

**ANNUAL PROCUREMENT PLAN FOR 2013  
For Common-Use Supplies and Equipment**

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
  - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
  - c. Zamboanga - **Zamboanga**
  - d. Surigao Del Norte - **Surigao Del Norte**
  - e. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2013 must be submitted on or before November 15, 2012.
8. Rename your APP file in the following format- APP2013 - Sector (NGA/GOCC/GFI/Constitutional Office/Other Executive Offices(OEOs)/SUC/LGU) - Name of Agency - Region (e.g. APP2012 - NGA - DBM-PS - Central Office)
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: OCCIDENTAL MINDORO STATE COLLEGE - Labangan Campus

Region: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

E-mail : \_\_\_\_\_

Telephone/Mobile Nos: \_\_\_\_\_

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (06.30.2012)	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. BALLAST, 18 watts	piece														0	73.74	-		
2. BALLAST, 36 watts	piece														0	69.63	-		
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	5		8		7	32	3					10		7	5	77	36.40	2,802.80
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet														0	15.59	-		
5. BATTERY, size D, alkaline, 2 pcs./packet	packet														0	72.33	-		
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set														0	327.60	-		
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set														0	416.00	-		
8. FLUORESCENT LAMP, tubular, 18 watts	piece														0	34.27	-		
9. FLUORESCENT LAMP, tubular, 36 watts	piece														0	36.35	-		
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece														0	103.79	-		
11. FUSE, 30 amperes	piece														0	10.35	-		
12. FUSE, 60 amperes	piece														0	25.48	-		
13. STARTER, 4-40 watts	piece														0	3.90	-		
14. TAPE, electrical	roll														0	18.20	-		

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<b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>																	
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box														0	508.90	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box														0	755.61	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box														0	561.18	-
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box														0	871.78	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box														0	462.28	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box														0	715.52	-
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box														0	324.79	-
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box														0	528.94	-
9. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece							15							15	10.40	156.00
10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	5		10	5	20									40	18.18	727.20
11. COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure	piece															53.04	
12. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece							15							15	14.02	210.30
13. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece														0	22.34	-
14. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	7	2			2	2	1			1	1	1	1	18	372.32	6,701.76
15. INK CARTRIDGE, HP 51645A (HP 45), black, for HP Deskjet 710c, 720c, 820cxi, 830c, 850c, 870cxi, 880c, 890c, 895cxi, 930c, 950c, 960c, 970cxi, 990cxi, 1000cxi, 1120c, 1125c, 1180c, 1220c, 1600c, 1600cm, 6122, 9300, HP Officejet G55, G85, G95, K60, K80, r45, r65, t45, t65 All-in-One HP Officejet Pro 1150c, 1170c, 1175c All-in-One, HP Photosmart P1000, P1100, P1215, P1218	cart														0	1,216.86	-
16. INK CARTRIDGE, HP C6615DA (HP 15), black, for HP Deskjet 810c, 840c, 845c, 920c, 948c, 3820, HP Officejet 5110, v40 All-in-One, HP PSC 500, 750, 950 All-in-One	cart														0	1,149.54	-
17. INK CARTRIDGE, HP C1823DA (HP 23), tricolor, for HP Deskjet 710c, 720c, 810c, 830c, 880c, 890c, 895cxi, 1120c, 1125c HP Officejet Pro 1170c, 1175c, r45, r65, t45, t65 All-in-One HP PSC 500 All-in-One	cart														0	1,489.20	-
18. INK CARTRIDGE, HP C6625A (HP 17), tricolor, for HP Deskjet 840c, 845c	cart														0	1,250.52	-
19. INK CARTRIDGE, HP C6578A/D (HP 78), tricolor, for HP Deskjet 920c, 930c, 948c, 950c, 960c, 970cxi, 990cxi, 1180c, 1220c, 3820, 6122, 9300 HP Officejet 5110, G55, G85, G95, K60, K80, v40 All-in-One, HP PSC 750, 950 All-in-One, HP Photosmart P1000, P1100, P1215, P1218	cart														0	1,352.52	-
20. INK CARTRIDGE, HP C6614D (HP 20), black, 28mL, for HP Deskjet 610c, 630c, 640c, 656c	cart														0	1,277.04	-

