

PARTIDO DEVELOPMENT ADMINISTRATION

Created Under R.A. 7820

ANNUAL PROCUREMENT PLAN FOR 2013

For Common-Use Supplies and Equipment

I. PERSONNEL & CASH SECTION

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of | Total Amount |          |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------------------------|--------------|----------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |                             |              |          |
| <b>COMMON OFFICE SUPPLIES</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |                             |              |          |
| 1. ALCOHOL, 70%, ethyl   | bottle          | 3                    |     |       | 3     |     |      | 3    |     |      | 3   |     |     |       | 12                          | 37.70        | 452.40   |
| 2. CLIP, backfold, 25mm, 12s/box   | box             | 5                    |     |       |       |     |      | 5    |     |      |     |     |     |       | 10                          | 15.60        | 156.00   |
| 3. CLIP, backfold, 50mm, 12s/box   | box             | 5                    |     |       |       |     |      | 5    |     |      |     |     |     |       | 10                          | 43.68        | 436.80   |
| 4. CLIP, backfold, 19mm, 12s/box   | box             | 5                    |     |       |       |     |      | 5    |     |      |     |     |     |       | 10                          | 7.54         | 75.40    |
| 5. CLIP, backfold, 32mm, 12s/box   | box             | 5                    |     |       |       |     |      | 5    |     |      |     |     |     |       | 10                          | 17.42        | 174.20   |
| 6. FOLDER, tagboard, legal size, 100s/box                                | pack            | 5                    |     |       |       |     |      | 5    |     |      |     |     |     |       | 10                          | 413.92       | 4,139.20 |
| 7. FOLDER, tagboard, A4 size, 100s/box                                   | pack            | 5                    |     |       |       |     |      | 5    |     |      |     |     |     |       | 10                          | 253.76       | 2,537.60 |
| 8. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm                | ream            | 10                   |     |       |       |     | 10   |      |     |      |     |     |     |       | 20                          | 104.80       | 2,096.00 |
| 9. PAPER, multicopy, 210mm x 297mm (A4), 80gsm                           | ream            | 5                    |     | 3     |       | 3   |      | 3    |     | 3    |     | 3   |     |       | 20                          | 139.32       | 2,786.40 |
| 10. PUSH PIN, flat head type, assorted colors, 100s/box                  | box             | 4                    |     |       |       |     |      |      |     |      |     |     |     |       | 4                           | 30.00        | 120.00   |
| 11. RECORD BOOK, 300 pages, Smyth sewn                                   | book            | 5                    |     |       |       |     |      |      |     |      |     |     |     |       | 5                           | 50.44        | 252.20   |
| 12. RECORD BOOK, 500 pages, Smyth sewn                                   | book            | 5                    |     |       |       |     |      |      |     |      |     |     |     |       | 5                           | 88.40        | 442.00   |
| 13. RING BINDER, (1/2"x44"), plastic                                     | piece           | 3                    |     |       |       |     |      | 3    |     |      |     |     |     | 3     | 9                           | 4.37         | 39.33    |
| 14. RING BINDER, (3/4"x44"), plastic                                     | piece           | 3                    |     |       |       |     |      | 3    |     |      |     |     |     | 3     | 9                           | 12.48        | 112.32   |
| 15. RING BINDER, (1" x 44"), plastic                                     | piece           | 3                    |     |       |       |     |      | 3    |     |      |     |     |     | 3     | 9                           | 12.48        | 112.32   |
| 16. RING BINDER, (2" x 44"), plastic                                     | piece           | 10                   |     |       |       |     |      | 10   |     |      |     |     |     |       | 20                          | 28.13        | 562.60   |
| 17. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs | box             | 5                    |     |       |       |     |      |      |     |      |     |     |     |       | 5                           | 132.68       | 663.40   |
| 18. SIGN PEN, black  | piece           | 3                    |     |       | 3     |     |      | 3    |     |      | 3   |     |     |       | 12                          | 41.48        | 497.76   |
| 19. SIGN PEN, red  | piece           | 6                    |     |       |       |     |      | 6    |     |      |     |     |     |       | 12                          | 41.48        | 497.76   |
| 20. STAMP PAD INK, violet, 50mL  | bottle          | 5                    |     |       |       |     |      |      |     |      |     |     |     |       | 5                           | 27.04        | 135.20   |
| 21. STAPLE WIRE, standard, #35   | box             | 8                    |     |       |       |     |      | 8    |     |      |     |     |     |       | 16                          | 25.98        | 415.68   |
| 22. TAPE, masking, 24mm, 50 meters length                                | roll            | 5                    |     |       |       |     |      |      |     |      |     |     |     |       | 5                           | 41.60        | 208.00   |
| 23. TAPE, masking, 48mm, 50 meters length                                | roll            | 5                    |     |       |       |     |      |      |     |      |     |     |     |       | 5                           | 83.82        | 419.10   |
| 24. TAPE, transparent, 24mm, 50 meters                                   | roll            | 5                    |     |       |       |     |      |      |     |      |     |     |     |       | 5                           | 10.87        | 54.35    |
| 25. TAPE, transparent, 48mm, 50 meters                                   | roll            | 5                    |     |       |       |     |      |      |     |      |     |     |     |       | 5                           | 20.38        | 101.90   |
| 26. TAPE, packaging, 48mm, 50 meters length                              | roll            | 5                    |     |       |       |     |      |      |     |      |     |     |     |       | 5                           | 19.24        | 96.20    |
| 27. TOILET TISSUE, 12 rolls/pack   | pack            | 2                    |     |       | 2     |     |      | 2    |     |      | 2   |     |     |       | 8                           | 61.15        | 489.20   |
| <b>COMMON OFFICE DEVICES</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |                             |              |          |
| 1 BLADE, heavy duty cutter(L500), 10 pcs./pack                           | pack            | 2                    |     |       | 2     |     |      | 2    |     |      | 2   |     |     |       | 8                           | 10.40        | 83.20    |
| 2. PUNCHER, heavy duty   | piece           | 2                    |     |       |       |     |      |      |     |      |     |     |     |       | 2                           | 114.40       | 228.80   |
| 3. SCISSORS, (6")  | pair            | 8                    |     |       |       |     |      |      |     |      |     |     |     |       | 8                           | 18.72        | 149.76   |
| 4. STAMPING DATER, self-inking stamp                                     | piece           | 4                    |     |       |       |     |      |      |     |      |     |     |     |       | 4                           | 436.80       | 1,747.20 |
| 5. STAPLE REMOVER, twin jaws   | piece           | 8                    |     |       |       |     |      |      |     |      |     |     |     |       | 8                           | 19.64        | 157.12   |

|   |       |     |  |   |  |   |    |   |   |   |  |   |  |     |          |            |
|---|-------|-----|--|---|--|---|----|---|---|---|--|---|--|-----|----------|------------|
| 6. TAPE DISPENSER, heavy duty, for 24mm(1")   | piece | 2   |  |   |  |   |    |   |   |   |  |   |  | 2   | 40.23    | 80.46      |
| <b>LEGAL SIZE PAPER</b>   |       |     |  |   |  |   |    |   |   |   |  |   |  |     |          |            |
| 1. PAPER, mimeo, Groundwood   | ream  | 10  |  |   |  |   | 10 |   |   |   |  |   |  | 20  | 91.52    | 1,830.40   |
| 2. PAPER, multicopy, legal, for laser printing  | ream  | 3   |  | 3 |  | 3 |    | 3 |   | 3 |  | 3 |  | 18  | 174.72   | 3,144.96   |
| <b>COMMON OFFICE EQUIPMENT</b>  |       |     |  |   |  |   |    |   |   |   |  |   |  |     |          |            |
| 1. CALCULATOR, desktop, heavy duty printing,<br>12 digits, two(2) color print/illuminated display<br>AC power source, Canon | unit  | 2   |  |   |  |   |    |   |   |   |  |   |  | 2   | 1,892.80 | 3,785.60   |
| <b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b> |       |     |  |   |  |   |    |   |   |   |  |   |  |     |          |            |
| <b>OFFICE SUPPLIES</b>  |       |     |  |   |  |   |    |   |   |   |  |   |  |     |          |            |
| 1. Ballpen ( Black)   | pcs   | 20  |  |   |  |   | 20 |   |   |   |  |   |  | 40  | 5.00     | 200.00     |
| 2. Correction tape  | pcs   | 8   |  |   |  | 8 |    |   | 8 |   |  |   |  | 24  | 30.00    | 720.00     |
| 3. Double Adhesive Tape   | pcs   | 2   |  | 2 |  |   | 2  |   |   | 2 |  |   |  | 8   | 35.00    | 280.00     |
| 4. Molar File   | pc    | 10  |  |   |  |   |    |   |   |   |  |   |  | 10  | 95.00    | 950.00     |
| <b>PAPER MATERIALS AND PRODUCTS</b>   |       |     |  |   |  |   |    |   |   |   |  |   |  |     |          |            |
| 1. Paper, Bond (colored), Legal size  | ream  | 5   |  |   |  |   | 5  |   |   |   |  |   |  | 10  | 180.00   | 1,800.00   |
| 2. Paper, Bond (colored), short size  | ream  | 6   |  |   |  |   | 6  |   |   |   |  |   |  | 12  | 150.00   | 1,800.00   |
| 3. Paper, newsprint, A4 size  | ream  | 5   |  |   |  |   | 5  |   |   |   |  |   |  | 10  | 61.00    | 610.00     |
| 4. Paper, newsprint, legal size   | ream  | 5   |  |   |  |   | 5  |   |   |   |  |   |  | 10  | 64.75    | 647.50     |
| 5. Crocodile paper  | pcs   | 5   |  |   |  |   | 5  |   |   |   |  |   |  | 10  | 58.00    | 580.00     |
| 6. Morocco Paper  | pcs   | 5   |  |   |  |   | 5  |   |   |   |  |   |  | 10  | 65.00    | 650.00     |
| 7. Paper, Photo, Legal Size   | pack  | 5   |  |   |  |   |    |   |   |   |  |   |  | 5   | 300.00   | 1,500.00   |
| 8. Paper, Specialty, 10pcs/pack, short size   | pack  | 10  |  |   |  |   | 10 |   |   |   |  |   |  | 20  | 35.00    | 700.00     |
| 9. Paper, Sticker, A4 size  | pack  | 2   |  |   |  |   | 2  |   |   |   |  |   |  | 4   | 38.00    | 152.00     |
| <b>Computer Supplies</b>  |       |     |  |   |  |   |    |   |   |   |  |   |  |     |          |            |
| 1. Ink Refill (Bottomless), Black, 500ml  | btl   | 2   |  |   |  |   | 2  |   |   |   |  |   |  | 4   | 450.00   | 1,800.00   |
| 2. Ink Refill (Bottomless), Cyan, 500ml.  | btl   | 2   |  |   |  |   | 2  |   |   |   |  |   |  | 4   | 450.00   | 1,800.00   |
| 3. Ink Refill (Bottomless), Magenta, 500ml.   | btl   | 2   |  |   |  |   | 2  |   |   |   |  |   |  | 4   | 450.00   | 1,800.00   |
| 4. Ink Refill (Bottomless), Yellow, 500ml.  | btl   | 2   |  |   |  |   | 2  |   |   |   |  |   |  | 4   | 450.00   | 1,800.00   |
| 5. Ink Cartridge, HP 22 (colored) HP Deskjet D1560  | cart  | 3   |  |   |  |   |    |   |   |   |  |   |  | 3   | 1,000.00 | 3,000.00   |
| 6. Ink Cartridge, HP 21 (black) HP Deskjet D1560  | cart  | 5   |  |   |  |   |    |   |   |   |  |   |  | 5   | 900.00   | 4,500.00   |
| <b>*Accountable Forms</b>   |       |     |  |   |  |   |    |   |   |   |  |   |  |     |          |            |
| 1. Official Receipt, 5 1/2"x 9 1/2", 2 ply, carbonless paper, 2000sheets/bx   | boxes | 100 |  |   |  |   |    |   |   |   |  |   |  | 100 | 1,500.00 | 150,000.00 |
| 2. Billing Notice Receipt, 5 1/2" x 9 1/2", 1 ply, 2000 sheets/box  | boxes |     |  |   |  |   |    |   |   |   |  |   |  | 0   | 1,125.00 | -          |

**TOTAL:** ..... 204,570.32  
**TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION** ..... 20,457.03  
**APPROVED BUDGET:** ..... 225,027.35

II. PROPERTY SECTION

| Item & Specifications                             | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |  | ** PS Price Catalogue as of (09.12.2011) | Total Amount |          |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--|--------------|----------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |  |              |          |
| <b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b> |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |  |              |          |
| <b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>       |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |  |              |          |
| 15. FLASH DRIVE, 4GB, USB 2.0, plug and play      | piece           | 5                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 5  | 292.08       | 1,460.40 |
| <b>COMMON OFFICE SUPPLIES</b>                     |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |  |              |          |
| 1. ACETATE, gauge #3, 50m in length               | roll            | 1                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 1  | 603.20       | 603.20   |
| 2. AIR FRESHENER, 280mL/can                       | can             | 1                    |     |       | 1     |     |      | 1    |     |      |     | 1   |     |       |  | 4  | 92.56        | 370.24   |
| 3. ALCOHOL, 70%, ethyl                            | bottle          | 1                    |     |       | 1     |     |      | 1    |     |      |     | 1   |     |       |  | 4  | 37.70        | 150.80   |
| 12. CLIP, backfold, 25mm, 12s/box                 | box             | 4                    |     |       |       |     |      | 4    |     |      |     |     |     |       |  | 8  | 15.60        | 124.80   |
| 13. CLIP, backfold, 50mm, 12s/box                 | box             | 4                    |     |       |       |     |      | 4    |     |      |     |     |     |       |  | 8  | 43.68        | 349.44   |
| 14 CLIP, backfold, 19mm, 12s/box                  | box             | 4                    |     |       |       |     |      | 4    |     |      |     |     |     |       |  | 8  | 7.54         | 60.32    |
| 15. CLIP, backfold, 32mm, 12s/box                 | box             | 4                    |     |       |       |     |      | 4    |     |      |     |     |     |       |  | 8  | 17.42        | 139.36   |
| 26. ENVELOPE, mailing white, 500s/box             | box             | 1                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 1  | 159.78       | 159.78   |
| 30. ENVELOPE, documentary, A4, 500s/box           | box             | 1                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 1  | 526.24       | 526.24   |
| 35. FOLDER, tagboard, legal size, 100s/box        | pack            | 1                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 1  | 413.92       | 413.92   |
| 36. FOLDER, tagboard, A4 size, 100s/box           | pack            | 1                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 1  | 253.76       | 253.76   |
| 53. MARKER, fluorescent, 3 colors/set             | set             | 1                    |     |       |       |     |      | 1    |     |      |     |     |     |       |  | 2  | 41.60        | 83.20    |
| 54. MARKING PEN, whiteboard, black                | piece           | 3                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 3  | 15.08        | 45.24    |
| 57. MARKER, permanent, black                      | piece           | 3                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 3  | 13.50        | 40.50    |
| 62. NOTE PAD, (3"x3"), 100 sheets/pad             | pad             | 3                    |     |       |       |     |      | 3    |     |      |     |     |     |       |  | 6  | 36.40        | 218.40   |
| 76. PAPER,multicopy, 210mm x 297mm(A4), 80gsm     | ream            | 20                   |     |       | 20    |     |      | 15   |     |      |     | 3   |     |       |  | 58                                       | 139.32       | 8,080.56 |
| 78.PAPER FASTENER, for paper, metal, 50 sets/box  | box             | 1                    |     |       |       |     |      | 1    |     |      |     |     |     |       |  | 2  | 82.04        | 164.08   |
| 79.. PAPER CLIP, gem type,jumbo, 48mm, 100s/box   | box             | 3                    |     |       | 2     |     |      | 3    |     |      |     | 2   |     |       |  | 10                                       | 15.60        | 156.00   |
| 80. PAPER CLIP, gem type, 32mm, 100s/box          | box             | 3                    |     |       | 2     |     |      | 3    |     |      |     | 2   |     |       |  | 10                                       | 8.84         | 88.40    |
| 81. PENCIL, lead, w/eraser, one(1) dozen per box  | box             | 1                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 1  | 24.89        | 24.89    |
| 84. RECORD BOOK, 300 pages, smyth sewn            | book            | 3                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 3  | 50.44        | 151.32   |
| 85. RECORD BOOK, 500 pages, smyth sewn            | book            | 2                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 2  | 88.40        | 176.80   |
| 89. RING BINDER, (1/2"x44"), plastic              | piece           | 10                   |     |       |       |     |      | 10   |     |      |     |     |     |       |  | 20                                       | 4.37         | 87.40    |
| 90. RING BINDER, (3/4"x44"), plastic              | piece           | 10                   |     |       |       |     |      | 9    |     |      |     |     |     |       |  | 19                                       | 12.48        | 237.12   |
| 91. RING BINDER, (1" x 44"), plastic              | piece           | 11                   |     |       |       |     |      | 10   |     |      |     |     |     |       |  | 21                                       | 12.48        | 262.08   |
| 92. RING BINDER, (2" x 44"), plastic              | piece           | 10                   |     |       |       |     |      | 11   |     |      |     |     |     |       |  | 21                                       | 28.13        | 590.73   |
| 96. SIGN PEN, black                               | piece           | 3                    |     |       |       |     |      | 3    |     |      |     |     |     |       |  | 6  | 41.48        | 248.88   |
| 101. STAPLE WIRE, standard, #35                   | box             | 1                    |     |       |       |     |      | 1    |     |      |     |     |     |       |  | 2  | 25.98        | 51.96    |
| 103. TAPE, masking, 24mm, 50 meters length        | roll            | 2                    |     |       |       |     |      | 2    |     |      |     |     |     |       |  | 4  | 41.60        | 166.40   |
| 105. TAPE, transparent, 24mm, 50 meters           | roll            | 3                    |     |       |       |     |      | 3    |     |      |     |     |     |       |  | 6  | 10.87        | 65.22    |
| <b>COMMON OFFICE DEVICES</b>                      |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |  |              |          |
| 1. BLADE, heavy duty cutter(L500), 10 pcs./pack   | pack            |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | 0  | 10.40        | -        |
| 2. CUTTER, heavy duty                             | piece           | 2                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 2  | 27.04        | 54.08    |
| 10. WASTE BASKET, plastic                         | piece           | 3                    |     |       |       |     |      | 3    |     |      |     |     |     |       |  | 6  | 20.99        | 125.94   |

| COMMON JANITORIAL SUPPLIES   |        |    |  |    |  |  |  |    |  |  |  |    |     |          |            |
|--|--------|----|--|----|--|--|--|----|--|--|--|----|-----|----------|------------|
| 2. BROOM, soft (tambo)   | piece  | 2  |  |    |  |  |  | 2  |  |  |  |    | 4   | 119.60   | 478.40     |
| 3. BROOM, STICK (tingting)   | piece  | 2  |  |    |  |  |  | 2  |  |  |  |    | 4   | 19.76    | 79.04      |
| 5. DETERGENT POWDER, all purpose, 500gms.  | pouch  | 10 |  | 10 |  |  |  | 10 |  |  |  | 10 | 40  | 17.16    | 686.40     |
| 14. MOPHANDLE, screw type, wooden handle   | piece  | 2  |  |    |  |  |  | 2  |  |  |  |    | 4   | 83.20    | 332.80     |
| 15. MOPHEAD, 100% rayon, 400g  | piece  | 3  |  |    |  |  |  | 3  |  |  |  |    | 6   | 71.76    | 430.56     |
| 17. SCOURING PAD, economy size   | pack   | 1  |  |    |  |  |  | 1  |  |  |  |    | 2   | 131.96   | 263.92     |
| 20. TRASHBAG, plastic, black, (XL)   | roll   | 2  |  | 2  |  |  |  | 2  |  |  |  | 2  | 8   | 103.79   | 830.32     |
| LEGAL SIZE PAPER   |        |    |  |    |  |  |  |    |  |  |  |    |     |          |            |
| 5. PAPER, multicopy, legal, for laser printing   | ream   | 50 |  | 50 |  |  |  | 50 |  |  |  | 50 | 200 | 174.72   | 34,944.00  |
| HANDBOOKS ON PROCUREMENT   |        |    |  |    |  |  |  |    |  |  |  |    |     |          |            |
| HANDBOOK ON PUBLIC BIDDING DOCUMENTS,  |        |    |  |    |  |  |  |    |  |  |  |    |     |          |            |
| a. Procurement of Goods & Services, 110-115 pages  | piece  | 1  |  |    |  |  |  |    |  |  |  |    | 1   | 32.24    | 32.24      |
| b. Procurement of Civil Works, 139-149 pages   | piece  |    |  |    |  |  |  |    |  |  |  |    | 0   | 37.65    | -          |
| c. Procurement of Consulting Services, 139-149 pages   | piece  | 1  |  |    |  |  |  |    |  |  |  |    | 1   | 22.36    | 22.36      |
| d. Sample Forms, 8-1/4" x 11-3/4", 328 pages   | piece  | 1  |  |    |  |  |  |    |  |  |  |    | 1   | 88.40    | 88.40      |
| HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,                                      | piece  | 1  |  |    |  |  |  |    |  |  |  |    | 1   | 32.40    | 32.40      |
| HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages  | piece  | 1  |  |    |  |  |  |    |  |  |  |    | 1   | 13.52    | 13.52      |
| HANDBOOK ON GENERIC PROCUREMENT  | set    | 1  |  |    |  |  |  |    |  |  |  |    | 1   | 130.00   | 130.00     |
| B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) |        |    |  |    |  |  |  |    |  |  |  |    |     |          |            |
| OFFICE SUPPLIES  |        |    |  |    |  |  |  |    |  |  |  |    |     |          |            |
| 1. Ballpen ( Black)  | pcs    | 50 |  | 50 |  |  |  | 50 |  |  |  | 50 | 200 | 5.00     | 1,000.00   |
| 5. Correction tape   | pcs    | 24 |  |    |  |  |  | 24 |  |  |  |    | 48  | 30.00    | 1,440.00   |
|  | pcs    | 1  |  |    |  |  |  |    |  |  |  |    | 1   | 11.17    | 11.17      |
| 6. Double Adhesive Tape  | pcs    | 5  |  | 5  |  |  |  | 10 |  |  |  | 10 | 30  | 35.00    | 1,050.00   |
| 9. Ink for RISO Machine (RZ Black)   | tubes  | 20 |  | 10 |  |  |  | 10 |  |  |  | 3  | 43  | 1,690.00 | 72,670.00  |
| 10. Master, RISO Machine   | pack   | 3  |  |    |  |  |  | 2  |  |  |  |    | 5   | 4,850.00 | 24,250.00  |
| 16. Toner, for photocopier machine, TK439, Taskalfa 180 18cpm  | tubes  | 5  |  | 5  |  |  |  | 5  |  |  |  | 2  | 17  | 6,944.00 | 118,048.00 |
| CLEANING EQUIPMENT AND SUPPLIES  |        |    |  |    |  |  |  |    |  |  |  |    |     |          |            |
| 1. Liquid Soap   | gallon | 10 |  | 10 |  |  |  | 10 |  |  |  | 2  | 32  | 350.00   | 11,200.00  |
| 2. Muriatic Acid   | bottle | 3  |  |    |  |  |  | 3  |  |  |  |    | 6   | 200.00   | 1,200.00   |
| 3. Diswashing Liquid   | bottle | 10 |  | 10 |  |  |  | 10 |  |  |  | 3  | 33  | 125.00   | 4,125.00   |
| 4. Emulsion Wax  | galoon | 2  |  | 1  |  |  |  | 1  |  |  |  | 1  | 5   | 550.00   | 2,750.00   |
| 5. Zonrox Bleach   | galoon | 3  |  |    |  |  |  | 3  |  |  |  |    | 6   | 150.00   | 900.00     |
| 6. Air Freshener   | galoon | 10 |  | 10 |  |  |  | 10 |  |  |  | 2  | 32  | 350.00   | 11,200.00  |
| 7. Keyboard Duster   | piece  | 2  |  |    |  |  |  |    |  |  |  |    | 2   | 80.00    | 160.00     |
| PAPER MATERIALS AND PRODUCTS   |        |    |  |    |  |  |  |    |  |  |  |    |     |          |            |
| 1. Paper, Bond (colored), Legal size   | ream   | 30 |  |    |  |  |  | 30 |  |  |  |    | 60  | 180.00   | 10,800.00  |
| 4. Paper, newsprint, legal size  | ream   | 30 |  |    |  |  |  | 30 |  |  |  |    | 60  | 64.75    | 3,885.00   |
| 8. Morocco Paper   | pcs    | 10 |  |    |  |  |  | 10 |  |  |  |    | 20  | 65.00    | 1,300.00   |

