



**ANNUAL PROCUREMENT PLAN
OFFICE SUPPLIES
JANUARY - DECEMBER 2019**

Province, City or Municipality : ISABELA

Plan Control No. _____					Planned Amount				Page <u>1</u> of <u>7</u> 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
1	Acetate, transparency, A4	560.00	111	pack	62,160.00	28	15,680.00	28	15,680.00	28	15,680.00	27	15,120.00
2	Acetate, transparency, long	600.00	13	pack	7,800.00	4	2,400.00	4	2,400.00	4	2,400.00	1	600.00
3	Ballpen	13.00	12,070	piece	156,910.00	3,018	39,234.00	3,018	39,234.00	3,018	39,234.00	3,016	39,208.00
4	Blank CD w/ Individual Case	50.00	2,529	pc.	126,450.00	633	31,650.00	633	31,650.00	633	31,650.00	630	31,500.00
5	Board Sheets Long	495.00	200	pack	99,000.00	50	24,750.00	50	24,750.00	50	24,750.00	50	24,750.00
6	Calculator	250.00	176	pc.	44,000.00	44	11,000.00	44	11,000.00	44	11,000.00	44	11,000.00
7	Cartolina Assorted Colors (20 pcs. Per pack)	3.67	4,810	pack	17,652.70	1,203	4,415.01	1,203	4,415.01	1,203	4,415.01	1,201	4,407.67
8	CD Case	455.00	12	pc.	5,460.00	3	1,365.00	3	1,365.00	3	1,365.00	3	1,365.00
9	CD Sleeve	380.00	72	pc.	27,360.00	18	6,840.00	18	6,840.00	18	6,840.00	18	6,840.00
10	CD w/ individual case, rewritable	242.00	950	pc.	229,900.00	238	57,596.00	238	57,596.00	238	57,596.00	236	57,112.00
11	Certificate Frame	255.00	50	pc.	12,750.00	13	3,315.00	13	3,315.00	13	3,315.00	11	2,805.00
12	Chalk, dustless	55.00	24	pc.	1,320.00	6	330.00	6	330.00	6	330.00	6	330.00
13	Clear Book	200.00	105	pc.	21,000.00	27	5,400.00	27	5,400.00	27	5,400.00	24	4,800.00
14	Clear Book Filler	10.00	210	pack	2,100.00	53	530.00	53	530.00	53	530.00	51	510.00
15	Computer Fluid, 15ml/Tape	45.00	46	bottle	2,070.00	12	540.00	12	540.00	12	540.00	10	450.00
16	Computer ink, YMCKO 200 prints	3,950.00	500	pc.	1,975,000.00	125	493,750.00	125	493,750.00	125	493,750.00	125	493,750.00
17	Correction Fluid	45.00	349	bottle	15,705.00	88	3,960.00	88	3,960.00	88	3,960.00	85	3,825.00
18	Correction Tape	43.30	2,615	pc.	113,229.50	654	28,318.20	654	28,318.20	654	28,318.20	653	28,274.90
19	Crayon Oil Pastel	60.00	4	pc.	240.00	1	60.00	1	60.00	1	60.00	1	60.00
20	Crayons Double	342.50	32	pc.	10,960.00	8	2,740.00	8	2,740.00	8	2,740.00	8	2,740.00
21	Cutter, heavy duty	275.00	206	pc.	56,650.00	52	14,300.00	52	14,300.00	52	14,300.00	50	13,750.00
22	Cutter, Refill	242.50	139	pack	33,707.50	35	8,487.50	35	8,487.50	35	8,487.50	34	8,245.00
23	Data File Box	250.00	480	pc.	120,000.00	120	30,000.00	120	30,000.00	120	30,000.00	120	30,000.00
24	Dater	232.00	1	pc.	232.00	1	232.00	1	232.00	1	232.00	2	(464.00)
25	Desk pad	834.00	310	pc.	258,540.00	78	65,052.00	78	65,052.00	78	65,052.00	76	63,384.00
26	Dispenser Assembly DC-2060	395.00	6	Unit	2,370.00	2	790.00	2	790.00	2	790.00	0	-
27	Dispenser, Tape	250.00	42	pc.	10,500.00	11	2,750.00	11	2,750.00	11	2,750.00	9	2,250.00
28	Drum cartridge, Fuji xerox	3,700.00	10	pc.	37,000.00	3	11,100.00	3	11,100.00	3	11,100.00	1	3,700.00
29	Drum kit, Canon, NPG-32	7,500.00	12	pc.	90,000.00	3	22,500.00	3	22,500.00	3	22,500.00	3	22,500.00
30	Drum kit, Docu Centre IV 2056	12,600.00	4	drum	50,400.00	1	12,600.00	1	12,600.00	1	12,600.00	1	12,600.00
31	Drum Kit, Fuji Docu Centre 1080	17,000.00	30	pc.	510,000.00	8	136,000.00	8	136,000.00	8	136,000.00	6	102,000.00
32	Drum Kit, Fuji Docu Centre S1810	17,000.00	163	pc.	2,771,000.00	41	697,000.00	41	697,000.00	41	697,000.00	40	680,000.00
33	Drum kit, Fuji Docucentre	2,200.00	1	pc.	2,200.00	1	2,200.00	0	-	0	-	0	-

