

**ANNUAL PROCUREMENT PLAN FOR 2014
For Common-Use Supplies and Equipment**

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - Surigao Del Norte - **Surigao Del Norte**
 - Camiguin - **Camiguin**
- Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format but fields were deleted and inserted in Portion A of the APP. The agency will be informed by e-mail if the submission is incorrect.**
- For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office AND email at app@procurementservice.org or at app.psdmb@yahoo.com.
- Consistent with DBM Circular No. 2011-6, the APP for FY 2014 must be submitted on or before November 15, 2013.
- As an eligibility of the Performance Based Bonus (PBB) for 2013, the APP should be posted in the Agency Transparency Seal.
- Rename your APP file in the following format: APP2014- Name of Agency- Region (e.g. APP2014 -PS- Central Office).
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **DEPARTMENT OF LABOR AND EMPLOYMENT**

Region: **10**

Address: **MONTECARLO BLDG., RER SUBDIVISION PHASE I**

KAUSWAGAN HIGHWAY, CAGAYAN DE ORO CITY

Contact Person: **FITZERALD C. PATRIA**

Position: **SUPPLY OFFICER III**

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Telephone/Mobile Nos: **727-682**

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
1. BALLAST, 18 watts	piece														0	77.45	-
2. BALLAST, 36 watts	piece														0	82.39	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	22			11			20				11			64	23.34	1,493.71
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	14			9			11				11			45	17.49	787.18
5. BATTERY, size D, alkaline, 2 pcs./packet	packet														0	86.86	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set														0	361.92	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set														0	422.24	-
8. FLUORESCENT LAMP, tubular, 18 watts	piece														0	41.02	-
9. FLUORESCENT LAMP, tubular, 36 watts	piece	8						8							16	42.22	675.58
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece	58						73							131	116.90	15,314.53

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11. FUSE, 30 amperes	piece													0	14.48	-
12. FUSE, 60 amperes	piece													0	28.95	-
13. STARTER, 4-40 watts	piece	8						8						16	4.06	64.96
14. TAPE, electrical	roll	10						10						20	22.32	446.37
COMMON COMPUTER SUPPLIES/CONSUMABLES																
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box													0	516.94	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box													0	784.16	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box													0	600.54	-
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box	1			1			1				1		4	968.14	3,872.54
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box													0	482.34	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box													0	756.05	-
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box													0	376.76	-
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box													0	599.58	-
9. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	5												5	11.04	55.22
10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	125			50			120				50		345	18.64	6,431.21
11. COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure	piece	25						20						45	63.56	2,860.04
12. DRUM UNIT, Brother DR3000	cart													0	9,838.31	-
13. DRUM UNIT, Brother DR7000	cart													0	9,163.88	-
14. EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0(backward compatible with USB 2.0), 5400 RPM, with dual-color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, Systems Requirements: USB 3.0: Windows XP/Vista/7; MacOSx 10.4 or above, with USB 3.0 cable and product guide,	piece													0	4,533.65	-
15. EXTERNAL HARD DRIVE, 500GB, 2.5"HDD, USB 3.0 (backward compatible with USB 2.0), 5400 RPM, with dual-color LED light to indicate USB 3.0/ USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7; MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece													0	3,085.97	-
16. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	15			5			15						35	11.28	394.63
17. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	5			5			5						15	23.11	346.61
18. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	39			13			31				3		86	585.10	50,318.94
19. INK CARTRIDGE, Canon Part No. CL-811, colored	cart													0	1,113.51	-
20. INK CARTRIDGE, Canon Part No. PG-810, colored	cart													0	835.43	-

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21. . INK CARTRIDGE, HP 51645A (HP 45), black, for HP Deskjet 710c, 720c, 820cxi, 830c, 850c, 870cxi, 880c, 890c, 895cxi, 930c, 950c, 960c, 970cxi, 990cxi, 1000cxi, 1120c, 1125c, 1180c, 1220c, 1600c, 1600cm, 6122, 9300, HP Officejet G55, G85, G95, K60, K80, r45, r65, t45, t65 All-in-One HP Officejet Pro 1150c, 1170c, 1175c All-in-One, HP Photosmart P1000, P1100, P1215, P1218	cart													0	1,520.06	-
22. INK CARTRIDGE, HP C6615DA (HP 15), black, for HP Deskjet 810c, 840c, 845c, 920c, 948c, 3820, HP Officejet 5110, v40 All-in-One, HP PSC 500, 750, 950 All-in-One	cart				5						5			10	1,435.62	14,356.16
23. INK CARTRIDGE, HP C1823DA (HP 23), tricolor, for HP Deskjet 710c, 720c, 810c, 830c, 880c, 890c, 895cxi, 1120c, 1125c HP Officejet Pro 1170c, 1175c, r45, r65, t45, t65 All-in-One HP PSC 500 All-in-One	cart				5						5			10	1,857.86	18,578.56
24. INK CARTRIDGE, HP C6625A (HP 17), tricolor, for HP Deskjet 840c, 845c	cart													0	1,562.29	-
25. INK CARTRIDGE, HP C6578A/D (HP 78), tricolor, for HP Deskjet 920c, 930c, 948c, 950c, 960c, 970cxi, 990cxi, 1180c, 1220c, 3820, 6122, 9300 HP Officejet 5110, G55, G85, G95, K60, K80, v40 All-in-One, HP PSC 750, 950 All-in-One, HP Photosmart P1000, P1100, P1215, P1218	cart													0	1,688.96	-
26. INK CARTRIDGE, HP C6614D (HP 20), black, 28mL, for HP Deskjet 610c, 630c, 640c, 656c	cart													0	1,592.45	-
27. INK CARTRIDGE, HP C4844A (HP 10), black, 69mL, for HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2000 printer series, 2230+, 2280+ printer series, 2300+ printer series, 2500 printer series, 2600+ printer series, HP Colour Printer cp1700 series	cart													0	1,658.80	-
28. INK CARTRIDGE, HP C8727AA (HP 27), black, 10mL, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845 HP PSC 1110, 1210, 1315 All-in-One	cart	6			6			6			6			24	928.93	22,294.27
29. INK CARTRIDGE, HP Q8893AA (C8728AA) (HP 28), tri-color, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845, HP Officejet 4110, 4255 All-in-One, HP PSC 1110, 1210, 1315 All-in-One	cart													0	1,032.68	-
30. INK CARTRIDGE, HP C6656AA (HP 56), black, for HP Deskjet 840c, 845c	cart													0	1,013.38	-
31. INK CARTRIDGE, HP C6657AA (HP 57), tri-color, for HP Deskjet 450 printer series, 5160, 5550, 5650, 5652, 9650, 9680 HP Officejet 4110, 4255, 5510, 6110 All-in-One, HP PSC 1110, 1210, 1315, 1350, 2110, 2210, 2310 All-in-One, HP PSC 2410, 2510, Photosmart All-in-One, HP Photosmart 7150, 7260, 7268, 7450, 7550, 7660, 7760, 7960	cart													0	1,688.96	-
32. INK CARTRIDGE, HP C9351AA (HP 21), black, for HP Deskjet 3920, 3940, HP PSC 1410, 1402	cart	5			2			5			2			14	727.46	10,184.43
33. INK CARTRIDGE, HP C9352AA (HP 22), tri-color, for HP Deskjet 3920, 3940, HP Officejet 5610, HP PSC 1410, 1402	cart	5			2			5			2			14	838.45	11,738.27
34. INK CARTRIDGE, HP C8765WA (HP 94), black, 11 mL, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845, HP Officejet 4110, 4255 All-in-One, HP PSC 1110, 1210, 1315 All-in-One	cart													0	1,025.44	-

