

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2019  
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	525.00	22	pcs	11,550.00	6	3,000.00	6	3,000.00	5	2,500.00	5	2,500.00
0002	Adding Machine Tape	9.45	104	roll	982.80	26	234.00	26	234.00	26	234.00	26	234.00
0003	Adhesive Tape double	123.48	76	roll	9,384.48	19	2,234.40	19	2,234.40	19	2,234.40	19	2,234.40
0004	Ballpen, assorted colors	13.65	7644	pcs	104,340.60	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	42.00	176	packs	7,392.00	44	1,760.00	44	1,760.00	44	1,760.00	44	1,760.00
0006	Battery, Alakaline "D" Big	57.75	76	packs	4,389.00	19	1,045.00	19	1,045.00	19	1,045.00	19	1,045.00
0007	Battery, Alkaline "AA", small	277.83	1391	packs	386,461.53	348	92,080.80	348	92,080.80	347	91,816.20	348	92,080.80
0008	Battery, Alkaline "AAA"	297.89	1010	packs	300,863.85	253	71,776.10	253	71,776.10	252	71,492.40	252	71,492.40
0009	Battery, Rechargable "AA"	126.00	30	packs	3,780.00	8	960.00	8	960.00	7	840.00	7	840.00
0010	Battery, square 9Volts	78.75	76	pcs	5,985.00	19	1,425.00	19	1,425.00	19	1,425.00	19	1,425.00
0011	Binder w/ plastic filler	262.50	1374	pcs	360,675.00	344	86,000.00	344	86,000.00	343	85,750.00	343	85,750.00
0012	Blade cutter refill, big	31.50	81	packs	2,551.50	21	630.00	20	600.00	20	600.00	20	600.00
0013	Blade cutter, big	288.75	98	pcs	28,297.50	25	6,875.00	25	6,875.00	24	6,600.00	24	6,600.00
0014	Blank Tape for Audio	147.00	52	pcs	7,644.00	26	3,640.00	26	3,640.00	25	3,500.00	25	3,500.00
0015	Board Paper (Canon)	115.50	50	reams	5,775.00	25	2,750.00	25	2,750.00	25	2,750.00	25	2,750.00
0016	Bond Paper A-4, subs. 20 (PPC)	131.51	3962	reams	521,052.53	991	124,122.75	991	124,122.75	990	123,997.50	990	123,997.50
0017	Bond Paper legal, subs 20 (PPC)	127.31	4978	reams	633,761.63	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	134.66	60	reams	8,079.75	15	1,923.75	15	1,923.75	15	1,923.75	15	1,923.75
0019	Bond Paper short, subs. 18	123.90	60	reams	7,434.00	15	1,770.00	15	1,770.00	15	1,770.00	15	1,770.00
0020	Bond Paper short, subs. 20	113.40	1050	reams	119,070.00	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	210.00	470	reams	98,700.00	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	189.00	544	reams	102,816.00	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)	467.25	26	pcs	12,148.50	7	3,115.00	7	3,115.00	6	2,670.00	6	2,670.00
0024	Bookpaper A3	1014.30	10	reams	10,143.00	3	2,898.00	3	2,898.00	2	1,932.00	2	1,932.00
0025	Bottled Mineral Water	21.00	100	btls	2,100.00	25	500.00	25	500.00	25	500.00	25	500.00
0026	Bottled Moringa Juice	27.30	100	btls	2,730.00	25	650.00	25	650.00	25	650.00	25	650.00
0027	Calculator - Scientific	1050.00	29	pcs	30,450.00	7	7,000.00	7	7,000.00	7	7,000.00	8	8,000.00
0028	Calculator 12 digits	262.50	106	pcs	27,825.00	26	6,500.00	27	6,750.00	26	6,500.00	27	6,750.00
0029	Carbon Film long	213.44	56	box	11,952.86	14	2,845.92	14	2,845.92	14	2,845.92	14	2,845.92
0030	Carbon Paper long	199.50	81	box	16,159.50	21	3,990.00	20	3,800.00	20	3,800.00	20	3,800.00
0031	Carbon Paper short	189.00	4	box	756.00	1	180.00	1	180.00	1	180.00	1	180.00