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
34	Drum Kit, Fuji V 2060	7,800.00	30	pc.	234,000.00	8	62,400.00	8	62,400.00	8	62,400.00	6	46,800.00
35	Drum kit, Fuji Xerox	3,700.00	8	pc.	29,600.00	2	7,400.00	2	7,400.00	2	7,400.00	2	7,400.00
36	Drum kit, xerox	3,700.00	20	pc.	74,000.00	5	18,500.00	5	18,500.00	5	18,500.00	5	18,500.00
37	Drumkit, Sharp AR 6020	3,700.00	5	pc.	18,500.00	2	7,400.00	2	7,400.00	1	3,700.00	0	-
38	Envelope, Brown Long	7.00	31,342	pack	219,394.00	7,836	54,852.00	7,836	54,852.00	7,836	54,852.00	7,834	54,838.00
39	Envelope, Brown Short	6.00	4,507	pack	27,042.00	1,127	6,762.00	1,127	6,762.00	1,127	6,762.00	1,126	6,756.00
40	Envelope, expandable	17.00	807	box	13,719.00	202	3,434.00	202	3,434.00	202	3,434.00	201	3,417.00
41	Envelope, Mailing 500's	450.00	74	box	33,300.00	19	8,550.00	19	8,550.00	19	8,550.00	17	7,650.00
42	Envelope, Mailing w/o Logo	600.00	12	box	7,200.00	3	1,800.00	3	1,800.00	3	1,800.00	3	1,800.00
43	Envelope, Plastic long Expanded	247.00	100	pack	24,700.00	25	6,175.00	25	6,175.00	25	6,175.00	25	6,175.00
44	Envelope, Plastic w/ Handle	410.00	20	pc.	8,200.00	5	2,050.00	5	2,050.00	5	2,050.00	5	2,050.00
45	Envelope, Plastic, 25's	247.00	100	pack	24,700.00	25	6,175.00	25	6,175.00	25	6,175.00	25	6,175.00
46	Eraser	27.00	185	pc.	4,995.00	47	1,269.00	47	1,269.00	47	1,269.00	44	1,188.00
47	Eraser, blackboard/whiteboard	30.00	44	pc.	1,320.00	11	330.00	11	330.00	11	330.00	11	330.00
48	Fastener, (plastic)	165.00	365	box	60,225.00	92	15,180.00	92	15,180.00	92	15,180.00	89	14,685.00
49	Fastener, metal	271.00	1,172	box	317,612.00	293	79,403.00	293	79,403.00	293	79,403.00	293	79,403.00
50	File Index Card 8"x5, 25 pcs. Per pack	333.00	5	pack	1,665.00	2	666.00	2	666.00	1	333.00	0	-
51	Film Laminating	2,387.00	4	pc.	9,548.00	1	2,387.00	1	2,387.00	1	2,387.00	1	2,387.00
52	Folder A4 Ordinary, 25 pcs	237.00	204	pack	48,348.00	51	12,087.00	51	12,087.00	51	12,087.00	51	12,087.00
53	Folder Rack	327.00	24	pc.	7,848.00	6	1,962.00	6	1,962.00	6	1,962.00	6	1,962.00
54	Folder, brown, long	12.00	26,701	pack	320,412.00	6,676	80,112.00	6,676	80,112.00	6,676	80,112.00	6,673	80,076.00
55	Folder, brown, short	11.00	4,638	pack	51,018.00	1,160	12,760.00	1,160	12,760.00	1,160	12,760.00	1,158	12,738.00
