

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
**Region IV-A CALABARZON (Southern Tagalog)**  
 East Service Road, South Superhighway, Taguig City

**2013 - ANNUAL PROCUREMENT PROGRAM**

OFFICE SUPPLIES AND MATERIALS		Office:	Division:	Section:	Prepared by:	Certified Correct:	Approved by:										
		TESDA IV-A	Regional Office		<i>Alicia S. Orcino</i> ALICIA S. ORCINO Supply Officer	<i>Edgar T. Chavez</i> EDGAR T. CHAVEZ Officer-in-Charge, PASD	<i>Luisita S. Dela Cruz</i> LUISITA S. DELA CRUZ, CESO IV Regional Director										
Item #	COMMODITY Nomenclature/Description	Unit	Cost	Total Quantity	Total Amount	DISTRIBUTION BY QUARTERS											
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter					
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount				
126	Plastic Twine, big roll	60.00	12	roll	720.00	3	rolls	180.00	3	rolls	180.00	3	rolls	180.00	3	rolls	180.00
127	Pledge Multipurpose Cleaner, 400ml	275.00	78	pc	21,450.00	22	pcs	6,050.00	22	pcs	6,050.00	22	pcs	6,050.00	12	pcs	3,300.00
128	Rugs, cotton, round	60.00	160	bndl	9,600.00	50	bndls	3,000.00	45	bndls	2,700.00	40	bndls	2,400.00	25	bndls	1,500.00
129	Scotch Brite w/ foam	32.00	22	pc	704.00	6	pcs	192.00	6	pcs	192.00	6	pcs	192.00	4	pcs	128.00
130	Soap, Liquid	100.00	24	pc	2,400.00	6	pcs	600.00	6	pcs	600.00	6	pcs	600.00	6	pcs	600.00
131	Steel Dust Pan	100.00	4	pc	400.00	1	pc	100.00	1	pc	100.00	1	pc	100.00	1	pc	100.00
132	Sunshine Multipurpose Cleaner (for Computer)	120.00	49	pc	5,880.00	13	pcs	1,560.00	12	pcs	1,440.00	12	pcs	1,440.00	12	pcs	1,440.00
133	Tide Powder, 1 kilo	165.00	8	pc	1,320.00	2	pcs	330.00	2	pcs	330.00	2	pcs	330.00	2	pcs	330.00
134	Tide Powder, sachet	10.00	60	pc	600.00	15	pcs	150.00	15	pcs	150.00	15	pcs	150.00	15	pcs	150.00
135	Tissue Paper, 2-ply	15.00	710	roll	10,650.00	195	rolls	2,925.00	175	rolls	2,625.00	170	rolls	2,550.00	170	rolls	2,550.00
136	Tissuc Paper, Facial, Kleenex, big with scent	100.00	70	box	7,000.00	40	boxs	4,000.00	0	box	-	15	boxs	1,500.00	15	boxs	1,500.00
137	Toilet Duck Cleaner	200.00	12	pc	2,400.00	3	pcs	600.00	3	pcs	600.00	3	pcs	600.00	3	pcs	600.00
138	Trash Bin, small with cover	120.00	24	pc	2,880.00	15	pcs	1,800.00	3	pcs	360.00	3	pcs	360.00	3	pcs	360.00
139	Zonrox Bleach, Violet	100.00	16	pc	1,600.00	5	pcs	500.00	5	pcs	500.00	3	pcs	300.00	3	pcs	300.00
	<b>Office Furniture</b>		0			0	0	-	0	0	-	0	0	-	0	0	-
142	Side Table	10,000.00	1	set	10,000.00	1	set	10,000.00	0	set	-	0	set	-	0	set	-
	<b>IT Maintenance Parts</b>		0			0	0	-	0	0	-	0	0	-	0	0	-
143	Processor, Intel Core, i3-3220	7,000.00	5	pc	35,000.00	1	pc	7,000.00	2	pcs	14,000.00	2	pcs	14,000.00	0	pc	-
144	Asus P8H61MLX Motherboard	3,000.00	5	pc	15,000.00	1	pc	3,000.00	2	pcs	6,000.00	2	pcs	6,000.00	0	pc	-
145	Memory, Kingston 4GB DDR3 PC1333	1,500.00	5	pc	7,500.00	1	pc	1,500.00	2	pcs	3,000.00	2	pcs	3,000.00	0	pc	-
146	Seagate 500GB SATA HDD	3,000.00	5	pc	15,000.00	1	pc	3,000.00	2	pcs	6,000.00	2	pcs	6,000.00	0	pc	-
147	Lite-On DVDRW SATA HDD	1,500.00	5	pc	7,500.00	1	pc	1,500.00	2	pcs	3,000.00	2	pcs	3,000.00	0	pc	-
148	ATX Casing with 600W Power Supply	2,000.00	5	pc	10,000.00	1	pc	2,000.00	2	pcs	4,000.00	2	pcs	4,000.00	0	pc	-
149	Keyboard, USB	500.00	26	pc	13,000.00	6	pcs	3,000.00	8	pcs	4,000.00	6	pcs	3,000.00	6	pcs	3,000.00
150	Optical Mouse, USB	250.00	26	pc	6,500.00	4	pcs	1,000.00	8	pcs	2,000.00	7	pcs	1,750.00	7	pcs	1,750.00
151	Monitor, 23" LED		4	pc	-	4	pcs	-	0	pc	-	0	pc	-	0	pc	-
152	Monitor, 18.5" LED	6,000.00	5	pc	30,000.00	1	pc	6,000.00	2	pcs	12,000.00	2	pcs	12,000.00	0	pc	-
<b>TOTAL</b>					1,859,765.00	<b>1st</b>		864,122.00	<b>2nd</b>		365,775.00	<b>3rd</b>		379,132.00	<b>4th</b>		260,236.00

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
**Region IV-A CALABARZON (Southern Tagalog)**  
 East Service Road, South Superhighway, Taguig City

**2013 - ANNUAL PROCUREMENT PROGRAM**

OFFICE SUPPLIES AND MATERIALS		Office:	Division:	Section:	Prepared by:	Certified Correct:	Approved by:						
		TESDA IV-A	Regional Office		<i>[Signature]</i> <b>ALICIA S. ORCINO</b> Supply Officer	<i>[Signature]</i> <b>EDGAR T. CHAVEZ</b> Officer-In-Charge, FASD	<i>[Signature]</i> <b>LUISITA S. DELA CRUZ, CESO IV</b> Regional Director						
Item #	COMMODITY Nomenclature/Description	Unit Cost	Total Quantity	Total Amount	DISTRIBUTION BY QUARTERS								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
97	Anti Virus for Server	2,200.00	5 cd	11,000.00	5 cds	11,000.00							
98	Computer Speaker set	3,000.00	set		2 sets	6,000.00							
99	Gun Tacker for UTP Cable	2,500.00	1 pc	2,500.00	1 pc	2,500.00							
100	Tools and Equipment (for Computer Repair)	5,000.00	1 lot	5,000.00	1 lot	5,000.00							
101	Oval Shape glass Table and chair	5,000.00	1 set	5,000.00	1 set	5,000.00							
102	Executive Table	15,000.00	1 set	15,000.00	1 set	15,000.00							
103	Canon camera Lens 18 to 135 mm	30,000.00	1 pc	30,000.00	1 pc	30,000.00							
	SONY IC Recorder	8,000.00	1 pc	8,000.00	1 pc	8,000.00							
104	Computer Set ( i3-3120M Processor (3M Cache, 2.50 GHz), 4Gb DDR3 1333, Intel Z77 Chipset Motherboard, 500GB SATA Hard Disk 7200RPM, Mid-Tower Casing, 500W True Rated Green Power PSU, 500W AVR, 18.5" LED Widescreen, A4Tech USB Keyboard & Mouse)	30,000.00	5 set	150,000.00	5 sets	150,000.00							
<b>Medicines</b>													
105	Medicine Cabinet w/ first-aid supplies & medic	5,000.00	1 set	5,000.00	1 set	5,000.00							
<b>Subscriptions</b>													
107	Newspaper Subscription	6,000.00	1 lot	6,000.00	1 lot	6,000.00							
<b>Housekeeping/Maintenance Supplies</b>													
109	Air Freshener, Glade, lemon, 280ml	200.00	68 pc	13,600.00	27 pcs	5,400.00	10 pcs	2,000.00	21 pcs	4,200.00	10 pcs	2,000.00	
110	Baygon Spray, water base, 500ml	275.00	60 pc	16,500.00	24 pcs	6,600.00	9 pcs	2,475.00	18 pcs	4,950.00	9 pcs	2,475.00	
111	Broom "Tambo", heavy duty	150.00	12 pc	1,800.00	3 pcs	450.00	3 pcs	450.00	3 pcs	450.00	3 pcs	450.00	
112	Broom "Ting-ting"	25.00	12 pc	300.00	3 pcs	75.00	3 pcs	75.00	3 pcs	75.00	3 pcs	75.00	
113	Car Air Freshener, Shaldan, lemon	100.00	24 can	2,400.00	12 cans	1,200.00	0 can	-	12 cans	1,200.00	0 can	-	
114	CIF Multipurpose Cleaner	100.00	36 pc	3,600.00	9 pcs	900.00	9 pcs	900.00	9 pcs	900.00	9 pcs	900.00	
115	Dishwashing Liquid, Joy, 500ml	120.00	50 pc	6,000.00	12 pcs	1,440.00	13 pcs	1,560.00	12 pcs	1,440.00	13 pcs	1,560.00	
116	Disposable Garbage Bag, XXL	500.00	3 pack	1,500.00	3 packs	1,500.00	0 pack	-	0 pack	-	0 pack	-	
117	Electrical Tape, black	50.00	12 roll	600.00	3 rolls	150.00	3 rolls	150.00	3 rolls	150.00	3 rolls	150.00	
118	Flashlight, medium	300.00	2 pc	600.00	2 pcs	600.00	0 pc	-	0 pc	-	0 pc	-	
119	Floor Mat	250.00	12 pc	3,000.00	3 pcs	750.00	3 pcs	750.00	3 pcs	750.00	3 pcs	750.00	
120	Flourescent Tube, 20W, GE	100.00	20 pc	2,000.00	5 pcs	500.00	5 pcs	500.00	5 pcs	500.00	5 pcs	500.00	
121	Flourescent Tube, 40W, GE	120.00	100 pc	12,000.00	25 pcs	3,000.00	25 pcs	3,000.00	25 pcs	3,000.00	25 pcs	3,000.00	
122	I-Mop	1,000.00	4 pc	4,000.00	1 pc	1,000.00	1 pc	1,000.00	1 pc	1,000.00	1 pc	1,000.00	
123	Lysol Spray	350.00	48 pc	16,800.00	12 pcs	4,200.00	12 pcs	4,200.00	12 pcs	4,200.00	12 pcs	4,200.00	
124	Lysol Toilet Cleaner	350.00	6 pc	2,100.00	2 pcs	700.00	2 pcs	700.00	0 pc	-	2 pcs	700.00	
125	Mop Set	2,500.00	1 pc	2,500.00	1 pc	2,500.00	0 pc	-	0 pc	-	0 pc	-	

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
**Region IV-A CALABARZON (Southern Tagalog)**  
 East Service Road, South Superhighway, Taguig City