0032	Cartolina, asstd. Colors	3.85	3770	pcs	14,527.70	943	3,460.81	943	3,460.81	942	3,457.14	942	3,457.14
0033	Chalk, white	57.75	22	box	1,270.50	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	10.50	110	packs	1,155.00	28	280.00	27	270.00	28	280.00	27	270.00
0035	Clip Binder - 2", 1", .5"	15.75	100	pcs	1,575.00	25	375.00	25	375.00	25	375.00	25	375.00
0036	Colored Paper	157.50	4	packs	630.00	1	150.00	1	150.00	1	150.00	1	150.00
0037	Columnar Notebook, 3 cols	42.00	6	pad	252.00	2	80.00	1	40.00	2	80.00	1	40.00
0038	Columnar Pad 12 cols	63.00	82	pad	5,166.00	20	1,200.00	20	1,200.00	21	1,260.00	21	1,260.00
0039	Columnar Pad 16 cols	63.00	6	pad	378.00	1	2.00	2	120.00	1	60.00	2	120.00
0040	Columnar Pad 24 cols	63.00	34	pad	2,142.00	9	540.00	8	480.00	9	540.00	8	480.00
0041	Columnar pad, 6 cols	68.25	34	pad	2,320.50	8	520.00	9	585.00	8	520.00	9	585.00
0042	Compact Disc DVD-writable	52.50	883	pcs	46,357.50	221	11,050.00	221	11,050.00	221	11,050.00	220	11,000.00
0043	Compact Disc, Blank, ord.	21.00	100	pcs	2,100.00	25	500.00	25	500.00	25	500.00	25	500.00
0044	Compact Disc, Blank, writable	31.50	614	pcs	19,341.00	154	4,620.00	153	4,590.00	154	4,620.00	153	4,590.00
0045	Computer Ink # 678 Black	378.92	74	pcs	28,040.38	19	6,856.72	18	6,495.84	19	6,856.72	18	6,495.84
0046	Computer Ink # 678 color	388.50	14	pcs	5,439.00	4	1,480.00	4	1,480.00	3	1,110.00	3	1,110.00
0047	Computer Ink Canon #40 B	1680.00	15	pcs	25,200.00	4	6,400.00	4	6,400.00	4	6,400.00	3	4,800.00
0048	Computer Ink Canon #41 C	1680.00	15	pcs	25,200.00	4	6,400.00	4	6,400.00	4	6,400.00	3	4,800.00
0049	Computer Ink # 678 Black & Color	379.05	36	pcs	13,645.80	9	3,249.00	9	3,249.00	9	3,249.00	9	3,249.00
0050	Computer INK # 920 XL Black	472.50	24	pcs	11,340.00	6	2,700.00	6	2,700.00	6	2,700.00	6	2,700.00
0051	Computer INK # 920 XL Cyan	682.50	24	bts	16,380.00	6	3,900.00	6	3,900.00	6	3,900.00	6	3,900.00
0052	Computer INK # 920 XL Magenta	682.50	24	bts	16,380.00	6	3,900.00	6	3,900.00	6	3,900.00	6	3,900.00
0053	Computer INK # 920 XL Yellow	682.50	24	bts	16,380.00	6	3,900.00	6	3,900.00	6	3,900.00	6	3,900.00
0054	Computer Ink #73N Epson T13	682.50	24	bts	16,380.00	6	3,900.00	6	3,900.00	6	3,900.00	6	3,900.00
0055	Computer Ink Brother LC39BK	774.23	12	bts	9,290.74	3	2,212.08	3	2,212.08	3	2,212.08	3	2,212.08
0056	Computer Ink Brother LC39C	1018.84	12	bts	12,226.03	3	2,910.96	3	2,910.96	3	2,910.96	3	2,910.96
0057	Computer Ink Brother LC39M	671.58	12	bts	8,058.96	3	1,918.80	3	1,918.80	3	1,918.80	3	1,918.80
0058	Computer Ink Brother LC39Y	791.70	12	bts	9,500.40	3	2,262.00	3	2,262.00	3	2,262.00	3	2,262.00
0059	Computer Ink Canon 810-black	1265.25	463	pcs	585,810.75	116	139,780.00	116	139,780.00	116	139,780.00	115	138,575.00
0060	Computer Ink Canon 811-color	1417.50	398	pcs	564,165.00	100	135,000.00	100	135,000.00	99	133,650.00	99	133,650.00
0061	Computer Ink HP # 21	1155.00	24	pcs	27,720.00	6	6,600.00	6	6,600.00	6	6,600.00	6	6,600.00
0062	Computer Ink HP # 22	1260.00	24	pcs	30,240.00	6	7,200.00	6	7,200.00	6	7,200.00	6	7,200.00
