

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018
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	D I S T R I B U T I O N								
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
0001	Acetate Transparency	500.00	22	pcs	11,000.00	6	3,000.00	6	3,000.00	5	2,500.00	5	2,500.00	
0002	Adding Machine Tape	9.00	104	roll	936.00	26	234.00	26	234.00	26	234.00	26	234.00	
0003	Adhesive Tape double	117.60	76	roll	8,937.60	19	2,234.40	19	2,234.40	19	2,234.40	19	2,234.40	
0004	Ballpen, assorted colors	13.00	7644	pcs	99,372.00	1,911	24,843.00	1,911	24,843.00	1,911	24,843.00	1,911	24,843.00	
0005	Battery, Alakaline "C" medium	40.00	176	packs	7,040.00	44	1,760.00	44	1,760.00	44	1,760.00	44	1,760.00	
0006	Battery, Alakaline "D" Big	55.00	76	packs	4,180.00	19	1,045.00	19	1,045.00	19	1,045.00	19	1,045.00	
0007	Battery, Alkaline "AA", small	264.60	1391	packs	368,058.60	348	92,080.80	348	92,080.80	347	91,816.20	348	92,080.80	
0008	Battery, Alkaline "AAA"	283.70	1010	packs	286,537.00	253	71,776.10	253	71,776.10	252	71,492.40	252	71,492.40	
0009	Battery, Rechargable "AA"	120.00	30	packs	3,600.00	8	960.00	8	960.00	7	840.00	7	840.00	
0010	Battery, square 9Volts	75.00	76	pcs	5,700.00	19	1,425.00	19	1,425.00	19	1,425.00	19	1,425.00	
0011	Binder w/ plastic filler	250.00	1374	pcs	343,500.00	344	86,000.00	344	86,000.00	343	85,750.00	343	85,750.00	
0012	Blade cutter refill, big	30.00	81	packs	2,430.00	21	630.00	20	600.00	20	600.00	20	600.00	
0013	Blade cutter, big	275.00	98	pcs	26,950.00	25	6,875.00	25	6,875.00	24	6,600.00	24	6,600.00	
0014	Blank Tape for Audio	140.00	52	pcs	7,280.00	26	3,640.00	26	3,640.00	25	3,500.00	25	3,500.00	
0015	Board Paper (Canon)	110.00	50	reams	5,500.00	25	2,750.00	25	2,750.00	25	2,750.00	25	2,750.00	
0016	Bond Paper A-4, subs. 20 (PPC)	125.25	3962	reams	496,240.50	991	124,122.75	991	124,122.75	990	123,997.50	990	123,997.50	
0017	Bond Paper legal, subs 20 (PPC)	121.25	4978	reams	603,582.50	1,245	150,956.25	1,245	150,956.25	1,244	150,835.00	1,244	150,835.00	
0018	Bond Paper long, subs. 18	128.25	60	reams	7,695.00	15	1,923.75	15	1,923.75	15	1,923.75	15	1,923.75	
0019	Bond Paper short, 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. 20	108.00	1050	reams	113,400.00	263	28,404.00	263	28,404.00	262	28,296.00	262	28,296.00	
0021	Book Paper long,subs.20 for copier mach	200.00	470	reams	94,000.00	118	23,600.00	117	23,400.00	118	23,600.00	117	23,400.00	
0022	Book Paper short,subs.20 for copier mach	180.00	544	reams	97,920.00	136	24,480.00	136	24,480.00	136	24,480.00	136	24,480.00	
0023	Bookpaper long, subs 20, 14 x 17(Tabloid)	445.00	26	pcs	11,570.00	7	3,115.00	7	3,115.00	6	2,670.00	6	2,670.00	
0024	Bookpaper A3	966.00	10	reams	9,660.00	3	2,898.00	3	2,898.00	2	1,932.00	2	1,932.00	
0025	Bottled Mineral Water	20.00	100	btls	2,000.00	25	500.00	25	500.00	25	500.00	25	500.00	
0026	Bottled Moringa Juice	26.00	100	btls	2,600.00	25	650.00	25	650.00	25	650.00	25	650.00	
0027	Calculator - Scientific	1000.00	29	pcs	29,000.00	7	7,000.00	7	7,000.00	7	7,000.00	8	8,000.00	
0028	Calculator 12 digits	250.00	106	pcs	26,500.00	26	6,500.00	27	6,750.00	26	6,500.00	27	6,750.00	