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21. INK CARTRIDGE, HP C4844A (HP 10), black, 69mL, for HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2000 printer series, 2230+, 2280+ printer series, 2300+ printer series, 2500 printer series, 2600+ printer series, HP Colour Printer cp1700 series	cart														0	1,332.12	-
22. INK CARTRIDGE, HP C8727AA (HP 27), black, 10mL, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845 HP PSC 1110, 1210, 1315 All-in-One	cart														0	743.58	-
23. INK CARTRIDGE, HP C8728AA (HP 28), tri-color, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845, HP Officejet 4110, 4255 All-in-One, HP PSC 1110, 1210, 1315 All-in-One	cart														0	873.12	-
24. INK CARTRIDGE, HP C6656AA (HP 56), black, for HP Deskjet 840c, 845c	cart														0	810.90	-
25. INK CARTRIDGE, HP C6657AA (HP 57), tri-color, for HP Deskjet 450 printer series, 5160, 5550, 5650, 5652, 9650, 9680 HP Officejet 4110, 4255, 5510, 6110 All-in-One, HP PSC 1110, 1210, 1315, 1350, 2110, 2210, 2310 All-in-One, HP PSC 2410, 2510, Photosmart All-in-One, HP Photosmart 7150, 7260, 7268, 7450, 7550, 7660, 7760, 7960															0	1,352.52	-
26. INK CARTRIDGE, HP C9351AA (HP 21), black, for HP Deskjet 3920, 3940, HP PSC 1410, 1402	cart														0	615.06	-
27. INK CARTRIDGE, HP C9352AA (HP 22), tri-color, for HP Deskjet 3920, 3940, HP Officejet 5610, HP PSC 1410, 1402	cart														0	708.90	-
28. INK CARTRIDGE, HP C8765WA (HP 94), black, 11 mL, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845, HP Officejet 4110, 4255 All-in-One, HP PSC 1110, 1210, 1315 All-in-One	cart														0	820.08	-
29. INK CARTRIDGE, HP C8766WA (HP 95), tri-color, for HP Deskjet 460, 5740, 6540, 6840, HP Officejet 7410 All-in-One HP PSC 2355 All-in-One, HP Photosmart 325, 375, 2610, 2710, 8150, 8450	cart														0	984.30	-
30. INK CARTRIDGE, HP C9361WA (HP 93), tri-color, for HP Deskjet D4160, 5440, HP Officejet 6310 All-in-One, HP PSC 1510 All-in-One, HP Photosmart 7830, C3180, C4180 All-in-One	cart														0	787.44	-
31. INK CARTRIDGE, HP C9362WA (HP 92), black, for HP Deskjet 5440, HP Officejet 6310 All-in-One, HP PSC 1510 All-in-One HP Photosmart 7830, C3180 All-in-One	cart														0	588.54	-
32. INK CARTRIDGE, HP CB314A (HP 900), black, for HP Deskjet 900, 910, 915	cart														0	256.02	-
33. INK CARTRIDGE, HP CB315A (HP 900), tri-color, for HP Deskjet 900, 910, 915	cart														0	329.46	-
34. INK CARTRIDGE, HP C4814AA (HP13), black, 28 ml, for HP Officejet Pro K850, HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart														0	981.24	-
34. INK CARTRIDGE, HP C4815A (HP 13), cyan, for HP Officejet Pro K850, HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart														0	981.24	-
35. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml, for HP Officejet Pro K850 HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart														0	981.24	-

