

## 2014 ANNUAL PROCUREMENT PLAN FOR COMMON-USE SUPPLIES

Region:

Address:

VIII

**Sogod, Southern Leyte**

Position:

Email:

Tel./Mobile #s:

Administrative Officer V

None

053-383-2523

[illegible]

Continuation..

[illegible]

Continuation..

| Continuation..                          |                 | QUANTITY REQUIREMENT |      |       |       |     |      |      |      |       |      |      |      |       | Unit Price | Total Price |
|-----------------------------------------|-----------------|----------------------|------|-------|-------|-----|------|------|------|-------|------|------|------|-------|------------|-------------|
| Item and Specification                  | Unit of Measure | Jan.                 | Feb. | March | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Total |            |             |
| SUB-TOTAL BROUGHT FORWARD               |                 |                      |      |       |       |     |      |      |      |       |      |      |      |       |            | 535072.82   |
| Pencil (Mongol) #2                      | box             | 8                    | 0    | 0     | 5     | 0   | 0    | 36   | 0    | 0     | 2    | 0    | 0    | 51    | 43.00      | 2193.00     |
| Pencil Eraser                           | pcs             | 3                    | 0    | 0     | 5     | 0   | 0    | 10   | 0    | 0     | 8    | 0    | 0    | 26    | 6.00       | 156.00      |
| Pentel Pen (Black, blue,red)            | pcs             | 28                   | 0    | 0     | 24    | 0   | 0    | 18   | 0    | 0     | 20   | 0    | 0    | 90    | 35.00      | 3150.00     |
| Pilot Ink (black,blue, red)             | pcs             | 6                    | 0    | 0     | 7     | 0   | 0    | 18   | 0    | 0     | 14   | 0    | 0    | 45    | 75.00      | 2025.00     |
| Push Pins                               | box             | 10                   | 0    | 0     | 6     | 0   | 0    | 5    | 0    | 0     | 6    | 0    | 0    | 27    | 75.00      | 9600.00     |
| Record Book (250 and 500 pages)         | pcs             | 36                   | 0    | 0     | 36    | 0   | 0    | 36   | 0    | 0     | 20   | 0    | 0    | 128   | 77.98      | 9981.44     |
| Redstones Water Well Paste              | pcs             | 0                    | 0    | 0     | 2     | 0   | 0    | 1    | 0    | 0     | 1    | 0    | 0    | 4     | 42.00      | 168.00      |
| Ring Binder (Assorted sizes)            | pcs             | 24                   | 0    | 0     | 24    | 0   | 0    | 600  | 0    | 0     | 30   | 0    | 0    | 678   | 25.00      | 16950.00    |
| Ring Holder No 1/2 inch                 | pcs             | 0                    | 0    | 0     | 0     | 0   | 0    | 1    | 0    | 0     | 1    | 0    | 0    | 2     | 10.00      | 20.00       |
| Ring Holder No 1 inch                   | pcs             | 0                    | 0    | 0     | 0     | 0   | 0    | 1    | 0    | 0     | 1    | 0    | 0    | 2     | 25.00      | 50.00       |
| Rubber band                             | box             | 3                    | 0    | 0     | 3     | 0   | 0    | 24   | 0    | 0     | 5    | 0    | 0    | 35    | 132.68     | 4643.80     |
| Rubber Eraser                           | pcs             | 0                    | 0    | 0     | 12    | 0   | 0    | 5    | 0    | 0     | 12   | 0    | 0    | 29    | 4.68       | 135.72      |
| Scotch Tape (.5")                       | pcs             | 5                    | 0    | 0     | 5     | 0   | 0    | 5    | 0    | 0     | 5    | 0    | 0    | 20    | 90.00      | 1800.00     |
| Scotch Tape (1")                        | pcs             | 24                   | 0    | 0     | 29    | 0   | 0    | 33   | 0    | 0     | 15   | 0    | 0    | 101   | 90.00      | 9090.00     |
