

**ANNUAL PROCUREMENT PLAN FOR 2018  
For Common-Use Supplies and Equipment**

**INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:**

1. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
  - a. DBM Central Office- for entities in the Central Office
  - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:

  - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
  - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
  - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
  - d. app.deped.ps@gmail.com- For primary and secondary schools
  - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/C PHILIPPINE RETIREMENT AUTHORITY  
 Region: MAIN & NCR  
 Address: 29th Flr Citibank Tower, Paseo De Roxas, Makati City

Agency Account Code: A084

Contact Person: Ruby D. Abriol  
 Position: Supply Officer II  
 E-mail: rubyo8abriol@gmail.com  
 Telephone/Mobile Nos: 8481412

| Item & Specifications                               | Unit of Measure | Quantity Requirement |     |       |     |       |     |      |     |      |     |      |     |     |     |     |    |                | Price Catalogue | TOTAL AMOUNT |          |
|---|-----------------|----------------------|-----|-------|-----|-------|-----|------|-----|------|-----|------|-----|-----|-----|-----|----|----------------|-----------------|--------------|----------|
|   |                 | Jan                  | Feb | March | Q1  | April | May | June | Q2  | July | Aug | Sept | Q3  | Oct | Nov | Dec | Q4 | Total Quantity |                 |              |          |
| <b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>   |                 |                      |     |       |     |       |     |      |     |      |     |      |     |     |     |     |    |                |                 |              |          |
| <b>COMMON ELECTRICAL SUPPLIES</b>                   |                 |                      |     |       |     |       |     |      |     |      |     |      |     |     |     |     |    |                |                 |              |          |
| 1 BATTERY, dry cell, AA, 2 pieces per blister pack  | pack            |                      |     |       | 0   |       |     |      | 0   |      |     |      | 0   |     |     |     |    | 0              | 0               | 20.28        | -        |
| 2 BATTERY, dry cell, AAA, 2 pieces per blister pack | pack            |                      |     |       | 0   |       |     |      | 0   |      |     |      | 0   |     |     |     |    | 0              | 0               | 19.20        | -        |
| 3 BATTERY, dry cell, D, 1.5 volts, alkaline         | pack            |                      |     |       | 0   |       |     |      | 0   |      |     |      | 0   |     |     |     |    | 0              | 0               | 91.94        | -        |
| 4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)   | tube            |                      |     |       | 0   |       |     |      | 0   |      |     |      | 0   |     |     |     |    | 0              | 0               | 40.97        | -        |
| 5 Ligth Bulb, LED, 7 watts 1 pc in individual box   | piece           |                      |     |       | 0   |       |     |      | 0   |      |     |      | 0   |     |     |     |    | 0              | 0               | 75.39        | -        |
| 6 TAPE, ELECTRICAL, 18mm x 16M min                  | roll            | 100                  |     |       | 100 | 100   |     |      | 100 | 100  |     |      | 100 | 100 |     |     |    | 100            | 400             | 18.93        | 7,572.00 |
| <b>COMMON OFFICE SUPPLIES</b>                       |                 |                      |     |       |     |       |     |      |     |      |     |      |     |     |     |     |    |                |                 |              |          |
| 1 ACETATE, thickness: 0.075mm min (gauge #3)        | roll            |                      |     |       | 0   |       |     |      | 0   |      |     |      | 0   |     |     |     |    | 0              | 0               | 766.73       | -        |

|    |   |        |     |  |     |     |     |    |     |     |     |    |    |     |     |    |    |     |      |        |           |
|----|---|--------|-----|--|-----|-----|-----|----|-----|-----|-----|----|----|-----|-----|----|----|-----|------|--------|-----------|
| 2  | AIR FRESHENER, aerosol, 280ml/150g min              | can    | 15  |  |     | 15  | 15  |    |     | 15  | 15  |    |    | 15  | 15  |    |    | 15  | 60   | 88.69  | 5,321.40  |
| 3  | ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)      | bottle | 50  |  |     | 50  | 120 |    |     | 120 | 120 |    |    | 120 | 120 |    |    | 120 | 410  | 49.73  | 20,389.30 |
| 4  | CARBON FILM, PE, black, size 210mm x 297mm          | box    |     |  | 0   |     |     |    |     | 0   |     |    |    |     |     |    |    | 0   | 0    | 205.48 | -         |
| 5  | CARBON FILM, PE, black, size 216mm x 330mm          | box    |     |  | 0   |     |     |    |     | 0   |     |    |    |     |     |    |    | 0   | 0    | 210.91 | -         |
| 6  | CARTOLINA, assorted colors                          | pack   |     |  | 0   |     |     |    |     | 0   |     |    |    |     |     |    |    | 0   | 0    | 67.06  | -         |
| 7  | CHALK, molded, white, dustless, length: 78mm min    | box    |     |  | 0   |     |     |    |     | 0   |     |    |    |     |     |    |    | 0   | 0    | 26.89  | -         |
| 8  | CLEARBOOK, 20 transparent pockets, for A4 size      | piece  |     |  | 0   |     |     |    |     | 0   |     |    |    |     |     |    |    | 0   | 0    | 38.19  | -         |
| 9  | CLEARBOOK, 20 transparent pockets, for LEGAL size   | piece  |     |  | 0   |     |     |    |     | 0   |     |    |    |     |     |    |    | 0   | 0    | 40.47  | -         |
| 10 | CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)    | box    |     |  | 0   |     |     |    |     | 0   |     |    |    |     |     |    |    | 0   | 0    | 7.87   | -         |
| 11 | CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)    | box    |     |  | 0   |     |     |    |     | 0   |     |    |    |     |     |    |    | 0   | 0    | 13.94  | -         |
| 12 | CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)    | box    | 90  |  | 90  | 100 |     |    | 100 | 100 |     |    |    | 100 | 100 |    |    | 100 | 390  | 19.88  | 7,753.20  |
| 13 | CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)    | box    | 90  |  | 90  | 100 |     |    | 100 | 100 |     |    |    | 100 | 100 |    |    | 100 | 390  | 41.10  | 16,029.00 |
| 14 | CORRECTION TAPE, film base type, UL 6m min          | piece  | 150 |  | 150 | 150 |     |    | 150 | 150 |     |    |    | 150 | 150 |    |    | 150 | 600  | 18.26  | 10,956.00 |
| 15 | DATA FILE BOX, made of chipboard, with closed ends  | box    |     |  | 0   |     |     |    |     | 0   |     |    |    |     |     |    |    | 0   | 0    | 72.57  | -         |
| 16 | DATA FOLDER, made of chipboard, taglia lock         | piece  |     |  | 0   | 400 |     |    | 400 | 400 |     |    |    | 400 | 400 |    |    | 400 | 1200 | 71.39  | 85,668.00 |
| 17 | ENVELOPE, DOCUMENTARY, for A4 size document         | box    |     |  | 0   | 45  |     |    | 45  | 45  |     |    |    | 45  | 45  |    |    | 45  | 135  | 424.47 | 57,303.45 |
| 18 | ENVELOPE, DOCUMENTARY, for legal size document      | box    |     |  | 0   | 45  |     |    | 45  | 45  |     |    |    | 45  | 45  |    |    | 45  | 135  | 538.80 | 72,738.00 |
| 19 | ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc | box    | 10  |  | 10  | 15  | 15  | 15 | 45  | 15  | 15  | 15 | 45 | 15  | 15  | 15 | 45 | 145 | 145  | 667.84 | 96,836.80 |
| 20 | ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min  | piece  |     |  | 0   |     |     |    |     | 0   |     |    |    |     |     |    |    | 0   | 0    | 28.71  | -         |
| 21 | ENVELOPE, MAILING, white, 80gsm (-5%)               | box    |     |  | 0   |     |     |    |     | 0   |     |    |    |     |     |    |    | 0   | 0    | 341.79 | -         |
| 22 | ENVELOPE, mailing, white, with window               | box    |     |  | 0   |     |     |    |     | 0   |     |    |    |     |     |    |    | 0   | 0    | 427.23 | -         |
| 23 | ERASER, FELT, for blackboard/whiteboard             | piece  |     |  | 0   |     |     |    |     | 0   |     |    |    |     |     |    |    | 0   | 0    | 11.55  | -         |
| 24 | ERASER, PLASTIC/RUBBER, for pencil draft/writing    | piece  | 50  |  | 50  | 50  |     |    | 50  | 50  |     |    |    | 50  | 53  |    |    | 53  | 203  | 6.23   | 1,264.69  |
| 25 | FASTENER, METAL, 70mm between prongs                | box    |     |  | 0   |     |     |    |     | 0   |     |    |    |     |     |    |    | 0   | 0    | 59.37  | -         |
| 26 | FILE ORGANIZER, expanding, plastic, 12 pockets      | piece  |     |  | 0   |     |     |    |     | 0   |     |    |    |     |     |    |    | 0   | 0    | 73.59  | -         |

