

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2017
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	500.00	23	pcs	11,500.00	5	2,500.00	6	3,000.00	6	3,000.00	6	3,000.00
0002	Adding Machine Tape	9.00	114	roll	1,026.00	28	252.00	29	261.00	28	252.00	29	261.00
0003	Adhesive Tape double	117.60	16	roll	1,881.60	4	470.40	4	470.40	4	470.40	4	470.40
0004	Ballpen, assorted colors	13.00	13235	pcs	172,055.00	3,308	43,004.00	3,309	43,017.00	3,309	43,017.00	3,309	43,017.00
0005	Battery, Alkaline "C" medium	40.00	370	packs	14,800.00	92	3,680.00	93	3,720.00	92	3,680.00	93	3,720.00
0006	Battery, Alkaline "D" Big	55.00	34	packs	1,870.00	8	440.00	9	495.00	8	440.00	9	495.00
0007	Battery, Alkaline "AA", small	264.60	1346	packs	356,151.60	336	88,905.60	337	89,170.20	336	88,905.60	337	89,170.20
0008	Battery, Alkaline "AAA"	283.70	1000	packs	283,700.00	250	70,925.00	250	70,925.00	250	70,925.00	250	70,925.00
0009	Battery, Rechargeable "AA"	120.00	30	packs	3,600.00	7	840.00	8	960.00	7	840.00	8	960.00
0010	Battery, square 9Volts	75.00	98	pcs	7,350.00	24	1,800.00	25	1,875.00	24	1,800.00	25	1,875.00
0011	Binder w/ plastic filler	250.00	10045	pcs	2,511,250.00	2,512	628,000.00	2,511	627,750.00	2,511	627,750.00	2,511	627,750.00
0012	Blade cutter refill, big	30.00	104	packs	3,120.00	26	780.00	26	780.00	26	780.00	26	780.00
0013	Blade cutter, big	275.00	168	pcs	46,200.00	42	11,550.00	42	11,550.00	42	11,550.00	42	11,550.00
0014	Board Paper (Canon)	140.00	50	packs	7,000.00	12	1,680.00	13	1,820.00	12	1,680.00	13	1,820.00
0015	Board Paper Long - Onion Skin	110.00	6	reams	660.00		-	2	220.00	2	220.00	2	220.00
0016	Board Paper Short - Onion Skin	95.00	410	reams	38,950.00	102	9,690.00	103	9,785.00	102	9,690.00	103	9,785.00
0017	Bond Paper A-4, subs. 20 (PPC)	145.90	3460	reams	504,814.00	865	126,203.50	865	126,203.50	865	126,203.50	865	126,203.50
0018	Bond Paper legal, subs 20 (PPC)	128.25	4489	reams	575,714.25	1,123	144,024.75	1,122	143,896.50	1,122	143,896.50	1,122	143,896.50
0019	Bond Paper long, subs. 18	118.00	60	reams	7,080.00	15	1,770.00	15	1,770.00	15	1,770.00	15	1,770.00
0020	Bond Paper short, subs. 18	108.00	30	reams	3,240.00	7	756.00	8	864.00	7	756.00	8	864.00
0021	Bond Paper short, subs. 20	118.00	640	reams	75,520.00	160	18,880.00	160	18,880.00	160	18,880.00	160	18,880.00
0022	Book Paper long,subs.20 for copier mach	145.00	218	reams	31,610.00	54	7,830.00	55	7,975.00	54	7,830.00	55	7,975.00
0023	Book Paper short,subs.20 for copier mach	135.00	218	pcs	29,430.00	54	7,290.00	55	7,425.00	54	7,290.00	55	7,425.00
0024	Bookpaper long, subs 20, 11 x 17(Tabloid)	479.75	24	packs	11,514.00	6	2,878.50	6	2,878.50	6	2,878.50	6	2,878.50
0025	Bottled Mineral Water	12.00	1000	btls	12,000.00	250	3,000.00	250	3,000.00	250	3,000.00	250	3,000.00
0026	Bottled Moringa Juice	16.00	300	btls	4,800.00	75	1,200.00	75	1,200.00	75	1,200.00	75	1,200.00
0027	Calculator - Scientific	220.00	39	pcs	8,580.00	9	1,980.00	10	2,200.00	10	2,200.00	10	2,200.00
