

**ANNUAL PROCUREMENT PROGRAM
For the Calendar Year 2013**

RECORDS SECTION - GSD/OCSA

Program/Project: _____

Fund: _____

Item No.	Article	Description	Unit	Unit Price	1st Qtr.		2nd Qtr.		3rd Qtr.		4th Qtr.		Total	
					Qty.	Total Amt.	Qty.	Total Amt.	Qty.	Total Amt.	Qty.	Total Amt.	Qty.	Total Amt.
1	AIR FRESHNER	aerosol type, spray mist,280ml/150g per can, assorted scent, Glade Brand	can	89.70	6	538.20			6	538.20			12	1,076.40
2	ALCOHOL	rubbing,70% isopropyl, 500ml., Cleene brand	btl.	37.70	3	113.10			3	113.10			6	226.20
3	BALLPOINT PEN	fine point, black, Pilot brand	each	20.00	24	480.00			24	480.00			48	960.00
4	BATTERY	dry cell, AAA, 1.5 volts, alkaline, two (2) pieces per pack, Maxell brand	pack	15.59	2	31.18							2	31.18
5	BATTERY	dry cell, size AA, 1.5 volts, alkaline, two (2) pieces per blister pack, Maxell brand	pack	26.52	2	53.04							2	53.04
6	CLIP	backfold, 25mm, all metal, 12 pieces per box, Prince brand	box	10.92	4	43.68							4	43.68
7	CLIP	backfold, 32mm, all metal, 12 pieces per box, Prince brand	box	17.68	4	70.72							4	70.72
8	CORRECTION FLUID	water based, 15 ml./bottle, Magic Touch brand	btl.	35.75	6	214.50			6	214.50			12	429.00
9	DATA FOLDER	with finger ring and clear plastic pocket for labels, 76mm x 229mm x 381mm (3' x 9' x 15') , Files brand	each	66.70	25	1,667.50			25	1,667.50			50	3,335.00
10	DETERGENT POWDER	all purpose, 500gms., Zoom brand	each	28.90	3	86.70			3	86.70			6	173.40
11	DISINFECTANT SPRAY	assorted scents, 538 grams, Clorox brand	btl.	134.68	3	404.04			3	404.04			6	808.08
12	FOLDER	file, tagboard, 14 points, for legal size papers/documents, 100s/pack	pack	205.80	1	205.80							1	205.80
13	FOLDER	TAGBOARD/CARRIER BOARD, LEGAL, for legal size paper/document, 240mm x 365mm Leaf Dimension, 100 pieces per pack	pack	327.60	1	327.60			1	327.60			2	655.20
14	MARKING PEN	permanent, bullet tip, non-toxic, medium point, permanent, black, Pentel brand	each	26.95	6	161.70			6	161.70			12	323.40
15	MARKING PEN	permanent, bullet tip, non-toxic, medium point, permanent, blue, Pentel brand	each	26.95	6	161.70			6	161.70			12	323.40
16	NOTEBOOK	stenographer's, GSP bond, 40 leaves,ruled, spiral, 55 gsm., Cosmic brand	each	9.35	5	46.75			5	46.75			10	93.50
17	NOTEPAD	76mm x 76mm (3"x3"), 100 sheets per pad, assorted colors, 3M brand	each	34.32	5	171.60			5	171.60			10	343.20
18	PAPER	multicopy, for laser printer/ink-jet printer, high speed, copier, 210mm x 297 mm (A-4), 80 gsm.	reams	182.15	50	9,107.50			50	9,107.50			100	18,215.00