| Scotch Tape (2")                        | pcs             | 2                    | 0    | 0     | 29    | 0   | 0    | 10   | 0    | 0     | 5    | 0    | 0    | 46    | 100.00     | 4600.00     |
| Sharpener                               | pc              | 0                    | 0    | 0     | 0     | 0   | 0    | 15   | 0    | 0     | 0    | 0    | 0    | 15    | 8.00       | 120.00      |
| Sign Pen (Dong A Black)                 | pcs             | 24                   | 0    | 0     | 48    | 0   | 0    | 14   | 20   | 0     | 10   | 0    | 0    | 116   | 25.00      | 2900.00     |
| Sign Pen (My gel-black)                 | pcs             | 2                    | 0    | 0     | 5     | 0   | 0    | 15   | 0    | 0     | 15   | 0    | 0    | 37    | 25.00      | 925.00      |
| Sign Pen (My gel-blue)                  | pcs             | 2                    | 0    | 0     | 5     | 0   | 0    | 5    | 0    | 0     | 15   | 0    | 0    | 27    | 25.00      | 675.00      |
| Sign Pen (Pilot G-Tech 1.5)             | pcs             | 12                   | 0    | 0     | 12    | 0   | 0    | 35   | 0    | 0     | 12   | 0    | 0    | 71    | 25.00      | 1775.00     |
| Sign Pen (Unipen)                       | pcs             | 5                    | 0    | 0     | 6     | 0   | 0    | 15   | 0    | 0     | 15   | 0    | 0    | 41    | 55.00      | 2255.00     |
| Sign Pen Refill(P. G-Tech 1.5)          | pcs             | 24                   | 0    | 0     | 48    | 0   | 0    | 39   | 0    | 0     | 25   | 0    | 0    | 136   | 20.00      | 2720.00     |
| Sign Pen Refill(Dong A/black and blue)  | pcs             | 24                   | 0    | 0     | 0     | 0   | 0    | 24   | 0    | 0     | 12   | 0    | 0    | 60    | 25.00      | 1500.00     |
| Sign Pen Refillable (my gel/black/blue) | pcs             | 24                   | 0    | 0     | 5     | 0   | 0    | 12   | 0    | 0     | 12   | 0    | 0    | 53    | 25.00      | 1325.00     |
| Sliding Folder (long)                   | pcs             | 25                   | 0    | 0     | 50    | 0   | 0    | 36   | 0    | 0     | 24   | 0    | 0    | 135   | 7.00       | 945.00      |
| Sliding Folder (short/A4)               | pcs             | 0                    | 0    | 0     | 100   | 0   | 0    | 24   | 0    | 0     | 24   | 0    | 0    | 148   | 6.00       | 888.00      |
| Stamping Pad Ink (violet)               | box             | 3                    | 0    | 0     | 24    | 0   | 0    | 30   | 0    | 0     | 12   | 0    | 0    | 155   | 5.50       | 852.50      |
| Staple Wire # 10                        | box             | 42                   | 0    | 0     | 38    | 0   | 0    | 63   | 0    | 0     | 12   | 0    | 0    | 97    | 25.98      | 2520.06     |
| Staple Wire # 35                        | box             | 25                   | 0    | 0     | 24    | 0   | 0    | 36   | 0    | 0     | 12   | 0    | 0    | 97    | 25.98      | 2520.06     |
| Stick-on{100 sheets size 3"x3"}         | pad             | 3                    | 0    | 0     | 5     | 0   | 0    | 15   | 0    | 0     | 5    | 0    | 0    | 28    | 24.00      | 672.00      |
| Sticker paper matte finish (A4 plain)   | pcs             | 10                   | 0    | 0     | 20    | 0   | 0    | 21   | 0    | 0     | 20   | 0    | 0    | 71    | 12.00      | 852.00      |
| Styrofoam 1/2"                          | pcs             | 32                   | 0    | 0     | 12    | 0   | 0    | 42   | 0    | 0     | 10   | 0    | 0    | 96    | 30.00      | 2880.00     |
| SUB-TOTAL                               |                 |                      |      |       |       |     |      |      |      |       |      |      |      |       |            | 625143.86   |