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35. INK CARTRIDGE, HP C8766WA (HP 95), tri-color, for HP Deskjet 460, 5740, 6540, 6840, HP Officejet 7410 All-in-One HP PSC 2355 All-in-One, HP Photosmart 325, 375, 2610, 2710, 8150, 8450	cart													0	1,230.53	-
36. INK CARTRIDGE, HP C9361WA (HP 93), tri-color, for HP Deskjet D4160, 5440, HP Officejet 6310 All-in-One, HP PSC 1510 All-in-One, HP Photosmart 7830, C3180, C4180 All-in-One	cart													0	983.22	-
37. INK CARTRIDGE, HP C9362WA (HP 92), black, for HP Deskjet 5440, HP Officejet 6310 All-in-One, HP PSC 1510 All-in-One HP Photosmart 7830, C3180 All-in-One	cart													0	696.09	-
38. INK CARTRIDGE, HP CB314A (HP 900), black, for HP Deskjet 900, 910, 915	cart													0	302.81	-
39. INK CARTRIDGE, HP CB315A (HP 900), tri-color, for HP Deskjet 900, 910, 915	cart													0	389.67	-
40. INK CARTRIDGE, HP C4814AA (HP13), black, 28 ml, for HP Officejet Pro K850, HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart													0	1,160.56	-
41. INK CARTRIDGE, HP C4815A (HP 13), cyan, for HP Officejet Pro K850, HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart													0	1,160.56	-
42. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml, for HP Officejet Pro K850 HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart													0	1,160.56	-
43. INK CARTRIDGE, HP C4817A (HP 13), yellow, 14 ml, HP Officejet Pro K850, HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart													0	1,160.56	-
44. INK CARTRIDGE, HP C4836A (HP 11), cyan 28 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100 printer series, 1200 printer series, 2230, 2280 printer series, 2300 printer series, 2600 printer series HP Colour Printer cp1700 series	cart													0	1,658.80	-
45. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml, for HP Officejet 9110, 9120, 9130 All-in-One HP Business Inkjet 1100 printer series, 1200 printer series, 2230, 2280 printer series, 2300 printer series, 2600 printer series HP Colour Printer cp1700 series	cart													0	1,658.80	-
46. INK CARTRIDGE, HP C483A (HP 11), yellow 28 ml, for HP Officejet 9110, 9120, 9130 All-in-One HP Business Inkjet 1100 printer series, 1200 printer series, 2230, 2280 printer series, 2300 printer series, 2600 printer series HP Colour Printer cp1700 series	cart													0	1,658.80	-
47. INK CARTRIDGE, HP C4902AA (HP940), black, for HP Officejet Pro 8000, 8500	cart													0	1,150.91	-
48. INK CARTRIDGE, HP C4906AA (HP 940XL), black, HP Officejet Pro 8000, 8500	cart													0	1,592.45	-
49. INK CARTRIDGE, HPC4907AA (HP 940XL), cyan, for HP Officejet Pro 8000, 8500	cart													0	1,150.91	-

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50. INK CARTRIDGE, HP C4908AA (HP 940XL), magenta, for HP Officejet Pro 8000, 8500	cart													0	1,150.91	-
51. INK CARTRIDGE, HP C4909AA (HP 940XL), yellow, for HP Officejet Pro 8000, 8500	cart													0	1,150.91	-
52. INK CARTRIDGE, HP C4936A (HP 18), black, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	cart													0	957.88	-
53. INK CARTRIDGE, HP C4937A (HP 18), cyan, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	cart													0	717.81	-
54. INK CARTRIDGE, HP C4938A (HP 18), magenta, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	cart													0	717.81	-
55. INK CARTRIDGE, HP C4939A (HP18), yellow, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	cart													0	717.81	-
56. INK CARTRIDGE, HP C6658A, colored for HP Photosmart	cart													0	1,241.39	-
57. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230 HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart													0	922.90	-
58. INK CARTRIDGE, HP C8767WA(HP 96), black , 21 ml, for HP Deskjet 5740, 6540, 6840, 9800, 9860, 9808, HP Photosmart 8030, 8150, 8450, 875, HP Officejet K7100, 7210, 7410 All-in-One	cart													0	1,532.13	-
59. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart													0	456.72	-
60. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart													0	494.62	-
61. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart													0	494.62	-
62. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart													0	494.62	-
63. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart													0	494.62	-
64. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml, for HP Deskjet 5740, 6540, 6840, 9800, 9860, 9808, HP Photosmart 2575, 2610, 2710 All-in-On, HP PSC 1610, 2355 All-in-One	cart													0	1,701.02	-
65. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml, HP Deskjet D4160, HP Photosmart D5160, 8030, HP Photosmart C4180, 2575 All-in-One	cart													0	850.51	-

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66. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml, for HP Officejet Pro K550, K550dtn, K5400dn, K5400dtn, K8600, 600dn, HP Officejet Pro L7580, L7590 All-in-One	cart													0	1,150.91	-
67. INK CARTRIDGE, HP C9392A(HP 88XL), magenta 17 ml, for HP Officejet Pro K550, K550dtn, K5400dn, K5400dtn, K8600, 600dn, HP Officejet Pro L7580, L7590 All-in-One	cart													0	1,150.91	-
68. INK CARTRIDGE, HP C9393A(HP 88XL), yellow 17 ml, for HP Officejet Pro K550, K550dtn, K5400dn, K5400dtn, K8600, 600dn, HP Officejet Pro L7580, L7590 All-in-One	cart													0	1,150.91	-
69. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml, for HP Officejet Pro K550, K550dtn, K5400dn, K5400dtn, K8600, 600dn, HP Officejet Pro L7580, L7590 All-in-One	cart													0	1,701.02	-
70. INK CARTRIDGE, HP CB316WA(HP 564), black, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	552.53	-
71. INK CARTRIDGE, HP CB317WA(HP 564), photo, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	462.05	-
72. INK CARTRIDGE, HP CB318WA(HP 564), cyan, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	462.05	-
73. INK CARTRIDGE, HP CB319WA(HP 564), magenta, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	462.05	-
74. INK CARTRIDGE, HP CB320WA (HP 564), yellow, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	462.05	-
75. INK CARTRIDGE, HP CB323WA(HP 564XL), cyan, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	918.07	-
76. INK CARTRIDGE, HP CB324WA(564XL), magenta, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	918.07	-
77. INK CARTRIDGE, HP CB325WA(564XL), yellow, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	918.07	-
78. INK CARTRIDGE, HP CB335WA(HP74), black , 4.5 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One	cart													0	742.68	-
79. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One	cart													0	1,538.16	-
80. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One	cart													0	854.13	-
81. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One	cart													0	1,701.02	-
82. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart													0	696.09	-
83. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart				15						15			30	1,465.78	43,973.28
84. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart													0	836.04	-
85. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart													0	1,713.09	-
86. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml	cart													0	697.30	-
87. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml	cart													0	1,068.87	-

