

## ANNUAL PROCUREMENT PROGRAM

For the Calendar Year 2013  
(SUPPLIES AND MATERIALS)

Office : Legal Unit, OCSA

Program/Project: Legal Service

Fund: 101

Item No.	ARTICLE	DESCRIPTION	Unit Price	Unit	1st Qtr.		2nd Qtr.		3rd Qtr.		4th Qtr.		Total	
					Qty.	Total Amt.	Qty.	Total Amt.	Qty.	Total Amt.	Qty.	Total Amt.	Qty.	Amount
1	AIR FRESHENER	aerosol type, 280 ml/can, assorted scents, Glade brand	114.40	can	2	228.80	2	228.80	2	228.80	2	228.80	8	915.20
2	ALCOHOL	rubbing, 70% isopropyl, 500 ml., Cleene brand	49.70	bottle	3	149.10	3	149.10	3	149.10	3	149.10	12	596.40
3	BALLPOINT PEN	fine point, black, PILOT brand	8.00	each	8	64.00	8	64.00	8	64.00	8	64.00	32	256.00
4	BALLPOINT PEN	fine point, blue, PILOT brand	8.00	each	8	64.00	8	64.00	8	64.00	8	64.00	32	256.00
5	BALLPOINT PEN	fine point, red, PILOT brand	8.00	each	10	80.00	8	64.00	8	64.00	8	64.00	34	272.00
6	BATHROOM SOAP	regular size 70 gms, safeguard	15.50	each	5	77.50	5	77.50	5	77.50	5	77.50	20	310.00
7	BATTERY	1.5 volts, size AA, 2pcs./pack, Eveready	41.50	packet	2	83.00	2	83.00	1	41.50	1	41.50	6	249.00
8	BATTERY	size AAA, Alkaline, 6 pcs./packet, Energizer brand	246.00	packet	3	738.00	3	738.00	2	492.00	2	492.00	10	2,460.00
9	BLADE	for heavy duty cutter, (L500), 10 pcs/tube	8.00	pack	1	8.00	0	-		-	0	-	1	8.00
10	CLIP	backfold, 19mm (3/4"), 12 pieces per box, joy brand	8.65	box	2	17.30	2	17.30	2	17.30	2	17.30	8	69.20
11	CLIP	backfold, 25mm, 12 pieces per box, PrinceBrand	8.25	box	2	16.50	2	16.50	2	16.50	2	16.50	8	66.00
12	CLIP	backfold, 32mm, 12 pieces per box, PrinceBrand	19.65	box	3	58.95	3	58.95	3	58.95	3	58.95	12	235.80
13	CLIP	backfold, 50mm, 12 pieces per box, prince brand	45.65	box	2	91.30	2	91.30	2	91.30	2	91.30	8	365.20
14	CLIP	paper, Gem type, jumbo, vinyl coated, 50mm long, 100s/box, Prince Brand	30.00	box	2	60.00	1	30.00	2	60.00	1	30.00	6	180.00
15	CLIP	paper, Gem type, size 1, jumbo, vinyl coated, 100mm long, 100s/box, Prince Brand	20.00	box	2	40.00	2	40.00	2	40.00	2	40.00	8	160.00
16	CLIP	double/binder, 32mm (1-1/4"), 12 pcs. Per box, UK Brand	16.00	box	2	32.00	2	32.00	2	32.00	2	32.00	8	128.00
17	Compact Disc Rewritable	high speed, 700MB/80 min. capacity, 4x-12x CD drivers, slim	26.95	piece	10	269.50	10	269.50	10	269.50	10	269.50	40	1,078.00