0029	Carbon Film long	203.28	56	box	11,383.68	14	2,845.92	14	2,845.92	14	2,845.92	14	2,845.92	
0030	Carbon Paper long	190.00	81	box	15,390.00	21	3,990.00	20	3,800.00	20	3,800.00	20	3,800.00	
0031	Carbon Paper short	180.00	4	box	720.00	1	180.00	1	180.00	1	180.00	1	180.00	
0032	Cartolina, asstd. Colors	3.67	3770	pcs	13,835.90	943	3,460.81	943	3,460.81	942	3,457.14	942	3,457.14	
0033	Chalk, white	55.00	22	box	1,210.00	5	275.00	5	275.00	6	330.00	6	330.00	

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	110	packs	1,100.00	28	280.00	27	270.00	28	280.00	27	270.00
0035	Clip Binder - 2", 1", .5"	15.00	100	pcs	1,500.00	25	375.00	25	375.00	25	375.00	25	375.00
0036	Colored Paper	150.00	4	packs	600.00	1	150.00	1	150.00	1	150.00	1	150.00
0037	Columnar Notebook, 3 cols	40.00	6	pad	240.00	2	80.00	1	40.00	2	80.00	1	40.00
0038	Columnar Pad 12 cols	60.00	82	pad	4,920.00	20	1,200.00	20	1,200.00	21	1,260.00	21	1,260.00
0039	Columnar Pad 16 cols	60.00	6	pad	360.00	1	2.00	2	120.00	1	60.00	2	120.00
0040	Columnar Pad 24 cols	60.00	34	pad	2,040.00	9	540.00	8	480.00	9	540.00	8	480.00
0041	Columnar pad, 6 cols	65.00	34	pad	2,210.00	8	520.00	9	585.00	8	520.00	9	585.00
0042	Compact Disc DVD-writable	50.00	883	pcs	44,150.00	221	11,050.00	221	11,050.00	221	11,050.00	220	11,000.00
0043	Compact Disc, Blank, ord.	20.00	100	pcs	2,000.00	25	500.00	25	500.00	25	500.00	25	500.00
0044	Compact Disc, Blank, writable	30.00	614	pcs	18,420.00	154	4,620.00	153	4,590.00	154	4,620.00	153	4,590.00
0045	Computer Ink # 678 Black	360.88	74	pcs	26,705.12	19	6,856.72	18	6,495.84	19	6,856.72	18	6,495.84
0046	Computer Ink # 678 color	370.00	14	pcs	5,180.00	4	1,480.00	4	1,480.00	3	1,110.00	3	1,110.00
0047	Computer Ink Canon #40 B	1600.00	15	pcs	24,000.00	4	6,400.00	4	6,400.00	4	6,400.00	3	4,800.00
0048	Computer Ink Canon #41 C	1600.00	15	pcs	24,000.00	4	6,400.00	4	6,400.00	4	6,400.00	3	4,800.00
0049	Computer Ink # 678 Black & Color	361.00	36	pcs	12,996.00	9	3,249.00	9	3,249.00	9	3,249.00	9	3,249.00
0050	Computer INK # 920 XL Black	450.00	24	pcs	10,800.00	6	2,700.00	6	2,700.00	6	2,700.00	6	2,700.00
0051	Computer INK # 920 XL Cyan	650.00	24	bts	15,600.00	6	3,900.00	6	3,900.00	6	3,900.00	6	3,900.00
0052	Computer INK # 920 XL Magenta	650.00	24	bts	15,600.00	6	3,900.00	6	3,900.00	6	3,900.00	6	3,900.00
0053	Computer INK # 920 XL Yellow	650.00	24	bts	15,600.00	6	3,900.00	6	3,900.00	6	3,900.00	6	3,900.00
0054	Computer Ink #73N Epson T13	650.00	24	bts	15,600.00	6	3,900.00	6	3,900.00	6	3,900.00	6	3,900.00
0055	Computer Ink Brother LC39BK	737.36	12	bts	8,848.32	3	2,212.08	3	2,212.08	3	2,212.08	3	2,212.08
0056	Computer Ink Brother LC39C	970.32	12	bts	11,643.84	3	2,910.96	3	2,910.96	3	2,910.96	3	2,910.96
0057	Computer Ink Brother LC39M	639.60	12	bts	7,675.20	3	1,918.80	3	1,918.80	3	1,918.80	3	1,918.80
0058	Computer Ink Brother LC39Y	754.00	12	bts	9,048.00	3	2,262.00	3	2,262.00	3	2,262.00	3	2,262.00
0059	Computer Ink Canon 810-black	1205.00	463	pcs	557,915.00	116	139,780.00	116	139,780.00	116	139,780.00	115	138,575.00
0060	Computer Ink Canon 811-color	1350.00	398	pcs	537,300.00	100	135,000.00	100	135,000.00	99	133,650.00	99	133,650.00
0061	Computer Ink HP # 21	1100.00	24	pcs	26,400.00	6	6,600.00	6	6,600.00	6	6,600.00	6	6,600.00