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88. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml, for HP Officejet J3508, J3608, J5508 All-in-One	cart													0	1,164.18	-
89. INK CARTRIDGE, HP CD887AA (HP703), black deskjet, for HP Deskjet D730, F735 All-in-One	cart	9			9			9					9	36	381.22	13,724.01
90. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet, for HP Deskjet D730, F735 All-in-One	cart	3			3			3					3	12	381.22	4,574.67
91. INK CARTRIDGE, HP CD971AA (HP 920), black, for HP Officejet 6000, 7000	cart													0	884.29	-
92. INK CARTRIDGE, HP CD972AA (HP920XL), cyan, for HP Officejet 6000, 7000	cart													0	663.52	-
93. INK CARTRIDGE, HP CD973AA (HP920XL), magenta, for HP Officejet 6000, 7000	cart													0	663.52	-
94. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow, for HP Officejet 6000, 7000	cart													0	663.52	-
95. INK CARTRIDGE, HP CD975AA (HP920XL), black, for HP Officejet 6000, 7000	cart													0	1,327.04	-
96. INK CARTRIDGE, HP CH561WA (HP 61), black	cart													0	820.35	-
97. INK CARTRIDGE, HP CH562WA (HP 61), color ink	cart													0	1,037.50	-
98. INK CARTRIDGE, HP CN692AA(HP 704), black, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart	5			5			5					5	20	381.22	7,624.45
99. INK CARTRIDGE, HP CN693AA (HP704), tricolor, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart	5			5			5					5	20	381.22	7,624.45
100. INK CARTRIDGE, HP CN 639WA, black, for HP Deskjet D2650	cart													0	943.40	-
101. INK CARTRIDGE, HP CN 640WA, color, for HP Deskjet D2650	cart													0	1,229.32	-
102. INK CARTRIDGE, HP CN045AA (950XL), black	cart													0	1,789.09	-
103. INK CARTRIDGE, HP CN046AA (951XL), Cyan	cart													0	1,327.04	-
104. INK CARTRIDGE, HP CN047AA (951XL), Magenta	cart													0	1,327.04	-
105. INK CARTRIDGE, HP CN048AA (950XL), Yellow	cart													0	1,327.04	-
106. INK CARTRIDGE, HP CZ107AA, (HP 78), black	cart													0	443.96	-
107. INK CARTRIDGE, HP CZ108AA, (HP 678), tricolor	cart													0	443.96	-
108. INK CARTRIDGE, Brother LC67HYBK, black	cart													0	1,833.73	-
109. INK CARTRIDGE, Brother LC67HYC, cyan	cart													0	1,109.89	-
110. INK CARTRIDGE, Brother LC67HYM, magenta	cart													0	1,109.89	-
111. INK CARTRIDGE, Brother LC67HYU, yellow	cart													0	1,109.89	-
112. INK CARTRIDGE, Brother LC67B, black	cart													0	1,085.76	-
113. INK CARTRIDGE, Brother LC67M, Magenta	cart													0	651.46	-
114. INK CARTRIDGE, Brother LC67Y, Yellow	cart													0	651.46	-
115. INK CARTRIDGE, Brother LC 39BK, black	cart													0	832.42	-
116. INK CARTRIDGE, Brother LC 39Y, yellow	cart													0	542.88	-
117. INK CARTRIDGE, Brother LC 39C, cyan	cart													0	542.88	-
118. INK CARTRIDGE, Brother LC 39M, magenta	cart													0	542.88	-
119. INK CARTRIDGE, Brother Part No. LC67C, Cyan	cart													0	651.46	-
120. INK CARTRIDGE, Brother Part No. LC38C, Cyan	cart													0	524.78	-
121. INK CARTRIDGE, Brother Part No. LC38B, Black	cart													0	796.22	-
122. INK CARTRIDGE, Brother Part No. LC38M, Magenta	cart													0	524.78	-
123. INK CARTRIDGE, Brother Part No. LC38Y, Yellow	cart													0	524.78	-
124. INK CARTRIDGE, Brother Part No. LC40BK, black	cart													0	778.13	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
125. INK CARTRIDGE, Brother Part No. LC40C, Cyan	cart													0	452.40	-
126. INK CARTRIDGE, Brother Part No. LC40M, Magenta	cart													0	452.40	-
127. INK CARTRIDGE, Brother Part No. LC40Y, Yellow	cart													0	452.40	-
128. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A	cart													0	1,164.18	-
129. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A	cart													0	1,445.27	-
130. INK CARTRIDGE, Lexmark # 17, black, PN 10N0217	cart													0	1,164.18	-
131. INK CARTRIDGE, Lexmark # 27, colored, PN 10N0227	cart													0	1,387.36	-
132. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A	cart													0	2,455.02	-
133. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A	cart													0	1,966.43	-
134. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A	cart													0	2,376.61	-
135. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX3100	cart													0	1,346.34	-
136. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/ C50/ CX3100	cart													0	1,229.32	-
137. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/ CX5100	cart													0	1,452.51	-
138. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80	cart													0	693.68	-
139. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80	cart													0	693.68	-
140. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80	cart													0	693.68	-
141. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX	cart													0	570.63	-
142. INK CARTRIDGE, EPSON PART NO. C13TO38191, BLACK, (double pack), for Stylus Color C41SX & C41UX	cart													0	1,006.14	-
143. INK CARTRIDGE, Epson C13TO38191, black, for printer Stylus C41SX/UX (Double Pack)	cart													0	986.79	-
144. INK CARTRIDGE, Epson C13TO39090, color, for printer Stylus C41SX/UX	cart													0	893.94	-
145. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100	cart													0	632.15	-
146. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100	cart													0	632.15	-
147. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100	cart													0	632.15	-
148. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83	cart													0	726.25	-
149. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83	cart													0	447.57	-
150. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83	cart													0	447.57	-
151. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83	cart													0	447.57	-
152. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67	cart													0	743.14	-
153. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	570.63	-

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154. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	458.43	-
155. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	458.43	-
156. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	458.43	-
157. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900	cart													0	341.41	-
158. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900	cart													0	341.41	-
159. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900	cart													0	341.41	-
160. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900	cart													0	334.85	-
161. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW	cart													0	1,004.93	-
162. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW	cart													0	669.55	-
163. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW	cart													0	669.55	-
164. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW	cart													0	669.55	-
165. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap	cart													0	669.55	-
166. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack	cart													0	1,115.92	-
167. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/ CX8300/CX9300F, Pigment - 73N	cart													0	501.86	-
168. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/ CX8300/CX9300F, Pigment - 73N	cart													0	501.86	-
169. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N	cart													0	501.86	-
170. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N	cart													0	501.86	-
171. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	330.55	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
172. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	330.55	-
173. CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/T13/ T20E/TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	330.55	-
174. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	330.55	-
175. INK CARTRIDGE, Epson C13T11190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	1,112.30	-
176. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	1,112.30	-
177. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	1,112.30	-
178. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	1,112.30	-
179. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	1,112.30	-
180. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	1,112.30	-
181. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	776.92	-
182. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	776.92	-
183. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	776.92	-
184. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	776.92	-
185. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	776.92	-
186. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	776.92	-
187. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141	cart													0	358.30	-
188. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141	cart													0	395.19	-
189. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141	cart													0	403.05	-
190. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141	cart													0	395.19	-
191. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143	cart													0	681.62	-
192. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143	cart													0	536.85	-
193. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143	cart													0	526.52	-
194. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143	cart													0	536.85	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
195. TONER CARTRIDGE, HP C4092A, black, for HP Laserjet 1100 printer series, 3200 All-in-One	cart													0	3,408.08	-
196. TONER CARTRIDGE, HP C4096A, balck, for HP Laserjet 2100, 2200 printer series	cart													0	6,209.34	-
197. TONER CARTRIDGE, HP C7115A, black, for HP Laserjet 1000, 1200 printer series, 3300 mfp printer series, 3380 All-in-One	cart													0	3,809.81	-
198. TONER CARTRIDGE, HP C8543XC, high cap, black, for HP Laserjet 9000, 9040, 9050, HP Laserjet M9040, M9050 MFP series	cart													0	13,754.17	-
199. TONER CARTRIDGE, HP C4127X, high cap, black, for HP Laserjet 2100, 2200 printer series	cart													0	8,670.40	-
200. TONER CARTRIDGE, HP C4129X, black, HP Laserjet 5000, 5100 printer series	cart													0	11,160.41	-
201. TONER CARTRIDGE, HP Q2613A, black, for HP Laserjet 1300 printer series	cart													0	4,505.90	-
202. TONER CARTRIDGE, HP Q2612A, black, for HP Laserjet 1010, 1012, 1015, 1018, 1020, 1022, 3015, 3020, 3030, 3050, 3052, 3055, M1005, M1319f MFP Printer	cart	2			2			2					2	8	3,471.18	27,769.47
203. TONER CARTRIDGE, HP Q5942A, black, for HP Laserjet 4250, 4350 printer series	cart													0	7,221.51	-
204. TONER CARTRIDGE, HP Q6511A	cart													0	6,005.46	-
205. TONER CARTRIDGE, HP Q7516AC, black	cart													0	9,056.44	-
206. TONER CARTRIDGE, HP Q7551A, black, for HP Laserjet P3005, M3027, M3035 MFP Printer Series	cart													0	6,440.97	-
207. TONER CARTRIDGE, HP Q1338A, black, for HP Laserjet 4200 printer series	cart													0	7,427.80	-
208. TONER CARTRIDGE, HP Q3960A, black, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One	cart													0	4,101.76	-
209. TONER CARTRIDGE, HP Q3961A, cyan, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One	cart													0	4,952.27	-
210. TONER CARTRIDGE, HP Q3962A, yellow, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One	cart													0	4,952.27	-
211. TONER CARTRIDGE, HP Q3963A, magenta, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One	cart													0	4,952.27	-
212. TONER CARTRIDGE, HP Q3971A, cyan, for HP Color LaserJet 2550 Printer Series, HP Color LaserJet 2820, 2840 All-in-One	cart													0	3,722.95	-
213. TONER CARTRIDGE, HP Q3972A, yellow, for HP Color LaserJet 2550 Printer Series, HP Color LaserJet 2820, 2840 All-in-One	cart													0	3,722.95	-
214. TONER CARTRIDGE, HP Q3973A, magenta, for HP Color LaserJet 2550 Printer Series, HP Color LaserJet 2820, 2840 All-in-One	cart													0	3,722.95	-
215. TONER CARTRIDGE, HP Q5949A, black, for HP Laserjet 1160, 1320 printer series, 3390, 3392 All-in-One	cart													0	4,095.73	-
216. TONER CARTRIDGE, HP Q5950A, black, for HP Color LaserJet 4700 Printer Series	cart													0	8,867.04	-
217. TONER CARTRIDGE, HP Q5951A, cyan, for HP Color LaserJet 4700 Printer Series	cart													0	12,580.34	-
218. TONER CARTRIDGE, HP Q5952A, yellow, for HP Color LaserJet 4700 Printer Series	cart													0	12,580.34	-