Continuation..

| Item and Specification                   |     | Unit of Measure | QUANTITY REQUIREMENT |      |       |       |     |      |      |      |       |      |      |      | Unit Price | Total Price |
|------------------------------------------|-----|-----------------|----------------------|------|-------|-------|-----|------|------|------|-------|------|------|------|------------|-------------|
|                                          |     |                 | Jan.                 | Feb. | March | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. |            |             |
| SUB-TOTAL BROUGHT FORWARD                |     |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            | 625143.86   |
| Styrofoam 1"                             | pcs | 5               | 0                    | 0    | 0     | 0     | 0   | 12   | 0    | 0    | 0     | 0    | 0    | 17   | 35.00      | 595.00      |
| Thumbtacks                               | box | 14              | 0                    | 0    | 10    | 0     | 0   | 12   | 0    | 0    | 1     | 0    | 0    | 37   | 10.00      | 370.00      |
| Transparency Film (long)                 | box | 3               | 0                    | 0    | 5     | 0     | 0   | 5    | 0    | 0    | 5     | 0    | 0    | 18   | 239.00     | 4302.00     |
| Typewriter Ribbon                        | pcs | 3               | 0                    | 0    | 6     | 0     | 0   | 40   | 0    | 0    | 30    | 0    | 0    | 79   | 20.00      | 1580.00     |
| White Board Ink (Blue, Black)            | bot | 36              | 0                    | 0    | 38    | 0     | 0   | 60   | 0    | 0    | 30    | 0    | 0    | 164  | 125.00     | 20500.00    |
| White Board Pen refillable (Blue, Black) | pcs | 52              | 0                    | 0    | 52    | 0     | 0   | 36   | 0    | 0    | 24    | 0    | 0    | 164  | 55.00      | 9020.00     |
| Yellow Pad                               | pad | 8               | 0                    | 0    | 2     | 0     | 0   | 5    | 0    | 0    | 5     | 0    | 0    | 20   | 20.00      | 400.00      |
| SUB-TOTAL                                |     |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            | 561910.86   |
| COMMON OFFICE DEVICES                    |     |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            |             |
| SUB-TOTAL BROUGHT FORWARD                |     |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            | 561910.86   |
| Calculator (big)                         | pcs | 2               | 0                    | 0    | 2     | 0     | 0   | 22   | 0    | 0    | 2     | 0    | 0    | 28   | 300.00     | 8400.00     |
| Filing Box                               | pcs | 10              | 0                    | 0    | 5     | 0     | 0   | 40   | 0    | 0    | 10    | 0    | 0    | 65   | 64.47      | 4190.55     |
| Paper Cutter                             | pcs | 2               | 0                    | 0    | 5     | 0     | 0   | 7    | 0    | 0    | 5     | 0    | 0    | 19   | 45.00      | 855.00      |
| Puncher (big)                            | pcs | 1               | 0                    | 0    | 1     | 0     | 0   | 2    | 0    | 0    | 1     | 0    | 0    | 5    | 350.00     | 1750.00     |
| Ruler Transparent 24"                    | pcs | 8               | 0                    | 0    | 2     | 0     | 0   | 7    | 0    | 0    | 5     | 0    | 0    | 22   | 55.00      | 1210.00     |
| Scissor                                  | pcs | 4               | 0                    | 0    | 1     | 0     | 0   | 27   | 0    | 0    | 3     | 0    | 0    | 35   | 21.00      | 735.00      |
| Stamping pad                             | pcs | 3               | 0                    | 0    | 4     | 0     | 0   | 15   | 0    | 0    | 8     | 0    | 0    | 30   | 50.00      | 1500.00     |
| Staple Remover                           | pcs | 5               | 0                    | 0    | 0     | 0     | 0   | 6    | 0    | 0    | 6     | 0    | 0    | 17   | 19.64      | 333.88      |
| Stapler (Max HD-50/50R)                  | pcs | 1               | 0                    | 0    | 2     | 0     | 0   | 32   | 0    | 0    | 6     | 0    | 0    | 41   | 162.84     | 6676.44     |
| Trashbox with cover (big)                | pcs | 1               | 0                    | 0    | 2     | 0     | 0   | 4    | 0    | 0    | 3     | 0    | 0    | 10   | 550.00     | 5500.00     |
| SUB-TOTAL                                |     |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            | 693061.73   |
| COMMON JANITORIAL SUPPLIES               |     |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            |             |
| SUB-TOTAL BROUGHT FORWARD                |     |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            | 693061.73   |
| Absorbent Cotton 90 gms                  | pcs | 5               | 0                    | 0    | 8     | 0     | 0   | 5    | 0    | 0    | 5     | 0    | 0    | 23   | 60.00      | 1380.00     |
| Air Freshener                            | pcs | 13              | 0                    | 0    | 5     | 0     | 0   | 8    | 0    | 0    | 3     | 0    | 0    | 29   | 92.56      | 2684.24     |
| Baygon/Lysol Spray                       | bot | 3               | 0                    | 0    | 2     | 0     | 0   | 2    | 0    | 0    | 0     | 0    | 0    | 7    | 245.00     | 1715.00     |
| Car Freshener                            | pcs | 3               | 0                    | 0    | 5     | 0     | 0   | 4    | 0    | 0    | 3     | 0    | 0    | 15   | 85.00      | 1275.00     |
| SUB-TOTAL                                |     |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            | 700116.97   |