0028	Calculator 12 digits	142.36	125	pcs	17,795.00	32	4,555.52	31	4,448.75	31	4,413.16	31	4,448.75
0029	Carbon Film long	202.80	19	box	3,853.20	4	811.20	5	1,014.00	5	1,014.00	5	1,014.00
0030	Carbon Paper long	190.00	138	box	26,220.00	34	6,460.00	35	6,650.00	34	6,460.00	35	6,650.00
0031	Carbon Paper short	180.00	40	box	7,200.00	10	1,800.00	10	1,800.00	10	1,800.00	10	1,800.00
0032	Cartolina, asstd. Colors	3.67	4915	pcs	18,038.05	1,228	4,506.76	1,229	4,510.43	1,229	4,510.43	1,229	4,510.43
0033	Chalk, white	55.00	27	box	1,485.00	6	330.00	7	385.00	7	385.00	7	385.00

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	Clark Book Refilling	10.00	164	packs	1,640.00	41	410.00	41	410.00	41	410.00	41	410.00
0035	Clip Binder - 2", 1", .5"	15.00	32	pcs	480.00	8	120.00	8	120.00	8	120.00	8	120.00
0036	Columnar Notebook, 16 cols	150.00	6	pad	900.00		-	2	300.00	2	300.00	2	300.00
0037	Columnar Notebook, 3 cols	40.00	6	pad	240.00	2	80.00		-	2	80.00	2	80.00
0038	Columnar Pad 12 cols	35.00	24	pad	840.00	6	210.00	6	210.00	6	210.00	6	210.00
0039	Columnar Pad 24 cols	35.00	16	pad	560.00	4	140.00	4	140.00	4	140.00	4	140.00
0040	Columnar pad, 6 cols	25.00	16	pad	400.00	4	100.00	4	100.00	4	100.00	4	100.00
0041	Compact Disc DVD-writable	65.00	870	pcs	56,550.00	217	14,105.00	218	14,170.00	218	14,170.00	217	14,105.00
0042	Compact Disc, Blank, ord.	30.00	84	pcs	2,520.00	21	630.00	21	630.00	21	630.00	21	630.00
0043	Compact Disc, Blank, writable	45.00	954	pcs	42,930.00	238	10,710.00	239	10,755.00	238	10,710.00	239	10,755.00
0044	Computer Ink # 678 Black	358.80	24	pcs	8,611.20	6	2,152.80	6	2,152.80	6	2,152.80	6	2,152.80
0045	Computer Ink # 678 color	360.88	24	pcs	8,661.12	6	2,165.28	6	2,165.28	6	2,165.28	6	2,165.28
0046	Computer INK # 920 XL Black	1600.00	48	pcs	76,800.00	12	19,200.00	12	19,200.00	12	19,200.00	12	19,200.00
0047	Computer INK # 920 XL Cyan	1600.00	48	pcs	76,800.00	12	19,200.00	12	19,200.00	12	19,200.00	12	19,200.00
0048	Computer INK # 920 XL Magenta	1600.00	48	pcs	76,800.00	12	19,200.00	12	19,200.00	12	19,200.00	12	19,200.00
0049	Computer INK # 920 XL Yellow	1600.00	48	pcs	76,800.00	12	19,200.00	12	19,200.00	12	19,200.00	12	19,200.00
0050	Computer Ink #73N Epson T13	450.00	30	pcs	13,500.00	7	3,150.00	8	3,375.00	7	3,150.00	8	3,375.00
0051	Computer Ink Brother LC39BK	650.00	20	bts	13,000.00	5	3,250.00	5	3,250.00	5	3,250.00	5	3,250.00
0052	Computer Ink Brother LC39C	650.00	20	bts	13,000.00	5	3,250.00	5	3,250.00	5	3,250.00	5	3,250.00
0053	Computer Ink Brother LC39M	650.00	20	bts	13,000.00	5	3,250.00	5	3,250.00	5	3,250.00	5	3,250.00
0054	Computer Ink Brother LC39Y	650.00	20	bts	13,000.00	5	3,250.00	5	3,250.00	5	3,250.00	5	3,250.00
0055	Computer Ink Canon 810-black	737.36	862	pcs	635,604.32	215	158,532.40	216	158,901.08	215	158,532.40	216	158,901.08
0056	Computer Ink Canon 811-color	970.32	747	pcs	724,829.04	186	180,479.52	187	181,207.26	187	181,207.26	187	181,207.26
0057	Computer Ink HP # 60 (CC640W) Black	639.60	275	pcs	175,890.00	68	43,492.80	69	44,132.40	69	44,132.40	69	44,132.40