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219. TONER CARTRIDGE, HP Q5953A, magenta, for HP Color LaserJet 4700 Printer Series	cart													0	12,580.34	-
220. TONER CARTRIDGE, HP Q7553A, black, for HP Laserjet P3005, M3027, M3035 MFP Printer Series	cart													0	3,905.12	-
221. TONER CARTRIDGE HP C9720A, original, black, for HP Laserjet 4600/4650 printer series	cart													0	7,612.38	-
222. TONER CARTRIDGE HP C9721A, original, Cyan for HP Laserjet 4600/4650 printer series	cart													0	10,302.66	-
223. TONER CARTRIDGE HP C9722A, original, Yellow for HP Laserjet 4600/4650 printer series	cart													0	10,302.66	-
224. TONER CARTRIDGE HP C9723A, original, Magenta for HP Laserjet 4600/4650 printer series	cart													0	10,302.66	-
225. TONER CARTRIDGE, HP CB380A, black, for HP Color LaserJet CP6015 printer series	cart													0	10,145.04	-
226. TONER CARTRIDGE, HP CB381A, cyan, for HP Color LaserJet CP6015 printer series	cart													0	15,876.22	-
227. TONER CARTRIDGE, HP CB382A, yellow, for HP Color LaserJet CP6015 printer series	cart													0	15,876.22	-
228. TONER CARTRIDGE, HP CB383A, magenta, for HP Color LaserJet CP6015 printer series	cart													0	15,876.22	-
229. TONER CARTRIDGE, HP CB390A, black, for HP Color LaserJet CM6030/CM6040 MFP	cart													0	3,291.06	-
230. TONER CARTRIDGE, HP CB435A, black, for HP Laserjet P1005, P1006 printer series	cart	4			4			4				4		16	2,947.24	47,155.76
231. TONER CARTRIDGE, HP CB436A, black, for HP Laserjet P1505 printer series	cart	8			8			8				8		32	3,458.75	110,679.96
232. TONER CARTRIDGE, HP CB540A, black, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart													0	3,414.11	-
233. TONER CARTRIDGE, HP CB541A, cyan, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart													0	3,136.64	-
234. TONER CARTRIDGE, HP CB542A, yellow, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart													0	3,136.64	-
235. TONER CARTRIDGE, HP CB543A, magenta, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart													0	3,136.64	-
236. TONER CARTRIDGE, HP CC364A, black, for HP LaserJet P4014, P4015, P4515 printer series	cart													0	7,479.68	-
237. TONER CARTRIDGE, HP CC364XC, high cap, black, for HP LaserJet P4015, P4515 printer series	cart													0	13,716.77	-
238. TONER CARTRIDGE, HP CC530A, black, for HP Color LaserJet CP2025 printer series	cart													0	5,989.78	-
239. TONER CARTRIDGE, HP CC531A, cyan, for HP Color LaserJet CP2025 printer series	cart													0	5,618.20	-
240. TONER CARTRIDGE, HP CC532A, yellow, for HP Color LaserJet CP2025 printer series	cart													0	5,618.20	-
241. TONER CARTRIDGE, HP CC533A, magenta, for HP Color LaserJet CP2025 printer series	cart													0	5,618.20	-

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242. TONER CARTRIDGE, HP CE250A, black, for HP Color LaserJet CP3520 printer series	cart													0	6,214.17	-
243. TONER CARTRIDGE, HP CE251A, cyan, for HP Color LaserJet CP3520 printer series	cart													0	12,240.13	-
244. TONER CARTRIDGE, HP CE252A, yellow, for HP Color LaserJet CP3520 printer series	cart													0	12,240.13	-
245. TONER CARTRIDGE, HP CE253A, magenta, for HP Color LaserJet CP3520 printer series	cart													0	12,240.13	-
246. TONER CARTRIDGE, HP CE255A, black, for HP LaserJet P3010 printer series	cart													0	7,372.31	-
247. TONER CARTRIDGE, HP CE255X, black, for HP LaserJet P3010 printer series	cart													0	10,419.68	-
248. TONER CARTRIDGE, HP CE260A, black, for HP Color LaserJet Enterprise CP4020 Printer Series	cart													0	7,283.04	-
249. TONER CARTRIDGE, HP CE261A, cyan, for HP Color LaserJet Enterprise CP4020 Printer Series	cart													0	13,229.38	-
250. TONER CARTRIDGE, HP CE262A, yellow, for HP Color LaserJet Enterprise CP4020 Printer Series	cart													0	13,229.38	-
251. TONER CARTRIDGE, HP CE263A, magenta, for HP Color LaserJet Enterprise CP4020 Printer Series	cart													0	13,229.38	-
252. TONER CARTRIDGE, HP CE270A, black, for HP Color LaserJet Enterprise CP5520 Printer Series	cart													0	11,728.62	-
253. TONER CARTRIDGE, HP CE271A, cyan, for HP Color LaserJet Enterprise CP5520 Printer Series	cart													0	19,126.27	-
254. TONER CARTRIDGE, HP CE272A, yellow, for HP Color LaserJet Enterprise CP5520 Printer Series	cart													0	19,126.27	-
255. TONER CARTRIDGE, HP CE273A, magenta, for HP Color LaserJet Enterprise CP5520 Printer Series	cart													0	19,126.27	-
256. TONER CARTRIDGE, HP CE278A, black, for HP LaserJet P1566, P1606dn, M1536dnf printer	cart													0	3,561.29	-
257. TONER CARTRIDGE, HP CE285A, black, for HP LaserJet P1102, P1102w, printer	cart	20			20			20					20	80	3,140.26	251,220.74
258. TONER CARTRIDGE, HP CE310A, black, for HP Color LaserJet Pro CP1020 Printer Series	cart													0	2,613.06	-
259. TONER CARTRIDGE, HP CE311A, cyan, for HP Color LaserJet Pro CP1020 Printer Series	cart													0	2,822.98	-
260. TONER CARTRIDGE, HP CE312A, yellow, for HP Color LaserJet Pro CP1020 Printer Series	cart													0	2,822.98	-
261. TONER CARTRIDGE, HP CE313A, magenta, for HP Color LaserJet Pro CP1020 Printer Series	cart													0	2,822.98	-
262. TONER CARTRIDGE, HP CE320A, black, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart													0	3,356.20	-
263. TONER CARTRIDGE, HP CE321A, cyan, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart													0	3,186.10	-
264. TONER CARTRIDGE, HP CE322A, yellow, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart													0	3,186.10	-
265. TONER CARTRIDGE, HP CE323A, magenta, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart													0	3,186.10	-
266. TONER CARTRIDGE, HP CE390A, black, for HP Laserjet Enterprise 600, M601, 600, M602, 600, M603, M4555 MFP Series	cart													0	8,444.80	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
267. TONER CARTRIDGE, HP CE390X, high cap, black, for HP Laserjet Enterprise 600, M601, 600, M602, 600, M603, M4555 MFP Series	cart													0	14,100.40	-
268. TONER CARTRIDGE, HP CE400A, black, for HP Laserjet Enterprise 500 Color M551 Series	cart													0	7,650.99	-
269. TONER CARTRIDGE, HP CE401A, cyan, for HP Laserjet Enterprise 500 Color M551 Series	cart													0	11,200.22	-
270. TONER CARTRIDGE, HP CE402A, yellow, for HP Laserjet Enterprise 500 Color M551 Series	cart													0	11,200.22	-
271. TONER CARTRIDGE, HP CE403A, magenta, for HP Laserjet Enterprise 500 Color M551 Series	cart													0	11,200.22	-
272. TONER CARTRIDGE, HP CE505A, black, for HP LaserJet P2035, P2055 printer series	cart													0	4,246.53	-
273. TONER CARTRIDGE, HP CE505XC, high cap, black, for HP LaserJet P2055 printer series	cart													0	7,796.96	-
274. TONER CARTRIDGE, HP CE740A, black, for HP Color Laserjet Professional CP5220, Printer Series	cart													0	7,181.70	-
275. TONER CARTRIDGE, HP CE741A, cyan, for HP Color Laserjet Professional CP5220, Printer Series	cart													0	12,738.38	-
276. TONER CARTRIDGE, HP CE742A, yellow, for HP Color Laserjet Professional CP5220, Printer Series	cart													0	12,738.38	-
277. TONER CARTRIDGE, HP CE743A, magenta, for HP Color Laserjet Professional CP5220, Printer Series	cart													0	12,738.38	-
278. TONER CARTRIDGE, HP CE410A (HP #305), black	cart													0	4,463.68	-
279. TONER CARTRIDGE, HP CE411A (HP #305), Cyan	cart													0	6,255.18	-
280. TONER CARTRIDGE, HP CE412A (HP #305), Yellow	cart													0	6,255.18	-
281. TONER CARTRIDGE, HP CE413A (HP #305), Magenta	cart													0	6,255.18	-
282. TONER CARTRIDGE, HP CF210A, (#131), black	cart													0	4,041.44	-
283. TONER CARTRIDGE, HP CF211A, (#131), Cyan	cart													0	4,922.11	-
284. TONER CARTRIDGE, HP CF212A, (#131), Yellow	cart													0	4,922.11	-
285. TONER CARTRIDGE, HP CF213A, (#131), Magenta	cart													0	4,922.11	-
286. TONER CARTRIDGE, HP Q1339A, black, HP Laserjet 4300 printer series	cart													0	10,155.48	-
287. TONER CARTRIDGE, HP Q2624A	cart													0	4,130.71	-
288. TONER CARTRIDGE, HP Q5942A, original black, for HP Laserjet 4250/4350 printer series	cart													0	7,221.51	-
289. TONER CARTRIDGE, HP Q6000A, black, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart													0	3,684.35	-
290. TONER CARTRIDGE, HP Q6001A, cyan, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart													0	4,016.11	-
291. TONER CARTRIDGE, HP Q6002A, yellow, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart													0	4,016.11	-
292. TONER CARTRIDGE, HP Q6003A, magenta, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart													0	4,016.11	-