0062	Computer Ink HP # 22	1200.00	24	pcs	28,800.00	6	7,200.00	6	7,200.00	6	7,200.00	6	7,200.00
0063	Computer Ink HP # 27	999.75	4	pcs	3,999.00	1	999.75	1	999.75	1	999.75	1	999.75
0064	Computer Ink HP # 28	999.75	4	pcs	3,999.00	1	999.75	1	999.75	1	999.75	1	999.75
0065	Computer Ink HP # 60 (CC640W) Black	1012.50	222	pcs	224,775.00	55	55,687.50	56	56,700.00	55	55,687.50	56	56,700.00
0066	Computer Ink HP # 60 (CC643W) Colored	1147.50	172	pcs	197,370.00	43	49,342.50	43	49,342.50	43	49,342.50	43	49,342.50
0067	Computer Ink HP # 61 black	1100.00	216	pcs	237,600.00	54	59,400.00	54	59,400.00	54	59,400.00	54	59,400.00
0068	Computer Ink HP # 61 color	1200.00	144	pcs	172,800.00	36	43,200.00	36	43,200.00	36	43,200.00	36	43,200.00
0069	Computer Ink HP # 704 Black	358.80	84	pcs	30,139.20	21	7,534.80	21	7,534.80	21	7,534.80	21	7,534.80
0070	Computer Ink HP # 704 Color	358.80	46	pcs	16,504.80	11	3,946.80	12	4,305.60	11	3,946.80	12	4,305.60
0071	Computer Ink HP 685 Black	685.00	30	pcs	20,550.00	7	4,795.00	8	5,480.00	7	4,795.00	8	5,480.00
0072	Computer Ink HP 685 XL Cyan	685.00	12	pcs	8,220.00	3	2,055.00	3	2,055.00	3	2,055.00	3	2,055.00

0073	Computer Ink HP 685 XL Magenta	685.00	12	pcs	8,220.00	3	2,055.00	3	2,055.00	3	2,055.00	3	2,055.00
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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
0074	Computer Ink HP 685 XL Yellow	685.00	12	pcs	8,220.00	3	2,055.00	3	2,055.00	3	2,055.00	3	2,055.00
0075	Computer Ink refill L220 - Black	590.00	668	bts	394,120.00	167	98,530.00	167	98,530.00	167	98,530.00	167	98,530.00
0076	Computer Ink refill L220 - Cyan	590.00	395	bts	233,050.00	99	58,410.00	99	58,410.00	99	58,410.00	98	57,820.00
0077	Computer Ink refill L220 - Magenta	590.00	408	bts	240,720.00	102	60,180.00	102	60,180.00	102	60,180.00	102	60,180.00
0078	Computer Ink refill L220 - Yellow	590.00	327	bts	192,930.00	82	48,380.00	82	48,380.00	82	48,380.00	81	47,790.00
0079	Computer Ink YMCKO Color 200 prints	3950.00	500	pcs	1,975,000.00	125	493,750.00	125	493,750.00	125	493,750.00	125	493,750.00
0080	Computer Ink, # 88 black Canon	700.00	24	pcs	16,800.00	6	4,200.00	6	4,200.00	6	4,200.00	6	4,200.00
0081	Computer Ink, # 98 color Canon	800.00	24	pcs	19,200.00	6	4,800.00	6	4,800.00	6	4,800.00	6	4,800.00
0082	Computer Ink, TO6641 Epson-B	590.00	180	cart	106,200.00	45	26,550.00	45	26,550.00	45	26,550.00	45	26,550.00
0083	Computer Ink, TO6642 Epson-C	590.00	106	cart	62,540.00	26	15,340.00	27	15,930.00	26	15,340.00	27	15,930.00
0084	Computer Ink, TO6643 Epson-M	590.00	106	cart	62,540.00	26	15,340.00	27	15,930.00	26	15,340.00	27	15,930.00
0085	Computer Ink, TO6644 Epson-Y	590.00	106	cart	62,540.00	26	15,340.00	27	15,930.00	26	15,340.00	27	15,930.00
0086	Computer Ink, TO751 Epson B	1200.00	24	cart	28,800.00	6	7,200.00	6	7,200.00	6	7,200.00	6	7,200.00
0087	Computer Ink, TO752-53 Epson M-Y	1300.00	8	cart	10,400.00	2	2,600.00	2	2,600.00	2	2,600.00	2	2,600.00
0088	Computer Mouse	250.00	48	pcs	12,000.00	12	3,000.00	12	3,000.00	12	3,000.00	12	3,000.00
0089	Computer ribbon LX-300/8750	110.00	139	cart	15,290.00	35	3,850.00	35	3,850.00	35	3,850.00	34	3,740.00