0063	Computer Ink HP # 27	1049.74	4	pcs	4,198.95	1	999.75	1	999.75	1	999.75	1	999.75
0064	Computer Ink HP # 28	1049.74	4	pcs	4,198.95	1	999.75	1	999.75	1	999.75	1	999.75
0065	Computer Ink HP # 60 (CC640W) Black	1063.13	222	pcs	236,013.75	55	55,687.50	56	56,700.00	55	55,687.50	56	56,700.00
0066	Computer Ink HP # 60 (CC643W) Colored	1204.88	172	pcs	207,238.50	43	49,342.50	43	49,342.50	43	49,342.50	43	49,342.50
0067	Computer Ink HP # 61 black	1155.00	216	pcs	249,480.00	54	59,400.00	54	59,400.00	54	59,400.00	54	59,400.00
0068	Computer Ink HP # 61 color	1260.00	144	pcs	181,440.00	36	43,200.00	36	43,200.00	36	43,200.00	36	43,200.00
0069	Computer Ink HP # 704 Black	376.74	84	pcs	31,646.16	21	7,534.80	21	7,534.80	21	7,534.80	21	7,534.80
0070	Computer Ink HP # 704 Color	376.74	46	pcs	17,330.04	11	3,946.80	12	4,305.60	11	3,946.80	12	4,305.60
0071	Computer Ink HP 685 Black	719.25	30	pcs	21,577.50	7	4,795.00	8	5,480.00	7	4,795.00	8	5,480.00
0072	Computer Ink HP 685 XL Cyan	719.25	12	pcs	8,631.00	3	2,055.00	3	2,055.00	3	2,055.00	3	2,055.00
0073	Computer Ink HP 685 XL Magenta	719.25	12	pcs	8,631.00	3	2,055.00	3	2,055.00	3	2,055.00	3	2,055.00

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 HP 685 XL Yellow	719.25	12	pcs	8,631.00	3	2,055.00	3	2,055.00	3	2,055.00	3	2,055.00
0075	Computer Ink refill L220 - Black	619.50	668	bts	413,826.00	167	98,530.00	167	98,530.00	167	98,530.00	167	98,530.00
0076	Computer Ink refill L220 - Cyan	619.50	395	bts	244,702.50	99	58,410.00	99	58,410.00	99	58,410.00	98	57,820.00
0077	Computer Ink refill L220 - Magenta	619.50	408	bts	252,756.00	102	60,180.00	102	60,180.00	102	60,180.00	102	60,180.00
0078	Computer Ink refill L220 - Yellow	619.50	327	bts	202,576.50	82	48,380.00	82	48,380.00	82	48,380.00	81	47,790.00
0079	Computer Ink YMCKO Color 200 prints	4147.50	500	pcs	2,073,750.00	125	493,750.00	125	493,750.00	125	493,750.00	125	493,750.00
0080	Computer Ink, # 88 black Canon	735.00	24	pcs	17,640.00	6	4,200.00	6	4,200.00	6	4,200.00	6	4,200.00
0081	Computer Ink, # 98 color Canon	840.00	24	pcs	20,160.00	6	4,800.00	6	4,800.00	6	4,800.00	6	4,800.00
0082	Computer Ink, TO6641 Epson-B	619.50	180	cart	111,510.00	45	26,550.00	45	26,550.00	45	26,550.00	45	26,550.00
0083	Computer Ink, TO6642 Epson-C	619.50	106	cart	65,667.00	26	15,340.00	27	15,930.00	26	15,340.00	27	15,930.00
0084	Computer Ink, TO6643 Epson-M	619.50	106	cart	65,667.00	26	15,340.00	27	15,930.00	26	15,340.00	27	15,930.00
0085	Computer Ink, TO6644 Epson-Y	619.50	106	cart	65,667.00	26	15,340.00	27	15,930.00	26	15,340.00	27	15,930.00
0086	Computer Ink, TO751 Epson B	1260.00	24	cart	30,240.00	6	7,200.00	6	7,200.00	6	7,200.00	6	7,200.00
0087	Computer Ink, TO752-53 Epson M-Y	1365.00	8	cart	10,920.00	2	2,600.00	2	2,600.00	2	2,600.00	2	2,600.00
0088	Computer Mouse	262.50	48	pcs	12,600.00	12	3,000.00	12	3,000.00	12	3,000.00	12	3,000.00
0089	Computer ribbon LX-300/8750	115.50	139	cart	16,054.50	35	3,850.00	35	3,850.00	35	3,850.00	34	3,740.00
0090	Computer ribbon # 2180	1470.00	64	cart	94,080.00	16	22,400.00	16	22,400.00	16	22,400.00	16	22,400.00