**2013 - ANNUAL PROCUREMENT PROGRAM**

OFFICE SUPPLIES AND MATERIALS		Office:	Division:	Section:	Prepared by:	Certified Correct:	Approved by:							
		TESDA IV-A	Regional Office		<i>[Signature]</i> <b>ALICIA S. ORCINO</b> Supply Officer	<i>[Signature]</i> <b>EDGAR T. CHAVEZ</b> Officer-In-Charge, FASD	<i>[Signature]</i> <b>LUISITA S. DELA CRUZ, CESO IV</b> Regional Director							
Item #	COMMODITY Nomenclature/Description	Unit Cost	Total Quantity	Total Amount	DISTRIBUTION BY QUARTERS									
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount		
66	Deskjet Ink, HP 704 black	500.00	142 cart	71,000.00	35	17,500.00	35	17,500.00	36	18,000.00	36	18,000.00		
67	Deskjet Ink, HP 704 tri color	500.00	122 cart	61,000.00	31	15,500.00	31	15,500.00	32	16,000.00	28	14,000.00		
	Deskjet Ink, HP 901 black	850.00	20 cart	17,000.00	5	4,250.00	5	4,250.00	5	4,250.00	5	4,250.00		
68	Deskjet Ink, HP 901 tri color	1,100.00	8 cart	8,800.00	2	2,200.00	2	2,200.00	2	2,200.00	2	2,200.00		
69	Deskjet Ink, HP-C9351a, black	750.00	12 cart	9,000.00	3	2,250.00	3	2,250.00	3	2,250.00	3	2,250.00		
70	Deskjet Ink, HP-C9352a, tri-color	850.00	12 cart	10,200.00	3	2,550.00	3	2,550.00	3	2,550.00	3	2,550.00		
71	Laser Toner, HP#CB540A, black	3,800.00	6 pc	22,800.00	1	3,800.00	2	7,600.00	1	3,800.00	2	7,600.00		
72	Laser Toner, HP#CB541A, cyan	3,400.00	4 pc	13,600.00	1	3,400.00	1	3,400.00	1	3,400.00	1	3,400.00		
73	Laser Toner, HP#CB542A, yellow	3,400.00	4 pc	13,600.00	1	3,400.00	1	3,400.00	1	3,400.00	1	3,400.00		
	Laser Toner, HP#CB543A, magenta	3,400.00	4 pc	13,600.00	1	3,400.00	1	3,400.00	1	3,400.00	1	3,400.00		
74	Canon Ink, CLI726m, magenta	700.00	30 pc	21,000.00	10	7,000.00	10	7,000.00	5	3,500.00	5	3,500.00		
	Canon Ink, CLI726bk, black	700.00	30 pc	21,000.00	10	7,000.00	10	7,000.00	5	3,500.00	5	3,500.00		
75	Canon Ink, CLI726c, cyan	700.00	30 pc	21,000.00	10	7,000.00	10	7,000.00	5	3,500.00	5	3,500.00		
	Canon Ink, CLI726y, yellow	700.00	30 pc	21,000.00	10	7,000.00	10	7,000.00	5	3,500.00	5	3,500.00		
76	Canon Ink, PGI725, black	750.00	40 pc	30,000.00	10	7,500.00	10	7,500.00	10	7,500.00	10	7,500.00		
77	Laser Toner HP # CE320A Black	3,600.00	19 pc	68,400.00	10	36,000.00	4	14,400.00	3	10,800.00	2	7,200.00		
78	Laser Toner HP # CE321A Blue	3,400.00	12 pc	40,800.00	8	27,200.00	2	6,800.00	1	3,400.00	1	3,400.00		
79	Laser Toner HP # CE322A Yellow	3,400.00	12 pc	40,800.00	8	27,200.00	2	6,800.00	1	3,400.00	1	3,400.00		
80	Laser Toner HP # CE323A Magenta	3,400.00	12 pc	40,800.00	8	27,200.00	2	6,800.00	1	3,400.00	1	3,400.00		
81	Laser Toner, HP285A	3,350.00	4 pc	13,400.00	1	3,350.00	1	3,350.00	1	3,350.00	1	3,350.00		
82	Epson Ink Cartridge 82N Cyan	800.00	16 pc	12,800.00	5	4,000.00	5	4,000.00	4	3,200.00	2	1,600.00		
83	Epson Ink Cartridge 82N Yellow	800.00	16 pc	12,800.00	5	4,000.00	5	4,000.00	4	3,200.00	2	1,600.00		
84	Epson Ink Cartridge 82N Light Cyan	800.00	16 pc	12,800.00	5	4,000.00	5	4,000.00	4	3,200.00	2	1,600.00		
85	Epson Ink Cartridge 82N Black	800.00	25 pc	20,000.00	10	8,000.00	7	5,600.00	5	4,000.00	3	2,400.00		
86	Epson Ink Cartridge 82N Light Magenta	800.00	16 pc	12,800.00	5	4,000.00	5	4,000.00	4	3,200.00	2	1,600.00		
87	Epson Ink Cartridge 82N Magenta	800.00	16 pc	12,800.00	5	4,000.00	5	4,000.00	4	3,200.00	2	1,600.00		
88	Printer Ribbon, Epson 8750	200.00	10 roll	2,000.00	2	400.00	3	600.00	2	400.00	3	600.00		
89	<b>Office and IT Accessories</b>													
90	External DVD/CD RW	2,500.00	4 pc	10,000.00	4	10,000.00								
91	External HDD, 500GB	4,000.00	7 pc	28,000.00	7	28,000.00								
92	External HDD, 1 TB	5,000.00	1 pc	5,000.00	1	5,000.00								
93	Fax Machine	6,000.00	1 pc	6,000.00	1	6,000.00								
94	Flash Drive, USB, 16GB	1,000.00	28 pc	28,000.00	28	28,000.00								
95	Printer, 3-in-1	5,000.00	5 unit	25,000.00	5	25,000.00								
96	UPS, 500VA	4,000.00	14 pc	56,000.00	7	28,000.00			7	28,000.00				

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
**Region IV-A CALABARZON (Southern Tagalog)**  
 East Service Road, South Superhighway, Taguig City

**2013 - ANNUAL PROCUREMENT PROGRAM**

OFFICE SUPPLIES AND MATERIALS		Office:	Division:	Section:	Prepared by:	Certified Correct:	Approved by:								
		TESDA IV-A	Regional Office		<i>Alicia B. Orcino</i> <b>ALICIA B. ORCINO</b> Supply Officer	<i>Edgar T. Chavez</i> <b>EDGAR T. CHAVEZ</b> Officer-in-Charge, PASD	<i>Luisita S. Dela Cruz</i> <b>LUISITA S. DELA CRUZ, CESO IV</b> Regional Director								
Item #	COMMODITY Nomenclature/Description	Unit	Cost	Total Quantity	Total Amount	DISTRIBUTION BY QUARTERS									
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount		
32	Kraft Envelope, long		1.50	200 pc	300.00	100 pcs	150.00			100 pcs	150.00				
33	Loose Leaf Folder, long		20.00	200 pair	4,000.00	50 pairs	1,000.00	50 pairs	1,000.00	50 pairs	1,000.00	50 pairs	1,000.00		
34	Mailing Envelope, white		250.00	2 bx	500.00	2 bxs	500.00								
35	Masking Tape, 1"		30.00	28 roll	840.00	12 rolls	360.00	6 rolls	180.00	5 rolls	150.00	5 rolls	150.00		
36	Masking Tape, 2"		50.00	6 roll	300.00	6 rolls	300.00								
37	Paper Clip vinyl coated, jumbo		20.00	82 bx	1,640.00	25 bxs	500.00	25 bxs	500.00	16 bxs	320.00	16 bxs	320.00		
38	Paper Clip vinyl coated, small		10.00	82 bx	820.00	25 bxs	250.00	25 bxs	250.00	16 bxs	160.00	16 bxs	160.00		
39	Paper Fastener, vinyl coated		25.00	26 bx	650.00	8 bxs	200.00	6 bxs	150.00	6 bxs	150.00	6 bxs	150.00		
40	Paper Fastener, vinyl coated, long		75.00	30 bx	2,250.00	8 bxs	600.00	8 bxs	600.00	7 bxs	525.00	7 bxs	525.00		
41	Pencil, Mongol, #2, 12pcs/box		60.00	9 bx	540.00	3 bxs	180.00	2 bxs	120.00	2 bxs	120.00	2 bxs	120.00		
42	Permanent Marker, assorted color		45.00	120 pc	5,400.00	48 pcs	2,160.00	24 pcs	1,080.00	24 pcs	1,080.00	24 pcs	1,080.00		
43	Photopaper, glossy, 20sheets/pack		600.00	21 pack	12,600.00	6 packs	3,600.00	5 packs	3,000.00	5 packs	3,000.00	5 packs	3,000.00		
44	Post-It, Note Pad, 3M, (3 x 4/2 X 3)		55.00	114 pc	6,270.00	34 pcs	1,870.00	34 pcs	1,870.00	28 pcs	1,540.00	18 pcs	990.00		
45	Post-It, Page Marker Signet, 1/2" x 2" 5 color		55.00	208 pack	11,440.00	64 packs	3,520.00	52 packs	2,860.00	46 packs	2,530.00	46 packs	2,530.00		
46	Record Book, 300pages		60.00	70 pc	4,200.00	35 pcs	2,100.00	5 pcs	300.00	25 pcs	1,500.00	5 pcs	300.00		
47	Record Book, 500pages		95.00	45 pc	4,275.00	25 pcs	2,375.00	5 pcs	475.00	15 pcs	1,425.00	0 pc	-		
48	Rubber Bands, Arrow, No.18, natural color		90.00	6 bx	540.00	3 bxs	270.00	0 bx	-	3 bxs	270.00	0 bx	-		
49	Rubbing Alcohol, Casino, Femme		70.00	92 pc	6,440.00	34 pcs	2,380.00	12 pcs	840.00	29 pcs	2,030.00	17 pcs	1,190.00		
50	Ruler, 12", plastic		20.00	4 pc	80.00	2 pcs	40.00			2 pcs	40.00				
51	Scissor, 8"		100.00	10 pair	1,000.00	5 pairs	500.00			5 pairs	500.00				
52	Sharpener, Heavy Duty		210.00	2 pc	420.00	2 pcs	420.00	0 pc	-	0 pc	-	0 pc	-		
53	Scotch Tape with box, 3M		65.00	4 roll	260.00	2 rolls	130.00	0 roll	-	2 rolls	130.00	0 roll	-		
	Sign Pen, Mygel, 0.7, blue/black		240.00	12 dozen	2,880.00	6 dozens	1,440.00	1 dozen	240.00	3 dozens	720.00	2 dozens	480.00		
54	Special Paper		40.00	120 pack	4,800.00	30 packs	1,200.00	30 packs	1,200.00	30 packs	1,200.00	30 packs	1,200.00		
55	Staple Remover		10.00	15 pc	150.00	3 pcs	30.00	12 pcs	120.00	0 pc	-	0 pc	-		
56	Staple Wire #35		30.00	74 bx	2,220.00	26 bxs	780.00	12 bxs	360.00	24 bxs	720.00	12 bxs	360.00		
57	Stapler, Max, #35, heavy duty		250.00	10 pc	2,500.00	5 pcs	1,250.00	0 pc	-	5 pcs	1,250.00	0 pc	-		
58	Whiteboard Marker, assorted color		43.00	111 pc	4,773.00	48 pcs	2,064.00	21 pcs	903.00	21 pcs	903.00	21 pcs	903.00		
59	<b>IT Printer Supplies</b>														
60	Deskjet Print Cartridge, HP 60 , Black		800.00	18 cart	14,400.00	6 carts	4,800.00	4 carts	3,200.00	4 carts	3,200.00	4 carts	3,200.00		
61	Deskjet Print Cartridge, HP 60 , Tri-Color		950.00	10 cart	9,500.00	4 carts	3,800.00	2 carts	1,900.00	2 carts	1,900.00	2 carts	1,900.00		
62	Deskjet Print Cartridge, HP 15 , Black		1,600.00	10 cart	16,000.00	2 carts	3,200.00	3 carts	4,800.00	2 carts	3,200.00	3 carts	4,800.00		
63	Deskjet Print Cartridge, HP 17 , Tri-Color		1,700.00	6 cart	10,200.00	1 cart	1,700.00	2 carts	3,400.00	1 cart	1,700.00	2 carts	3,400.00		
64	Deskjet Ink, HP 678 black		500.00	80 cart	40,000.00	20 carts	10,000.00	20 carts	10,000.00	20 carts	10,000.00	20 carts	10,000.00		
65	Deskjet Ink, HP 678 tri color		500.00	40 cart	20,000.00	10 carts	5,000.00	10 carts	5,000.00	10 carts	5,000.00	10 carts	5,000.00		

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
**Region IV-A CALABARZON (Southern Tagalog)**  
 East Service Road, South Superhighway, Taguig City




