZ 800	2,500.00	64	tube	160,000.00	16	40,000.00	16	40,000.00	16	40,000.00	16	40,000.00
0176	RISO KS800 Master Roll	2,400.00	20	tube	48,000.00	5	12,000.00	5	12,000.00	5	12,000.00	5	12,000.00
0177	RISO KZ800 Master Roll	2,500.00	28	tube	70,000.00	7	17,500.00	7	17,500.00	7	17,500.00	7	17,500.00
0178	Rubber Band, big	105.95	92	box	9,747.40	23	2,436.85	23	2,436.85	23	2,436.85	23	2,436.85
0179	Rubber Band, small	35.00	64	box	2,240.00	16	560.00	16	560.00	16	560.00	16	560.00
0180	Rubber Stamp (facsimile)	120.00	16	pcs	1,920.00	4	480.00	4	480.00	4	480.00	4	480.00
0181	Ruler 12"	9.75	44	pcs	429.00	11	107.25	11	107.25	11	107.25	11	107.25
0182	Ruler 18"	20.00	16	pcs	320.00	4	80.00	4	80.00	4	80.00	4	80.00
0183	Ruler 24"	25.00	4	pcs	100.00	1	25.00	1	25.00	1	25.00	1	25.00
0184	Scissors, medium	15.00	140	pcs	2,100.00	35	525.00	35	525.00	35	525.00	35	525.00
0185	Scotch Tape 1"	17.70	868	roll	15,363.60	217	3,840.90	217	3,840.90	217	3,840.90	217	3,840.90
0186	Scotch Tape 2"	34.05	148	roll	5,039.40	37	1,259.85	37	1,259.85	37	1,259.85	37	1,259.85
0187	Sharpener Big	181.90	32	pcs	5,820.80	8	1,455.20	8	1,455.20	8	1,455.20	8	1,455.20
0188	Sign Pen, G tech\pilot	35.00	1576	pcs	55,160.00	394	13,790.00	394	13,790.00	394	13,790.00	394	13,790.00
0189	Sign Pen, Parker	450.00	180	pcs	81,000.00	45	20,250.00	45	20,250.00	45	20,250.00	45	20,250.00
0190	Singer Oil	85.00	4	pcs	340.00	1	85.00	1	85.00	1	85.00	1	85.00
0191	Sign Pen, Parker (Refill)	200.00	64	pcs	12,800.00	16	3,200.00	16	3,200.00	16	3,200.00	16	3,200.00
0192	Stamp pad , big	34.50	156	pcs	5,382.00	39	1,345.50	39	1,345.50	39	1,345.50	39	1,345.50
0193	Stamp pad Ink	24.50	220	bts	5,390.00	55	1,347.50	55	1,347.50	55	1,347.50	55	1,347.50
0194	Stamp pad, small	20.00	4	pcs	80.00	1	20.00	1	20.00	1	20.00	1	20.00
0195	Staple wire # 35	58.50	1472	box	86,112.00	368	21,528.00	368	21,528.00	368	21,528.00	368	21,528.00
0196	Staple wire remover	35.50	128	pcs	4,544.00	32	1,136.00	32	1,136.00	32	1,136.00	32	1,136.00