0091	Continuous Form, short, 1 ply	936.60	12	box	11,239.20	3	2,676.00	3	2,676.00	3	2,676.00	3	2,676.00
0092	Correction Fluid, water based	47.25	92	bts	4,347.00	23	1,035.00	23	1,035.00	23	1,035.00	23	1,035.00
0093	Correction Tape	136.24	1100	pcs	149,861.25	275	35,681.25	275	35,681.25	275	35,681.25	275	35,681.25
0094	Crayons	63.00	12	bxs	756.00	3	180.00	3	180.00	3	180.00	3	180.00
0095	Data File Box	262.50	414	pcs	108,675.00	104	26,000.00	104	26,000.00	103	25,750.00	103	25,750.00
0096	Drum kit CT350938	8925.00	2	pcs	17,850.00	1	8,500.00	1	8,500.00		-		-
0097	Drum kit Fuji Machine S1080	17850.00	33	pcs	589,050.00	9	153,000.00	9	153,000.00	9	153,000.00	8	136,000.00
0098	Drum kit Fuji Machine S1810	17850.00	55	pcs	981,750.00	14	238,000.00	14	238,000.00	14	238,000.00	13	221,000.00
0099	Drumkit AR6020 Sharp	3675.00	2	pcs	7,350.00	1	3,500.00	1	3,500.00		-		-
0100	Drumkit NPG 32	7875.00	4	pcs	31,500.00	1	7,500.00	1	7,500.00	1	7,500.00	1	7,500.00
0101	Drumkit NPG-15	7875.00	4	pcs	31,500.00	1	7,500.00	1	7,500.00	1	7,500.00	1	7,500.00
0102	Drum kit Fuji Machine -S2011	17850.00	31	pcs	553,350.00	8	136,000.00	8	136,000.00	8	136,000.00	7	119,000.00
0103	Drum kit Fuji Machine -S2220	17850.00	8	pcs	142,800.00	2	34,000.00	2	34,000.00	2	34,000.00	2	34,000.00
0104	Drum kit Fuji V2060 (DC2060)	8190.00	20	pcs	163,800.00	5	39,000.00	5	39,000.00	5	39,000.00	5	39,000.00
0105	Duct tape	200.34	20	roll	4,006.80	5	954.00	5	954.00	5	954.00	5	954.00
0106	Duplo Ink	2625.00	96	tube	252,000.00	24	60,000.00	24	60,000.00	24	60,000.00	24	60,000.00
0107	Duplo Master Roll	2520.00	46	pcs	115,920.00	11	26,400.00	11	26,400.00	12	28,800.00	12	28,800.00
0108	Envelope long, brown	7.35	22935	pcs	168,572.25	5,734	40,138.00	5,734	40,138.00	5,734	40,138.00	5,733	40,131.00
0109	Envelope short, brown	6.30	3980	pcs	25,074.00	995	5,970.00	995	5,970.00	995	5,970.00	995	5,970.00
0110	Envelope, expanding, brown with tie	17.85	494	pcs	8,817.90	123	2,091.00	124	2,108.00	124	2,108.00	123	2,091.00
0111	Envelope, expanding, plastic	37.80	150	pcs	5,670.00	37	1,332.00	38	1,368.00	37	1,332.00	38	1,368.00
0112	Eraser	28.35	159	pcs	4,507.65	40	1,080.00	40	1,080.00	40	1,080.00	39	1,053.00
0113	Eraser, Blackboard (board marker)	31.50	64	pcs	2,016.00	16	480.00	16	480.00	16	480.00	16	480.00
0114	Fastener, stainless	49.35	1117	bxs	55,123.95	279	13,113.00	279	13,113.00	279	13,113.00	280	13,160.00
0115	Fax Machine Paper 210m x 30m	157.50	106	roll	16,695.00	26	3,900.00	27	4,050.00	26	3,900.00	27	4,050.00

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						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
0116	Felt Paper	26.25	12	pcs	315.00	3	75.00	3	75.00	3	75.00	3	75.00
0117	File Folder Green - Long	10.50	6483	pcs	68,071.50	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	11.55	2140	pcs	24,717.00	535	5,885.00	535	5,885.00	535	5,885.00	535	5,885.00
0119	File Folder long, 14 pts.	12.60	6300	pcs	79,380.00	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	9.71	1160	pcs	11,266.50	290	2,682.50	290	2,682.50	290	2,682.50	290	2,682.50