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36. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml, HP Officejet Pro K850, HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart														0	981.24	-
37. INK CARTRIDGE, HP C4836A (HP 11), cyan 28 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100 printer series, 1200 printer series, 2230, 2280 printer series, 2300 printer series, 2600 printer series HP Colour Printer cp1700 series	cart														0	1,332.12	-
38. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml, for HP Officejet 9110, 9120, 9130 All-in-One HP Business Inkjet 1100 printer series, 1200 printer series, 2230, 2280 printer series, 2300 printer series, 2600 printer series HP Colour Printer cp1700 series	cart														0	1,332.12	-
39. INK CARTRIDGE, HP C483A (HP 11), yellow 28 ml, for HP Officejet 9110, 9120, 9130 All-in-One HP Business Inkjet 1100 printer series, 1200 printer series, 2230, 2280 printer series, 2300 printer series, 2600 printer series HP Colour Printer cp1700 series	cart														0	1,332.12	-
40. INK CARTRIDGE, HP C4902AA (HP940), black, for HP Officejet Pro 8000, 8500	cart														0	973.08	-
41. INK CARTRIDGE, HP C4906AA (HP 940XL), black, HP Officejet Pro 8000, 8500	cart														0	1,346.40	-
42. INK CARTRIDGE, HPC4907AA (HP 940XL), cyan, for HP Officejet Pro 8000, 8500	cart														0	973.08	-
43. INK CARTRIDGE, HP C4908AA (HP 940XL), magenta, for HP Officejet Pro 8000, 8500	cart														0	973.08	-
44. INK CARTRIDGE, HP C4909AA (HP 940XL ), yellow, for HP Officejet Pro 8000, 8500	cart														0	973.08	-
45. INK CARTRIDGE, HP C4936A (HP 18 ), black, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	cart														0	809.88	-
46. INK CARTRIDGE, HP C4937A (HP 18 ), cyan, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	cart														0	606.90	-
47. INK CARTRIDGE, HP C4938A (HP 18 ), magenta, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	cart														0	606.90	-
48. INK CARTRIDGE, HP C4939A (HP18 ), yellow, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	cart														0	606.90	-
49. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230 HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart														0	734.46	-
50. INK CARTRIDGE, HP C8767WA(HP 96), black , 21 ml, for HP Deskjet 5740, 6540, 6840, 9800, 9860, 9808, HP Photosmart 8030, 8150, 8450, 875, HP Officejet K7100, 7210, 7410 All-in-One	cart														0	1,230.12	-
51. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart														0	393.72	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
52. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart													0	393.72	-
53. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart													0	393.72	-
54. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart													0	393.72	-
55. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml, for HP Photosmart D6160, D7160, D7260, D7360, D7460, 8230, HP Photosmart C5180, C6180, C6280, C7180, C7820, C8180, 3110, 3310 All-in-One	cart													0	393.72	-
56. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml, for HP Deskjet 5740, 6540, 6840, 9800, 9860, 9808, HP Photosmart 2575, 2610, 2710 All-in-On, HP PSC 1610, 2355 All-in-One	cart													0	1,365.78	-
57. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml, HP Deskjet D4160, HP Photosmart D5160, 8030, HP Photosmart C4180, 2575 All-in-One	cart													0	682.38	-
58. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml, for HP Officejet Pro K550, K550dtn, K5400dn, K5400dtn, K8600, 600dn, HP Officejet Pro L7580, L7590 All-in-One	cart													0	973.08	-
59. INK CARTRIDGE, HP C9392A( HP 88XL), magenta 17 ml, for HP Officejet Pro K550, K550dtn, K5400dn, K5400dtn, K8600, 600dn, HP Officejet Pro L7580, L7590 All-in-One	cart													0	973.08	-
60. INK CARTRIDGE, HP C9393A(HP 88XL ), yellow 17 ml, for HP Officejet Pro K550, K550dtn, K5400dn, K5400dtn, K8600, 600dn, HP Officejet Pro L7580, L7590 All-in-One	cart													0	973.08	-
61. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml, for HP Officejet Pro K550, K550dtn, K5400dn, K5400dtn, K8600, 600dn, HP Officejet Pro L7580, L7590 All-in-One	cart													0	1,363.74	-
62. INK CARTRIDGE, HP CB316WA( HP 564), black, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	467.16	-
63. INK CARTRIDGE, HP CB317WA(HP 564), photo, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	390.66	-
64. INK CARTRIDGE, HP CB318WA(HP 564), cyan, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	390.66	-
65. INK CARTRIDGE, HP CB319WA(HP 564), magenta, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	390.66	-
66. INK CARTRIDGE, HP CB320WA ( HP 564), yellow, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	390.66	-
67. INK CARTRIDGE, HP CB323WA(HP 564XL), cyan, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	776.22	-
68. INK CARTRIDGE, HP CB324WA(564XL), magenta, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	776.22	-
69. INK CARTRIDGE, HP CB325WA(564XL), yellow, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	776.22	-