0197	Paper Tray, 3 layers Heavy Duty	290.79	291.062	pcs	84,638.57	73	21,159.64	73	21,159.64	73	21,159.64	73	21,159.64
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Item No.	Description	Unit Cost	Quantity	Unit	Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
0198	Stapler medium	150.00	24	pcs	3,600.00	6	900.00	6	900.00	6	900.00	6	900.00
0199	Steadler Mars Matic 0.7	220.00	24	pcs	5,280.00	6	1,320.00	6	1,320.00	6	1,320.00	6	1,320.00
0200	Stencil Ink	250.00	40	bts	10,000.00	10	2,500.00	10	2,500.00	10	2,500.00	10	2,500.00
0201	Stencil Paper	203.00	16	packs	3,248.00	4	812.00	4	812.00	4	812.00	4	812.00
0202	Sticker Paper	120.00	32	packs	3,840.00	8	960.00	8	960.00	8	960.00	8	960.00
0203	Styro Foam	220.00	8	packs	1,760.00	2	440.00	2	440.00	2	440.00	2	440.00
0204	Table Plate Transparent 12"x4"	1,000.00	20	pcs	20,000.00	5	5,000.00	5	5,000.00	5	5,000.00	5	5,000.00
0205	Table Plate Transparent 9"x4"	1,000.00	12	pcs	12,000.00	3	3,000.00	3	3,000.00	3	3,000.00	3	3,000.00
0206	Tape dispenser	47.85	4	pcs	191.40	1	47.85	1	47.85	1	47.85	1	47.85
0207	Technical Pen .03	350.00	4	pcs	1,400.00	1	350.00	1	350.00	1	350.00	1	350.00
0208	Technical Pen .05	350.00	28	pcs	9,800.00	7	2,450.00	7	2,450.00	7	2,450.00	7	2,450.00
0209	Technical Pen Ink	150.00	4	pcs	600.00	1	150.00	1	150.00	1	150.00	1	150.00
0210	Thumb tacks	25.00	12	box	300.00	3	75.00	3	75.00	3	75.00	3	75.00
0211	Toner AR6020 Sharp	11,000.00	8	tube	88,000.00	2	22,000.00	2	22,000.00	2	22,000.00	2	22,000.00
0212	Toner CT-201795	6,500.00	8	tube	52,000.00	2	13,000.00	2	13,000.00	2	13,000.00	2	13,000.00
0213	Toner Fuji Docu Centre IV2056	3,000.00	4	tube	12,000.00	1	3,000.00	1	3,000.00	1	3,000.00	1	3,000.00
0214	Toner Brother TN-2025	3,000.00	20	tube	60,000.00	5	15,000.00	5	15,000.00	5	15,000.00	5	15,000.00
0215	Toner Canon 303 Cartridge	1,500.00	4	tube	6,000.00	1	1,500.00	1	1,500.00	1	1,500.00	1	1,500.00
0216	Toner Fuji Docu Centre S1080	5,499.00	52	tube	285,948.00	13	71,487.00	13	71,487.00	13	71,487.00	13	71,487.00
0217	Toner Fuji Docu Centre S1810	5,000.00	88	tube	440,000.00	22	110,000.00	22	110,000.00	22	110,000.00	22	110,000.00
0218	Toner Fuji Xerox CT201911	5,500.00	64	tube	352,000.00	16	88,000.00	16	88,000.00	16	88,000.00	16	88,000.00
0219	Toner INEO 164	3,999.50	4	tube	15,998.00	1	3,999.50	1	3,999.50	1	3,999.50	1	3,999.50
0220	Toner IR 1024	5,500.00	8	tube	44,000.00	2	11,000.00	2	11,000.00	2	11,000.00	2	11,000.00
0221	Toner NPG 15	5,500.00	16	tube	88,000.00	4	22,000.00	4	22,000.00	4	22,000.00	4	22,000.00
0222	Toner NPG 32	5,799.00	60	tube	347,940.00	15	86,985.00	15	86,985.00	15	86,985.00	15	86,985.00
0223	Toner, Kyosera TK 137	9,500.00	4	tube	38,000.00	1	9,500.00	1	9,500.00	1	9,500.00	1	9,500.00
0224	Tracing Paper	800.00	12	tube	9,600.00	3	2,400.00	3	2,400.00	3	2,400.00	3	2,400.00
0225	Triangle Steadler 45 x 45	170.00	4	tube	680.00	1	170.00	1	170.00	1	170.00	1	170.00
0226	Typewriter Ribbon	20.00	240	spool	4,800.00	60	1,200.00	60	1,200.00	60	1,200.00	60	1,200.00
0227	USB Flash Disk	518.95	144	pcs	74,728.80	36	18,682.20	36	18,682.20	36	18,682.20	36	18,682.20
0228	White board Pen	25.00	388	pcs	9,700.00	97	2,425.00	97	2,425.00	97	2,425.00	97	2,425.00
0229	Yellow Paper	45.00	348	pad	15,660.00	87	3,915.00	87	3,915.00	87	3,915.00	87	3,915.00
TOTAL					15,448,027.57		3,862,006.89		3,862,006.89		3,862,006.89		4,185,472.95

This is to certify that the above procurement plan is in accordance with the objective of this Office

NOTED :


RODRIGO T. SAWIT
 Provincial General Services Officer

APPROVED BY :


HON. FAUSTINO G. DY III
 Provincial Governor