| Item and Specification                       | Unit of Measure | QUANTITY REQUIREMENT |      |       |       |     |      |      |      |       |      |      |      | Unit Price | Total Price |           |
|----------------------------------------------|-----------------|----------------------|------|-------|-------|-----|------|------|------|-------|------|------|------|------------|-------------|-----------|
|                                              |                 | Jan.                 | Feb. | March | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. |            |             | Total     |
| SUB-TOTAL BROUGHT FORWARD                    |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            |             | 700115.97 |
| Chlorine                                     | kl              | 10                   | 0    | 0     | 10    | 0   | 0    | 10   | 0    | 0     | 2    | 0    | 0    | 32         | 95.00       | 3040.00   |
| Detergent Powder                             | pouch           | 28                   | 0    | 0     | 15    | 0   | 0    | 24   | 0    | 0     | 12   | 0    | 0    | 79         | 18.61       | 1470.19   |
| Detergent Soap                               | bar             | 6                    | 0    | 0     | 6     | 0   | 0    | 6    | 0    | 0     | 2    | 0    | 0    | 20         | 18.72       | 374.40    |
| Dust Pan                                     | pcs             | 3                    | 0    | 0     | 3     | 0   | 0    | 5    | 0    | 0     | 4    | 0    | 0    | 15         | 30.00       | 450.00    |
| Dishwashing liquid/soap anti-bacterial 250ml | bot.            | 9                    | 0    | 0     | 10    | 0   | 0    | 6    | 0    | 0     | 3    | 0    | 0    | 28         | 45.00       | 1260.00   |
| Disposable Drinking glass                    | pcs             | 250                  | 0    | 0     | 250   | 0   | 0    | 0    | 0    | 0     | 0    | 0    | 0    | 500        | 2.00        | 1000.00   |
| Feather Duster                               | pcs             | 5                    | 0    | 0     | 4     | 0   | 0    | 5    | 0    | 0     | 4    | 0    | 0    | 18         | 50.00       | 900.00    |
| Floor Map Handle                             | pcs             | 5                    | 0    | 0     | 0     | 0   | 0    | 5    | 0    | 0     | 5    | 0    | 0    | 15         | 53.00       | 795.00    |
| Floor Mop                                    | pcs             | 5                    | 0    | 0     | 1     | 0   | 0    | 5    | 0    | 0     | 5    | 0    | 0    | 16         | 150.00      | 2400.00   |
| Floor Wax (red)                              | can             | 2                    | 0    | 0     | 1     | 0   | 0    | 2    | 0    | 0     | 2    | 0    | 0    | 7          | 306.80      | 2147.60   |
| Floor Wax (natural)                          | can             | 2                    | 0    | 0     | 1     | 0   | 0    | 2    | 0    | 0     | 2    | 0    | 0    | 7          | 218.40      | 1528.80   |
| Hacksaw Blade                                | pcs             | 0                    | 0    | 0     | 24    | 0   | 0    | 5    | 0    | 0     | 12   | 0    | 0    | 41         | 55.00       | 2255.00   |
| Handsoap liquid anti-bacterial 750ml         | bot.            | 11                   | 0    | 0     | 10    | 0   | 0    | 6    | 0    | 0     | 2    | 0    | 0    | 29         | 200.00      | 5800.00   |
| Handgloves (plastic)                         | pcs             | 10                   | 0    | 0     | 8     | 0   | 0    | 8    | 0    | 0     | 4    | 0    | 0    | 30         | 40.00       | 1200.00   |
| Laundry Soap (powder)                        | pouch           | 10                   | 0    | 0     | 0     | 0   | 0    | 2    | 0    | 0     | 1    | 0    | 0    | 13         | 102.00      | 1326.00   |
| Muriatic Acid                                | bot.            | 3                    | 0    | 0     | 3     | 0   | 0    | 6    | 0    | 0     | 2    | 0    | 0    | 14         | 35.00       | 490.00    |
| Rubbing Alcohol                              | bot.            | 12                   | 0    | 0     | 12    | 0   | 0    | 15   | 0    | 0     | 12   | 0    | 0    | 51         | 75.00       | 3825.00   |
| Softbroom                                    | pcs             | 24                   | 0    | 0     | 24    | 0   | 0    | 13   | 0    | 0     | 6    | 0    | 0    | 67         | 119.60      | 8013.20   |
| Scrubbing pad                                | pcs             | 2                    | 0    | 0     | 0     | 0   | 0    | 5    | 0    | 0     | 5    | 0    | 0    | 12         | 45.00       | 540.00    |
| Toilet Bowl cleaner                          | bot.            | 20                   | 0    | 0     | 13    | 0   | 0    | 24   | 0    | 0     | 12   | 0    | 0    | 69         | 62.40       | 4305.60   |
| Toilet Bowl Suction pump                     | pcs             | 18                   | 0    | 0     | 12    | 0   | 0    | 5    | 0    | 0     | 6    | 0    | 0    | 41         | 45.00       | 1845.00   |
| Toilet Brush                                 | pcs             | 21                   | 0    | 0     | 12    | 0   | 0    | 5    | 0    | 0     | 12   | 0    | 0    | 50         | 35.00       | 1750.00   |
| Toilet Cleaner                               | pcs             | 11                   | 0    | 0     | 3     | 0   | 0    | 4    | 0    | 0     | 3    | 0    | 0    | 21         | 87.00       | 1827.00   |
| Toilet paper                                 | roll            | 29                   | 0    | 0     | 32    | 0   | 0    | 8    | 0    | 0     | 21   | 0    | 0    | 90         | 25.00       | 2250.00   |
| Zonrox                                       | gal             | 4                    | 0    | 0     | 4     | 0   | 0    | 4    | 0    | 0     | 2    | 0    | 0    | 14         | 154.00      | 2156.00   |
| SUB-TOTAL                                    |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            |             | 753064.76 |
| COMMON LEGAL SIZE PAPER                      |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            |             |           |
| SUB-TOTAL BROUGHT FORWARD                    |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            |             | 753064.76 |
| Bond paper (Ordinary-long)                   | ream            | 40                   | 0    | 0     | 40    | 0   | 0    | 50   | 0    | 0     | 5    | 0    | 0    | 135        | 175.00      | 23625.00  |
| Bondpaper US-Long                            | ream            | 100                  | 0    | 0     | 70    | 0   | 0    | 50   | 10   | 0     | 30   | 0    | 0    | 260        | 175.00      | 45500.00  |
| Bookpaper Subs 20(Long)                      | ream            | 20                   | 0    | 0     | 10    | 0   | 0    | 184  | 0    | 0     | 30   | 0    | 0    | 244        | 195.00      | 47580.00  |
| Mimeo Paper (GW-Long)                        | ream            | 10                   | 0    | 0     | 30    | 0   | 0    | 100  | 0    | 0     | 50   | 0    | 0    | 190        | 91.52       | 17388.80  |
| Mimeo Paper (WW-long)                        | ream            | 30                   | 0    | 0     | 30    | 0   | 0    | 50   | 0    | 0     | 25   | 0    | 0    | 135        | 120.02      | 16202.70  |
| SUB-TOTAL                                    |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            |             | 903361.26 |