0121	File Folder short, 14 pts.	9.45	5070	pcs	47,911.50	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	47.25	640	pcs	30,240.00	160	7,200.00	160	7,200.00	160	7,200.00	160	7,200.00
0123	File Folder, Morocco with plastic slide-long	1.05	712	pcs	747.60	178	178.00	178	178.00	178	178.00	178	178.00
0124	File Folder, Morocco with plastic slide-short	1.05	800	pcs	840.00	200	200.00	200	200.00	200	200.00	200	200.00
0125	File Folder, Press Folder with tab (Green)	11.55	7448	pcs	86,024.40	1,862	20,482.00	1,862	20,482.00	1,862	20,482.00	1,862	20,482.00
0126	Glue Stick	73.50	218	pcs	16,023.00	54	3,780.00	55	3,850.00	54	3,780.00	55	3,850.00
0127	Glue, All purpose	93.45	220	bts	20,559.00	55	4,895.00	55	4,895.00	55	4,895.00	55	4,895.00
0128	Gun tucker	472.50	4	pcs	1,890.00	1	450.00	1	450.00	1	450.00	1	450.00
0129	Gun tucker wire	157.50	28	bxs	4,410.00	7	1,050.00	7	1,050.00	7	1,050.00	7	1,050.00
0130	Illustration board whole	126.00	120	pcs	15,120.00	30	3,600.00	30	3,600.00	30	3,600.00	30	3,600.00
0131	Imaging Unit	7875.00	2	cart.	15,750.00	1	7,500.00		-	1	7,500.00		-
0132	Index Card 3 x 5	367.50	100	pack	36,750.00	25	8,750.00	25	8,750.00	25	8,750.00	25	8,750.00
0133	Index Card 5 x 8	1.05	2751	pcs	2,888.55	688	688.00	688	688.00	688	688.00	687	687.00
0134	Index Tab different color	126.00	125	pack	15,750.00	31	3,720.00	31	3,720.00	31	3,720.00	32	3,840.00
0135	Laid Paper - long	136.50	336	pcs	45,864.00	84	10,920.00	84	10,920.00	84	10,920.00	84	10,920.00
0136	Laid Paper - short	136.50	324	pcs	44,226.00	81	10,530.00	81	10,530.00	81	10,530.00	81	10,530.00
0137	Laser Toner - HP 17A	2887.50	100	box	288,750.00	25	68,750.00	25	68,750.00	25	68,750.00	25	68,750.00
0138	Laserjet Toner 35A	2940.00	50	pcs	147,000.00	13	36,400.00	13	36,400.00	12	33,600.00	12	33,600.00
0139	Laserjet Toner 85A	3150.00	300	pcs	945,000.00	75	225,000.00	75	225,000.00	75	225,000.00	75	225,000.00
0140	Laserjet Toner HP-P1006 (35A)	2940.00	24	pcs	70,560.00	6	16,800.00	6	16,800.00	6	16,800.00	6	16,800.00
0141	Laserjet Toner Q2612A	3150.00	76	pcs	239,400.00	19	57,000.00	19	57,000.00	19	57,000.00	19	57,000.00
0142	Laserjet Toner Q7553A (53A)	2940.00	14	pcs	41,160.00	4	11,200.00	4	11,200.00	3	8,400.00	3	8,400.00
0143	Laserjet Toner 05A	2940.00	12	pcs	35,280.00	3	8,400.00	3	8,400.00	3	8,400.00	3	8,400.00
0144	Laserjet Toner P1102	2940.00	12	pcs	35,280.00	3	8,400.00	3	8,400.00	3	8,400.00	3	8,400.00
0145	Linen Paper, short, assorted colors	10.50	2000	pcs	21,000.00	500	5,000.00	500	5,000.00	500	5,000.00	500	5,000.00
0146	Mailing Envelope long, plain 500pcs/box	472.50	52	bxs	24,570.00	13	5,850.00	13	5,850.00	13	5,850.00	13	5,850.00
0147	Manila Paper	10.50	200	pcs	2,100.00	50	500.00	50	500.00	50	500.00	50	500.00
0148	Map Pin Round Head 100s/box	42.00	12	bxs	504.00	3	120.00	3	120.00	3	120.00	3	120.00
0149	Marker Fluorescent Pen	38.40	506	pcs	19,429.64	126	4,607.82	126	4,607.82	127	4,644.39	127	4,644.39
0150	Masking Tape 1"	69.46	450	roll	31,255.88	112	7,408.80	112	7,408.80	113	7,474.95	113	7,474.95
0151	Masking Tape 2"	78.75	46	roll	3,622.50	11	825.00	12	900.00	11	825.00	12	900.00
0152	Mechanical Pencil Lead Steadler 0.5	367.50	10	pcs	3,675.00	3	1,050.00	3	1,050.00	4	1,400.00	4	1,400.00