0058	Computer Ink HP # 60 (CC643W) Colored	754.00	194	pcs	146,276.00	48	36,192.00	49	36,946.00	48	36,192.00	49	36,946.00
0059	Computer Ink HP # 61 black	644.80	291	pcs	187,636.80	72	46,425.60	73	47,070.40	73	47,070.40	73	47,070.40
0060	Computer Ink HP # 61 color	826.80	259	pcs	214,141.20	64	52,915.20	65	53,742.00	65	53,742.00	65	53,742.00
0061	Computer Ink HP # 704 Black	358.80	90	pcs	32,292.00	22	7,893.60	23	8,252.40	22	7,893.60	23	8,252.40
0062	Computer Ink HP # 704 Color	358.80	88	pcs	31,574.40	22	7,893.60	22	7,893.60	22	7,893.60	22	7,893.60
0063	Computer Ink refill L220 - Black	999.75	417	bts	416,895.75	105	104,973.75	104	103,974.00	104	103,974.00	104	103,974.00
0064	Computer Ink refill L220 - Cyan	999.75	308	bts	307,923.00	77	76,980.75	77	76,980.75	77	76,980.75	77	76,980.75
0065	Computer Ink refill L220 - Magenta	999.75	312	bts	311,922.00	78	77,980.50	78	77,980.50	78	77,980.50	78	77,980.50
0066	Computer Ink refill L220 - Yellow	999.75	322	bts	321,919.50	80	79,980.00	81	80,479.88	80	79,980.00	81	80,479.88
0067	Computer Ink refill pigmented - black	999.75	212	bts	211,947.00	53	52,986.75	53	52,986.75	53	52,986.75	53	52,986.75
0068	Computer Ink YMCKO Color 300 prints	3950.00	400	pcs	1,580,000.00	100	395,000.00	100	395,000.00	100	395,000.00	100	395,000.00
0069	Computer Ink YMCKO Color 200 prints	3800.00	28	pcs	106,400.00	7	26,600.00	7	26,600.00	7	26,600.00	7	26,600.00
0070	Computer Ink, # 88 black Canon	850.00	24	pcs	20,400.00	6	5,100.00	6	5,100.00	6	5,100.00	6	5,100.00
0071	Computer Ink, # 98 color Canon	750.00	24	pcs	18,000.00	6	4,500.00	6	4,500.00	6	4,500.00	6	4,500.00
0072	Computer Ink, TO6641 Epson-B	254.80	110	pcs	28,028.00	27	6,879.60	28	7,134.40	27	6,879.60	28	7,134.40
0073	Computer Ink, TO6642 Epson-C	254.80	94	pcs	23,951.20	23	5,860.40	24	6,115.20	23	5,860.40	24	6,115.20

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, TO6643 Epson-M	254.80	95	pcs	24,206.00	23	5,860.40	24	6,115.20	24	6,115.20	24	6,115.20
0075	Computer Ink, TO6644 Epson-Y	254.80	95	pcs	24,206.00	23	5,860.40	24	6,115.20	24	6,115.20	24	6,115.20
0076	Computer ribbon LX-300/8750	76.75	284	pcs	21,797.00	71	5,449.25	71	5,449.25	71	5,449.25	71	5,449.25
0077	Computer ribbon # 2180	745.80	36	pcs	26,848.80	9	6,712.20	9	6,712.20	9	6,712.20	9	6,712.20
0078	Continuous Form, short, 1 ply	892.00	38	box	33,896.00	9	8,028.00	10	8,920.00	9	8,028.00	10	8,920.00
0079	Correction Fluid, water based	25.00	351	bts	8,775.00	87	2,175.00	88	2,200.00	88	2,200.00	88	2,200.00
0080	Correction Tape	43.30	1366	pcs	59,147.80	341	14,765.30	342	14,808.60	341	14,765.30	342	14,808.60
0081	Data File Box	109.75	321	pcs	35,229.75	81	8,889.75	80	8,780.00	80	8,780.00	80	8,780.00
0082	Drum kit Fuji Machine DocuCentre 2056	16500.00	22	cart	363,000.00	5	82,500.00	6	99,000.00	5	82,500.00	6	99,000.00
0083	Drum kit Fuji Machine S1080	17000.00	25	cart	425,000.00	7	119,000.00	6	102,000.00	6	102,000.00	6	102,000.00
