

ANNUAL PROCUREMENT PROGRAM

For the Calender Year 2013

Office : Auditing Division

ITEM NO.	ARTICLE	DESCRIPTION	UNIT	UNIT PRICE	1ST QUARTER		2ND QUARTER		3RD QUARTER		4TH QUARTER		TOTAL	
					Qty	Unit	Qty	Unit	Qty	Unit	Qty	Unit	Qty	Unit
	COMMON OFFICE SUPPLIES													
1	ACETATE	gauge, #3, tranparent approx. 50m in length	roll	513.25		-		-		-	1	513.25	1	513.25
2	AIR FRESHENER	aerosol type, 300/can, Glade Brand	can	114.40	4	457.60	4	457.60	4	457.60	4	457.60	16	1,830.40
3	ALCOHOL	rubbing, 70% ethyl, 500ml, Cleene brand	bottle	36.15	5	180.75	5	180.75	5	180.75	5	180.75	20	723.00
4	BATTERY	size AA, alkaline, 2 pcs / packet, Eveready brand	packet	41.50	3	124.50	3	124.50	3	124.50	3	124.50	12	498.00
5	BATTERY	size AAA alkaline 2pcs. / packet, Enegisier brand	packet	69.70	3	209.10	3	209.10	3	209.10	3	209.10	12	836.40
6	CARTOLINA	assorted colors, 575mm x 724mm, 20pcs/pack	pack	67.60	1	67.60		-		-		-	1	67.60
7	CORRECTION FLUID	water base, white, opaque, 15ml / bottle	bottle	11.70	8	93.60	8	93.60	8	93.60	8	93.60	32	374.40
8	ENVELOPE	documentary, golden kraft, 10" x 15", 500s / box	box	624.00		-		-		-	1	624.00	1	624.00
9	ENVELOPE	expanding, kraft board, legal size, 100pcs / box	box	514.80		-		-		-	1	514.80	1	514.80
10	ENVELOPE	mailing, white, ordinary, 105mmx241mm, 500s/box	box	148.75		-		-		-	1	148.75	1	148.75
11	ENVELOPE	documentary, A4 size, 500s / box	box	505.45		-		-		-	1	505.45	1	505.45
12	ERASER	blackboard, thick felt	each	7.30		-	1	7.30		-	1	7.30	2	14.60
13	ERASER	rubber, pencil/draft writing, EL-20 brand	each	5.10	8	40.80		-	8	40.80		-	16	81.60
14	FOLDER	tagboard, equivalent 14 pts, for legal size paper/documents, 100pcs/pack	pack	243.40	2	486.80	2	486.80	2	486.80	2	486.80	8	1,947.20
15	FOLDER	tagboard for A4 size paper/documents, 100pcs/pack	package	252.72	1	252.72	1	252.72	1	252.72	1	252.72	4	1,010.88
16	GLUE	all purpose, in jar w/ applicator, min. of 300 grams, Superb brand	jar	45.45	1	45.45	1	45.45	1	45.45	1	45.45	4	181.80
17	ILLUSTRATION BOARD	double face, 762mm x 1016mm (30"x40") 2 ply	each	29.05	1	29.05	1	29.05	1	29.05	1	29.05	4	116.20
18	INDEX TAB	self adhesive, assorted colors, 5 sets/packet	box	47.40	4	189.60	4	189.60	4	189.60	4	189.60	16	758.40
19	LEAD	for mechanical pencil, 0.5mm, 12pcs./tube, Sharp brand	tube	10.40	3	31.20	3	31.20	3	31.20	3	31.20	12	124.80
20	MARKER	flourescent assorted colors, 3colors/set, Stabilo brand	set	89.35	5	446.75		-	5	446.75		-	10	893.50
21	MARKING PEN	for whiteboard, black, blue & red	each	25.90		-	3	77.70		-	3	77.70	6	155.40
22	MARKING PEN	felt tip, medium pt., permanent, black, blue & red	each	26.95	8	215.60	8	215.60	8	215.60	8	215.60	32	862.40
23	MECHANICAL PENCIL		each		6								6	
24	PAPER	bond, premium grade, A4, 70 gsm	ream	161.10	10	1,611.00	10	1,611.00	10	1,611.00	10	1,611.00	40	6,444.00
25	PAPER	bond, premium grade, legal, 70 gsm	ream	164.85	4	659.40	4	659.40	4	659.40	4	659.40	16	2,637.60
26	PAPER	thermal, 216mm x 30M,12mm(1/2")core,Croco Fax brand	roll	37.65	4	150.60	4	150.60	4	150.60	4	150.60	16	602.40
27	PAPER FASTENER	non-rut metal , holds 25mm thick file, with prongs 70mm apart, 50 sets/box, Apple brand	box	78.75	5	393.75	5	393.75	5	393.75	5	393.75	20	1,575.00
28	PAPER CLIP	Gem type, jumbo, vinyl coated,assorted colors,100s/box	box	13.55	6	81.30	6	81.30	6	81.30	6	81.30	24	325.20
29	PAPER CLIP	Gem type, 33mm, vinyl coated,assorted colors,100s/box	box	4.40	6	26.40	6	26.40	6	26.40	6	26.40	24	105.60
30	PENCIL	lead w/ eraser, medium size, Mongol brand	dozen	34.20	1	34.20	1	34.20	1	34.20	1	34.20	4	136.80
31	PENCIL	mechanical, for 0.5mm lead, Rotring brand	each	89.35		-	8	714.80		-	8	714.80	16	1,429.60
32	RECORD BOOK	300 pages, non-blot, "Official Record Book"	book	70.40	3	211.20	3	211.20	3	211.20	3	211.20	12	844.80
33	RECORD BOOK	500 pages, non-blot, "Official Record Book"	book	93.60	3	280.80	3	280.80	3	280.80	3	280.80	12	1,123.20
34	RING BINDER	12mm x 1.2 M, plastic assorted colors	each	5.15	3	15.45		-	3	15.45		-	6	30.90
35	RING BINDER	19mm x 1.2 M, plastic assorted colors	each	8.60	3	25.80		-	3	25.80		-	6	51.60
36	RUBBER BAND	#18 transparent, approx. 445g/box, MO brand	box	99.75	1	99.75		-	1	99.75		-	2	199.50
37	RULER	plastic, 305mm (12") Prince brand	each	1.95		-		-		-	4	7.80	4	7.80
38	RULER	plastic, 457mm (16") Prince brand	each	10.65		-		-		-	4	42.60	4	42.60
39	SIGN PEN	high tech pen (black, blue, red) Pentel brand	each	42.20	5	211.00	5	211.00	5	211.00	5	211.00	20	844.00
40	STAMP PAD INK	violet, 150ml, w/ applicator, Your Office brand	bottle	22.25	1	22.25	1	22.25	1	22.25	1	22.25	4	89.00
41	STAMP PAD	felt pad, 10mm x 100mm, Joy brand	each	25.00		-	1	25.00		-	1	25.00	2	50.00