**2013 - ANNUAL PROCUREMENT PROGRAM**

OFFICE SUPPLIES AND MATERIALS		Office:	Division:	Section:	Prepared by:	Certified Correct:	Approved by:						
		TESDA IV-A	Regional Office		<i>Alicia S. Orcino</i> <b>ALICIA S. ORCINO</b> Supply Officer	<i>Edgardo Chavez</i> <b>EDGARDO CHAVEZ</b> Officer-in-Charge, FASD	<i>Luisita S. Dela Cruz, CesO IV</i> <b>LUISITA S. DELA CRUZ, CESO IV</b> Regional Director						
Item #	COMMODITY Nomenclature/Description	Unit Cost	Total Quantity	Total Amount	DISTRIBUTION BY QUARTERS								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
	<b>Office Supplies</b>												
1	Accountable Form #51 (Official Receipt)	100.00	6 pad	600.00			3 pads	300.00	3 pads	300.00			
2	Ballpen, Pilot, black/blue, 12pcs/box	264.00	27 bx	7,128.00	9 bxs	2,376.00	5 bxs	1,320.00	8 bxs	2,112.00	5 bxs	1,320.00	
3	Battery, 9V	145.00	36 pc	5,220.00	9 pcs	1,305.00	9 pcs	1,305.00	9 pcs	1,305.00	9 pcs	1,305.00	
4	Battery, AA, Energizer, 4pcs/pack	165.00	22 pack	3,630.00	7 packs	1,155.00	4 packs	660.00	7 packs	1,155.00	4 packs	660.00	
5	Battery, AAA, Energizer, 4pcs/pack	175.00	14 pack	2,450.00	6 packs	1,050.00	1 pack	175.00	6 packs	1,050.00	1 pack	175.00	
6	CD-R	20.00	350 pc	7,000.00	90 pcs	1,800.00	90 pcs	1,800.00	90 pcs	1,800.00	80 pcs	1,600.00	
7	Copy Paper, A4, Paper One, subs 20	165.00	895 ream	147,675.00	237 reams	39,105.00	226 reams	37,290.00	226 reams	37,290.00	206 reams	33,990.00	
8	Copy Paper, F4, Paper One, subs 20	180.00	147 ream	26,460.00	49 reams	8,820.00	34 reams	6,120.00	30 reams	5,400.00	34 reams	6,120.00	
9	Copy Paper, N4, Paper One, subs 20	165.00	50 ream	8,250.00	20 reams	3,300.00	10 reams	1,650.00	10 reams	1,650.00	10 reams	1,650.00	
10	Copy Paper, A4, 120 GSM	350.00	10 ream		10 reams	3,500.00							
11	Correction Fluid, Touch & Go	30.00	78 pc	2,340.00	26 pcs	780.00	18 pcs	540.00	20 pcs	600.00	14 pcs	420.00	
12	Correction Tape	30.00	24 pc	720.00	6 pcs	180.00	6 pcs	180.00	6 pcs	180.00	6 pcs	180.00	
13	Cutter Blade	50.00	24 pack	1,200.00	6 packs	300.00	6 packs	300.00	6 packs	300.00	6 packs	300.00	
14	Cutter, NLT, heavy duty	300.00	8 pc	2,400.00	2 pcs	600.00	0 pc	-	6 pcs	1,800.00	0 pc	-	
15	Document File Holder, 2 ring binder, A4, 3"	120.00	200 pc	24,000.00	50 pcs	6,000.00	50 pcs	6,000.00	50 pcs	6,000.00	50 pcs	6,000.00	
16	DVD R	40.00	150 pc	6,000.00	50 pcs	2,000.00	25 pcs	1,000.00	50 pcs	2,000.00	25 pcs	1,000.00	
17	Expanding Envelope, glossy w/ rubber strap	20.00	240 pc	4,800.00	120 pcs	2,400.00	0 pc	-	120 pcs	2,400.00	0 pc	-	
18	Expanding Folder, Legal Size, U.S. Apple green	15.00	400 pc	6,000.00	100 pcs	1,500.00	100 pcs	1,500.00	100 pcs	1,500.00	100 pcs	1,500.00	
19	File Rack, double, blue	150.00	120 pc	18,000.00	30 pcs	4,500.00	30 pcs	4,500.00	30 pcs	4,500.00	30 pcs	4,500.00	
20	File Divider, 5 colors/pack	20.00	200 pack	4,000.00	50 packs	1,000.00	50 packs	1,000.00	50 packs	1,000.00	50 packs	1,000.00	
21	File Folder, white, long	4.00	1000 pc	4,000.00	600 pcs	2,400.00	0 pc	-	400 pcs	1,600.00	0 pc	-	
22	File Folder, white, short	3.00	200 pc	600.00	70 pcs	210.00	130 pcs	390.00	0 pc	-	0 pc	-	
23	File Presentation Folder, plastic (red)	30.00	46 pc	1,380.00	16 pcs	480.00	10 pcs	300.00	10 pcs	300.00	10 pcs	300.00	
24	File Presentation Folder, plastic (blue)	30.00	46 pc	1,380.00	16 pcs	480.00	10 pcs	300.00	10 pcs	300.00	10 pcs	300.00	
25	File Presentation Folder, plastic (green)	30.00	46 pc	1,380.00	16 pcs	480.00	10 pcs	300.00	10 pcs	300.00	10 pcs	300.00	
26	File Holder, 3", light blue, 2 holes	120.00	100 pc	12,000.00	50 pcs	6,000.00	0 pc	-	50 pcs	6,000.00	0 pc	-	
27	Frame, wood/plastic, A3 size	400.00	40 pc	16,000.00	10 pcs	4,000.00	10 pcs	4,000.00	10 pcs	4,000.00	10 pcs	4,000.00	
28	Glue Stick, Lecho, 21gms	40.00	99 pc	3,960.00	27 pcs	1,080.00	24 pcs	960.00	24 pcs	960.00	24 pcs	960.00	
29	Highlighter, Stabilo	30.00	60 pc	1,800.00	30 pcs	900.00	0 pc	-	30 pcs	900.00	0 pc	-	
30	Index Card	50.00	4 pack	200.00	1 pack	50.00	1 pack	50.00	1 pack	50.00	1 pack	50.00	
31	Kraft Envelope, long	1.50	200 pc	300.00	100 pcs	150.00			100 pcs	150.00			

2013 - ANNUAL PROCUREMENT PROGRAM

OFFICE SUPPLIES AND MATERIALS		Office:	Division:	Section:	Prepared by:			Certified Correct:			Approved by:							
		TESDA IV-A	Regional Operation Division -ROD		WARLITO R. TUGADEIR AA III			AVA HEIDI V. DELA TORRE ROD Chief			LUISITA S. DELA CRUZ, CESO IV Regional Director							
Item #	COMMODITY Nomenclature/Description	Unit Cost	Total Quantity		Total Amount		DISTRIBUTION BY QUARTERS											
							1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
							Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount				
	<b>Office Supplies</b>																	
1	Ballpen, Pilot, black/blue, 12pcs/box	264	9	bx	2,376	3	bxs	792	2	bxs	528	2	bxs	528	2	bxs	528	
2	Battery, 9V	145	12	pc	1,740	3	pcs	435	3	pcs	435	3	pcs	435	3	pcs	435	
3	Battery, AA, Energizer, 4pcs/pack	165	12	pack	1,980	3	packs	495	3	packs	495	3	packs	495	3	packs	495	
4	Battery, AAA, Energizer, 4pcs/pack	175	8	pack	1,400	3	packs	525	1	pack	175	3	packs	525	1	pack	175	
5	CD-R	30	150	pc	4,500	40	pcs	1,200	40	pcs	1,200	40	pcs	1,200	30	pcs	900	
6	Copy Paper, A4, Paper One, subs 20	165	470	ream	77,550	130	reams	21,450	120	reams	19,800	120	reams	19,800	100	reams	16,500	
7	Copy Paper, F4, Paper One, subs 20	180	35	ream	6,300	20	reams	3,600	5	reams	900	5	reams	900	5	reams	900	
8	Copy Paper, N4, Paper One, subs 20	65	50	ream	1,950	15	reams	975	5	reams	325	5	reams	325	5	reams	325	
9	Copy Paper, A4, 120 GSM	350	10	ream	3,500	10	reams	3,500										
10	Correction Fluid, Touch & Go	30	24	pc	720	12	pcs	360	6	pcs	180	6	pcs	180				
11	Correction Tape	30	24	pc	720	6	pcs	180	6	pcs	180	6	pcs	180	6	pcs	180	
12	Cutter Blade	50	12	pack	600	3	packs	150	3	packs	150	3	packs	150	3	packs	150	
13	Cutter, NLT, heavy duty	300	2	pc	600	2	pcs	600										
14	Document File Holder, 2 ring binder, A4, 3"	120	100	pc	12,000	25	pcs	3,000	25	pcs	3,000	25	pcs	3,000	25	pcs	3,000	
15	DVD R	40	100	pc	4,000	25	pcs	1,000	25	pcs	1,000	25	pcs	1,000	25	pcs	1,000	
16	Expanding Envelope, glossy w/ rubber strap	20	120	pc	2,400	60	pcs	1,200				60	pcs	1,200				
17	Expanding Folder, Legal Size, U.S. Apple green	15	200	pc	3,000	50	pcs	750	50	pcs	750	50	pcs	750	50	pcs	750	
18	File Divider, 5 colors/pack	20	100	pack	2,000	25	packs	500	25	packs	500	25	packs	500	25	packs	500	
19	File Folder, white, long	4	500	pc	2,000	300	pcs	1,200				200	pcs	800				
20	File Folder, white, short	3	100	pc	300	70	pcs	210	30	pcs	90							
21	File Presentation Folder, plastic (red)	30	40	pc	1,200	10	pcs	300	10	pcs	300	10	pcs	300	10	pcs	300	
22	File Presentation Folder, plastic (blue)	30	40	pc	1,200	10	pcs	300	10	pcs	300	10	pcs	300	10	pcs	300	
23	File Presentation Folder, plastic (green)	30	40	pc	1,200	10	pcs	300	10	pcs	300	10	pcs	300	10	pcs	300	
24	File Holder, 3", light blue, 2 holes	120	50	pc	6,000	25	pcs	3,000				25	pcs	3,000				
25	Glue Stick, Leeho, 21gms	40	48	pc	1,920	12	pcs	480	12	pcs	480	12	pcs	480	12	pcs	480	
26	Highlighter, Stabilo	30	24	pc	720	12	pcs	360				12	pcs	360				
27	Kraft Envelope, long	2	100	pc	150	50	pcs	75				50	pcs	75				
28	Kraft Envelope, long	2	100	pc	150	50	pcs	75				50	pcs	75				
29	Mailing Envelope, white	250	1	bx	250	1	bxs	250										
30	Masking Tape, 1"	30	13	roll	390	6	rolls	180	3	rolls	90	2	rolls	60	2	rolls	60	
31	Masking Tape, 2"	50	3	roll	150	3	rolls	150										
32	Paper Clip vinyl coated, jumbo	20	30	bx	600	12	bxs	240	12	bxs	240	3	bxs	60	3	bxs	60	
33	Paper Clip vinyl coated, small	10	30	bx	300	12	bxs	120	12	bxs	120	3	bxs	30	3	bxs	30	
34	Paper Fastener, vinyl coated	25	12	bx	300	3	bxs	75	3	bxs	75	3	bxs	75	3	bxs	75	
35	Paper Fastener, vinyl coated, long	75	14	bx	1,050	4	bxs	300	4	bxs	300	3	bxs	225	3	bxs	225	
36	Pencil, Mongol, #2, 12pcs/box	60	4	bx	240	1	bxs	60	1	bxs	60	1	bxs	60	1	bxs	60	
37	Permanent Marker, assorted color	45	60	pc	2,700	24	pcs	1,080	12	pcs	540	12	pcs	540	12	pcs	540	
38	Photopaper, glossy, 20sheets/pack	600	9	pack	5,400	3	packs	1,800	2	packs	1,200	2	packs	1,200	2	packs	1,200	
39	Post-It, Note Pad, 3M	55	36	pc	1,980	12	pcs	660	12	pcs	660	6	pcs	330	6	pcs	330	
40	Post-It, Page Marker Signet, 1/2" x 2" 5 color	55	48	pack	2,640	24	packs	1,320	12	packs	660	6	packs	330	6	packs	330	
41	Record Book, 300pages	60	25	pc	1,500	10	pcs	600	5	pcs	300	5	pcs	300	5	pcs	300	
42	Record Book, 500pages	95	20	pc	1,900	10	pcs	950	5	pcs	475	5	pcs	475				

2013 - ANNUAL PROCUREMENT PROGRAM

OFFICE SUPPLIES AND MATERIALS		Office:	Division:	Section:	Prepared by:		Certified Correct:		Approved by:								
		TESDA IV-A	Regional Operation Division -ROD		 WARLITO R. TOGADE JR. AA III	 AVA HEIDI V. DELA TORRE ROD Chief	 LUISITA S. DELA CRUZ, CESO IV Regional Director										
Item #	COMMODITY Nomenclature/Description	Unit Cost	Total Quantity		Total Amount	DISTRIBUTION BY QUARTERS											
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter					
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount				
43	Rubber Bands, Arrow, No.18, natural color	90	2	bx	180	1	bx	90			-	1	bx	90			-
44	Rubbing Alcohol, Casini, Femme	70	24	pc	1,680	12	pcs	840			-	12	pcs	840			-
45	Sharpener, Heavy Duty	250	1	pc	250	1	pc	250			-			-			-
46	Sign Pen, Mygel, 0.7, black	240	3	dozen	720	2	dozens	480			-	1	dozen	240			-
47	Sign Pen, Mygel, 0.7, blue	240	3	dozen	720	2	dozens	480			-	1	dozen	240			-
48	Special Paper	40	60	pack	2,400	15	packs	600	15	packs	600	15	packs	600	15	packs	600
49	Staple Wire #35	30	24	bx	720	12	bxs	360			-	12	bxs	360			-
50	Stapler, Max, #35, heavy duty	250	4	pc	1,000	2	pcs	500			-	2	pcs	500			-
51	Whiteboard Marker, assorted color	43	51	pc	2,193	24	pcs	1,032	9	pcs	387	9	pcs	387	9	pcs	387
52	Scissor, Stainless Steel 8"	100	2	pc	200	2	pcs	200			-			-			-
53	Ruler 12"	20	1	pc	20	1	pc	20			-			-			-
	<b>IT Printer Supplies</b>																
54	Deskjet Print Cartridge, HP 60, Black	800	18	cart	14,400	6	carts	4,800	4	carts	3,200	4	carts	3,200	4	carts	3,200
55	Deskjet Print Cartridge, HP 60, Tri-Color	950	10	cart	9,500	4	carts	3,800	2	carts	1,900	2	carts	1,900	2	carts	1,900
56	Deskjet Print Cartridge, HP 15, Black	1,600	10	cart	16,000	2	carts	3,200	3	carts	4,800	2	carts	3,200	3	carts	4,800
57	Deskjet Print Cartridge, HP 17, Tri-Color	1,700	6	cart	10,200	1	cart	1,700	2	carts	3,400	1	cart	1,700	2	carts	3,400
58	Ink Cartridge HP 704 Black	500	32	pc	16,000	8	pcs	4,000	8	pcs	4,000	8	pcs	4,000	8	pcs	4,000
59	Ink Cartridge HP 704 Tri Color	500	32	pc	16,000	8	pcs	4,000	8	pcs	4,000	8	pcs	4,000	8	pcs	4,000
60	Canon Ink, CL1726m, magenta	700	30	pc	21,000	10	pcs	7,000	10	pcs	7,000	5	pcs	3,500	5	pcs	3,500
61	Canon Ink, CL1726bk, black	700	30	pc	21,000	10	pcs	7,000	10	pcs	7,000	5	pcs	3,500	5	pcs	3,500
62	Canon Ink, CL1726c, cyan	700	30	pc	21,000	10	pcs	7,000	10	pcs	7,000	5	pcs	3,500	5	pcs	3,500
63	Canon Ink, CL1726y, yellow	700	30	pc	21,000	10	pcs	7,000	10	pcs	7,000	5	pcs	3,500	5	pcs	3,500
64	Canon Ink, PGI725, black	750	40	pc	30,000	10	pcs	7,500	10	pcs	7,500	10	pcs	7,500	10	pcs	7,500
65	Laser Toner HP # CE320A Black	3,600	19	pc	68,400	10	pcs	36,000	4	pcs	14,400	3	pcs	10,800	2	pcs	7,200
66	Laser Toner HP # CE321A Blue	3,400	12	pc	40,800	8	pcs	27,200	2	pcs	6,800	1	pc	3,400	1	pc	3,400
67	Laser Toner HP # CE322A Yellow	3,400	12	pc	40,800	8	pcs	27,200	2	pcs	6,800	1	pc	3,400	1	pc	3,400
68	Laser Toner HP # CE323A Magenta	3,400	12	pc	40,800	8	pcs	27,200	2	pcs	6,800	1	pc	3,400	1	pc	3,400
69	Epson Ink Cartridge 82N Cyan	800	16	pc	12,800	5	pcs	4,000	5	pcs	4,000	4	pcs	3,200	2	pcs	1,600
70	Epson Ink Cartridge 82N Yellow	800	16	pc	12,800	5	pcs	4,000	5	pcs	4,000	4	pcs	3,200	2	pcs	1,600
71	Epson Ink Cartridge 82N Light Cyan	800	16	pc	12,800	5	pcs	4,000	5	pcs	4,000	4	pcs	3,200	2	pcs	1,600
72	Epson Ink Cartridge 82N Black	800	25	pc	20,000	10	pcs	8,000	7	pcs	5,600	5	pcs	4,000	3	pcs	2,400
73	Epson Ink Cartridge 82N Light Magenta	800	16	pc	12,800	5	pcs	4,000	5	pcs	4,000	4	pcs	3,200	2	pcs	1,600
74	Epson Ink Cartridge 82N Magenta	800	16	pc	12,800	5	pcs	4,000	5	pcs	4,000	4	pcs	3,200	2	pcs	1,600
	<b>Office and IT Accessories</b>																
75	External DVD/CD RW	2,500	1	pc	2,500	1	pc	2,500			-			-			-
76	External HDD, 500GB	4,000	2	pc	8,000	2	pcs	8,000			-			-			-
77	External HDD, 1 TB	5,000	1			1					-			-			-
78	Flash Drive, USB, 16GB	1,000	14	pc	14,000	14	pcs	14,000			-			-			-
79	Keyboard	500	12	pc	6,000	3	pcs	1,500	3	pcs	1,500	3	pcs	1,500	3	pcs	1,500
80	Mouse, USB	300	12	pc	3,600	3	pcs	900	3	pcs	900	3	pcs	900	3	pcs	900
81	UPS, 500VA	4,000	4	pc	16,000	2	pcs	8,000			-	2	pcs	8,000			-