0090	Computer ribbon # 2180	1400.00	64	cart	89,600.00	16	22,400.00	16	22,400.00	16	22,400.00	16	22,400.00
0091	Continuous Form, short, 1 ply	892.00	12	box	10,704.00	3	2,676.00	3	2,676.00	3	2,676.00	3	2,676.00
0092	Correction Fluid, water based	45.00	92	bts	4,140.00	23	1,035.00	23	1,035.00	23	1,035.00	23	1,035.00
0093	Correction Tape	129.75	1100	pcs	142,725.00	275	35,681.25	275	35,681.25	275	35,681.25	275	35,681.25
0094	Crayons	60.00	12	bxs	720.00	3	180.00	3	180.00	3	180.00	3	180.00
0095	Data File Box	250.00	414	pcs	103,500.00	104	26,000.00	104	26,000.00	103	25,750.00	103	25,750.00
0096	Drum kit CT350938	8500.00	2	pcs	17,000.00	1	8,500.00	1	8,500.00		-		-
0097	Drum kit Fuji Machine S1080	17000.00	33	pcs	561,000.00	9	153,000.00	9	153,000.00	9	153,000.00	8	136,000.00
0098	Drum kit Fuji Machine S1810	17000.00	55	pcs	935,000.00	14	238,000.00	14	238,000.00	14	238,000.00	13	221,000.00
0099	Drumkit AR6020 Sharp	3500.00	2	pcs	7,000.00	1	3,500.00	1	3,500.00		-		-
0100	Drumkit NPG 32	7500.00	4	pcs	30,000.00	1	7,500.00	1	7,500.00	1	7,500.00	1	7,500.00
0101	Drumkit NPG-15	7500.00	4	pcs	30,000.00	1	7,500.00	1	7,500.00	1	7,500.00	1	7,500.00
0102	Drum kit Fuji Machine -S2011	17000.00	31	pcs	527,000.00	8	136,000.00	8	136,000.00	8	136,000.00	7	119,000.00
0103	Drum kit Fuji Machine -S2220	17000.00	8	pcs	136,000.00	2	34,000.00	2	34,000.00	2	34,000.00	2	34,000.00
0104	Drum kit Fuji V2060 (DC2060)	7800.00	20	pcs	156,000.00	5	39,000.00	5	39,000.00	5	39,000.00	5	39,000.00
0105	Duct tape	190.80	20	roll	3,816.00	5	954.00	5	954.00	5	954.00	5	954.00
0106	Duplo Ink	2500.00	96	tube	240,000.00	24	60,000.00	24	60,000.00	24	60,000.00	24	60,000.00
0107	Duplo Master Roll	2400.00	46	pcs	110,400.00	11	26,400.00	11	26,400.00	12	28,800.00	12	28,800.00
0108	Envelope long, brown	7.00	22935	pcs	160,545.00	5,734	40,138.00	5,734	40,138.00	5,734	40,138.00	5,733	40,131.00
0109	Envelope short, brown	6.00	3980	pcs	23,880.00	995	5,970.00	995	5,970.00	995	5,970.00	995	5,970.00
0110	Envelope, expanding, brown with tie	17.00	494	pcs	8,398.00	123	2,091.00	124	2,108.00	124	2,108.00	123	2,091.00
0111	Envelope, expanding, plastic	36.00	150	pcs	5,400.00	37	1,332.00	38	1,368.00	37	1,332.00	38	1,368.00

0112	Eraser	27.00	159	pcs	4,293.00	40	1,080.00	40	1,080.00	40	1,080.00	39	1,053.00
0113	Eraser, Blackboard (board marker)	30.00	64	pcs	1,920.00	16	480.00	16	480.00	16	480.00	16	480.00
0114	Fastener, stainless	47.00	1117	bxs	52,499.00	279	13,113.00	279	13,113.00	279	13,113.00	280	13,160.00
0115	Fax Machine Paper 210m x 30m	150.00	106	roll	15,900.00	26	3,900.00	27	4,050.00	26	3,900.00	27	4,050.00

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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
0116	Felt Paper	25.00	12	pcs	300.00	3	75.00	3	75.00	3	75.00	3	75.00
0117	File Folder Green - Long	10.00	6483	pcs	64,830.00	1,621	16,210.00	1,621	16,210.00	1,620	16,200.00	1,621	16,210.00
0118	File Folder Green - Short	11.00	2140	pcs	23,540.00	535	5,885.00	535	5,885.00	535	5,885.00	535	5,885.00
0119	File Folder long, 14 pts.	12.00	6300	pcs	75,600.00	1,575	18,900.00	1,575	18,900.00	1,575	18,900.00	1,575	18,900.00