0153	Medals - Gold with engraved Prov'l Seal	126.00	10000	pcs	1,260,000.00	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	126.00	10000	pcs	1,260,000.00	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	126.00	10000	pcs	1,260,000.00	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)	210.00	4339	rms	911,190.00	1,085	217,000.00	1,085	217,000.00	1,085	217,000.00	1,084	216,800.00

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	Mimeo Paper Short, subs. 18 (whitewove)	150.15	3537	rms	531,080.55	884	126,412.00	884	126,412.00	884	126,412.00	885	126,555.00
0158	Mylar	157.50	4	pcs	630.00	1	150.00	1	150.00	1	150.00	1	150.00
0159	Note Pad (Post it)	126.00	310	pcs	39,060.00	77	9,240.00	77	9,240.00	78	9,360.00	78	9,360.00
0160	Notebook, spiral, 50 lvs.	63.00	100	pcst	6,300.00	25	1,500.00	25	1,500.00	25	1,500.00	25	1,500.00
0161	Onion Skin long, superfine	92.61	6	rms	555.66	1	88.20	2	176.40	2	176.40	1	88.20
0162	Onion skin short, supeprfine	126.00	10	rms	1,260.00	3	360.00	2	240.00	3	360.00	2	240.00
0163	Packing Tape 2"	34.94	39	roll	1,362.82	1	33.28	2	66.56	1	33.28	2	66.56
0164	Padding Glue	52.82	6	bts	316.89	2	100.60	1	50.30	2	100.60	1	50.30
0165	Pad Paper Grade IV to VI	31.50	20	pad	630.00	5	150.00	5	150.00	5	150.00	5	150.00
0166	Paper Clip - Bulldog	36.75	112	pcs.	4,116.00	28	980.00	28	980.00	28	980.00	28	980.00
0167	Paper Clip big	29.40	1128	pcs	33,163.20	282	7,896.00	282	7,896.00	282	7,896.00	282	7,896.00
0168	Paper Clip, small	29.40	138	pcs	4,057.20	34	952.00	35	980.00	34	952.00	35	980.00
0169	Paper Tray, 3 layers Heavy Duty	367.50	28	pcs	10,290.00	7	2,450.00	7	2,450.00	7	2,450.00	7	2,450.00
0170	Parchment Paper A-4	315.00	1	box	315.00	1	300.00		-		-		-
0171	Paste 500 grams.	63.00	66	bts	4,158.00	16	960.00	17	1,020.00	16	960.00	17	1,020.00
0172	Pencil # 2 12's	133.35	359	bxes	47,872.65	90	11,430.00	90	11,430.00	90	11,430.00	89	11,303.00
0173	Pentel Pen	100.33	1222	pcs	122,600.21	306	29,238.30	306	29,238.30	305	29,142.75	305	29,142.75
0174	Pentel Pen ink refill	63.00	80	bts	5,040.00	20	1,200.00	20	1,200.00	20	1,200.00	20	1,200.00
0175	Photo paper, glossy	136.50	574	pack	78,351.00	143	18,590.00	143	18,590.00	144	18,720.00	144	18,720.00
0176	Plastic Cover	315.00	127	roll	40,005.00	32	9,600.00	32	9,600.00	32	9,600.00	31	9,300.00
0177	Puncher, heavy duty	196.02	82	pcs	16,074.01	20	3,733.80	20	3,733.80	21	3,920.49	21	3,920.49
0178	Push Pins	34.23	55	bxes	1,882.65	13	423.80	14	456.40	14	456.40	14	456.40
0179	PVC Binding Film A-4 (Clear)	588.00	14	box	8,232.00	3	1,680.00	4	2,240.00	3	1,680.00	4	2,240.00
0180	PVC Binding Film Long (Clear)	598.50	10	box	5,985.00	3	1,710.00	2	1,140.00	3	1,710.00	2	1,140.00
0181	Record Book 300pp.	119.70	564	book	67,510.80	141	16,074.00	141	16,074.00	141	16,074.00	141	16,074.00
0182	Record Book 500pp.	168.00	675	pcs	113,400.00	168	26,880.00	169	27,040.00	169	27,040.00	168	26,880.00
0183	Ring Binder 5/8"	13.13	150	pcs	1,968.75	37	462.50	38	475.00	37	462.50	38	475.00
0184	Ring Binder 3/4"	15.23	110	pcs	1,674.75	27	391.50	28	406.00	27	391.50	28	406.00