2013 - ANNUAL PROCUREMENT PROGRAM

OFFICE SUPPLIES AND MATERIALS		Office:	Division:	Section:	Prepared by:	Certified Correct:	Approved by:										
		TESDA IV-A	Regional Operation Division -ROD		WARLETO R. TUGADE JR AA III	AVA HEIDI V. DELA TORRE ROD Chief	LUISITA S. DELA CRUZ, CESO IV Regional Director										
Item #	COMMODITY Nomenclature/Description	Unit Cost	Total Quantity		Total Amount	DISTRIBUTION BY QUARTERS											
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter					
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount				
82	Anti Virus (for Server)	2,200	5	cd	11,000	5	cds	11,000			-			-			-
83	Computer Monitor LED 23"	10,000	4	pc	40,000	4	pcs	40,000			-			-			-
84	Computer Speaker set	3,000	2	pc	6,000	2	pcs	6,000			-			-			-
85	Gun Tacker for UTP Cable	2,500	1	set	2,500	1	set	2,500			-			-			-
86	Tools and Equipment (for Computer Repair)	5,000	1	set	5,000	1	set	5,000			-			-			-
87	Oval Shape glass Table and chair	5,000	1	set	5,000	1	set	5,000			-			-			-
88	Executive Table	15,000	1	set	15,000	1	set	15,000			-			-			-
89	Canon camera Lens 18 to 135 mm	30,000	1	pc	30,000	1	pc	30,000			-			-			-
90	SONY IC Recorder	8,000	1	pc	8,000	1	pc	8,000			-			-			-
91	Computer Set (13-3120M Processor (3M Cache, 2.50 GHz), 4Gb DDR3 1333, Intel Z77 Chipset Motherboard, 500GB SATA Hard Disk 7200RPM, Mid-Tower Casing, 500W True Rated Green Power PSU, 500W AVR, 18.5" LED Widescreen, A4Tech USB Keyboard & Mouse)	30,000	5	pc	150,000	5	pcs	150,000			-			-			-
	<b>Housekeeping/Maintenance Supplies</b>										-			-			-
92	Air Freshener, Glade, lemon, 280ml	200	18	pc	3,600	12	pcs	2,400			-	6	pcs	1,200			-
93	Baygon Spray, water base, 500ml	275	18	pc	4,950	12	pcs	3,300			-	6	pcs	1,650			-
94	Rags, cotton, round	60	50	bndl	3,000	20	bndls	1,200	15	bndls	900	10	bndls	600	5	bndls	300
95	Tissue Paper, 2-ply	15	250	roll	3,750	75	rolls	1,125	75	rolls	1,125	50	rolls	750	50	rolls	750
96	Tissue Paper, Facial, Kleenex, big with scent	100	20	box	2,000	20	boxs	2,000			-			-			-
97	Trash Bin, small with cover	120	12	pc	1,440	12	pcs	1,440			-			-			-
<b>TOTAL</b>					983,899	<b>1st</b>	581,114	<b>2nd</b>	158,420	<b>3rd</b>	138,900	<b>4th</b>	105,465				



**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
**Region IV-A CALABARZON (Southern Tagalog)**  
 East Service Road, South Superhighway, Taguig City

**2013 - ANNUAL PROCUREMENT PROGRAM**

OFFICE SUPPLIES AND MATERIALS		Office:	Division:	Section:	Prepared by:	Certified Correct:	Approved by:						
		TESDA IV-A	COA		<i>Noemi R. Ragandap</i> NOEMI R. RAGANDAP State Auditor III	<i>Edgar T. Chavez</i> EDGAR T. CHAVEZ Officer-In-Charge, FASD	<i>Luisita S. Dela Cruz</i> LUISITA S. DELA CRUZ, CESO IV Regional Director						
Item #	COMMODITY Nomenclature/Description	Unit Cost	Total Quantity	Total Amount	DISTRIBUTION BY QUARTERS								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
29	<b>Office and IT Accessories</b>												
30	Electric Fan, Standard, Model STF-9	1,000.00	1 pc	1,000.00	1 pc	1,000.00							
31	Flash Drive, USB, 16GB	1,000.00	1 pc	1,000.00	1 pc	1,000.00							
32	UPS, 500VA	4,000.00	1 pc	4,000.00	1 pc	4,000.00							
	<b>Housekeeping/Maintenance Supplies</b>												
33	Air Freshener, Glade, lemon, 280ml	200.00	4 pc	800.00	1 pc	200.00	1 pc	200.00	1 pc	200.00	1 pc	200.00	
34	Baygon Spray, water base, 500ml	275.00	4 pc	1,100.00	1 pc	275.00	1 pc	275.00	1 pc	275.00	1 pc	275.00	
35	Dishwashing Liquid, Joy, 500ml	120.00	4 pc	480.00	1 pc	120.00	1 pc	120.00	1 pc	120.00	1 pc	120.00	
36	Lysol Spray	350.00	4 pc	1,400.00	1 pc	350.00	1 pc	350.00	1 pc	350.00	1 pc	350.00	
37	Rugs, cotton, round	60.00	6 bndl	360.00	2 bndls	120.00	2 bndls	120.00	2 bndls	120.00			
38	Scotch Brite w/o foam	32.00	4 pc	128.00	1 pc	32.00	1 pc	32.00	1 pc	32.00	1 pc	32.00	
39	Soap, Safeguard, Family Size	50.00	12 pc	600.00	3 pcs	150.00	3 pcs	150.00	3 pcs	150.00	3 pcs	150.00	
40	Tide Powder, sachet	15.00	16 pc	240.00	4 pcs	60.00	4 pcs	60.00	4 pcs	60.00	4 pcs	60.00	
41	Tissue Paper, 2-ply, Joy	15.00	72 roll	1,080.00	12 rolls	180.00	24 rolls	360.00	24 rolls	360.00	12 rolls	180.00	
	<b>IT Maintenance Parts</b>												
42	Processor, Intel Core, i3-3220	7,000.00	2 pc	14,000.00	2 pcs	14,000.00							
43	Asus P8H61MLX Motherboard	3,000.00	2 pc	6,000.00	2 pcs	6,000.00							
44	Memory, Kingston 4GB DDR3 PC1333	1,500.00	2 pc	3,000.00	2 pcs	3,000.00							
45	Seagate 500GB SATA HDD	3,000.00	2 pc	6,000.00	2 pcs	6,000.00							
46	Lite-On DVDRW SATA HDD	1,500.00	2 pc	3,000.00	2 pcs	3,000.00							
47	ATX Casing with 600W Power Supply	2,000.00	2 pc	4,000.00	2 pcs	4,000.00							
48	Keyboard, USB	500.00	2 pc	1,000.00	2 pcs	1,000.00							
49	Optical Mouse, USB	300.00	2 pc	600.00	2 pcs	600.00							
50	Monitor, 23" LED	10,000.00	1 pc	10,000.00	1 pc	10,000.00							

<b>TOTAL</b>	93,342.00	<b>1st</b>	64,991.00	<b>2nd</b>	10,367.00	<b>3rd</b>	9,217.00	<b>4th</b>	8,767.00
--------------	-----------	------------	-----------	------------	-----------	------------	----------	------------	----------

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
**Region IV-A CALABARZON (Southern Tagalog)**  
 East Service Road, South Superhighway, Taguig City

**2013 - ANNUAL PROCUREMENT PROGRAM**

OFFICE SUPPLIES AND MATERIALS		Office:	Division:	Section:	Prepared by:	Certified Correct:	Approved by:						
		TESDA IV-A	COA		<u>NOEMI R. MAGANDAP</u> State Auditor III	<u>EDGAR T. CHAVEZ</u> Officer-In-Charge, FASD	<u>LUISITA S. DELA CRUZ, CESO IV</u> Regional Director						
Item #	COMMODITY Nomenclature/Description	Unit Cost	Total Quantity	Total Amount	DISTRIBUTION BY QUARTERS								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
	<b>Office Supplies</b>												
1	Ballpen, Pilot, black/red, 12pcs/box	264.00	1 bx	264.00	1 bx	264.00							
2	Battery, AA, Energizer, 4pcs/pack	165.00	4 pc	660.00	1 pc	165.00	1 pc	165.00	1 pc	165.00	1 pc	165.00	
3	Binder Clip, 1" assorted color	100.00	4 pack	400.00	1 pack	100.00	1 pack	100.00	1 pack	100.00	1 pack	100.00	
4	Binder Clip, 1/2" assorted color	100.00	4 pc	400.00	1 pc	100.00	1 pc	100.00	1 pc	100.00	1 pc	100.00	
4	Copy Paper, A4, Paper One, subs 20	165.00	4 ream	660.00	1 ream	165.00	1 ream	165.00	1 ream	165.00	1 ream	165.00	
5	Copy Paper, A4, Paper One, subs 24	175.00	4 ream	700.00	1 ream	175.00	1 ream	175.00	1 ream	175.00	1 ream	175.00	
6	Copy Paper, F4, Paper One, subs 24	200.00	4 ream	800.00	1 ream	200.00	1 ream	200.00	1 ream	200.00	1 ream	200.00	
7	Copy Paper, N4, Paper One, subs 24	175.00	12 ream	2,100.00	3 reams	525.00	3 reams	525.00	3 reams	525.00	3 reams	525.00	
8	Expanding Envelope, glossy w/ rubber strap	20.00	20 pc	400.00	20 pcs	400.00							
9	File Folder, white, long	4.00	60 pc	240.00	30 pcs	120.00	30 pcs	120.00					
10	Folder, Morocco, blue	15.00	60 pc	900.00	30 pcs	450.00	30 pcs	450.00					
11	Glue Stick, Leeho, 21gms	40.00	4 pc	160.00	1 pc	40.00	1 pc	40.00	1 pc	40.00	1 pc	40.00	
12	Highlighter, Stabilo (yellow/green)	30.00	6 pc	180.00	2 pcs	60.00	2 pcs	60.00	2 pcs	60.00			
13	Kraft Envelope, long	2.00	50 pc	100.00	50 pcs	100.00							
14	Masking Tape, 1"	30.00	12 roll	360.00	3 rolls	90.00	3 rolls	90.00	3 rolls	90.00	3 rolls	90.00	
15	Packaging Tape, 2"	50.00	1 roll	50.00	1 roll	50.00							
16	Paper Clip vynil coated, jumbo	20.00	4 bx	80.00	1 bx	20.00	1 bx	20.00	1 bx	20.00	1 bx	20.00	
17	Post-It, Note Pad, 3M, small	45.00	4 pad	180.00	1 pad	45.00	1 pad	45.00	1 pad	45.00	1 pad	45.00	
18	Post-It, Note Pad, 3M, large	65.00	4 pad	260.00	1 pad	65.00	1 pad	65.00	1 pad	65.00	1 pad	65.00	
19	Rubbing Alcohol, Casino, Femme	70.00	4 pc	280.00	1 pc	70.00	1 pc	70.00	1 pc	70.00	1 pc	70.00	
20	Scissor, 8"	100.00	2 pair	200.00	2 pairs	200.00							
21	Scotch Tape, 1" w/ box 3M	70.00	8 pc	560.00	2 pcs	140.00	2 pcs	140.00	2 pcs	140.00	2 pcs	140.00	
22	Sign Pen, Pilot, 0.5, black	45.00	6 pc	270.00	2 pcs	90.00	2 pcs	90.00	2 pcs	90.00			
23	Stamp Pad, Ink	100.00	1 bot	100.00	1 bot	100.00							
24	Staple Wire #35	30.00	2 bx	60.00	1 bx	30.00	1 bx	30.00					
25	Whiteboard Marker, assorted color	45.00	2 pc	90.00	2 pcs	90.00							
26	Yellow Pad Paper	50.00	2 pad	100.00	1 pad	50.00	1 pad	50.00					
	<b>IT Printer Supplies</b>												
26	Deskjet Ink, HP 704 black	500.00	12 cart	6,000.00	4 carts	2,000.00	3 carts	1,500.00	3 carts	1,500.00	2 carts	1,000.00	
27	Deskjet Ink, HP 704 tri color	500.00	6 cart	3,000.00	1 cart	500.00	2 carts	1,000.00	1 cart	500.00	2 carts	1,000.00	
28	Laser Toner, HP35A	3,500.00	4 pc	14,000.00	1 pc	3,500.00	1 pc	3,500.00	1 pc	3,500.00	1 pc	3,500.00	