|    |   |        |  |  |   |     |  |  |     |     |  |  |  |     |     |   |        |           |
|----|---|--------|--|--|---|-----|--|--|-----|-----|--|--|--|-----|-----|---|--------|-----------|
| 27 | FILE TAB DIVIDER, bristol board, for A4           | set    |  |  |   | 0   |  |  |     | 0   |  |  |  |     | 0   | 0 | 12.98  | -         |
| 28 | FILE TAB DIVIDER, bristol board, for legal        | set    |  |  |   | 0   |  |  |     | 0   |  |  |  |     | 0   | 0 | 17.31  | -         |
| 29 | FOLDER, FANCY, for A4 size documents              | bundle |  |  |   | 0   |  |  |     | 0   |  |  |  |     | 0   | 0 | 258.50 | -         |
| 30 | FOLDER, FANCY, for legal size documents           | bundle |  |  |   | 0   |  |  |     | 0   |  |  |  |     | 0   | 0 | 302.85 | -         |
| 31 | FOLDER, L-TYPE, PLASTIC, for A4 size documents    | pack   |  |  | 0 | 45  |  |  | 45  | 45  |  |  |  | 45  | 135 |   | 177.92 | 24,019.20 |
| 32 | FOLDER, L-TYPE, PLASTIC, for legal size documents | pack   |  |  | 0 | 45  |  |  | 45  | 45  |  |  |  | 45  | 135 |   | 222.27 | 30,006.45 |
| 33 | FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)    | box    |  |  |   | 0   |  |  |     | 0   |  |  |  |     | 0   | 0 | 776.59 | -         |
| 34 | FOLDER, TAGBOARD, for A4 size documents           | pack   |  |  |   | 0   |  |  |     | 0   |  |  |  |     | 0   | 0 | 226.05 | -         |
| 35 | FOLDER, TAGBOARD, for legal size documents        | pack   |  |  |   | 0   |  |  |     | 0   |  |  |  |     | 0   | 0 | 208.38 | -         |
| 36 | GLUE, all purpose, gross weight: 200 grams min    | jar    |  |  | 0 | 45  |  |  | 45  | 45  |  |  |  | 45  | 135 |   | 49.73  | 6,713.55  |
| 37 | INDEX TAB, self-adhesive, transparent             | box    |  |  | 0 | 30  |  |  | 30  | 30  |  |  |  | 30  | 90  |   | 53.74  | 4,836.60  |
| 38 | LOOSELEAF COVER, made of chipboard, for legal     | bundle |  |  |   | 0   |  |  |     | 0   |  |  |  |     | 0   | 0 | 676.00 | -         |
| 39 | MAGAZINE FILE BOX, LARGE size, made of chipboard  | piece  |  |  |   | 0   |  |  |     | 0   |  |  |  |     | 0   | 0 | 43.26  | -         |
| 40 | MARKER, FLUORESCENT, 3 assorted colors per set    | set    |  |  | 0 | 45  |  |  | 45  | 45  |  |  |  | 45  | 135 |   | 36.97  | 4,990.95  |
| 41 | MARKER, whiteboard, black, felt tip, bullet type  | piece  |  |  | 0 | 75  |  |  | 75  | 75  |  |  |  | 75  | 225 |   | 10.69  | 2,405.25  |
| 42 | MARKER, whiteboard, blue, felt tip, bullet type   | piece  |  |  | 0 | 75  |  |  | 75  | 75  |  |  |  | 75  | 225 |   | 10.69  | 2,405.25  |
| 43 | MARKER, whiteboard, red, felt tip, bullet type    | piece  |  |  | 0 | 45  |  |  | 45  | 45  |  |  |  | 45  | 135 |   | 10.69  | 1,443.15  |
| 44 | MARKER, PERMANENT, bullet type, black             | piece  |  |  | 0 | 100 |  |  | 100 | 100 |  |  |  | 100 | 300 |   | 10.04  | 3,012.00  |
| 45 | MARKER, PERMANENT, bullet type, blue              | piece  |  |  | 0 | 75  |  |  | 75  | 75  |  |  |  | 75  | 225 |   | 10.04  | 2,259.00  |
| 46 | MARKER, PERMANENT, bullet type, red               | piece  |  |  | 0 | 30  |  |  | 30  | 30  |  |  |  | 30  | 90  |   | 10.04  | 903.60    |
| 47 | NOTEBOOK, STENOGRAPHER, spiral, 40 leaves         | piece  |  |  |   | 0   |  |  |     | 0   |  |  |  |     | 0   | 0 | 12.52  | -         |
| 48 | NOTE PAD, stick on, 50mm x 76mm (2" x 3") min     | pad    |  |  |   | 0   |  |  |     | 0   |  |  |  |     | 0   | 0 | 32.45  | -         |
| 49 | NOTE PAD, stick on, 76mm x 76mm (3" x 3") min     | pad    |  |  |   | 0   |  |  |     | 0   |  |  |  |     | 0   | 0 | 44.32  | -         |
| 50 | NOTE PAD, stick on, 76mm x 100mm (3" x 4") min    | pad    |  |  |   | 0   |  |  |     | 0   |  |  |  |     | 0   | 0 | 59.49  | -         |
| 51 | PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)    | pad    |  |  |   | 0   |  |  |     | 0   |  |  |  |     | 0   | 0 | 18.99  | -         |

|    |  |        |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |      |        |            |
|----|--|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|--------|------------|
| 52 | PAPER CLIP, vinyl/plastic coat, length: 32mm min   | box    |     |     |     | 0   | 150 |     |     | 150 | 150 |     |     | 150 | 150 |     |     | 150 | 450  | 6.91   | 3,109.50   |
| 53 | PAPER CLIP, vinyl/plastic coat, length: 48mm min   | box    |     |     |     | 0   | 150 |     |     | 150 | 150 |     |     | 150 | 150 |     |     | 150 | 450  | 14.04  | 6,318.00   |
| 54 | PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm       | ream   |     |     |     | 0   |     |     |     | 0   |     |     |     | 0   |     |     |     | 0   | 0    | 137.66 | -          |
| 55 | PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm       | ream   |     |     |     | 0   |     |     |     | 0   |     |     |     | 0   |     |     |     | 0   | 0    | 160.94 | -          |
| 56 | PAPER, Multi-Purpose (COPY) A4, 70 gsm             | ream   | 200 | 200 | 200 | 600 | 200 | 200 | 200 | 600 | 200 | 200 | 200 | 600 | 200 | 200 | 200 | 600 | 2400 | 119.09 | 285,816.00 |
| 57 | PAPER, Multi-Purpose (COPY) Legal, 70 gsm          | ream   | 50  | 50  | 50  | 150 | 100 | 100 | 100 | 300 | 150 | 150 | 150 | 450 | 100 | 100 | 100 | 300 | 1200 | 123.08 | 147,696.00 |
| 58 | PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose | ream   |     |     |     | 0   |     |     |     | 0   |     |     |     | 0   |     |     |     | 0   | 0    | 95.18  | -          |
| 59 | PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m  | roll   |     |     |     | 0   |     |     |     | 0   |     |     |     | 0   |     |     |     | 0   | 0    | 34.29  | -          |
| 60 | PENCIL, lead, w/ eraser, wood cased, hardness: HB  | box    | 47  |     |     | 47  | 100 | 50  |     | 150 | 100 | 50  |     | 150 | 100 | 100 |     | 200 | 547  | 20.40  | 11,158.80  |
| 61 | PHILIPPINE NATIONAL FLAG, 100% polyester           | piece  |     |     |     | 0   |     |     |     | 0   |     |     |     | 0   |     |     |     | 0   | 0    | 319.07 | -          |
| 62 | RECORD BOOK, 300 PAGES, size: 214mm x 278mm min    | book   |     |     |     | 0   |     |     |     | 0   |     |     |     | 0   |     |     |     | 0   | 0    | 62.73  | -          |
| 63 | RECORD BOOK, 500 PAGES, size: 214mm x 278mm min    | book   | 30  |     | 30  | 60  | 30  | 30  | 30  | 90  | 30  | 30  | 30  | 90  | 30  | 30  | 30  | 90  | 330  | 97.34  | 32,122.20  |
| 64 | RING BINDER, 80 rings, plastic, 32mm x 1.12m       | bundle |     |     |     | 0   |     |     |     | 0   |     |     |     | 0   |     |     |     | 0   | 0    | 267.14 | -          |
| 65 | RUBBER BAND, 70mm min lay flat length (#18)        | box    |     |     |     | 0   | 40  |     |     | 40  | 40  |     |     | 40  | 40  |     |     | 40  | 120  | 97.04  | 11,644.80  |
| 66 | RULER, plastic, 450mm (18"), width: 38mm min       | piece  |     |     |     | 0   | 30  |     |     | 30  |     |     |     | 0   | 30  |     |     | 30  | 60   | 16.10  | 966.00     |
| 67 | SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip  | piece  |     |     |     | 0   | 100 |     |     | 100 | 100 |     |     | 100 | 100 |     |     | 100 | 300  | 35.99  | 10,797.00  |
| 68 | SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip   | piece  |     |     |     | 0   | 100 |     |     | 100 | 100 |     |     | 100 | 100 |     |     | 100 | 300  | 35.99  | 10,797.00  |
| 69 | SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip    | piece  |     |     |     | 0   | 30  |     |     | 30  | 30  |     |     | 30  | 30  |     |     | 30  | 90   | 35.99  | 3,239.10   |
| 70 | STAMP PAD INK, purple or violet                    | bottle |     |     |     | 0   | 30  |     |     | 30  | 30  |     |     | 30  | 30  |     |     | 30  | 90   | 25.62  | 2,305.80   |
| 71 | STAMP PAD, FELT, bed dimension: 60mm x 100mm min   | piece  |     |     |     | 0   | 30  |     |     | 30  | 30  |     |     | 30  | 30  |     |     | 30  | 90   | 28.77  | 2,589.30   |
| 72 | STAPLE WIRE, for heavy duty staplers, (23/13)      | box    |     |     |     | 0   |     |     |     | 0   |     |     |     | 0   |     |     |     | 0   | 0    | 21.51  | -          |
| 73 | STAPLE WIRE, STANDARD, (26/6)                      | box    | 50  |     |     | 50  | 50  | 50  | 50  | 150 | 50  | 50  | 50  | 150 | 50  | 50  | 100 | 200 | 550  | 19.68  | 10,824.00  |
| 74 | TAPE, MASKING, width: 24mm (±1mm)                  | roll   |     |     |     | 0   |     |     |     | 0   |     |     |     | 0   |     |     |     | 0   | 0    | 57.32  | -          |
| 75 | TAPE, MASKING, width: 48mm (±1mm)                  | roll   |     |     |     | 0   | 30  | 30  | 30  | 90  | 30  | 30  | 30  | 90  | 30  | 30  | 30  | 90  | 270  | 109.24 | 29,494.80  |
| 76 | TAPE, PACKAGING, width: 48mm (±1mm)                | roll   |     |     |     | 0   | 60  |     |     | 60  | 60  |     |     | 60  | 100 |     |     | 100 | 220  | 29.08  | 6,397.60   |