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					Qty.	Total Amt.	Qty.	Total Amt.	Qty.	Total Amt.	Qty.	Total Amt.	Qty.	Amount
18	Compact Disc Recrodable	minimum of 650MB, 70min. Running time, Sky brand	10.80	piece	10	108.00	10	108.00	10	108.00	10	108.00	40	432.00
19	CORRECTION FLUID	water base, white opaque, 15 ml. Prince brand	13.55	bottle	2	27.10	2	27.10	2	27.10	1	13.55	7	94.85
20	DATA FOLDER	with finger ring and clear plastic pockets for labels, 76mm x 229mm x381mm (3" x 9" x 15"), Files brand	70.00	each	10	700.00	10	700.00	10	700.00	10	700.00	40	2,800.00
21	ENVELOPE	documentary, golden kraft, minimum 150 gms., 254mm x 381mm (10"x15"), 500s/box	624.00	box	1	624.00	1	624.00	1	624.00		-	3	1,872.00
22	ENVELOPE	expanding, kraft board, min. of 285 gsm for legal size papers/documents. 100pcs/box, Phoenix brand	1,097.00	box	1	1,097.00		-	1	1,097.00		-	2	2,194.00
23	ENVELOPE	mailing, white, ordinary, 102mm x 241mm (4-1/8" x 9-1/2"), 70gsm., 500x/box	148.75	box	1	148.75	0	-	0	-	0	-	1	148.75
24	ENVELOPE	documentary, kraft, minimum of gms., 229mm x 305mm (9"x12"), 500s/box	624.00	box	1	624.00	1	624.00	1	624.00	1	624.00	4	2,496.00
25	ENVELOPE	mailing, white, with TESDA seal	2,000.00	box	1	2,000.00		-		-		-	1	2,000.00
26	ERASER	rubber, soft, pencil/draft writing, approx 60mm x 20mm x 10mm, EL-20 Brand	5.00	each	1	5.00	1	5.00	1	5.00	1	5.00	4	20.00
27	FASTENER	non-sharp edge to prevent your fingers from getting hurt, tin-plated steel with white painting on one side, 50 sets/box, Apple brand	78.75	box	5	393.75	5	393.75	5	393.75	5	393.75	20	1,575.00
28	FOLDER	brown folder, tagboard equivalent, 14 points, for legal size papers/documents, 100 packs, Asian brand	315.00	pack	2	630.00	2	630.00	2	630.00	2	630.00	8	2,520.00
29	FOLDER	folder (thick, green folder with metal on the side for legal size papers/documents	2,200.00	pack	2	4,400.00	1	2,200.00	1	2,200.00	1	2,200.00	5	11,000.00
30	FURNITURE CLEANER	aerosol type, multi-purpose, 33ml/can, Pledge brand	120.00	can	1	120.00	1	120.00	1	120.00	1	120.00	4	480.00
30	GLUE	all purpose, in jar w/ applicator, min. of 300grams, KIPPY Brand	48.75	jar	2	97.50		-	2	97.50		-	4	195.00