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
**Region IV-A CALABARZON (Southern Tagalog)**  
 East Service Road, South Superhighway, Taguig City

**2013 - ANNUAL PROCUREMENT PROGRAM**

<b>OFFICE SUPPLIES AND MATERIALS</b>		Office:	Division:	Section:	Prepared by:	Certified Correct:	Approved by:						
		TESDA IV-A	FASD/ORD		<i>Alicia S. Orcino</i> <b>ALICIA S. ORCINO</b> Supply Officer	<i>Edgar T. Chavez</i> <b>EDGAR T. CHAVEZ</b> Officer-In-Charge, FASD	<i>Luisita S. Dela Cruz, CesO IV</i> <b>LUISITA S. DELA CRUZ, CESO IV</b> Regional Director						
Item #	COMMODITY Nomenclature/Description	Unit	Cost	Total Quantity	Total Amount	DISTRIBUTION BY QUARTERS							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
92	Flourescent Tube, 40W, GE		120.00	100 pc	12,000.00	25 pcs	3,000.00	25 pcs	3,000.00	25 pcs	3,000.00	25 pcs	3,000.00
93	I-Mop		1,000.00	4 pc	4,000.00	1 pc	1,000.00	1 pc	1,000.00	1 pc	1,000.00	1 pc	1,000.00
94	Lysol Spray		350.00	48 pc	16,800.00	12 pcs	4,200.00	12 pcs	4,200.00	12 pcs	4,200.00	12 pcs	4,200.00
95	Lysol Toilet Cleaner		350.00	6 pc	2,100.00	2 pcs	700.00	2 pcs	700.00			2 pcs	700.00
96	Mop Set		2,500.00	1 pc	2,500.00	1 pc	2,500.00						
97	Plastic Twine, big roll		60.00	12 roll	720.00	3 rolls	180.00	3 rolls	180.00	3 rolls	180.00	3 rolls	180.00
98	Pledge Multipurpose Cleaner, 400ml		275.00	78 pc	21,450.00	22 pcs	6,050.00	22 pcs	6,050.00	22 pcs	6,050.00	12 pcs	3,300.00
99	Rugs, cotton, round		60.00	110 bndl	6,600.00	30 bndls	1,800.00	30 bndls	1,800.00	30 bndls	1,800.00	20 bndls	1,200.00
100	Scotch Brite w/ foam		32.00	22 pc	704.00	6 pcs	192.00	6 pcs	192.00	6 pcs	192.00	4 pcs	128.00
101	Soap, Liquid		100.00	24 pc	2,400.00	6 pcs	600.00	6 pcs	600.00	6 pcs	600.00	6 pcs	600.00
102	Steel Dust Pan		100.00	4 pc	400.00	1 pc	100.00	1 pc	100.00	1 pc	100.00	1 pc	100.00
103	Sunshine Multipurpose Cleaner (for Computer)		120.00	49 pc	5,880.00	13 pcs	1,560.00	12 pcs	1,440.00	12 pcs	1,440.00	12 pcs	1,440.00
104	Tide Powder, 1 kilo		165.00	8 pc	1,320.00	2 pcs	330.00	2 pcs	330.00	2 pcs	330.00	2 pcs	330.00
105	Tide Powder, sachet		10.00	60 pc	600.00	15 pcs	150.00	15 pcs	150.00	15 pcs	150.00	15 pcs	150.00
106	Tissue Paper, 2-ply		15.00	460 roll	6,900.00	120 rolls	1,800.00	100 rolls	1,500.00	120 rolls	1,800.00	120 rolls	1,800.00
107	Tissue Paper, Facial, Kleenex, big with scent		100.00	50 box	5,000.00	20 boxs	2,000.00			15 boxs	1,500.00	15 boxs	1,500.00
108	Toilet Duck Cleaner		200.00	12 pc	2,400.00	3 pcs	600.00	3 pcs	600.00	3 pcs	600.00	3 pcs	600.00
109	Trash Bin, small with cover		120.00	12 pc	1,440.00	3 pcs	360.00	3 pcs	360.00	3 pcs	360.00	3 pcs	360.00
110	Zonrox Bleach, Violet		100.00	16 pc	1,600.00	5 pcs	500.00	5 pcs	500.00	3 pcs	300.00	3 pcs	300.00
<b>Office Furniture</b>													
111	Side Table		10,000.00	1 set	10,000.00	1 set	10,000.00						
<b>IT Maintenance Parts</b>													
112	Processor, Intel Core, i3-3220		7,000.00	5 pc	35,000.00	1 pc	7,000.00	2 pcs	14,000.00	2 pcs	14,000.00		
113	Asus P8H61MLX Motherboard		3,000.00	5 pc	15,000.00	1 pc	3,000.00	2 pcs	6,000.00	2 pcs	6,000.00		
114	Memory, Kingston 4GB DDR3 PC1333		1,500.00	5 pc	7,500.00	1 pc	1,500.00	2 pcs	3,000.00	2 pcs	3,000.00		
115	Seagate 500GB SATA HDD		3,000.00	5 pc	15,000.00	1 pc	3,000.00	2 pcs	6,000.00	2 pcs	6,000.00		
116	Lite-On DVDRW SATA HDD		1,500.00	5 pc	7,500.00	1 pc	1,500.00	2 pcs	3,000.00	2 pcs	3,000.00		
117	ATX Casing with 600W Power Supply		2,000.00	5 pc	10,000.00	1 pc	2,000.00	2 pcs	4,000.00	2 pcs	4,000.00		
118	Keyboard, USB		500.00	14 pc	7,000.00	3 pcs	1,500.00	5 pcs	2,500.00	3 pcs	1,500.00	3 pcs	1,500.00
119	Optical Mouse, USB		250.00	14 pc	3,500.00	1 pc	250.00	5 pcs	1,250.00	4 pcs	1,000.00	4 pcs	1,000.00
120	Monitor, 18.5" LED		6,000.00	5 pc	30,000.00	1 pc	6,000.00	2 pcs	12,000.00	2 pcs	12,000.00		

<b>TOTAL</b>	919,576.00	<b>1st</b>	317,282.00	<b>2nd</b>	207,366.00	<b>3rd</b>	240,246.00	<b>4th</b>	154,682.00
--------------	------------	------------	------------	------------	------------	------------	------------	------------	------------

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
**Region IV-A CALABARZON (Southern Tagalog)**  
 East Service Road, South Superhighway, Taguig City

**2013 - ANNUAL PROCUREMENT PROGRAM**

OFFICE SUPPLIES AND MATERIALS		Office:	Division:	Section:	Prepared by:	Certified Correct:	Approved by:						
		TESDA IV-A	FASD/ORD		<i>Agnie</i> <b>ALICIA S. ORCINO</b> Supply Officer	<i>Edgardo</i> <b>EDGARTO CHAVEZ</b> Officer-In-Charge, FASD	<i>Luisita S. Dela Cruz</i> <b>LUISITA S. DELA CRUZ, CESO IV</b> Regional Director						
Item #	COMMODITY Nomenclature/Description	Unit	Cost	Total Quantity	Total Amount	DISTRIBUTION BY QUARTERS							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
64	Deskjet Ink, HP-C9351a, black	750.00	12 cart	9,000.00	3 carts	2,250.00	3 carts	2,250.00	3 carts	2,250.00	3 carts	2,250.00	
65	Deskjet Ink, HP-C9352a, tri-color	850.00	12 cart	10,200.00	3 carts	2,550.00	3 carts	2,550.00	3 carts	2,550.00	3 carts	2,550.00	
66	Laser Toner, HP#CB540A, black	3,800.00	6 pc	22,800.00	1 pc	3,800.00	2 pcs	7,600.00	1 pc	3,800.00	2 pcs	7,600.00	
67	Laser Toner, HP#CB541A, cyan	3,400.00	4 pc	13,600.00	1 pc	3,400.00	1 pc	3,400.00	1 pc	3,400.00	1 pc	3,400.00	
68	Laser Toner, HP#CB542A, yellow	3,400.00	4 pc	13,600.00	1 pc	3,400.00	1 pc	3,400.00	1 pc	3,400.00	1 pc	3,400.00	
69	Laser Toner, HP#CB543A, magenta	3,400.00	4 pc	13,600.00	1 pc	3,400.00	1 pc	3,400.00	1 pc	3,400.00	1 pc	3,400.00	
70	Laser Toner, HP285A	3,350.00	4 pc	13,400.00	1 pc	3,350.00	1 pc	3,350.00	1 pc	3,350.00	1 pc	3,350.00	
71	Printer Ribbon, Epson 8750	200.00	10 roll	2,000.00	2 rolls	400.00	3 rolls	600.00	2 rolls	400.00	3 rolls	600.00	
	<b>Office and IT Accessories</b>												
72	External DVD/CD RW	2,500.00	3 pc	7,500.00	3 pcs	7,500.00							
73	External HDD, 500GB	4,000.00	5 pc	20,000.00	5 pcs	20,000.00							
74	Fax Machine	6,000.00	1 pc	6,000.00	1 pc	6,000.00							
75	Flash Drive, USB, 16GB	1,000.00	14 pc	14,000.00	14 pcs	14,000.00							
76	Printer, 3-in-1	5,000.00	5 unit	25,000.00	5 units	25,000.00							
77	UPS, 500VA	4,000.00	10 pc	40,000.00	5 pcs	20,000.00			5 pcs	20,000.00			
	<b>Medicines</b>												
78	Medicine Cabinet w/ first-aid supplies & medi	5,000.00	1 set	5,000.00	1 set	5,000.00							
	<b>Subscriptions</b>												
79	Newspaper Subscription	6,000.00	1 lot	6,000.00	1 lot	6,000.00							
	<b>Housekeeping/Maintenance Supplies</b>												
80	Air Freshener, Glade, lemon, 280ml	200.00	50 pc	10,000.00	15 pcs	3,000.00	10 pcs	2,000.00	15 pcs	3,000.00	10 pcs	2,000.00	
81	Baygon Spray, water base, 500ml	275.00	42 pc	11,550.00	12 pcs	3,300.00	9 pcs	2,475.00	12 pcs	3,300.00	9 pcs	2,475.00	
82	Broom "Tambo", heavy duty	150.00	12 pc	1,800.00	3 pcs	450.00	3 pcs	450.00	3 pcs	450.00	3 pcs	450.00	
83	Broom "Ting-ting"	25.00	12 pc	300.00	3 pcs	75.00	3 pcs	75.00	3 pcs	75.00	3 pcs	75.00	
84	Car Air Freshener, Shaldan, lemon	100.00	24 can	2,400.00	12 cans	1,200.00			12 cans	1,200.00			
85	CIF Multipurpose Cleaner	100.00	36 pc	3,600.00	9 pcs	900.00	9 pcs	900.00	9 pcs	900.00	9 pcs	900.00	
86	Dishwashing Liquid, Joy, 500ml	117.00	50 pc	5,850.00	12 pcs	1,404.00	13 pcs	1,521.00	12 pcs	1,404.00	13 pcs	1,521.00	
87	Disposable Garbage Bag, XXL	500.00	3 pack	1,500.00	3 packs	1,500.00							
88	Electrical Tape, black	50.00	12 roll	600.00	3 rolls	150.00	3 rolls	150.00	3 rolls	150.00	3 rolls	150.00	
89	Flashlight, medium	300.00	2 pc	600.00	2 pcs	600.00							
90	Floor Mat	250.00	12 pc	3,000.00	3 pcs	750.00	3 pcs	750.00	3 pcs	750.00	3 pcs	750.00	
91	Flourescent Tube, 20W, GE	100.00	20 pc	2,000.00	5 pcs	500.00	5 pcs	500.00	5 pcs	500.00	5 pcs	500.00	

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
**Region IV-A CALABARZON (Southern Tagalog)**  
 East Service Road, South Superhighway, Taguig City