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70. INK CARTRIDGE, HP CB335WA(HP74 ), black , 4.5 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One	cart														0	628.32	-
71. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One	cart														0	1,232.16	-
72. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One	cart														0	722.16	-
73. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One	cart														0	1,365.78	-
74. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart	5							5					5	15	588.54	8,828.10
75. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart														0	1,177.08	-
76. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart	5							5					5	15	706.86	10,602.90
77. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart														0	1,374.96	-
78. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml	cart														0	589.56	-
79. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml	cart														0	903.72	-
80. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml, for HP Officejet J3508, J3608, J5508 All-in-One	cart														0	984.30	-
81. INK CARTRIDGE, HP CD887AA (HP703), black deskjet, for HP Deskjet D730, F735 All-in-One	cart														0	322.32	-
82. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet, for HP Deskjet D730, F735 All-in-One	cart														0	322.32	-
83. INK CARTRIDGE, HP CD971AA (HP 920), black, for HP Officejet 6000, 7000	cart														0	747.66	-
84. INK CARTRIDGE, HP CD972AA (HP920XL), cyan, for HP Officejet 6000, 7000	cart														0	561.00	-
85. INK CARTRIDGE, HP CD973AA (HP920XL), magenta, for HP Officejet 6000, 7000	cart														0	561.00	-
86. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow, for HP Officejet 6000, 7000	cart														0	561.00	-
87. INK CARTRIDGE, HP CD975AA (HP920XL), black, for HP Officejet 6000, 7000	cart														0	1,122.00	-
88. INK CARTRIDGE, HP CN692AA(HP 704), black, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart														0	322.32	-
89. INK CARTRIDGE, HP CN693AA (HP704), tricolor, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart														0	322.32	-
90. INK CARTRIDGE, Brother LC67HYBK, black	cart														0	1,550.40	-
91. INK CARTRIDGE, Brother LC67HYC, cyan	cart														0	938.40	-
92. INK CARTRIDGE, Brother LC67HYM, magenta	cart														0	938.40	-
93. INK CARTRIDGE, Brother LC67HYH, yellow	cart														0	938.40	-
94. INK CARTRIDGE, Brother LC 39BK, black	cart														0	688.50	-
95. INK CARTRIDGE, Brother LC 39Y, yellow	cart														0	453.90	-
96. INK CARTRIDGE, Brother LC 39C, cyan	cart														0	453.90	-
97. INK CARTRIDGE, Brother LC 39M, magenta	cart														0	453.90	-
98. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A	cart														0	984.30	-