|   |      |    |  |  |  |  |  |    |  |  |  |  |  |    |          |           |
|---|------|----|--|--|--|--|--|----|--|--|--|--|--|----|----------|-----------|
| 10. Paper, Photo, Legal Size                | pack | 2  |  |  |  |  |  | 2  |  |  |  |  |  | 4  | 300.00   | 1,200.00  |
| 11. Paper, Bond, Short size                 | ream | 15 |  |  |  |  |  | 15 |  |  |  |  |  | 30 | 150.00   | 4,500.00  |
| 13. Paper, Sticker, A4 size                 | pack | 20 |  |  |  |  |  | 20 |  |  |  |  |  | 40 | 38.00    | 1,520.00  |
| <b>Computer Supplies</b>                    |      |    |  |  |  |  |  |    |  |  |  |  |  |    |          |           |
| 2. Ink Refill (Bottomless), Black, 500ml    | btl  | 10 |  |  |  |  |  |    |  |  |  |  |  | 10 | 450.00   | 4,500.00  |
| 3. Ink Refill (Bottomless), Cyan, 500ml.    | btl  | 10 |  |  |  |  |  |    |  |  |  |  |  | 10 | 450.00   | 4,500.00  |
| 4. Ink Refill (Bottomless), Magenta, 500ml. | btl  | 10 |  |  |  |  |  |    |  |  |  |  |  | 10 | 450.00   | 4,500.00  |
| 4. Ink Refill (Bottomless), Yellow, 500ml.  | btl  | 10 |  |  |  |  |  |    |  |  |  |  |  | 10 | 450.00   | 4,500.00  |
| 5. Ink Refill (Bottomless), Black, 70ml     | btl  | 15 |  |  |  |  |  |    |  |  |  |  |  | 15 | 320.00   | 4,800.00  |
| 5. Ink Refill (Bottomless), Cyan, 70ml      | btl  | 15 |  |  |  |  |  |    |  |  |  |  |  | 15 | 320.00   | 4,800.00  |
| 5. Ink Refill (Bottomless), Magenta, 70ml   | btl  | 15 |  |  |  |  |  |    |  |  |  |  |  | 15 | 320.00   | 4,800.00  |
| 5. Ink Refill (Bottomless), Yellow, 70ml    | btl  | 15 |  |  |  |  |  |    |  |  |  |  |  | 15 | 320.00   | 4,800.00  |
| <b>Computer Equipment and Accessories</b>   |      |    |  |  |  |  |  |    |  |  |  |  |  |    |          |           |
| 1. Printer, Epson T13 w/ bottomless ink kit | unit | 5  |  |  |  |  |  |    |  |  |  |  |  | 5  | 4,500.00 | 22,500.00 |
| <b>OFFICE EQUIPMENT AND ACCESSORIES</b>     |      |    |  |  |  |  |  |    |  |  |  |  |  |    |          |           |
| 1. AVR                                      | unit | 5  |  |  |  |  |  |    |  |  |  |  |  | 5  | 1,200.00 | 6,000.00  |
| 2. Computer Chair                           | unit |    |  |  |  |  |  |    |  |  |  |  |  | 0  | 1,400.00 | -         |
| 3. Swivel Chair (Hi Back)                   | unit |    |  |  |  |  |  |    |  |  |  |  |  | 0  | 4,000.00 | -         |
| 4. Secretary Chair                          | unit | 5  |  |  |  |  |  | 5  |  |  |  |  |  | 10 | 2,000.00 | 20,000.00 |

|   |                          |
|---|--------------------------|
| ***GRAND TOTAL: .....                                 | 413,004.99               |
| TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION ..... | 41,300.50                |
| APPROVED BUDGET: .....                                | <u><u>454,305.49</u></u> |

**III. INTERNAL AUDIT SECTION**

| Item & Specifications                             | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of | Total Amount |        |        |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------------------------|--------------|--------|--------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |                             |              |        |        |
| <b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b> |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |                             |              |        |        |
| <b>COMMON ELECTRICAL SUPPLIES</b>                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |                             |              |        |        |
| 1. BATTERY, size AA, alkaline, 2 pcs./packet      | packet          | 2                    |     |       |       | 2   |      |      |     |      |     |     |     | 2     |                             | 6            | 36.40  | 218.40 |
| 2. FLUORESCENT LIGHTING FIXTURE, 1 x 40W          | set             |                      |     |       |       |     |      |      |     | 1    |     |     |     |       |                             | 1            | 368.94 | 368.94 |
| <b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>       |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |                             |              |        |        |
| 1. COMPACT DISK DRIVE CLEANER                     | piece           | 1                    |     |       |       |     |      |      |     |      |     |     |     |       |                             | 1            | 64.22  | 64.22  |
| 2. FLASH DRIVE, 8GB, USB 2.0, plug and play       | piece           |                      |     |       |       |     |      |      |     | 1    |     |     |     |       |                             | 1            | 468.00 | 468.00 |
| 3. MOUSE, optical, USB conection type             | piece           | 1                    |     |       |       |     |      |      |     |      |     |     |     |       |                             | 1            | 197.60 | 197.60 |
| <b>COMMON OFFICE SUPPLIES</b>                     |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |                             |              |        |        |
| 1. AIR FRESHENER, 280mL/can                       | can             | 1                    |     |       | 1     |     |      |      |     | 1    |     |     |     | 1     |                             | 4            | 92.56  | 370.24 |
| 2. ALCOHOL, 70%, ethyl                            | bottle          | 1                    |     |       |       | 1   |      |      |     |      |     |     |     | 1     |                             | 3            | 37.70  | 113.10 |
| 3. CLIP, backfold, 25mm, 12s/box                  | box             | 1                    |     |       |       |     |      |      |     | 1    |     |     |     |       |                             | 2            | 15.60  | 31.20  |
| 4 CLIP, backfold, 19mm, 12s/box                   | box             | 1                    |     |       |       |     |      |      |     | 1    |     |     |     |       |                             | 2            | 7.54   | 15.08  |

|   |        |       |  |   |   |  |  |     |  |   |  |   |  |       |          |          |
|---|--------|-------|--|---|---|--|--|-----|--|---|--|---|--|-------|----------|----------|
| 5. CORRECTION FLUID, water based, min 15mL.   | bottle | 1     |  |   |   |  |  | 1   |  |   |  |   |  | 2     | 9.82     | 19.64    |
| 6. DATA FILE BOX, (5"x9"x15-3/4")   | box    | 4     |  |   |   |  |  |     |  |   |  |   |  | 4     | 64.47    | 257.88   |
| 7. DATA FOLDER, w/ finger ring, (3" x 9" x 15")   | piece  | 3     |  |   |   |  |  |     |  |   |  |   |  | 3     | 67.07    | 201.21   |
| 8. ENVELOPE, documentary (10"x15"), 500s/box  | box    | 0.03  |  |   |   |  |  |     |  |   |  |   |  | 0.03  | 560.56   | 16.82    |
| 9. ENVELOPE, expanding, kraft, legal size, 100s/box   | box    | 0.03  |  |   |   |  |  |     |  |   |  |   |  | 0.03  | 675.86   | 20.28    |
| 10. ENVELOPE, expanding, plastic, legal size  | piece  | 4     |  |   |   |  |  |     |  |   |  |   |  | 4     | 39.81    | 159.24   |
| 11. ENVELOPE, documentary, A4, 500s/box   | box    | 0.03  |  |   |   |  |  |     |  |   |  |   |  | 0.03  | 526.24   | 15.79    |
| 12. FILE ORGANIZER, expanding, legal, plastic, assorted colors  | piece  | 2     |  |   |   |  |  |     |  |   |  |   |  | 2     | 83.20    | 166.40   |
| 13. FOLDER, tagboard, legal size, 100s/box  | pack   | 0.025 |  |   |   |  |  |     |  |   |  |   |  | 0.025 | 413.92   | 10.35    |
| 14. FOLDER, tagboard, A4 size, 100s/box   | pack   | 0.025 |  |   |   |  |  |     |  |   |  |   |  | 0.025 | 253.76   | 6.34     |
| 15. GLUE, all purpose, 300 grams min.   | jar    | 1     |  |   |   |  |  |     |  |   |  |   |  | 1     | 37.43    | 37.43    |
| 16. MARKER, fluorescent, 3 colors/set   | set    | 1     |  | 1 |   |  |  | 1   |  | 1 |  |   |  | 4     | 41.60    | 166.40   |
| 17. MARKER, permanent, black  | piece  | 1     |  | 1 |   |  |  | 1   |  | 1 |  |   |  | 4     | 13.50    | 54.00    |
| 18. MARKER, permanent, blue   | piece  | 1     |  |   |   |  |  | 1   |  |   |  |   |  | 2     | 13.50    | 27.00    |
| 19. MARKER, permanent, red  | piece  | 1     |  |   |   |  |  | 1   |  |   |  |   |  | 2     | 13.50    | 27.00    |
| 20. NOTE BOOK, stenographer's, 40 leaves  | piece  | 1     |  |   |   |  |  | 1   |  |   |  |   |  | 2     | 7.49     | 14.98    |
| 21. NOTE PAD, (3"x3"), 100 sheets/pad   | pad    | 1     |  |   |   |  |  |     |  |   |  |   |  | 1     | 36.40    | 36.40    |
| 22. PAPER, ruled pad,216mmx330mm, 90 sheets/pad   | pad    | 2     |  |   |   |  |  | 2   |  |   |  |   |  | 4     | 20.57    | 82.28    |
| 23.PAPER FASTENER, for paper, metal, 50 sets/box  | box    | 1     |  |   |   |  |  |     |  |   |  |   |  | 1     | 82.04    | 82.04    |
| 23. PENCIL, lead, w/eraser, One(1) dozen per box  | box    | 1     |  |   |   |  |  | 1   |  |   |  |   |  | 2     | 24.89    | 49.78    |
| 24. RECORD BOOK, 300 pages, smyth sewn  | book   | 2     |  |   |   |  |  | 2   |  |   |  |   |  | 4     | 50.44    | 201.76   |
| 25. RING BINDER, (1/2"x44"), plastic  | piece  | 5     |  |   |   |  |  |     |  |   |  |   |  | 5     | 4.37     | 21.85    |
| 26. RING BINDER, (3/4"x44"), plastic  | piece  | 5     |  |   |   |  |  |     |  |   |  |   |  | 5     | 12.48    | 62.40    |
| 27. RING BINDER, (1" x 44"), plastic  | piece  | 5     |  |   |   |  |  |     |  |   |  |   |  | 5     | 12.48    | 62.40    |
| 28. RING BINDER, (2" x 44"), plastic  | piece  | 5     |  |   |   |  |  |     |  |   |  |   |  | 5     | 28.13    | 140.65   |
| 29. RULER, plastic, 300mm   | piece  | 1     |  |   |   |  |  |     |  |   |  |   |  | 1     | 3.64     | 3.64     |
| 30. SIGN PEN, blue  | piece  | 1     |  |   |   |  |  |     |  |   |  |   |  | 1     | 41.48    | 41.48    |
| 31. STAPLE WIRE, standard, #35  | box    | 1     |  |   | 1 |  |  |     |  | 1 |  |   |  | 3     | 25.98    | 77.94    |
| 32. TAPE, adding machine, GSP bond  | roll   | 1     |  |   |   |  |  | 1   |  |   |  |   |  | 2     | 10.66    | 21.32    |
| 33. TAPE, masking, 24mm, 50 meters length   | roll   | 1     |  |   |   |  |  |     |  |   |  |   |  | 1     | 41.60    | 41.60    |
| 34. TAPE, transparent, 24mm, 50 meters  | roll   | 1     |  |   |   |  |  |     |  |   |  |   |  | 1     | 10.87    | 10.87    |
| 35. TOILET TISSUE, 12 rolls/pack  | pack   | 0.5   |  |   |   |  |  | 0.5 |  |   |  |   |  | 1     | 61.15    | 61.15    |
| <b>COMMON OFFICE DEVICES</b>  |        |       |  |   |   |  |  |     |  |   |  |   |  |       |          |          |
| 1. CUTTER, heavy duty   | piece  | 1     |  |   |   |  |  |     |  |   |  |   |  | 1     | 27.04    | 27.04    |
| 2. STAMPING DATER, self-inking stamp  | piece  | 1     |  |   |   |  |  |     |  |   |  |   |  | 1     | 436.80   | 436.80   |
| <b>LEGAL SIZE PAPER</b>   |        |       |  |   |   |  |  |     |  |   |  |   |  |       |          |          |
| 1. PAPER, bond, Premium Grade   | ream   | 2     |  |   | 2 |  |  | 2   |  |   |  | 2 |  | 8     | 119.22   | 953.76   |
| <b>COMMON OFFICE EQUIPMENT</b>  |        |       |  |   |   |  |  |     |  |   |  |   |  |       |          |          |
| 1. UNINTERRUPTIBLE POWER SUPPLY(UPS)<br>line interactive topology,with sealed maintenance<br>free batteries, 520VA-600VA    | unit   | 1     |  |   |   |  |  |     |  |   |  |   |  | 1     | 2,038.40 | 2,038.40 |
| <b>HANDBOOKS ON PROCUREMENT</b>   |        |       |  |   |   |  |  |     |  |   |  |   |  |       |          |          |
| HANDBOOK ON GENERIC PROCUREMENT   | set    | 1     |  |   |   |  |  |     |  |   |  |   |  | 1     | 130.00   | 130.00   |
| <b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b> |        |       |  |   |   |  |  |     |  |   |  |   |  |       |          |          |
| <b>OFFICE EQUIPMENT AND ACCESSORIES</b>   |        |       |  |   |   |  |  |     |  |   |  |   |  |       |          |          |

|   |        |   |   |   |   |   |   |   |   |   |   |   |   |    |        |          |          |
|---|--------|---|---|---|---|---|---|---|---|---|---|---|---|----|--------|----------|----------|
| 1. AVR                                      | unit   | 1 |   |   |   |   |   |   |   |   |   |   |   |    | 1      | 1,200.00 | 1,200.00 |
| <b>OFFICE SUPPLIES</b>                      |        |   |   |   |   |   |   |   |   |   |   |   |   |    |        |          |          |
| 1. Ballpen ( Black)                         | pcs    | 2 | 1 | 1 | 2 | 1 | 1 | 2 | 1 | 1 | 2 | 1 | 1 | 16 | 5.00   | 80.00    |          |
| 2. Correction tape                          | pcs    | 1 |   | 1 |   | 1 |   | 1 |   | 1 |   | 1 |   | 6  | 30.00  | 180.00   |          |
| 3. Double Adhesive Tape                     | pcs    | 1 |   |   |   |   |   |   |   |   |   |   |   | 1  | 35.00  | 35.00    |          |
| 4. Ink, roller for printing calculator      | pc     | 1 |   |   |   |   |   |   |   |   |   |   |   | 1  | 320.00 | 320.00   |          |
| 5. Rubber Stamps                            | pc     | 4 |   |   |   |   |   |   |   |   |   |   |   | 4  | 50.00  | 200.00   |          |
| 6. Sign Pen, (Green)                        | pc     | 2 | 1 | 1 | 2 | 1 | 1 | 2 | 1 | 1 | 2 | 1 | 1 | 16 | 23.00  | 368.00   |          |
| 7. Stam Pad Ink, (Green)                    | Bottle | 1 |   |   |   |   |   | 1 |   |   |   |   |   | 2  | 34.91  | 69.82    |          |
| 8. Stamp Pad, Replacement, (Green)          | pc     | 1 |   |   | 1 |   |   | 1 |   |   | 1 |   |   | 4  | 150.00 | 600.00   |          |
| 9. Tape, Adding Machine, 57mm               | roll   | 1 |   |   |   | 1 |   |   |   | 1 |   |   |   | 3  | 22.00  | 66.00    |          |
| <b>PAPER MATERIALS AND PRODUCTS</b>         |        |   |   |   |   |   |   |   |   |   |   |   |   |    |        |          |          |
| 1. Paper, Bond (colored), Legal size        | ream   | 2 |   |   | 2 |   |   | 2 |   |   | 2 |   |   | 8  | 180.00 | 1,440.00 |          |
| 2. Paper, Bond (colored), short size        | ream   | 2 |   |   |   |   |   | 2 |   |   |   |   |   | 4  | 150.00 | 600.00   |          |
| 3. Paper, Bond, Short size                  | ream   | 2 |   |   |   |   |   | 2 |   |   |   |   |   | 4  | 150.00 | 600.00   |          |
| 4. Paper, Sticker, A4 size                  | pack   | 1 |   |   |   |   |   |   |   |   |   |   |   | 1  | 38.00  | 38.00    |          |
| <b>Computer Supplies</b>                    |        |   |   |   |   |   |   |   |   |   |   |   |   |    |        |          |          |
| 1. Ink Refill (Bottomless), Black, 500ml    | btl    | 1 |   |   |   |   |   | 1 |   |   |   |   |   | 2  | 450.00 | 900.00   |          |
| 2. Ink Refill (Bottomless), Cyan, 500ml.    | btl    | 1 |   |   |   |   |   | 1 |   |   |   |   |   | 2  | 450.00 | 900.00   |          |
| 3. Ink Refill (Bottomless), Magenta, 500ml. | btl    | 1 |   |   |   |   |   | 1 |   |   |   |   |   | 2  | 450.00 | 900.00   |          |
| 4. Ink Refill (Bottomless), Yellow, 500ml.  | btl    | 1 |   |   |   |   |   | 1 |   |   |   |   |   | 2  | 450.00 | 900.00   |          |
| <b>REFERENCE HANDBOOKS</b>                  |        |   |   |   |   |   |   |   |   |   |   |   |   |    |        |          |          |
| 1. Reference Handbooks on GPPB & COA        | pieces | 2 |   |   |   |   |   |   |   |   |   |   |   | 2  | 150.00 | 300.00   |          |
| <b>*Common Office Devices</b>               |        |   |   |   |   |   |   |   |   |   |   |   |   |    |        |          |          |
| 1. Desk Tray                                | pcs    | 2 |   |   |   |   |   |   |   |   |   |   |   | 2  | 150.00 | 300.00   |          |

\*\*\*GRAND TOTAL: ..... 17,627.91  
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION ..... 1,762.79  
APPROVED BUDGET: ..... **19,390.70**

**IV. ACCOUNTING SECTION**

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |    | ** PS Price Catalogue as of | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|----|-----------------------------|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |    |                             |              |
| <b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>                |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |    |                             |              |
| <b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>                      |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |    |                             |              |
| 1. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box | box             |                      |     | 2     |       |     |      |      |     |      |     |     |     | 3     | 5  | 581.67                      | 2,908.35     |
| 2. DVD RE-WRITABLE, 4x speed, 4.7GB capacity                     | piece           |                      |     | 3     |       |     |      | 3    |     |      | 3   |     |     | 3     | 12 | 19.96                       | 239.52       |
| 3. FLASH DRIVE, 8GB, USB 2.0, plug and play                      | piece           |                      |     |       | 1     |     |      |      |     |      |     |     |     |       | 1  | 468.00                      | 468.00       |