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31	BATHROOM SOAP	regular size, 70 grams	15.15	each	3	45.45	3	45.45	3	45.45	3	45.45	12	181.80
32	INDEX TAB	transparent, self-adhesive, assorted colors, 5 sets/box, Celutab brand	66.00	box	25	1,650.00	25	1,650.00	25	1,650.00	25	1,650.00	100	6,600.00
33	INK CARTRIDGE	Hp Inkjet Print Cartridge C9351A #21 Black	875.00	piece	5	4,375.00	5	4,375.00	5	4,375.00	5	4,375.00	20	17,500.00
34	INK CARTRIDGE	Hp Inkjet Print Cartridge C9352A #22 Tri-color	1,000.00	piece	4	4,000.00	4	4,000.00	4	4,000.00	4	4,000.00	16	16,000.00
35	INK CARTRIDGE	Hp Inkjet Print Cartridge C9362 W #92 Black	900.00	piece	2	1,800.00	2	1,800.00	1	900.00	1	900.00	6	5,400.00
36	INK CARTRIDGE	Hp Inkjet Print Cartridge C9361 W #93 Tri-color	1,150.00	piece	2	2,300.00	2	2,300.00	1	1,150.00	1	1,150.00	6	6,900.00
37	INK CARTRIDGE	HP Laserjet Print Cartridge #Q5949A	4,280.00	piece	1	4,280.00	1	4,280.00	1	4,280.00	1	4,280.00	4	17,120.00
38	INK CARTRIDGE	HP Laserjet Print Cartridge #CE505A/05A	4,200.00	piece	5	21,000.00	5	21,000.00	5	21,000.00	5	21,000.00	20	84,000.00
39	INK CARTRIDGE	Hp Ink cart #920 XL Cyan Original	800.00	piece	2	1,600.00	2	1,600.00	2	1,600.00	1	800.00	7	5,600.00
40	INK CARTRIDGE	Hp Ink cart #920 XL Yellow original	800.00	piece	2	1,600.00	2	1,600.00	2	1,600.00	1	800.00	7	5,600.00
41	INK CARTRIDGE	Hp Ink cart #920 XL Magenta Original	800.00	piece	2	1,600.00	2	1,600.00	2	1,600.00	1	800.00	7	5,600.00
42	INK CARTRIDGE	Hp Ink cart #920 XL Regular Black	1,100.00	piece	2	2,200.00	2	2,200.00	2	2,200.00	1	1,100.00	7	7,700.00
43	INSECTICIDE	aerosol type, 500 ml.(420g)/can, Raid Germkill/Max brand	155.80	can	1	155.80	1	155.80	1	155.80	1	155.80	4	623.20
44	MARKER	fluorescent, assorted colors, 3 colors/set, Stabilo Boss brand	89.35	set	3	268.05	3	268.05	3	268.05	3	268.05	12	1,072.20
45	MARKING PEN	for whiteboard, black, non-toxic Stabilo Brand	25.90	each	2	51.80	1	25.90	2	51.80	1	25.90	6	155.40
46	MARKING PEN	for whiteboard, blue, non-toxic Stabilo Brand	25.90	each	2	51.80	1	25.90	2	51.80	1	25.90	6	155.40
47	MARKING PEN	for whiteboard, red non-toxic Stabilo Brand	25.90	each	2	51.80	1	25.90	2	51.80	1	25.90	6	155.40
48	MARKING PEN	felt tip, medium point, permanent, black, Pentel brand	26.95	each	2	53.90	1	26.95	2	53.90	1	26.95	6	161.70
49	MARKING PEN	felt tip, medium point, permanent, blue, Pentel brand	26.95	each	2	53.90	1	26.95	2	53.90	1	26.95	6	161.70
50	NOTEBOOK	stenographer's, GSP bond, 40 leaves, ruled, spiral, 55 gsm., Easywrite	9.35	each	10	93.50	10	93.50	10	93.50	10	93.50	40	374.00

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51	NOTE PAD	Stick Note Pad, 76mm x 102 mm (3"x4), 3M Brand, 100 sheets per pad	20.80	pad	6	124.80	6	124.80	6	124.80	6	124.80	24	499.20
52	NOTE PAD	Stick Note Pad, 76mm x 76mm (3"x3), 3M Brand, 100 sheets per pad	18.00	pad	5	90.00	5	90.00	5	90.00	5	90.00	20	360.00
53	PAPER	for PPC, 210mm x 297mm (A-4), 70 gsm.	186.05	ream	50	9,302.50	50	9,302.50	50	9,302.50	50	9,302.50	200	37,210.00
54	PAPER	bond, premium grade, 216mm x 330mm (8-1/2" x 13"), legal size, 70 gsm	149.80	ream	10	1,498.00	5	749.00	5	749.00	5	749.00	25	3,745.00
55	PAPER	multicopy, for laser/ink-jet printers, high-speed copiers, 210mm x 297mm (A-4), 80 gsm., Paper One brand	235.00	ream	50	11,750.00	50	11,750.00	50	11,750.00	50	11,750.00	200	47,000.00
57	PAPER	thermal, 216 x 30m, 12 mm 91/2") core, Prince brand	37.65	roll	10	376.50	10	376.50	10	376.50	10	376.50	40	1,506.00
58	PENCIL	lead with eraser, medium size, Apsara brand	34.20	dozen	2	68.40		-	1	34.20	0	-	3	102.60
59	PUSH PINS	hammer head type, assorted colors, 100's/box, Prince brand	15.00	box	1	15.00		-	1	15.00	0	-	2	30.00
60	RECORD BOOK	500 pages, 215 mm x 275mm, 55 gsm., Smythe sewn, w/ "Official Record Book" printing	93.60	book	3	280.80	2	187.20	2	187.20	1	93.60	8	748.80
61	Ring Binder	12mm x 1.12m (1/2" x 44m"), plastic, assorted colors	6.00	each	3	18.00	3	18.00	3	18.00	3	18.00	12	72.00
62	Ring Binder	19mm x 1.12m (3/4" x 44m"), plastic, assorted colors	9.00	each	5	45.00	2	18.00	1	9.00	0	-	8	72.00
63	Ring Binder	24mm x 1.12m (1" x 44m"), plastic, assorted colors	15.00	each	5	75.00	2	30.00	1	15.00	0	-	8	120.00
64	Ring Binder	45mm x 1.12mm (2"x4") plastic	34.00	each	5	170.00	2	68.00	1	34.00	0	-	8	272.00
65	RUBBER BAND	#18, transparent, approx.445 g. / box	150.00	box	1	150.00	1	150.00	1	150.00	1	150.00	4	600.00
66	SCISSORS	size 15cm (6"), heavy duty	30.00	pc.	3	90.00	0	-	0	-	0	-	3	90.00
67	SIGN PEN	high tech pen, black, PILOT brand, V10	70.00	each	4	280.00	4	280.00	4	280.00	4	280.00	16	1,120.00
68	SIGN PEN	high tech pen, blue, PILOT brand V10	70.00	each	3	210.00	3	210.00	3	210.00	3	210.00	12	840.00
69	STAPLER	heavy duty, MAX brand	650.00	each	2	1,300.00		-		-	1	650.00	3	1,950.00
70	STAPLE WIRE REMOVER	twin jaws; UK brand	10.00	each	2	20.00	1	10.00	1	10.00	0	-	4	40.00