**2013 - ANNUAL PROCUREMENT PROGRAM**

OFFICE SUPPLIES AND MATERIALS		Office:	Division:	Section:	Prepared by:	Certified Correct:	Approved by:							
		TESDA IV-A	FASD/ORD		<i>agms</i> <b>ALICIA S. ORCINO</b> Supply Officer	<i>[Signature]</i> <b>EDGAR T. CHAVEZ</b> Officer-In-Charge, FASD	<i>[Signature]</i> <b>LUISITA S. DELA CRUZ, CESO IV</b> Regional Director							
Item #	COMMODITY Nomenclature/Description	Unit	Cost	Total Quantity	Total Amount	DISTRIBUTION BY QUARTERS								
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
32	Mailing Envelope, white	250.00	1	bx	250.00	1	bx	250.00						
33	Masking Tape, 1"	30.00	15	roll	450.00	6	rolls	180.00	3	rolls	90.00	3	rolls	90.00
34	Masking Tape, 2"	50.00	3	roll	150.00	3	rolls	150.00						
35	Paper Clip vinyl coated, jumbo	20.00	52	bx	1,040.00	13	bx	260.00	13	bx	260.00	13	bx	260.00
36	Paper Clip vinyl coated, small	10.00	52	bx	520.00	13	bx	130.00	13	bx	130.00	13	bx	130.00
37	Paper Fastener, vinyl coated	25.00	14	bx	350.00	5	bx	125.00	3	bx	75.00	3	bx	75.00
38	Paper Fastener, vinyl coated, long	75.00	16	bx	1,200.00	4	bx	300.00	4	bx	300.00	4	bx	300.00
39	Pencil, Mongol, #2, 12pcs/box	60.00	5	bx	300.00	2	bx	120.00	1	bx	60.00	1	bx	60.00
40	Permanent Marker, assorted color	45.00	60	pc	2,700.00	24	pcs	1,080.00	12	pcs	540.00	12	pcs	540.00
41	Photopaper, glossy, 20sheets/pack	600.00	12	pack	7,200.00	3	packs	1,800.00	3	packs	1,800.00	3	packs	1,800.00
42	Post-It, Note Pad, 3M, 3 x 4	55.00	78	pc	4,290.00	22	pcs	1,210.00	22	pcs	1,210.00	22	pcs	1,210.00
43	Post-It, Page Marker Signet, 1/2" x 2" 5 color	55.00	160	pack	8,800.00	40	packs	2,200.00	40	packs	2,200.00	40	packs	2,200.00
44	Record Book, 300pages	60.00	45	pc	2,700.00	25	pcs	1,500.00			20	pcs	1,200.00	
45	Record Book, 500pages	95.00	25	pc	2,375.00	15	pcs	1,425.00			10	pcs	950.00	
46	Rubber Bands, Arrow, No.18, natural color	90.00	4	bx	360.00	2	bx	180.00			2	bx	180.00	
47	Rubbing Alcohol, Casino, Femme	70.00	68	pc	4,760.00	22	pcs	1,540.00	12	pcs	840.00	17	pcs	1,190.00
48	Ruler, 12", plastic	20.00	4	pc	80.00	2	pcs	40.00			2	pcs	40.00	
49	Scissor, 8"	100.00	10	pair	1,000.00	5	pairs	500.00			5	pairs	500.00	
50	Sharpener, Heavy Duty	210.00	1	pc	210.00	1	pc	210.00						
51	Scotch Tape with box, 3M	65.00	4	roll	260.00	2	rolls	130.00			2	rolls	130.00	
52	Sign Pen, Mygel, 0.7, blue	240.00	6	dozen	1,440.00	2	dozens	480.00	1	dozen	240.00	1	dozen	240.00
53	Special Paper	40.00	60	pack	2,400.00	15	packs	600.00	15	packs	600.00	15	packs	600.00
54	Staple Remover	10.00	15	pc	150.00	3	pcs	30.00	12	pcs	120.00			
55	Staple Wire #35	30.00	50	bx	1,500.00	14	bx	420.00	12	bx	360.00	12	bx	360.00
56	Stapler, Max, #35, heavy duty	250.00	6	pc	1,500.00	3	pcs	750.00			3	pcs	750.00	
57	Whiteboard Marker, assorted color	43.00	60	pc	2,580.00	24	pcs	1,032.00	12	pcs	516.00	12	pcs	516.00
	<b>IT Printer Supplies</b>													
58	Deskjet Ink, HP 678 black	500.00	80	cart	40,000.00	20	carts	10,000.00	20	carts	10,000.00	20	carts	10,000.00
59	Deskjet Ink, HP 678 tri color	500.00	40	cart	20,000.00	10	carts	5,000.00	10	carts	5,000.00	10	carts	5,000.00
60	Deskjet Ink, HP 704 black	500.00	110	cart	55,000.00	27	carts	13,500.00	27	carts	13,500.00	28	carts	14,000.00
61	Deskjet Ink, HP 704 tri color	500.00	90	cart	45,000.00	23	carts	11,500.00	23	carts	11,500.00	24	carts	12,000.00
62	Deskjet Ink, HP 901 black	850.00	20	cart	17,000.00	5	carts	4,250.00	5	carts	4,250.00	5	carts	4,250.00
63	Deskjet Ink, HP 901 tri color	1,100.00	8	cart	8,800.00	2	carts	2,200.00	2	carts	2,200.00	2	carts	2,200.00

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
**Region IV-A CALABARZON (Southern Tagalog)**  
 East Service Road, South Superhighway, Taguig City

**2013 - ANNUAL PROCUREMENT PROGRAM**

OFFICE SUPPLIES AND MATERIALS		Office:	Division:	Section:	Prepared by:		Certified Correct:		Approved by:				
		TESDA IV-A	FASD/ORD		<i>[Signature]</i> <b>ALICIA S. ORCINO</b> Supply Officer	<i>[Signature]</i> <b>EDGAR J. CHAVEZ</b> Officer-In-Charge, FASD	<i>[Signature]</i> <b>LUISITA S. DELACRUZ, CESO IV</b> Regional Director						
Item #	COMMODITY Nomenclature/Description	Unit Cost	Total Quantity	Total Amount	DISTRIBUTION BY QUARTERS								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
	<b>Office Supplies</b>												
1	Accountable Form #51 (Official Receipt)	100.00	6 pad	600.00			3 pads	300.00	3 pads	300.00			
2	Ballpen, Pilot, black/blue, 12pcs/box	264.00	18 bx	4,752.00	6 bxs	1,584.00	3 bxs	792.00	6 bxs	1,584.00	3 bxs	792.00	
3	Battery, 9V	145.00	24 pc	3,480.00	6 pcs	870.00	6 pcs	870.00	6 pcs	870.00	6 pcs	870.00	
4	Battery, AA, Energizer, 4pcs/pack	165.00	10 pack	1,650.00	4 packs	660.00	1 pack	165.00	4 packs	660.00	1 pack	165.00	
5	Battery, AAA, Energizer, 4pcs/pack	175.00	6 pack	1,050.00	3 packs	525.00			3 packs	525.00			
6	CD-R	20.00	200 pc	4,000.00	50 pcs	1,000.00	50 pcs	1,000.00	50 pcs	1,000.00	50 pcs	1,000.00	
7	Copy Paper, A4, Paper One, subs 20	165.00	425 ream	70,125.00	107 reams	17,655.00	106 reams	17,490.00	106 reams	17,490.00	106 reams	17,490.00	
8	Copy Paper, F4, Paper One, subs 20	180.00	112 ream	20,160.00	29 reams	5,220.00	29 reams	5,220.00	25 reams	4,500.00	29 reams	5,220.00	
9	Copy Paper, N4, Paper One, subs 20	165.00	20 ream	3,300.00	5 reams	825.00	5 reams	825.00	5 reams	825.00	5 reams	825.00	
10	Correction Fluid, Touch & Go	30.00	54 pc	1,620.00	14 pcs	420.00	12 pcs	360.00	14 pcs	420.00	14 pcs	420.00	
11	Cutter Blade	50.00	12 pack	600.00	3 packs	150.00	3 packs	150.00	3 packs	150.00	3 packs	150.00	
12	Cutter, NLT, heavy duty	300.00	6 pc	1,800.00					6 pcs	1,800.00			
13	Document File Holder, 2 ring binder, A4, 3"	120.00	100 pc	12,000.00	25 pcs	3,000.00	25 pcs	3,000.00	25 pcs	3,000.00	25 pcs	3,000.00	
14	DVD R	40.00	50 pc	2,000.00	25 pcs	1,000.00			25 pcs	1,000.00			
15	Expanding Envelope, glossy w/ rubber strap	20.00	120 pc	2,400.00	60 pcs	1,200.00			60 pcs	1,200.00			
16	Expanding Folder, Legal Size, U.S. Apple green	15.00	200 pc	3,000.00	50 pcs	750.00	50 pcs	750.00	50 pcs	750.00	50 pcs	750.00	
17	File Rack, double, blue	150.00	120 pc	18,000.00	30 pcs	4,500.00	30 pcs	4,500.00	30 pcs	4,500.00	30 pcs	4,500.00	
18	File Divider, 5 colors/pack	20.00	100 pack	2,000.00	25 packs	500.00	25 packs	500.00	25 packs	500.00	25 packs	500.00	
19	File Folder, white, long	4.00	500 pc	2,000.00	300 pcs	1,200.00			200 pcs	800.00			
20	File Folder, white, short	3.00	100 pc	300.00			100 pcs	300.00					
21	File Presentation Folder, plastic (red)	30.00	6 pc	180.00	6 pcs	180.00							
22	File Presentation Folder, plastic (blue)	30.00	6 pc	180.00	6 pcs	180.00							
23	File Presentation Folder, plastic (green)	30.00	6 pc	180.00	6 pcs	180.00							
24	File Holder, 3", light blue, 2 holes	120.00	50 pc	6,000.00	25 pcs	3,000.00			25 pcs	3,000.00			
25	Frame, wood/plastic, A3 size	400.00	40 pc	16,000.00	10 pcs	4,000.00	10 pcs	4,000.00	10 pcs	4,000.00	10 pcs	4,000.00	
26	Glue Stick, Lecho, 21gms	40.00	51 pc	2,040.00	15 pcs	600.00	12 pcs	480.00	12 pcs	480.00	12 pcs	480.00	
27	Highlighter, Stabilo	30.00	36 pc	1,080.00	18 pcs	540.00			18 pcs	540.00			
28	Index Card	50.00	4 pack	200.00	1 pack	50.00	1 pack	50.00	1 pack	50.00	1 pack	50.00	
29	Kraft Envelope, long	1.50	100 pc	150.00	50 pcs	75.00			50 pcs	75.00			
30	Kraft Envelope, long	1.50	100 pc	150.00	50 pcs	75.00			50 pcs	75.00			
31	Loose Leaf Folder, long	20.00	200 pair	4,000.00	50 pairs	1,000.00	50 pairs	1,000.00	50 pairs	1,000.00	50 pairs	1,000.00	

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
**Region IV-A CALABARZON (Southern Tagalog)**  
 East Service Road, South Superhighway, Taguig City

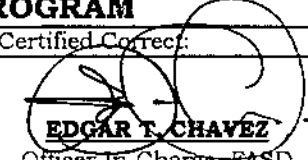
**2013 - ANNUAL PROCUREMENT PROGRAM**

OFFICE SUPPLIES AND MATERIALS		Office:	Division:	Section:	Prepared by:	Certified Correct:	Approved by:					
		TESDA IV-A	FASD		<i>A. S. Orcino</i> ALICIA S. ORCINO Supply Officer	<i>E. T. Chavez</i> EDGAR T. CHAVEZ Officer-In-Charge, FASD	<i>Luisita S. Dela Cruz</i> LUISITA S. DELA CRUZ, CESO IV Regional Director					
Item #	COMMODITY Nomenclature/Description	Unit Cost	Total Quantity	Total Amount	DISTRIBUTION BY QUARTERS							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
98	Sunshine Multipurpose Cleaner (for Computer)	120.00	48 pc	5,760.00	12 pcs	1,440.00	12 pcs	1,440.00	12 pcs	1,440.00	12 pcs	1,440.00
99	Tide Powder, 1 kilo	165.00	8 pc	1,320.00	2 pcs	330.00	2 pcs	330.00	2 pcs	330.00	2 pcs	330.00
100	Tissue Paper, 2-ply	15.00	400 roll	6,000.00	100 rolls	1,500.00	100 rolls	1,500.00	100 rolls	1,500.00	100 rolls	1,500.00
101	Toilet Duck Cleaner	200.00	12 pc	2,400.00	3 pcs	600.00	3 pcs	600.00	3 pcs	600.00	3 pcs	600.00
102	Trash Bin, small with cover	120.00	10 pc	1,200.00	3 pcs	360.00	2 pcs	240.00	3 pcs	360.00	2 pcs	240.00
103	Zonrox Bleach, Violet	100.00	12 pc	1,200.00	3 pcs	300.00	3 pcs	300.00	3 pcs	300.00	3 pcs	300.00
<b>Office Furniture</b>												
104	Side Table	10,000.00	1 set	10,000.00	1 set	10,000.00						
<b>IT Maintenance Parts</b>												
105	Processor, Intel Core, i3-3220	7,000.00	5 pc	35,000.00	1 pc	7,000.00	2 pcs	14,000.00	2 pcs	14,000.00		
106	Asus P8H61MLX Motherboard	3,000.00	5 pc	15,000.00	1 pc	3,000.00	2 pcs	6,000.00	2 pcs	6,000.00		
107	Memory, Kingston 4GB DDR3 PC1333	1,500.00	5 pc	7,500.00	1 pc	1,500.00	2 pcs	3,000.00	2 pcs	3,000.00		
108	Seagate 500GB SATA HDD	3,000.00	5 pc	15,000.00	1 pc	3,000.00	2 pcs	6,000.00	2 pcs	6,000.00		
109	Lite-On DVDRW SATA HDD	1,500.00	5 pc	7,500.00	1 pc	1,500.00	2 pcs	3,000.00	2 pcs	3,000.00		
110	ATX Casing with 600W Power Supply	2,000.00	5 pc	10,000.00	1 pc	2,000.00	2 pcs	4,000.00	2 pcs	4,000.00		
111	Keyboard, USB	500.00	12 pc	6,000.00	1 pc	500.00	5 pcs	2,500.00	3 pcs	1,500.00	3 pcs	1,500.00
112	Optical Mouse, USB	300.00	12 pc	3,600.00	1 pc	300.00	5 pcs	1,500.00	3 pcs	900.00	3 pcs	900.00
113	Monitor, 18.5" LED	6,000.00	5 pc	30,000.00	1 pc	6,000.00	2 pcs	12,000.00	2 pcs	12,000.00		

