

**ANNUAL PROCUREMENT PROGRAM  
FOR THE CALENDAR YEAR 2013  
SUPPLIES AND MATERIALS**

OFFICE: CASH UNIT

ITEM NO.	ARTICLE and SPECIFICATIONS	UNIT PRICE	UNIT	1st		2nd		3rd		4th		TOTAL	
				QTY.	TOTAL AMOUNT	QTY.	TOTAL AMOUNT	QTY.	TOTAL AMOUNT	QTY.	TOTAL AMOUNT	QTY.	TOTAL AMOUNT
1	Air Freshener Aerosol type 280 ml/can Lemon scent	116.48	can	1	116.48	1	116.48	1	116.48	1	116.48	4	465.92
2	Alcohol Rubbing 500 ml 70% Isopropyl	39.26	bot.	3	117.78		-	3	117.78		-	6	235.56
3	Ballpoint pen fine point black, blue	2.40	pc.	14	33.60		-	14	33.60	14	33.60	42	100.80
4	Correction Fluid water base white opaque, unitouch brand	11.70	pc.	1	11.70		-		-	1	11.70	2	23.40
5	Diskette 3.5" DS, HD value plus brand 10 pcs./box	60.65	box	3	181.95	2	121.30	2	121.30	3	181.95	10	606.50
6	Data Folder, 3" x 9" x 15" with finger ring and clear plastic pockets for labels.	77.26	pc.	150	11,589.00		-	100	7,726.00	150	11,589.00	400	30,904.00
7	Folder, pressboard, plain for legal size papers/documents, 100 pcs/box	736.35	box	1	736.35		-	1	736.35		-	2	1,472.70
8	Green folder w/ metal on the side for legal size paper (expanding)	22.00	pcs	0	-		-	25	550.00		-	25	550.00
9	EPSON - LX300 + II	1,200.00	pc.	2	2,400.00	2	2,400.00	2	2,400.00	4	4,800.00	10	12,000.00
10	Ink Cartridge for PIXMA Canon printer, CL-741 (colored)	1,200.00	pc.	3	3,600.00	3	3,600.00	2	2,400.00	2	2,400.00	10	12,000.00
11	Ink Cartridge for PIXMA Canon printer, PG-740 (black)	1,000.00	pc.	3	3,000.00	3	3,000.00	2	2,000.00	2	2,000.00	10	10,000.00
12	Ink Cartridge, HP # 56 & 58	946.40	pc.	4	3,785.60	4	3,785.60	2	1,892.80	4	3,785.60	14	13,249.60
13	Ink Cartridge for HP #02 (Black)	850.00	pc.	3	2,550.00	2	1,700.00	2	1,700.00	3	2,550.00	10	8,500.00
14	Ink Cartridge for HP #02 (Colored)	450.00	pc.	5	2,250.00		-		-	5	2,250.00	10	4,500.00
15	Ink Cartridge for HP #60 (Black)	620.00	pc.	3	1,860.00	3	1,860.00	3	1,860.00	3	1,860.00	12	7,440.00
16	Ink Cartridge for HP #60 (Colored)	750.00	pc.	2	1,500.00	2	1,500.00	2	1,500.00	2	1,500.00	8	6,000.00
17	Ink Cartridge, HP #C4936A (18) (Black)	1,300.00	pc.	2	2,600.00	2	2,600.00	2	2,600.00	2	2,600.00	8	10,400.00
18	Ink Cartridge, HP #C4936S	1,150.00	pc.	1	1,150.00		-	1	1,150.00		-	2	2,300.00
19	Ink Cartridge, HP #C4938A (Black)	1,100.00	pc.	1	1,100.00		-	1	1,100.00		-	2	2,200.00
20	Ink Cartridge, HP #C4937A (Colored)	1,000.00	pc.	1	1,000.00		-	1	1,000.00		-	2	2,000.00
21	Ink Cartridge, HP #C4939A (18) (Colored)	1,000.00	pc.	1	1,000.00		-	1	1,000.00		-	2	2,000.00

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22	Correctible Film Ribbon for BROTHER GX-8250 Electronic Typewriter (Black)	1,200.00		2	2,400.00	2	2,400.00	2	2,400.00	1	1,200.00	7	8,400.00
23	Toner Cartridge, HP Laserjet Printer 1300 Series, HP Q2613A)	4,232.80	pc.	1	4,232.80		-		-	1	4,232.80	2	8,465.60
24	Marker, flourescent, assorted colors	45.00	set	1	45.00		-	1	45.00		-	2	90.00
25	Marking Pen, Permanent, blue/black	20.00	pc.	7	140.00	7	140.00	7	140.00	7	140.00	28	560.00
26	Paper, A4, 70 gsm	145.00	ream	15	2,175.00	10	1,450.00	10	1,450.00	15	2,175.00	50	7,250.00
27	Pencil lead with eraser, MonGol	34.20	doz.	1	34.20		-	1	34.20		-	2	68.40
28	Post-it-note pad (3" x 3")	16.40	pad	2	32.80	2	32.80	2	32.80	2	32.80	8	131.20
29	Sign Pen, High Tech., blue/black	37.35	pc.	2	74.70	2	74.70	2	74.70	2	74.70	8	298.80
30	Staple Remover	6.22	pc.	5	31.10		-		-	5	31.10	10	62.20
31	Staple Wire, standard #35	18.69	box	5	93.45		-	5	93.45	5	93.45	15	280.35
32	Staple Wire, Rexel 66/8	200.00	box	1	200.00		-		-		-	1	200.00
33	Tape, Packaging (2") width	13.65	roll	2	27.30		-	2	27.30	2	27.30	6	81.90
34	Tape, Transparent (2") width	13.65	roll	2	27.30	2	27.30	2	27.30	2	27.30	8	109.20
35	Sharpener	160.20	pc.	2	320.40		-		-		-	2	320.40
36	Stapler	217.36	pc.	2	434.72		-	2	434.72		-	4	869.44
37	Scissor	11.35	pc.	2	22.70		-	2	22.70		-	4	45.40
38	Toilet Tissue, 150 pulls two-ply, 12 rolls/pack	65.52	pack	6	393.12	6	393.12	6	393.12	6	393.12	24	1,572.48
39	Bathroom Soap	16.41	pc.	2	32.82	2	32.82	2	32.82	2	32.82	8	131.28
40	Cleanser Powder 350gsm/can	18.65	can.	2	37.30	2	37.30	2	37.30	2	37.30	8	149.20
41	Computer	45,000.00	set	1	45,000.00		-		-		-	1	45,000.00
42	Official Receipt	100.00	pad		-	50	5,000.00		-		-	50	5,000.00
43	Warrant Register Form 105	375.00	book	2	750.00		-	3	1,125.00		-	5	1,875.00
44	Insect Spray (Baygon)	138.55	pc.	1	138.55	1	138.55	1	138.55	1	138.55	4	554.20
45	Battery, dry cell AA	15.39	pack		-	2	30.78		-	2	30.78	4	61.56
<b>GRAND TOTAL</b>					<b>97,225.72</b>		<b>30,440.75</b>		<b>36,513.27</b>		<b>44,345.35</b>		<b>208,525.09</b>

ITEM No.	Other Expenses	Amount
1	Gasoline	35,000.00
2	Mobile	13,200.00
3	PLDT	18,000.00

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4	Traveling Expenses	14,400.00											
5	Vehicle Repair	4,000.00											
6	Xerox	5,400.00											
<b>Total</b>		<b>90,000.00</b>											