0084	Drum kit Fuji Machine S1810	17000.00	33	cart	561,000.00	9	153,000.00	8	136,000.00	8	136,000.00	8	136,000.00
0085	Drum kit Fuji Machine S2011	1700.00	10	cart	17,000.00	2	3,400.00	3	5,100.00	2	3,400.00	3	5,100.00
0086	Drum kit Fuji Machine S2022	1800.00	10	cart	18,000.00	2	3,600.00	3	5,400.00	2	3,600.00	3	5,400.00
0087	Drum kit Fuji Machine -240629	16500.00	14	cart	231,000.00	3	49,500.00	4	66,000.00	3	49,500.00	4	66,000.00
0088	Drum kit Fuji Machine -403018	16500.00	2	cart	33,000.00	1	16,500.00		-	1	16,500.00		-
0089	Drumkit AR6020 Sharp	5500.00	2	cart	11,000.00	1	5,500.00	1	5,500.00		-		-
0090	Drumkit NPG 32	12000.00	19	cart	228,000.00	4	48,000.00	5	60,000.00	5	60,000.00	5	60,000.00
0091	Drumkit Model IR 1024 (Canon)	6750.00	1	cart	6,750.00	1	6,750.00		-		-		-
0092	Drum kit Fuji Machine -S211	6500.00	12	cart	78,000.00	3	19,500.00	3	19,500.00	3	19,500.00	3	19,500.00
0093	Duct tape	190.80	32	roll	6,105.60	8	1,526.40	8	1,526.40	8	1,526.40	8	1,526.40
0094	Envelope long, brown	7.00	26470	pcs	185,290.00	6,617	46,319.00	6,618	46,322.50	6,617	46,319.00	6,618	46,322.50
0095	Envelope short, brown	4.00	3090	pcs	12,360.00	772	3,088.00	773	3,092.00	772	3,088.00	773	3,092.00
0096	Envelope, expanding, brown with tie	15.00	300	pcs	4,500.00	75	1,125.00	75	1,125.00	75	1,125.00	75	1,125.00
0097	Envelope, expanding, plastic	17.00	100	pcs	1,700.00	25	425.00	25	425.00	25	425.00	25	425.00
0098	Eraser	27.00	140	pcs	3,780.00	35	945.00	35	945.00	35	945.00	35	945.00
0099	Eraser, Blackboard (board marker)	30.00	15	pcs	450.00	3	90.00	4	120.00	4	120.00	4	120.00
0100	Fastener, stainless	67.40	1050	pcs	70,770.00	262	17,658.80	262	17,658.80	263	17,726.20	263	17,726.20
0101	Fax Machine Inkfilm Panasonic	1050.00	5	pcs	5,250.00	2	2,100.00	1	1,050.00	1	1,050.00	1	1,050.00
0102	Fax Machine Paper 210m x 30m	519.50	32	roll	16,624.00	8	4,156.00	8	4,156.00	8	4,156.00	8	4,156.00
0103	Felt Paper	25.00	24	pcs	600.00	6	150.00	6	150.00	6	150.00	6	150.00
0104	File Folder Green - Long	15.00	4440	pcs	66,600.00	1,110	16,650.00	1,110	16,650.00	1,110	16,650.00	1,110	16,650.00
0105	File Folder Green - Short	10.00	600	box	6,000.00	150	1,500.00	150	1,500.00	150	1,500.00	150	1,500.00
0106	File Folder long, 14 pts.	6.85	44830	pcs	307,085.50	11,207	76,767.95	11,207	76,767.95	11,208	76,774.80	11,208	76,774.80
0107	File Folder long, plastic with slide	9.25	420	pcs	3,885.00	105	971.25	105	971.25	105	971.25	105	971.25
0108	File Folder short, 14 pts.	5.85	4600	pcs	26,910.00	1,150	6,727.50	1,150	6,727.50	1,150	6,727.50	1,150	6,727.50
0109	File Folder short, plastic with slide	8.25	120	pcs	990.00	30	247.50	30	247.50	30	247.50	30	247.50
0110	File Folder, Morocco with plastic slide-long	9.25	2570	pcs	23,772.50	642	5,938.50	642	5,938.50	643	5,947.75	643	5,947.75
0111	File Folder, Morocco with plastic slide-short	8.00	1720	pcs	13,760.00	430	3,440.00	430	3,440.00	430	3,440.00	430	3,440.00
0112	File Folder, Press Folder with tab (Green)	10.00	8140	pcs	81,400.00	2,035	20,350.00	2,035	20,350.00	2,035	20,350.00	2,035	20,350.00
