

ANNUAL PROCUREMENT PROGRAM
For the Calendar Year 2013
(SUPPLIES AND MATERIALS)

Office : HRMD - OCSA													
Article	Description	Unit	Unit Price	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total	
				Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
REGULAR CONSUMABLES													
Paper Clip	Clip,gem type, 33mm, vinyl/plastic coated, 100pcs./box	box	4.40	3	13.20	3	13.20	2	8.80	0	0	8	35.20
Alcohol	Rubbing, 70% Isoprophyl 500ml.	btl.	36.40	3	109.20	3	109.20	3	109.2	3	109.2	12	436.80
Sign Pen	High tech pen, black, pentel brand	pcs.	37.35	10	373.50	10	373.50	10	373.5	5	186.75	35	1,307.25
Envelope	Expanding,kraftboard, 285gsm, 500/box	box	618.80	1	618.80	1	618.80	1	618.8	0	0	3	1,856.40
Envelope	Documentary, golden kraft,150gsm,(229mmx324mm)	box	454.50	1	454.50	1	454.50	1	454.5	0	0	3	1,363.50
Paper	Conqueror 500 shdts 8.5 x 13 inches color yellow 216 x 330 mm	box	1,080.00	1	1,080.00	0	-	0	-	0	0	1	1,080.00
Folder	2 Hole Folder Red Hard Bound	pack	190.00	15	2,850.00	15	2,850.00	10	1,900.00	10	1,900.00	50	9,500.00
Staple Wire	Standard, #35, 5000/box	box	30.05	3	90.15	3	90.15	3	90.15	3	90.15	12	360.60
Card	Bundy Card,(red&blue color) 14 points	pcs.	1.50	500	750.00	500	750.00	500	750	500	750	2000	3,000.00
Ribbon	Bundy Card ribbon, color black	cart.	700.00	2	1,400.00	2	1,400.00	2	1400	2	1400	8	5,600.00
	Silicon Coating, for fingertrak m/c	pc.	4,000.00	1	4,000.00		-	1	4000		0	2	8,000.00
Ink	HP Laserjet 85A (CE285A)	cart.	3,200.00	4	12,800.00	4	12,800.00	4	12,800.00	4	12,800.00	16	51,200.00
Ink	HP Deskjet 60 Black	cart.	946.40	8	7,571.20	14	13,249.60	8	7571.2	8	7571.2	38	35,963.20
Ink	HP Deskjet 60 Colored (Tricolor)	cart.	946.40	8	7,571.20	14	13,249.60	8	7571.2	8	7571.2	38	35,963.20
Ink	HP 02 Black C8721W	cart.	300.00	2	600.00	2	600.00	2	600	2	600	8	2,400.00
Ink	HP 02 Cyan C8771W	cart.	400.00	2	800.00	2	800.00	2	800.00	2	800.00	8	3,200.00
Ink	HP 02 Magenta C8772W	cart.	400.00	2	800.00	2	800.00	2	800	2	800	8	3,200.00
Ink	HP 02 Yellow C8773W	cart.	400.00	2	800.00	2	800.00	2	800	2	800	8	3,200.00
Ink	HP 02 Light Cyan C8774W	cart.	400.00	2	800.00	2	800.00	2	800	2	800	8	3,200.00
Ink	HP 02 Light Magenta C8772W	cart.	400.00	2	800.00	2	800.00	2	800	2	800	8	3,200.00