0120	File Folder long, plastic with slide	9.25	1160	pcs	10,730.00	290	2,682.50	290	2,682.50	290	2,682.50	290	2,682.50
0121	File Folder short, 14 pts.	9.00	5070	pcs	45,630.00	1,267	11,403.00	1,268	11,412.00	1,267	11,403.00	1,268	11,412.00
0122	File Folder short, plastic with slide	4500.00	640	pcs	2,880,000.00	160	720,000.00	160	720,000.00	160	720,000.00	160	720,000.00
0123	File Folder, Morocco with plastic slide-long	1.00	712	pcs	712.00	178	178.00	178	178.00	178	178.00	178	178.00
0124	File Folder, Morocco with plastic slide-short	1.00	800	pcs	800.00	200	200.00	200	200.00	200	200.00	200	200.00
0125	File Folder, Press Folder with tab (Green)	11.00	7448	pcs	81,928.00	1,862	20,482.00	1,862	20,482.00	1,862	20,482.00	1,862	20,482.00
0126	Glue Stick	70.00	218	pcs	15,260.00	54	3,780.00	55	3,850.00	54	3,780.00	55	3,850.00
0127	Glue, All purpose	89.00	220	bts	19,580.00	55	4,895.00	55	4,895.00	55	4,895.00	55	4,895.00
0128	Gun tucker	450.00	4	pcs	1,800.00	1	450.00	1	450.00	1	450.00	1	450.00
0129	Gun tucker wire	150.00	28	bxs	4,200.00	7	1,050.00	7	1,050.00	7	1,050.00	7	1,050.00
0130	Illustration board whole	120.00	120	pcs	14,400.00	30	3,600.00	30	3,600.00	30	3,600.00	30	3,600.00
0131	Imaging Unit	7500.00	2	cart.	15,000.00	1	7,500.00	-	-	1	7,500.00	-	-
0132	Index Card 3 x 5	350.00	100	pack	35,000.00	25	8,750.00	25	8,750.00	25	8,750.00	25	8,750.00
0133	Index Card 5 x 8	1.00	2751	pcs	2,751.00	688	688.00	688	688.00	688	688.00	687	687.00
0134	Index Tab different color	120.00	125	pack	15,000.00	31	3,720.00	31	3,720.00	31	3,720.00	32	3,840.00
0135	Laid Paper - long	130.00	336	pcs	43,680.00	84	10,920.00	84	10,920.00	84	10,920.00	84	10,920.00
0136	Laid Paper - short	130.00	324	pcs	42,120.00	81	10,530.00	81	10,530.00	81	10,530.00	81	10,530.00
0137	Laser Toner - HP 17A	2750.00	100	box	275,000.00	25	68,750.00	25	68,750.00	25	68,750.00	25	68,750.00
0138	Laserjet Toner 35A	2800.00	50	pcs	140,000.00	13	36,400.00	13	36,400.00	12	33,600.00	12	33,600.00
0139	Laserjet Toner 85A	3000.00	300	pcs	900,000.00	75	225,000.00	75	225,000.00	75	225,000.00	75	225,000.00
0140	Laserjet Toner HP-P1006 (35A)	2800.00	24	pcs	67,200.00	6	16,800.00	6	16,800.00	6	16,800.00	6	16,800.00
0141	Laserjet Toner Q2612A	3000.00	76	pcs	228,000.00	19	57,000.00	19	57,000.00	19	57,000.00	19	57,000.00
0142	Laserjet Toner Q7553A (53A)	2800.00	14	pcs	39,200.00	4	11,200.00	4	11,200.00	3	8,400.00	3	8,400.00
0143	Laserjet Toner 05A	2800.00	12	pcs	33,600.00	3	8,400.00	3	8,400.00	3	8,400.00	3	8,400.00
0144	Laserjet Toner P1102	2800.00	12	pcs	33,600.00	3	8,400.00	3	8,400.00	3	8,400.00	3	8,400.00
0145	Linen Paper, short, assorted colors	10.00	2000	pcs	20,000.00	500	5,000.00	500	5,000.00	500	5,000.00	500	5,000.00
0146	Mailing Envelope long, plain 500pcs/box	450.00	52	bxs	23,400.00	13	5,850.00	13	5,850.00	13	5,850.00	13	5,850.00
0147	Manila Paper	10.00	200	pcs	2,000.00	50	500.00	50	500.00	50	500.00	50	500.00
0148	Map Pin Round Head 100s/box	40.00	12	bxs	480.00	3	120.00	3	120.00	3	120.00	3	120.00
0149	Marker Flourescent Pen	36.57	506	pcs	18,504.42	126	4,607.82	126	4,607.82	127	4,644.39	127	4,644.39
0150	Masking Tape 1"	66.15	450	roll	29,767.50	112	7,408.80	112	7,408.80	113	7,474.95	113	7,474.95