56	Folder, expanded, Long, 6's	370.00	1,765	pack	653,050.00	442	163,540.00	442	163,540.00	442	163,540.00	439	162,430.00
57	Folder, morocco, long	185.00	1,286	pack	237,910.00	322	59,570.00	322	59,570.00	322	59,570.00	320	59,200.00
58	Folder, morocco, short	258.00	100	pack	25,800.00	25	6,450.00	25	6,450.00	25	6,450.00	25	6,450.00
59	Folder, plastic, long	9.25	1,665	pack	15,401.25	417	3,857.25	417	3,857.25	417	3,857.25	414	3,829.50
60	Folder, plastic, short	10.00	705	pack	7,050.00	177	1,770.00	177	1,770.00	177	1,770.00	174	1,740.00
61	Folder, press, long	11.00	14,638	pack	161,018.00	3,660	40,260.00	3,660	40,260.00	3,660	40,260.00	3,658	40,238.00
62	Folder, press, short	370.00	600	pack	222,000.00	150	55,500.00	150	55,500.00	150	55,500.00	150	55,500.00
63	Folder, white, long	370.00	1,000	pack	370,000.00	250	92,500.00	250	92,500.00	250	92,500.00	250	92,500.00
64	Glue	73.94	291	pc.	21,516.54	73	5,397.62	73	5,397.62	73	5,397.62	72	5,323.68
65	Glue Gun	932.00	6	pc.	5,592.00	2	1,864.00	2	1,864.00	2	1,864.00	0	-
66	Glue Stick. 8's	137.00	420	pack	57,540.00	105	14,385.00	105	14,385.00	105	14,385.00	105	14,385.00
67	Guntucker wire	150.00	207	box	31,050.00	52	7,800.00	52	7,800.00	52	7,800.00	51	7,650.00
68	Guntucker, heavy duty	1,095.00	15	pc.	16,425.00	4	4,380.00	4	4,380.00	4	4,380.00	3	3,285.00
69	Highlight Pen, Assorted Color	36.57	784	box	28,670.88	196	7,167.72	196	7,167.72	196	7,167.72	196	7,167.72
70	Index Card 3x5	350.00	2,400	box	840,000.00	600	210,000.00	600	210,000.00	600	210,000.00	600	210,000.00
71	Index Card 4 X 8	500.00	12,000	box	6,000,000.00	3,000	1,500,000.00	3,000	1,500,000.00	3,000	1,500,000.00	3,000	1,500,000.00
72	Index Card 5 x8	572.00	720	box	411,840.00	180	102,960.00	180	102,960.00	180	102,960.00	180	102,960.00
73	Index Film	30.00	50	pc.	1,500.00	13	390.00	13	390.00	13	390.00	11	330.00
74	Index Tabs (Numbers)	318.50	36	pack	11,466.00	9	2,866.50	9	2,866.50	9	2,866.50	9	2,866.50
75	Index Tabs, assorted colors	120.00	100	pack	12,000.00	25	3,000.00	25	3,000.00	25	3,000.00	25	3,000.00
76	Ink, duplo, black for DP-A120	1,165.00	48	pc.	55,920.00	12	13,980.00	12	13,980.00	12	13,980.00	12	13,980.00