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99. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A	cart													0	1,221.96	-
100. INK CARTRIDGE, Lexmark # 17, black, PN 10N0217	cart	10	2	3	2		9	5	5		7		4	47	984.30	46,262.10
101. INK CARTRIDGE, Lexmark # 27, colored, PN 10N0227	cart	9		3	2		9	5	4		7		4	43	1,173.00	50,439.00
102. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A	cart													0	2,075.70	-
103. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A	cart													0	1,662.60	-
104. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A	cart													0	2,009.40	-
105. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX3100	cart													0	1,138.32	-
106. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/C50/CX3100	cart													0	1,039.38	-
107. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/CX5100	cart													0	1,228.08	-
108. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80	cart													0	586.50	-
109. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80	cart													0	586.50	-
110. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80	cart													0	586.50	-
111. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX	cart													0	482.46	-
112. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)	cart													0	850.68	-
113. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX	cart													0	755.82	-
114. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100	cart													0	534.48	-
115. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100	cart													0	534.48	-
116. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100	cart													0	534.48	-
117. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83	cart													0	614.04	-
118. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83	cart													0	378.42	-
119. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83	cart													0	378.42	-
120. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83	cart													0	378.42	-
121. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67	cart													0	628.32	-
122. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	482.46	-
123. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
124. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
125. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
126. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900	cart													0	288.66	-
127. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900	cart													0	288.66	-
128. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900	cart													0	288.66	-
129. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900	cart													0	288.66	-
130. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW	cart													0	849.66	-
131. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW	cart													0	566.10	-
132. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW	cart													0	566.10	-
133. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW	cart													0	566.10	-
134. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap	cart													0	566.10	-
135. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack	cart													0	943.50	-
136. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart														424.32	-
137. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart														424.32	-
138. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300 /CX9300F, Pigment - 73N	cart														424.32	-
139. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300 /CX9300F, Pigment - 73N	cart														424.32	-
140. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
141. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
142. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
143. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-



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144. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	940.44	-
145. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	940.44	-
146. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	940.44	-
147. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	940.44	-
148. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	940.44	-
149. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	940.44	-
150. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	656.88	-
151. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	656.88	-
152. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	656.88	-
153. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	656.88	-
154. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	656.88	-
155. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	656.88	-
156. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141	cart														0	302.94	-
157. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141	cart														0	340.68	-
158. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141	cart														0	340.68	-
159. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141	cart														0	340.68	-
160. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143	cart														0	576.30	-
161. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143	cart														0	453.90	-
162. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143	cart														0	453.90	-
163. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143	cart														0	453.90	-
164. MOUSE, optical, USB conection type	piece														0	174.72	-
165. TONER CARTRIDGE, HP C4092A, black, for HP Laserjet 1100 printer series, 3200 All-in-One	cart														0	3,142.62	-
166. TONER CARTRIDGE, HP C4096A, balck, for HP Laserjet 2100, 2200 printer series	cart														0	5,249.94	-
167. TONER CARTRIDGE, HP C7115A, black, for HP Laserjet 1000, 1200 printer series, 3300 mfp printer series, 3380 All-in-One	cart														0	3,221.16	-
168. TONER CARTRIDGE, HP C8543XC, high cap, black, for HP Laserjet 9000, 9040, 9050, HP Laserjet M9040, M9050 MFP series	cart														0	11,629.02	-

