

ANNUAL PROCUREMENT PROGRAM

For the Calendar Year 2013

Office : Foreign Scholarship Training Program

Program/Project: _____

Fund-101-

Item	Article	Description	Unit	Unit Price	1st Qtr.	2nd Qtr.		3rd Qtr.		4th Qtr.		Total			
No.					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Amount	Qty	Amount
1	AIR FRESHENER	aerosol type, 280 ml/ can, assorted scents, glade brand	can	98.9	2	197.80	2	197.80	2	197.80	2	197.80	98.9	8	791.20
2	ALCOHOL	rubbing, 70% isopropyl, 500 ml., Dr. J Brand	bottle	48.7	3	146.10	3	146.10	3	146.10	3	146.10	48.70	12	584.40
3	INSECTICIDE	aerosol type, 500 ml. (420g)/can, raid germkiller. max brand	can	98.9	2	197.80	2	197.80	2	197.80	2	197.80	98.9	8	791.20
4	BALLPOINT PEN	fine point, black	each	2.4	14	33.60		0.00	14	33.60	14	33.60	36.4	42	1,528.80
5	COMPACT DISC /DVD-R	minimum of 1.4GB, 60 minutes. running time, maxel brand	piece	30.0		0.00	20	600.00					30.00	20	600.00
6	COMPACT DISC / DVD/ R DUAL	minimum of 1.4 GB, 1 hour. running time, maxel brand	piece	50.0		0.00	20	1000.00					50.00	20	1,000.00
7	BACK - UPS ES 500	BACK-UPS ES 500	unit	1,500		0.00	4	6000.00		0.00		0.00	6,000	4	24,000.00
8	FOLDER	long	piece	17.25	100	1725.00	100	1725.00	100	1725.00	100	1725.00	17.25	400	6,900.00
9	INK CARTRIDGE	hp laserjet toner # 1006	piece	1419.0	6	8514.00	6	8514.00	4	5676.00	3	4257.00	1,419.00	19	26,961.00

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No.					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Amount	Qty	Amount
10	INK CARTRIDGE	hp laserjet toner # 12A	Piece	1,419	12	17028.00	12	17028.00	12	17028.00	12	17028.00	1,419	48	68,112.00
11	INK CARTRIDGE	canon cartridge # 303	piece	1,500	6	9000.00		0.00	6	9000.00			1,500	12	18,000.00
12	HP OFFICEJET 5610 ALL-IN-ONE INK CARTRIDGE	Hewlett Packard Part original, black No. 27	piece	1,600	5	8000.00	5	8000.00	5	8000.00	5	8000.00	1,800	20	36,000.00
13	HP OFFICEJET 5610 ALL-IN-ONE INK CARTRIDGE	Hewlett Packard Part original, tri-color NO. 22	piece	1,800	5	9000.00	5	9000.00	5	9000.00	5	9000.00	1,800	20	36,000.00
14	FACSIMILE INK FILM	panasonic,kx fhd331,332,333,335,351,352,353 kx,fp 341,342,343,361,362,363 2rolls / 70m	piece	506.0		0.00	25	12650.00	25	12650.00	25	12650.00	506	75	37,950.00
15	LETTER HEAD	bond paper w/ letter head	ream	500.0	25	12500.00	25	12500.00	25	12500.00	50	25000.00	500	125	62,500.00
16	PAPER PUNCHER,HEAVY DUTY	minimum punching capacity or 35 sheets using 70 gsm bond paper.with two hole guide,approximately 6.5mm diameter of hole,joy brand	piece	180.0	6	1080.00		0.00		0.00		0.00	180	6	1,080.00

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No.					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Amount	Qty	Amount
17	PUNCHING & BINDING MACHINE	equipped with two(2) hand lever system for punching and binding, 34cm or 13char(39)char(39)punching width and adjustable to any format, diameter gauge and comb binder control, individual adjustable punching dies variable margin depth, binds up to 2char(39)char(39)or 425 sheets	unit	10,500	1	10500.00		0.00		0.00		0.00	10,500	1	10,500.00
18	ENVELOPE	for letter head	box	400.0		0.00	4	1600.00		0.00	4	1600.00	400	8	3,200.00
19	MARKING PEN	for whiteboard, blue, artline brand	each	25.0	3	75.00	3	75.00		0.00	3	75.00	25	9	225.00
20	MARKING PEN	for whiteboard, red, artline brand	each	25.0	3	75.00	3	75.00		0.00	3	75.00	25	9	225.00
21	MARKING PEN	bullet tip, non-toxic, medium point, permanent, black, Pentel brand	each	25.0	6	150.00	6	150.00		0.00	6	150.00	25	18	450.00