Ink	HP Laserjet 35A	cart.	3,200.00	4	12,800.00	4	12,800.00	4	12800	4	12,800.00	16	51,200.00
Ink	HP Inkjet 920 Black	cart.	700.00	2	1,400.00	2	1,400.00	2	1,400.00	2	1,400.00	8	5,600.00
Ink	HP Inkjet 920 Cyan	cart.	700.00	2	1,400.00	2	1,400.00	2	1,400.00	2	1,400.00	8	5,600.00
Ink	HP Inkjet 920 Magenta	cart.	700.00	2	1,400.00	2	1,400.00	2	1,400.00	2	1,400.00	8	5,600.00
Ink	HP Inkjet 920 Yellow	cart.	700.00	2	1,400.00	2	1,400.00	2	1,400.00	2	1,400.00	8	5,600.00
Ink	HP Laserjet 49A (Q5949A)	cart.	3,200.00	2	6,400.00	2	6,400.00	2	6,400.00	2	6,400.00	8	25,600.00
Ink	HP Deskjet 15 Black	cart.	1,300.00	2	2,600.00	2	2,600.00	2	2,600.00	2	2,600.00	8	10,400.00
Ink	HP Deskjet 23 Colored	cart.	1,200.00	2	2,400.00	2	2,400.00	2	2,400.00	2	2,400.00	8	9,600.00
Printer	HP Laserjet Pro P1102W	Unit	10,000.00	2	20,000.00	0		1	10,000.00			3	30,000.00
Printer	HP Colored Printer	Unit	20,000.00	1	20,000.00	0		1	20,000.00			2	40,000.00
PC/Server	PC	Unit	20,000.00	1	20,000.00	0		1	20,000.00			2	40,000.00
PC/Server	Uninterrupted Power Supply	Unit	2,000.00	5	10,000.00	5	10,000.00						20,000.00
Ink	HP Cartridge 20	cart.	700.00	3	2,100.00	0	-	3	4,200.00	0	0.00	6	6,300.00
Ink	HP Cartridge 21	cart.	700.00	3	2,100.00	0	-	3	4,200.00	0	0.00	6	6,300.00
Ink	HP Cartridge 27	cart.	700.00	3	2,100.00	0	-	3	4,200.00	0	0.00	6	6,300.00
Ink	HP 128A Black Toner	cart.	1,000.00			2	2,000.00	2	2,000.00	2	2,000.00	6	6,000.00
Ink	HP 128A Magenta Toner	cart.	1,000.00			2	2,000.00	2	2,000.00	2	2,000.00	6	6,000.00
Ink	Brother Toner TN-2023	cart.	2,999.00	2	5,998.00	2	5,998.00	2	5,998.00	2	5,998.00	2	23,992.00
Film	Laminating Porch Film A4	sheet	10.00	20	200.00	20	200.00	20	200.00	20	200.00	80	800.00
Film	Laminating Porch Film (125mic, 75mm x 11mm) 1 box	sheet	10.00	20	200.00	20	200.00	20	200.00	20	200.00	80	800.00
ID	ID Holder	pcs.	5.00	20	100.00	20	100.00	20	100.00	20	100.00	80	400.00
Routers	Routers	2 pcs.	2000	1	2,000.00			1	2,000.00			2	4,000.00
CD	Software (Anti-Virus)	1pc.	20,000.00	1	20,000.00	0	-	0	-	0	-	20	20,000.00
Toilet tissue	250 twin-ply, 12 rolls/pckg, white Kimberly brand	pckg.	71.65	5	358.25	5	358.25	5	358.25	5	358.25	20	1,433.00
Total												505,591.15	