|                                   |  |        |    |  |  |    |    |    |    |     |    |    |    |     |    |    |     |        |           |           |
|-----------------------------------|--|--------|----|--|--|----|----|----|----|-----|----|----|----|-----|----|----|-----|--------|-----------|-----------|
| 77                                | TAPE, TRANSPARENT, width: 24mm (±1mm)              | roll   |    |  |  | 0  |    |    |    | 0   |    |    |    |     |    | 0  | 0   | 11.36  | -         |           |
| 78                                | TAPE, TRANSPARENT, width: 48mm (±1mm)              | roll   | 60 |  |  | 60 | 60 | 60 | 60 | 180 | 60 | 60 | 60 | 180 | 60 | 60 | 180 | 600    | 27.58     | 16,548.00 |
| 79                                | TOILET TISSUE PAPER 2-plys sheets, 150 pulls       | pack   |    |  |  | 0  |    |    |    | 0   |    |    |    |     |    | 0  | 0   | 70.30  | -         |           |
| 80                                | TWINE, plastic, one (1) kilo per roll              | roll   |    |  |  | 0  | 15 |    |    | 15  | 15 |    |    |     |    | 15 | 45  | 51.92  | 2,336.40  |           |
| 81                                | WRAPPING PAPER, kraft, 65gsm (-5%)                 | pack   |    |  |  | 0  |    |    |    | 0   |    |    |    |     |    | 0  | 0   | 133.99 | -         |           |
| 82                                | Airline Travel                                     | ticket |    |  |  | 0  |    |    |    | 0   |    |    |    |     |    | 0  | 0   | 0.00   | -         |           |
| <b>COMMON OFFICE DEVICES</b>      |  |        |    |  |  |    |    |    |    |     |    |    |    |     |    |    |     |        |           |           |
| 1                                 | CUTTER BLADE, for heavy duty cutter                | tube   |    |  |  | 0  |    |    |    | 0   |    |    |    |     |    | 0  | 0   | 10.22  | -         |           |
| 2                                 | CUTTER KNIFE, for general purpose                  | piece  |    |  |  | 0  |    |    |    | 0   |    |    |    |     |    | 0  | 0   | 20.55  | -         |           |
| 3                                 | DATING AND STAMPING MACHINE, heavy duty            | piece  |    |  |  | 0  |    |    |    | 0   |    |    |    |     |    | 0  | 0   | 497.52 | -         |           |
| 4                                 | PENCIL SHARPENER, manual, single cutter head       | piece  |    |  |  | 0  |    |    |    | 0   |    |    |    |     |    | 0  | 0   | 194.69 | -         |           |
| 5                                 | PUNCHER, paper, heavy duty, with two hole guide    | piece  |    |  |  | 0  |    |    |    | 0   |    |    |    |     |    | 0  | 0   | 123.42 | -         |           |
| 6                                 | SCISSORS, symmetrical, blade length: 65mm min      | pair   |    |  |  | 0  | 60 |    |    | 60  | 60 |    |    |     |    | 60 | 180 | 14.28  | 2,570.40  |           |
| 7                                 | STAPLER, STANDARD TYPE, load cap: 200 staples min  | piece  |    |  |  | 0  |    |    |    | 0   |    |    |    |     |    | 0  | 0   | 85.45  | -         |           |
| 8                                 | STAPLER, BINDER TYPE, heavy duty, desktop          | piece  |    |  |  | 0  |    |    |    | 0   |    |    |    |     |    | 0  | 0   | 913.95 | -         |           |
| 9                                 | STAPLE REMOVER, PLIER-TYPE                         | piece  |    |  |  | 0  |    |    |    | 0   |    |    |    |     |    | 0  | 0   | 18.91  | -         |           |
| 10                                | TAPE DISPENSER, TABLE TOP, for 24mm width tape     | piece  |    |  |  | 0  |    |    |    | 0   |    |    |    |     |    | 0  | 0   | 51.57  | -         |           |
| 11                                | WASTEBASKET, non-rigid plastic                     | piece  |    |  |  | 0  |    |    |    | 0   |    |    |    |     |    | 0  | 0   | 25.96  | -         |           |
| <b>COMMON JANITORIAL SUPPLIES</b> |  |        |    |  |  |    |    |    |    |     |    |    |    |     |    |    |     |        |           |           |
| 1                                 | BROOM, soft (tambo)                                | piece  |    |  |  | 0  | 15 |    |    | 15  | 15 |    |    |     |    | 15 | 45  | 91.94  | 4,137.30  |           |
| 2                                 | BROOM, STICK (TING-TING), usable length: 760mm min | piece  |    |  |  | 0  | 15 |    |    | 15  | 15 |    |    |     |    | 15 | 45  | 24.88  | 1,119.60  |           |
| 3                                 | CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap  | bottle |    |  |  | 0  | 30 |    |    | 30  | 30 |    |    |     |    | 30 | 90  | 43.26  | 3,893.40  |           |
| 4                                 | CLEANSER, SCOURING POWDER, 350g min./can           | can    |    |  |  | 0  |    |    |    | 0   |    |    |    |     |    | 0  | 0   | 24.88  | -         |           |
| 5                                 | DETERGENT POWDER, all purpose, 1kg                 | pouch  |    |  |  | 0  | 30 |    |    | 30  | 30 |    |    |     |    | 30 | 90  | 38.93  | 3,503.70  |           |
| 6                                 | DISINFECTANT SPRAY, aerosol type, 400-550 grams    | can    |    |  |  | 0  | 30 |    |    | 30  | 30 |    |    |     |    | 30 | 90  | 125.20 | 11,268.00 |           |

|                                |  |        |  |  |   |    |  |  |    |    |  |  |  |  |    |    |           |          |
|--------------------------------|--|--------|--|--|---|----|--|--|----|----|--|--|--|--|----|----|-----------|----------|
| 7                              | DUST PAN, non-rigid plastic, w/ detachable handle  | piece  |  |  |   | 0  |  |  |    | 0  |  |  |  |  | 0  | 0  | 28.12     | -        |
| 8                              | FLOOR WAX, PASTE, RED                              | can    |  |  |   | 0  |  |  |    | 0  |  |  |  |  | 0  | 0  | 280.13    | -        |
| 9                              | FURNITURE CLEANER, aerosol type, 300ml min per can | can    |  |  | 0 | 30 |  |  | 30 | 30 |  |  |  |  | 30 | 90 | 90.85     | 8,176.50 |
| 10                             | INSECTICIDE, aerosol type, net content: 600ml min  | can    |  |  | 0 |    |  |  | 0  |    |  |  |  |  | 0  | 0  | 142.77    | -        |
| 11                             | MOP BUCKET, heavy duty, hard plastic               | piece  |  |  | 0 |    |  |  | 0  |    |  |  |  |  | 0  | 0  | 1,987.44  | -        |
| 12                             | MOPHANDLE, heavy duty, aluminum, screw type        | piece  |  |  | 0 |    |  |  | 0  |    |  |  |  |  | 0  | 0  | 148.18    | -        |
| 13                             | MOPHEAD, made of rayon, weight: 400 grams min      | piece  |  |  | 0 | 15 |  |  | 15 | 15 |  |  |  |  | 15 | 45 | 110.32    | 4,964.40 |
| 14                             | RAGS, all cotton, 32 pieces per kilogram min       | bundle |  |  | 0 | 15 |  |  | 15 | 15 |  |  |  |  | 15 | 45 | 51.68     | 2,325.60 |
| 15                             | SCOURING PAD, made of synthetic nylon, 140 x 220mm | pack   |  |  | 0 | 30 |  |  | 30 | 30 |  |  |  |  | 30 | 90 | 107.08    | 9,637.20 |
| 16                             | TRASHBAG, plastic, transparent                     | roll   |  |  | 0 |    |  |  | 0  |    |  |  |  |  | 0  | 0  | 145.48    | -        |
| 17                             | DETERGENT BAR, 140 grams as packed                 | bar    |  |  | 0 | 15 |  |  | 15 | 15 |  |  |  |  | 15 | 45 | 7.57      | 340.65   |
| <b>COMMON OFFICE EQUIPMENT</b> |  |        |  |  |   |    |  |  |    |    |  |  |  |  |    |    |           |          |
| 1                              | BINDING AND PUNCHING MACHINE, binding cap: 50mm    | unit   |  |  | 0 |    |  |  | 0  |    |  |  |  |  | 0  | 0  | 10,816.00 | -        |
| 2                              | CALCULATOR, compact, 12 digits                     | unit   |  |  | 0 | 15 |  |  | 15 | 15 |  |  |  |  | 15 | 45 | 140.61    | 6,327.45 |
| 3                              | CHAIR, monobloc, beige, with backrest, w/o armrest | piece  |  |  | 0 |    |  |  | 0  |    |  |  |  |  | 0  | 0  | 273.10    | -        |
| 4                              | CHAIR, monobloc, white, with backrest, w/o armrest | piece  |  |  | 0 |    |  |  | 0  |    |  |  |  |  | 0  | 0  | 273.10    | -        |
| 5                              | DIGITAL VOICE RECORDER, memory: 4GB (expandable)   | unit   |  |  | 0 |    |  |  | 0  |    |  |  |  |  | 0  | 0  | 6,828.14  | -        |
| 6                              | DOCUMENT CAMERA, 3.2M pixels                       | unit   |  |  | 0 |    |  |  | 0  |    |  |  |  |  | 0  | 0  | 26,391.04 | -        |
| 7                              | ELECTRIC FAN, INDUSTRIAL, ground type, metal blade | unit   |  |  | 0 |    |  |  | 0  |    |  |  |  |  | 0  | 0  | 1,091.33  | -        |
| 8                              | ELECTRIC FAN, ORBIT type, ceiling, metal blade     | unit   |  |  | 0 |    |  |  | 0  |    |  |  |  |  | 0  | 0  | 1,372.55  | -        |
| 9                              | ELECTRIC FAN, STAND type, plastic blade            | unit   |  |  | 0 |    |  |  | 0  |    |  |  |  |  | 0  | 0  | 1,046.65  | -        |
| 10                             | ELECTRIC FAN, WALL type, plastic blade             | unit   |  |  | 0 |    |  |  | 0  |    |  |  |  |  | 0  | 0  | 782.00    | -        |
| 11                             | FACSIMILE MACHINE, uses thermal paper              | unit   |  |  | 0 |    |  |  | 0  |    |  |  |  |  | 0  | 0  | 3,642.83  | -        |
| 12                             | FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs            | unit   |  |  | 0 |    |  |  | 0  |    |  |  |  |  | 0  | 0  | 1,123.78  | -        |
| 13                             | FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs           | unit   |  |  | 0 |    |  |  | 0  |    |  |  |  |  | 0  | 0  | 5,191.68  | -        |