0113	Folder Expandable	30.00	870	pcs	26,100.00	217	6,510.00	217	6,510.00	218	6,540.00	218	6,540.00
0114	Folder Plastic with Handle	51.75	300	pcs	15,525.00	75	3,881.25	75	3,881.25	75	3,881.25	75	3,881.25
0115	Frame	150.00	50	pcs	7,500.00	12	1,800.00	13	1,950.00	12	1,800.00	13	1,950.00

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						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
0116	Glue Gun	120.00	4	pcs	480.00	1	120.00	1	120.00	1	120.00	1	120.00
0117	Glue Stick	5.00	422	pcs	2,110.00	105	525.00	106	527.50	105	525.00	106	527.50
0118	Glue, All purpose	89.00	253	bts	22,517.00	64	5,696.00	63	5,607.00	63	5,607.00	63	5,607.00
0119	Gun tucker	450.00	5	pcs	2,250.00	2	900.00	1	450.00	1	450.00	1	450.00
0120	Gun tucker wire	50.00	76	box	3,800.00	19	950.00	19	950.00	19	950.00	19	950.00
0121	Illustration board whole	45.00	10	pcs	450.00	2	90.00	3	135.00	2	90.00	3	135.00
0122	Imaging Unit	4500.00	2	cart	9,000.00	1	4,500.00	1	4,500.00		-		-
0123	Index Card 3 x 5	1.00	2600	pcs	2,600.00	650	650.00	650	650.00	650	650.00	650	650.00
0124	Index Card 5 x 8	1.00	5706	pcs	5,706.00	1,426	1,426.00	1,426	1,426.00	1,427	1,427.00	1,427	1,427.00
0125	Index Tab	3.00	60	pcs	180.00	15	45.00	15	45.00	15	45.00	15	45.00
0126	Laid Paper - long	70.00	1441	pack	100,870.00	361	25,270.00	360	25,200.00	360	25,200.00	360	25,200.00
0127	Laid Paper - short	66.75	312	pack	20,826.00	78	5,206.50	78	5,206.50	78	5,206.50	78	5,206.50
0128	Laserjet Toner 85A	2756.00	270	pcs	744,120.00	67	184,652.00	68	187,408.00	67	184,652.00	68	187,408.00
0129	Laserjet Toner HP-P1006 (35A)	2802.20	54	pcs	151,318.80	13	36,428.60	14	39,230.80	13	36,428.60	14	39,230.80
0130	Laserjet Toner Q2612A	3057.00	119	pcs	363,783.00	29	88,653.00	30	91,710.00	30	91,710.00	30	91,710.00
0131	Laserjet Toner P1102	3000.00	12	pcs	36,000.00	3	9,000.00	3	9,000.00	3	9,000.00	3	9,000.00
0132	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
0133	Linen Board, short, 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
0134	Linen Paper, short, assorted colors	120.00	3	pack	360.00		-	1	120.00	1	120.00	1	120.00
0135	Mailing Envelope long, plain 500pcs/box	400.00	354	box	141,600.00	88	35,200.00	89	35,600.00	89	35,600.00	88	35,200.00
0136	Manila Paper	10.00	551	pcs	5,510.00	137	1,370.00	138	1,377.50	138	1,377.50	138	1,377.50
0137	Map Pin Round Head 100s/box	25.00	12	box	300.00	3	75.00	3	75.00	3	75.00	3	75.00
0138	Marker Fluorescent Pen	36.60	350	set	12,810.00	87	3,184.20	87	3,184.20	88	3,220.80	88	3,220.80
0139	Masking Tape 1"	66.15	541	roll	35,787.15	136	8,996.40	135	8,946.79	135	8,946.79	135	8,946.79
0140	Masking Tape 2"	72.00	22	roll	1,584.00	5	360.00	6	396.00	5	360.00	6	396.00
0141	Mechanical Pencil Lead Steadler 0.5	250.00	64	pcs	16,000.00	16	4,000.00	16	4,000.00	16	4,000.00	16	4,000.00
0142	Medals - Gold with engraved Prov'l Seal	115.00	8300	pcs	954,500.00	2,075	238,625.00	2,075	238,625.00	2,075	238,625.00	2,075	238,625.00