42	STAPLE WIRE	standard #35, 5000's/box	box	35.25	3	105.75	3	105.75	3	105.75	3	105.75	12	423.00
43	TAPE	masking 48mm, usable length of 50m, Olympic brand	roll	54.10	3	162.30		-	3	162.30		-	6	324.60
44	TAPE	tansparent 24mm, usable length of 50m, Olympic brand	roll	14.50	3	43.50		-	3	43.50		-	6	87.00
45	TAPE	packagin, 48mm usable length of 50m, Crocodile brand	roll	16.45	3	49.35		-	3	49.35		-	6	98.70
46	TOILET TISSUE	150 pulls, 2 ply sheets roll, 12 rolls/package, White Dove	pkg.	78.45	5	392.25	5	392.25	5	392.25	5	392.25	20	1,569.00
47	BLADE	for heavy cutter, (L500), 10pcs/pack	pack	7.90		-	1	7.90		-	1	7.90	2	15.80
48	CUTTER	heavy duty, retractable, L500	each	18.75		-	2	37.50		-	2	37.50	4	75.00
49	PUNCHER	heavy duty w/ two-hole guide approx. 6.5mm diameter hole	each	77.90		-		-		-	2	155.80	2	155.80
50	SCISSORS	size 16cm (6), Ged brand	pair	11.35		-	2	22.70		-	2	22.70	4	45.40
51	SHARPENER	single cutterhead, one-hole guide, UK brand	each	153.80		-		-		-	1	153.80	1	153.80
52	STAPLER	standard type	each	331.65		-		-		-	1	331.65	1	331.65
53	HAND SOAP	90 gms., assorted color, assorted scents	each	15.50	3	46.50	3	46.50	3	46.50	3	46.50	12	186.00
54	Dishwashing Liquid Soap	all purpose, 500gms.	pouch	28.90	3	86.70	3	86.70	3	86.70	3	86.70	12	346.80
55	INSECTICIDE	aerosol type, multi-purpose, min. of 300ml./can	can	155.80	3	467.40	3	467.40	3	467.40	3	467.40	12	1,869.60
56	RAGS	cotton, approx. 20mm (8"0 in diameter)	kilo	33.30	1	33.30	1	33.30	1	33.30	1	33.30	4	133.20
	IT REGULAR CONSUMABLES													
1	COMPACT DISK RECORDABLE	minimum of 650MB, 70 min. running time, Melody brand	piece	10.80	10	108.00	10	108.00	10	108.00	10	108.00	40	432.00
2	COMPACT DISK REWRITABLE	high speed 700MB/ 80 minutes capacity, ccompatible with 4x-12x CD drivers, slim case, Sky brand	piece	26.95	10	269.50	10	269.50	10	269.50	10	269.50	40	1,078.00
3	FLASH DRIVE	4GB capacity, USB 2.0 plug and play, with strap, Imation brand, brand new	piece	499.05	1	499.05	1	499.05	1	499.05	1	499.05	4	1,996.20
4	INK CARTRIDGE	HP inkjet Print Cartridge 702, CC660A - black	piece	810.00	3	2,430.00	3	2,430.00	3	2,430.00	3	2,430.00	12	9,720.00
5	INK CARTRIDGE	HP inkjet Print Cartridge 22, C9352AA - tri-color	piece	1,225.00	2	2,450.00	2	2,450.00	2	2,450.00	2	2,450.00	8	9,800.00
6	INK CARTRIDGE	HP inkjet Print Cartridge 74, C4480 - black	piece	810.00	3	2,430.00	3	2,430.00	3	2,430.00	3	2,430.00	12	9,720.00
7	INK CARTRIDGE	HP inkjet Print Cartridge 75, CB337W - tri-color	piece	1,000.00	2	2,000.00	2	2,000.00	2	2,000.00	2	2,000.00	8	8,000.00
8	TONER	hp Laserjet - #12A	piece	2,900.00	2	5,800.00	2	5,800.00	2	5,800.00	2	5,800.00	8	23,200.00
9	TONER	HP Laserjet CE285A	piece	2,550.00	2	5,100.00	2	5,100.00	2	5,100.00	2	5,100.00	8	20,400.00
	IT NON-CONSUMABLES													
1	Mouse	PS/2 type, with mouse pad, 2 button + 1 scroll, optic	piece	300.00	1	300.00	1	300.00	1	300.00	1	300.00	4	1,200.00
													698	120,683.98