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						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
77	Ink, refill, assorted color Big 1000 ml	590.00	50	bottle	29,500.00	13	7,670.00	13	7,670.00	13	7,670.00	11	6,490.00
78	Ink, Refillable Pilot	262.00	35	pc.	9,170.00	9	2,358.00	9	2,358.00	9	2,358.00	8	2,096.00
79	Ink, technical pen	95.55	10	pc.	955.50	3	286.65	3	286.65	3	286.65	1	95.55
80	Key Board, computer	599.75	124	pc.	74,369.00	31	18,592.25	31	18,592.25	31	18,592.25	31	18,592.25
81	Laid Paper Long	130.00	300	pc.	39,000.00	75	9,750.00	75	9,750.00	75	9,750.00	75	9,750.00
82	Laid Paper Short	130.00	300	pc.	39,000.00	75	9,750.00	75	9,750.00	75	9,750.00	75	9,750.00
83	Mailing envelope	450.00	152	box	68,400.00	38	17,100.00	38	17,100.00	38	17,100.00	38	17,100.00
84	Map Pin, round head 100s/box	40.00	10	pc.	400.00	3	120.00	3	120.00	3	120.00	1	40.00
85	Marker, whiteboard	10.57	776	pack	8,202.32	194	2,050.58	194	2,050.58	194	2,050.58	194	2,050.58
86	Master, Duplo	2,400.00	32	pc.	76,800.00	8	19,200.00	8	19,200.00	8	19,200.00	8	19,200.00
87	Memory Card CPU HP Pavilion	1,581.00	2	pc.	3,162.00	1	1,581.00	1	1,581.00	0	-	0	-
88	Mouse Pad	479.75	12	pc.	5,757.00	3	1,439.25	3	1,439.25	3	1,439.25	3	1,439.25
89	Mouse, computer	479.75	216	pc.	103,626.00	54	25,906.50	54	25,906.50	54	25,906.50	54	25,906.50
90	Note pad (post-it)	120.00	636	pc.	76,320.00	159	19,080.00	159	19,080.00	159	19,080.00	159	19,080.00
91	Notebook	102.80	120	pc.	12,336.00	30	3,084.00	30	3,084.00	30	3,084.00	30	3,084.00
92	Notebook, Columnar	40.00	231	pc.	9,240.00	58	2,320.00	58	2,320.00	58	2,320.00	57	2,280.00
93	Notebook, Spiral	60.00	60	pc.	3,600.00	15	900.00	15	900.00	15	900.00	15	900.00
94	Notebook, steno	18.00	20	pc.	360.00	5	90.00	5	90.00	5	90.00	5	90.00
95	Paper Clamp Large	6.24	550	pc.	3,432.00	138	861.12	138	861.12	138	861.12	136	848.64
96	Paper Clamp Medium	5.60	462	pc.	2,587.20	116	649.60	116	649.60	116	649.60	114	638.40
97	Paper Clamp small	5.00	452	pc.	2,260.00	113	565.00	113	565.00	113	565.00	113	565.00
98	Paper Clip plastic coated (big)	28.00	1,697	pc.	47,516.00	425	11,900.00	425	11,900.00	425	11,900.00	422	11,816.00
99	Paper Clip plastic coated (small)	28.00	135	pc.	3,780.00	34	952.00	34	952.00	34	952.00	33	924.00
100	Paper Tape for Calculator	9.00	80	pc.	720.00	20	180.00	20	180.00	20	180.00	20	180.00
101	Paper Tray, 3 layers heavy duty	350.00	12	pc.	4,200.00	3	1,050.00	3	1,050.00	3	1,050.00	3	1,050.00
102	Paper Weight	68.50	23	pc.	1,575.50	6	411.00	6	411.00	6	411.00	5	342.50
103	Paper, board, short	410.00	150	ream	61,500.00	38	15,580.00	38	15,580.00	38	15,580.00	36	14,760.00
104	Paper, board-A4	126.65	430	ream	54,459.50	108	13,678.20	108	13,678.20	108	13,678.20	106	13,424.90
105	Paper, board-long	145.18	550	ream	79,849.00	138	20,034.84	138	20,034.84	138	20,034.84	136	19,744.48
106	Paper, bond, A4	246.50	8,473	ream	2,088,594.50	2,119	522,333.50	2,119	522,333.50	2,119	522,333.50	2,116	521,594.00
107	Paper, Bond, Legal	260.00	1,536	ream	399,360.00	384	99,840.00	384	99,840.00	384	99,840.00	384	99,840.00
108	Paper, bond, long	250.00	9,977	ream	2,494,250.00	2,495	623,750.00	2,495	623,750.00	2,495	623,750.00	2,492	623,000.00
109	Paper, bond, onion skin-long	120.00	3	ream	360.00	1	120.00	1	120.00	1	120.00	0	-
110	Paper, bond, onion skin-short	88.20	2	ream	176.40	1	88.20	1	88.20	0	-	0	-
111	Paper, bond, short	220.00	4,428	ream	974,160.00	1,107	243,540.00	1,107	243,540.00	1,107	243,540.00	1,107	243,540.00
112	Paper, book, tabloid	250.00	10	ream	2,500.00	3	750.00	3	750.00	3	750.00	1	250.00
113	Paper, carbon	190.00	235	pc.	44,650.00	59	11,210.00	59	11,210.00	59	11,210.00	58	11,020.00
114	Paper, computer cont. form 2 ply 11"	1,369.00	40	box	54,760.00	10	13,690.00	10	13,690.00	10	13,690.00	10	13,690.00
115	Paper, computer cont. form single ply	892.00	52	box	46,384.00	13	11,596.00	13	11,596.00	13	11,596.00	13	11,596.00
116	Paper, Continuous (DTR)	246.50	6	box	1,479.00	2	493.00	2	493.00	2	493.00	0	-
117	Paper, fax	150.00	6	rolls	900.00	2	300.00	2	300.00	2	300.00	0	-
118	Paper, fax (use as ECG Paper)	273.00	202	rolls	55,146.00	51	13,923.00	51	13,923.00	51	13,923.00	49	13,377.00