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No.					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Amount	Qty	Amount
22	MARKING PEN	bullet tip, non-toxic, medium point, permanent, Pentel brand color red	each	81.0	6	486.00	6	486.00		0.00	6	486.00	81	18	1,458.00
23	SCISSORS,158mm min. length	scissors, 158.. Min. length,,joy brand	pair	30.0	6	180.00		0.00		0.00		0.00	30	6	180.00
24	STICK NOTE PAD	STICK ON PAD (101X76mm)3x4 in 100 sheets	pcs.	23.0	10	230.00	10	230.00	10	230.00	10	230.00	23	40	920.00
25	PAPER	multicopy, for laser/link-jet printers, high-speed copiers, 210mm x 297mm (A-4), 70 gsm	ream	160.9	25	4,022.5	25	4,022.5	25	4022.50	50	8045.00	160.9	125	20,112.50
26	PAPER CLIP	jumbo	box	10.9		0.00	10	108.50		0.00	10	108.50	108.50	20	2,170.00
27	PAPER CLIP	small	box	4.7		0.00	10	47.00		0.00	10	47.00	4.70	20	94.00
28	PAPER FASTENER	non-rust metal holds 24mm thick file,with prongs 70mm apart,50 sets/box,apple brand	box	78.8	10	787.50		0.00	10	787.50	10	787.50	78.8	30	2,362.50
29	PENCIL	lead with eraser, medium size, Apsara brand	dozen	40.5	2	80.90		0.00		0.00		0.00	40.45	2	80.90
30	STAPLE WIRE	staple wire,standard,#35,5000s/box,joy brand	box	13.0		0.00	7	91.00		0.00	7	91.00	13.00	14	182.00
31	WALL CLOCK	wall clock	unit	500.0	3	1500.00		0.00		0.00		0.00	500	3	1,500.00

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No.					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Amount	Qty	Amount
32	RECORD BOOK	500 pages, 215mm x 275mm, 55 gsm., Smythe sewn, w/ "Official Record Book" printing	book	81.0	6	486.00		0.00	6	486.00	6	486.00	81.00	18	1,458.00
33	RUBBER BAND	transparent, 1.0mm width, 1.0mm thickness, approximately 445 grams per box, M.O brand	box	98.8	5	493.75		0.00		0.00	5	493.75	98.75	10	987.50
34	SIGN PEN	high tech pen, black, Pentel brand	box	200.0	0	36.30	3	600.00	3	600.00	3	600.00	200.00	9	1,800.00
35	TAPE	masking, 24mm (1") width, usable length of 50m, Olympic brand	roll	22.2	7	155.05		0.00	7	155.05		0.00	22.15	14	310.10
36	TAPE	transparent, 24mm (1") width, usable length of 50m, Armak brand	roll	6.4	7	44.80		0.00	7	44.80		0.00	6.4	14	89.60
37	TOILET TISSUE	250 twin-ply sheets, 12 rolls/package, dear green brand	packs	86.2	24	2068.80	24	2068.80	24	2068.80	24	2068.80	86.2	96	8,275.20
38	EXPANDING ENVELOPE	expanding enveloped	box	589.2	3	1767.45		0.00	3	1767.45	3	1767.45	1767.45	9	15907.05
39	GLUE, all purpose, 200 grams	minimum gross weight, in jar with applicator, non-toxic smell kippy brand	jar	50.0	6	300.00	3	150.00	3	150.00	3	150.00	150.00	15	2,250.00