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293. TONER CARTRIDGE, HP Q6460A, black, for HP Color LaserJet 4730MFP, CM4730 Printer Series	cart													0	7,010.39	-
294. TONER CARTRIDGE, HP Q6461A, cyan, for HP Color LaserJet 4730MFP, CM4730 Printer Series	cart													0	15,081.21	-
295. TONER CARTRIDGE, HP Q6462A, yellow, for HP Color LaserJet 4730MFP, CM4730 Printer Series	cart													0	15,081.21	-
296. TONER CARTRIDGE, HP Q6463A, magenta, for HP Color LaserJet 4730MFP, CM4730 Printer Series	cart													0	15,081.21	-
297. TONER CARTRIDGE, HP Q6470A, black, for HP Color LaserJet 3600 Printer Series	cart													0	6,410.81	-
298. TONER CARTRIDGE, HP Q6471A, cyan, for HP Color LaserJet 3600 Printer Series	cart													0	6,374.62	-
299. TONER CARTRIDGE, HP Q6472A, yellow, for HP Color LaserJet 3600 Printer Series	cart													0	6,374.62	-
300. TONER CARTRIDGE, HP Q6473A, magenta, for HP Color LaserJet 3600 Printer Series	cart													0	6,374.62	-
301. TONER CARTRIDGE, HP Q7570A, black, HP Laserjet M5025, M5035 MFP Printer Series	cart													0	8,601.63	-
302. TONER CARTRIDGE, HP Q7581A, cyan, for HP Color LaserJet 3800, CP3505 Printer Series	cart													0	8,252.98	-
303. TONER CARTRIDGE, HP Q7582A, yellow, for HP Color LaserJet 3800, CP3505 Printer Series	cart													0	8,252.98	-
304. TONER CARTRIDGE, HP Q7583A, magenta, for HP Color LaserJet 3800, CP3505 Printer Series	cart													0	8,252.98	-
305. TONER CARTRIDGE, Brother TN-155BK, black	cart													0	5,507.22	-
306. TONER CARTRIDGE, Brother TN-155M, magenta	cart													0	6,695.52	-
307. TONER CARTRIDGE, Brother TN-155Y, yellow	cart													0	6,695.52	-
308. TONER CARTRIDGE, Brother TN-155C, cyan	cart													0	6,695.52	-
309. TONER CARTRIDGE, Brother TN-2025	cart													0	3,299.50	-
310. TONER CARTRIDGE, Brother TN-2130	cart													0	2,219.78	-
311. TONER CARTRIDGE, Brother TN-2150	cart													0	3,317.60	-
312. TONER CARTRIDGE, Brother TN3060	cart													0	5,838.98	-
313. TONER CARTRIDGE, Brother Part No. TN-150BK, black	cart													0	3,757.94	-
314. TONER CARTRIDGE, Brother Part No. TN-150C, Cyan	cart													0	4,300.82	-
315. TONER CARTRIDGE, Brother Part No. TN-150M, Magenta	cart													0	4,300.82	-
316. TONER CARTRIDGE, Brother Part No. TN-150Y, Yellow	cart													0	4,300.82	-
317. TONER CARTRIDGE, Brother Part No. TN3030	cart													0	4,200.36	-
318. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN	cart													0	4,324.94	-
319. TONER CARTRIDGE, TN-3320, for printer 5450DN	cart													0	4,282.72	-
320. TONER CARTRIDGE, Fuji Xerox 106R02625, for Phaser 4600 DN (4K pages)	cart													0	18,940.48	-
321. TONER CARTRIDGE, Fuji Xerox CT201160, for DP-C2255 Heavy Duty A3 size, black (15k pages)	cart													0	10,616.32	-

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322. TONER CARTRIDGE, Fuji Xerox CT350567, for DP C3290 FS Multifunction Device, Black	cart													0	8,565.44	-
323. TONER CARTRIDGE, Fuji Xerox CT350670, for DP-3300DX Full Color Laser Printer, black (6k pages, standard yield)	cart													0	6,779.97	-
324. TONER CARTRIDGE, Fuji Xerox CWAA0762, for Phaser 3435D (4K pages, standard yield)	cart													0	7,214.27	-
325. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart													0	5,466.20	-
326. TONER CARTRIDGE, Lexmark 1382920	cart													0	16,795.41	-
327. TONER CARTRIDGE, Lexmark X340A11G	cart													0	7,057.44	-
328. TONER CARTRIDGE, Lexmark E360H11P	cart													0	10,294.21	-
329. TONER CARTRIDGE, Lexmark E450A11P	cart													0	7,905.54	-
330. TONER CARTRIDGE, Lexmark T650A11P	cart													0	11,171.26	-
331. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500	cart													0	3,609.94	-
332. TONER CARTRIDGE, Developer, Epson C13SO50010, for printer EPL-5700L/5800	cart													0	6,027.17	-
333. TONER CARTRIDGE, Developer, Epson C13So50087, for printer EPL-5900/5900L	cart													0	6,144.20	-
334. TONER CARTRIDGE, Developer, Epson C13So50166, 6K, for printer EPL-6200	cart													0	6,394.11	-
335. TONER CARTRIDGE, Developer, Epson C13So50167, 3K, for printer EPL-6200/6200L	cart													0	3,798.95	-
336. TONER CARTRIDGE, Epson C13So50440, Std Cap, for printer AL-M2010D/DN	cart													0	6,590.56	-
337. TONER CARTRIDGE, Developer, Epson C13So50520, 1.8K, for printer AL-M1200	cart													0	4,189.83	-
338. TONER CARTRIDGE, Developer, Epson C13So50521, 3.2K, for printer AL-M1200	cart													0	6,199.69	-
339. TONER CARTRIDGE, Samsung Part No. MLD3050B for printer ML-D3050 / ML-D3051	cart													0	7,720.96	-
340. TONER CARTRIDGE, Samsung Part No. MLTD105L, for printer ML 2580n	cart													0	3,257.28	-
341. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND	cart													0	5,531.46	-
342. TONER CARTRIDGE, Samsung Part No. MLTD104-S, for Samsung ML 1660	cart													0	3,312.96	-
343. TONER CARTRIDGE, Samsung Part No. MLTD103-S	cart													0	3,312.96	-
344. TONER CARTRIDGE, Samsung ML-2250D5	cart													0	5,442.72	-
345. TONER CARTRIDGE, Samsung ML-2010D3	cart													0	4,101.76	-
346. TONER CARTRIDGE, Samsung MLTD101S	cart													0	3,016.00	-
347. TONER CARTRIDGE, Samsung MLTD205L	cart													0	5,911.36	-
348. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545	cart													0	10,254.40	-
349. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810	cart													0	4,458.85	-
350. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500	cart													0	3,363.20	-
351. TONER CARTRIDGE, Kyocera TK-120, original, for Kyocera Laser Printer model F51030D	cart													0	6,214.17	-