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169. TONER CARTRIDGE, HP 92298A, black, for HP Laserjet 4, 4m, 4plus/ 4m plus, 5, 5m, 5n	cart														0	4,498.20	-
170. TONER CARTRIDGE, HP C4127X, high cap, black, for HP Laserjet 2100, 2200 printer series	cart														0	7,330.74	-
171. TONER CARTRIDGE, HP C4129X, balck, HP Laserjet 5000, 5100 printer series	cart														0	9,436.02	-
172. TONER CARTRIDGE, HP Q2613X, for HP Laserjet 1300 printer series	cart														0	4,141.20	-
173. TONER CARTRIDGE, HP Q2613A, black, for HP Laserjet 1300 printer series	cart														0	3,809.70	-
174. TONER CARTRIDGE, HP Q2612A, black, for HP Laserjet 1010, 1012, 1015, 1018, 1020, 1022, 3015, 3020, 3030, 3050, 3052, 3055, M1005, M1319f MFP Printer	cart														0	2,866.20	-
175. TONER CARTRIDGE, HP Q5942A, black, for HP Laserjet 4250, 4350 printer series	cart														0	6,105.72	-
176. TONER CARTRIDGE, HP Q6511A	cart														0	5,077.56	-
177. TONER CARTRIDGE, HP Q7516AC, black	cart														0	7,657.14	-
178. TONER CARTRIDGE, HP Q7551A, black, for HP Laserjet P3005, M3027, M3035 MFP Printer Series	cart														0	5,445.78	-
179. TONER CARTRIDGE, HP Q1338A, black, for HP Laserjet 4200 printer series	cart														0	6,280.14	-
180. TONER CARTRIDGE, HP Q3960A, black, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One	cart														0	3,468.00	-
181. TONER CARTRIDGE, HP Q3961A, cyan, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One	cart														0	4,187.10	-
182. TONER CARTRIDGE, HP Q3962A, yellow, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One	cart														0	4,187.10	-
183. TONER CARTRIDGE, HP Q3963A, magenta, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One	cart														0	4,187.10	-
184. TONER CARTRIDGE, HP Q3971A, cyan, for HP Color LaserJet 2550 Printer Series, HP Color LaserJet 2820, 2840 All-in-One	cart														0	3,147.72	-
185. TONER CARTRIDGE, HP Q3972A, yellow, for HP Color LaserJet 2550 Printer Series, HP Color LaserJet 2820, 2840 All-in-One	cart														0	3,147.72	-
186. TONER CARTRIDGE, HP Q3973A, magenta, for HP Color LaserJet 2550 Printer Series, HP Color LaserJet 2820, 2840 All-in-One	cart														0	3,147.72	-
187. TONER CARTRIDGE, HP Q5949A, black, for HP Laserjet 1160, 1320 printer series, 3390, 3392 All-in-One	cart														0	3,462.90	-
188. TONER CARTRIDGE, HP Q5950A, black, for HP Color LaserJet 4700 Printer Series	cart														0	7,497.00	-
189. TONER CARTRIDGE, HP Q5951A, cyan, for HP Color LaserJet 4700 Printer Series	cart														0	10,636.56	-
190. TONER CARTRIDGE, HP Q5952A, yellow, for HP Color LaserJet 4700 Printer Series	cart														0	10,636.56	-
191. TONER CARTRIDGE, HP Q5953A, magenta, for HP Color LaserJet 4700 Printer Series	cart														0	10,636.56	-
192. TONER CARTRIDGE, HP Q7553A, black, for HP Laserjet P3005, M3027, M3035 MFP Printer Series	cart														0	3,301.74	-
193. TONER CARTRIDGE, HP C3906F, black, for HP Laserjet 5L printer series, 6L printer series, 3100 All-in-One, 3150 All-in-One	cart														0	3,063.06	-
194. TONER CARTRIDGE, HP CB380A, black, for HP Color LaserJet CP6015 printer series	cart														0	8,586.36	-