0143	Medals - Silver with engraved Prov'l Seal	115.00	8300	pcs	954,500.00	2,075	238,625.00	2,075	238,625.00	2,075	238,625.00	2,075	238,625.00
0144	Medals - Bronze w/ engraved Prov'l Seal	115.00	8300	pcs	954,500.00	2,075	238,625.00	2,075	238,625.00	2,075	238,625.00	2,075	238,625.00
0145	Mimeo Paper Long, subs. 18 (whitewove)	119.50	5474	reams	654,143.00	1,368	163,476.00	1,369	163,595.50	1,368	163,476.00	1,369	163,595.50
0146	Mimeo Paper Long, subs.18 (groundwood)	110.00	300	reams	33,000.00	75	8,250.00	75	8,250.00	75	8,250.00	75	8,250.00
0147	Mimeo Paper Short, subs. 18 (whitewove)	105.85	5122	reams	542,163.70	1,280	135,488.00	1,281	135,593.85	1,280	135,488.00	1,281	135,593.85
0148	Mylar	110.00	4	packs	440.00	1	110.00	1	110.00	1	110.00	1	110.00
0149	Note Pad (Post it)	64.75	362	pad	23,439.50	90	5,827.50	91	5,892.25	91	5,892.25	90	5,827.50
0150	Notebook, non-spiral, 50 lvs.	25.00	100	pad	2,500.00	25	625.00	25	625.00	25	625.00	25	625.00
0151	Notebook, spiral, 50 lvs.	25.00	40	pad	1,000.00	10	250.00	10	250.00	10	250.00	10	250.00
0152	Onion Skin long, superfine	120.00	24	reams	2,880.00	6	720.00	6	720.00	6	720.00	6	720.00
0153	Onion skin short, supeprfine	110.00	24	reams	2,640.00	6	660.00	6	660.00	6	660.00	6	660.00
0154	Packing Tape 2"	33.28	377	roll	12,546.56	95	3,161.60	94	3,136.64	94	3,136.64	94	3,136.64
0155	Paper Clip - Bulldog	35.00	100	pcs	3,500.00	25	875.00	25	875.00	25	875.00	25	875.00
0156	Paper Clip big	28.00	1113	pcs	31,164.00	279	7,812.00	278	7,791.00	278	7,791.00	278	7,791.00

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 Clip, small	13.52	122	pcs	1,649.44	30	405.60	30	405.60	31	419.12	31	419.12
0158	Paper Tray, 3 layers Heavy Duty	350.00	12	pcs	4,200.00	3	1,050.00	3	1,050.00	3	1,050.00	3	1,050.00
0159	Parchment Paper A-4	120.00	1	pcs	120.00	1	120.00		-		-		-
0160	Paste 500 grams.	60.00	61	bts	3,660.00	14	840.00	15	900.00	15	900.00	15	900.00
0161	Pencil # 2 12's	88.20	710	pack	62,622.00	177	15,611.40	178	15,699.60	177	15,611.40	178	15,699.60
0162	Pencil Steadler 0.5	120.00	10	pcs	1,200.00	2	240.00	3	360.00	2	240.00	3	360.00
0163	Pentel Pen	99.00	2186	pcs	216,414.00	547	54,103.50	547	54,103.50	246	24,354.00	246	24,354.00
0164	Pentel Pen ink refill	150.00	50	bts	7,500.00	12	1,800.00	13	1,950.00	12	1,800.00	13	1,950.00
0165	Photo paper, glossy	140.00	636	pack	89,040.00	159	22,260.00	159	22,260.00	159	22,260.00	159	22,260.00
0166	Plastic Cover	450.00	131	roll	58,950.00	32	14,400.00	33	14,737.50	33	14,737.50	33	14,737.50
0167	Plastic ID Holder - for tranings	20.00	900	pcs	18,000.00	225	4,500.00	225	4,500.00	225	4,500.00	225	4,500.00
0168	Puncher, heavy duty	186.69	72	pcs	13,441.68	18	3,360.42	18	3,360.42	18	3,360.42	18	3,360.42
0169	Puncher, single hole	38.00	17	pcs	646.00	5	190.00	4	161.50	4	161.50	4	161.50
0170	Push Pins	32.60	66	box	2,151.60	16	521.60	16	521.60	17	554.20	17	554.20
0171	Record Book 300pp.	76.00	757	book	57,532.00	190	14,440.00	189	14,383.00	189	14,383.00	189	14,383.00
0172	Record Book 500pp.	86.85	1152	book	100,051.20	288	25,012.80	288	25,012.80	288	25,012.80	288	25,012.80