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119	Paper, Felt Assorted	25.00	100	ream	2,500.00	25	625.00	25	625.00	25	625.00	25	625.00
120	Paper, Gestener	214.00	4	ream	856.00	1	214.00	1	214.00	1	214.00	1	214.00
121	Paper, Intermediate	30.00	20	pack	600.00	5	150.00	5	150.00	5	150.00	5	150.00
122	Paper, linen short, 12 pcs. Per pack	10.00	20	pack	200.00	5	50.00	5	50.00	5	50.00	5	50.00
123	Paper, Manila	10.00	501	pack	5,010.00	126	1,260.00	126	1,260.00	126	1,260.00	123	1,230.00
124	Paper, Mimeo, Legal	260.00	112	ream	29,120.00	28	7,280.00	28	7,280.00	28	7,280.00	28	7,280.00
125	Paper, Mimeo, Long	200.00	4,996	ream	999,200.00	1,249	249,800.00	1,249	249,800.00	1,249	249,800.00	1,249	249,800.00
126	Paper, Mimeo, Short	143.00	4,244	ream	606,892.00	1,061	151,723.00	1,061	151,723.00	1,061	151,723.00	1,061	151,723.00
127	Paper, Mimeographing, (Whitewove) A-4	246.50	74	ream	18,241.00	19	4,683.50	19	4,683.50	19	4,683.50	17	4,190.50
128	Paper, Onion Skin Long	88.20	16	ream	1,411.20	4	352.80	4	352.80	4	352.80	4	352.80
129	Paper, Onion Skin Short	120.00	16	ream	1,920.00	4	480.00	4	480.00	4	480.00	4	480.00
130	Paper, payroll Carbonless, triplicate, 11x17	890.00	6,000	box	5,340,000.00	1,500	1,335,000.00	1,500	1,335,000.00	1,500	1,335,000.00	1,500	1,335,000.00
131	Paper, photo	130.00	839	pack	109,070.00	210	27,300.00	210	27,300.00	210	27,300.00	209	27,170.00
132	Paper, Ruled	104.00	109	pad	11,336.00	28	2,912.00	28	2,912.00	28	2,912.00	25	2,600.00
133	Paper, stationery, linen, A4	10.00	1,000	pack	10,000.00	250	2,500.00	250	2,500.00	250	2,500.00	250	2,500.00
134	Paper, stationery, linen, long	11.00	500	pack	5,500.00	125	1,375.00	125	1,375.00	125	1,375.00	125	1,375.00
135	Paper, stationery, linen, short	9.00	1,020	pack	9,180.00	255	2,295.00	255	2,295.00	255	2,295.00	255	2,295.00
136	Paper, sticker long	6.70	203	pack	1,360.10	51	341.70	51	341.70	51	341.70	50	335.00
137	Paper, Sticker, A4	592.00	85	pack	50,320.00	22	13,024.00	22	13,024.00	22	13,024.00	19	11,248.00
138	Paper, tracing 75/70	320.00	5	pc.	1,600.00	2	640.00	2	640.00	1	320.00	0	-
139	Paper, Yellow Pad	45.00	452	pc.	20,340.00	113	5,085.00	113	5,085.00	113	5,085.00	113	5,085.00
140	Parker Refill Ink, 10's	138.40	50	bottle	6,920.00	13	1,799.20	13	1,799.20	13	1,799.20	11	1,522.40
141	Paste	60.00	64	pc.	3,840.00	16	960.00	16	960.00	16	960.00	16	960.00
142	Pen, faber castell	25.00	236	pc.	5,900.00	59	1,475.00	59	1,475.00	59	1,475.00	59	1,475.00
143	Pen, Gel	420.00	20	pc.	8,400.00	5	2,100.00	5	2,100.00	5	2,100.00	5	2,100.00
144	Pen, Technical, .05 (Steadler), box	434.00	1	pc.	434.00	1	434.00	0	-	0	-	0	-
145	Pencil	72.00	1,379	pc.	99,288.00	345	24,840.00	345	24,840.00	345	24,840.00	344	24,768.00
146	Pencil, lead with eraser (box)	72.00	14	pc.	1,008.00	4	288.00	4	288.00	4	288.00	2	144.00
147	Pentel pen Ink Refill	95.55	24	pc.	2,293.20	6	573.30	6	573.30	6	573.30	6	573.30
148	Pentel pen, assorted	96.00	1,790	bottle	171,840.00	448	43,008.00	448	43,008.00	448	43,008.00	446	42,816.00
149	Pentel pen, broad, assorted color	96.00	63	box	6,048.00	16	1,536.00	16	1,536.00	16	1,536.00	15	1,440.00
150	Picture Frame	790.00	10	pc.	7,900.00	3	2,370.00	3	2,370.00	3	2,370.00	1	790.00
151	Pilot Signing Pen	65.00	200	pc.	13,000.00	50	3,250.00	50	3,250.00	50	3,250.00	50	3,250.00
152	Plant Vase (paso) Big	250.00	10	pc.	2,500.00	3	750.00	3	750.00	3	750.00	1	250.00
153	Plant Vase (paso) Medium	52.50	20	pc.	1,050.00	5	262.50	5	262.50	5	262.50	5	262.50
154	Plastic Bag, 25"x50"	12.00	500	pc.	6,000.00	125	1,500.00	125	1,500.00	125	1,500.00	125	1,500.00
155	Plastic Cover	300.00	83	pack	24,900.00	21	6,300.00	21	6,300.00	21	6,300.00	20	6,000.00
156	Plastic ID Holder-for trainings	145.00	900	pack	130,500.00	225	32,625.00	225	32,625.00	225	32,625.00	225	32,625.00
157	Plotter Ink Photo, assorted	590.00	30	bottle	17,700.00	8	4,720.00	8	4,720.00	8	4,720.00	6	3,540.00
158	Printer Cartridge, HP 60 (Cartridge type)	1,192.00	36	pc.	42,912.00	9	10,728.00	9	10,728.00	9	10,728.00	9	10,728.00
159	Printer Ink, Brother LC3617 (Cartridge type)	1,096.00	116	pc.	127,136.00	29	31,784.00	29	31,784.00	29	31,784.00	29	31,784.00
160	Printer Ink, Brother LC39 (Cartridge type)	970.00	20	pc.	19,400.00	5	4,850.00	5	4,850.00	5	4,850.00	5	4,850.00