|  |        |  |    |  |    |    |   |    |   |   |  |   |    |        |          |
|--|--------|--|----|--|----|----|---|----|---|---|--|---|----|--------|----------|
| 4. INK CARTRIDGE, HP C9351AA (HP 21)                                     | cart   |  | 2  |  |    |    |   |    |   |   |  |   | 2  | 615.06 | 1,230.12 |
| 5. INK CARTRIDGE, HP C9352AA (HP 22)                                     | cart   |  | 2  |  |    |    |   |    |   |   |  |   | 2  | 708.90 | 1,417.80 |
| 6. INK CARTRIDGE,EPSON Bk T6641 magenta,cyan,yellow                      | cart   |  | 9  |  |    |    |   |    |   |   |  |   | 9  | 310.00 | 2,790.00 |
| 7. INK CARTRIDGE,EPSON Bk T6641 black                                    | cart   |  | 10 |  |    |    |   |    |   |   |  |   | 10 | 290.00 | 2,900.00 |
| <b>COMMON OFFICE SUPPLIES</b>  |        |  |    |  |    |    |   |    |   |   |  |   |    |        |          |
| 1. ACETATE, gauge #3, 50m in length                                      | roll   |  | 1  |  |    |    |   |    |   |   |  |   | 2  | 603.20 | 1,206.40 |
| 2. AIR FRESHENER, 280mL/can  | can    |  | 4  |  |    |    |   |    |   |   |  |   | 8  | 92.56  | 740.48   |
| 3. ALCOHOL, 70%, ethyl   | bottle |  | 2  |  | 2  |    |   |    |   |   |  |   | 8  | 37.70  | 301.60   |
| 4. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box               | box    |  | 1  |  |    |    |   |    |   |   |  |   | 1  | 349.44 | 349.44   |
| 5. CARTOLINA, assorted color, 20s/pack                                   | pack   |  | 2  |  |    |    |   |    |   |   |  |   | 2  | 72.80  | 145.60   |
| 6. CARTOLINA, white, 20s/pack  | pack   |  | 2  |  |    |    |   |    |   |   |  |   | 2  | 57.20  | 114.40   |
| 7. CLIP, backfold, 25mm, 12s/box   | box    |  |    |  |    |    | 5 |    |   |   |  |   | 5  | 15.60  | 78.00    |
| 8. CLIP, backfold, 50mm, 12s/box   | box    |  |    |  |    |    |   |    |   | 5 |  |   | 5  | 43.68  | 218.40   |
| 9. ENVELOPE, expanding, kraft, legal size, 100s/box                      | box    |  |    |  | 25 |    |   | 25 |   |   |  |   | 50 | 39.81  | 1,990.50 |
| 10. ENVELOPE, expanding, plastic, legal size                             | piece  |  | 5  |  |    |    | 5 |    |   |   |  | 5 | 15 | 39.81  | 597.15   |
| 11. FOLDER, pressboard, plain, legal, 100s/box                           | pack   |  | 2  |  |    |    |   |    |   |   |  |   | 2  | 851.64 | 1,703.28 |
| 12. FOLDER, morocco/fancy, legal size, 50s/pack                          | pack   |  | 1  |  |    |    |   |    |   |   |  |   | 1  | 301.60 | 301.60   |
| 13. FOLDER, morocco/fancy, A4 size, 50s/pack                             | bundle |  | 1  |  |    |    |   |    |   |   |  |   | 1  | 312.00 | 312.00   |
| 14. FOLDER, clear plastic, L-type, A4 size, 50s/pack                     | pack   |  | 2  |  |    |    |   |    |   |   |  |   | 2  | 247.52 | 495.04   |
| 15. FOLDER, clear plastic, L-type, legal size, 50s/pack                  | pack   |  | 5  |  |    |    |   |    |   |   |  |   | 5  | 228.80 | 1,144.00 |
| 16. GLUE, all purpose, 300 grams min.                                    | jar    |  | 9  |  |    |    |   |    |   |   |  |   | 9  | 37.43  | 336.87   |
| 17. ILLUSTRATION BOARD, (30"x40"), 2 ply                                 | piece  |  |    |  |    | 10 |   |    |   |   |  |   | 10 | 32.97  | 329.70   |
| 18. INDEX CARD,3"x 5",ruled both sides, 500s/pack                        | pack   |  |    |  |    | 1  |   |    |   |   |  |   | 1  | 44.45  | 44.45    |
| 19. MAP PIN, round head, 100s/box  | box    |  |    |  | 3  |    |   |    |   |   |  |   | 3  | 36.40  | 109.20   |
| 20. MARKER, fluorescent, 3 colors/set                                    | set    |  |    |  | 3  |    |   |    | 3 |   |  |   | 9  | 41.60  | 374.40   |
| 21. MARKER, permanent, black   | piece  |  | 10 |  |    |    |   |    |   |   |  |   | 10 | 13.50  | 135.00   |
| 22. MARKER, permanent, blue  | piece  |  | 10 |  |    |    |   |    |   |   |  |   | 10 | 13.50  | 135.00   |
| 23. NOTE PAD, (3"x3"), 100 sheets/pad                                    | pad    |  | 8  |  |    |    |   |    |   |   |  |   | 8  | 36.40  | 291.20   |
| 24. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm              | ream   |  |    |  | 20 |    |   |    |   |   |  |   | 20 | 144.35 | 2,887.00 |
| 25.PAPER FASTENER, for paper, metal, 50 sets/box                         | box    |  |    |  | 8  |    |   |    |   |   |  |   | 8  | 82.04  | 656.32   |
| 26. PAPER CLIP, gem type,jumbo, 48mm, 100s/box                           | box    |  | 3  |  |    |    |   |    |   |   |  |   | 3  | 15.60  | 46.80    |
| 27. PAPER CLIP, gem type, 32mm, 100s/box                                 | box    |  | 3  |  |    |    |   |    |   |   |  |   | 3  | 8.84   | 26.52    |
| 28. PENCIL, lead, w/eraser, One(1) dozen per box                         | box    |  |    |  | 8  |    |   |    |   |   |  |   | 8  | 24.89  | 199.12   |
| 29. PUSH PIN, flat head type, assorted colors, 100s/box                  | box    |  | 1  |  |    |    |   |    |   |   |  |   | 1  | 30.00  | 30.00    |
| 30. RECORD BOOK, 500 pages, smyth sewn                                   | book   |  |    |  | 8  |    |   |    |   |   |  |   | 8  | 88.40  | 707.20   |
| 31. RING BINDER, (1/2"x44"), plastic                                     | piece  |  |    |  | 5  |    |   |    |   |   |  |   | 5  | 4.37   | 21.85    |
| 32. RING BINDER, (3/4"x44"), plastic                                     | piece  |  |    |  | 5  |    |   |    |   |   |  |   | 5  | 12.48  | 62.40    |
| 33. RING BINDER, (1" x 44"), plastic                                     | piece  |  |    |  | 5  |    |   |    |   |   |  |   | 5  | 12.48  | 62.40    |
| 34. RING BINDER, (2" x 44"), plastic                                     | piece  |  |    |  | 5  |    |   |    |   |   |  |   | 5  | 28.13  | 140.65   |
| 35. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs | box    |  |    |  | 2  |    |   |    |   |   |  |   | 2  | 132.68 | 265.36   |
| 36. SIGN PEN, black  | piece  |  |    |  | 8  |    |   |    |   |   |  |   | 8  | 41.48  | 331.84   |
| 37. SIGN PEN, blue   | piece  |  |    |  | 8  |    |   |    |   |   |  |   | 8  | 41.48  | 331.84   |
| 38. STAMP PAD, felt pad, min 60mm x 100mm                                | piece  |  |    |  | 5  |    |   |    |   |   |  |   | 5  | 24.96  | 124.80   |
| 39. STAPLE WIRE, standard, #35   | box    |  |    |  | 20 |    |   |    |   |   |  |   | 20 | 25.98  | 519.60   |

|   |        |  |  |  |     |  |  |    |  |     |  |   |     |          |          |
|---|--------|--|--|--|-----|--|--|----|--|-----|--|---|-----|----------|----------|
| 40. STAPLER, heavy duty, standard   | piece  |  |  |  | 2   |  |  |    |  |     |  |   | 2   | 162.84   | 325.68   |
| 41. TAPE, adding machine, GSP bond  | roll   |  |  |  | 5   |  |  |    |  |     |  |   | 5   | 10.66    | 53.30    |
| 42. TAPE, masking, 24mm, 50 meters length   | roll   |  |  |  |     |  |  | 5  |  |     |  |   | 5   | 41.60    | 208.00   |
| 43. TAPE, masking, 48mm, 50 meters length   | roll   |  |  |  |     |  |  | 5  |  |     |  |   | 5   | 83.82    | 419.10   |
| 44. TAPE, transparent, 24mm, 50 meters  | roll   |  |  |  |     |  |  | 5  |  |     |  |   | 5   | 10.87    | 54.35    |
| 45. TAPE, transparent, 48mm, 50 meters  | roll   |  |  |  |     |  |  | 5  |  |     |  |   | 5   | 20.38    | 101.90   |
| 46. TAPE, packaging, 48mm, 50 meters length   | roll   |  |  |  |     |  |  | 5  |  |     |  |   | 5   | 19.24    | 96.20    |
| 47. TOILET TISSUE, 12 rolls/pack  | pack   |  |  |  |     |  |  | 8  |  |     |  |   | 8   | 61.15    | 489.20   |
| <b>COMMON OFFICE DEVICES</b>  |        |  |  |  |     |  |  |    |  |     |  |   |     |          |          |
| 1. CUTTER, heavy duty   | piece  |  |  |  | 5   |  |  |    |  |     |  |   | 5   | 27.04    | 135.20   |
| 2. SCISSORS, (6")   | pair   |  |  |  | 3   |  |  |    |  |     |  |   | 3   | 18.72    | 56.16    |
| 3. STAPLER, heavy duty, standard  | piece  |  |  |  | 3   |  |  |    |  |     |  |   | 3   | 162.84   | 488.52   |
| 4. STAPLE REMOVER, twin jaws  | piece  |  |  |  | 3   |  |  |    |  |     |  |   | 3   | 19.64    | 58.92    |
| <b>LEGAL SIZE PAPER</b>   |        |  |  |  |     |  |  |    |  |     |  |   |     |          |          |
| 1. PAPER, mimeo, Groundwood   | ream   |  |  |  | 10  |  |  |    |  |     |  |   | 10  | 91.52    | 915.20   |
| 2. PAPER, mimeo, Whitewove  | ream   |  |  |  | 10  |  |  |    |  |     |  |   | 10  | 120.02   | 1,200.20 |
| <b>COMMON OFFICE EQUIPMENT</b>  |        |  |  |  |     |  |  |    |  |     |  |   |     |          |          |
| 1. UNINTERRUPTIBLE POWER SUPPLY(UPS)  | unit   |  |  |  | 2   |  |  |    |  |     |  |   | 2   | 2,038.40 | 4,076.80 |
| line interactive topology,with sealed maintenance   |        |  |  |  |     |  |  |    |  |     |  |   |     |          |          |
| free batteries, 520VA-600VA   |        |  |  |  |     |  |  |    |  |     |  |   |     |          |          |
| <b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b> |        |  |  |  |     |  |  |    |  |     |  |   |     |          |          |
| <b>OFFICE SUPPLIES</b>  |        |  |  |  |     |  |  |    |  |     |  |   |     |          |          |
| 1. Ballpen ( Black)   | pcs    |  |  |  | 10  |  |  |    |  | 10  |  |   | 20  | 5.00     | 100.00   |
| 2. Correction tape  | pcs    |  |  |  | 10  |  |  |    |  | 10  |  |   | 20  | 30.00    | 600.00   |
| 3. Molar File   | pc     |  |  |  | 10  |  |  |    |  | 10  |  |   | 20  | 95.00    | 1,900.00 |
| 4. Padding Glue   | bottle |  |  |  | 5   |  |  |    |  | 5   |  |   | 10  | 90.00    | 900.00   |
| 5. Cord, Nylon  | roll   |  |  |  | 8   |  |  | 8  |  | 8   |  | 8 | 32  | 46.50    | 1,488.00 |
| <b>PAPER MATERIALS AND PRODUCTS</b>   |        |  |  |  |     |  |  |    |  |     |  |   |     |          |          |
| 1. Paper, newsprint, A4 size  | ream   |  |  |  | 10  |  |  | 10 |  | 10  |  |   | 40  | 61.00    | 2,440.00 |
| 2. Paper, newsprint, legal size   | ream   |  |  |  | 10  |  |  | 10 |  | 10  |  |   | 40  | 64.75    | 2,590.00 |
| 3. Cardboard, double face (groundwood)  | pcs    |  |  |  |     |  |  |    |  | 100 |  |   | 100 | 20.00    | 2,000.00 |
| 4. Crocodile paper  | pcs    |  |  |  |     |  |  |    |  | 75  |  |   | 75  | 58.00    | 4,350.00 |
| 5. Manila Paper   | pcs    |  |  |  | 5   |  |  |    |  |     |  |   | 5   | 3.00     | 15.00    |
| 6. Morocco Paper  | pcs    |  |  |  | 25  |  |  | 25 |  |     |  |   | 50  | 65.00    | 3,250.00 |
| 7. Paper, Bond, Short size  | ream   |  |  |  | 10  |  |  | 10 |  |     |  |   | 20  | 150.00   | 3,000.00 |
| 8. Paper, Sticker, A4 size  | pack   |  |  |  | 100 |  |  |    |  |     |  |   | 100 | 38.00    | 3,800.00 |
| <b>Computer Supplies</b>  |        |  |  |  |     |  |  |    |  |     |  |   |     |          |          |
| 1. Diskette (1BM 2HD)   | box    |  |  |  | 10  |  |  | 10 |  |     |  |   | 20  | 195.00   | 3,900.00 |

**\*\*\*GRAND TOTAL:** ..... 68,832.93  
**TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION** ..... 6,883.29  
**APPROVED BUDGET:** ..... 75,716.22

**V. BILLING SECTION**

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |      | ** PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|------|--|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |      |  |              |
| <b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |      |  |              |
| <b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |      |  |              |
| 1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box  | box             | 3                    |     |       |       |     | 3    |      |     |      |     |     |     |       | 6    | 520.00                                   | 3,120.00     |
| 2. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box  | box             | 5                    |     |       |       |     | 5    |      |     |      |     |     |     |       | 10   | 581.67                                   | 5,816.70     |
| <b>COMMON OFFICE SUPPLIES</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |      |  |              |
| 1. CORRECTION FLUID, water based, min 15mL.   | bottle          | 5                    |     |       |       |     | 5    |      |     |      |     |     |     |       | 10   | 9.82                                     | 98.20        |
| 2. ENVELOPE, mailing white, 500s/box  | box             | 1                    |     |       |       |     |      |      |     |      |     |     |     |       | 1    | 159.78                                   | 159.78       |
| 3. FOLDER, morocco/fancy, legal size, 50s/pack  | pack            | 1                    |     |       |       |     |      |      |     |      |     |     |     |       | 1    | 301.60                                   | 301.60       |
| 4. MARKER, permanent, black   | piece           | 5                    |     |       |       |     | 5    |      |     |      |     |     |     |       | 10   | 13.50                                    | 135.00       |
| 5.PAPER FASTENER, for paper, metal, 50 sets/box   | box             | 10                   |     |       |       |     | 10   |      |     |      |     |     |     |       | 20   | 82.04                                    | 1,640.80     |
| 6. PAPER CLIP, gem type,jumbo, 48mm, 100s/box   | box             | 5                    |     |       |       |     | 5    |      |     |      |     |     |     |       | 10   | 15.60                                    | 156.00       |
| 7. RECORD BOOK, 300 pages, smyth sewn   | book            | 10                   |     |       |       |     |      |      |     |      |     |     |     |       | 10   | 50.44                                    | 504.40       |
| 8. RULER, plastic, 450mm  | piece           | 5                    |     |       |       |     |      |      |     |      |     |     |     |       | 5    | 36.40                                    | 182.00       |
| 9. SIGN PEN, black  | piece           | 5                    |     |       |       |     |      |      |     |      |     |     |     |       | 5    | 41.48                                    | 207.40       |
| 10. STAPLE WIRE, standard, #35  | box             | 10                   |     |       |       |     | 10   |      |     |      |     |     |     |       | 20   | 25.98                                    | 519.60       |
| 11. TAPE, masking, 24mm, 50 meters length   | roll            | 15                   |     |       |       |     |      |      |     |      |     |     |     |       | 15   | 41.60                                    | 624.00       |
| 12. TAPE, masking, 48mm, 50 meters length   | roll            | 5                    |     |       |       |     |      |      |     |      |     |     |     |       | 5    | 83.82                                    | 419.10       |
| 13. TAPE, transparent, 24mm, 50 meters  | roll            | 6                    |     |       |       |     |      |      |     |      |     |     |     |       | 6    | 10.87                                    | 65.22        |
| <b>COMMON OFFICE DEVICES</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |      |  |              |
| 1. CUTTER, heavy duty   | piece           | 8                    |     |       |       |     |      |      |     |      |     |     |     |       | 8    | 27.04                                    | 216.32       |
| 2. SCISSORS, (6")   | pair            | 8                    |     |       |       |     |      |      |     |      |     |     |     |       | 8    | 18.72                                    | 149.76       |
| 3. SHARPENER, single cutterhead   | piece           | 8                    |     |       |       |     |      |      |     |      |     |     |     |       | 8    | 147.35                                   | 1,178.80     |
| 4. STAPLE REMOVER, twin jaws  | piece           | 8                    |     |       |       |     |      |      |     |      |     |     |     |       | 8    | 19.64                                    | 157.12       |
| <b>LEGAL SIZE PAPER</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |      |  |              |
| 1. PAPER, mimeo, Whitewove  | ream            | 25                   |     |       |       |     |      |      |     |      |     |     |     |       | 25   | 120.02                                   | 3,000.50     |
| <b>COMMON OFFICE EQUIPMENT</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |      |  |              |
| 1. AIRPOT, 2.0 liters   | unit            | 1                    |     |       |       |     |      |      |     |      |     |     |     |       | 1    | 950.00                                   | 950.00       |
| 2. AUTOMATIC VOLTAGE REGULATOR, 500watts  | unit            |                      |     |       |       |     |      |      |     |      |     |     |     |       |      |  | -            |
| <b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b> |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |      |  |              |
| <b>OFFICE EQUIPMENT AND ACCESSORIES</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |      |  |              |
| 1. AVR  | unit            | 4                    |     |       |       |     |      |      |     |      |     |     |     |       | 4    | 1,200.00                                 | 4,800.00     |
| 2. Swivel Chair (Hi Back)   | unit            | 1                    |     |       |       |     |      |      |     |      |     |     |     |       | 1    | 4,000.00                                 | 4,000.00     |
| <b>OFFICE SUPPLIES</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |      |  |              |
| 1. Ballpen ( Black)   | pcs             | 100                  |     |       |       |     |      | 100  |     |      |     |     |     |       | 200  | 5.00                                     | 1,000.00     |
| 2. Correction tape  | pcs             | 15                   |     |       |       |     |      |      |     |      |     |     |     |       | 15   | 30.00                                    | 450.00       |
| 3. Ruler, Metal 18"   | pc              | 5                    |     |       |       |     |      |      |     |      |     |     |     |       | 5    | 100.00                                   | 500.00       |
| <b>PAPER MATERIALS AND PRODUCTS</b>   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |      |  |              |
| 1. Paper, Thermal, 57mmx38mm, 1 ply, 18 mtrs., Plain (for Read & Bill)  | roll            | 1500                 |     |       |       |     | 1500 |      |     |      |     |     |     |       | 3000 | 27.00                                    | 81,000.00    |

| Computer Supplies  |       |    |  |  |  |  |  |  |  |  |  |  |  |    |          |           |
|--|-------|----|--|--|--|--|--|--|--|--|--|--|--|----|----------|-----------|
| 1. Ink Refill (Bottomless), Black, 500ml                           | btl   | 5  |  |  |  |  |  |  |  |  |  |  |  | 5  | 450.00   | 2,250.00  |
| 2. Ribbon Cartridge, S0115516/#8750, EPSON LX-300+/LX300+II        | cart  | 75 |  |  |  |  |  |  |  |  |  |  |  | 75 | 120.00   | 9,000.00  |
| 3. Ribbon Cartridge, EPSON FX-2190                                 | cart  | 15 |  |  |  |  |  |  |  |  |  |  |  | 15 | 395.00   | 5,925.00  |
| Computer Equipment and Accessories                                 |       |    |  |  |  |  |  |  |  |  |  |  |  |    |          |           |
| 1. Printer, Epson T13 w/ bottomless ink kit                        | unit  | 1  |  |  |  |  |  |  |  |  |  |  |  | 1  | 4,500.00 | 4,500.00  |
| *Accountable Forms   |       |    |  |  |  |  |  |  |  |  |  |  |  |    |          |           |
| 2. Billing Notice Receipt, 5 1/2" x 9 1/2", 1 ply, 2000 sheets/box | boxes | 25 |  |  |  |  |  |  |  |  |  |  |  | 25 | 1,125.00 | 28,125.00 |

**\*\*\*GRAND TOTAL:** ..... 161,152.30  
**TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION** ..... 16,115.23  
**APPROVED BUDGET:** ..... **177,267.53**

**VI. OFFICE OF THE ADMINISTRATOR**

| Item & Specifications                                      | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |    | ** PS Price Catalogue as of | Total Amount |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|----|-----------------------------|--------------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |    |                             |              |
| <b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>          |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |    |                             |              |
| 1. FLASH DRIVE, 4GB, USB 2.0, plug and play                | piece           | 1                    |     |       |       |     |      |      |     |      |     |     |     |       | 1  | 292.08                      | 292.08       |
| 2. AIR FRESHENER, 280mL/can                                | can             | 1                    |     |       | 1     |     |      | 1    |     |      |     |     |     | 1     | 4  | 92.56                       | 370.24       |
| 3. ALCOHOL, 70%, ethyl                                     | bottle          | 2                    |     |       | 2     |     |      | 2    |     |      |     |     |     | 1     | 7  | 37.70                       | 263.90       |
| 4. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box | box             | 1                    |     |       |       |     |      |      |     |      |     |     |     |       | 1  | 374.00                      | 374.00       |
| 5. CLIP, backfold, 25mm, 12s/box                           | box             | 2                    |     |       | 2     |     |      | 2    |     |      |     |     |     | 2     | 8  | 15.60                       | 124.80       |
| 6. CLIP, backfold, 50mm, 12s/box                           | box             | 2                    |     |       | 2     |     |      | 2    |     |      |     |     |     | 2     | 8  | 43.68                       | 349.44       |
| 7. DATA FILE BOX, (5"x9"x15-3/4")                          | box             | 2                    |     |       | 2     |     |      |      |     |      |     |     |     |       | 4  | 64.47                       | 257.88       |
| 8. DATA FOLDER, w/ finger ring, (3" x 9" x 15")            | piece           | 2                    |     |       | 2     |     |      |      |     |      |     |     |     |       | 4  | 67.07                       | 268.28       |
| 9. ENVELOPE, mailing white, 500s/box                       | box             | 1                    |     |       | 1     |     |      |      |     |      |     |     |     |       | 2  | 159.78                      | 319.56       |
| 10. ENVELOPE, mailing white with window, 500s              | box             | 1                    |     |       |       |     |      |      |     |      |     |     |     |       | 1  | 207.58                      | 207.58       |
| 11. FOLDER, pressboard, plain, legal, 100s/box             | pack            | 1                    |     |       |       |     |      |      |     |      |     |     |     |       | 1  | 851.64                      | 851.64       |
| 12. FOLDER, tagboard, A4 size, 100s/box                    | pack            | 1                    |     |       |       |     |      |      |     |      |     |     |     |       | 1  | 253.76                      | 253.76       |
| 13. GLUE, all purpose, 300 grams min.                      | jar             | 1                    |     |       | 1     |     |      | 1    |     |      |     |     |     |       | 3  | 37.43                       | 112.29       |
| 14. MARKER, permanent, black                               | piece           | 1                    |     |       | 1     |     |      | 1    |     |      |     |     |     |       | 3  | 13.50                       | 40.50        |
| 15. MARKER, permanent, blue                                | piece           | 1                    |     |       | 1     |     |      | 1    |     |      |     |     |     |       | 3  | 13.50                       | 40.50        |
| 16. NOTE PAD, (3"x3"), 100 sheets/pad                      | pad             | 1                    |     |       | 1     |     |      | 1    |     |      |     |     | 1   |       | 4  | 36.40                       | 145.60       |
| 17. PAPER, multicopy, 210mm x 297mm(A4), 80gsm             | ream            | 3                    |     |       | 3     |     |      | 3    |     |      |     |     | 3   |       | 12 | 139.32                      | 1,671.84     |
| 18. PAPER FASTENER, for paper, metal, 50 sets/box          | box             | 1                    |     |       | 1     |     |      | 1    |     |      |     |     | 1   |       | 4  | 82.04                       | 328.16       |
| 19. PAPER CLIP, gem type, jumbo, 48mm, 100s/box            | box             | 1                    |     |       | 1     |     |      | 1    |     |      |     |     | 1   |       | 4  | 15.60                       | 62.40        |
| 20. PAPER CLIP, gem type, 32mm, 100s/box                   | box             | 1                    |     |       | 1     |     |      | 1    |     |      |     |     | 1   |       | 4  | 8.84                        | 35.36        |
| 21. PENCIL, lead, w/eraser, One(1) dozen per box           | box             | 1                    |     |       |       |     |      |      |     |      |     |     |     |       | 1  | 24.89                       | 24.89        |
| 22. RECORD BOOK, 300 pages, Smyth sewn                     | book            | 3                    |     |       | 3     |     |      | 3    |     |      |     |     | 3   |       | 12 | 50.44                       | 605.28       |
| 23. RING BINDER, (1/2"x44"), plastic                       | piece           | 2                    |     |       | 2     |     |      | 2    |     |      |     |     | 2   |       | 8  | 4.37                        | 34.96        |