Continuation..

[illegible]

Continuation.

| Item and Specification                | Unit of Measure | QUANTITY REQUIREMENT |      |       |       |     |      |      |      |       |      |      |      | Unit Price | Total Price |            |
|---------------------------------------|-----------------|----------------------|------|-------|-------|-----|------|------|------|-------|------|------|------|------------|-------------|------------|
|                                       |                 | Jan.                 | Feb. | March | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. |            |             | Total      |
| SUB-TOTAL BROUGHT FORWARD             |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            |             | 1373894.07 |
| HP Inkjet #15                         | pcs             | 0                    | 0    | 0     | 0     | 0   | 0    | 1    | 0    | 0     | 1    | 0    | 0    | 2          | 1149.54     | 2299.08    |
| HP Inkjet #21                         | pcs             | 22                   | 0    | 0     | 22    | 0   | 0    | 42   | 0    | 0     | 24   | 0    | 0    | 110        | 615.06      | 67656.60   |
| HP Inkjet #22                         | pcs             | 6                    | 0    | 0     | 12    | 0   | 0    | 30   | 0    | 0     | 12   | 0    | 0    | 60         | 708.90      | 42534.00   |
| HP Inkjet #27                         | pcs             | 3                    | 0    | 0     | 3     | 0   | 0    | 5    | 0    | 0     | 5    | 0    | 0    | 16         | 743.58      | 11897.28   |
| HP Inkjet #28                         | pcs             | 0                    | 0    | 0     | 3     | 0   | 0    | 5    | 0    | 0     | 5    | 0    | 0    | 13         | 873.12      | 11350.56   |
| HP Inkjet #45                         | pcs             | 2                    | 0    | 0     | 2     | 0   | 0    | 5    | 0    | 0     | 5    | 0    | 0    | 14         | 1216.86     | 17036.04   |
| HP Inkjet #74                         | pcs             | 0                    | 0    | 0     | 0     | 0   | 0    | 3    | 0    | 0     | 3    | 0    | 0    | 6          | 705.00      | 4230.00    |
| HP Inkjet #703 (Black)                | pcs             | 28                   | 0    | 0     | 25    | 0   | 0    | 6    | 0    | 0     | 3    | 0    | 0    | 62         | 750.00      | 46500.00   |
| HP Inkjet #703(Colored)               | pcs             | 8                    | 0    | 0     | 5     | 0   | 0    | 6    | 0    | 0     | 3    | 0    | 0    | 22         | 790.00      | 17380.00   |
| HP Inkjet #704 (black)                | pcs             | 4                    | 0    | 0     | 6     | 0   | 0    | 24   | 0    | 0     | 24   | 0    | 0    | 58         | 375.00      | 21750.00   |
| HP Inkjet #704 (colored)              | pcs             | 0                    | 0    | 0     | 4     | 0   | 0    | 12   | 0    | 0     | 12   | 0    | 0    | 28         | 380.00      | 10640.00   |
| HP Inkjet #75                         | pcs             | 0                    | 0    | 0     | 0     | 0   | 0    | 2    | 0    | 0     | 0    | 0    | 0    | 2          | 855.00      | 1710.00    |
| HP Inkjet #78                         | pcs             | 2                    | 0    | 0     | 2     | 0   | 0    | 2    | 0    | 0     | 2    | 0    | 0    | 8          | 1352.52     | 10820.16   |
| HP Inkjet #901 (Black)                | pcs             | 6                    | 0    | 0     | 6     | 0   | 0    | 4    | 0    | 0     | 4    | 0    | 0    | 20         | 850.00      | 17000.00   |