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40	ELECTRIC FAN	heavy duty stand fan	unit	2,000		0.00	3	6000.00		0.00		0.00	2,000	3	6,000.00
41	EVERYDAY BATTERY	triple AAA everyday battery	each	45.0	6	270.00		0.00		0.00	6	270.00	45.00	12	540.00
42	EVERYDAY BATTERY	dubble AA everyday battery	each	50.0	6	300.00		0.00		0.00	6	300.00	50.00	12	600.00
43	EVERYDAY BATTERY	9volts everyday battery	each	80.0	3	240.00		0.00	3	240.00	3	240.00	80.00	9	720.00
44	BROWN ENVELOP	long brown envelop	box	590.0	4	2360.00		0.00	4	2360.00	3	1770.00	590.00	11	6,490.00
45	BROWN ENVELOP	short brown envelop	box	590.0	4	2360.00		0.00	4	2360.00	3	1770.00	590.00	11	6,490.00
46	ENVELOP	adventurer plastic envelop	each	65.0	8	520.00		0.00	8	520.00		0.00	65.00	16	1,040.00
47	STENO NOTEBOOK	steno notebook	each	24.0	6	144.00	6	144.00		0.00	6	144.00	24.00	18	432.00
48	EPSON INK CARTRIDGE # 141	epson ink cartridge # 141 color black	piece	1,600	5	8000.00	5	8000.00	5	8000.00	5	8000.00	1600	20	32,000.00
49	EPSON INK CARTRIDGE # 141	epson ink cartridge # 141 color cyan	piece	1,600	5	8000.00	5	8000.00	5	8000.00	5	8000.00	1600	20	32,000.00
50	EPSON INK CARTRIDGE # 141	epson ink cartridge # 141 color yellow	piece	1,600	5	8000.00	5	8000.00	5	8000.00	5	8000.00	1600	20	32,000.00
51	EPSON INK CARTRIDGE # 141	epson ink cartridge # 141 color magenta	piece	1,600	5	8000.00	5	8000.00	5	8000.00	5	8000.00	1600	20	32,000.00

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No.					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Amount	Qty	Amount
52	CUTTER	heavy duty, plastic molded body,with built-in blade snapper,with metal sliding guide,with screw mechanism,pointers brand	piece	30.0	6	180.00		0.00		0.00		0.00	30	6	180.00
53	DATA FOLDER	data folder,76mm x 229mm x 381mm (3" x 9" x 15"), made of chipboard w/ thickness of 2.5mm(#20), with finger ring and clear plastic pockets for labels,files brand	box	60.0	20	1200.00		0.00	20	1200.00	20	1200.00	1,200	60	72,000.00
54	STAPLE REMOVER	twin jaws,UK brand	each	5.0	6	30.00		0.00		0.00		0.00	5	6	30.00
55	CORRECTION FLUID	water base,white opaque,15ml.,stanger brand	bottle	13.0	6	78.00		0.00	6	78.00	6	78.00	18	18	324.00
56	DIGITAL CAMERA	samsung mv800	Unit	14,000		0.00	1	14000.00		0.00		0.00	14,000	1	14,000.00
57	AIRCON,WINDOW TYPE	aircon>window type 2h power	unit	20,000	1	20000.00		0.00		0.00		0.00	20,000	1	20,000.00
58	COMPUTER KEYBOARD	computer keyboard	unit	1,000	3	3000.00		0.00		0.00		0.00	1,000	3	3,000.00
59	REPAIR AND MAINTENANCE	repair and maintenance	unit	5,000	1	5,000.0	1	5,000.0	1	5,000.0	1	5,000.0	5,000	4	20,000.00

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60	HEAVY DUTY STAPLER	swingline stapler heavy duty	each	1,000	0	0.00	1	1000.00		0.00		0.00	1000	1	1,000.00	
61	IT EQUIPMENTS	repair,maintenance & upgrading IT equipments	lot	4,000	2	8,000.0	2	8,000	2	8,000.0	1	4,000.0	4,000	7	28,000.00	
62	LCD PROJECTOR	LCD Projector	unit	20,000	1	20,000.0							20,000	1	20,000.00	
63	TABLE	free standing table wood grain	Unit	8,000	4	32,000.0							8,000	4	32,000.00	
64	CHAIR	executive chair	unit	3,000	4	12,000.0							3,000	4	12,000.00	
65	DOUBLE ADHESIVE TAPE	double adhesive tape	roll	200	10	2,000.0							200	10	2,000.00	
67	POST-IT	post-it	pad	80	10	800.0					10	800.0	200	800	16,000.00	
TOTALS:															TOTAL AMOUNT:	788,381.95