|   |        |   |  |  |   |  |  |   |  |  |   |  |  |    |          |          |
|---|--------|---|--|--|---|--|--|---|--|--|---|--|--|----|----------|----------|
| 24. RING BINDER, (3/4"x44"), plastic            | piece  | 2 |  |  | 2 |  |  | 2 |  |  | 2 |  |  | 8  | 12.48    | 99.84    |
| 25. RING BINDER, (1" x 44"), plastic            | piece  | 2 |  |  | 2 |  |  | 2 |  |  | 2 |  |  | 8  | 12.48    | 99.84    |
| 26. RING BINDER, (2" x 44"), plastic            | piece  | 2 |  |  | 2 |  |  | 2 |  |  | 2 |  |  | 8  | 28.13    | 225.04   |
| 27. RULER, plastic, 300mm                       | piece  | 1 |  |  |   |  |  |   |  |  |   |  |  | 1  | 3.64     | 3.64     |
| 28. SIGN PEN, black                             | piece  | 2 |  |  | 2 |  |  | 2 |  |  | 2 |  |  | 8  | 41.48    | 331.84   |
| 29. STAMP PAD INK, violet, 50mL                 | bottle | 1 |  |  |   |  |  |   |  |  |   |  |  | 1  | 27.04    | 27.04    |
| 30. STAPLE WIRE, standard, #35                  | box    | 1 |  |  | 1 |  |  |   |  |  |   |  |  | 2  | 25.98    | 51.96    |
| 31. TAPE, masking, 24mm, 50 meters length       | roll   | 1 |  |  | 1 |  |  |   |  |  |   |  |  | 2  | 41.60    | 83.20    |
| 32. TAPE, masking, 48mm, 50 meters length       | roll   | 1 |  |  | 1 |  |  |   |  |  |   |  |  | 2  | 83.82    | 167.64   |
| 33.TOILET TISSUE, 12 rolls/pack                 | pack   | 1 |  |  | 1 |  |  | 1 |  |  | 1 |  |  | 4  | 61.15    | 244.60   |
| 34. CUTTER, heavy duty                          | piece  | 1 |  |  |   |  |  |   |  |  |   |  |  | 1  | 27.04    | 27.04    |
| 35. SCISSORS, (6")                              | pair   | 1 |  |  |   |  |  |   |  |  |   |  |  | 1  | 18.72    | 18.72    |
| 36. PAPER, multicopy, legal, for laser printing | ream   | 3 |  |  | 3 |  |  | 3 |  |  | 3 |  |  | 12 | 174.72   | 2,096.64 |
| 37. Procurement of Civil Works, 139-149 pages   | piece  |   |  |  |   |  |  |   |  |  |   |  |  | 0  | 37.65    | -        |
| 38. Secretary Chair                             | unit   | 1 |  |  |   |  |  |   |  |  |   |  |  | 1  | 2,500.00 | 2,500.00 |
| 39. Rice Cooker                                 | unit   | 1 |  |  |   |  |  |   |  |  |   |  |  | 1  | 1,800.00 | 1,800.00 |
| 40. Ballpen ( Black)                            | pcs    | 2 |  |  | 2 |  |  | 2 |  |  | 2 |  |  | 8  | 5.00     | 40.00    |
| 41. Correction tape                             | pcs    | 2 |  |  | 2 |  |  | 2 |  |  | 2 |  |  | 8  | 30.00    | 240.00   |
| 42. Paper, Specialty, 10pcs/pack, short size    | pack   | 1 |  |  | 1 |  |  | 1 |  |  | 1 |  |  | 4  | 35.00    | 140.00   |
| 43. Thermal Paper, for fax machine              | roll   | 2 |  |  | 2 |  |  | 2 |  |  | 2 |  |  | 8  | 100.00   | 800.00   |
| 44. Ink Refill (Bottomless), Black, 500ml       | btl    | 2 |  |  | 2 |  |  | 2 |  |  | 2 |  |  | 8  | 450.00   | 3,600.00 |
| 45. Ink Refill (Bottomless), Cyan, 500ml.       | btl    | 2 |  |  | 2 |  |  | 2 |  |  | 2 |  |  | 8  | 450.00   | 3,600.00 |
| 46. Ink Refill (Bottomless), Magenta, 500ml.    | btl    | 2 |  |  | 2 |  |  | 2 |  |  | 2 |  |  | 8  | 450.00   | 3,600.00 |
| 47. Ink Refill (Bottomless), Yellow, 500ml.     | btl    | 2 |  |  | 2 |  |  | 2 |  |  | 2 |  |  | 8  | 450.00   | 3,600.00 |
| 48. AIRPOT, 3.6 L-capacity                      | unit   | 1 |  |  |   |  |  |   |  |  |   |  |  | 1  | 3,500.00 | 3,500.00 |

\*\*\*GRAND TOTAL: ..... 33,931.98  
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION ..... 3,393.20  
APPROVED BUDGET: ..... **37,325.18**

**VII. BOD**

| Item & Specifications                             | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |     | ** PS Price Catalogue as of | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----|-----------------------------|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |     |                             |              |
| <b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b> |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |     |                             |              |
| 1. COMPACT DISK CASE, 50 CDs capacity             | piece           | 5                    |     |       |       |     |      |      |     |      |     |     |     |       | 5   | 50.84                       | 254.20       |
| 2. COMPACT DISK DRIVE CLEANER                     | piece           | 1                    |     |       |       |     |      |      |     |      |     |     |     |       | 1   | 64.22                       | 64.22        |
| 3. DVD RECORDABLE, 16x speed, 4.7GB capacity      | piece           | 100                  |     |       | 100   |     |      | 100  |     |      | 100 |     |     |       | 400 | 11.70                       | 4,680.00     |
| 4. DVD RE-WRITABLE, 4x speed, 4.7GB capacity      | piece           | 25                   |     |       | 25    |     |      |      |     |      |     |     |     |       | 50  | 19.96                       | 998.00       |
| 5. FLASH DRIVE, 8GB, USB 2.0, plug and play       | piece           | 2                    |     |       |       |     |      |      |     |      |     |     |     |       | 2   | 468.00                      | 936.00       |
| 6. ACETATE, gauge #3, 50m in length               | roll            | 1                    |     |       |       |     |      |      |     |      |     |     |     |       | 1   | 603.20                      | 603.20       |
| 7. ALCOHOL, 70%, ethyl                            | bottle          | 2                    |     |       | 2     |     |      | 2    |     |      | 2   |     |     |       | 8   | 37.70                       | 301.60       |
| 8. CORRECTION FLUID, water based, min 15mL.       | bottle          | 2                    |     |       | 1     |     |      | 1    |     |      | 1   |     |     |       | 5   | 9.82                        | 49.10        |

|  |        |    |  |    |  |  |    |  |  |    |  |  |  |     |          |          |
|--|--------|----|--|----|--|--|----|--|--|----|--|--|--|-----|----------|----------|
| 9. ENVELOPE, expanding, kraft, legal size, 100s/box            | box    | 1  |  |    |  |  |    |  |  |    |  |  |  | 1   | 675.86   | 675.86   |
| 10. ENVELOPE, mailing white, 500s/box                          | box    | 1  |  |    |  |  |    |  |  |    |  |  |  | 1   | 159.78   | 159.78   |
| 11. ERASER, blackboard/whiteboard                              | piece  | 1  |  | 1  |  |  | 1  |  |  | 1  |  |  |  | 4   | 11.44    | 45.76    |
| 12. FILE ORGANIZER, expanding, legal, plastic, assorted colors | piece  | 3  |  | 2  |  |  | 3  |  |  | 2  |  |  |  | 10  | 83.20    | 832.00   |
| 13. FOLDER, pressboard, plain, legal, 100s/box                 | pack   | 1  |  |    |  |  |    |  |  |    |  |  |  | 1   | 851.64   | 851.64   |
| 14. FOLDER, tagboard, legal size, 100s/box                     | pack   | 1  |  |    |  |  |    |  |  |    |  |  |  | 1   | 413.92   | 413.92   |
| 15. FOLDER, morocco/fancy, legal size, 50s/pack                | pack   | 1  |  |    |  |  |    |  |  |    |  |  |  | 1   | 301.60   | 301.60   |
| 16. FOLDER, morocco/fancy, A4 size, 50s/pack                   | bundle | 1  |  |    |  |  |    |  |  |    |  |  |  | 1   | 312.00   | 312.00   |
| 17. GLUE, all purpose, 300 grams min.                          | jar    | 2  |  | 2  |  |  | 1  |  |  |    |  |  |  | 5   | 37.43    | 187.15   |
| 18. MARKER, permanent, black                                   | piece  | 3  |  | 2  |  |  |    |  |  |    |  |  |  | 5   | 13.50    | 67.50    |
| 19. MARKER, permanent, blue                                    | piece  | 3  |  | 2  |  |  |    |  |  |    |  |  |  | 5   | 13.50    | 67.50    |
| 20. MARKER, permanent, red                                     | piece  | 5  |  |    |  |  |    |  |  |    |  |  |  | 5   | 13.50    | 67.50    |
| 21. NOTE PAD, (3"x4"), 100 sheets/pad                          | pad    | 2  |  | 2  |  |  | 1  |  |  |    |  |  |  | 5   | 52.00    | 260.00   |
| 22. PAPER, multicopy, 210mm x 297mm(A4), 80gsm                 | ream   | 5  |  | 3  |  |  | 2  |  |  |    |  |  |  | 10  | 139.32   | 1,393.20 |
| 23. PAPER FASTENER, for paper, metal, 50 sets/box              | box    | 2  |  | 1  |  |  |    |  |  |    |  |  |  | 3   | 82.04    | 246.12   |
| 24. PAPER CLIP, gem type, jumbo, 48mm, 100s/box                | box    | 2  |  | 1  |  |  |    |  |  |    |  |  |  | 3   | 15.60    | 46.80    |
| 25. PAPER CLIP, gem type, 32mm, 100s/box                       | box    | 2  |  | 1  |  |  |    |  |  |    |  |  |  | 3   | 8.84     | 26.52    |
| 26. PENCIL, lead, w/eraser, One(1) dozen per box               | box    | 2  |  | 2  |  |  | 2  |  |  | 2  |  |  |  | 8   | 24.89    | 199.12   |
| 27. RING BINDER, (1/2"x44"), plastic                           | piece  | 5  |  | 5  |  |  | 5  |  |  | 5  |  |  |  | 20  | 4.37     | 87.40    |
| 28. RING BINDER, (3/4"x44"), plastic                           | piece  | 5  |  | 5  |  |  | 5  |  |  | 5  |  |  |  | 20  | 12.48    | 249.60   |
| 29. RING BINDER, (1" x 44"), plastic                           | piece  | 5  |  | 5  |  |  | 5  |  |  | 5  |  |  |  | 20  | 12.48    | 249.60   |
| 30. RING BINDER, (2" x 44"), plastic                           | piece  | 5  |  | 5  |  |  | 5  |  |  | 5  |  |  |  | 20  | 28.13    | 562.60   |
| 31. SIGN PEN, black  | piece  | 5  |  |    |  |  |    |  |  |    |  |  |  | 5   | 41.48    | 207.40   |
| 32. SIGN PEN, blue   | piece  | 5  |  |    |  |  |    |  |  |    |  |  |  | 5   | 41.48    | 207.40   |
| 33. SIGN PEN, red  | piece  | 5  |  |    |  |  |    |  |  |    |  |  |  | 5   | 41.48    | 207.40   |
| 34. TAPE, masking, 24mm, 50 meters length                      | roll   | 2  |  | 2  |  |  | 2  |  |  | 2  |  |  |  | 8   | 41.60    | 332.80   |
| 35. TAPE, masking, 48mm, 50 meters length                      | roll   | 2  |  | 2  |  |  | 2  |  |  | 2  |  |  |  | 8   | 83.82    | 670.56   |
| 36. TAPE, transparent, 24mm, 50 meters                         | roll   | 2  |  | 2  |  |  | 2  |  |  | 2  |  |  |  | 8   | 10.87    | 86.96    |
| 37. TAPE, transparent, 48mm, 50 meters                         | roll   | 2  |  | 2  |  |  | 2  |  |  | 2  |  |  |  | 8   | 20.38    | 163.04   |
| 38. TAPE, packaging, 48mm, 50 meters length                    | roll   | 1  |  | 1  |  |  | 1  |  |  | 1  |  |  |  | 4   | 19.24    | 76.96    |
| 39. TOILET TISSUE, 12 rolls/pack                               | pack   | 2  |  | 2  |  |  | 2  |  |  | 2  |  |  |  | 8   | 61.15    | 489.20   |
| 40. BLADE, heavy duty cutter(L500), 10 pcs./pack               | pack   | 2  |  | 2  |  |  | 2  |  |  | 2  |  |  |  | 8   | 10.40    | 83.20    |
| 41. CUTTER, heavy duty   | piece  | 1  |  | 1  |  |  |    |  |  |    |  |  |  | 2   | 27.04    | 54.08    |
| 42. SCISSORS, (6")   | pair   | 3  |  | 2  |  |  |    |  |  |    |  |  |  | 5   | 18.72    | 93.60    |
| 43. STAPLER, heavy duty, standard                              | piece  | 1  |  | 1  |  |  |    |  |  |    |  |  |  | 2   | 162.84   | 325.68   |
| 44. STAPLE REMOVER, twin jaws                                  | piece  | 1  |  | 1  |  |  |    |  |  |    |  |  |  | 2   | 19.64    | 39.28    |
| 45. PAPER, multicopy, legal, for laser printing                | ream   | 15 |  | 10 |  |  | 10 |  |  | 10 |  |  |  | 45  | 174.72   | 7,862.40 |
| 46. AIRPOT, 4.0 liters, w/ dispenser                           | unit   | 1  |  |    |  |  |    |  |  |    |  |  |  | 1   | 1,144.00 | 1,144.00 |
| 47. Rolling Tray/Coffee Table                                  | unit   | 1  |  |    |  |  |    |  |  |    |  |  |  | 1   | 2,500.00 | 2,500.00 |
| 48. Ballpen ( Black)   | pcs    | 25 |  | 25 |  |  | 25 |  |  | 25 |  |  |  | 100 | 5.00     | 500.00   |
| 49. Correction tape  | pcs    | 2  |  | 1  |  |  | 1  |  |  | 1  |  |  |  | 5   | 30.00    | 150.00   |
| 50. Double Adhesive Tape                                       | pcs    | 2  |  | 2  |  |  | 1  |  |  |    |  |  |  | 5   | 35.00    | 175.00   |
| 51. Molar File   | pc     | 3  |  | 3  |  |  | 2  |  |  | 2  |  |  |  | 10  | 95.00    | 950.00   |
| 52. Ruler, Metal 18"   | pc     | 1  |  |    |  |  |    |  |  |    |  |  |  | 1   | 100.00   | 100.00   |
| 53. Morocco Paper  | pcs    | 7  |  |    |  |  | 7  |  |  |    |  |  |  | 14  | 65.00    | 910.00   |

|  |        |    |  |  |    |  |  |    |  |  |  |    |  |    |           |           |
|--|--------|----|--|--|----|--|--|----|--|--|--|----|--|----|-----------|-----------|
| 54. Paper, Photo, Legal Size                 | pack   | 3  |  |  | 3  |  |  |    |  |  |  |    |  | 6  | 300.00    | 1,800.00  |
| 55. Paper, Bond, Short size                  | ream   | 15 |  |  | 10 |  |  | 10 |  |  |  | 10 |  | 45 | 175.00    | 7,875.00  |
| 56. Paper, Specialty, 10pcs/pack, short size | pack   | 10 |  |  | 5  |  |  | 5  |  |  |  | 5  |  | 25 | 35.00     | 875.00    |
| 57. Paper, Sticker, A4 size                  | pack   | 3  |  |  |    |  |  | 2  |  |  |  |    |  | 5  | 38.00     | 190.00    |
| 58. Battery, 9V size                         | packet | 5  |  |  | 3  |  |  | 2  |  |  |  |    |  | 10 | 78.00     | 780.00    |
| 59. Ink Refill (Bottomless), Black, 500ml    | btl    | 1  |  |  | 1  |  |  | 1  |  |  |  |    |  | 3  | 450.00    | 1,350.00  |
| 60. Ink Refill (Bottomless), Cyan, 500ml.    | btl    | 1  |  |  | 1  |  |  | 1  |  |  |  |    |  | 3  | 450.00    | 1,350.00  |
| 61. Ink Refill (Bottomless), Magenta, 500ml. | btl    | 1  |  |  | 1  |  |  | 1  |  |  |  |    |  | 3  | 450.00    | 1,350.00  |
| 62. Ink Refill (Bottomless), Yellow, 500ml.  | btl    | 1  |  |  | 1  |  |  | 1  |  |  |  |    |  | 3  | 450.00    | 1,350.00  |
| 63. Printer, Epson L200                      | unit   | 1  |  |  |    |  |  |    |  |  |  |    |  | 1  | 10,000.00 | 10,000.00 |
| 64. Tumbler                                  | doz    | 3  |  |  |    |  |  |    |  |  |  |    |  | 3  | 400.00    | 1,200.00  |
| 65. Teaspoon                                 | pc     | 24 |  |  |    |  |  |    |  |  |  |    |  | 24 | 33.00     | 792.00    |
| 66. Cup & Saucer                             | doz    | 3  |  |  |    |  |  |    |  |  |  |    |  | 3  | 850.00    | 2,550.00  |
| 67. Lysol spray                              | pc     | 3  |  |  | 2  |  |  |    |  |  |  |    |  | 5  | 350.00    | 1,750.00  |
|  |        |    |  |  |    |  |  |    |  |  |  |    |  |    |           |           |
|  |        |    |  |  |    |  |  |    |  |  |  |    |  |    |           |           |

\*\*\*GRAND TOTAL: ..... 65,730.45  
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION ..... 6,573.05  
APPROVED BUDGET: ..... 72,303.50

**VIII. BUDGET**

| Item & Specifications                                  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of | Total Amount |        |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------------------------|--------------|--------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |                             |              |        |
| <b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>      |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |                             |              |        |
| 1. FLASH DRIVE, 4GB, USB 2.0, plug and play            | piece           | 2                    |     |       |       |     |      |      |     |      |     |     |     |       | 2                           | 292.08       | 584.16 |
| <b>COMMON OFFICE SUPPLIES</b>                          |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |                             |              |        |
| 1. AIR FRESHENER, 280ml/can                            | can             | 1                    |     |       |       |     |      | 1    |     |      |     |     |     | 1     | 3                           | 92.56        | 277.68 |
| 2. ALCOHOL, 70%, ethyl                                 | bottle          | 1                    |     |       |       |     |      | 1    |     |      |     |     |     |       | 2                           | 37.70        | 75.40  |
| 3. CARTOLINA, assorted color, 20s/pack                 | pack            | 1                    |     |       |       |     |      | 1    |     |      |     |     |     |       | 2                           | 72.80        | 145.60 |
| 4. CARTOLINA, white, 20s/pack                          | pack            | 2                    |     |       |       |     |      | 1    |     |      |     |     |     |       | 3                           | 57.20        | 171.60 |
| 5. CORRECTION FLUID, water based, min 15mL.            | bottle          | 2                    |     |       |       |     |      | 2    |     |      |     |     |     |       | 4                           | 9.82         | 39.28  |
| 6. ENVELOPE, expanding, plastic, legal size            | piece           | 5                    |     |       |       |     |      | 5    |     |      |     |     |     |       | 10                          | 39.81        | 398.10 |
| 7. FOLDER, clear plastic, L-type, A4 size, 50s/pack    | pack            | 1                    |     |       |       |     |      |      |     |      |     |     |     |       | 1                           | 247.52       | 247.52 |
| 8. FOLDER, clear plastic, L-type, legal size, 50s/pack | pack            | 1                    |     |       |       |     |      |      |     |      |     |     |     |       | 1                           | 228.80       | 228.80 |
| 9. GLUE, all purpose, 300 grams min.                   | jar             | 1                    |     |       |       |     |      | 1    |     |      |     |     |     |       | 2                           | 37.43        | 74.86  |
| 10. MARKER, fluorescent, 3 colors/set                  | set             |                      | 1   |       |       |     |      |      |     |      |     |     |     |       | 1                           | 41.60        | 41.60  |
| 11. MARKING PEN, whiteboard, black                     | piece           | 1                    |     |       | 2     |     |      | 1    |     |      |     |     | 1   |       | 5                           | 15.08        | 75.40  |
| 12. MARKING PEN, whiteboard, blue                      | piece           |                      | 2   |       |       |     |      |      |     |      | 2   |     |     |       | 4                           | 15.08        | 60.32  |
| 13. MARKER, permanent, black                           | piece           |                      | 2   |       |       |     |      | 2    |     |      |     | 2   |     |       | 6                           | 13.50        | 81.00  |
| 14. MARKER, permanent, blue                            | piece           | 2                    |     |       |       |     | 2    |      |     |      |     |     |     |       | 4                           | 13.50        | 54.00  |
| 15. MARKER, permanent, red                             | piece           |                      |     |       |       |     |      | 2    |     |      | 2   |     |     |       | 4                           | 13.50        | 54.00  |