| HP Inkjet #901 (Colored)              | pcs             | 0                    | 0    | 0     | 2     | 0   | 0    | 2    | 0    | 0     | 2    | 0    | 0    | 6          | 900.00      | 5400.00    |
| HP Inkjet #92 (Black)                 | pcs             | 0                    | 0    | 0     | 0     | 0   | 0    | 3    | 0    | 0     | 3    | 0    | 0    | 6          | 588.54      | 3531.24    |
| HP Inkjet #93 (colored)               | pcs             | 0                    | 0    | 0     | 0     | 0   | 0    | 2    | 0    | 0     | 2    | 0    | 0    | 4          | 787.44      | 3149.76    |
| HP Inkjet #94 (black)                 | pcs             | 0                    | 0    | 0     | 0     | 0   | 0    | 2    | 0    | 0     | 2    | 0    | 0    | 4          | 820.08      | 3280.32    |
| HP Inkjet #95 (colored)               | pcs             | 0                    | 0    | 0     | 0     | 0   | 0    | 2    | 0    | 0     | 2    | 0    | 0    | 4          | 984.30      | 3937.20    |
| HP Laserjet Q6003A (black)            | pcs             | 12                   | 0    | 0     | 12    | 0   | 0    | 36   | 0    | 0     | 1    | 0    | 0    | 61         | 4500.00     | 274500.00  |
| HP Laserjet Q6003A (cyan)             | pcs             | 6                    | 0    | 0     | 6     | 0   | 0    | 12   | 0    | 0     | 1    | 0    | 0    | 25         | 4500.00     | 112500.00  |
| HP Laserjet Q6003A (magenta)          | pcs             | 6                    | 0    | 0     | 6     | 0   | 0    | 24   | 0    | 0     | 1    | 0    | 0    | 37         | 4500.00     | 166500.00  |
| HP Laserjet Q6003A (yellow)           | pcs             | 6                    | 0    | 0     | 6     | 0   | 0    | 24   | 0    | 0     | 1    | 0    | 0    | 37         | 4500.00     | 166500.00  |
| HP-810c (black Ink)                   | pcs             | 0                    | 0    | 0     | 0     | 0   | 0    | 1    | 0    | 0     | 1    | 0    | 0    | 2          | 1200.00     | 2400.00    |
| HP-810c (colored Ink)                 | pcs             | 0                    | 0    | 0     | 2     | 0   | 0    | 4    | 0    | 0     | 2    | 0    | 0    | 8          | 1300.00     | 10400.00   |
| Laser Color Printer Docu Print CP105B | set             | 2                    | 0    | 0     | 2     | 0   | 0    | 2    | 0    | 0     | 2    | 0    | 0    | 8          | 1500.00     | 12000.00   |
| Lexmark Z-25 #17 Black                | pcs             | 20                   | 0    | 0     | 21    | 0   | 0    | 6    | 0    | 0     | 5    | 0    | 0    | 52         | 954.30      | 51183.60   |
| Lexmark Z-25 #27 Colored              | pcs             | 10                   | 0    | 0     | 10    | 0   | 0    | 6    | 0    | 0     | 4    | 0    | 0    | 30         | 1173.00     | 35190.00   |
| LQ 2180 cartridge                     | pcs             | 4                    | 0    | 0     | 4     | 0   | 0    | 12   | 0    | 0     | 4    | 0    | 0    | 24         | 800.00      | 19200.00   |
| LQ 2180 refill                        | pcs             | 0                    | 0    | 0     | 4     | 0   | 0    | 6    | 0    | 0     | 3    | 0    | 0    | 13         | 135.00      | 1755.00    |
| LQ 300+ cartridge                     | pcs             | 0                    | 0    | 0     | 15    | 0   | 0    | 23   | 0    | 0     | 12   | 0    | 0    | 50         | 130.00      | 6500.00    |
| SUB-TOTAL                             |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            |             | 2534624.91 |