<b>TOTAL</b>	857,550.00	<b>1st</b>	291,936.00	<b>2nd</b>	196,081.00	<b>3rd</b>	223,896.00	<b>4th</b>	145,637.00
--------------	------------	------------	------------	------------	------------	------------	------------	------------	------------

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
**Region IV-A CALABARZON (Southern Tagalog)**  
 East Service Road, South Superhighway, Taguig City

**2013 - ANNUAL PROCUREMENT PROGRAM**

OFFICE SUPPLIES AND MATERIALS		Office:	Division:	Section:	Prepared by:	Certified Correct:	Approved by:					
		TESDA IV-A	FASD		<i>ingami</i> <b>ALICIA S. ORCINO</b> Supply Officer	 <b>EDGAR T. CHAVEZ</b> Officer-in-Charge, FASD	<i>lp m</i> <b>LUISITA S. DELA CRUZ, CESO IV</b> Regional Director					
Item #	COMMODITY Nomenclature/Description	Unit Cost	Total Quantity	Total Amount	DISTRIBUTION BY QUARTERS							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
<b>Office and IT Accessories</b>												
68	External DVD/CD RW	2,500.00	3 pc	7,500.00	3 pcs	7,500.00						
69	External HDD, 500GB	4,000.00	5 pc	20,000.00	5 pcs	20,000.00						
70	Fax Machine	6,000.00	1 pc	6,000.00	1 pc	6,000.00						
71	Flash Drive, USB, 16GB	1,000.00	11 pc	11,000.00	11 pcs	11,000.00						
72	Printer, 3-in-1	5,000.00	5 unit	25,000.00	5 units	25,000.00						
73	UPS, 500VA	4,000.00	10 pc	40,000.00	5 pcs	20,000.00			5 pcs	20,000.00		
<b>Medicines</b>												
74	Medicine Cabinet w/ first-aid supplies & medi	5,000.00	1 set	5,000.00	1 set	5,000.00						
<b>Subscriptions</b>												
75	Newspaper Subscription	6,000.00	1 lot	6,000.00	1 lot	6,000.00						
<b>Housekeeping/Maintenance Supplies</b>												
76	Air Freshener, Glade, lemon, 280ml	200.00	25 pc	5,000.00	5 pcs	1,000.00	5 pcs	1,000.00	10 pcs	2,000.00	5 pcs	1,000.00
77	Baygon Spray, water base, 500ml	275.00	36 pc	9,900.00	9 pcs	2,475.00	9 pcs	2,475.00	9 pcs	2,475.00	9 pcs	2,475.00
78	Broom "Tambo", heavy duty	150.00	12 pc	1,800.00	3 pcs	450.00	3 pcs	450.00	3 pcs	450.00	3 pcs	450.00
79	Broom "Ting-ting"	25.00	12 pc	300.00	3 pcs	75.00	3 pcs	75.00	3 pcs	75.00	3 pcs	75.00
80	Car Air Freshener, Shaldan, lemon	100.00	20 can	2,000.00	10 cans	1,000.00			10 cans	1,000.00		
81	CIF Multipurpose Cleaner	100.00	36 pc	3,600.00	9 pcs	900.00	9 pcs	900.00	9 pcs	900.00	9 pcs	900.00
82	Dishwashing Liquid, Joy, 500ml	120.00	40 pc	4,800.00	10 pcs	1,200.00	10 pcs	1,200.00	10 pcs	1,200.00	10 pcs	1,200.00
83	Disposable Garbage Bag, XXL	500.00	3 pack	1,500.00	3 packs	1,500.00						
84	Electrical Tape, black	50.00	12 roll	600.00	3 rolls	150.00	3 rolls	150.00	3 rolls	150.00	3 rolls	150.00
85	Flashlight, medium	300.00	2 pc	600.00	2 pcs	600.00						
86	Floor Mat	250.00	12 pc	3,000.00	3 pcs	750.00	3 pcs	750.00	3 pcs	750.00	3 pcs	750.00
87	Flourescent Tube, 20W, GE	100.00	20 pc	2,000.00	5 pcs	500.00	5 pcs	500.00	5 pcs	500.00	5 pcs	500.00
88	Flourescent Tube, 40W, GE	120.00	100 pc	12,000.00	25 pcs	3,000.00	25 pcs	3,000.00	25 pcs	3,000.00	25 pcs	3,000.00
89	I-Mop	750.00	4 pc	3,000.00	1 pc	750.00	1 pc	750.00	1 pc	750.00	1 pc	750.00
90	Lysol Spray	350.00	48 pc	16,800.00	12 pcs	4,200.00	12 pcs	4,200.00	12 pcs	4,200.00	12 pcs	4,200.00
91	Mop Set	2,500.00	1 pc	2,500.00	1 pc	2,500.00						
92	Plastic Twine, big roll	60.00	12 roll	720.00	3 rolls	180.00	3 rolls	180.00	3 rolls	180.00	3 rolls	180.00
93	Pledge Multipurpose Cleaner, 400ml	275.00	48 pc	13,200.00	12 pcs	3,300.00	12 pcs	3,300.00	12 pcs	3,300.00	12 pcs	3,300.00
94	Rags, cotton, round	60.00	80 bndl	4,800.00	20 bndls	1,200.00	20 bndls	1,200.00	20 bndls	1,200.00	20 bndls	1,200.00
95	Scotch Brite w/o foam	32.00	6 pc	192.00	2 pcs	64.00	2 pcs	64.00	2 pcs	64.00		
96	Soap, Liquid	100.00	24 pc	2,400.00	6 pcs	600.00	6 pcs	600.00	6 pcs	600.00	6 pcs	600.00
97	Steel Dust Pan	100.00	4 pc	400.00	1 pc	100.00	1 pc	100.00	1 pc	100.00	1 pc	100.00



**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
**Region IV-A CALABARZON (Southern Tagalog)**  
 East Service Road, South Superhighway, Taguig City

**2013 - ANNUAL PROCUREMENT PROGRAM**

OFFICE SUPPLIES AND MATERIALS		Office:	Division:	Section:	Prepared by:	Certified Correct:	Approved by:						
		TESDA IV-A	FASD		<i>Alicia S. Orcino</i> <b>ALICIA S. ORCINO</b> Supply Officer	<i>Edgar T. Chavez</i> <b>EDGAR T. CHAVEZ</b> Officer-In-Charge, FASD	<i>Luisita S. Dela Cruz, CesO IV</i> <b>LUISITA S. DELA CRUZ, CESO IV</b> Regional Director						
Item #	COMMODITY Nomenclature/Description	Unit Cost	Total Quantity	Total Amount	DISTRIBUTION BY QUARTERS								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
33	Paper Fastener, vinyl coated	25.00	12 bx	300.00	3 bxs	75.00	3 bxs	75.00	3 bxs	75.00	3 bxs	75.00	
34	Paper Fastener, vinyl coated, long	75.00	16 bx	1,200.00	4 bxs	300.00	4 bxs	300.00	4 bxs	300.00	4 bxs	300.00	
35	Pencil, Mongol, #2, 12pcs/box	60.00	4 bx	240.00	1 bx	60.00	1 bx	60.00	1 bx	60.00	1 bx	60.00	
36	Permanent Marker, assorted color	45.00	48 pc	2,160.00	12 pcs	540.00	12 pcs	540.00	12 pcs	540.00	12 pcs	540.00	
37	Photopaper, glossy, 20sheets/pack	600.00	12 pack	7,200.00	3 packs	1,800.00	3 packs	1,800.00	3 packs	1,800.00	3 packs	1,800.00	
38	Post-It, Note Pad, 3M, 3 x 4	55.00	48 pc	2,640.00	12 pcs	660.00	12 pcs	660.00	12 pcs	660.00	12 pcs	660.00	
39	Post-It, Page Marker Signet, 1/2" x 2" 5 color	55.00	40 pack	2,200.00	10 packs	550.00	10 packs	550.00	10 packs	550.00	10 packs	550.00	
40	Record Book, 300pages	60.00	40 pc	2,400.00	20 pcs	1,200.00			20 pcs	1,200.00			
41	Record Book, 500pages	95.00	20 pc	1,900.00	10 pcs	950.00			10 pcs	950.00			
42	Rubber Bands, Arrow, No.18, natural color	100.00	4 bx	400.00	2 bxs	200.00			2 bxs	200.00			
43	Rubbing Alcohol, Casimi, Femme	70.00	48 pc	3,360.00	12 pcs	840.00	12 pcs	840.00	12 pcs	840.00	12 pcs	840.00	
44	Ruler, 12", plastic	20.00	4 pc	80.00	2 pcs	40.00			2 pcs	40.00			
45	Scissor, 8"	100.00	10 pair	1,000.00	5 pairs	500.00			5 pairs	500.00			
46	Sharpener, Heavy Duty	250.00	1 pc	250.00	1 pc	250.00							
47	Sign Pen, Mygel, 0.7, black	240.00	4 dozen	960.00	1 dozen	240.00	1 dozen	240.00	1 dozen	240.00	1 dozen	240.00	
48	Sign Pen, Mygel, 0.7, blue	240.00	4 dozen	960.00	1 dozen	240.00	1 dozen	240.00	1 dozen	240.00	1 dozen	240.00	
49	Special Paper	40.00	60 pack	2,400.00	15 packs	600.00	15 packs	600.00	15 packs	600.00	15 packs	600.00	
50	Staple Remover	15.00	12 pc	180.00			12 pcs	180.00					
51	Staple Wire #35	30.00	48 bx	1,440.00	12 bxs	360.00	12 bxs	360.00	12 bxs	360.00	12 bxs	360.00	
52	Stapler, Max, #35, heavy duty	250.00	6 pc	1,500.00	3 pcs	750.00			3 pcs	750.00			
53	Whiteboard Marker, assorted color	45.00	60 pc	2,700.00	24 pcs	1,080.00	12 pcs	540.00	12 pcs	540.00	12 pcs	540.00	
<b>IT Printer Supplies</b>													
54	Deskjet Ink, HP 678 black	500.00	80 cart	40,000.00	20 carts	10,000.00	20 carts	10,000.00	20 carts	10,000.00	20 carts	10,000.00	
55	Deskjet Ink, HP 678 tri color	500.00	40 cart	20,000.00	10 carts	5,000.00	10 carts	5,000.00	10 carts	5,000.00	10 carts	5,000.00	
56	Deskjet Ink, HP 704 black	500.00	100 cart	50,000.00	25 carts	12,500.00	25 carts	12,500.00	25 carts	12,500.00	25 carts	12,500.00	
57	Deskjet Ink, HP 704 tri color	500.00	80 cart	40,000.00	20 carts	10,000.00	20 carts	10,000.00	20 carts	10,000.00	20 carts	10,000.00	
58	Deskjet Ink, HP 901 black	850.00	20 cart	17,000.00	5 carts	4,250.00	5 carts	4,250.00	5 carts	4,250.00	5 carts	4,250.00	
59	Deskjet Ink, HP 901 tri color	1,100.00	8 cart	8,800.00	2 carts	2,200.00	2 carts	2,200.00	2 carts	2,200.00	2 carts	2,200.00	
60	Deskjet Ink, HP-C9351a, black	800.00	12 cart	9,600.00	3 carts	2,400.00	3 carts	2,400.00	3 carts	2,400.00	3 carts	2,400.00	
61	Deskjet Ink, HP-C9352a, tri-color	900.00	12 cart	10,800.00	3 carts	2,700.00	3 carts	2,700.00	3 carts	2,700.00	3 carts	2,700.00	
62	Laser Toner, HP#CB540A, black	3,800.00	6 pc	22,800.00	1 pc	3,800.00	2 pcs	7,600.00	1 pc	3,800.00	2 pcs	7,600.00	
63	Laser Toner, HP#CB541A, cyan	3,400.00	4 pc	13,600.00	1 pc	3,400.00	1 pc	3,400.00	1 pc	3,400.00	1 pc	3,400.00	
64	Laser Toner, HP#CB542A, yellow	3,400.00	4 pc	13,600.00	1 pc	3,400.00	1 pc	3,400.00	1 pc	3,400.00	1 pc	3,400.00	
65	Laser Toner, HP#CB543A, magenta	3,400.00	4 pc	13,600.00	1 pc	3,400.00	1 pc	3,400.00	1 pc	3,400.00	1 pc	3,400.00	
66	Laser Toner, HP285A	3,350.00	4 pc	13,400.00	1 pc	3,350.00	1 pc	3,350.00	1 pc	3,350.00	1 pc	3,350.00	
67	Printer Ribbon, Epson 8750	200.00	10 roll	2,000.00	2 rolls	400.00	3 rolls	600.00	2 rolls	400.00	3 rolls	600.00	

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
**Region IV-A CALABARZON (Southern Tagalog)**  
 East Service Road, South Superhighway, Taguig City