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352. TONER CARTRIDGE, Kyocera Mita TK330, for printer FS4000DN	cart													0	9,329.09	-
353. TONER CARTRIDGE, Kyocera Mita TK364 for printer FS4020DN	cart													0	9,651.20	-
354. TONER CARTRIDGE, Kyocera Mita TK174	cart													0	6,433.73	-
355. TONER CARTRIDGE, Kyocera Mita TK 564C, for Printer FS-C5300DN	cart													0	12,224.45	-
356. TONER CARTRIDGE, Kyocera Mita TK 564K, for Printer FS-C5300DN	cart													0	9,394.58	-
357. TONER CARTRIDGE, Kypcera Mita TK 564Y, for Printer FS-C5300DN	cart													0	12,224.45	-
358. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series	cart													0	1,351.17	-
359. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000	cart													0	1,335.48	-
360. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580	cart	6			6			6				6		24	141.15	3,387.57
361. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ 670/680/680Pro	cart													0	407.76	-
362. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300	cart	5			5			5				5		20	1,447.68	28,953.60
363. RIBBON CARTRIDGE, Epson C13SO15577(#8766), for printer DFX-5000+/ 8000/8500 Black Ribbon (S015055)	cart													0	1,112.30	-
364. RIBBON CARTRIDGE, Epson C13SO15587, black for printer DLQ-3000/3000+/3500	cart													0	1,218.46	-
365. RIBBON CARTRIDGE, Epson C13SO15589(S015337), for printer LQ-590	cart													0	441.54	-
366. RIBBON, Epson RN 8755	cart													0	98.32	-
367. RIBBON, Epson RN 8750	cart													0	89.03	-
368. RIBBON, Epson RN 7754	cart													0	150.80	-
369. RIBBON, Epson RN SO 15083/SO 15086	cart													0	840.86	-
370. RIBBON, Epson RN SO 15327	cart													0	388.46	-
371. RIBBON CARTRIDGE, for Fujitsu DL3850	cart													0	518.75	-
372. PRINTHEAD, HP 11, black, C4810A , 8 ml, for HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series, HP Colour Printer cp1700 series	cart													0	1,701.02	-
373. PRINTHEAD, HP 11, cyan, C4811A, 8 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series , HP Colour Printer cp1700 series	cart													0	1,701.02	-
374. PRINTHEAD, HP 11, magenta C4812A, 8 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series, HP Colour Printer cp1700 series	cart													0	1,701.02	-

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375. PRINTHEAD, HP 11 , yellow C4813A, 8 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series, HP Colour Printer cp1700 series	cart													0	1,701.02	-
376. Photoconductor Kit, Lexmark PN 12A8302	cart													0	4,873.86	-
377. Photoconductor Kit, Lexmark PN E260X22G	cart													0	2,714.40	-
378. Photoconductor Kit, Lexmark PN E250X22G	cart													0	2,662.20	-
379. PHOTOCOnductor UNIT, Epson C13S051099, for printer EPL 6200/6200L	cart													0	4,011.28	-
380. IMAGING UNIT, Samsung Part No.SCR6555A	cart													0	11,832.00	-
381. IMAGING UNIT, Hewlett Packard Part No. CE314A, color imaging unit	cart													0	4,391.30	-
382. MOUSE, optical, USB connection type	piece	14						11						25	167.09	4,177.16
383. Sharp copier MX-B20FT toner	cart	8			8			8			8			32	5,230.00	167,360.00
COMMON OFFICE SUPPLIES																
1. ACETATE, gauge #3, 50m in length	roll													0	651.46	-
2. AIR FRESHENER, 280mL/can	can	10			10			10			10			40	103.75	4,150.02
3. ALCOHOL, 70%, ethyl	bottle	45			45			45			45			180	44.34	7,980.34
4. AUDIO CASSETTE TAPE, 90min. recording time	piece													0	24.92	-
5. BINDER, 3-ring, D-type, A4, 64mm(2.5"), with insert clear-view pocket on front, back and spine for label	pair													0	126.67	-
6. BINDER, 3-ring, D-type, legal, 64MM(2.5"), with insert clear-view pocket on front, back and spine for label	pair													0	132.70	-
7. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box													0	380.02	-
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	1			1			2			1			5	337.41	1,687.05
9. CARTOLINA, assorted color, 20s/pack	pack	31			6			31			4			72	82.04	5,906.53
10. CARTOLINA, white, 20s/pack	pack	2			2			2			1			7	52.97	370.76
11. CHALK, white, dustless, 100 pcs/box	box													0	32.51	-
12. CLEARBOOK, A4 SIZE, for 210mm x 297mm (A4 size) documents, refillable, plastic, overall size (min) of cover 302mm(L x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pockets	piece													0	90.48	-
13. CLEARBOOK, LEGAL SIZE, for 216mm x 330mm (legal size) documents, refillable, plastic, overall size(min) of cover 353mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pocket	piece													0	96.51	-
14. CLIP, bulldog (3")	piece	80			60			80			60			280	8.33	2,332.06
15. CLIP, backfold, 25mm, 12s/box	box	22			22			22			12			78	12.67	988.04
16. CLIP, backfold, 50mm, 12s/box	box	12			12			12			12			48	48.26	2,316.29
17. CLIP, backfold, 19mm, 12s/box	box	10			10			10						30	8.80	264.13
18. CLIP, backfold, 32mm, 12s/box	box													0	20.51	-
19. COLUMNAR PAD, 14 cols, 50 gsm min.	pad													0	49.46	-
20. COLUMNAR PAD, 16 cols, 50 gsm min.	pad	8						8						16	49.46	791.40
21. COLUMNAR PAD, 18 cols, 50 gsm min.	pad	8						8						16	63.94	1,023.03