0151	Masking Tape 2"	75.00	46	roll	3,450.00	11	825.00	12	900.00	11	825.00	12	900.00

0152	Mechanical Pencil Lead Steadler 0.5	350.00	10	pcs	3,500.00	3	1,050.00	3	1,050.00	4	1,400.00	4	1,400.00
0153	Medals - Gold with engraved Prov'l Seal	120.00	10000	pcs	1,200,000.00	2,500	300,000.00	2,500	300,000.00	2,500	300,000.00	2,500	300,000.00
0154	Medals - Silver with engraved Prov'l Seal	120.00	10000	pcs	1,200,000.00	2,500	300,000.00	2,500	300,000.00	2,500	300,000.00	2,500	300,000.00
0155	Medals - Bronze w/ engraved Prov'l Seal	120.00	10000	pcs	1,200,000.00	2,500	300,000.00	2,500	300,000.00	2,500	300,000.00	2,500	300,000.00
0156	Mimeo Paper Long, subs. 18 (whitewove)	200.00	4339	rms	867,800.00	1,085	217,000.00	1,085	217,000.00	1,085	217,000.00	1,084	216,800.00

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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
0157	Mimeo Paper Short, subs. 18 (whitewove)	143.00	3537	rms	505,791.00	884	126,412.00	884	126,412.00	884	126,412.00	885	126,555.00
0158	Mylar	150.00	4	pcs	600.00	1	150.00	1	150.00	1	150.00	1	150.00
0159	Note Pad (Post it)	120.00	310	pcs	37,200.00	77	9,240.00	77	9,240.00	78	9,360.00	78	9,360.00
0160	Notebook, spiral, 50 lvs.	60.00	100	pcst	6,000.00	25	1,500.00	25	1,500.00	25	1,500.00	25	1,500.00
0161	Onion Skin long, superfine	88.20	6	rms	529.20	1	88.20	2	176.40	2	176.40	1	88.20
0162	Onion skin short, supeprfine	120.00	10	rms	1,200.00	3	360.00	2	240.00	3	360.00	2	240.00
0163	Packing Tape 2"	33.28	39	roll	1,297.92	1	33.28	2	66.56	1	33.28	2	66.56
0164	Padding Glue	50.30	6	bts	301.80	2	100.60	1	50.30	2	100.60	1	50.30
0165	Pad Paper Grade IV to VI	30.00	20	pad	600.00	5	150.00	5	150.00	5	150.00	5	150.00
0166	Paper Clip - Bulldog	35.00	112	pcs.	3,920.00	28	980.00	28	980.00	28	980.00	28	980.00
0167	Paper Clip big	28.00	1128	pcs	31,584.00	282	7,896.00	282	7,896.00	282	7,896.00	282	7,896.00
0168	Paper Clip, small	28.00	138	pcs	3,864.00	34	952.00	35	980.00	34	952.00	35	980.00
0169	Paper Tray, 3 layers Heavy Duty	350.00	28	pcs	9,800.00	7	2,450.00	7	2,450.00	7	2,450.00	7	2,450.00
0170	Parchment Paper A-4	300.00	1	box	300.00	1	300.00		-		-		-
0171	Paste 500 grams.	60.00	66	bts	3,960.00	16	960.00	17	1,020.00	16	960.00	17	1,020.00
0172	Pencil # 2 12's	127.00	359	bxs	45,593.00	90	11,430.00	90	11,430.00	90	11,430.00	89	11,303.00
0173	Pentel Pen	95.55	1222	pcs	116,762.10	306	29,238.30	306	29,238.30	305	29,142.75	305	29,142.75
0174	Pentel Pen ink refill	60.00	80	bts	4,800.00	20	1,200.00	20	1,200.00	20	1,200.00	20	1,200.00
0175	Photo paper, glossy	130.00	574	pack	74,620.00	143	18,590.00	143	18,590.00	144	18,720.00	144	18,720.00
0176	Plastic Cover	300.00	127	roll	38,100.00	32	9,600.00	32	9,600.00	32	9,600.00	31	9,300.00
0177	Puncher, heavy duty	186.69	82	pcs	15,308.58	20	3,733.80	20	3,733.80	21	3,920.49	21	3,920.49
0178	Push Pins	32.60	55	bxs	1,793.00	13	423.80	14	456.40	14	456.40	14	456.40
0179	PVC Binding Film A-4 (Clear)	560.00	14	box	7,840.00	3	1,680.00	4	2,240.00	3	1,680.00	4	2,240.00
0180	PVC Binding Film Long (Clear)	570.00	10	box	5,700.00	3	1,710.00	2	1,140.00	3	1,710.00	2	1,140.00
0181	Record Book 300pp.	114.00	564	book	64,296.00	141	16,074.00	141	16,074.00	141	16,074.00	141	16,074.00