|   |       |    |   |  |  |   |   |    |   |  |   |   |   |    |        |          |
|---|-------|----|---|--|--|---|---|----|---|--|---|---|---|----|--------|----------|
| 16. MARKING PEN, for transparency   | set   |    | 1 |  |  |   |   |    |   |  |   |   |   | 1  | 84.24  | 84.24    |
| 17. PAPER FASTENER, for paper, metal, 50 sets/box   | box   | 1  |   |  |  |   |   |    |   |  |   |   |   | 1  | 82.04  | 82.04    |
| 18. PAPER CLIP, gem type, jumbo, 48mm, 100s/box   | box   | 1  |   |  |  |   |   |    |   |  |   |   |   | 1  | 15.60  | 15.60    |
| 19. PAPER CLIP, gem type, 32mm, 100s/box  | box   | 2  |   |  |  |   |   | 3  |   |  |   |   |   | 5  | 8.84   | 44.20    |
| 20. PENCIL, lead, w/eraser, One(1) dozen per box  | box   | 1  |   |  |  |   |   | 1  |   |  |   |   |   | 2  | 24.89  | 49.78    |
| 21. PENCIL, mechanical, for 0.5mm lead  | piece | 1  |   |  |  |   | 1 |    |   |  |   |   | 1 | 3  | 18.20  | 54.60    |
| 22. PUSH PIN, flat head type, assorted colors, 100s/box   | box   | 2  |   |  |  |   |   | 3  |   |  |   |   |   | 5  | 30.00  | 150.00   |
| 23. RECORD BOOK, 500 pages, Smyth sewn  | book  | 1  |   |  |  |   |   |    |   |  |   |   |   | 1  | 88.40  | 88.40    |
| 24. RING BINDER, (3/4"x44"), plastic  | piece | 6  |   |  |  |   |   |    |   |  |   |   |   | 6  | 12.48  | 74.88    |
| 25. RING BINDER, (1" x 44"), plastic  | piece | 20 |   |  |  |   |   |    |   |  |   |   |   | 20 | 12.48  | 249.60   |
| 26. RING BINDER, (2" x 44"), plastic  | piece | 20 |   |  |  |   |   | 10 |   |  |   |   |   | 30 | 28.13  | 843.90   |
| 27. RULER, plastic, 450mm   | piece | 2  |   |  |  |   |   |    |   |  |   |   |   | 2  | 36.40  | 72.80    |
| 28. SIGN PEN, black   | piece | 2  |   |  |  |   | 2 |    |   |  | 2 |   |   | 6  | 41.48  | 248.88   |
| 29. TAPE, adding machine, GSP bond  | roll  | 2  |   |  |  |   |   | 2  |   |  |   | 1 |   | 5  | 10.66  | 53.30    |
| 30. TAPE, masking, 24mm, 50 meters length   | roll  | 2  |   |  |  |   |   |    |   |  |   |   |   | 2  | 41.60  | 83.20    |
| 31. TAPE, masking, 48mm, 50 meters length   | roll  | 2  |   |  |  |   |   |    |   |  |   |   |   | 2  | 83.82  | 167.64   |
| 32. TAPE, packaging, 48mm, 50 meters length   | roll  | 2  |   |  |  |   |   | 2  |   |  |   |   |   | 4  | 19.24  | 76.96    |
| 33. TOILET TISSUE, 12 rolls/pack  | pack  | 2  |   |  |  |   |   | 2  |   |  |   | 1 |   | 5  | 61.15  | 305.75   |
| <b>COMMON OFFICE DEVICES</b>  |       |    |   |  |  |   |   |    |   |  |   |   |   |    |        |          |
| 1. BLADE, heavy duty cutter(L500), 10 pcs./pack   | pack  | 2  |   |  |  | 2 |   |    |   |  |   |   |   | 5  | 10.40  | 52.00    |
| 2. CUTTER, heavy duty   | piece | 2  |   |  |  |   |   |    |   |  |   |   |   | 2  | 27.04  | 54.08    |
| 3. SCISSORS, (6")   | pair  | 1  |   |  |  |   |   |    | 2 |  |   |   |   | 3  | 18.72  | 56.16    |
| 4. STAPLER, heavy duty, standard  | piece | 1  |   |  |  |   |   |    |   |  |   |   |   | 1  | 162.84 | 162.84   |
| 5. STAPLE REMOVER, twin jaws  | piece | 2  |   |  |  |   |   |    |   |  |   |   |   | 2  | 19.64  | 39.28    |
| 6. TAPE DISPENSER, heavy duty, for 24mm(1")   | piece | 1  |   |  |  |   |   |    |   |  |   |   |   | 1  | 40.23  | 40.23    |
| <b>LEGAL SIZE PAPER</b>   |       |    |   |  |  |   |   |    |   |  |   |   |   |    |        |          |
| 1. PAPER, multicopy, legal, for laser printing  | ream  | 8  |   |  |  |   |   |    | 8 |  |   |   |   | 16 | 174.72 | 2,795.52 |
| <b>COMMON OFFICE EQUIPMENT</b>  |       |    |   |  |  |   |   |    |   |  |   |   |   |    |        |          |
| 1. CALCULATOR, compact, electronic, LCD, desktop  | unit  | 1  |   |  |  |   |   |    |   |  |   |   |   | 1  | 161.08 | 161.08   |
| <b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b> |       |    |   |  |  |   |   |    |   |  |   |   |   |    |        |          |
| <b>OFFICE SUPPLIES</b>  |       |    |   |  |  |   |   |    |   |  |   |   |   |    |        |          |
| 1. Ballpen ( Black)   | pcs   | 6  |   |  |  |   |   |    | 6 |  |   |   |   | 12 | 5.00   | 60.00    |
| 2. Correction tape  | pcs   | 3  |   |  |  |   |   |    | 2 |  |   |   |   | 5  | 30.00  | 150.00   |
| <b>PAPER MATERIALS AND PRODUCTS</b>   |       |    |   |  |  |   |   |    |   |  |   |   |   |    |        |          |
| 1. Paper, Bond (colored), short size  | ream  | 4  |   |  |  |   |   |    | 4 |  |   |   |   | 8  | 150.00 | 1,200.00 |
| 2. Cardboard, double face (groundwood)  | pcs   | 10 |   |  |  |   |   |    | 5 |  |   |   |   | 15 | 20.00  | 300.00   |
| 3. Paper, Bond, Short size  | ream  | 3  |   |  |  |   |   |    | 3 |  |   |   |   | 6  | 150.00 | 900.00   |
| <b>Computer Supplies</b>  |       |    |   |  |  |   |   |    |   |  |   |   |   |    |        |          |
| 1. Ink Refill (Bottomless), Black, 500ml  | btl   | 1  |   |  |  |   |   |    | 1 |  |   |   |   | 2  | 450.00 | 900.00   |
| 2. Ink Refill (Bottomless), Cyan, 500ml.  | btl   | 1  |   |  |  |   |   |    |   |  |   |   |   | 1  | 450.00 | 450.00   |
| 4. Ink Refill (Bottomless), Magenta, 500ml.   | btl   | 1  |   |  |  |   |   |    |   |  |   |   |   | 1  | 450.00 | 450.00   |
| 5. Ink Refill (Bottomless), Yellow, 500ml.  | btl   | 1  |   |  |  |   |   |    |   |  |   |   |   | 1  | 450.00 | 450.00   |
| 6. Ribbon Cartridge, S0115516/#8750, EPSON LX-300+/LX300+II   | cart  | 2  |   |  |  |   |   |    | 3 |  |   |   |   | 5  | 120.00 | 600.00   |

| Computer Equipment and Accessories                    |      |   |  |  |  |  |  |  |  |  |  |  |  |   |          |                  |
|---|------|---|--|--|--|--|--|--|--|--|--|--|--|---|----------|------------------|
| 1. Canon Printer (for 3 in 1 Scanner)                 | unit | 1 |  |  |  |  |  |  |  |  |  |  |  | 1 | 9,000.00 | 9,000.00         |
| ***GRAND TOTAL: .....                                 |      |   |  |  |  |  |  |  |  |  |  |  |  |   |          | 23,176.28        |
| TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION ..... |      |   |  |  |  |  |  |  |  |  |  |  |  |   |          | 2,317.63         |
| APPROVED BUDGET: .....                                |      |   |  |  |  |  |  |  |  |  |  |  |  |   |          | <b>25,493.91</b> |

**IX. COMMISSION ON AUDIT**

| Item & Specifications                                   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |        | PS Price Catalogue as of (09.12.2011) | Total Amount |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--------|---------------------------------------|--------------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |        |                                       |              |
| <b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>       |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |        |                                       |              |
| 1. COMPACT DISK REWRITABLE                              | piece           | 20                   |     |       | 10    |     |      |      | 10  |      |     |     |     | 10    | 50     | 16.62                                 | 831.00       |
| 2. ALCOHOL, 70%, ethyl                                  | bottle          | 2                    | 1   | 1     | 1     | 1   | 1    | 2    | 1   | 1    | 1   | 1   | 1   | 14    | 37.70  | 527.80                                |              |
| 3. Ballpen Black  | piece           | 6                    |     |       | 6     |     |      |      | 6   |      |     |     |     | 6     | 24     | 5.00                                  | 120.00       |
| 4. FILE ORGANIZER, expanding, legal, plastic            | piece           | 2                    |     | 2     |       | 1   |      |      |     |      |     |     |     | 5     | 83.20  | 416.00                                |              |
| 5. CORRECTION FLUID, water based, min 15mL.             | bottle          | 1                    |     | 1     |       | 1   |      |      | 1   |      | 1   |     |     | 5     | 9.82   | 49.10                                 |              |
| 6. FOLDER, pressboard, plain, legal, 100s/box           | piece           | 20                   |     |       | 10    |     |      |      | 10  |      |     |     |     | 10    | 50     | 9.00                                  | 450.00       |
| 7. Envelop,brown, legal size                            | piece           | 20                   |     |       | 10    |     |      |      | 10  |      |     |     |     | 10    | 50     | 6.00                                  | 300.00       |
| 8. Envelop,brown, short size                            | piece           | 20                   |     |       | 10    |     |      |      | 10  |      |     |     |     | 10    | 50     | 4.50                                  | 225.00       |
| 9. FOLDER, morocco/fancy, legal size, 50s/pack          | pack            | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 301.60 | 301.60                                |              |
| 10. FOLDER, clear plastic, L-type, legal size, 50s/pack | pack            | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 228.80 | 228.80                                |              |
| 11. GLUE, all purpose, 300 grams min.                   | jar             | 1                    |     |       |       |     |      |      | 1   |      |     |     |     | 2     | 37.43  | 74.86                                 |              |
| 12. NOTE PAD, (3"x4"), 100 sheets/pad                   | pad             | 2                    |     |       | 2     |     |      |      |     | 2    |     |     |     | 2     | 8      | 52.00                                 | 416.00       |
| 13. Paper, bond, legal size paper. S20                  | ream            | 5                    |     |       | 5     |     |      |      | 5   |      |     |     |     | 5     | 20     | 200.00                                | 4,000.00     |
| 14. Paper, bond, short size paper. S20                  | ream            | 5                    |     |       | 5     |     |      |      | 5   |      |     |     |     | 5     | 20     | 150.00                                | 3,000.00     |
| 15. PENCIL, lead, w/eraser, One(1) dozen per box        | box             | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 24.89  | 24.89                                 |              |
| 16. RECORD BOOK, 500 pages, smyth sewn                  | book            | 1                    |     |       | 1     |     | 1    |      | 1   |      |     |     |     | 1     | 5      | 100.00                                | 500.00       |
| 17. Sign Pen (Red)                                      | piece           | 2                    |     |       | 3     |     |      |      | 2   |      |     |     |     | 3     | 10     | 41.48                                 | 414.80       |
| 18. TAPE, masking, 48mm, 50 meters length               | roll            | 2                    |     |       | 1     |     |      |      | 1   |      |     |     |     | 1     | 5      | 83.82                                 | 419.10       |
| 19. TAPE, transparent, 48mm, 50 meters                  | roll            | 1                    |     | 1     | 1     | 1   |      | 1    | 1   |      | 1   |     |     | 7     | 20.38  | 142.66                                |              |
| 20. TOILET TISSUE, 12 rolls/pack                        | pack            | 1                    | 1   | 1     | 1     | 1   | 1    | 1    | 1   | 1    | 1   | 1   | 1   | 12    | 61.15  | 733.80                                |              |
| 21. BLADE, heavy duty cutter(L500), 10 pcs./pack        | pack            | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 10.40  | 10.40                                 |              |
| 22. CUTTER, heavy duty                                  | piece           | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 27.04  | 27.04                                 |              |
| 23. WASTE BASKET, plastic                               | piece           | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 20.99  | 20.99                                 |              |
| 24. Yellow pad  | pad             | 1                    | 1   | 1     | 1     | 1   | 1    | 1    | 1   | 1    | 1   | 1   | 1   | 12    | 25.00  | 300.00                                |              |
| 25. Ink HP21, black                                     | piece           | 2                    |     | 2     |       | 2   |      | 2    |     |      | 2   |     |     | 10    | 615.06 | 6,150.60                              |              |
| 26. Ink HP22, colored                                   | piece           | 2                    |     | 2     |       | 2   |      |      |     |      | 2   |     |     | 8     | 708.90 | 5,671.20                              |              |
| 27. Ink for HP D2660, black                             | piece           | 2                    |     | 2     |       | 1   |      | 2    |     | 1    |     |     |     | 8     | 588.54 | 4,708.32                              |              |

|  |        |   |  |   |   |  |   |   |   |   |   |   |   |    |          |          |
|--|--------|---|--|---|---|--|---|---|---|---|---|---|---|----|----------|----------|
| 28. Ink for HP D2660, colored                    | piece  | 2 |  |   | 2 |  |   | 2 |   |   | 2 |   |   | 8  | 706.86   | 5,654.88 |
| 29. UNINTERRUPTIBLE POWER SUPPLY(UPS)            | unit   | 1 |  |   |   |  |   |   |   |   |   |   |   | 1  | 2,038.40 | 2,038.40 |
| 30. Air Freshener                                | galoon | 1 |  |   | 1 |  |   |   |   |   | 1 |   |   | 3  | 350.00   | 1,050.00 |
| 31. Carbon Paper, ordinary, legal size           | box    | 1 |  |   |   |  |   |   |   |   |   |   |   | 1  | 100.00   | 100.00   |
| 32. Marking Pen, permanent (black & red)         | piece  | 1 |  | 1 |   |  | 1 |   |   | 1 |   |   | 1 | 5  | 13.50    | 67.50    |
| 33.PAPER FASTENER, for paper, metal, 50 sets/box | box    | 1 |  |   | 1 |  |   | 1 |   |   |   |   | 1 | 4  | 82.04    | 328.16   |
| 34.. PAPER CLIP, gem type,jumbo, 48mm, 100s/box  | box    | 1 |  |   | 1 |  |   | 1 |   | 1 |   |   | 1 | 5  | 15.60    | 78.00    |
| 35. RING BINDER, (2" x 44"), plastic             | piece  | 4 |  |   | 4 |  | 4 |   | 4 |   |   | 4 |   | 20 | 28.13    | 562.60   |
| 36. STAMP PAD, felt pad, min 60mm x 100mm        | piece  | 1 |  |   |   |  |   |   |   |   |   |   |   | 1  | 24.96    | 24.96    |
| 37. FLASH DRIVE, 4GB, USB 2.0, plug and play     | piece  | 1 |  |   |   |  |   |   |   |   |   |   |   | 1  | 292.08   | 292.08   |
| <b>TOTAL</b>                                     |        |   |  |   |   |  |   |   |   |   |   |   |   |    |          |          |

\*\*\*GRAND TOTAL: ..... 40,260.54  
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION ..... 4,026.05  
APPROVED BUDGET: ..... **44,286.59**

**X. PLANNING, EVALUATION & MONITORING DIVISION**

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     | ** PS Price Catalogue as of | Total Amount |        |          |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-----------------------------|--------------|--------|----------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |                             |              | Total  |          |
| <b>COMMON ELECTRICAL SUPPLIES</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |                             |              |        |          |
| 1. BATTERY, size AA, alkaline, 2 pcs./packet   | packet          | 3                    |     |       | 3     |     |      |      |     |      |     |     |     |                             | 6            | 36.40  | 218.40   |
| 2. BATTERY, size AAA, alkaline, 2 pcs./packet  | packet          | 3                    |     |       | 3     |     |      |      |     |      |     |     |     |                             | 6            | 14.56  | 87.36    |
| 3. BATTERY, size D, alkaline, 2 pcs./packet  | packet          |                      |     |       |       |     |      |      |     |      |     |     |     |                             | 0            | 68.12  | -        |
| <b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |                             |              |        |          |
| 1. COMPACT DISK DRIVE CLEANER  | piece           | 1                    |     |       |       |     |      |      |     |      |     |     |     |                             | 1            | 64.22  | 64.22    |
| 2. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time       | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |                             | 0            | 8.79   | -        |
| 3. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed | piece           | 10                   |     |       | 10    |     |      | 8    |     |      |     |     |     |                             | 28           | 16.62  | 465.36   |
| 4. DVD RECORDABLE, 16x speed, 4.7GB capacity   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |                             | 0            | 11.70  | -        |
| 5. DVD RE-WRITABLE, 4x speed, 4.7GB capacity   | piece           | 10                   |     |       | 10    |     |      | 8    |     |      |     |     |     |                             | 28           | 19.96  | 558.88   |
| 6. FLASH DRIVE, 4GB, USB 2.0, plug and play  | piece           | 2                    |     |       |       |     |      |      |     |      |     |     |     |                             | 2            | 292.08 | 584.16   |
| 7. FLASH DRIVE, 8GB, USB 2.0, plug and play  | piece           | 2                    |     |       |       |     |      |      |     |      |     |     |     |                             | 2            | 468.00 | 936.00   |
| 8. MOUSE, optical, USB conection type  | piece           | 2                    |     |       |       |     |      |      |     |      |     |     |     |                             | 2            | 197.60 | 395.20   |
| <b>COMMON OFFICE SUPPLIES</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |                             |              |        |          |
| 1. ACETATE, gauge #3, 50m in length  | roll            | 1                    |     |       | 1     |     |      |      |     |      |     |     |     |                             | 2            | 603.20 | 1,206.40 |
| 2. AIR FRESHENER, 280mL/can  | can             | 2                    |     |       | 2     |     |      |      |     |      |     |     |     |                             | 4            | 92.56  | 370.24   |
| 3. ALCOHOL, 70%, ethyl   | bottle          | 4                    |     |       | 4     |     |      |      |     |      |     |     |     |                             | 8            | 37.70  | 301.60   |
| 4. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box                                     | box             | 1                    |     |       |       |     |      |      |     |      |     |     |     |                             | 1            | 349.44 | 349.44   |
| 5. CLIP, backfold, 25mm, 12s/box   | box             | 1                    |     |       | 1     |     |      |      |     |      |     |     |     |                             | 2            | 15.60  | 31.20    |
| 6. CLIP, backfold, 50mm, 12s/box   | box             |                      |     |       |       |     |      |      |     |      |     |     |     |                             | 0            | 43.68  | -        |
| 7 CLIP, backfold, 19mm, 12s/box  | box             | 1                    |     |       | 1     |     |      |      |     |      |     |     |     |                             | 2            | 7.54   | 15.08    |
| 8. CORRECTION FLUID, water based, min 15mL.  | bottle          | 2                    |     |       | 2     |     |      |      |     |      |     |     |     |                             | 4            | 9.82   | 39.28    |

|  |        |   |  |  |   |  |  |  |   |  |  |   |  |    |        |          |
|--|--------|---|--|--|---|--|--|--|---|--|--|---|--|----|--------|----------|
| 9. ENVELOPE, documentary (10"x15"), 500s/box                   | box    | 1 |  |  |   |  |  |  |   |  |  |   |  | 1  | 560.56 | 560.56   |
| 10. ENVELOPE, expanding, plastic, legal size                   | piece  | 5 |  |  | 5 |  |  |  | 5 |  |  |   |  | 15 | 39.81  | 597.15   |
| 11. ENVELOPE, documentary, A4, 500s/box                        | box    | 1 |  |  |   |  |  |  |   |  |  |   |  | 1  | 526.24 | 526.24   |
| 12. FILE ORGANIZER, expanding, legal, plastic, assorted colors | piece  | 2 |  |  |   |  |  |  |   |  |  |   |  | 2  | 83.20  | 166.40   |
| 13. FOLDER, pressboard, plain, legal, 100s/box                 | pack   | 1 |  |  | 1 |  |  |  |   |  |  |   |  | 2  | 851.64 | 1,703.28 |
| 14. FOLDER, tagboard, legal size, 100s/box                     | pack   | 1 |  |  | 1 |  |  |  |   |  |  |   |  | 2  | 413.92 | 827.84   |
| 15. FOLDER, tagboard, A4 size, 100s/box                        | pack   | 1 |  |  | 1 |  |  |  |   |  |  |   |  | 2  | 253.76 | 507.52   |
| 16. FOLDER, morocco/fancy, A4 size, 50s/pack                   | bundle | 1 |  |  |   |  |  |  |   |  |  |   |  | 1  | 312.00 | 312.00   |
| 17. FOLDER, clear plastic, L-type, A4 size, 50s/pack           | pack   | 2 |  |  | 1 |  |  |  |   |  |  |   |  | 3  | 247.52 | 742.56   |
| 18. FOLDER, clear plastic, L-type, legal size, 50s/pack        | pack   | 2 |  |  | 1 |  |  |  |   |  |  |   |  | 3  | 228.80 | 686.40   |
| 19. MAP PIN, round head, 100s/box                              | box    | 4 |  |  | 4 |  |  |  |   |  |  |   |  | 8  | 36.40  | 291.20   |
| 20. MARKER, fluorescent, 3 colors/set                          | set    | 5 |  |  | 5 |  |  |  |   |  |  |   |  | 10 | 41.60  | 416.00   |
| 21. MARKING PEN, whiteboard, black                             | piece  | 5 |  |  | 5 |  |  |  |   |  |  |   |  | 10 | 15.08  | 150.80   |
| 22. MARKING PEN, whiteboard, blue                              | piece  | 5 |  |  | 5 |  |  |  |   |  |  |   |  | 10 | 15.08  | 150.80   |
| 23. MARKING PEN, whiteboard, red                               | piece  | 5 |  |  | 5 |  |  |  |   |  |  |   |  | 10 | 15.08  | 150.80   |
| 24. MARKER, permanent, black                                   | piece  | 5 |  |  | 5 |  |  |  |   |  |  |   |  | 10 | 13.50  | 135.00   |
| 25. MARKER, permanent, blue                                    | piece  | 5 |  |  | 5 |  |  |  |   |  |  |   |  | 10 | 13.50  | 135.00   |
| 26. MARKER, permanent, red                                     | piece  | 5 |  |  | 5 |  |  |  |   |  |  |   |  | 10 | 13.50  | 135.00   |
| 27. NOTE PAD, (2"x3"), 100 sheets/pad                          | pad    | 5 |  |  | 5 |  |  |  |   |  |  |   |  | 10 | 31.20  | 312.00   |
| 28. PAPER, multicopy, 210mm x 297mm(A4), 80gsm                 | ream   | 5 |  |  | 5 |  |  |  | 5 |  |  | 5 |  | 20 | 139.32 | 2,786.40 |
| 29. PAPER CLIP, gem type, jumbo, 48mm, 100s/box                | box    | 2 |  |  | 2 |  |  |  |   |  |  |   |  | 4  | 15.60  | 62.40    |
| 30. PAPER CLIP, gem type, 32mm, 100s/box                       | box    | 2 |  |  | 2 |  |  |  |   |  |  |   |  | 4  | 8.84   | 35.36    |
| 31. PENCIL, lead, w/eraser, One(1) dozen per box               | box    | 3 |  |  | 3 |  |  |  |   |  |  |   |  | 6  | 24.89  | 149.34   |
| 32. PUSH PIN, flat head type, assorted colors, 100s/box        | box    | 3 |  |  | 3 |  |  |  |   |  |  |   |  | 6  | 30.00  | 180.00   |
| 33. RECORD BOOK, 300 pages, Smyth sewn                         | book   | 5 |  |  |   |  |  |  |   |  |  |   |  | 5  | 50.44  | 252.20   |
| 34. RING BINDER, (1/2"x44"), plastic                           | piece  | 3 |  |  | 3 |  |  |  | 3 |  |  | 3 |  | 12 | 4.37   | 52.44    |
| 35. RING BINDER, (3/4"x44"), plastic                           | piece  | 3 |  |  | 3 |  |  |  | 3 |  |  | 3 |  | 12 | 12.48  | 149.76   |
| 36. RING BINDER, (1" x 44"), plastic                           | piece  | 3 |  |  | 3 |  |  |  | 3 |  |  | 3 |  | 12 | 12.48  | 149.76   |
| 37. RING BINDER, (2" x 44"), plastic                           | piece  | 3 |  |  | 3 |  |  |  | 3 |  |  | 3 |  | 12 | 28.13  | 337.56   |
| 38. RULER, plastic, 300mm                                      | piece  | 2 |  |  |   |  |  |  |   |  |  |   |  | 2  | 3.64   | 7.28     |
| 39. SIGN PEN, black  | piece  | 3 |  |  |   |  |  |  |   |  |  |   |  | 3  | 41.48  | 124.44   |
| 40. SIGN PEN, blue   | piece  | 2 |  |  |   |  |  |  |   |  |  |   |  | 2  | 41.48  | 82.96    |
| 41. SIGN PEN, red  | piece  |   |  |  |   |  |  |  |   |  |  |   |  | 0  | 41.48  | -        |
| 42. STAMP PAD INK, violet, 50mL                                | bottle | 1 |  |  |   |  |  |  |   |  |  |   |  | 1  | 27.04  | 27.04    |
| 43. STAPLE WIRE, standard, #35                                 | box    | 2 |  |  |   |  |  |  |   |  |  |   |  | 2  | 25.98  | 51.96    |
| 44. TAPE, masking, 24mm, 50 meters length                      | roll   | 2 |  |  | 2 |  |  |  |   |  |  |   |  | 4  | 41.60  | 166.40   |
| 45. TAPE, masking, 48mm, 50 meters length                      | roll   | 2 |  |  | 2 |  |  |  |   |  |  |   |  | 4  | 83.82  | 335.28   |
| 46. TAPE, transparent, 24mm, 50 meters                         | roll   | 2 |  |  | 2 |  |  |  |   |  |  |   |  | 4  | 10.87  | 43.48    |
| 47. TAPE, transparent, 48mm, 50 meters                         | roll   | 2 |  |  | 2 |  |  |  |   |  |  |   |  | 4  | 20.38  | 81.52    |
| 48. TAPE, packaging, 48mm, 50 meters length                    | roll   | 2 |  |  | 2 |  |  |  |   |  |  |   |  | 4  | 19.24  | 76.96    |
| 49. TOILET TISSUE, 12 rolls/pack                               | pack   | 2 |  |  | 2 |  |  |  | 2 |  |  | 2 |  | 8  | 61.15  | 489.20   |
| <b>COMMON OFFICE DEVICES</b>                                   |        |   |  |  |   |  |  |  |   |  |  |   |  |    |        |          |
| 1. BLADE, heavy duty cutter(L500), 10 pcs./pack                | pack   | 2 |  |  | 2 |  |  |  |   |  |  |   |  | 4  | 10.40  | 41.60    |
| 2. CUTTER, heavy duty  | piece  | 2 |  |  | 2 |  |  |  |   |  |  |   |  | 4  | 27.04  | 108.16   |
| 3. PUNCHER, heavy duty   | piece  | 1 |  |  |   |  |  |  |   |  |  |   |  | 1  | 114.40 | 114.40   |
| 4. SCISSORS, (6")  | pair   | 3 |  |  | 1 |  |  |  |   |  |  |   |  | 4  | 18.72  | 74.88    |