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19	PAPER	80 gsm, 216mm x 330mm (8-1/2" x 13"), legal for laser printing, high speed copier	reams	245.00	20	4,900.00			20	4,900.00			40	9,800.00
20	PAPER	thermal, 216mm x 30M, 12mm (1/2") core, Prince brand	roll	37.96	50	1,898.00			50	1,898.00			100	3,796.00
21	SIGN PEN	high tech pen, blue, Pilot brand	each	54.00	5	270.00			5	270.00			10	540.00
22	TAPE	transparent, 24mm (1") width, usable length of 50m, 3M brand	roll	35.00	10	350.00			10	350.00			20	700.00
23	TAPE	transparent, 48mm (2") width, usable length of 50M Armak brand	roll	13.65	10	136.50			10	136.50			20	273.00
24	TAPE	packaging, 48mm width, 50m in length, Armak brand	roll	13.55	10	135.50			10	135.50			20	271.00
25	TAPE	masking, 24mm (1") width, usable length of 50M	roll	31.65	5	158.25			5	158.25			10	316.50
26	TAPE	masking, 48mm (2") width, usable length of 50M	roll	72.00	5	360.00			5	360.00			10	720.00
27	TOILET TISSUE	150 pulls two-ply sheets per roll, 12 rolls/package, Nature Brand	pckg.	78.45	3	235.35			3	235.35			6	470.70
28	TWINE	plastic, one kilo per roll	roll	38.90	3	116.70			3	116.70			6	233.40
29	INSECTICIDE	aerosol type, 500ml.(420g)/can, Shield brand	can	142.50	2	285.00			2	285.00			4	570.00
30	RAGS	cotton, approx. 203mm (8") in diameter	kilo	33.30	3	99.90			3	99.90			6	199.80
31	RUBBER BAND	#18, transparent, approx. 445 g./box, Pointer brand	box	99.10	2	198.20							2	198.20
32	DVD RECORDABLE	16x speed, 4.7GB capacity, 120 minutes recording time, individual casing, Maxell DVD-R brand	each	21.85	10	218.50			10	218.50			20	437.00
33	ANTI-VIRUS SOFTWARE	Norton 360™ Updated Version CD (MM20005529) up to 3-Users	each	4,000.00	2	8,000.00							2	8,000.00
34	EXTERNAL HARD DRIVE DISK	3.5 inch External hdd, 1 TB capacity, USB 3.0 interface, 7200rpm, 8 MB cashe size, 8.15" L x 4.96" W x 1.57" H 2.25lbs, Seagate brand	each	4,600.00	1	4,600.00							1	4,600.00
35	INK CARTRIDGE	HP 702 Black Inkjet Print Cartridge (CC660AA), for HP Officejet J3608 All-in-One	each	1,755.00	2	3,510.00			2	3,510.00			4	7,020.00
36	INK CARTRIDGE	HP 22 Tri-color Inkjet Print Cartridge (C9352AN), or HP Officejet J3608 All-in-One	each	890.00	1	890.00			1	890.00			2	1,780.00
37	INK CARTRIDGE	PG-810 black, for Canon Pixma iP2770	each	860.00	6	5,160.00			6	5,160.00			12	10,320.00
38	INK CARTRIDGE	CL-811 color, for Canon Pixma Ip2770	each	1,210.00	3	3,630.00			3	3,630.00			6	7,260.00

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39	INK CARTRIDGE	HP CD971AA #920 Black Ink Cartridge	each	945.00	3	2,835.00			3	2,835.00			6	5,670.00
40	INK CARTRIDGE	HP CD972AA #920XL Cyan Ink Cartridge	each	715.00	3	2,145.00			3	2,145.00			6	4,290.00
41	INK CARTRIDGE	HP CD973AA #920XL Magenta Ink Cartridge	each	715.00	3	2,145.00			3	2,145.00			6	4,290.00
42	INK CARTRIDGE	HP CD974AA #920XL Yellow Ink Cartridge	each	715.00	3	2,145.00			3	2,145.00			6	4,290.00
43	TONER	HP CE285A Black Toner Cartridge for HP LaserJet P1102w	each	3,500.00	3	10,500.00							3	10,500.00
44	UNINTERRUPTIBLE POWER SUPPLY	APC Back-UPS, 390 Watts / 650 VA, Input 230V / Output 230V	unit	8,000.00	1	8,000.00							1	8,000.00
45	PRINTER	HP P1102W, WiFi 802.11 b/g, Print speed Up to 18 ppm (A4), As fast as 8.5 sec, Print resolution Up to 600 x 600x2, 1200 dpi effective output; HP FastRes 1200, Processor 266 MHz ,Memory 2 MB, Recommended monthly page volume 250 to 1500 . Duty cycle Up to 5000 pages.	Unit	8,000.00	1	8,000.00							1	8,000.00
GRAND TOTALS						84,807.21				45,104.59				129,911.80