0182	Record Book 500pp.	160.00	675	pcs	108,000.00	168	26,880.00	169	27,040.00	169	27,040.00	168	26,880.00
0183	Ring Binder 5/8"	12.50	150	pcs	1,875.00	37	462.50	38	475.00	37	462.50	38	475.00
0184	Ring Binder 3/4"	14.50	110	pcs	1,595.00	27	391.50	28	406.00	27	391.50	28	406.00
0185	Ring Binder 1", 2", 3", 4"	15.00	250	pcs	3,750.00	62	930.00	63	945.00	63	945.00	62	930.00
0186	RISO INK Z, Black	2500.00	114	tube	285,000.00	28	70,000.00	27	67,500.00	28	70,000.00	27	67,500.00
0187	RISO KS WK	2500.00	4	tube	10,000.00	1	2,500.00	1	2,500.00	1	2,500.00	1	2,500.00
0188	RISO KS800 Master Roll	2500.00	2	roll	5,000.00	1	2,500.00	1	2,500.00		-		-
0189	RISO KZ30 Ink	2500.00	71	tube	177,500.00	18	45,000.00	18	45,000.00	18	45,000.00	17	42,500.00
0190	RISO KZ30 Master Roll	2500.00	32	roll	80,000.00	8	20,000.00	8	20,000.00	8	20,000.00	8	20,000.00
0191	Rubber Band, big	367.50	73	bxs	26,827.50	19	6,982.50	19	6,982.50	19	6,982.50	18	6,615.00

0192	Rubber Band, small	80.00	132	bx	10,560.00	33	2,640.00	33	2,640.00	33	2,640.00	33	2,640.00
0193	Rubber Stamp (facsimile)	150.00	20	pcs	3,000.00	5	750.00	5	750.00	5	750.00	5	750.00
0194	Ruler 12"	9.75	70	pcs	682.50	17	165.75	18	175.50	17	165.75	18	175.50
0195	Ruler 18"	20.00	21	pcs	420.00	6	120.00	5	100.00	5	100.00	5	100.00
0196	Ruler 24"	32.00	7	pcs	224.00	2	64.00	1	32.00	2	64.00	2	64.00
0197	Scissors, medium	130.00	96	pcs	12,480.00	24	3,120.00	24	3,120.00	24	3,120.00	24	3,120.00

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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	Scotch Tape 1"	22.71	960	roll	21,801.60	240	5,450.40	240	5,450.40	240	5,450.40	240	5,450.40
0199	Scotch Tape 2"	32.00	216	roll	6,912.00	54	1,728.00	54	1,728.00	54	1,728.00	54	1,728.00
0200	Scotch Tape Dispenser	250.00	2	pcs	500.00	1	250.00	1	250.00		-		-
0201	Sharpener Big	192.60	31	pcs	5,970.60	8	1,540.80	8	1,540.80	8	1,540.80	7	1,348.20
0202	Sign Pen, G tech\pilot	100.00	1361	pcs	136,100.00	340	34,000.00	340	34,000.00	340	34,000.00	341	34,100.00
0203	Sign Pen, Parker (Refill)	700.00	140	bts	98,000.00	35	24,500.00	35	24,500.00	35	24,500.00	35	24,500.00
0204	Singer Oil (Machine Oil)	80.00	1	bts	80.00	1	80.00		-		-		-
0205	Stamp pad , big	35.00	264	pcs	9,240.00	66	2,310.00	66	2,310.00	66	2,310.00	66	2,310.00
0206	Stamp pad Ink	50.00	264	pcs	13,200.00	66	3,300.00	66	3,300.00	66	3,300.00	66	3,300.00
0207	Stamp pad, small	30.00	41	pcs	1,230.00	6	180.00	5	150.00	5	150.00	5	150.00
0208	Staple wire # 35	58.80	1364	bx	80,203.20	341	20,050.80	341	20,050.80	341	20,050.80	341	20,050.80
0209	Staple wire remover	18.15	97	pcs	1,760.55	24	435.60	24	435.60	24	435.60	25	453.75
0210	Stapler big, heavy duty	364.85	199	pcs	72,605.15	50	18,242.50	50	18,242.50	50	18,242.50	49	17,877.65
0211	Stapler medium	250.00	47	pcs	11,750.00	12	3,000.00	12	3,000.00	12	3,000.00	11	2,750.00
0212	Stencil Ink	220.00	24	bts	5,280.00	6	1,320.00	6	1,320.00	6	1,320.00	6	1,320.00
0213	Stencil Paper	450.00	3	tube	1,350.00	1	450.00	1	450.00	1	450.00		-
0214	Sticker, Paper	29.75	280	pcs	8,330.00	70	2,082.50	70	2,082.50	70	2,082.50	70	2,082.50
0215	Styrofoam	350.00	20	pcs	7,000.00	5	1,750.00	5	1,750.00	5	1,750.00	5	1,750.00