0185	Ring Binder 1", 2", 3", 4"	15.75	250	pcs	3,937.50	62	930.00	63	945.00	63	945.00	62	930.00
0186	RISO INK Z, Black	2625.00	114	tube	299,250.00	28	70,000.00	27	67,500.00	28	70,000.00	27	67,500.00
0187	RISO KS WK	2625.00	4	tube	10,500.00	1	2,500.00	1	2,500.00	1	2,500.00	1	2,500.00
0188	RISO KS800 Master Roll	2625.00	2	roll	5,250.00	1	2,500.00	1	2,500.00		-		-
0189	RISO KZ30 Ink	2625.00	71	tube	186,375.00	18	45,000.00	18	45,000.00	18	45,000.00	17	42,500.00
0190	RISO KZ30 Master Roll	2625.00	32	roll	84,000.00	8	20,000.00	8	20,000.00	8	20,000.00	8	20,000.00
0191	Rubber Band, big	385.88	73	bxes	28,168.88	19	6,982.50	19	6,982.50	19	6,982.50	18	6,615.00
0192	Rubber Band, small	84.00	132	bxes	11,088.00	33	2,640.00	33	2,640.00	33	2,640.00	33	2,640.00
0193	Rubber Stamp (facsimile)	157.50	20	pcs	3,150.00	5	750.00	5	750.00	5	750.00	5	750.00
0194	Ruler 12"	10.24	70	pcs	716.63	17	165.75	18	175.50	17	165.75	18	175.50
0195	Ruler 18"	21.00	21	pcs	441.00	6	120.00	5	100.00	5	100.00	5	100.00
0196	Ruler 24"	33.60	7	pcs	235.20	2	64.00	1	32.00	2	64.00	2	64.00
0197	Scissors, medium	136.50	96	pcs	13,104.00	24	3,120.00	24	3,120.00	24	3,120.00	24	3,120.00

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
0198	Scotch Tape 1"	23.85	960	roll	22,891.68	240	5,450.40	240	5,450.40	240	5,450.40	240	5,450.40
0199	Scotch Tape 2"	33.60	216	roll	7,257.60	54	1,728.00	54	1,728.00	54	1,728.00	54	1,728.00
0200	Scotch Tape Dispenser	262.50	2	pcs	525.00	1	250.00	1	250.00		-		-
0201	Sharpener Big	202.23	31	pcs	6,269.13	8	1,540.80	8	1,540.80	8	1,540.80	7	1,348.20
0202	Sign Pen, G tech\pilot	105.00	1361	pcs	142,905.00	340	34,000.00	340	34,000.00	340	34,000.00	341	34,100.00
0203	Sign Pen, Parker (Refill)	735.00	140	bts	102,900.00	35	24,500.00	35	24,500.00	35	24,500.00	35	24,500.00
0204	Singer Oil (Machine Oil)	84.00	1	bts	84.00	1	80.00		-		-		-
0205	Stamp pad , big	36.75	264	pcs	9,702.00	66	2,310.00	66	2,310.00	66	2,310.00	66	2,310.00
0206	Stamp pad Ink	52.50	264	pcs	13,860.00	66	3,300.00	66	3,300.00	66	3,300.00	66	3,300.00
0207	Stamp pad, small	31.50	41	pcs	1,291.50	6	180.00	5	150.00	5	150.00	5	150.00
0208	Staple wire # 35	61.74	1364	bxs	84,213.36	341	20,050.80	341	20,050.80	341	20,050.80	341	20,050.80
0209	Staple wire remover	19.06	97	pcs	1,848.58	24	435.60	24	435.60	24	435.60	25	453.75
0210	Stapler big, heavy duty	383.09	199	pcs	76,235.41	50	18,242.50	50	18,242.50	50	18,242.50	49	17,877.65
0211	Stapler medium	262.50	47	pcs	12,337.50	12	3,000.00	12	3,000.00	12	3,000.00	11	2,750.00
0212	Stencil Ink	231.00	24	bts	5,544.00	6	1,320.00	6	1,320.00	6	1,320.00	6	1,320.00
0213	Stencil Paper	472.50	3	tube	1,417.50	1	450.00	1	450.00	1	450.00		-
0214	Sticker, Paper	31.24	280	pcs	8,746.50	70	2,082.50	70	2,082.50	70	2,082.50	70	2,082.50
0215	Styrofoam	367.50	20	pcs	7,350.00	5	1,750.00	5	1,750.00	5	1,750.00	5	1,750.00
0216	Table Name Plate Transparent 12"x4"	3675.00	18	pcs	66,150.00	5	17,500.00	4	14,000.00	5	17,500.00	4	14,000.00
0217	Table Name Plate Transparent 9"x4"	3675.00	11	pcs	40,425.00	3	10,500.00	3	10,500.00	3	10,500.00	2	7,000.00