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
161	Printer Ink, Brother MFC-J220 (Cartridge type)	495.00	40	pc.	19,800.00	10	4,950.00	10	4,950.00	10	4,950.00	10	4,950.00
162	Printer ink, Canon (Cartridge)	1,600.00	593	pc.	948,800.00	149	238,400.00	149	238,400.00	149	238,400.00	146	233,600.00
163	Printer Ink, Epson, Refill	590.00	2,970	bottle	1,752,300.00	743	438,370.00	743	438,370.00	743	438,370.00	741	437,190.00
164	Printer Ink, HP 1102	2,800.00	19	pc.	53,200.00	5	14,000.00	5	14,000.00	5	14,000.00	4	11,200.00
165	Printer ink, HP 12A	3,000.00	60	pc.	180,000.00	15	45,000.00	15	45,000.00	15	45,000.00	15	45,000.00
166	Printer ink, HP 17A	2,750.00	50	pc.	137,500.00	13	35,750.00	13	35,750.00	13	35,750.00	11	30,250.00
167	Printer Ink, HP 2A LaserJet	3,000.00	24	pc.	72,000.00	6	18,000.00	6	18,000.00	6	18,000.00	6	18,000.00
168	Printer Ink, HP 35ALaserJet	2,800.00	40	pc.	112,000.00	10	28,000.00	10	28,000.00	10	28,000.00	10	28,000.00
169	Printer ink, HP 60	1,148.00	600	pc.	688,800.00	150	172,200.00	150	172,200.00	150	172,200.00	150	172,200.00
170	Printer Ink, HP 678	361.00	101	pc.	36,461.00	26	9,386.00	26	9,386.00	26	9,386.00	23	8,303.00
171	Printer ink, HP 685	685.00	12	pc.	8,220.00	3	2,055.00	3	2,055.00	3	2,055.00	3	2,055.00
172	Printer Ink, HP 704	520.00	12	pc.	6,240.00	3	1,560.00	3	1,560.00	3	1,560.00	3	1,560.00
173	Printer Ink, HP 704c	520.00	132	pc.	68,640.00	42	21,840.00	42	21,840.00	42	21,840.00	6	3,120.00
174	Printer Ink, HP 810,811	1,350.00	165	pc.	222,750.00	42	56,700.00	42	56,700.00	42	56,700.00	39	52,650.00
175	Printer Ink, HP 85A Laser Jet	3,140.00	366	pc.	1,149,240.00	92	288,880.00	92	288,880.00	92	288,880.00	90	282,600.00
176	Printer Ink, HP GT 51,52	470.00	400	pc.	188,000.00	100	47,000.00	100	47,000.00	100	47,000.00	100	47,000.00
177	Printer Ink, HP Q2612A	685.00	2	pc.	1,370.00	1	685.00	1	685.00	0	-	0	-
178	Printer Ink, refill, Epson	590.00	494	pc.	291,460.00	124	73,160.00	124	73,160.00	124	73,160.00	122	71,980.00
179	Printer Ink, universal (Acscys, assorted	11,540.00	32	pc.	369,280.00	8	92,320.00	8	92,320.00	8	92,320.00	8	92,320.00
180	Printer Ribbon, Epson	200.00	582	pc.	116,400.00	146	29,200.00	146	29,200.00	146	29,200.00	144	28,800.00
181	Printer ribbon, HP #61 (assorted colors)	2,200.00	80	pc.	176,000.00	20	44,000.00	20	44,000.00	20	44,000.00	20	44,000.00
182	Puncher, 2 holes	18.00	132	pc.	2,376.00	33	594.00	33	594.00	33	594.00	33	594.00
183	Puncher, 3 Holes	186.69	1	pc.	186.69	1	186.69	0	-	0	-	0	-
184	Puncher, single hole	171.00	30	pc.	5,130.00	8	1,368.00	8	1,368.00	8	1,368.00	6	1,026.00
185	Push pin	32.60	184	box	5,998.40	46	1,499.60	46	1,499.60	46	1,499.60	46	1,499.60
186	Record Book, 300 pages	76.00	747	pc.	56,772.00	187	14,212.00	187	14,212.00	187	14,212.00	186	14,136.00
187	Record Book, 500 leaves	86.65	1,460	book	126,509.00	37	3,206.05	37	3,206.05	37	3,206.05	1,349	116,890.85
188	Ribbon, typewriter	19.70	147	pc.	2,895.90	37	728.90	37	728.90	37	728.90	36	709.20
189	Ringbinder	970.00	631	pc.	612,070.00	158	153,260.00	158	153,260.00	158	153,260.00	157	152,290.00
190	Ringbinder filler	10.00	10,000	pack	100,000.00	2,500	25,000.00	2,500	25,000.00	2,500	25,000.00	2,500	25,000.00
191	Riso Film	850.00	12	pc.	10,200.00	3	2,550.00	3	2,550.00	3	2,550.00	3	2,550.00
192	Riso Ink	2,500.00	34	pc.	85,000.00	9	22,500.00	9	22,500.00	9	22,500.00	7	17,500.00
193	Riso Ink Blk. KZ 30	2,500.00	47	pc.	117,500.00	12	30,000.00	12	30,000.00	12	30,000.00	11	27,500.00
194	Riso Ink, Duplo DA14 BLACK	2,500.00	88	pc.	220,000.00	22	55,000.00	22	55,000.00	22	55,000.00	22	55,000.00
195	Riso ink, G1 Black	2,500.00	2	pc.	5,000.00	1	2,500.00	1	2,500.00	0	-	0	-
196	Riso Ink, RISO, S-1370	2,500.00	52	tube	130,000.00	13	32,500.00	13	32,500.00	13	32,500.00	13	32,500.00
197	Riso Ink, Z Type	2,500.00	108	pc.	270,000.00	27	67,500.00	27	67,500.00	27	67,500.00	27	67,500.00
198	RISO Master	2,500.00	49	pc.	122,500.00	13	32,500.00	13	32,500.00	13	32,500.00	10	25,000.00
199	Roll Gauze	479.50	30	pc.	14,385.00	8	3,836.00	8	3,836.00	8	3,836.00	6	2,877.00
200	Rubber band	367.50	427	pc.	156,922.50	107	39,322.50	107	39,322.50	107	39,322.50	106	38,955.00
201	Ruler, metal	32.00	64	pc.	2,048.00	16	512.00	16	512.00	16	512.00	16	512.00
202	Ruler, plastic	9.75	122	pc.	1,189.50	31	302.25	31	302.25	31	302.25	29	282.75