0173	Ref.Book Goodman & Gilman Pharmacy use	1500.00	1	book	1,500.00	1	1,500.00		-		-		-
0174	RISO INK KZ Type B4	2500.00	54	tube	135,000.00	13	32,500.00	14	33,750.00	14	33,750.00	13	32,500.00
0175	RISO INK Z, Black	2600.00	17	tube	44,200.00	5	13,000.00	4	11,050.00	4	11,050.00	4	11,050.00
0176	RISO KS WK	2400.00	61	tube	146,400.00	16	38,400.00	15	36,600.00	15	36,600.00	15	36,600.00
0177	RISO KS800 Master Roll	2400.00	21	tube	50,400.00	6	14,400.00	5	12,600.00	5	12,600.00	5	12,600.00
0178	RISO KZ30 Ink	2500.00	165	tube	412,500.00	42	105,000.00	41	103,125.00	41	103,125.00	41	103,125.00
0179	RISO KZ30 Master Roll	2500.00	46	tube	115,000.00	11	27,500.00	12	30,000.00	11	27,500.00	12	30,000.00
0180	RISO KZ800	2500.00	7	tube	17,500.00	1	2,500.00	2	5,000.00	2	5,000.00	2	5,000.00
0181	Rubber Band, big	367.50	126	box	46,305.00	31	11,392.50	32	11,760.00	31	11,392.50	32	11,760.00
0182	Rubber Band, small	80.00	37	box	2,960.00	10	800.00	9	740.00	9	740.00	9	740.00
0183	Ruler 12"	9.75	84	pcs	819.00	21	204.75	21	204.75	21	204.75	21	204.75
0184	Ruler 18"	24.00	5	pcs	120.00	2	48.00	1	24.00	1	24.00	1	24.00
0185	Ruler 24"	30.00	7	pcs	210.00	1	30.00	2	60.00	2	60.00	2	60.00
0186	Scissors, medium	129.75	125	pcs	16,218.75	32	4,152.00	31	4,022.25	31	4,054.69	31	4,054.69
0187	Scotch Tape 1"	22.71	946	roll	21,483.66	136	3,088.56	236	5,359.56	237	5,382.27	237	5,382.27
0188	Scotch Tape 2"	30.00	104	roll	3,120.00	26	780.00	26	780.00	26	780.00	26	780.00
0189	Sharpener Big	192.60	24	pcs	4,622.40	6	1,155.60	6	1,155.60	6	1,155.60	6	1,155.60
0190	Sign Pen, G tech\pilot	100.00	1735	pcs	173,500.00	433	43,300.00	434	43,400.00	434	43,400.00	434	43,400.00
0191	Sign Pen, Parker (Refill)	400.00	128	pcs	51,200.00	32	12,800.00	32	12,800.00	32	12,800.00	32	12,800.00
0192	Singer Oil (Machine Oil)	80.00	1	bts	80.00	1	80.00		-		-		-
0193	Stamp pad , big	34.50	138	pcs	4,761.00	34	1,173.00	34	1,173.00	35	1,207.50	35	1,207.50
0194	Stamp pad Ink	34.75	231	bts	8,027.25	57	1,980.75	58	2,006.81	58	2,006.81	58	2,006.81
0195	Stamp pad, small	28.00	6	pcs	168.00		-	2	56.00	2	56.00	2	56.00
0196	Staple wire # 35	58.80	1483	box	87,200.40	370	21,756.00	371	21,814.80	371	21,814.80	371	21,814.80
0197	Staple wire remover	18.15	112	pcs	2,032.80	28	508.20	28	508.20	28	508.20	28	508.20

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 big, heavy duty	364.85	318	pcs	116,022.30	79	28,823.15	79	28,823.15	80	29,188.00	80	29,188.00
0199	Stapler medium	92.23	46	pcs	4,242.58	11	1,014.53	11	1,014.53	12	1,106.76	12	1,106.76
0200	Steadler Mars Matic 0.7 ISO	450.00	48	pcs	21,600.00	12	5,400.00	12	5,400.00	12	5,400.00	12	5,400.00
0201	Stencil Ink	350.00	12	bts	4,200.00	3	1,050.00	3	1,050.00	3	1,050.00	3	1,050.00
0202	Stencil Paper	250.00	8	packs	2,000.00	2	500.00	2	500.00	2	500.00	2	500.00
0203	Steno Notebook	10.40	20	pad	208.00	5	52.00	5	52.00	5	52.00	5	52.00
0204	Sticker, Paper	29.75	42	pad	1,249.50	10	297.50	10	297.50	11	327.25	11	327.25