Continuation..

| Item and Specification             | Unit of Measure | QUANTITY REQUIREMENT |      |       |       |     |      |      |      |       |      |      |      | Unit Price | Total Price |            |
|------------------------------------|-----------------|----------------------|------|-------|-------|-----|------|------|------|-------|------|------|------|------------|-------------|------------|
|                                    |                 | Jan.                 | Feb. | March | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. |            |             | Total      |
| SUB-TOTAL BROUGHT FORWARD          |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            |             |            |
| LQ 580 Cartridge                   | pcs             | 24                   | 0    | 0     | 15    | 0   | 0    | 18   | 0    | 0     | 12   | 0    | 0    | 69         | 130.00      | 2534624.91 |
| LQ 590 Cartridge                   | pcs             | 12                   | 0    | 0     | 16    | 0   | 0    | 51   | 0    | 0     | 24   | 0    | 0    | 103        | 350.00      | 8970.00    |
| LX 300/300 + Cartridge             | pcs             | 24                   | 0    | 0     | 24    | 0   | 0    | 24   | 0    | 0     | 24   | 0    | 0    | 96         | 350.00      | 36050.00   |
| Toner Laser Jet                    | cart.           | 1                    | 0    | 0     | 1     | 0   | 0    | 1    | 0    | 0     | 1    | 0    | 0    | 4          | 85.00       | 8160.00    |
| GRAND TOTAL                        |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            |             |            |
|                                    |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            | 3800.00     | 15200.00   |
| TOTAL                              |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            |             |            |
| Additional provision for inflation |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            |             | 2603004.91 |
| Approved Budget                    |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            |             | 260300.00  |
|                                    |                 |                      |      |       |       |     |      |      |      |       |      |      |      |            |             | 2863304.91 |

We hereby warrant that the total amount reflected in this Annual Procurement Program to procure the the above listed supplies and materials has been included in or is within our approved budget for the year.

Prepared by:

**MIGUEL M. BISON, MM**  
Administrative Officer V

Certified Funds Available:

**CHRISTINE ALMA MAE M. DAGUPLO, CPA**  
Accountant III

Approved:

**VALERIO B. CABALO, Ph.D**  
VPAF