0216	Table Name Plate Transparent 12"x4"	3500.00	18	pcs	63,000.00	5	17,500.00	4	14,000.00	5	17,500.00	4	14,000.00
0217	Table Name Plate Transparent 9"x4"	3500.00	11	pcs	38,500.00	3	10,500.00	3	10,500.00	3	10,500.00	2	7,000.00
0218	Table Tray for folder	350.00	20	pcs	7,000.00	5	1,750.00	5	1,750.00	5	1,750.00	5	1,750.00
0219	Tape dispenser	250.00	7	pcs	1,750.00	2	500.00	1	250.00	2	500.00	2	500.00
0220	Technical Pen .03	750.00	38	pcs	28,500.00	9	6,750.00	10	7,500.00	10	7,500.00	9	6,750.00
0221	Technical Pen .05	750.00	6	pcs	4,500.00	1	750.00	2	1,500.00	1	750.00	2	1,500.00
0222	Technical Pen Ink	450.00	2	bts	900.00	1	450.00	1	450.00		-		-
0223	Thumb tacks	25.00	12	bx	300.00	3	75.00	3	75.00	3	75.00	3	75.00
0224	Toner Fuji V2060 (DC2060)	2500.00	50	pcs	125,000.00	12	30,000.00	13	32,500.00	13	32,500.00	12	30,000.00
0225	Toner AR6020 Sharp	2500.00	8	pcs	20,000.00	2	5,000.00	2	5,000.00	2	5,000.00	2	5,000.00
0226	Toner Brother TN-2025	2000.00	20	pcs	40,000.00	5	10,000.00	5	10,000.00	5	10,000.00	5	10,000.00
0227	Toner Brother TN-116	2200.00	5	pcs	11,000.00	1	2,200.00	2	4,400.00	1	2,200.00	1	2,200.00
0228	Toner Cartridge CT201795	2500.00	8	pcs	20,000.00	2	5,000.00	2	5,000.00	2	5,000.00	2	5,000.00
0229	Toner Konica Minolta (Model 4518)	3000.00	2	pcs	6,000.00	1	3,000.00	1	3,000.00		-		-
0230	Toner Fuji Docu Centre IV 2056	5800.00	8	pcs	46,400.00	2	11,600.00	2	11,600.00	2	11,600.00	2	11,600.00
0231	Toner Fuji Docu Centre S1180	5500.00	20	pcs	110,000.00	5	27,500.00	5	27,500.00	5	27,500.00	5	27,500.00

0232	Toner Fuji Docu Centre S1080	5500.00	45	pcs	247,500.00	11	60,500.00	12	66,000.00	11	60,500.00	11	60,500.00
0233	Toner Fuji Docu Centre S1810	5800.00	110	pcs	638,000.00	27	156,600.00	28	162,400.00	27	156,600.00	28	162,400.00
0234	Toner Fuji Xerox CT201911	5500.00	40	pcs	220,000.00	10	55,000.00	10	55,000.00	10	55,000.00	10	55,000.00
0235	Toner INEO 164	3300.00	2	pcs	6,600.00	1	3,300.00	1	3,300.00		-		-
0236	Toner NPG 15	5500.00	10	pcs	55,000.00	2	11,000.00	3	16,500.00	3	16,500.00	2	11,000.00
0237	Toner NPG 32 (Canon IR 1022)	5799.50	57	pcs	330,571.50	15	86,992.50	14	81,193.00	14	81,193.00	14	81,193.00
0238	Toner Fuji Docu Centre S2011	6500.00	93	pcs	604,500.00	23	149,500.00	23	149,500.00	24	156,000.00	23	149,500.00

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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
0239	Toner, Kyosera TK 137	3000.00	3	pcs	9,000.00	1	3,000.00	1	3,000.00	1	3,000.00		-
0240	Tracing Paper	250.00	6	pcs	1,500.00	1	250.00	3	750.00	1	250.00	3	750.00
0241	Tracing Paper, 75/70	350.00	8	pcs	2,800.00	2	700.00	2	700.00	2	700.00	2	700.00
0242	Triangle Steadler 45 x 45	350.00	3	pcs	1,050.00	1	350.00	1	350.00	1	350.00		-
0243	Typewriter Ribbon	250.00	164	spool	41,000.00	41	10,250.00	41	10,250.00	41	10,250.00	41	10,250.00
0244	USB Flash Disk 64GB	194.48	180	pcs	35,006.40	45	8,751.60	45	8,751.60	45	8,751.60	45	8,751.60
0245	White board Pen	35.00	484	pcs	16,940.00	121	4,235.00	121	4,235.00	121	4,235.00	121	4,235.00
0246	Yellow Paper	40.00	489	pcs	19,560.00	122	4,880.00	123	4,920.00	122	4,880.00	122	4,880.00
TOTAL					26,518,255.78								

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