|                                 |  |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |   |           |           |        |
|---------------------------------|--|-------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---|---|-----------|-----------|--------|
| 14                              | MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens         | unit  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 0 | 0 | 27,542.94 | -         |        |
| 15                              | PAPER TRIMMER/CUTTING MACHINE, max paper size: B4  | unit  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 8,411.60  | -      |
| 16                              | PAPER SHREDDER, cutting width: 3mm-4mm             | unit  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 5,927.17  | -      |
| 17                              | PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column    | unit  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 19,457.98 | -      |
| 18                              | PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns     | unit  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 6,064.78  | -      |
| 19                              | PRINTER, LASER, monochrome, network-ready          | unit  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 744.14    | -      |
| 20                              | TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min | unit  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 1,379.04  | -      |
| 21                              | TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min | unit  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 1,379.04  | -      |
| 22                              | Desktop Computer, branded                          | unit  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 35,887.49 | -      |
| 23                              | Laptop Computer, branded                           | unit  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 36,587.28 | -      |
| <b>COMMON COMPUTER SUPPLIES</b> |  |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |   |           |           |        |
| 1                               | CONTINUOUS FORM, 1 PLY, 280 x 241mm                | box   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 709.53    | -      |
| 2                               | CONTINUOUS FORM, 1 PLY, 280 x 378mm                | box   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 1,070.78  | -      |
| 3                               | CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless  | box   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 796.06    | -      |
| 4                               | CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless    | box   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 1,352.00  | -      |
| 5                               | CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless    | box   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 620.67    | -      |
| 6                               | CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless    | box   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 1,076.19  | -      |
| 7                               | DVD REWRITABLE, speed: 4x min, 4.7GB capacity min  | piece |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 22.66     | -      |
| 8                               | EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0         | piece |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 3,152.86  | -      |
| 9                               | FLASH DRIVE, 16 GB capacity                        | piece |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 261.75    | -      |
| 10                              | MOUSE, optical, USB connection type                | unit  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 140.39    | -      |
| <b>HANDBOOK ON PROCUREMENT</b>  |  |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |   |           |           |        |
| 1                               | HANDBOOK (RA 9184), 7th Edition                    | piece |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 10        | 48.13     | 481.30 |
| <b>CONSUMABLES</b>              |  |       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |   |           |           |        |
| 1                               | DRUM CART, BROTHER DR-3455                         | cart  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   | 0 | 0         | 7,138.56  | -      |

|    |  |      |  |  |   |    |  |    |  |    |   |    |  |    |    |          |           |
|----|--|------|--|--|---|----|--|----|--|----|---|----|--|----|----|----------|-----------|
| 2  | INK CART, CANON CL-741, Col.                 | cart |  |  | 0 |    |  | 0  |  |    | 0 |    |  | 0  | 0  | 1,041.58 | -         |
| 3  | INK CART, CANON CL-811, Colored              | cart |  |  | 0 | 15 |  | 15 |  | 15 |   | 20 |  | 20 | 50 | 1,070.78 | 53,539.00 |
| 4  | INK CART, CANON PG-740, Black                | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 784.16   | -         |
| 5  | INK CART, CANON PG-810, Black                | cart |  |  | 0 | 20 |  | 20 |  | 20 |   | 30 |  | 30 | 70 | 811.20   | 56,784.00 |
| 6  | INK CART, EPSON C13T664100 (T6641), Black    | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 264.99   | -         |
| 7  | INK CART, EPSON C13T664200 (T6642), Cyan     | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 264.99   | -         |
| 8  | INK CART, EPSON C13T664300 (T6643), Magenta  | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 264.99   | -         |
| 9  | INK CART, EPSON C13T664400 (T6644), Yellow   | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 264.99   | -         |
| 10 | INK CART, HP C2P04AA (HP62) Black            | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 0.00     | -         |
| 11 | INK CART, HP C2P06AA (HP62) Tri-color        | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 0.00     | -         |
| 12 | INK CART, HP C9351AA, (HP21), Black          | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 676.00   | -         |
| 13 | INK CART, HP C9352AA, (HP22), Tri-color      | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 782.00   | -         |
| 14 | INK CART, HP C9363WA, (HP97), Tri-color      | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 1,552.10 | -         |
| 15 | INK CART, HP C9397A (HP72) 69ml Photo Black  | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 0.00     | -         |
| 16 | INK CART, HP C9398A (HP72) 69ml Cyan         | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 0.00     | -         |
| 17 | INK CART, HP C9399A (HP72) 69ml Magenta      | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 0.00     | -         |
| 18 | INK CART, HP C9400A (HP72) 69ml Yellow       | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 0.00     | -         |
| 19 | INK CART, HP C9401A (HP72) 69ml Gray         | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 0.00     | -         |
| 20 | INK CART, HP C9403A (HP72) 130ml Matte Black | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 0.00     | -         |
| 21 | INK CART, HP CC640WA, (HP60), Black          | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 665.18   | -         |
| 22 | INK CART, HP CC643WA, (HP60), Tri-color      | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 784.16   | -         |
| 23 | INK CART, HP CD887AA, (HP703), Black         | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 373.15   | -         |
| 24 | INK CART, HP CD888AA, (HP703), Tri-color     | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 373.15   | -         |
| 25 | INK CART, HP CD972AA, (HP 920XL), Cyan       | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 654.37   | -         |
| 26 | INK CART, HP CD973AA, (HP 920XL), Magenta    | cart |  |  | 0 |    |  | 0  |  |    |   |    |  | 0  | 0  | 654.37   | -         |



|    |   |      |  |  |  |   |  |  |  |   |  |  |  |  |   |   |          |   |
|----|---|------|--|--|--|---|--|--|--|---|--|--|--|--|---|---|----------|---|
| 27 | INK CART, HP CD974AA, (HP 920XL), Yellow      | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 654.37   | - |
| 28 | INK CART, HP CD975AA, (HP 920XL), Black       | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 1,292.51 | - |
| 29 | INK CART, HP CH561WA, (HP61), Black           | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 670.59   | - |
| 30 | INK CART, HP CH562WA, (HP61), Tricolor        | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 859.87   | - |
| 31 | INK CART, HP CH565A (HP82) Black              | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 32 | INK CART, HP CH566A (HP82) Cyan               | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 33 | INK CART, HP CH567A (HP82) Magenta            | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 34 | INK CART, HP CH568A (HP82) Yellow             | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 35 | INK CART, HP CN045AA, (HP950XL), Black        | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 1,616.99 | - |
| 36 | INK CART, HP CN046AA, (HP951XL), Cyan         | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 1,222.21 | - |
| 37 | INK CART, HP CN047AA, (HP951XL), Magenta      | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 1,227.62 | - |
| 38 | INK CART, HP CN048AA, (HP951XL), Yellow       | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 1,227.62 | - |
| 39 | INK CART, HP CN692AA, (HP704), Black          | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 373.15   | - |
| 40 | INK CART, HP CN693AA, (HP704), Tri-color      | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 373.15   | - |
| 41 | INK CART, HP CZ107AA, (HP678), Black          | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 379.64   | - |
| 42 | INK CART, HP CZ108AA, (HP678), Tricolor       | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 379.64   | - |
| 43 | INK CART, HP CZ121A (HP685A), Black           | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 380.72   | - |
| 44 | INK CART, HP CZ122A (HP685A), Cyan            | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 259.58   | - |
| 45 | INK CART, HP CZ123A (HP685A), Magenta         | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 259.58   | - |
| 46 | INK CART, HP CZ124A (HP685A), Yellow          | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 259.58   | - |
| 47 | INK CART, HP F6V26AA (HP680) Tri-color        | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 48 | INK CART, HP F6V27AA (HP680) Black            | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 49 | INK CART, HP LoS51AA (HP955) Cyan Original    | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 50 | INK CART, HP LoS54AA (HP955) Magenta Original | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 51 | INK CART, HP LoS57AA (HP955) Yellow Original  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |

|    |   |      |  |  |  |   |  |  |  |   |  |  |  |  |   |   |          |   |
|----|---|------|--|--|--|---|--|--|--|---|--|--|--|--|---|---|----------|---|
| 52 | INK CART, HP LoS60AA (HP955) Black Original                   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 53 | INK CART, HP LoS63AA (HP955XL) Cyan Original                  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 54 | INK CART, HP LoS66AA (HP955XL) Magenta Original               | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 55 | INK CART, HP LoS69AA (HP955XL) Yellow Original                | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 56 | INK CART, HP LoS72AA (HP955XL) Black Original                 | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 57 | INK CART, HP T6L89AA (HP905) Cyan Original                    | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 58 | INK CART, HP T6L93AA (HP905) Magenta Original                 | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 59 | INK CART, HP T6L97AA (HP905) Yellow Original                  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 60 | INK CART, HP T6M01AA (HP905) Black Original                   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 61 | INK CART, HP T6M05AA (HP905XL) Cyan Original                  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 62 | INK CART, HP T6M09AA (HP905XL) Magenta Original               | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 63 | INK CART, HP T6M13AA (HP905XL) Yellow Original                | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 64 | INK CART, HP T6M17AA (HP905XL) Black Original                 | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00     | - |
| 65 | RIBBON CART, EPSON C135015516 (#8750), Black                  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 79.82    | - |
| 66 | RIBBON CART, EPSON C135015531 (S015086), Black                | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 753.88   | - |
| 67 | RIBBON CART, EPSON C135015632, Black, forLX-310               | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 78.96    | - |
| 68 | TONER CART, BROTHER TN-2025, Black                            | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 2,658.57 | - |
| 69 | TONER CART, BROTHER TN-2130, Black                            | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 1,892.80 | - |
| 70 | TONER CART, BROTHER TN-2150, Black                            | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 2,720.22 | - |
| 71 | TONER CART, BROTHER TN-3320, Black                            | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 3,059.63 | - |
| 72 | TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer) | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 4,460.08 | - |
| 73 | TONER CART, HP CB435A, Black                                  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 2,914.91 | - |
| 74 | TONER CART, HP CB540A, Black                                  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 3,444.90 | - |
| 75 | TONER CART, HP CE255A, Black                                  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 7,024.99 | - |
| 76 | TONER CART, HP CE278A, Black                                  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 3,239.39 | - |