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
203	Scissor	130.00	245	pc.	31,850.00	62	8,060.00	62	8,060.00	62	8,060.00	59	7,670.00
204	Scotch Tape Large 2"	298.00	20	pc.	5,960.00	5	1,490.00	5	1,490.00	5	1,490.00	5	1,490.00
205	Scotch Tape Medium 1"	89.00	346	pc.	30,794.00	87	7,743.00	87	7,743.00	87	7,743.00	85	7,565.00
206	Scotch Tape Small .5	31.00	10	pc.	310.00	3	93.00	3	93.00	3	93.00	1	31.00
207	Scriber (staedtler Brand)	1,219.00	2	pc.	2,438.00	1	1,219.00	1	1,219.00	0	-	0	-
208	Sharpener, heavy duty	664.50	36	pc.	23,922.00	9	5,980.50	9	5,980.50	9	5,980.50	9	5,980.50
209	Sharpener, single, cutterhead	68.50	17	pc.	1,164.50	5	342.50	5	342.50	5	342.50	2	137.00
210	Sign Pen, assorted	370.00	1,243	pc.	459,910.00	311	115,070.00	311	115,070.00	311	115,070.00	310	114,700.00
211	Sign pen, Gelpen blue	370.00	4	pc.	1,480.00	1	370.00	1	370.00	1	370.00	1	370.00
212	Sign Pen, uniball gel Impact, blue	950.00	365	pc.	346,750.00	92	87,400.00	92	87,400.00	92	87,400.00	89	84,550.00
213	Signing Pen Energel Black	370.00	30	pc.	11,100.00	8	2,960.00	8	2,960.00	8	2,960.00	6	2,220.00
214	Signing Pen V5 Tech	217.80	64	pc.	13,939.20	16	3,484.80	16	3,484.80	16	3,484.80	16	3,484.80
215	Sponge Pad (Water drip)	110.00	24	pc.	2,640.00	6	660.00	6	660.00	6	660.00	6	660.00
216	Stamp Pad	35.00	296	pc.	10,360.00	74	2,590.00	74	2,590.00	74	2,590.00	74	2,590.00
217	Stamp pad ink	50.00	442	bottle	22,100.00	111	5,550.00	111	5,550.00	111	5,550.00	109	5,450.00
218	Stamp Pad, Rubber	500.00	2	pc.	1,000.00	1	500.00	1	500.00	0	-	0	-
219	Staple wire	58.80	2,141	box	125,890.80	536	31,516.80	536	31,516.80	536	31,516.80	533	31,340.40
220	Staple wire remover	18.15	185	pc.	3,357.75	47	853.05	47	853.05	47	853.05	44	798.60
221	Stapler	364.85	436	pc.	159,074.60	109	39,768.65	109	39,768.65	109	39,768.65	109	39,768.65
222	Tape, adding machine	9.00	50	rolls	450.00	13	117.00	13	117.00	13	117.00	11	99.00
223	Tape, double adhesive	117.60	765	pc.	89,964.00	192	22,579.20	192	22,579.20	192	22,579.20	189	22,226.40
224	Tape, Duct	191.05	628	pc.	119,979.40	157	29,994.85	157	29,994.85	157	29,994.85	157	29,994.85
225	Tape, Masking	66.15	1,288	pc.	85,201.20	322	21,300.30	322	21,300.30	322	21,300.30	322	21,300.30
226	Tape, Packing	33.28	135	pc.	4,492.80	34	1,131.52	34	1,131.52	34	1,131.52	33	1,098.24
227	Tape, scotch 1"	22.71	108	pc.	2,452.68	27	613.17	27	613.17	27	613.17	27	613.17
228	Tape, scotch 2"	32.00	12	pc.	384.00	3	96.00	3	96.00	3	96.00	3	96.00
229	Technical Pen 0.3 Steadler	750.00	60	pc.	45,000.00	15	11,250.00	15	11,250.00	15	11,250.00	15	11,250.00
230	Technical Pencil 0.3 (refill)	450.00	11	pc.	4,950.00	3	1,350.00	3	1,350.00	3	1,350.00	2	900.00
231	Thumb Tacks	25.00	17	box	425.00	5	125.00	5	125.00	5	125.00	2	50.00
232	Toner, Canon 1180	3,700.00	12	pc.	44,400.00	3	11,100.00	3	11,100.00	3	11,100.00	3	11,100.00
233	Toner, Canon IR-1024	3,700.00	5	pc.	18,500.00	2	7,400.00	2	7,400.00	1	3,700.00	0	-
234	Toner, Canon LBP2900	3,700.00	10	pc.	37,000.00	3	11,100.00	3	11,100.00	3	11,100.00	1	3,700.00
235	Toner, Canon, NPG15	4,410.00	12	pc.	52,920.00	3	13,230.00	3	13,230.00	3	13,230.00	3	13,230.00
236	Toner, Cartridge	3,700.00	24	pc.	88,800.00	6	22,200.00	6	22,200.00	6	22,200.00	6	22,200.00
237	Toner, Cartridge Fuji CT2030	3,700.00	40	pc.	148,000.00	10	37,000.00	10	37,000.00	10	37,000.00	10	37,000.00
238	Toner, Cartridge Fuji, type 9, CT200401	3,700.00	10	pc.	37,000.00	3	11,100.00	3	11,100.00	3	11,100.00	1	3,700.00
239	Toner, Cartridge Konika copier machine, TN-117	3,700.00	4	pc.	14,800.00	1	3,700.00	1	3,700.00	1	3,700.00	1	3,700.00
240	Toner, Cartridge, Fuji xerox	3,700.00	60	pc.	222,000.00	15	55,500.00	15	55,500.00	15	55,500.00	15	55,500.00
241	Toner, Copier Machine	6,165.00	75	pc.	462,375.00	19	117,135.00	19	117,135.00	19	117,135.00	18	110,970.00
242	Toner, Develop Ineo 164	3,300.00	10	pc.	33,000.00	3	9,900.00	3	9,900.00	3	9,900.00	1	3,300.00
243	Toner, Duplo DPA120	3,700.00	60	bottle	222,000.00	15	55,500.00	15	55,500.00	15	55,500.00	15	55,500.00