|   |        |    |  |    |  |  |  |   |  |  |  |  |  |    |          |          |        |          |
|---|--------|----|--|----|--|--|--|---|--|--|--|--|--|----|----------|----------|--------|----------|
| 5. STAPLER, heavy duty, standard                        | piece  | 2  |  |    |  |  |  |   |  |  |  |  |  | 2  | 162.84   | 325.68   |        |          |
| 6. STAPLE REMOVER, twin jaws                            | piece  | 2  |  |    |  |  |  |   |  |  |  |  |  | 2  | 19.64    | 39.28    |        |          |
| 7. TAPE DISPENSER, heavy duty, for 24mm(1")             | piece  | 1  |  |    |  |  |  |   |  |  |  |  |  | 1  | 40.23    | 40.23    |        |          |
| 8. WASTE BASKET, plastic                                | piece  | 2  |  |    |  |  |  |   |  |  |  |  |  | 2  | 20.99    | 41.98    |        |          |
| <b>LEGAL SIZE PAPER</b>                                 |        |    |  |    |  |  |  |   |  |  |  |  |  |    |          |          |        |          |
| 1. PAPER, multicopy, legal, for laser printing          | ream   | 5  |  | 5  |  |  |  | 5 |  |  |  |  |  | 5  |          | 20       | 174.72 | 3,494.40 |
| <b>OTHER CONSUMABLES</b>                                |        |    |  |    |  |  |  |   |  |  |  |  |  |    |          |          |        |          |
| 1. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml       | cart   | 2  |  | 2  |  |  |  | 2 |  |  |  |  |  | 6  | 588.54   | 3,531.24 |        |          |
| 2. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml    | cart   | 2  |  | 2  |  |  |  | 2 |  |  |  |  |  | 6  | 706.86   | 4,241.16 |        |          |
| <b>OFFICE SUPPLIES</b>                                  |        |    |  |    |  |  |  |   |  |  |  |  |  |    |          |          |        |          |
| 1. Ballpen ( Black)                                     | pcs    | 20 |  | 20 |  |  |  |   |  |  |  |  |  | 40 | 5.00     | 200.00   |        |          |
| 2. Book Ends  | set    | 4  |  |    |  |  |  |   |  |  |  |  |  | 4  | 150.00   | 600.00   |        |          |
| 3. Correction tape                                      | pcs    | 5  |  |    |  |  |  |   |  |  |  |  |  | 5  | 30.00    | 150.00   |        |          |
| 4. Double Adhesive Tape                                 | pcs    | 5  |  | 5  |  |  |  |   |  |  |  |  |  | 10 | 35.00    | 350.00   |        |          |
| 5. Molar File   | pc     | 3  |  |    |  |  |  |   |  |  |  |  |  | 3  | 95.00    | 285.00   |        |          |
| 6. Rubber Stamps  | pc     | 2  |  |    |  |  |  |   |  |  |  |  |  | 2  | 50.00    | 100.00   |        |          |
| 7. Slide binders (long)                                 | pc     | 10 |  | 10 |  |  |  |   |  |  |  |  |  | 20 | 6.00     | 120.00   |        |          |
| 8. Slide Binders (short)                                | pc     | 10 |  | 10 |  |  |  |   |  |  |  |  |  | 20 | 5.00     | 100.00   |        |          |
| 9. Cord, Nylon  | roll   | 2  |  |    |  |  |  |   |  |  |  |  |  | 2  | 46.50    | 93.00    |        |          |
| 10. Ruler, Metal 18"                                    | pc     | 1  |  |    |  |  |  |   |  |  |  |  |  | 1  | 100.00   | 100.00   |        |          |
| <b>PAPER MATERIALS AND PRODUCTS</b>                     |        |    |  |    |  |  |  |   |  |  |  |  |  |    |          |          |        |          |
| 1. Paper, Bond (colored), Legal size                    | ream   | 2  |  | 1  |  |  |  |   |  |  |  |  |  | 3  | 180.00   | 540.00   |        |          |
| 2. Paper, Bond (colored), short size                    | ream   | 2  |  | 1  |  |  |  |   |  |  |  |  |  | 3  | 150.00   | 450.00   |        |          |
| 3. Manila Paper   | pcs    | 48 |  |    |  |  |  |   |  |  |  |  |  | 48 | 3.00     | 144.00   |        |          |
| 4. Morocco Paper  | pcs    | 5  |  |    |  |  |  |   |  |  |  |  |  | 5  | 65.00    | 325.00   |        |          |
| 5. Paper, Photo, Legal Size                             | pack   | 3  |  |    |  |  |  |   |  |  |  |  |  | 3  | 300.00   | 900.00   |        |          |
| 6. Paper, Bond, Short size                              | ream   | 5  |  | 5  |  |  |  | 5 |  |  |  |  |  | 20 | 150.00   | 3,000.00 |        |          |
| 7. Paper, Specialty, 10pcs/pack, short size             | pack   | 10 |  |    |  |  |  |   |  |  |  |  |  | 10 | 35.00    | 350.00   |        |          |
| 8. Paper, Sticker, A4 size                              | pack   | 5  |  |    |  |  |  |   |  |  |  |  |  | 5  | 38.00    | 190.00   |        |          |
| <b>Electrical equipment and components and supplies</b> |        |    |  |    |  |  |  |   |  |  |  |  |  |    |          |          |        |          |
| 1. Battery, 9V size                                     | packet | 3  |  | 3  |  |  |  |   |  |  |  |  |  | 6  | 78.00    | 468.00   |        |          |
| <b>Computer Supplies</b>                                |        |    |  |    |  |  |  |   |  |  |  |  |  |    |          |          |        |          |
| 1. Ink Refill (Bottomless), Black, 500ml                | btl    | 2  |  |    |  |  |  |   |  |  |  |  |  | 2  | 450.00   | 900.00   |        |          |
| 2. Ink Refill (Bottomless), Cyan, 500ml.                | btl    | 2  |  |    |  |  |  |   |  |  |  |  |  | 2  | 450.00   | 900.00   |        |          |
| 3. Ink Refill (Bottomless), Magenta, 500ml.             | btl    | 2  |  |    |  |  |  |   |  |  |  |  |  | 2  | 450.00   | 900.00   |        |          |
| 4. Ink Refill (Bottomless), Yellow, 500ml.              | btl    | 2  |  |    |  |  |  |   |  |  |  |  |  | 2  | 450.00   | 900.00   |        |          |
| <b>Computer Equipment and Accessories</b>               |        |    |  |    |  |  |  |   |  |  |  |  |  |    |          |          |        |          |
| 1. Printer, Epson T13 w/ bottomless ink kit             | unit   | 2  |  |    |  |  |  |   |  |  |  |  |  | 2  | 4,500.00 | 9,000.00 |        |          |

TOTAL: .....

52,889.12

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....

5,288.91

APPROVED BUDGET: .....

**58,178.03**

**XI. DISTRIBUTION NETWORK**

| Item & Specifications                          | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       | ** PS Price Catalogue as of | Total Amount |           |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------------------------|--------------|-----------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |                             |              |           |
| <b>*Other SUPPLIES</b>                         |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |                             |              |           |
| 1. Raincoat                                    | pieces          | 25                   |     |       |       |     |      |      |     |      |     |     |     |       | 25                          | 600.00       | 15,000.00 |
| <b>*TOOLS, EQUIPMENT AND OTHER ACCESSORIES</b> |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |                             |              |           |
| 1. Shovel (bronco)                             | pieces          | 5                    |     |       | 5     |     |      | 5    |     |      |     |     | 10  |       | 25                          | 500.00       | 12,500.00 |
| 2. Ball hammer (small)                         | pieces          | 1                    |     |       |       |     |      | 1    |     |      |     |     |     | 2     | 750.00                      | 1,500.00     |           |
| 3. Saw Blade                                   | pieces          | 5                    |     |       | 5     |     |      | 5    |     |      |     |     | 5   |       | 20                          | 80.00        | 1,600.00  |
| 4. Grinding Disc 4"                            | pieces          |                      |     |       | 5     |     |      |      |     |      |     |     | 5   |       | 10                          | 100.00       | 1,000.00  |
| 5. Concrete Cutter Blade                       | piece           | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 750.00                      | 750.00       |           |
| 6. Welding Rods                                | kgs.            | 5                    |     |       | 5     |     |      | 5    |     |      |     |     | 5   |       | 20                          | 100.00       | 2,000.00  |
| 7. Padlocks (small)                            | pieces          |                      |     |       | 2     |     |      |      |     |      |     |     |     |       | 2                           | 250.00       | 500.00    |
| 8. Padlocks (big)                              | pieces          | 3                    |     |       | 3     |     |      | 3    |     |      |     |     | 3   |       | 12                          | 500.00       | 6,000.00  |
| 9. Combination Wrench #12-32                   | sets            |                      |     |       | 2     |     |      |      |     |      |     |     |     |       | 2                           | 3,000.00     | 6,000.00  |
| 10. Steel Plate (3/4", 1")                     | kgs.            |                      |     |       |       |     |      | 100  |     |      |     |     |     | 100   | 155.00                      | 15,500.00    |           |
| 11. Bolts & Nuts (3/8"-3/4")                   | pieces          | 20                   |     |       | 20    |     |      | 20   |     |      |     |     | 15  |       | 75                          | 25.00        | 1,875.00  |
| 12. Portable Lighting Equipment                | set             | 1                    |     |       |       |     |      |      |     |      |     |     |     | 1     | 5,000.00                    | 5,000.00     |           |
| <b>*Plumbing Materials</b>                     |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |                             |              |           |
| 1. 400mm CI Sleeve Type Couplings              | pieces          | 4                    |     |       |       |     |      |      |     |      |     |     |     | 4     | 26,000.00                   | 104,000.00   |           |
| 2. 355mm CI Sleeve Type Couplings              | pieces          | 4                    |     |       |       |     |      |      |     |      |     |     |     | 4     | 22,000.00                   | 88,000.00    |           |
| 3. 315mm CI Sleeve Type Couplings              | pieces          | 25                   |     |       |       |     |      |      |     |      |     |     |     | 25    | 18,500.00                   | 462,500.00   |           |
| 4. 250mm CI Sleeve Type Couplings              | pieces          | 10                   |     |       |       |     |      |      |     |      |     |     |     | 10    | 12,500.00                   | 125,000.00   |           |
| 5. 200mm CI Sleeve Type Couplings              | pieces          | 10                   |     |       |       |     |      |      |     |      |     |     |     | 10    | 8,500.00                    | 85,000.00    |           |
| 7. 110mm CI Sleeve Type Couplings              | pieces          | 20                   |     |       |       |     |      |      |     |      |     |     |     | 20    | 4,000.00                    | 80,000.00    |           |
| 8. 90mm CI Sleeve Type Couplings               | pieces          | 15                   |     |       |       |     |      |      |     |      |     |     |     | 15    | 3,500.00                    | 52,500.00    |           |
| 9. 75mm CI Sleeve Type Couplings               | pieces          | 15                   |     |       |       |     |      |      |     |      |     |     |     | 15    | 3,000.00                    | 45,000.00    |           |
| 10. 63mm CI Sleeve Type Couplings              | pieces          | 10                   |     |       |       |     |      |      |     |      |     |     |     | 10    | 2,500.00                    | 25,000.00    |           |
| 11. 50mm CI Sleeve Type Couplings              | pieces          | 25                   |     |       |       |     |      |      |     |      |     |     |     | 25    | 2,000.00                    | 50,000.00    |           |
| 12. 355mm CI Saddle Clamps x 25mm              | pieces          | 5                    |     |       |       |     |      |      |     |      |     |     |     | 5     | 4,000.00                    | 20,000.00    |           |
| 13. 315mm CI Saddle Clamps x 25mm              | pieces          | 25                   |     |       |       |     |      |      |     |      |     |     |     | 25    | 3,500.00                    | 87,500.00    |           |
| 14. 250mm CI Saddle Clamps x 25mm              | pieces          | 25                   |     |       |       |     |      |      |     |      |     |     |     | 25    | 3,000.00                    | 75,000.00    |           |
| 15. 200mm CI Saddle Clamps x 25mm              | pieces          | 25                   |     |       |       |     |      |      |     |      |     |     |     | 25    | 2,500.00                    | 62,500.00    |           |

|  |        |      |  |     |  |     |  |     |  |     |  |  |  |      |           |            |
|--|--------|------|--|-----|--|-----|--|-----|--|-----|--|--|--|------|-----------|------------|
| 16. 160mm CI Saddle Clamps x 25mm          | pieces | 15   |  |     |  |     |  |     |  |     |  |  |  | 15   | 2,000.00  | 30,000.00  |
| 17. 110mm CI Saddle Clamps x 25mm          | pieces | 20   |  |     |  |     |  |     |  |     |  |  |  | 20   | 1,500.00  | 30,000.00  |
| 18. 90mm CI Saddle Clamps x 25mm           | pieces | 20   |  |     |  |     |  |     |  |     |  |  |  | 20   | 1,000.00  | 20,000.00  |
| 19. 75mm CI Saddle Clamps x 25mm           | pieces | 30   |  |     |  |     |  |     |  |     |  |  |  | 30   | 800.00    | 24,000.00  |
| 20. 50mm CI Saddle Clamps x 25mm           | pieces | 30   |  |     |  |     |  |     |  |     |  |  |  | 30   | 600.00    | 18,000.00  |
| 21. Water Meter 1/2"                       | pieces | 1100 |  |     |  |     |  |     |  |     |  |  |  | 1100 | 900.00    | 990,000.00 |
| 22. PE Tubing 1/2", SDR-11 x 300m          | rolls  | 5    |  |     |  |     |  |     |  |     |  |  |  | 5    | 4,500.00  | 22,500.00  |
| 23. PE Tubing 3/4", SDR-11 x 150m          | rolls  | 5    |  |     |  |     |  |     |  |     |  |  |  | 5    | 4,500.00  | 22,500.00  |
| 24. PE Tubing 1", SDR-11 x 100m            | rolls  | 5    |  |     |  |     |  |     |  |     |  |  |  | 5    | 4,500.00  | 22,500.00  |
| 25. GI Union Patente 1/2"                  | pieces | 200  |  | 200 |  | 200 |  | 200 |  | 200 |  |  |  | 800  | 35.00     | 28,000.00  |
| 26. GI Union Patente 3/4"                  | pieces | 75   |  | 75  |  | 75  |  | 75  |  | 75  |  |  |  | 300  | 45.00     | 13,500.00  |
| 27. GI Union Patente 1"                    | pieces | 50   |  | 50  |  | 50  |  | 50  |  | 50  |  |  |  | 200  | 55.00     | 11,000.00  |
| 28. St. Coupling Adaptor (SCA) x 1" x 1/4" | pieces | 5    |  | 5   |  | 5   |  | 5   |  | 5   |  |  |  | 20   | 750.00    | 15,000.00  |
| 29. St. Coupling Adaptor (SCA) x 1"        | pieces | 5    |  | 5   |  | 5   |  | 5   |  | 5   |  |  |  | 20   | 450.00    | 9,000.00   |
| 30. St. Coupling Adaptor (SCA) x 3/4"      | pieces | 5    |  | 5   |  | 5   |  | 5   |  | 5   |  |  |  | 20   | 350.00    | 7,000.00   |
| 31. St. Coupling Adaptor (SCA) x 1/2"      | pieces | 5    |  | 5   |  | 5   |  | 5   |  | 5   |  |  |  | 20   | 200.00    | 4,000.00   |
| 32. Corporation Stop x 1"                  | pieces | 5    |  |     |  | 5   |  |     |  |     |  |  |  | 10   | 1,500.00  | 15,000.00  |
| 33. Corporation Stop x 3/4"                | pieces | 5    |  |     |  | 5   |  |     |  |     |  |  |  | 10   | 1,000.00  | 10,000.00  |
| 34. Lead Sheet                             | pieces | 5    |  | 5   |  | 5   |  | 5   |  | 5   |  |  |  | 20   | 250.00    | 5,000.00   |
| 35. GI Plug 1/2"                           | pieces | 350  |  | 350 |  | 350 |  | 350 |  | 350 |  |  |  | 1400 | 15.00     | 21,000.00  |
| 36. GI Plug 3/4"                           | pieces | 125  |  | 125 |  | 125 |  | 125 |  | 125 |  |  |  | 500  | 24.00     | 12,000.00  |
| 37. GI Coupling 1/2"                       | pieces | 100  |  | 100 |  | 100 |  | 100 |  | 100 |  |  |  | 400  | 15.00     | 6,000.00   |
| 38. Teflon Tape 1/2"                       | pieces | 625  |  | 625 |  | 625 |  | 625 |  | 625 |  |  |  | 2500 | 12.00     | 30,000.00  |
| 39. Neoprene Gasket                        | pieces | 5    |  | 5   |  | 5   |  | 5   |  | 5   |  |  |  | 20   | 1,750.00  | 35,000.00  |
| 40. Rubber Gasket                          | pieces | 5    |  | 5   |  | 5   |  | 5   |  | 5   |  |  |  | 20   | 500.00    | 10,000.00  |
| 41. Copper Tube 3/8"                       | fts.   |      |  | 25  |  |     |  |     |  | 25  |  |  |  | 50   | 50.00     | 2,500.00   |
| 42. Copper Tube 1/2"                       | fts.   |      |  | 25  |  |     |  |     |  | 25  |  |  |  | 50   | 70.00     | 3,500.00   |
| 43. Gate Valve 1" (brass)                  | pieces | 10   |  | 10  |  | 10  |  | 20  |  |     |  |  |  | 50   | 600.00    | 30,000.00  |
| 44. Gate Valve 3/4" (brass)                | pieces | 10   |  | 10  |  | 10  |  | 20  |  |     |  |  |  | 50   | 300.00    | 15,000.00  |
| 45. 400mm Combi Flange w/ gasket           | pieces | 3    |  |     |  |     |  |     |  |     |  |  |  | 3    | 35,000.00 | 105,000.00 |
| 46. 355mm Combi Flange w/ gasket           | pieces | 3    |  |     |  |     |  |     |  |     |  |  |  | 3    | 25,000.00 | 75,000.00  |
| 47. 315mm Combi Flange w/ gasket           | pieces | 3    |  |     |  |     |  |     |  |     |  |  |  | 3    | 18,000.00 | 54,000.00  |
| 48. 250mm Combi Flange w/ gasket           | pieces | 3    |  |     |  |     |  |     |  |     |  |  |  | 3    | 15,000.00 | 45,000.00  |
| 49. 200mm Combi Flange w/ gasket           | pieces | 3    |  |     |  |     |  |     |  |     |  |  |  | 3    | 10,000.00 | 30,000.00  |
| 50. 160mm Combi Flange w/ gasket           | pieces | 3    |  |     |  |     |  |     |  |     |  |  |  | 3    | 6,000.00  | 18,000.00  |
| 51. 110mm Combi Flange w/ gasket           | pieces | 3    |  |     |  |     |  |     |  |     |  |  |  | 3    | 3,500.00  | 10,500.00  |
| 52. 75mm Combi Flange w/ gasket            | pieces | 3    |  |     |  |     |  |     |  |     |  |  |  | 3    | 3,500.00  | 10,500.00  |
| 53. 50mm Combi Flange w/ gasket            | pieces | 3    |  |     |  |     |  |     |  |     |  |  |  | 3    | 3,000.00  | 9,000.00   |
| 54. Valve Box Cover                        | pieces | 10   |  |     |  |     |  |     |  |     |  |  |  | 10   | 1,250.00  | 12,500.00  |

|   |                     |
|---|---------------------|
| TOTAL: .....  | 3,262,725.00        |
| TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION ..... | 326,272.50          |
| APPROVED BUDGET: .....                                | <b>3,588,997.50</b> |