**2013 - ANNUAL PROCUREMENT PROGRAM**

OFFICE SUPPLIES AND MATERIALS		Office:	Division:	Section:	Prepared by:	Certified Correct:	Approved by:						
		TESDA IV-A	FASD		<i>ms</i> <b>ALICIA S. ORCINO</b> Supply Officer	<i>ES</i> <b>EDGAR T. CHAVEZ</b> Officer-In-Charge, FASD	<i>LS</i> <b>LUISITA S. DELA CRUZ, CESO IV</b> Regional Director						
Item #	COMMODITY Nomenclature/Description	Unit	Cost	Total Quantity	Total Amount	DISTRIBUTION BY QUARTERS							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
	<b>Office Supplies</b>												
1	Accountable Form #51 (Official Receipt)	100.00	6 pad	600.00			3 pads	300.00	3 pads	300.00			
2	Ballpen, Pilot, black/blue, 12pcs/box	264.00	12 bx	3,168.00	3 bxs	792.00	3 bxs	792.00	3 bxs	792.00	3 bxs	792.00	
3	Battery, 9V	145.00	24 pc	3,480.00	6 pcs	870.00	6 pcs	870.00	6 pcs	870.00	6 pcs	870.00	
4	Battery, AA, Energizer, 4pcs/pack	165.00	4 pack	660.00	1 pack	165.00	1 pack	165.00	1 pack	165.00	1 pack	165.00	
5	CD-R	30.00	200 pc	6,000.00	50 pcs	1,500.00	50 pcs	1,500.00	50 pcs	1,500.00	50 pcs	1,500.00	
6	Copy Paper, A4, Paper One, subs 20	165.00	400 ream	66,000.00	100 reams	16,500.00	100 reams	16,500.00	100 reams	16,500.00	100 reams	16,500.00	
7	Copy Paper, F4, Paper One, subs 20	180.00	100 ream	18,000.00	25 reams	4,500.00	25 reams	4,500.00	25 reams	4,500.00	25 reams	4,500.00	
8	Copy Paper, N4, Paper One, subs 20	165.00	20 ream	3,300.00	5 reams	825.00	5 reams	825.00	5 reams	825.00	5 reams	825.00	
9	Correction Fluid, Touch & Go	30.00	48 pc	1,440.00	12 pcs	360.00	12 pcs	360.00	12 pcs	360.00	12 pcs	360.00	
10	Cutter Blade	50.00	12 pack	600.00	3 packs	150.00	3 packs	150.00	3 packs	150.00	3 packs	150.00	
11	Cutter, NLT, heavy duty	300.00	6 pc	1,800.00					6 pcs	1,800.00			
12	Document File Holder, 2 ring binder, A4, 3"	120.00	100 pc	12,000.00	25 pcs	3,000.00	25 pcs	3,000.00	25 pcs	3,000.00	25 pcs	3,000.00	
13	DVD R	40.00	50 pc	2,000.00	25 pcs	1,000.00			25 pcs	1,000.00			
14	Expanding Envelope, glossy w/ rubber strap	20.00	100 pc	2,000.00	50 pcs	1,000.00			50 pcs	1,000.00			
15	Expanding Folder, Legal Size, U.S. Apple green	15.00	200 pc	3,000.00	50 pcs	750.00	50 pcs	750.00	50 pcs	750.00	50 pcs	750.00	
16	Document File Rack, double, blue	150.00	120 pc	18,000.00	30 pcs	4,500.00	30 pcs	4,500.00	30 pcs	4,500.00	30 pcs	4,500.00	
17	File Divider, 5 colors/pack	20.00	100 pack	2,000.00	25 packs	500.00	25 packs	500.00	25 packs	500.00	25 packs	500.00	
18	File Folder, white, long	4.00	500 pc	2,000.00	300 pcs	1,200.00			200 pcs	800.00			
19	File Folder, white, short	3.00	100 pc	300.00			100 pcs	300.00					
20	File Holder, 3", light blue, 2 holes	120.00	50 pc	6,000.00	25 pcs	3,000.00			25 pcs	3,000.00			
21	Frame, wood/plastic, A3 size	400.00	40 pc	16,000.00	10 pcs	4,000.00	10 pcs	4,000.00	10 pcs	4,000.00	10 pcs	4,000.00	
22	Glue Stick, Leeho, 21gms	40.00	48 pc	1,920.00	12 pcs	480.00	12 pcs	480.00	12 pcs	480.00	12 pcs	480.00	
23	Highlighter, Stabilo	30.00	24 pc	720.00	12 pcs	360.00			12 pcs	360.00			
24	Index Card	50.00	4 pack	200.00	1 pack	50.00	1 pack	50.00	1 pack	50.00	1 pack	50.00	
25	Kraft Envelope, long	2.00	100 pc	200.00	50 pcs	100.00			50 pcs	100.00			
26	Kraft Envelope, short	1.50	100 pc	150.00	50 pcs	75.00			50 pcs	75.00			
27	Loose Leaf Folder, long	20.00	200 pair	4,000.00	50 pairs	1,000.00	50 pairs	1,000.00	50 pairs	1,000.00	50 pairs	1,000.00	
28	Mailing Envelope, white	300.00	1 bx	300.00	1 bx	300.00							
29	Masking Tape, 1"	30.00	12 roll	360.00	3 rolls	90.00	3 rolls	90.00	3 rolls	90.00	3 rolls	90.00	
30	Masking Tape, 2"	50.00	3 roll	150.00	3 rolls	150.00							
31	Paper Clip vinyl coated, jumbo	20.00	48 bx	960.00	12 bxs	240.00	12 bxs	240.00	12 bxs	240.00	12 bxs	240.00	
32	Paper Clip vinyl coated, small	10.00	48 bx	480.00	12 bxs	120.00	12 bxs	120.00	12 bxs	120.00	12 bxs	120.00	

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
**Region IV-A CALABARZON (Southern Tagalog)**  
 East Service Road, South Superhighway, Taguig City

**2013 - ANNUAL PROCUREMENT PROGRAM**

OFFICE SUPPLIES AND MATERIALS		Office:	Division:	Section:	Prepared by:	Certified Correct:	Approved by:							
		TESDA IV-A	ORD		<i>Luisita S. Tenorio</i> <b>LUISITA S. TENORIO</b> TESD Specialist II	<i>Emely T. Castillo</i> <b>EMELY T. CASTILLO</b> Officer-In-Charge, FASD	<i>Luisita S. Dela Cruz, CesO IV</i> <b>LUISITA S. DELA CRUZ, CESO IV</b> Regional Director							
Item #	COMMODITY Nomenclature/Description	Unit	Cost	Total Quantity	Total Amount	DISTRIBUTION BY QUARTERS								
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
	<b>Office Supplies</b>													
1	Ballpen, Pilot, black/blue, 12pcs/box		264.00	6 bx	1,584.00	3 bxs	792.00			3 bxs	792.00			
2	Battery, AAA, Energizer, 4pcs/pack		165.00	6 pc	990.00	3 pcs	495.00			3 pcs	495.00			
3	Battery, AA, Energizer, 4pcs/pack		165.00	6 pack	990.00	3 packs	495.00			3 packs	495.00			
4	Copy Paper, A4, Paper One, subs 20		165.00	25 ream	4,125.00	5 reams	825.00	10 reams	1,650.00	5 reams	825.00	5 reams	825.00	
5	Copy Paper, F4, Paper One, subs 20		180.00	12 ream	2,160.00	4 reams	720.00	4 reams	720.00			4 reams	720.00	
6	Correction Fluid, Touch & Go		30.00	6 pc	180.00	2 pcs	60.00			2 pcs	60.00	2 pcs	60.00	
7	Expanding Envelope, glossy w/ rubber strap		20.00	20 pc	400.00	10 pcs	200.00			10 pcs	200.00			
8	File Presentation Folder, plastic (red, blue, gre		30.00	18 pc	540.00	18 pcs	540.00							
9	Glue Stick, Leeho, 21gms		40.00	3 pc	120.00	3 pcs	120.00							
10	Highlighter, Stabilo		30.00	24 pc	720.00	12 pcs	360.00			12 pcs	360.00			
11	Masking Tape, 1"		30.00	3 roll	90.00	3 rolls	90.00							
12	Masking Tape, 2"		50.00	3 roll	150.00	3 rolls	150.00							
13	Paper Clip vynil coated, jumbo		20.00	4 bx	80.00	4 bxs	80.00							
14	Paper Clip vynil coated, small		10.00	4 bx	40.00	4 bxs	40.00							
15	Paper Fastener, vinyl coated		25.00	2 bx	50.00	2 bxs	50.00							
16	Pencil, Mongol, #2, 12pcs/box		60.00	1 bx	60.00	1 bx	60.00							
17	Permanent Marker, assorted color		540.00	1 dozen	540.00	1 dozen	540.00							
18	Post-It, Note Pad, 3M, 3 x 4		55.00	48 pc	2,640.00	12 pcs	660.00	12 pcs	660.00	12 pcs	660.00	12 pcs	660.00	
19	Post-It, Page Marker Signet, 1/2" x 2" 5 color		55.00	120 pack	6,600.00	30 packs	1,650.00	30 packs	1,650.00	30 packs	1,650.00	30 packs	1,650.00	
20	Record Book, 300pages		60.00	5 pc	300.00	5 pcs	300.00							
21	Record Book, 500pages		95.00	5 pc	475.00	5 pcs	475.00							
22	Rubbing Alcohol, Casini, Femme		70.00	20 pc	1,400.00	10 pcs	700.00			5 pcs	350.00	5 pcs	350.00	
23	Scotch Tape, 1" 3m with box		60.00	4 roll	240.00	2 rolls	120.00			2 rolls	120.00			
24	Sign Pen, Mygel, 0.7		240.00	2 dozen	480.00	1 dozen	240.00					1 dozen	240.00	
25	Special Paper, Rives, corn		1,000.00	10 ream	10,000.00	10 reams	10,000.00							
26	Staple Remover		15.00	3 pc	45.00	3 pcs	45.00							
27	Staple Wire #35		30.00	2 bx	60.00	2 bxs	60.00							
28	Whiteboard Marker, assorted color		540.00	1 dozen	540.00	1 dozen	540.00							
	<b>IT Printer Supplies</b>													
29	Deskjet Ink, HP 704 black		500.00	10 cart	5,000.00	2 carts	1,000.00	2 carts	1,000.00	3 carts	1,500.00	3 carts	1,500.00	
30	Deskjet Ink, HP 704 tri color		500.00	10 cart	5,000.00	3 carts	1,500.00	3 carts	1,500.00	4 carts	2,000.00			

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
**Region IV-A CALABARZON (Southern Tagalog)**  
 East Service Road, South Superhighway, Taguig City

**2013 - ANNUAL PROCUREMENT PROGRAM**

OFFICE SUPPLIES AND MATERIALS		Office:	Division:	Section:	Prepared by:	Certified Correct:	Approved by:						
		TESDA IV-A	ORD		<i>Luisita S. Tenorio</i> <b>LUISITA S. TENORIO</b> TESD Specialist II	<b>EMELY T. CASTILLO</b> Officer-In-Charge, FASD	<i>Luisita S. Dela Cruz</i> <b>LUISITA S. DELA CRUZ, CESO IV</b> Regional Director						
Item #	COMMODITY Nomenclature/Description	Unit	Cost	Total Quantity	Total Amount	DISTRIBUTION BY QUARTERS							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
	<b>Office and IT Accessories</b>												
31	Fax Machine		6,000.00	1 pc	6,000.00	1	6,000.00						
32	Flash Drive, USB, 16GB		1,000.00	3 pc	3,000.00	3	3,000.00						
	<b>Housekeeping/Maintenance Supplies</b>												
32	Air Freshener, Glade, lemon, 280ml		200.00	25 pc	5,000.00	10	2,000.00	5	1,000.00	5	1,000.00	5	1,000.00
33	Baygon Spray, water base, 500ml		275.00	6 pc	1,650.00	3	825.00			3	825.00		
34	Dishwashing Liquid, Joy, 500ml		117.00	10 pc	1,170.00	3	351.00	3	351.00	2	234.00	2	234.00
35	Lysoi Toilet Cleaner		350.00	6 pc	2,100.00	2	700.00	2	700.00			2	700.00
36	Pledge Multipurpose Cleaner, 400ml		275.00	30 pc	8,250.00	10	2,750.00	10	2,750.00	10	2,750.00		
37	Rags, cotton, round		60.00	30 bndl	1,800.00	10	600.00	10	600.00	10	600.00		
38	Scotch Brite w/ foam		32.00	16 pc	512.00	4	128.00	4	128.00	4	128.00	4	128.00
39	Shaldan Lemon Car Freshener		150.00	24 pc	3,600.00	12	1,800.00			12	1,800.00		
40	Sunshine Multipurpose Cleaner (for Computer)		120.00	1 pc	120.00	1	120.00						
41	Tide Powder, sachet		15.00	60 pc	900.00	15	225.00	15	225.00	15	225.00	15	225.00
42	Tissue Paper, 2-ply		15.00	60 roll	900.00	20	300.00	20	300.00			20	300.00
43	Tissue Paper, Facial, Kleenex, big with scent		200.00	50 pc	10,000.00	20	4,000.00			15	3,000.00	15	3,000.00
44	Trash Bin, small with cover		120.00	10 pc	1,200.00	3	360.00	2	240.00	3	360.00	2	240.00
45	Zonrox Bleach, Violet		100.00	4 pc	400.00	2	200.00	2	200.00				
	<b>IT Maintenance Parts</b>												
46	Keyboard, USB		500.00	2 pc	1,000.00	2	1,000.00						
47	Optical Mouse, USB		300.00	2 pc	600.00	2	600.00						

<b>TOTAL</b>	93,801.00	<b>1st</b>	47,865.00	<b>2nd</b>	13,674.00	<b>3rd</b>	20,429.00	<b>4th</b>	11,832.00
--------------	-----------	------------	-----------	------------	-----------	------------	-----------	------------	-----------