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
244	Toner, Fuji Docu Centre 1080	5,500.00	64	pc.	352,000.00	16	88,000.00	16	88,000.00	16	88,000.00	16	88,000.00
245	Toner, Fuji Docu Centre S1810	5,800.00	112	pc.	649,600.00	28	162,400.00	28	162,400.00	28	162,400.00	28	162,400.00
246	Toner, Fuji Xerox	3,700.00	81	pc.	299,700.00	21	77,700.00	21	77,700.00	21	77,700.00	18	66,600.00
247	Toner, Fuji Xerox CT201911	5,500.00	104	pc.	572,000.00	26	143,000.00	26	143,000.00	26	143,000.00	26	143,000.00
248	Toner, FUJI Xerox Machine CT350285	3,700.00	80	pc.	296,000.00	20	74,000.00	20	74,000.00	20	74,000.00	20	74,000.00
249	Toner, Fuji Xerox V2060	3,700.00	2	pc.	7,400.00	1	3,700.00	1	3,700.00	0	-	0	-
250	Tray/Rack, metal 3 layers	628.80	18	pc.	11,318.40	5	3,144.00	5	3,144.00	5	3,144.00	3	1,886.40
251	USB, 16GB	258.94	245	pc.	63,440.30	62	16,054.28	62	16,054.28	62	16,054.28	59	15,277.46
252	USB, 32 GB	506.00	32	pc.	16,192.00	8	4,048.00	8	4,048.00	8	4,048.00	8	4,048.00
253	USB, 64 GB	945.00	50	pc.	47,250.00	13	12,285.00	13	12,285.00	13	12,285.00	11	10,395.00
254	USB, 8 GB	205.50	2	pc.	411.00	1	205.50	1	205.50	0	-	0	-
255	Video Card CPU HP Pavilion	2,954.00	1	pc.	2,954.00	1	2,954.00	0	-	0	-	0	-
	TOTAL		225,200		46,456,729.41	56,050	11,655,292.60	56,046	11,649,517.91	56,034	11,630,986.21	57,070	11,520,932.69

Prepared by:

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Administrative Officer III

Noted by:

(SGD) RODRIGO T. SAWIT
BAC Chairperson

Approved by:

(SGD) FAUSTINO G. DY III
Provincial Governor