|     |  |      |  |  |  |   |  |  |  |  |   |  |  |  |  |   |   |           |   |
|-----|--|------|--|--|--|---|--|--|--|--|---|--|--|--|--|---|---|-----------|---|
| 77  | TONER CART, HP CE285A (HP85A), Black                     | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 3,009.01  | - |
| 78  | TONER CART, HP CE310A, Black                             | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 2,482.27  | - |
| 79  | TONER CART, HP CE311A, Cyan                              | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 2,590.43  | - |
| 80  | TONER CART, HP CE312A, Yellow                            | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 2,590.43  | - |
| 81  | TONER CART, HP CE313A, Magenta                           | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 2,590.43  | - |
| 82  | TONER CART, HP CE320A, Black                             | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 2,968.99  | - |
| 83  | TONER CART, HP CE321A, Cyan                              | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 3,131.23  | - |
| 84  | TONER CART, HP CE322A, Yellow                            | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 3,131.23  | - |
| 85  | TONER CART, HP CE323A, Magenta                           | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 3,131.23  | - |
| 86  | TONER CART, HP CE390A, Black                             | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 7,998.43  | - |
| 87  | TONER CART, HP CE400A, Black                             | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 7,024.99  | - |
| 88  | TONER CART, HP CE401A, Cyan                              | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 10,377.95 | - |
| 89  | TONER CART, HP CE402A, Yellow                            | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 10,377.95 | - |
| 90  | TONER CART, HP CE403A, Magenta                           | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 10,377.95 | - |
| 91  | TONER CART, HP CE410A (HP305), Black                     | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 3,942.43  | - |
| 92  | TONER CART, HP CE411A (HP305), Cyan                      | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 5,618.91  | - |
| 93  | TONER CART, HP CE412A (HP305), Yellow                    | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 5,618.91  | - |
| 94  | TONER CART, HP CE413A (HP305), Magenta                   | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 5,618.91  | - |
| 95  | TONER CART, HP CE505A, Black                             | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 4,158.75  | - |
| 96  | TONER CART, HP CE505X, Black, high cap                   | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 7,349.47  | - |
| 97  | TONER CART, HP CF217A (HP17A) Black LaserJet             | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00      | - |
| 98  | TONER CART, HP CF226A (HP26A) Black LaserJet             | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00      | - |
| 99  | TONER CART, HP CF226XC (HP26XC) Black LaserJet           | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00      | - |
| 100 | TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00      | - |
| 101 | TONER CART, HP CF280XC                                   | cart |  |  |  | 0 |  |  |  |  | 0 |  |  |  |  | 0 | 0 | 7,241.31  | - |

|     |   |      |  |  |  |   |  |  |  |   |  |  |  |  |   |   |      |   |
|-----|---|------|--|--|--|---|--|--|--|---|--|--|--|--|---|---|------|---|
| 102 | TONER CART, HP CF281A (HP81A) Black LaserJet        | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 103 | TONER CART, HP CF283A (HP83A) LaserJet Black        | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 104 | TONER CART, HP CF283XC (HP83X) Blk Contract LJ      | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 105 | TONER CART, HP CF287A (HP87) black                  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 106 | TONER CART, HP CF310AC (HP826) black                | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 107 | TONER CART, HP CF311AC (HP826) cyan                 | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 108 | TONER CART, HP CF312AC (HP826) yellow               | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 109 | TONER CART, HP CF313AC (HP826) magenta              | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 110 | TONER CART, HP CF325XC (HP25X) Black LaserJet       | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 111 | TONER CART, HP CF350A Black LJ                      | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 112 | TONER CART, HP CF351A Cyan LJ                       | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 113 | TONER CART, HP CF352A Yellow LJ                     | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 114 | TONER CART, HP CF353A Magenta LJ                    | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 115 | TONER CART, HP CF360A (HP508A) Black LaserJet       | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 116 | TONER CART, HP CF360XC (HP508X) Black Contract LJ   | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 117 | TONER CART, HP CF361A (HP508A) Cyan LaserJet        | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 118 | TONER CART, HP CF361XC (HP508X) Cyan Contract LJ    | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 119 | TONER CART, HP CF362A (HP508A) Yellow LaserJet      | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 120 | TONER CART, HP CF362XC (HP508X) Yellow Contract LJ  | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 121 | TONER CART, HP CF363A (HP508A) Magenta LaserJet     | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 122 | TONER CART, HP CF363XC (HP508X) Magenta Contract LJ | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 123 | TONER CART, HP CF400A (HP201A) Black LaserJet       | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 124 | TONER CART, HP CF401A (HP201A) Cyan LaserJet        | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 125 | TONER CART, HP CF402A (HP201A) Yellow LaserJet      | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |
| 126 | TONER CART, HP CF403A (HP201A) Magenta LaserJet     | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 | 0 | 0.00 | - |

|     |  |      |  |  |   |  |  |   |  |  |  |  |   |   |           |   |
|-----|--|------|--|--|---|--|--|---|--|--|--|--|---|---|-----------|---|
| 127 | TONER CART, HP CF410A (HP410A) black   | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 0.00      | - |
| 128 | TONER CART, HP CF410XC (HP410XC) black   | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 0.00      | - |
| 129 | TONER CART, HP CF411A (HP410A) cyan  | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 0.00      | - |
| 130 | TONER CART, HP CF411XC (HP410XC) cyan  | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 0.00      | - |
| 131 | TONER CART, HP CF412A (HP410A) yellow  | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 0.00      | - |
| 132 | TONER CART, HP CF412XC (HP410XC) yellow  | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 0.00      | - |
| 133 | TONER CART, HP CF413A (HP410A) magenta   | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 0.00      | - |
| 134 | TONER CART, HP CF413XC (HP410XC) magenta                                       | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 0.00      | - |
| 135 | TONER CART, HP Q2612A, Black   | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 3,228.58  | - |
| 136 | TONER CART, HP Q5942A, Black   | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 7,782.11  | - |
| 137 | TONER CART, HP Q7553A, Black   | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 4,050.59  | - |
| 138 | TONER CART, LEXMARK E360H11P, Black  | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 9,229.29  | - |
| 139 | TONER CART, LEXMARK T650A11P, Black  | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 10,015.62 | - |
| 140 | TONER CART, SAMSUNG MLT-D101S, Black   | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 2,747.26  | - |
| 141 | TONER CART, SAMSUNG MLT-D103S, Black   | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 3,028.48  | - |
| 142 | TONER CART, SAMSUNG MLT-D104S, Black   | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 2,541.76  | - |
| 143 | TONER CART, SAMSUNG MLT-D105L, Black   | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 2,898.69  | - |
| 144 | TONER CART, SAMSUNG MLT-D108S, Black   | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 2,855.42  | - |
| 145 | TONER CART, SAMSUNG MLT-D203E, Black   | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 7,403.55  | - |
| 146 | TONER CART, SAMSUNG MLT-D203L, Black   | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 4,802.30  | - |
| 147 | TONER CART, SAMSUNG MLT-D203U, black   | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 9,842.56  | - |
| 148 | TONER CART, SAMSUNG MLT-D205E, Black   | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 9,572.16  | - |
| 149 | TONER CART, SAMSUNG MLT-D205L, Black   | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 5,267.39  | - |
| 150 | TONER CART, SAMSUNG SCX-D6555A, Black  | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 4,531.90  | - |
| 151 | TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages) | cart |  |  | 0 |  |  | 0 |  |  |  |  | 0 | 0 | 6,312.22  | - |

|     |   |      |  |  |  |   |  |  |  |   |  |  |  |  |  |  |   |   |           |   |
|-----|---|------|--|--|--|---|--|--|--|---|--|--|--|--|--|--|---|---|-----------|---|
| 152 | TONER CARTRIDGE, CANON 324 II, for printer LBP6780x | cart |  |  |  | 0 |  |  |  | 0 |  |  |  |  |  |  | 0 | 0 | 13,935.33 | - |
|-----|---|------|--|--|--|---|--|--|--|---|--|--|--|--|--|--|---|---|-----------|---|

**B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)**

**COMMON ELECTRICAL SUPPLIES**

|   |  |  |  |  |  |   |  |  |  |   |  |  |  |  |  |  |   |   |  |   |
|---|--|--|--|--|--|---|--|--|--|---|--|--|--|--|--|--|---|---|--|---|
| 1 |  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  |  |  | 0 | 0 |  | - |
| 2 |  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  |  |  | 0 | 0 |  | - |
| 3 |  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  |  |  | 0 | 0 |  | - |
| 4 |  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  |  |  | 0 | 0 |  | - |
| 5 |  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  |  |  | 0 | 0 |  | - |

**COMMON OFFICE EQUIPMENT**

|   |  |  |  |  |  |   |  |  |  |   |  |  |  |  |  |  |   |   |  |   |
|---|--|--|--|--|--|---|--|--|--|---|--|--|--|--|--|--|---|---|--|---|
| 1 |  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  |  |  | 0 | 0 |  | - |
| 2 |  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  |  |  | 0 | 0 |  | - |
| 3 |  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  |  |  | 0 | 0 |  | - |
| 4 |  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  |  |  | 0 | 0 |  | - |
| 5 |  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  |  |  | 0 | 0 |  | - |