**XII. PRODUCTION SECTION**

| Item & Specifications                                      | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     | PS Price Catalogue as of (09.12.2011) | Total Amount |        |           |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|---------------------------------------|--------------|--------|-----------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |                                       |              | Total  |           |
| <b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>          |                 |                      |     |       |       |     |      |      |     |      |     |     |     |                                       |              |        |           |
| <b>COMMON ELECTRICAL SUPPLIES</b>                          |                 |                      |     |       |       |     |      |      |     |      |     |     |     |                                       |              |        |           |
| 1. BATTERY, size AA, alkaline, 2 pcs./packet               | packet          |                      |     | 200   |       |     |      |      |     |      |     |     |     |                                       | 200          | 36.40  | 7,280.00  |
| 2. FLUORESCENT LIGHTING FIXTURE, 1 x 40W                   | set             |                      |     | 50    |       |     |      |      |     |      |     |     |     |                                       | 50           | 368.94 | 18,447.00 |
| 3. SL BULB 18 WATTS  | piece           |                      |     | 100   |       |     |      |      |     |      |     |     |     |                                       | 100          | 32.14  | 3,214.00  |
| 4. TAPE, electrical  | roll            |                      |     | 24    |       |     |      |      |     |      |     |     |     |                                       | 24           | 18.20  | 436.80    |
| <b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>                |                 |                      |     |       |       |     |      |      |     |      |     |     |     |                                       |              |        |           |
| 1. FLASH DRIVE, 4GB, USB 2.0, plug and play                | piece           |                      |     | 3     |       |     |      |      |     |      |     |     |     |                                       | 3            | 292.08 | 876.24    |
| <b>COMMON OFFICE SUPPLIES</b>                              |                 |                      |     |       |       |     |      |      |     |      |     |     |     |                                       |              |        |           |
| 1. ALCOHOL, 70%, ethyl                                     | bottle          |                      |     | 2     |       |     |      |      |     |      |     |     |     |                                       | 2            | 37.70  | 75.40     |
| 2. CLIP, backfold, 25mm, 12s/box                           | box             |                      |     | 4     |       |     |      |      |     |      |     |     |     |                                       | 4            | 15.60  | 62.40     |
| 3. CLIP, backfold, 50mm, 12s/box                           | box             |                      |     | 2     |       |     |      |      |     |      |     |     |     |                                       | 2            | 43.68  | 87.36     |
| 4. FOLDER, tagboard, legal size, 100s/box                  | pack            |                      |     | 100   |       |     |      |      |     |      |     |     |     |                                       | 100          | 413.92 | 41,392.00 |
| 5. FOLDER, tagboard, A4 size, 100s/box                     | pack            |                      |     | 25    |       |     |      |      |     |      |     |     |     |                                       | 25           | 253.76 | 6,344.00  |
| 6. GLUE, all purpose, 300 grams min.                       | jar             |                      |     | 2     |       |     |      |      |     |      |     |     |     |                                       | 2            | 37.43  | 74.86     |
| 7. MARKER, fluorescent, 3 colors/set                       | set             |                      |     | 4     |       |     |      |      |     |      |     |     |     |                                       | 4            | 41.60  | 166.40    |
| 8. MARKING PEN, whiteboard, black                          | piece           |                      |     | 4     |       |     |      |      |     |      |     |     |     |                                       | 4            | 15.08  | 60.32     |
| 9. MARKING PEN, whiteboard, blue                           | piece           |                      |     | 4     |       |     |      |      |     |      |     |     |     |                                       | 4            | 15.08  | 60.32     |
| 10. MARKING PEN, whiteboard, red                           | piece           |                      |     | 4     |       |     |      |      |     |      |     |     |     |                                       | 4            | 15.08  | 60.32     |
| 11. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm | ream            |                      |     | 24    |       |     |      |      |     |      |     |     |     |                                       | 24           | 104.80 | 2,515.20  |
| 12. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)            | ream            |                      |     | 12    |       |     |      |      |     |      |     |     |     |                                       | 12           | 145.60 | 1,747.20  |
| 13. PAPER FASTENER, for paper, metal, 50 sets/box          | box             |                      |     | 2     |       |     |      |      |     |      |     |     |     |                                       | 2            | 82.04  | 164.08    |
| 14. PAPER CLIP, gem type, jumbo, 48mm, 100s/box            | box             |                      |     | 2     |       |     |      |      |     |      |     |     |     |                                       | 2            | 15.60  | 31.20     |
| 15. PAPER CLIP, gem type, 32mm, 100s/box                   | box             |                      |     | 4     |       |     |      |      |     |      |     |     |     |                                       | 4            | 8.84   | 35.36     |
| 16. PENCIL, lead, w/eraser, one(1) dozen per box           | box             |                      |     | 2     |       |     |      |      |     |      |     |     |     |                                       | 2            | 24.89  | 49.78     |
| 17. RECORD BOOK, 300 pages, Smyth sewn                     | book            |                      |     | 24    |       |     |      |      |     |      |     |     |     |                                       | 24           | 50.44  | 1,210.56  |
| 18. RECORD BOOK, 500 pages, Smyth sewn                     | book            |                      |     | 12    |       |     |      |      |     |      |     |     |     |                                       | 12           | 88.40  | 1,060.80  |
| 19. RULER, plastic, 300mm                                  | piece           |                      |     | 2     |       |     |      |      |     |      |     |     |     |                                       | 2            | 3.64   | 7.28      |
| 20. SIGN PEN, black  | piece           |                      |     | 12    |       |     |      |      |     |      |     |     |     |                                       | 12           | 41.48  | 497.76    |
| 21. SIGN PEN, blue   | piece           |                      |     | 2     |       |     |      |      |     |      |     |     |     |                                       | 2            | 41.48  | 82.96     |
| 22. SIGN PEN, red  | piece           |                      |     | 2     |       |     |      |      |     |      |     |     |     |                                       | 2            | 41.48  | 82.96     |
| 23. STAMP PAD INK, violet, 50mL                            | bottle          |                      |     | 1     |       |     |      |      |     |      |     |     |     |                                       | 1            | 27.04  | 27.04     |
| 24. STAMP PAD, felt pad, min 60mm x 100mm                  | piece           |                      |     | 2     |       |     |      |      |     |      |     |     |     |                                       | 2            | 24.96  | 49.92     |
| 25. STAPLE WIRE, standard, #35                             | box             |                      |     | 2     |       |     |      |      |     |      |     |     |     |                                       | 2            | 25.98  | 51.96     |

|   |          |  |    |  |  |  |  |  |  |  |  |    |          |          |
|---|----------|--|----|--|--|--|--|--|--|--|--|----|----------|----------|
| 26. TAPE, masking, 24mm, 50 meters length   | roll     |  | 30 |  |  |  |  |  |  |  |  | 30 | 41.60    | 1,248.00 |
| 27. TAPE, masking, 48mm, 50 meters length   | roll     |  | 6  |  |  |  |  |  |  |  |  | 6  | 83.82    | 502.92   |
| 28. TAPE, transparent, 24mm, 50 meters  | roll     |  | 24 |  |  |  |  |  |  |  |  | 24 | 10.87    | 260.88   |
| 29. TAPE, packaging, 48mm, 50 meters length   | roll     |  | 6  |  |  |  |  |  |  |  |  | 6  | 19.24    | 115.44   |
| 30. TOILET TISSUE, 12 rolls/pack  | pack     |  | 2  |  |  |  |  |  |  |  |  | 2  | 61.15    | 122.30   |
| 31. TWINE, plastic, one kilo per roll   | roll     |  | 2  |  |  |  |  |  |  |  |  | 2  | 57.20    | 114.40   |
| <b>COMMON OFFICE DEVICES</b>  |          |  |    |  |  |  |  |  |  |  |  |    |          |          |
| 1. BLADE, heavy duty cutter(L500), 10 pcs./pack   | pack     |  | 2  |  |  |  |  |  |  |  |  | 2  | 10.40    | 20.80    |
| 2. CUTTER, heavy duty   | piece    |  | 2  |  |  |  |  |  |  |  |  | 2  | 27.04    | 54.08    |
| 3. PUNCHER, heavy duty  | piece    |  | 1  |  |  |  |  |  |  |  |  | 1  | 114.40   | 114.40   |
| 4. SCISSORS, (6")   | pair     |  | 2  |  |  |  |  |  |  |  |  | 2  | 18.72    | 37.44    |
| 5. SHARPENER, single cutterhead   | piece    |  | 1  |  |  |  |  |  |  |  |  | 1  | 147.35   | 147.35   |
| 7. STAPLER, heavy duty, standard  | piece    |  | 2  |  |  |  |  |  |  |  |  | 2  | 162.84   | 325.68   |
| 8. STAPLE REMOVER, twin jaws  | piece    |  | 2  |  |  |  |  |  |  |  |  | 2  | 19.64    | 39.28    |
| 9. TAPE DISPENSER, heavy duty, for 24mm(1")   | piece    |  | 2  |  |  |  |  |  |  |  |  | 2  | 40.23    | 80.46    |
| 10. WASTE BASKET, plastic   | piece    |  | 2  |  |  |  |  |  |  |  |  | 2  | 20.99    | 41.98    |
| <b>COMMON JANITORIAL SUPPLIES</b>   |          |  |    |  |  |  |  |  |  |  |  |    |          |          |
| 1. BATHROOM SOAP, 70gms.  | piece    |  | 6  |  |  |  |  |  |  |  |  | 6  | 14.56    | 87.36    |
| 2. BROOM, soft (tambo)  | piece    |  | 6  |  |  |  |  |  |  |  |  | 6  | 119.60   | 717.60   |
| 3. BROOM, STICK (tingting)  | piece    |  | 6  |  |  |  |  |  |  |  |  | 6  | 19.76    | 118.56   |
| 4. CLEANSER, powder, 350gms.  | canister |  | 2  |  |  |  |  |  |  |  |  | 2  | 17.32    | 34.64    |
| 5. DETERGENT POWDER, all purpose, 500gms.   | pouch    |  | 12 |  |  |  |  |  |  |  |  | 12 | 17.16    | 205.92   |
| 6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar   | bar      |  | 2  |  |  |  |  |  |  |  |  | 2  | 23.92    | 47.84    |
| 7. DISINFECTANT SPRAY, 400 grams net content  | can      |  | 6  |  |  |  |  |  |  |  |  | 6  | 239.20   | 1,435.20 |
| 8. DUST PAN, non-rigid plastic, with detachable handle  | piece    |  | 2  |  |  |  |  |  |  |  |  | 2  | 26.00    | 52.00    |
| 9. INSECTICIDE, 600mL (420g) /can   | can      |  | 6  |  |  |  |  |  |  |  |  | 6  | 116.48   | 698.88   |
| 10. MOPHANDLE, screw type, wooden handle  | piece    |  | 2  |  |  |  |  |  |  |  |  | 2  | 83.20    | 166.40   |
| 11. MOPHEAD, 100% rayon, 400g   | piece    |  | 6  |  |  |  |  |  |  |  |  | 6  | 71.76    | 430.56   |
| 12. RAG, COTTON, (7") in diameter   | kilo     |  | 5  |  |  |  |  |  |  |  |  | 5  | 43.68    | 218.40   |
| 13. SCOURING PAD, economy size  | pack     |  | 6  |  |  |  |  |  |  |  |  | 6  | 131.96   | 791.76   |
| 14. TOILET BOWL & URINAL CLEANER, 900ml   | bottle   |  | 6  |  |  |  |  |  |  |  |  | 6  | 62.40    | 374.40   |
| 15. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack   | box      |  | 12 |  |  |  |  |  |  |  |  | 12 | 33.28    | 399.36   |
| 15. TRASHBAG, plastic, black, (XL)  | roll     |  | 2  |  |  |  |  |  |  |  |  | 2  | 103.79   | 207.58   |
| <b>LEGAL SIZE PAPER</b>   |          |  |    |  |  |  |  |  |  |  |  |    |          |          |
| 1. PAPER, bond, Premium Grade   | ream     |  | 12 |  |  |  |  |  |  |  |  | 12 | 119.22   | 1,430.64 |
| 2. PAPER, mimeo, Groundwood   | ream     |  | 12 |  |  |  |  |  |  |  |  | 12 | 91.52    | 1,098.24 |
| <b>COMMON OFFICE EQUIPMENT</b>  |          |  |    |  |  |  |  |  |  |  |  |    |          |          |
| 1. AIRPOT, 4.0 liters, w/ dispenser   | unit     |  | 1  |  |  |  |  |  |  |  |  | 1  | 1,144.00 | 1,144.00 |
| 2. ELECTRIC FAN, with stand   | unit     |  | 2  |  |  |  |  |  |  |  |  | 2  | 764.40   | 1,528.80 |
| 3. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology with sealed maintenance free batteries, 500 VA - 600 VA      | unit     |  | 3  |  |  |  |  |  |  |  |  | 3  | 2,038.40 | 6,115.20 |
| <b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b> |          |  |    |  |  |  |  |  |  |  |  |    |          |          |
| <b>OFFICE EQUIPMENT AND ACCESSORIES</b>   |          |  |    |  |  |  |  |  |  |  |  |    |          |          |
| 1. AVR  | unit     |  | 3  |  |  |  |  |  |  |  |  | 3  | 1,200.00 | 3,600.00 |

|   |        |  |  |     |  |  |  |  |  |  |  |  |  |     |           |           |
|---|--------|--|--|-----|--|--|--|--|--|--|--|--|--|-----|-----------|-----------|
| 2. Rice Cooker  | unit   |  |  | 1   |  |  |  |  |  |  |  |  |  | 1   | 1,000.00  | 1,000.00  |
| <b>OFFICE SUPPLIES</b>                                  |        |  |  |     |  |  |  |  |  |  |  |  |  |     |           |           |
| 1. Ballpen ( Black)                                     | pcs    |  |  | 120 |  |  |  |  |  |  |  |  |  | 240 | 5.00      | 1,200.00  |
| 2. Ballpen ( rED)                                       | pcs    |  |  | 12  |  |  |  |  |  |  |  |  |  | 12  | 5.00      | 60.00     |
| 3. Correction tape                                      | pcs    |  |  | 24  |  |  |  |  |  |  |  |  |  | 24  | 30.00     | 720.00    |
| <b>CLEANING EQUIPMENT AND SUPPLIES</b>                  |        |  |  |     |  |  |  |  |  |  |  |  |  |     |           |           |
| 1. Liquid Soap  | liter  |  |  | 2   |  |  |  |  |  |  |  |  |  | 2   | 350.00    | 700.00    |
| 2. Muriatic Acid  | bottle |  |  | 2   |  |  |  |  |  |  |  |  |  | 2   | 200.00    | 400.00    |
| 3. Diswashing Liquid                                    | bottle |  |  | 10  |  |  |  |  |  |  |  |  |  | 10  | 125.00    | 1,250.00  |
| 5. Zonrox Bleach  | galoon |  |  | 1   |  |  |  |  |  |  |  |  |  | 1   | 150.00    | 150.00    |
| 7. Keyboard Duster                                      | piece  |  |  | 2   |  |  |  |  |  |  |  |  |  | 2   | 80.00     | 160.00    |
| 8. Dust/Respiratory mask                                | pieces |  |  | 100 |  |  |  |  |  |  |  |  |  | 100 | 66.00     | 6,600.00  |
| 9. Chemical hand gloves                                 | pairs  |  |  | 20  |  |  |  |  |  |  |  |  |  | 20  | 132.00    | 2,640.00  |
| 10. Plastic brush w/ handle                             | pieces |  |  | 20  |  |  |  |  |  |  |  |  |  | 20  | 300.00    | 6,000.00  |
| 11. Grascutterblade                                     | pieces |  |  | 24  |  |  |  |  |  |  |  |  |  | 24  | 360.00    | 8,640.00  |
| <b>Electrical equipment and components and supplies</b> |        |  |  |     |  |  |  |  |  |  |  |  |  |     |           |           |
| 1. Circuit breaker NF100-Cs, 100 amp.                   | piece  |  |  | 1   |  |  |  |  |  |  |  |  |  | 1   | 11,520.00 | 11,520.00 |
| 2. Circuit breaker NF60-Cs, 60 amp.                     | piece  |  |  | 1   |  |  |  |  |  |  |  |  |  | 1   | 6,480.00  | 6,480.00  |
| <b>Computer Supplies</b>                                |        |  |  |     |  |  |  |  |  |  |  |  |  |     |           |           |
| 1. Ink Refill (Bottomless), Black, 500ml                | btl    |  |  | 4   |  |  |  |  |  |  |  |  |  | 4   | 450.00    | 1,800.00  |
| 2. Ink Refill (Bottomless), Cyan, 500ml.                | btl    |  |  | 2   |  |  |  |  |  |  |  |  |  | 2   | 450.00    | 900.00    |
| 3. Ink Refill (Bottomless), Magenta, 500ml.             | btl    |  |  | 2   |  |  |  |  |  |  |  |  |  | 2   | 450.00    | 900.00    |
| 4. Ink Refill (Bottomless), Yellow, 500ml.              | btl    |  |  | 2   |  |  |  |  |  |  |  |  |  | 2   | 450.00    | 900.00    |
| <b>*Other SUPPLIES</b>                                  |        |  |  |     |  |  |  |  |  |  |  |  |  |     |           |           |
| 1. Raincoat   | pieces |  |  | 25  |  |  |  |  |  |  |  |  |  | 25  | 600.00    | 15,000.00 |
| 2. Rain boots   | pairs  |  |  | 25  |  |  |  |  |  |  |  |  |  | 25  | 1,500.00  | 37,500.00 |
| <b>*TOOLS, EQUIPMENT AND OTHER ACCESSORIES</b>          |        |  |  |     |  |  |  |  |  |  |  |  |  |     |           |           |
| 1. Long Nose  | piece  |  |  | 2   |  |  |  |  |  |  |  |  |  | 2   | 200.00    | 400.00    |
| 2. Screw Driver   | set    |  |  | 1   |  |  |  |  |  |  |  |  |  | 1   | 500.00    | 500.00    |
| 3. Steel Saw  | piece  |  |  | 1   |  |  |  |  |  |  |  |  |  | 1   | 300.00    | 300.00    |
| 4. Soldering Gun  | piece  |  |  | 1   |  |  |  |  |  |  |  |  |  | 1   | 500.00    | 500.00    |
| 5. Woodsaw  | piece  |  |  | 1   |  |  |  |  |  |  |  |  |  | 1   | 250.00    | 250.00    |
| 6. Shovel (bronco)                                      | pieces |  |  | 6   |  |  |  |  |  |  |  |  |  | 6   | 500.00    | 3,000.00  |
| 7. Saw Blade  | pieces |  |  | 6   |  |  |  |  |  |  |  |  |  | 6   | 80.00     | 480.00    |
| 8. Grinding Disc 4"                                     | pieces |  |  | 2   |  |  |  |  |  |  |  |  |  | 2   | 100.00    | 200.00    |
| 9. Concrete Cutter Blade                                | piece  |  |  | 2   |  |  |  |  |  |  |  |  |  | 2   | 750.00    | 1,500.00  |
| 10. Welding Rods  | kgs.   |  |  | 5   |  |  |  |  |  |  |  |  |  | 5   | 100.00    | 500.00    |
| 11. Padlocks (small)                                    | pieces |  |  | 6   |  |  |  |  |  |  |  |  |  | 6   | 250.00    | 1,500.00  |
| 12. Padlocks (big)                                      | pieces |  |  | 6   |  |  |  |  |  |  |  |  |  | 6   | 500.00    | 3,000.00  |

|   |        |  |  |     |  |  |  |  |  |  |  |  |  |  |     |          |            |
|---|--------|--|--|-----|--|--|--|--|--|--|--|--|--|--|-----|----------|------------|
| 13. Combination Wrench #12-32   | sets   |  |  | 1   |  |  |  |  |  |  |  |  |  |  | 1   | 1,500.00 | 1,500.00   |
| 14. Portable Lighting Equipment   | set    |  |  | 2   |  |  |  |  |  |  |  |  |  |  | 2   | 4,000.00 | 8,000.00   |
| <b>*Chemicals (Water Treatment/Water Quality testing)</b>               |        |  |  |     |  |  |  |  |  |  |  |  |  |  |     |          |            |
| 1. Aluminum Sulfate , 50 kg./bag  | bag    |  |  | 650 |  |  |  |  |  |  |  |  |  |  | 650 | 1,450.00 | 942,500.00 |
| 2. 70% Chlorine, granular, 45 kg./drum                                  | pail   |  |  | 100 |  |  |  |  |  |  |  |  |  |  | 100 | 6,550.00 | 655,000.00 |
| 3. OTO Solution, 8 oz./bottle   | bottle |  |  | 15  |  |  |  |  |  |  |  |  |  |  | 15  | 1,060.00 | 15,900.00  |
| 4. OTO PH solution, 8 oz./bottle  | bottle |  |  | 10  |  |  |  |  |  |  |  |  |  |  | 10  | 1,060.00 | 10,600.00  |
| 5. Chlorine Test Kit  | set    |  |  | 10  |  |  |  |  |  |  |  |  |  |  | 10  | 2,500.00 | 25,000.00  |
| <b>*Gen. Set Supplies/Spare Parts</b>                                   |        |  |  |     |  |  |  |  |  |  |  |  |  |  |     |          |            |
| 1. Oil Filter ( Iveco gen. set )  | pieces |  |  | 12  |  |  |  |  |  |  |  |  |  |  | 12  | 3,432.00 | 41,184.00  |
| 2. Fuel Filter ( Iveco gen. set )                                       | pieces |  |  | 6   |  |  |  |  |  |  |  |  |  |  | 6   | 2,274.00 | 13,644.00  |
| 3. Engine oil SAE 15W40 ( 18 L/PAIL )                                   | PAIL   |  |  | 10  |  |  |  |  |  |  |  |  |  |  | 10  | 3,960.00 | 39,600.00  |
| 4. Flocculation mixer drive belt  | pieces |  |  | 4   |  |  |  |  |  |  |  |  |  |  | 4   | 3,000.00 | 12,000.00  |
| <b>*Chemical dosing pumps supplies/Spare Parts</b>                      |        |  |  |     |  |  |  |  |  |  |  |  |  |  |     |          |            |
| 1. Pump head  | pieces |  |  | 3   |  |  |  |  |  |  |  |  |  |  | 3   | 7,314.00 | 21,942.00  |
| 2. Diaphragm  | pieces |  |  | 6   |  |  |  |  |  |  |  |  |  |  | 6   | 9,925.00 | 59,550.00  |
| 3. Suction/discharge valve  | pieces |  |  | 2   |  |  |  |  |  |  |  |  |  |  | 2   | 7,662.00 | 15,324.00  |
| 4. PVC Manual ball valve 1/2"   | pieces |  |  | 12  |  |  |  |  |  |  |  |  |  |  | 12  | 1,742.00 | 20,904.00  |
| 5. PVC pipe connector 1/2"  | pieces |  |  | 6   |  |  |  |  |  |  |  |  |  |  | 6   | 5,224.00 | 31,344.00  |
| 6. PVC type Y-shaped strainer 1/2"                                      | pieces |  |  | 2   |  |  |  |  |  |  |  |  |  |  | 2   | 8,707.00 | 17,414.00  |
| 7. Chemical tank ( 100 liter cap. ) with 1/2" discharge pipe connection | pieces |  |  | 2   |  |  |  |  |  |  |  |  |  |  | 2   | 8,707.00 | 17,414.00  |

TOTAL: ..... 2,175,850.23  
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION ..... 217,585.02  
APPROVED BUDGET: ..... 2,393,435.25