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Office : HRMD - OCSA													
Article	Description	Unit	Unit	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total					
REGULAR CONSUMABLES													
Battery	size AA, alkaline, 2pc/packet Energizer Brand	pack	21.85	4	87.40	4	87.40	4	87.40	4	87.40	16	349.60
Battery	size AAA, 2pc/packet, Energizer Brand	pack	19.20	4	76.80	4	76.80	4	76.80	4	76.80	16	307.20
Folder	Folder,clear plastic L-type A4 50 pcs./pack	pack	154.45	2	308.90	2	308.90	0	-	0	-	4	617.80
Folder	Folder, file, tagboard, A4 size (100pcs./pack 0	pack	226.75	2	453.50	2	453.50	0	-	0	-	4	907.00
Ballpoint Pen	Fine point, black, Beifa brand	pc.	2.40	24	57.60	24	57.60	24	57.60	24	57.60	96	230.40
Paper	Bond-paper premium grade, A4,80 gsm	ream	129.80	100	12,980.00	100	12,980.00	100	12,980.00	100	12,980.00	400	51,920.00
Paste	Solid, with water well and applicator	btl.	11.75	2	23.50	2	23.50	2	23.50	2	23.50	8	94.00
Newspaper	1year subscription of newspaper(Philippine Daily Inquirer)												4,752.00
Paper	Bond-paper, letter head, premium grade, A4	ream	690.00	2	1,380.00	2	1,380.00	0	-	0	-	4	2,760.00
Rubber Band	# 18, transparent, 445g./box, pointer brand	box	87.25	1	87.25	1	87.25	1	87.25	1	87.25	4	349.00
Pencil	Lead with eraser, Mongol#2, 12pcs/box	box	40.45	1	80.90	1	40.45	1	40.45	1	40.45	4	202.25
Tape	Masking, 1" Width Length 50m	roll	24.20	2	48.40	1	24.20	1	24.20	1	24.20	5	121.00
Tape	Masking, 2" Width Length 50m	roll	52.55	2	105.10	1	52.55	1	52.55	1	52.55	5	262.75
Tape	Transparent, 2" Width Length 50m	roll	13.55	3	40.65	3	40.65	2	27.10	2	27.10	10	135.50
Tape	Transparent, 1" Width Length 50m	roll	7.30	3	21.90	3	21.90	2	14.60	2	14.60	10	73.00
Tape	Packaging Tape 2" Width, Length 50m	roll	13.55	3	40.65	3	40.65	2	27.10	2	27.10	10	135.50
Paper Fastener	Fastener, non-rust metal or plastic, 50 sets/box	box	74.35	2	148.70	2	148.70	2	148.70	2	148.70	8	323.60
Paper	Specialty paper, A4, color, 80gsm, natural (for certificate)	ream	500.00	1	500.00	0	-	0	-	0	-	1	500.00
Record Book	300 pages, w/ "official record book printing	book	57.95	2	115.90	0	-	1	57.95	0	-	3	173.85
Record Book	500 pages, w/ "official record book printing	book	85.20	2	170.40	0	-	1	85.20	0	-	3	255.60
Illustration Board	Double Face,(30"x40") 2 ply	sheet	31.10	3	93.30	3	93.30	2	62.2	2	62.20	10	311.00
Correction Fluid	Water base, white opaque, 15 ml.	botl.	10.90	3	32.70	3	32.70	3	32.7	3	32.70	12	130.80
Marker	Flourescent, asstd. Colors, e colors/set, stabilo brand	set	81.00	3	243.00	3	243.00	2	162	2	162.00	10	810.00
Marking Pen	For whiteboard, asstd. Colors, stabilo brand	pc.	25.90	3	77.70	3	77.70	2	51.8	2	51.80	10	259.00
Marking Pen	Permanent, bullet tip, non-toxic, asstd. Color	pc.	25.90	3	77.70	3	77.70	2	51.8	2	51.80	10	259.00
Insecticide	Aerosol Type, 500ml./can, Raid Germkill/Max brand	btl.	166.40	2	332.80	2	332.80	2	332.8	0	-	6	998.40
Disinfectant Spray	Asstd. Scents, 538gm., clorox brand	btl.	156.00	2	312.00	2	312.00	2	312	0	-	6	936.00
	LAPTOP Battery (HP compaq 6530s)	pc	1,000.00	1	1,000.00								1,000.00
	Computer mouse (PS/USB)	pc	100.00	2	200.00	2	200.00						400.00
	USB flash drive,4GB	pc.	800.00	5	4,000.00	-	-	5	4,000.00	0	-	10	8,000.00
	Total												77,574.25

GRAND TOTAL

583,165.40