0218	Table Tray for folder	367.50	20	pcs	7,350.00	5	1,750.00	5	1,750.00	5	1,750.00	5	1,750.00
0219	Tape dispenser	262.50	7	pcs	1,837.50	2	500.00	1	250.00	2	500.00	2	500.00
0220	Technical Pen .03	787.50	38	pcs	29,925.00	9	6,750.00	10	7,500.00	10	7,500.00	9	6,750.00
0221	Technical Pen .05	787.50	6	pcs	4,725.00	1	750.00	2	1,500.00	1	750.00	2	1,500.00
0222	Technical Pen Ink	472.50	2	bts	945.00	1	450.00	1	450.00		-		-
0223	Thumb tacks	26.25	12	bxs	315.00	3	75.00	3	75.00	3	75.00	3	75.00
0224	Toner Fuji V2060 (DC2060)	2625.00	50	pcs	131,250.00	12	30,000.00	13	32,500.00	13	32,500.00	12	30,000.00
0225	Toner AR6020 Sharp	2625.00	8	pcs	21,000.00	2	5,000.00	2	5,000.00	2	5,000.00	2	5,000.00
0226	Toner Brother TN-2025	2100.00	20	pcs	42,000.00	5	10,000.00	5	10,000.00	5	10,000.00	5	10,000.00
0227	Toner Brother TN-116	2310.00	5	pcs	11,550.00	1	2,200.00	2	4,400.00	1	2,200.00	1	2,200.00
0228	Toner Cartridge CT201795	2625.00	8	pcs	21,000.00	2	5,000.00	2	5,000.00	2	5,000.00	2	5,000.00
0229	Toner Konica Minolta (Model 4518)	3150.00	2	pcs	6,300.00	1	3,000.00	1	3,000.00		-		-
0230	Toner Fuji Docu Centre IV 2056	6090.00	8	pcs	48,720.00	2	11,600.00	2	11,600.00	2	11,600.00	2	11,600.00
0231	Toner Fuji Docu Centre S1180	5775.00	20	pcs	115,500.00	5	27,500.00	5	27,500.00	5	27,500.00	5	27,500.00
0232	Toner Fuji Docu Centre S1080	5775.00	45	pcs	259,875.00	11	60,500.00	12	66,000.00	11	60,500.00	11	60,500.00
0233	Toner Fuji Docu Centre S1810	6090.00	110	pcs	669,900.00	27	156,600.00	28	162,400.00	27	156,600.00	28	162,400.00
0234	Toner Fuji Xerox CT201911	5775.00	40	pcs	231,000.00	10	55,000.00	10	55,000.00	10	55,000.00	10	55,000.00
0235	Toner INEO 164	3465.00	2	pcs	6,930.00	1	3,300.00	1	3,300.00		-		-
0236	Toner NPG 15	5775.00	10	pcs	57,750.00	2	11,000.00	3	16,500.00	3	16,500.00	2	11,000.00
0237	Toner NPG 32 (Canon IR 1022)	6089.48	57	pcs	347,100.08	15	86,992.50	14	81,193.00	14	81,193.00	14	81,193.00
0238	Toner Fuji Docu Centre S2011	6825.00	93	pcs	634,725.00	23	149,500.00	23	149,500.00	24	156,000.00	23	149,500.00

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
0239	Toner, Kyosera TK 137	3150.00	3	pcs	9,450.00	1	3,000.00	1	3,000.00	1	3,000.00		-
0240	Tracing Paper	262.50	6	pcs	1,575.00	1	250.00	3	750.00	1	250.00	3	750.00
0241	Tracing Paper, 75/70	367.50	8	pcs	2,940.00	2	700.00	2	700.00	2	700.00	2	700.00
0242	Triangle Steadler 45 x 45	367.50	3	pcs	1,102.50	1	350.00	1	350.00	1	350.00		-
0243	Typewriter Ribbon	262.50	164	spool	43,050.00	41	10,250.00	41	10,250.00	41	10,250.00	41	10,250.00
0244	USB Flash Disk 64GB	204.20	180	pcs	36,756.72	45	8,751.60	45	8,751.60	45	8,751.60	45	8,751.60
0245	White board Pen	36.75	484	pcs	17,787.00	121	4,235.00	121	4,235.00	121	4,235.00	121	4,235.00
0246	Yellow Paper	42.00	489	pcs	20,538.00	122	4,880.00	123	4,920.00	122	4,880.00	122	4,880.00
<b>TOTAL</b>					<b>24,850,408.57</b>								

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

PREPARED BY:

**NIMROD BILL V. SEGUI**  
Administrative Officer III

NOTED :

**RODRIGO T. SAWIT**  
Provincial General Services Officer

APPROVED BY :

**HON. FAUSTINO G. DY III**  
Provincial Governor