**XIII. DZRP**

| Item & Specifications  | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     | ** PS Price Catalogue as of | Total Amount |       |        |          |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-----------------------------|--------------|-------|--------|----------|
|  |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |                             |              | Total |        |          |
| <b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |                             |              |       |        |          |
| <b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>  |                 |                      |     |       |       |     |      |      |     |      |     |     |     |                             |              |       |        |          |
| 1. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time | piece           | 100                  |     |       |       |     |      |      |     |      |     |     |     |                             |              | 100   | 8.79   | 879.00   |
| 2. DVD RECORDABLE, 16x speed, 4.7GB capacity   | piece           | 150                  |     |       |       |     |      |      |     |      |     |     |     |                             |              | 150   | 11.70  | 1,755.00 |
| 3. ALCOHOL, 70%, ethyl   | bottle          | 12                   |     |       |       |     |      |      |     |      |     |     |     |                             |              | 12    | 37.70  | 452.40   |
| 4. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box                                    | box             | 2                    |     |       |       |     |      |      |     |      |     |     |     |                             |              | 2     | 364.00 | 728.00   |
| 5. MARKER, permanent, black  | piece           | 4                    |     |       |       |     |      |      |     |      |     |     |     |                             |              | 4     | 13.50  | 54.00    |
| 6. MARKER, permanent, blue   | piece           | 4                    |     |       |       |     |      |      |     |      |     |     |     |                             |              | 4     | 13.50  | 54.00    |
| 7. MARKER, permanent, red  | piece           | 4                    |     |       |       |     |      |      |     |      |     |     |     |                             |              | 4     | 13.50  | 54.00    |
| 8. PAPER CLIP, gem type,jumbo, 48mm, 100s/box  | box             | 2                    |     |       |       |     |      |      |     |      |     |     |     |                             |              | 2     | 15.60  | 31.20    |

|   |        |    |  |  |  |  |  |  |  |  |  |  |  |    |        |          |
|---|--------|----|--|--|--|--|--|--|--|--|--|--|--|----|--------|----------|
| 9. PAPER CLIP, gem type, 32mm, 100s/box   | box    | 3  |  |  |  |  |  |  |  |  |  |  |  | 3  | 8.84   | 26.52    |
| 10. PENCIL, lead, w/eraser, One(1) dozen per box  | box    | 1  |  |  |  |  |  |  |  |  |  |  |  | 1  | 24.89  | 24.89    |
| 11. RECORD BOOK, 500 pages, smyth sewn  | book   | 5  |  |  |  |  |  |  |  |  |  |  |  | 5  | 88.40  | 442.00   |
| 12. STAPLE WIRE, standard, #35  | box    | 5  |  |  |  |  |  |  |  |  |  |  |  | 5  | 25.98  | 129.90   |
| 13. TOILET TISSUE, 12 rolls/pack  | pack   | 3  |  |  |  |  |  |  |  |  |  |  |  | 3  | 61.15  | 183.45   |
| <b>COMMON OFFICE DEVICES</b>  |        |    |  |  |  |  |  |  |  |  |  |  |  |    |        |          |
| 1. BLADE, heavy duty cutter(L500), 10 pcs./pack   | pack   | 2  |  |  |  |  |  |  |  |  |  |  |  | 2  | 10.40  | 20.80    |
| 2. CUTTER, heavy duty   | piece  | 2  |  |  |  |  |  |  |  |  |  |  |  | 2  | 27.04  | 54.08    |
| 3. SCISSORS, (6")   | pair   | 2  |  |  |  |  |  |  |  |  |  |  |  | 2  | 18.72  | 37.44    |
| <b>COMMON JANITORIAL SUPPLIES</b>   |        |    |  |  |  |  |  |  |  |  |  |  |  |    |        |          |
| 1. BROOM, soft (tambo)  | piece  | 8  |  |  |  |  |  |  |  |  |  |  |  | 8  | 119.60 | 956.80   |
| 2. BROOM, STICK (tingting)  | piece  | 8  |  |  |  |  |  |  |  |  |  |  |  | 8  | 19.76  | 158.08   |
| 3. DETERGENT POWDER, all purpose, 500gms.   | pouch  | 12 |  |  |  |  |  |  |  |  |  |  |  | 12 | 17.16  | 205.92   |
| 4. DUST PAN, non-rigid plastic, with detachable handle  | piece  | 4  |  |  |  |  |  |  |  |  |  |  |  | 4  | 26.00  | 104.00   |
| 5. FLOOR WAX, paste, natural, 2kgs.   | can    | 8  |  |  |  |  |  |  |  |  |  |  |  | 8  | 306.80 | 2,454.40 |
| 6. MOPHANDLE, screw type, wooden handle   | piece  | 8  |  |  |  |  |  |  |  |  |  |  |  | 8  | 83.20  | 665.60   |
| 7. TOILET BOWL & URINAL CLEANER, 900ml  | bottle | 8  |  |  |  |  |  |  |  |  |  |  |  | 8  | 62.40  | 499.20   |
| <b>LEGAL SIZE PAPER</b>   |        |    |  |  |  |  |  |  |  |  |  |  |  |    |        |          |
| 1. PAPER, bond, Premium Grade   | ream   | 30 |  |  |  |  |  |  |  |  |  |  |  | 30 | 119.22 | 3,576.60 |
| <b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b> |        |    |  |  |  |  |  |  |  |  |  |  |  |    |        |          |
| <b>OFFICE SUPPLIES</b>  |        |    |  |  |  |  |  |  |  |  |  |  |  |    |        |          |
| 1. Ballpen ( Black)   | pcs    | 24 |  |  |  |  |  |  |  |  |  |  |  | 24 | 5.00   | 120.00   |
| 2. Ballpen ( rED)   | pcs    | 12 |  |  |  |  |  |  |  |  |  |  |  | 12 | 5.00   | 60.00    |
| 3. Correction tape  | pcs    | 5  |  |  |  |  |  |  |  |  |  |  |  | 5  | 30.00  | 150.00   |
| 4. Ruler, Metal 18"   | pc     | 2  |  |  |  |  |  |  |  |  |  |  |  | 2  | 100.00 | 200.00   |
| <b>CLEANING EQUIPMENT AND SUPPLIES</b>  |        |    |  |  |  |  |  |  |  |  |  |  |  |    |        |          |
| 1. Liquid Soap  | liter  | 8  |  |  |  |  |  |  |  |  |  |  |  | 8  | 350.00 | 2,800.00 |
| 2. Air Freshener  | galoon | 4  |  |  |  |  |  |  |  |  |  |  |  | 4  | 350.00 | 1,400.00 |
| 3. Keyboard Duster  | piece  | 2  |  |  |  |  |  |  |  |  |  |  |  | 2  | 80.00  | 160.00   |
| <b>PAPER MATERIALS AND PRODUCTS</b>   |        |    |  |  |  |  |  |  |  |  |  |  |  |    |        |          |
| 1. Paper, Bond, Short size  | ream   | 30 |  |  |  |  |  |  |  |  |  |  |  | 30 | 150.00 | 4,500.00 |
| <b>Lighting and fixtures and accessories</b>  |        |    |  |  |  |  |  |  |  |  |  |  |  |    |        |          |
| 1. Dimmer Light   | piece  | 12 |  |  |  |  |  |  |  |  |  |  |  | 12 | 80.00  | 960.00   |
| <b>Computer Supplies</b>  |        |    |  |  |  |  |  |  |  |  |  |  |  |    |        |          |
| 1. Ink Refill (Bottomless), Black, 500ml  | btl    | 12 |  |  |  |  |  |  |  |  |  |  |  | 12 | 450.00 | 5,400.00 |
| 2. Ink Refill (Bottomless), Cyan, 500ml.  | btl    | 8  |  |  |  |  |  |  |  |  |  |  |  | 8  | 450.00 | 3,600.00 |
| 3. Ink Refill (Bottomless), Magenta, 500ml.   | btl    | 8  |  |  |  |  |  |  |  |  |  |  |  | 8  | 450.00 | 3,600.00 |
| 4. Ink Refill (Bottomless), Yellow, 500ml.  | btl    | 8  |  |  |  |  |  |  |  |  |  |  |  | 8  | 450.00 | 3,600.00 |
| <b>*TOOLS, EQUIPMENT AND OTHER ACCESSORIES</b>  |        |    |  |  |  |  |  |  |  |  |  |  |  |    |        |          |
| 1. Long Nose  | piece  | 1  |  |  |  |  |  |  |  |  |  |  |  | 1  | 200.00 | 200.00   |
| 2. Screw Driver   | set    | 1  |  |  |  |  |  |  |  |  |  |  |  | 1  | 500.00 | 500.00   |
| 3. Side Cutter  | piece  | 1  |  |  |  |  |  |  |  |  |  |  |  | 1  | 250.00 | 250.00   |

|  |       |   |  |  |  |  |  |  |  |  |  |  |  |  |   |        |                  |
|--|-------|---|--|--|--|--|--|--|--|--|--|--|--|--|---|--------|------------------|
| 4. Steel Saw   | piece | 1 |  |  |  |  |  |  |  |  |  |  |  |  | 1 | 300.00 | 300.00           |
| 5. Woodsaw   | piece | 1 |  |  |  |  |  |  |  |  |  |  |  |  | 1 | 250.00 | 250.00           |
| <b>*Electronics Supplies</b>                                 |       |   |  |  |  |  |  |  |  |  |  |  |  |  |   |        |                  |
| 1. PL Stereo Connector (Small)                               | dozen | 1 |  |  |  |  |  |  |  |  |  |  |  |  | 1 | 240.00 | 240.00           |
| 2. RCA Plug (Big)  | dozen | 1 |  |  |  |  |  |  |  |  |  |  |  |  | 1 | 800.00 | 800.00           |
| 3. RCA Plug (Small)  | dozen | 1 |  |  |  |  |  |  |  |  |  |  |  |  | 1 | 450.00 | 450.00           |
| <b>TOTAL:</b> .....  |       |   |  |  |  |  |  |  |  |  |  |  |  |  |   |        | 43,087.28        |
| <b>TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION</b> ..... |       |   |  |  |  |  |  |  |  |  |  |  |  |  |   |        | 4,308.73         |
| <b>APPROVED BUDGET:</b> .....                                |       |   |  |  |  |  |  |  |  |  |  |  |  |  |   |        | <b>47,396.01</b> |

**XIV. CHRDR**

| Item & Specifications                                     | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     |       |  | ** PS Price Catalogue as of | Total Amount |          |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|-----------------------------|--------------|----------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |  |                             |              |          |
| <b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>         |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |                             |              |          |
| <b>COMMON OFFICE SUPPLIES</b>                             |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |                             |              |          |
| 1. AIR FRESHENER, 280mL/can                               | can             | 2                    |     |       | 3     |     |      | 2    |     |      |     |     |     |       |  | 7                           | 92.56        | 647.92   |
| 2. ALCOHOL, 70%, ethyl                                    | bottle          | 2                    |     |       | 2     |     |      | 2    |     |      |     |     |     |       |  | 6                           | 37.70        | 226.20   |
| 3. FOLDER, pressboard, plain, legal, 100s/box             | pack            | 1                    |     |       |       |     | 1    |      |     |      |     |     |     |       |  | 2                           | 851.64       | 1,703.28 |
| 4. FOLDER, tagboard, legal size, 100s/box                 | pack            | 1                    |     |       |       |     |      | 1    |     |      |     |     |     |       |  | 2                           | 413.92       | 827.84   |
| 5. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm | ream            | 3                    |     |       | 2     |     | 3    |      |     |      |     |     |     |       |  | 8                           | 104.80       | 838.40   |
| 6. PUSH PIN, flat head type, assorted colors, 100s/box    | box             | 2                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 2                           | 30.00        | 60.00    |
| 7. RECORD BOOK, 300 pages, Smyth sewn                     | book            | 2                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 2                           | 50.44        | 100.88   |
| 8. RECORD BOOK, 500 pages, Smyth sewn                     | book            | 2                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 2                           | 88.40        | 176.80   |
| 9. SIGN PEN, black  | piece           | 1                    |     |       | 1     |     |      | 1    |     |      |     | 1   |     |       |  | 4                           | 41.48        | 165.92   |
| 10. SIGN PEN, blue  | piece           | 1                    |     |       | 1     |     |      | 1    |     |      |     | 1   |     |       |  | 4                           | 41.48        | 165.92   |
| 11. STAMP PAD INK, violet, 50mL                           | bottle          | 1                    |     |       |       |     |      | 1    |     |      |     |     |     |       |  | 2                           | 27.04        | 54.08    |
| 12. STAPLE WIRE, standard, #35                            | box             | 2                    |     |       |       |     |      | 2    |     |      |     |     |     |       |  | 4                           | 25.98        | 103.92   |
| 13. TAPE, transparent, 48mm, 50 meters                    | roll            | 3                    |     |       |       |     |      | 2    |     |      |     |     |     |       |  | 5                           | 20.38        | 101.90   |
| 14. TOILET TISSUE, 12 rolls/pack                          | pack            | 2                    |     |       | 2     |     |      | 2    |     |      |     | 2   |     |       |  | 8                           | 61.15        | 489.20   |
| <b>COMMON OFFICE DEVICES</b>                              |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |                             |              |          |
| 1. BLADE, heavy duty cutter(L500), 10 pcs./pack           | pack            | 1                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 1                           | 10.40        | 10.40    |
| 2. CUTTER, heavy duty                                     | piece           | 2                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 2                           | 27.04        | 54.08    |
| 3. PUNCHER, heavy duty                                    | piece           | 2                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 2                           | 114.40       | 228.80   |
| 4. SCISSORS, (6")   | pair            | 2                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 2                           | 18.72        | 37.44    |
| 5. STAMPING DATER, self-inking stamp                      | piece           | 1                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 1                           | 436.80       | 436.80   |
| 6. STAPLER, heavy duty, standard                          | piece           | 1                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 1                           | 162.84       | 162.84   |
| 7. STAPLE REMOVER, twin jaws                              | piece           | 2                    |     |       |       |     |      |      |     |      |     |     |     |       |  | 2                           | 19.64        | 39.28    |

|   |       |    |  |  |   |   |   |   |   |   |  |  |  |  |    |          |          |
|---|-------|----|--|--|---|---|---|---|---|---|--|--|--|--|----|----------|----------|
| 8. TAPE DISPENSER, heavy duty, for 24mm(1")   | piece | 2  |  |  |   |   |   |   |   |   |  |  |  |  | 2  | 40.23    | 80.46    |
| 9. WASTE BASKET, plastic  | piece | 10 |  |  |   |   |   |   |   |   |  |  |  |  | 10 | 20.99    | 209.90   |
| 10. Desk Tray   | pcs   | 1  |  |  |   |   |   |   |   |   |  |  |  |  | 1  | 150.00   | 150.00   |
| <b>LEGAL SIZE PAPER</b>   |       |    |  |  |   |   |   |   |   |   |  |  |  |  |    |          |          |
| 1. PAPER, bond, Premium Grade   | ream  | 3  |  |  |   |   |   | 3 |   |   |  |  |  |  | 6  | 119.22   | 715.32   |
| <b>COMMON OFFICE EQUIPMENT</b>  |       |    |  |  |   |   |   |   |   |   |  |  |  |  |    |          |          |
| 1. AIRPOT, 4.0 liters, w/ dispenser   | unit  | 1  |  |  |   |   |   |   |   |   |  |  |  |  | 1  | 1,144.00 | 1,144.00 |
| <b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b> |       |    |  |  |   |   |   |   |   |   |  |  |  |  |    |          |          |
| <b>OFFICE SUPPLIES</b>  |       |    |  |  |   |   |   |   |   |   |  |  |  |  |    |          |          |
| 1. Ballpen ( Black)   | pcs   | 9  |  |  |   |   | 8 |   |   |   |  |  |  |  | 17 | 5.00     | 85.00    |
| 2. Book Ends  | set   | 2  |  |  |   |   |   |   |   |   |  |  |  |  | 2  | 150.00   | 300.00   |
| 3. Cork Board (1/8 size)  | pc    | 1  |  |  |   |   |   |   |   |   |  |  |  |  | 1  | 40.00    | 40.00    |
| 4. Correction tape  | pcs   | 4  |  |  |   | 4 |   |   |   | 3 |  |  |  |  | 11 | 30.00    | 330.00   |
| 5. Double Adhesive Tape   | pcs   | 2  |  |  |   |   |   | 2 |   |   |  |  |  |  | 4  | 35.00    | 140.00   |
| 6. Molar File   | pc    | 3  |  |  |   |   |   |   |   |   |  |  |  |  | 3  | 95.00    | 285.00   |
| <b>PAPER MATERIALS AND PRODUCTS</b>   |       |    |  |  |   |   |   |   |   |   |  |  |  |  |    |          |          |
| 1. Paper, Bond (colored), Legal size  | ream  | 1  |  |  |   |   |   |   |   |   |  |  |  |  | 1  | 180.00   | 180.00   |
| 2. Paper, Bond (colored), short size  | ream  | 1  |  |  |   |   |   |   |   |   |  |  |  |  | 1  | 150.00   | 150.00   |
| 3. Paper, newsprint, A4 size  | ream  | 5  |  |  |   |   |   | 4 |   |   |  |  |  |  | 9  | 61.00    | 549.00   |
| 4. Paper, Sticker, A4 size  | pack  | 2  |  |  |   |   |   | 2 |   |   |  |  |  |  | 4  | 38.00    | 152.00   |
| <b>Computer Supplies</b>  |       |    |  |  |   |   |   |   |   |   |  |  |  |  |    |          |          |
| 1. Ribbon Cartridge, S0115516/#8750, EPSON LX-300+/LX300+II   | cart  | 1  |  |  |   |   |   |   | 2 |   |  |  |  |  | 3  | 120.00   | 360.00   |
| 2. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml   | cart  | 4  |  |  |   |   |   |   |   |   |  |  |  |  | 4  | 1,374.96 | 5,499.84 |
| 3. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml  | cart  | 2  |  |  | 2 |   |   | 2 |   |   |  |  |  |  | 6  | 1,177.08 | 7,062.48 |
| 4. FLASH DRIVE, 8GB, USB 2.0, plug and play   | piece | 1  |  |  |   |   |   |   |   |   |  |  |  |  | 1  | 468.00   | 468.00   |

**\*\*\*GRAND TOTAL:** ..... 24,532.90  
**TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION** ..... 2,453.29  
**APPROVED BUDGET:** ..... 26,986.19

**XV. NATO PORT**

| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     | ** PS Price Catalogue as of | Total Amount |        |        |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-----------------------------|--------------|--------|--------|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |                             |              | Total  |        |
| <b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>             |                 |                      |     |       |       |     |      |      |     |      |     |     |     |                             |              |        |        |
| <b>COMMON OFFICE SUPPLIES</b>                                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     |                             |              |        |        |
| 1. CORRECTION FLUID, water based, min 15mL.                   | bottle          | 1                    |     |       |       |     |      |      |     |      |     |     |     |                             | 1            | 9.82   | 9.82   |
| 2. DATA FILE BOX, (5"x9"x15-3/4")                             | box             | 1                    |     | 1     |       |     |      | 1    |     | 1    |     | 1   |     |                             | 5            | 64.47  | 322.35 |
| 3. DATA FOLDER, w/ finger ring, (3" x 9" x 15")               | piece           | 3                    |     |       |       |     |      |      | 3   |      |     |     |     |                             | 6            | 67.07  | 402.42 |
| 4. FILE ORGANIZER, expanding, legal, plastic, assorted colors | piece           | 4                    |     |       |       |     |      |      |     |      |     |     |     |                             | 4            | 83.20  | 332.80 |
| 5. FOLDER, tagboard, legal size, 100s/box                     | pack            | 1                    |     |       |       |     |      |      |     |      |     |     |     |                             | 1            | 413.92 | 413.92 |

|   |        |   |   |   |   |   |   |   |   |   |   |   |   |    |        |        |
|---|--------|---|---|---|---|---|---|---|---|---|---|---|---|----|--------|--------|
| 6. NOTE PAD, (3"x4"), 100 sheets/pad  | pad    | 1 |   |   |   |   |   |   |   |   |   |   |   | 1  | 52.00  | 52.00  |
| 7. PENCIL, lead, w/eraser, One(1) dozen per box   | box    | 1 |   |   |   |   |   |   |   |   |   |   |   | 1  | 24.89  | 24.89  |
| 8. RECORD BOOK, 500 pages, smyth sewn   | book   | 2 |   |   |   |   |   |   |   |   |   |   |   | 2  | 88.40  | 176.80 |
| 9. RULER, plastic, 450mm  | piece  | 1 |   |   |   |   |   |   |   |   |   |   |   | 1  | 36.40  | 36.40  |
| 10. SIGN PEN, black   | piece  | 2 |   |   |   |   |   |   |   |   |   |   |   | 2  | 41.48  | 82.96  |
| 11. STAMP PAD INK, violet, 50mL   | bottle | 6 |   |   |   |   |   |   |   |   |   |   |   | 6  | 27.04  | 162.24 |
| 12. STAPLE WIRE, standard, #35  | box    | 1 |   |   | 1 |   |   |   | 1 |   |   |   | 1 | 4  | 25.98  | 103.92 |
| <b>COMMON OFFICE DEVICES</b>  |        |   |   |   |   |   |   |   |   |   |   |   |   |    |        |        |
| 1. CUTTER, heavy duty   | piece  | 1 |   |   |   |   |   |   |   |   |   |   |   | 1  | 27.04  | 27.04  |
| 2. PUNCHER, heavy duty  | piece  | 1 |   |   |   |   |   |   |   |   |   |   |   | 1  | 114.40 | 114.40 |
| 3. SHARPENER, single cutterhead   | piece  | 1 |   |   |   |   |   |   |   |   |   |   |   | 1  | 147.35 | 147.35 |
| 4. STAPLER, heavy duty, standard  | piece  | 1 |   |   |   |   |   |   |   |   |   |   |   | 1  | 162.84 | 162.84 |
| <b>COMMON JANITORIAL SUPPLIES</b>   |        |   |   |   |   |   |   |   |   |   |   |   |   |    |        |        |
| 1. BROOM, soft (tambo)  | piece  | 1 |   |   | 1 |   |   |   | 1 |   |   |   | 1 | 4  | 119.60 | 478.40 |
| 2. BROOM, STICK (tingting)  | piece  | 1 |   |   | 1 |   |   |   | 1 |   |   |   | 1 | 4  | 19.76  | 79.04  |
| 3. DETERGENT POWDER, all purpose, 500gms.   | pouch  | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 12 | 17.16  | 205.92 |
| 4. DUST PAN, non-rigid plastic, with detachable handle  | piece  | 1 |   |   | 1 |   |   |   | 1 |   |   |   | 1 | 4  | 26.00  | 104.00 |
| 5. TOILET BOWL & URINAL CLEANER, 900ml  | bottle | 1 |   | 1 |   | 1 |   |   | 1 |   |   |   | 1 | 6  | 62.40  | 374.40 |
| <b>LEGAL SIZE PAPER</b>   |        |   |   |   |   |   |   |   |   |   |   |   |   |    |        |        |
| 1. PAPER, bond, Premium Grade   | ream   | 1 |   |   |   |   |   |   | 1 |   |   |   |   | 2  | 119.22 | 238.44 |
| <b>COMMON OFFICE EQUIPMENT</b>  |        |   |   |   |   |   |   |   |   |   |   |   |   |    |        |        |
| 1. CALCULATOR, compact, electronic, LCD, desktop  | unit   | 1 |   |   |   |   |   |   |   |   |   |   |   | 1  | 161.08 | 161.08 |
| 2. ELECTRIC FAN, with stand   | unit   | 1 |   |   |   |   |   |   |   |   |   |   |   | 1  | 764.40 | 764.40 |
| <b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b> |        |   |   |   |   |   |   |   |   |   |   |   |   |    |        |        |
| <b>OFFICE SUPPLIES</b>  |        |   |   |   |   |   |   |   |   |   |   |   |   |    |        |        |
| 1. Ballpen ( Black)   | pcs    | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 12 | 5.00   | 60.00  |
| 2. Fabricated Rubber Stamps   | set    | 2 |   |   |   |   |   |   |   |   |   |   |   | 2  | 246.32 | 492.64 |
| <b>CLEANING EQUIPMENT AND SUPPLIES</b>  |        |   |   |   |   |   |   |   |   |   |   |   |   |    |        |        |
| 1. Plastic brush w/ handle  | pieces | 1 |   |   |   |   |   |   | 1 |   |   |   |   | 2  | 300.00 | 600.00 |
| <b>PAPER MATERIALS AND PRODUCTS</b>   |        |   |   |   |   |   |   |   |   |   |   |   |   |    |        |        |
| 1. Paper, Bond, Short size  | ream   | 1 |   |   |   |   |   |   |   |   |   |   |   | 1  | 150.00 | 150.00 |

TOTAL: ..... 6,280.47  
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION ..... 628.05  
APPROVED BUDGET: ..... 6,908.52

| DIVISION/SECTION                  | APPROVED BUDGET     |
|-----------------------------------|---------------------|
| Personnel & Cash                  | 225,027.35          |
| Property                          | 454,305.49          |
| Internal Audit                    | 19,390.70           |
| Accounting                        | 75,716.22           |
| Billing                           | 177,267.53          |
| BOD                               | 72,303.50           |
| Office of the Administrator       | 37,325.18           |
| Budget                            | 25,493.91           |
| Commission on Audit               | 44,286.59           |
| Planning, Evaluation & Monitoring | 58,178.03           |
| Distribution Network              | 3,588,997.50        |
| Production Section                | 2,393,435.25        |
| DZRP                              | 47,396.01           |
| CHRD                              | 26,986.19           |
| Nato Port                         | 6,908.52            |
| <b>TOTAL</b>                      | <b>7,253,017.97</b> |

Prepared by:

**(Sgd.) CATHERINE C. PADIN**  
Acting Property/Supply Officer

Recommending Approval:

**(Sgd.) RAMON F. FUENTEBELLA**  
BAC Chairman

Approved by:

**(Sgd.) ROSA B. CATOLICO**  
Administrator I