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22. COLUMNAR NOTEBOOK, 12 cols	piece	8						8						16	22.92	366.75
23. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	50			50			50			50			200	15.08	3,016.00
24. DATA FILE BOX, (5"x9"x15-3/4")	box	50			30			50						130	71.18	9,253.09
25. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	50						50						100	72.38	7,238.40
26. EDP BINDER, TB, for 11" X 9-1/2" CCF	piece													0	54.17	-
27. EDP BINDER, TB, for 11" X 14-7/8" CCF, plastic, spring rod type, assorted colors	piece													0	40.41	-
28. ENVELOPE, documentary (10"x15"), 500s/box	box	4			4			4		1				13	575.84	7,485.86
29. ENVELOPE, expanding, kraft, legal size, 100s/box	box	8			3			8		2				21	669.55	14,060.59
30. ENVELOPE, mailing white, 500s/box	box	25			10			20		5				60	161.52	9,691.10
31. ENVELOPE, mailing white with window, 500s	box	8			5			8						21	212.19	4,455.93
32. ENVELOPE, pay, kraft, (4"x7-1/2"), 496s/box	box													0	121.36	-
33. ENVELOPE, expanding, plastic, legal size	piece	50			50			50		20				170	40.28	6,846.78
34. ENVELOPE, documentary, A4, 500s/box	box	2			1			2		1				6	468.08	2,808.50
35. ERASER, blackboard/whiteboard	piece	8						5						13	14.45	187.90
36. ERASER, rubber	piece	20			12			20		10				62	3.62	224.39
37. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	20						20						40	88.53	3,541.25
38. FILE TAB DIVIDER, A4, for 210mm x 297mm (A4 size) documents, bristol board, 297mm x 210mm Leaf Size(min), 65mm x 12mm Tab Size, 153 gsm., 0.22mm (min) thickness, five (5) colors per set	set													0	14.48	-
39. FILE TAB DIVIDER, LEGAL SIZE, for 216mm x 330mm (legal size) documents, bristol board, 330mm x 2216mm Leaf size, 68mm x 15mm Tab size, 153 GSM. 0.22mm (min) thickness, five(5) colors per set	set													0	15.08	-
40. FOLDER, pressboard, plain, legal, 100s/box	pack	14			4			4		4				26	977.18	25,406.78
41. FOLDER, tagboard, legal size, 100s/box	pack	30			5			20		5				60	273.85	16,431.17
42. FOLDER, tagboard, A4 size, 100s/box	pack	12			1			12		1				26	343.82	8,939.42
43. FOLDER, morocco/fancy, legal size, 50s/pack	pack	1			1			1		1				4	390.39	1,561.55
44. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle													0	330.31	-
45. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	1			1			1		1				4	209.53	838.12
46. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	2			2			2		2				8	233.66	1,869.27
47. GLUE, all purpose, 300 grams min.	jar	30						20						50	60.30	3,014.84
48. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	11						11						22	45.24	995.28
49. INDEX CARD, 3" x 5", ruled both sides, 500s/pack	pack	5												5	54.89	274.46
50. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack	4						4						8	149.59	1,196.75
51. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box	5												5	42.22	211.12
52. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box	1						1						2	60.32	120.64
53. INDEX TAB, self-adhesive, 10 pcs/box	box	5						3						8	60.32	482.56
54. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube	3						3						6	10.86	65.15
55. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle													0	603.20	-
56. MANILA PAPER, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves	sleeve													0	30.16	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
57. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece	18												18	47.24	850.23
58. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece	15												15	42.22	633.36
59. MAP PIN, round head, 100s/case	case	5			5			5						15	48.26	723.84
60. MARKER, fluorescent, 3 colors/set	set	22			15			12			12			61	42.83	2,612.46
61. MARKING PEN, whiteboard, black	piece	61			61			58			66			246	14.23	3,501.37
62. MARKING PEN, whiteboard, blue	piece	5			5			2						12	14.23	170.80
63. MARKING PEN, whiteboard, red	piece	2			2			2						6	14.23	85.40
64. MARKER, permanent, black	piece	100			90			100			80			370	16.89	6,249.15
65. MARKER, permanent, blue	piece	42			42			42			32			158	16.89	2,668.56
66. MARKER, permanent, red	piece	17			12			10			10			49	16.89	827.59
67. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece	50			50			50			50			200	9.41	1,881.52
68. NOTE PAD, (3"x3"), 100 sheets/pad	pad	6						6						12	41.98	503.76
69. NOTE PAD, (3"x4"), 100 sheets/pad	pad	30						30						60	60.18	3,610.85
70. NOTE PAD, (2"x2"), 400 sheets/pad	pad													0	106.16	-
71. NOTE PAD, (2"x3"), 100 sheets/pad	pad													0	37.40	-
72. OIL, for general purpose, 120 mL	bottle	10						5						15	42.22	633.36
73. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream	120			100			120			80			420	108.84	45,713.98
74. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream	15						15						30	107.58	3,227.35
75. PAPER, mimeograph, Whitewove, 210mm x 297mm, 70 gsm., 480 sheets ream	ream													0	108.84	-
76. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream													0	123.41	-
77. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream	5						5						10	110.93	1,109.31
78. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream	30			20			20			20			90	172.52	15,526.37
79. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad													0	20.27	-
80. PAPER, thermal,210mmx30M, 1/2" core	roll	20			20			20			20			80	39.81	3,184.90
81. PAPER, thermal, 216mmx30M, 1/2" core	roll													0	40.41	-
82. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream	10			10			10			10			40	143.42	5,736.90
83. PAPER FASTENER, for paper, metal, 50 sets/box	box	50			50			30			20			150	75.82	11,372.64
84. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	50			30			50			30			160	13.69	2,190.08
85. PAPER CLIP, gem type, 32mm, 100s/box	box	44			17			44			17			122	7.70	939.69
86. PENCIL, lead, w/eraser, one(1) dozen per box	box	30						25						55	27.63	1,519.72
87. PENCIL, mechanical, for 0.5mm lead	piece													0	24.13	-
88. PUSH PIN, flat head type, assorted colors, 100s/case	case	50			30			50						130	23.47	3,050.68
89. RECORD BOOK, 300 pages, smythe sewn	book	20			10			20			10			60	57.91	3,474.43
90. RECORD BOOK, 500 pages, smythe sewn	book	20			10			20			10			60	96.51	5,790.72
91. RIBBON, nylon, manual typewriter	spool	30						30						60	18.10	1,085.76
92. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													0	542.88	-
93. RING BINDER, 6mm x 1.12m, plastic, 10 pcs/bundle	bundle													0	38.59	-
94. RING BINDER, 8mm x 1.12m, plastic, 10 pcs/bundle	bundle													0	42.21	-
95. RING BINDER, 10mm x 1.12m, plastic, 10 pcs/bundle	bundle													0	51.26	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
96. RING BINDER, 11mm x 1.12m, plastic, 10 pcs/bundle	bundle													0	63.32	-
97. RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	piece													0	6.15	-
98. RING BINDER, 14mm x 1.12m, plastic, 10 pcs/bundle	bundle													0	86.25	-
99. RING BINDER, 16mm x 1.12m, plastic, 10 pcs/bundle	bundle													0	114.60	-
100. RING BINDER, 19mm x 1.12m(3/4"x44"), plastic	piece													0	13.21	-
101. RING BINDER, 22mm x 1.12m, plastic, 10 pcs/bundle	bundle													0	171.90	-
102. RING BINDER, 25mm x 1.12m (1"x44"), plastic	piece													0	13.27	-
103. RING BINDER, 28mm x 1.12m, plastic, 10 pcs/bundle	piece													0	263.59	-
104. RING BINDER, 32mm x 1.12m, plastic, 10 pcs/bundle	piece													0	297.97	-
105. RING BINDER, 50mm x 1.12m(2" x 44"), plastic	piece													0	30.16	-
106. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	50			20			10			5			85	119.41	10,149.88
107. RULER, plastic, 300mm	piece	10			10			10			10			40	2.63	105.33
108. RULER, plastic, 450mm	piece	14						14						28	21.72	608.03
109. SCHOOL FORM, DEPED FORM 1 (SCHOOL REGISTER), 8 sheets with 6-half sheet inserts in between each sheet/16 pages with 6 inserts (6 half-sheet per insert), with "DepEd Form 1 School Register" printed on the outer cover, saddle stitch binding, soft cover in uncoated, glossy or matte finish cover, 0.26mm	piece													0	34.85	-
110. SIGN PEN, black	piece	50			50			50			50			200	49.32	9,864.64
111. SIGN PEN, blue	piece	50			50			50			50			200	49.32	9,864.64
112. SIGN PEN, red	piece	20			20			20			20			80	49.32	3,945.86
113. STAMP PAD INK, violet, 50mL	bottle	20						20						40	26.54	1,061.63
114. STAMP PAD, felt pad, min 60mm x 100mm	piece	24						24						48	26.40	1,267.28
115. STAPLE WIRE, standard, 5000 pcs/box	box	75			40			60			30			205	25.91	5,312.45
116. STAPLE WIRE, HEAVY DUTY, 23/13, for use with heavy duty staplers, metal, non-rust, chisel point. 0.60mm thickness, 13mm width, 13mm leg length, 100 staples per strip, 1,000 staples per box, 40-90 sheets of 70gsm bond paper	box													0	35.89	-
117. STAPLE WIRE, HEAVY DUTY, 23/17, for heavy duty staplers, metal, non-rust, chisel point, 0.60mm thickness, 13mm width, 17mm Leg Length, 100 staples per trip, 1,000 staples per box, 90-135 sheets of 70 gsm bond paper	box													0	46.91	-
118. STENCIL PAPER, ordinary, universal, 24 pcs/quire	quire													0	211.12	-
119. TAPE, adding machine, GSP bond	roll													0	10.07	-
120. TAPE, masking, 24mm, 50 meters length	roll													0	55.49	-
121. TAPE, masking, 48mm, 50 meters length	roll	50			30			30			20			130	110.99	14,428.54
122. TAPE, transparent, 24mm, 50 meters	roll	50			30			50			30			160	17.85	2,856.38
123. TAPE, transparent, 48mm, 50 meters	roll	50			20			20			20			110	35.95	3,954.32
124. TAPE, packaging, 48mm, 50 meters length	roll	40			25			25			20			110	35.95	3,954.32
125. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle													0	95.91	-
126. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle													0	96.51	-
127. TOILET TISSUE, 12 rolls/pack	pack	50			30			30			30			140	78.42	10,978.24