**COMMON OFFICE SUPPLIES**

|    |   |      |  |  |    |    |     |     |     |     |     |     |     |     |     |     |     |     |          |            |           |
|----|---|------|--|--|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|------------|-----------|
| 1  | Ballpen, Black 0.4                          | pc   |  |  | 30 | 30 | 100 | 100 | 100 | 300 | 100 | 100 | 100 | 300 | 100 | 100 | 100 | 300 | 930      | 10.00      | 9,300.00  |
| 2  | Ballpen, Blue 0.4                           | pc   |  |  | 30 | 30 | 100 | 100 | 100 | 300 | 100 | 100 | 100 | 300 | 100 | 100 | 100 | 300 | 930      | 10.00      | 9,300.00  |
| 3  | Ballpen, Red 0.4                            | pc   |  |  | 0  | 60 |     |     | 60  |     |     |     |     | 0   |     |     | 0   | 60  | 10.00    | 600.00     |           |
| 4  | Correction Fluid, 20ml                      | btl  |  |  | 0  | 50 |     |     | 50  | 50  |     |     |     | 50  | 50  |     |     | 50  | 150      | 35.00      | 5,250.00  |
| 5  | Carbon Paper, Legal (PAPER)                 | pack |  |  | 0  | 30 |     |     | 30  | 30  |     |     |     | 30  | 30  |     |     | 30  | 90       | 130.00     | 11,700.00 |
| 6  | Fastener, Plastic                           | bx   |  |  | 0  | 30 | 30  | 30  | 90  | 30  | 30  | 30  | 90  | 30  | 30  | 30  | 90  | 270 | 25.00    | 6,750.00   |           |
| 7  | Fax Paper                                   | roll |  |  | 0  | 30 |     |     | 30  | 45  |     |     |     | 45  | 30  |     |     | 30  | 105      | 60.00      | 6,300.00  |
| 8  | Folder, Expanding, legal (ALL GREEN)        | bx   |  |  | 0  | 10 | 10  | 10  | 30  | 10  | 10  | 10  | 30  | 10  | 10  | 10  | 30  | 90  | 1,500.00 | 135,000.00 |           |
| 9  | Folder, Tagboard, Legal, 14 pts (ALL WHITE) | bx   |  |  | 0  | 15 | 15  | 15  | 45  | 15  | 15  | 15  | 45  | 15  | 15  | 15  | 45  | 135 | 400.00   | 54,000.00  |           |
| 10 | Folder, Tagboard, Short, 14 pts (ALL WHITE) | bx   |  |  | 0  | 5  | 5   | 5   | 15  | 5   | 5   | 5   | 15  | 5   | 5   | 5   | 15  | 45  | 350.00   | 15,750.00  |           |

|    |                            |      |  |  |  |   |    |    |    |     |    |    |    |     |    |    |    |     |     |        |           |
|----|----------------------------|------|--|--|--|---|----|----|----|-----|----|----|----|-----|----|----|----|-----|-----|--------|-----------|
| 11 | Onion Skin, Legal          | pack |  |  |  | 0 | 5  | 5  | 5  | 15  | 5  | 5  | 5  | 15  | 5  | 5  | 5  | 15  | 45  | 130.00 | 5,850.00  |
| 12 | Copy Paper, 70 gsm, A3     | ream |  |  |  | 0 | 5  | 5  | 5  | 15  | 5  | 5  | 5  | 15  | 5  | 5  | 5  | 15  | 45  | 400.00 | 18,000.00 |
| 13 | Paper Mimeo, WHITE, Legal  | ream |  |  |  | 0 | 6  | 6  | 6  | 18  | 6  | 6  | 6  | 18  | 6  | 6  | 6  | 18  | 54  | 150.00 | 8,100.00  |
| 14 | Paper Mimeo, WHITE, Short  | ream |  |  |  | 0 | 6  | 6  | 6  | 18  | 6  | 6  | 6  | 18  | 6  | 6  | 6  | 18  | 54  | 150.00 | 8,100.00  |
| 15 | Paper Mimeo, GREEN, Short  | ream |  |  |  | 0 | 3  | 3  | 3  | 9   | 3  | 3  | 3  | 9   | 3  | 3  | 3  | 9   | 27  | 150.00 | 4,050.00  |
| 16 | Paper Mimeo, PINK, Short   | ream |  |  |  | 0 | 3  | 3  | 3  | 9   | 3  | 3  | 3  | 9   | 3  | 3  | 3  | 9   | 27  | 150.00 | 4,050.00  |
| 17 | Paper Mimeo, YELLOW, Short | ream |  |  |  | 0 | 3  | 3  | 3  | 9   | 3  | 3  | 3  | 9   | 3  | 3  | 3  | 9   | 27  | 150.00 | 4,050.00  |
| 18 | Paper Mimeo, BLUE, Short   | ream |  |  |  | 0 | 3  | 3  | 3  | 9   | 3  | 3  | 3  | 9   | 3  | 3  | 3  | 9   | 27  | 150.00 | 4,050.00  |
| 19 | Stapler with Remover       | pc   |  |  |  | 0 | 20 | 20 | 20 | 60  | 20 | 20 | 20 | 60  | 20 | 20 | 20 | 60  | 180 | 150.00 | 27,000.00 |
| 20 | Steno Notebook, 60 leaves  | pc   |  |  |  | 0 | 50 | 50 | 50 | 150 | 50 | 50 | 50 | 150 | 50 | 50 | 50 | 150 | 450 | 25.00  | 11,250.00 |

**COMMON JANITORIAL SUPPLIES**

|   |  |  |  |  |  |   |  |  |  |   |  |  |  |   |  |  |  |   |   |  |   |
|---|--|--|--|--|--|---|--|--|--|---|--|--|--|---|--|--|--|---|---|--|---|
| 1 |  |  |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 |  | - |
| 2 |  |  |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 |  | - |
| 3 |  |  |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 |  | - |
| 4 |  |  |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 |  | - |
| 5 |  |  |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 |  |  |  | 0 | 0 |  | - |

**CONSUMABLES**

|   |  |           |  |  |  |   |  |    |  |    |  |  |    |  |  |    |  |    |     |           |            |
|---|--|-----------|--|--|--|---|--|----|--|----|--|--|----|--|--|----|--|----|-----|-----------|------------|
| 1 | Ink (Duplo Machine)                      | cart      |  |  |  | 0 |  | 10 |  | 10 |  |  | 10 |  |  | 10 |  | 10 | 30  | 900.00    | 27,000.00  |
| 2 | Toner (Kyocera 45001/3051i), Black       | toner     |  |  |  | 0 |  | 15 |  | 15 |  |  | 15 |  |  | 15 |  | 15 | 45  | 16,000.00 | 720,000.00 |
| 3 | Toner (Kyocera 3051ci), Colored-3 colors | toner     |  |  |  | 0 |  | 9  |  | 9  |  |  | 9  |  |  | 9  |  | 9  | 27  | 17,000.00 | 459,000.00 |
| 4 | Waste Toner (Kyocera)                    | pc        |  |  |  | 0 |  | 10 |  | 10 |  |  | 10 |  |  | 10 |  | 10 | 30  | 2,000.00  | 60,000.00  |
| 5 | Olympia Typewriter Ribbon                | pc        |  |  |  | 0 |  | 50 |  | 50 |  |  | 50 |  |  | 50 |  | 50 | 150 | 350.00    | 52,500.00  |
| 6 | Olympia Typewriter Eraser                | bx        |  |  |  | 0 |  | 20 |  | 20 |  |  | 20 |  |  | 20 |  | 20 | 60  | 600.00    | 36,000.00  |
| 7 | Toner and Drum (Fuji Printer)            | cartridge |  |  |  | 0 |  | 6  |  | 6  |  |  | 6  |  |  | 6  |  | 6  | 18  | 20,000.00 | 360,000.00 |
| 8 | Ink/Ribbon (LX310)                       | cartridge |  |  |  | 0 |  | 50 |  | 50 |  |  | 0  |  |  | 0  |  | 0  | 50  | 500.00    | 25,000.00  |

|                                  |   |       |  |  |   |  |     |  |     |  |    |     |    |     |     |        |            |            |
|----------------------------------|---|-------|--|--|---|--|-----|--|-----|--|----|-----|----|-----|-----|--------|------------|------------|
| 9                                | HP Ink (Pro 8610), B, Y, M, C             | pc    |  |  | 0 |  | 36  |  | 36  |  | 36 |     | 36 |     | 36  | 108    | 1,000.00   | 108,000.00 |
| 10                               | Epson Ink (Epson 565/210) B, Y, M, C      | btl   |  |  | 0 |  | 100 |  | 100 |  | 0  | 100 |    | 100 | 200 | 500.00 | 100,000.00 |            |
| 11                               | Ink/Ribbon Cartridge, Black (Amano Bundy) | btl   |  |  | 0 |  | 30  |  | 30  |  | 0  |     |    | 0   | 30  | 300.00 | 9,000.00   |            |
| 12                               | Toner, Kyocera 4002i                      | toner |  |  | 0 |  | 9   |  | 9   |  | 9  |     | 9  |     | 9   | 27     | 15,000.00  | 405,000.00 |
| 13                               | Maintenance Kit, Kyocera 4002i            | kit   |  |  | 0 |  | 3   |  | 3   |  | 3  |     | 3  |     | 3   | 9      | 60,000.00  | 540,000.00 |
| 14                               |   |       |  |  |   |  |     |  |     |  |    |     |    |     |     |        |            |            |
| 15                               |   |       |  |  | 0 |  |     |  | 0   |  |    |     |    |     | 0   | 0      |            | -          |
| 16                               |   |       |  |  | 0 |  |     |  | 0   |  |    |     |    |     | 0   | 0      |            | -          |
| 17                               |   |       |  |  | 0 |  |     |  | 0   |  |    |     |    |     | 0   | 0      |            | -          |
| 18                               |   |       |  |  | 0 |  |     |  | 0   |  |    |     |    |     | 0   | 0      |            | -          |
| 19                               |   |       |  |  | 0 |  |     |  | 0   |  |    |     |    |     | 0   | 0      |            | -          |
| 20                               |   |       |  |  | 0 |  |     |  | 0   |  |    |     |    |     | 0   | 0      |            | -          |
| 21                               |   |       |  |  | 0 |  |     |  | 0   |  |    |     |    |     | 0   | 0      |            | -          |
| 22                               |   |       |  |  | 0 |  |     |  | 0   |  |    |     |    |     | 0   | 0      |            | -          |
| 23                               |   |       |  |  | 0 |  |     |  | 0   |  |    |     |    |     | 0   | 0      |            | -          |
| 24                               |   |       |  |  | 0 |  |     |  | 0   |  |    |     |    |     | 0   | 0      |            | -          |
| 25                               |   |       |  |  | 0 |  |     |  | 0   |  |    |     |    |     | 0   | 0      |            | -          |
| 26                               |   |       |  |  | 0 |  |     |  | 0   |  |    |     |    |     | 0   | 0      |            | -          |
| 27                               |   |       |  |  | 0 |  |     |  | 0   |  |    |     |    |     | 0   | 0      |            | -          |
| 28                               |   |       |  |  | 0 |  |     |  | 0   |  |    |     |    |     | 0   | 0      |            | -          |
| 29                               |   |       |  |  | 0 |  |     |  | 0   |  |    |     |    |     | 0   | 0      |            | -          |
| 30                               |   |       |  |  | 0 |  |     |  | 0   |  |    |     |    |     | 0   | 0      |            | -          |
| Office Equipment and Accessories |   |       |  |  |   |  |     |  |     |  |    |     |    |     |     |        |            |            |
| 1                                |   |       |  |  | 0 |  |     |  | 0   |  |    |     |    |     | 0   | 0      |            | -          |
| 2                                |   |       |  |  | 0 |  |     |  | 0   |  |    |     |    |     | 0   | 0      |            | -          |