0205	Styrofoam	150.00	8	pcs	1,200.00	2	300.00	2	300.00	2	300.00	2	300.00
0206	Table Name Plate Transparent 12"x4"	450.00	18	pcs	8,100.00	4	1,800.00	4	1,800.00	5	2,250.00	5	2,250.00
0207	Table Name Plate Transparent 9"x4"	350.00	11	pcs	3,850.00	2	700.00	3	1,050.00	3	1,050.00	3	1,050.00
0208	Tape dispenser	250.00	5	pcs	1,250.00	2	500.00	1	250.00	1	250.00	1	250.00
0209	Technical Pen .03	560.25	50	pcs	28,012.50	12	6,723.00	13	7,283.25	12	6,723.00	13	7,283.25
0210	Technical Pen .05	560.25	6	box	3,361.50		-	2	1,120.50	2	1,120.50	2	1,120.50
0211	Technical Pen Ink	250.00	2	bts	500.00	1	250.00	1	250.00		-		-
0212	Thumb tacks	22.00	13	box	286.00	3	66.00	3	66.00	4	88.00	3	66.00
0213	Toner CT-201795	3750.00	4	tube	15,000.00	1	3,750.00	1	3,750.00	1	3,750.00	1	3,750.00
0214	Toner Type 9 - CT200401	3500.00	12	tube	42,000.00	3	10,500.00	3	10,500.00	3	10,500.00	3	10,500.00
0215	Toner AR6020 Sharp	11000.00	8	tube	88,000.00	2	22,000.00	2	22,000.00	2	22,000.00	2	22,000.00
0216	Toner Brother TN-2025	3799.00	20	tube	75,980.00	5	18,995.00	5	18,995.00	5	18,995.00	5	18,995.00
0217	Toner Canon 303 Cartridge	6500.00	5	tube	32,500.00	2	13,000.00	1	6,500.00	1	6,500.00	1	6,500.00
0218	Toner Fuji Docu Centre IV 2056	5800.00	4	tube	23,200.00	1	5,800.00	1	5,800.00	1	5,800.00	1	5,800.00
0219	Toner Fuji Docu Centre S1080	5500.00	86	tube	473,000.00	21	115,500.00	22	121,000.00	21	115,500.00	22	121,000.00
0220	Toner Fuji Docu Centre S1810	5800.00	50	tube	290,000.00	12	69,600.00	13	75,400.00	12	69,600.00	13	75,400.00
0221	Toner Fuji Xerox CT201911	3400.00	40	tube	136,000.00	10	34,000.00	10	34,000.00	10	34,000.00	10	34,000.00
0222	Toner INEO 164	3300.00	2	tube	6,600.00		-	1	3,300.00		-	1	3,300.00
0223	Toner IR 1024	5799.50	16	tube	92,792.00	4	23,198.00	4	23,198.00	4	23,198.00	4	23,198.00
0224	Toner NPG 32 (Canon IR 1022)	5799.50	64	tube	371,168.00	16	92,792.00	16	92,792.00	16	92,792.00	16	92,792.00
0225	Toner Fuji Docu Centre S2011	5800.00	24	tube	139,200.00	6	34,800.00	6	34,800.00	6	34,800.00	6	34,800.00
0226	Toner, Kyosera TK 137	4000.00	3	tube	12,000.00		-	1	4,000.00	1	4,000.00	1	4,000.00
0227	Tracing Paper, 75/70	800.00	6	pack	4,800.00		-	2	1,600.00	2	1,600.00	2	1,600.00
0228	Triangle Steadler 45 x 45	450.00	3	pcs	1,350.00		-	1	450.00	1	450.00	1	450.00
0229	Typewriter Ribbon	19.75	265	spool	5,233.75	67	1,323.25	66	1,303.50	66	1,303.50	66	1,303.50
0230	USB Flash Disk	194.48	187	pcs	36,367.76	46	8,946.08	47	9,140.56	47	9,140.56	47	9,140.56
0231	White board Pen	51.20	496	pcs	25,395.20	124	6,348.80	124	6,348.80	124	6,348.80	124	6,348.80
0232	Yellow Paper	22.00	553	pad	12,166.00	139	3,058.00	138	3,036.00	138	3,036.00	138	3,036.00
TOTAL					23,824,704.16		3,862,006.89		3,862,006.89		3,862,006.89		3,862,006.89

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

PREPARED BY:

(SGD.) NIMROD BILL V. SEGUI
Administrative Officer III

NOTED :

(SGD.) RODRIGO T. SAWIT
Provincial General Services Officer

APPROVED BY :

(SGD.) HON. FAUSTINO G. DY III
Provincial Governor