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128. TWINE, plastic, one kilo per roll	roll	10			10			10			0			30	48.23	1,446.98
129.WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll	1						1						2	172.52	345.03
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack													0	9.63	-
2. CUTTER, heavy duty	piece	35			7			24			7			73	34.36	2,508.22
3. LASER POINTER, PEN TYPE, metal, for presentation, green and red color, 50mW laser power, beam light, continuous light, single-point, uses 2 x LR6 1.5V AA or AAA batteries, button switch, Sky brand	piece													0	638.05	-
4. PEA WHISTLE, STAINLESS STEEL, 40mm (min) length, sound ball made of plastic material, with attachment ring	piece													0	30.16	-
5. PUNCHER, heavy duty	piece	31						9						40	106.46	4,258.59
6. SCISSORS, (6")	pair	50						30						80	14.81	1,185.06
7. SHARPENER, single cutterhead	piece	5												5	205.09	1,025.44
8. STAMPING DATER, self-inking stamp	piece	6												6	548.91	3,293.47
9. STAPLER, heavy duty, standard	piece	37						30						67	130.05	8,713.19
10. STAPLE REMOVER, twin jaws	piece	40						40						80	19.91	1,592.45
11. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	14						5						19	53.91	1,024.20
12. TAPE DISPENSER, handheld, for 48mm width packaging tape	piece													0	46.67	-
13. WASTE BASKET, plastic	piece	15												15	30.16	452.40
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece	30			20			20			20			90	26.54	2,388.67
2. BROOM, soft (tambo)	piece	16			3			11			3			33	102.54	3,383.95
3. BROOM, STICK (tingting)	piece	9			3			9			3			24	26.54	636.98
4. CLEANSER, powder, 350gms.	canister	13			8			13			8			42	17.91	752.24
5. DETERGENT POWDER, all purpose, 500gms.	pouch	25			25			25			25			100	25.94	2,593.76
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar	5			5			5			5			20	20.09	401.82
7. DISINFECTANT SPRAY, 400 grams net content	can	23			8			23			8			62	205.51	12,741.35
8. DUST PAN, non-rigid plastic, with detachable handle	piece	12			5			12			5			34	38.60	1,312.56
9. FLOOR WAX, paste, natural, 2kgs.	can													0	296.77	-
10. FLOOR WAX, paste, red, 2kgs.	can	8						8						16	253.34	4,053.50
11. FLOOR WAX, liquid type, 3.9L/ plastic container	container	3			3			3			3			12	429.78	5,157.36
12. FURNITURE CLEANER, 300mL/can min	can	21			9			21			9			60	114.61	6,876.48
13. INSECTICIDE, 600mL (420g) /can	can	16			6			6			6			34	132.70	4,511.94
14. MOPHANDLE, screw type, wooden handle	piece	12			3			10			3			28	108.58	3,040.13
15. MOPHEAD, 100% rayon, 400g	piece	13			5			11			7			36	96.51	3,474.43
16. RAG, COTTON, (7") in diameter	kilo	8			3			6			3			20	48.26	965.12
17. SCOURING PAD, economy size	pack	8			5			8			5			26	154.04	4,004.95

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18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	19			13			19			13			64	55.49	3,551.64
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	25			21			27			24			97	28.95	2,808.50
20. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll	12						10						22	167.33	3,681.26
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream	124			124			124			124			496	114.00	56,546.38
2. PAPER, mimeograph, Groundwood	ream	30						30						60	93.96	5,637.60
3. PAPER, mimeograph, Whitewove	ream	3			3			3			3			12	123.54	1,482.48
4. PAPER, for Plain Paper Copier	ream													0	127.16	-
5. PAPER, multicopy, legal, for laser printing	ream													0	140.57	-
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit													0	1,508.00	-
2. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display, AC power source, Canon	unit													0	2,388.67	-
3. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit	5			5			5			5			20	1,079.73	21,594.56
4. CALCULATOR, scientific, 10 digits, dot, matrix display, programmable, with case	unit													0	384.70	-
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit													0	180.82	-
6. CHAIR, monobloc, without armrest, beige/white	unit	25						10						35	289.54	10,133.76
7. DIGITAL VOICE RECORDER, 4GB, memory, stereo channel, MP3, WMA, recording and playback format, with earphone jack, built-in microphone, with USB cable, rechargeable batteries, instructional manual, carrying pouch, hand strap, earphone	unit	1												1	7,178.08	7,178.08
8. DOCUMENT CAMERA, w/ DVI port, four (4), reference points demarcate viewing area, 8 times, (800%) consecutive zoom, PC and Doc Cam VS	unit													0	23,886.72	-
9. ELECTRIC FAN, orbit type	unit													0	1,381.33	-
10. ELECTRIC FAN, with stand	unit	20												20	1,025.44	20,508.80
11. ELECTRIC FAN, wall type	unit	3												3	902.39	2,707.16
12. INDUSTRIAL FAN, 18" metal blade	unit													0	1,082.14	-
13. FACSIMILE TRANSCIEVER, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 208mm, document feeder holds 10 pages, with automatic, paper cutter, redial, and fax/tel switchover	unit	10												10	4,131.92	41,319.20
14. FIRE EXTINGUISHER, dry chemical, for ABC class, of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit	30												30	1,264.31	37,929.22

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15. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type, non-electrical conductor, 4.5kg (10 lbs), brand new	unit													0	4,304.44	-
16. MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with buyilt-in siren, red or blue color	unit													0	2,883.30	-
17. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit	1												1	23,223.20	23,223.20
18. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit	8												8	10,254.40	82,035.20
19. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit	1												1	3,619.20	3,619.20
20. PRINTER, automatic data processing, impact, dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual	unit													0	19,302.40	-
21. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual, ribbons, cables and manual, LX-300+ II	unit													0	8,263.84	-
22. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable, software drivers and complete documentation	unit	1												1	4,644.64	4,644.64
23. PRINTER, impact dot matrix, 24-pins, 136 columns, 465 cps print speed, parallel or USB interface, manual/tractor feeder paper handling, 220VAC/60Hz, with power cable, data cable, software driver (if any), manual and ribbon cartridge	unit													0	36,732.47	-
24. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit	2												2	12,062.79	24,125.59
25. TABLE, monobloc, square, 36" X 36", white/ beige, four(4) seater, for indoor and outdoor use	unit													0	1,429.58	-
26. TIME RECORDER, (for attendance), electronic, stylish/compact design, large, display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit													0	4,823.19	-
27. WIRELESS-N ROUTER, 300 MBPS, 2.4GHz Frequency Band, Standard IEEE 802.11G, IEEE 802.11n, IEEE 802.3u, IEEE 802.3, Microsoft Windows 2000/XP/Vista/XP SP3/7 System Requirements, FCC Class B, Wifi Certification, 4 x 10/100 ports, 1 x 10/100 WAN port, WPA, WPA2, NAT, SPI, VPN pass thru,	unit													0	1,203.99	-
HANDBOOKS ON PROCUREMENT																
HANDBOOK ON PUBLIC BIDDING DOCUMENTS,																
8-1/2" x 11", offset printing, one color print, laminated																
kromcote cover, newsprint inside pages, perfect binding for:																
a. Procurement of Goods & Services, 110-115 pages	piece	2												2	37.40	74.80
b. Procurement of Civil Works, 139-149 pages	piece	1												1	43.67	43.67

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c. Procurement of Consulting Services, 139-149 pages	piece	1													1	25.94	25.94
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece	1													1	102.54	102.54
e. for LGUs	piece														0	131.50	-
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(6th Edition), 6" x 9", 300 pages,	piece	2													2	45.84	91.69
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece	3													3	15.68	47.05
HANDBOOK ON GENERIC PROCUREMENT	set	2													2	150.80	301.60
MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four															0		
(4) volumes as follows:																	
Volume I (103 pages) - white color																	
Volume II (138 pages) - light blue color																	
Volume III (124 pages) - light yellow color																	
Volume IV (118 pages) - light green color																	
Office Equipment and Accessories																	
1															0		-
2															0		-
3															0		-
4															0		-
5															0		-
6															0		-
7															0		-
8															0		-
9															0		-
10															0		-
Office Supplies																	
1															0		-
2															0		-
3															0		-
4															0		-
5															0		-
6															0		-
7															0		-
8															0		-
9															0		-
10															0		-
11															0		-
12															0		-
13															0		-

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14														0		-
15														0		-
16														0		-
17														0		-
18														0		-
19														0		-
20														0		-
Audio and visual presentation and composing equipment																
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Photographic or filming or video equipment																
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Cleaning Equipment and Supplies																
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Paper Materials and Products																
1														0		-
2														0		-
3														0		-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Lighting and fixtures and accessories																
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Electrical equipment and components and supplies																
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Computer Supplies																
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Computer Equipment and Accessories																
1														0		-
2														0		-
3														0		-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
4															0		-
5															0		-
6															0		-
7															0		-
8															0		-
9															0		-
10															0		-
*Other Categories																	
1															0		-
2															0		-
3															0		-
4															0		-
5															0		-
6															0		-
7															0		-
8															0		-
9															0		-
10															0		-

GRAND TOTAL: 1,679,611.97

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 1,847,573.17

APPROVED BUDGET:

*Other categories that are not indicated herein
 **Prices are FOB Manila/Applicable for items under A.
 ***Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by: _____ Certified Funds Available / Accountant / Head of Office/Agency
 Certified Appropriate Funds Available: _____

 Property/Supply Officer Accountant / Local Budget Officer Head of Office/Agency

Date Prepared: _____