|  |  |      |   |   |   |   |     |   |     |   |     |   |     |   |     |   |     |     |          |            |           |
|--|--|------|---|---|---|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|-----|----------|------------|-----------|
| 3  |  |      |   |   | 0 |   |     |   | 0   |   |     |   | 0   |   |     |   | 0   | 0   |          | -          |           |
| 4  |  |      |   |   | 0 |   |     |   | 0   |   |     |   | 0   |   |     |   | 0   | 0   |          | -          |           |
| 5  |  |      |   |   | 0 |   |     |   | 0   |   |     |   | 0   |   |     |   | 0   | 0   |          | -          |           |
| 6  |  |      |   |   | 0 |   |     |   | 0   |   |     |   | 0   |   |     |   | 0   | 0   |          | -          |           |
| 7  |  |      |   |   | 0 |   |     |   | 0   |   |     |   | 0   |   |     |   | 0   | 0   |          | -          |           |
| 8  |  |      |   |   | 0 |   |     |   | 0   |   |     |   | 0   |   |     |   | 0   | 0   |          | -          |           |
| 9  |  |      |   |   | 0 |   |     |   | 0   |   |     |   | 0   |   |     |   | 0   | 0   |          | -          |           |
| 10   |  |      |   |   | 0 |   |     |   | 0   |   |     |   | 0   |   |     |   | 0   | 0   |          | -          |           |
| <b>Office Supplies</b>                                       |  |      |   |   |   |   |     |   |     |   |     |   |     |   |     |   |     |     |          |            |           |
| 1  | Corrugated Box, Stor-All Sizes, heavy duty | pc   |   |   | 0 |   | 150 |   | 150 |   | 150 |   | 150 |   | 150 |   | 150 | 450 | 90.00    | 40,500.00  |           |
| 2  | Envelope, Window with PRA Logo             | bx   |   |   | 0 |   | 120 |   | 120 |   |     |   | 0   |   |     |   | 0   | 120 | 1,500.00 | 180,000.00 |           |
| 3  | Letterhead with email & website            | ream |   |   | 0 |   | 120 |   | 120 |   |     |   | 0   |   |     |   | 0   | 120 | 2,000.00 | 240,000.00 |           |
| 4  | Notarial Seal                              | pack |   |   | 0 |   | 20  |   | 20  |   |     |   | 0   |   |     |   | 0   | 20  | 500.00   | 10,000.00  |           |
| 5  | Stencil (for Duplo Machine)                | roll |   |   | 0 |   | 5   |   | 5   |   | 5   |   | 5   |   | 5   |   | 5   | 15  | 4,000.00 | 60,000.00  |           |
| 6  | Time Card                                  | pack | 3 | 3 | 3 | 9 | 3   | 3 | 3   | 9 | 3   | 3 | 3   | 9 | 3   | 3 | 3   | 9   | 36       | 500.00     | 18,000.00 |
| 7  |  |      |   |   | 0 |   |     |   | 0   |   |     |   | 0   |   |     |   | 0   | 0   |          | -          |           |
| 8  |  |      |   |   | 0 |   |     |   | 0   |   |     |   | 0   |   |     |   | 0   | 0   |          | -          |           |
| 9  |  |      |   |   | 0 |   |     |   | 0   |   |     |   | 0   |   |     |   | 0   | 0   |          | -          |           |
| 10   |  |      |   |   | 0 |   |     |   | 0   |   |     |   | 0   |   |     |   | 0   | 0   |          | -          |           |
| <b>Audio and visual presentation and composing equipment</b> |  |      |   |   |   |   |     |   |     |   |     |   |     |   |     |   |     |     |          |            |           |
| 1  |  |      |   |   | 0 |   |     |   | 0   |   |     |   | 0   |   |     |   | 0   | 0   |          | -          |           |
| 2  |  |      |   |   | 0 |   |     |   | 0   |   |     |   | 0   |   |     |   | 0   | 0   |          | -          |           |
| 3  |  |      |   |   | 0 |   |     |   | 0   |   |     |   | 0   |   |     |   | 0   | 0   |          | -          |           |
| 4  |  |      |   |   | 0 |   |     |   | 0   |   |     |   | 0   |   |     |   | 0   | 0   |          | -          |           |
| 5  |  |      |   |   | 0 |   |     |   | 0   |   |     |   | 0   |   |     |   | 0   | 0   |          | -          |           |

|    |  |  |  |  |   |  |  |  |   |  |  |  |  |   |  |  |  |   |   |  |   |
|----|--|--|--|--|---|--|--|--|---|--|--|--|--|---|--|--|--|---|---|--|---|
| 6  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 |  |  |  | 0 | 0 |  | - |
| 7  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 |  |  |  | 0 | 0 |  | - |
| 8  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 |  |  |  | 0 | 0 |  | - |
| 9  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 |  |  |  | 0 | 0 |  | - |
| 10 |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 |  |  |  | 0 | 0 |  | - |

**Photographic or filming or video equipment**

|    |  |  |  |  |   |  |  |  |   |  |  |  |  |   |  |  |  |   |   |  |   |
|----|--|--|--|--|---|--|--|--|---|--|--|--|--|---|--|--|--|---|---|--|---|
| 1  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 |  |  |  | 0 | 0 |  | - |
| 2  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 |  |  |  | 0 | 0 |  | - |
| 3  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 |  |  |  | 0 | 0 |  | - |
| 4  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 |  |  |  | 0 | 0 |  | - |
| 5  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 |  |  |  | 0 | 0 |  | - |
| 6  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 |  |  |  | 0 | 0 |  | - |
| 7  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 |  |  |  | 0 | 0 |  | - |
| 8  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 |  |  |  | 0 | 0 |  | - |
| 9  |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 |  |  |  | 0 | 0 |  | - |
| 10 |  |  |  |  | 0 |  |  |  | 0 |  |  |  |  | 0 |  |  |  | 0 | 0 |  | - |

**Cleaning Equipment and Supplies**

|   |                                     |      |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |          |           |
|---|-------------------------------------|------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|----------|-----------|
| 1 | Trash Bag, XXL, Transparent         | pack | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 30 | 10 | 10 | 10 | 30 | 120 | 500.00   | 60,000.00 |
| 2 | Pad (High Speed Machine) W, R, B, G | pc   |    |    |    | 0  |    | 40 |    | 40 |    |    |    | 0  | 20 |    |    | 20 | 60  | 1,000.00 | 60,000.00 |
| 3 | Wax (High Speed Machine)            | can  |    |    |    | 0  |    | 1  |    | 1  |    |    |    | 0  | 1  |    |    | 1  | 2   | 5,000.00 | 10,000.00 |
| 4 |                                     |      |    |    |    | 0  |    |    |    | 0  |    |    |    | 0  |    |    |    | 0  | 0   |          | -         |
| 5 |                                     |      |    |    |    | 0  |    |    |    | 0  |    |    |    | 0  |    |    |    | 0  | 0   |          | -         |
| 6 |                                     |      |    |    |    | 0  |    |    |    | 0  |    |    |    | 0  |    |    |    | 0  | 0   |          | -         |
| 7 |                                     |      |    |    |    | 0  |    |    |    | 0  |    |    |    | 0  |    |    |    | 0  | 0   |          | -         |
| 8 |                                     |      |    |    |    | 0  |    |    |    | 0  |    |    |    | 0  |    |    |    | 0  | 0   |          | -         |