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71	STAPLE WIRE	kw-triO, 23/13 #023D/box	60.00	box	1	60.00	1	60.00	1	60.00	1	60.00	4	240.00
72	STAPLE WIRE	kw-triO, 23/13 #023A/box	56.00	box	1	56.00	1	56.00	1	56.00	1	56.00	4	224.00
73	STAPLE WIRE	standard, #35, 5000s/box, Boston Basic Brand	30.05	box	1	30.05	1	30.05	1	30.05	1	30.05	4	120.20
74	TAPE	transparent, 24mm (1") width, usable length of 50m, Armak brand	20.00	roll	10	200.00	10	200.00	10	200.00	10	200.00	40	800.00
75	TAPE	transparent, 48mm (2") width, approx. 50m legth, Shurtape brand	45.00	roll	10	450.00	0	-	10	450.00	0	-	20	900.00
76	TAPE	packaging, 48mm width, approx. 50M length	20.00	roll	2	40.00	1	20.00	1	20.00	1	20.00	5	100.00
77	TAPE DISPENSER	heavy duty for 24mm (1") width transparent tape, Prince Brand	50.45	each	1	50.45	1	50.45	0	-	0	-	2	100.90
78	TOILET TISSUE	250 twin-ply sheets, 12 rolls/package, Nature brand	144.00	pkg.	9	1,296.00	9	1,296.00	9	1,296.00	9	1,296.00	36	5,184.00
<b>SUB-TOTAL</b>													<b>320,539.90</b>	
II. Office Equipment/Other office supplies														
1	PRINTER	HP Laserjet P2055 Printer (CE456A) - black and white; paper trays: 2 (1 plus 50 sheet multi-purpose input tray)	30,000.00	u nit	2	60,000.00		-	0	-	0	-	2	60,000.00
2	UPS	ATX Casing w 500w Power Supply	2,500.00	unit	2	2,500.00		-	0	-	0	-	2	5,000.00
1	Fax machine	Panasonic Fax Machine KXFT503B	5,490.00	u nit	1	5,490.00		-	0	-	0	-	1	5,490.00
<b>SUB-TOTAL</b>													<b>70,490.00</b>	
II. Subscription of Newspapers, Laws and Jurisprudence														
1	The Philippine Daily Inquirer	subscription for one year (Mondays to Fridays)	18.00	pc.	60	1,080.00	60	1,080.00	60	1,080.00	60	1,080.00	240	4,320.00
2	The Philippine Star	subscription for one year (Mondays to Fridays)	20.00	pc.	60	1,200.00	60	1,200.00	60	1,200.00	60	1,200.00	240	4,800.00

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3	Lex Libris	subscription for one year (quarterly updating jurisprudence and laws)	3,955.00	lot	1	3,955.00	1	3,955.00	1	3,955.00	1	3,955.00	4	15,820.00
<b>SUB-TOTAL</b>													<b>24,940.00</b>	
TOTALS			26,661.70			88,330.55		79,631.70		79,041.05		73,536.60		<b>415,969.90</b>