|   |                             |    |  |  |   |    |  |    |   |  |  |  |   |    |  |    |    |        |           |
|---|-----------------------------|----|--|--|---|----|--|----|---|--|--|--|---|----|--|----|----|--------|-----------|
| 9   |                             |    |  |  | 0 |    |  |    | 0 |  |  |  | 0 |    |  | 0  | 0  |        | -         |
| 10  |                             |    |  |  | 0 |    |  |    | 0 |  |  |  | 0 |    |  | 0  | 0  |        | -         |
| <b>Paper Materials and Products</b>                     |                             |    |  |  |   |    |  |    |   |  |  |  |   |    |  |    |    |        |           |
| 1   |                             |    |  |  | 0 |    |  |    | 0 |  |  |  | 0 |    |  | 0  | 0  |        | -         |
| 2   |                             |    |  |  | 0 |    |  |    | 0 |  |  |  | 0 |    |  | 0  | 0  |        | -         |
| 3   |                             |    |  |  | 0 |    |  |    | 0 |  |  |  | 0 |    |  | 0  | 0  |        | -         |
| 4   |                             |    |  |  | 0 |    |  |    | 0 |  |  |  | 0 |    |  | 0  | 0  |        | -         |
| 5   |                             |    |  |  | 0 |    |  |    | 0 |  |  |  | 0 |    |  | 0  | 0  |        | -         |
| 6   |                             |    |  |  | 0 |    |  |    | 0 |  |  |  | 0 |    |  | 0  | 0  |        | -         |
| 7   |                             |    |  |  | 0 |    |  |    | 0 |  |  |  | 0 |    |  | 0  | 0  |        | -         |
| 8   |                             |    |  |  | 0 |    |  |    | 0 |  |  |  | 0 |    |  | 0  | 0  |        | -         |
| 9   |                             |    |  |  | 0 |    |  |    | 0 |  |  |  | 0 |    |  | 0  | 0  |        | -         |
| 10  |                             |    |  |  | 0 |    |  |    | 0 |  |  |  | 0 |    |  | 0  | 0  |        | -         |
| <b>Lighting and fixtures and accessories</b>            |                             |    |  |  |   |    |  |    |   |  |  |  |   |    |  |    |    |        |           |
| 1   | Ballast, 220v, 40w          | pc |  |  | 0 | 50 |  | 50 |   |  |  |  | 0 | 20 |  | 20 | 70 | 300.00 | 21,000.00 |
| 2   | Flourescent Tube, 40w, 220v | pc |  |  | 0 | 50 |  | 50 |   |  |  |  | 0 | 20 |  | 20 | 70 | 100.00 | 7,000.00  |
| 3   | Pin Light, 40w, 220v        | pc |  |  | 0 | 50 |  | 50 |   |  |  |  | 0 | 20 |  | 20 | 70 | 150.00 | 10,500.00 |
| 4   | Electrical Tape, 1"         | pc |  |  | 0 | 50 |  | 50 |   |  |  |  | 0 |    |  | 0  | 50 | 100.00 | 5,000.00  |
| 5   |                             |    |  |  | 0 |    |  | 0  |   |  |  |  | 0 |    |  | 0  | 0  |        | -         |
| 6   |                             |    |  |  | 0 |    |  | 0  |   |  |  |  | 0 |    |  | 0  | 0  |        | -         |
| 7   |                             |    |  |  | 0 |    |  | 0  |   |  |  |  | 0 |    |  | 0  | 0  |        | -         |
| 8   |                             |    |  |  | 0 |    |  | 0  |   |  |  |  | 0 |    |  | 0  | 0  |        | -         |
| 9   |                             |    |  |  | 0 |    |  | 0  |   |  |  |  | 0 |    |  | 0  | 0  |        | -         |
| 10  |                             |    |  |  | 0 |    |  | 0  |   |  |  |  | 0 |    |  | 0  | 0  |        | -         |
| <b>Electrical equipment and components and supplies</b> |                             |    |  |  |   |    |  |    |   |  |  |  |   |    |  |    |    |        |           |

|    |  |  |  |  |   |  |  |  |   |  |  |  |   |  |  |  |   |   |  |  |   |
|----|--|--|--|--|---|--|--|--|---|--|--|--|---|--|--|--|---|---|--|--|---|
| 1  |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 2  |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 3  |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 4  |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 5  |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 6  |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 7  |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 8  |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 9  |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 10 |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |

**Computer Supplies**

|    |  |  |  |  |   |  |  |  |   |  |  |  |   |  |  |  |   |   |  |  |   |
|----|--|--|--|--|---|--|--|--|---|--|--|--|---|--|--|--|---|---|--|--|---|
| 1  |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 2  |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 3  |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 4  |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 5  |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 6  |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 7  |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 8  |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 9  |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 10 |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |

**Computer Equipment and Accessories**

|   |  |  |  |  |   |  |  |  |   |  |  |  |   |  |  |  |   |   |  |  |   |
|---|--|--|--|--|---|--|--|--|---|--|--|--|---|--|--|--|---|---|--|--|---|
| 1 |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 2 |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |
| 3 |  |  |  |  | o |  |  |  | o |  |  |  | o |  |  |  | o | o |  |  | - |

|  |  |  |  |  |                   |  |  |  |  |                     |  |  |  |  |                     |  |  |  |   |                     |          |                     |          |                     |
|--|--|--|--|--|-------------------|--|--|--|--|---------------------|--|--|--|--|---------------------|--|--|--|---|---------------------|----------|---------------------|----------|---------------------|
| 4  |  |  |  |  | o                 |  |  |  |  | o                   |  |  |  |  | o                   |  |  |  | o | o                   |          |                     | -        |                     |
| 5  |  |  |  |  | o                 |  |  |  |  | o                   |  |  |  |  | o                   |  |  |  |   | o                   | o        |                     |          | -                   |
| 6  |  |  |  |  | o                 |  |  |  |  | o                   |  |  |  |  | o                   |  |  |  |   | o                   | o        |                     |          | -                   |
| 7  |  |  |  |  | o                 |  |  |  |  | o                   |  |  |  |  | o                   |  |  |  |   | o                   | o        |                     |          | -                   |
| 8  |  |  |  |  | o                 |  |  |  |  | o                   |  |  |  |  | o                   |  |  |  |   | o                   | o        |                     |          | -                   |
| 9  |  |  |  |  | o                 |  |  |  |  | o                   |  |  |  |  | o                   |  |  |  |   | o                   | o        |                     |          | -                   |
| 10   |  |  |  |  | o                 |  |  |  |  | o                   |  |  |  |  | o                   |  |  |  |   | o                   | o        |                     |          | -                   |
| <b>*Other Categories</b>   |  |  |  |  |                   |  |  |  |  |                     |  |  |  |  |                     |  |  |  |   |                     |          |                     |          |                     |
| 1  |  |  |  |  | o                 |  |  |  |  | o                   |  |  |  |  | o                   |  |  |  |   | o                   | o        |                     |          | -                   |
| 2  |  |  |  |  | o                 |  |  |  |  | o                   |  |  |  |  | o                   |  |  |  |   | o                   | o        |                     |          | -                   |
| 3  |  |  |  |  | o                 |  |  |  |  | o                   |  |  |  |  | o                   |  |  |  |   | o                   | o        |                     |          | -                   |
| 4  |  |  |  |  | o                 |  |  |  |  | o                   |  |  |  |  | o                   |  |  |  |   | o                   | o        |                     |          | -                   |
| 5  |  |  |  |  | o                 |  |  |  |  | o                   |  |  |  |  | o                   |  |  |  |   | o                   | o        |                     |          | -                   |
| 6  |  |  |  |  | o                 |  |  |  |  | o                   |  |  |  |  | o                   |  |  |  |   | o                   | o        |                     |          | -                   |
| 7  |  |  |  |  | o                 |  |  |  |  | o                   |  |  |  |  | o                   |  |  |  |   | o                   | o        |                     |          | -                   |
| 8  |  |  |  |  | o                 |  |  |  |  | o                   |  |  |  |  | o                   |  |  |  |   | o                   | o        |                     |          | -                   |
| 9  |  |  |  |  | o                 |  |  |  |  | o                   |  |  |  |  | o                   |  |  |  |   | o                   | o        |                     |          | -                   |
| 10   |  |  |  |  | o                 |  |  |  |  | o                   |  |  |  |  | o                   |  |  |  |   | o                   | o        |                     |          | -                   |
| <b>C. TOTAL (A + B):</b>   |  |  |  |  |                   |  |  |  |  |                     |  |  |  |  |                     |  |  |  |   |                     | <b>P</b> | <b>5,200,005.64</b> |          |                     |
| <b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>                    |  |  |  |  |                   |  |  |  |  |                     |  |  |  |  |                     |  |  |  |   |                     | <b>P</b> | <b>520,000.56</b>   |          |                     |
| <b>E. GRAND TOTAL (C + D)</b>  |  |  |  |  |                   |  |  |  |  |                     |  |  |  |  |                     |  |  |  |   |                     | <b>P</b> | <b>5,720,006.20</b> |          |                     |
| <b>F. APPROVED BUDGET BY THE AGENCY HEAD</b>                                   |  |  |  |  |                   |  |  |  |  |                     |  |  |  |  |                     |  |  |  |   |                     |          |                     |          |                     |
| <b>G. MONTHLY CASH REQUIREMENTS</b>  |  |  |  |  |                   |  |  |  |  |                     |  |  |  |  |                     |  |  |  |   |                     |          |                     |          |                     |
| G.1 Available at Procurement Service Stores                                    |  |  |  |  | 120,280.95        |  |  |  |  | 358,035.50          |  |  |  |  | 375,533.20          |  |  |  |   | 374,205.99          |          |                     | <b>P</b> | 1,228,055.64        |
| G.2 Other Items not available at PS but regularly purchased from other sources |  |  |  |  | 20,100.00         |  |  |  |  | 1,683,050.00        |  |  |  |  | 1,091,850.00        |  |  |  |   | 1,176,950.00        |          |                     | <b>P</b> | 3,971,950.00        |
| <b>TOTAL MONTHLY CASH REQUIREMENTS</b>   |  |  |  |  | <b>140,380.95</b> |  |  |  |  | <b>2,041,085.50</b> |  |  |  |  | <b>1,467,383.20</b> |  |  |  |   | <b>1,551,155.99</b> |          |                     | <b>P</b> | <b>5,200,005.64</b> |

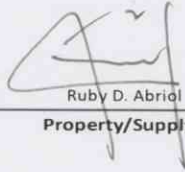
\*Other categories that are not indicated herein



\*\*Prices are FOB Manila/Applicable for items under A.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:



Ruby D. Abrial

Property/Supply Officer

Certified Funds Available / Certified  
Appropriate Funds Available:



LINA E. ANTATICO

Accountant / Local Budget Officer

Approved by:



Atty. Bienvenido k. Chy

Head of Office/Agency

Date: 05/04/2018

**PRA-BA-APPS-0002**  
**Issue No.: 0001**  
**Issue Date: May 2018**