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195. TONER CARTRIDGE, HP CB381A, cyan, for HP Color LaserJet CP6015 printer series	cart														0	13,423.20	
196. TONER CARTRIDGE, HP CB382A, yellow, for HP Color LaserJet CP6015 printer series	cart														0	13,423.20	
197. TONER CARTRIDGE, HP CB383A, magenta, for HP Color LaserJet CP6015 printer series	cart														0	13,423.20	
198. TONER CARTRIDGE, HP CB390A, black, for HP Color LaserJet CM6030/CM6040 MFP	cart														0	2,782.56	
199. TONER CARTRIDGE, HP CB435A, black, for HP Laserjet P1005, P1006 printer series	cart														0	2,491.86	-
200. TONER CARTRIDGE, HP CB436A, black, for HP Laserjet P1505 printer series	cart														0	2,924.34	-
201. TONER CARTRIDGE, HP CB540A, black, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart														0	2,886.60	-
202. TONER CARTRIDGE, HP CB541A, cyan, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart														0	2,652.00	-
203. TONER CARTRIDGE, HP CB542A, yellow, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart														0	2,652.00	-
204. TONER CARTRIDGE, HP CB543A, magenta, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart														0	2,652.00	-
205. TONER CARTRIDGE, HP CC364A, black, for HP LaserJet P4014, P4015, P4515 printer series	cart														0	6,324.00	-
206. TONER CARTRIDGE, HP CC364XC, high cap, black, for HP LaserJet P4015, P4515 printer series	cart														0	11,597.40	-
207. TONER CARTRIDGE, HP CC530A, black, for HP Color LaserJet CP2025 printer series	cart														0	5,064.30	-
208. TONER CARTRIDGE, HP CC531A, cyan, for HP Color LaserJet CP2025 printer series	cart														0	4,750.14	-
209. TONER CARTRIDGE, HP CC532A, yellow, for HP Color LaserJet CP2025 printer series	cart														0	4,750.14	-
210. TONER CARTRIDGE, HP CC533A, magenta, for HP Color LaserJet CP2025 printer series	cart														0	4,657.14	-
211. TONER CARTRIDGE, HP CE250A, black, for HP Color LaserJet CP3520 printer series	cart														0	5,254.02	-
212. TONER CARTRIDGE, HP CE251A, cyan, for HP Color LaserJet CP3520 printer series	cart														0	10,348.92	-
213. TONER CARTRIDGE, HP CE252A, yellow, for HP Color LaserJet CP3520 printer series	cart														0	10,348.92	-
214. TONER CARTRIDGE, HP CE253A, magenta, for HP Color LaserJet CP3520 printer series	cart														0	10,348.92	-
215. TONER CARTRIDGE, HP CE255A, black, for HP LaserJet P3010 printer series	cart														0	6,233.22	-
216. TONER CARTRIDGE, HP CE255X, black, for HP LaserJet P3010 printer series	cart														0	8,809.74	-
217. TONER CARTRIDGE, HP CE260A, black, for HP Color LaserJet Enterprise CP4020 Printer Series	cart														0	6,157.74	-
218. TONER CARTRIDGE, HP CE261A, cyan, for HP Color LaserJet Enterprise CP4020 Printer Series	cart														0	11,185.32	-
219. TONER CARTRIDGE, HP CE262A, yellow, for HP Color LaserJet Enterprise CP4020 Printer Series	cart														0	11,185.32	-

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220. TONER CARTRIDGE, HP CE263A, magenta, for HP Color LaserJet Enterprise CP4020 Printer Series	cart													0	11,185.32	-
221. TONER CARTRIDGE, HP CE270A, black, for HP Color LaserJet Enterprise CP5520 Printer Series	cart													0	9,916.44	-
222. TONER CARTRIDGE, HP CE271A, cyan, for HP Color LaserJet Enterprise CP5520 Printer Series	cart													0	16,171.08	-
223. TONER CARTRIDGE, HP CE272A, yellow, for HP Color LaserJet Enterprise CP5520 Printer Series	cart													0	16,171.08	-
224. TONER CARTRIDGE, HP CE273A, magenta, for HP Color LaserJet Enterprise CP5520 Printer Series	cart													0	16,171.08	-
225. TONER CARTRIDGE, HP CE278A, black, for HP LaserJet P1566, P1606dn, M1536dnf printer	cart													0	3,011.04	-
226. TONER CARTRIDGE, HP CE285A, black, for HP LaserJet P1102, P1102w, printer	cart													0	2,655.06	-
227. TONER CARTRIDGE, HP CE310A, black, for HP Color LaserJet Pro CP1020 Printer Series	cart													0	2,209.32	-
228. TONER CARTRIDGE, HP CE311A, cyan, for HP Color LaserJet Pro CP1020 Printer Series	cart													0	2,386.80	-
229. TONER CARTRIDGE, HP CE312A, yellow, for HP Color LaserJet Pro CP1020 Printer Series	cart													0	2,386.80	-
230. TONER CARTRIDGE, HP CE313A, magenta, for HP Color LaserJet Pro CP1020 Printer Series	cart													0	2,386.80	-
231. TONER CARTRIDGE, HP CE320A, black, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart													0	2,837.64	-
232. TONER CARTRIDGE, HP CE321A, cyan, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart													0	2,693.82	-
233. TONER CARTRIDGE, HP CE322A, yellow, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart													0	2,693.82	-
234. TONER CARTRIDGE, HP CE323A, magenta, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart													0	2,693.82	-
235. TONER CARTRIDGE, HP CE390A, black, for HP Laserjet Enterprise 600, M601, 600, M602, 600, M603, M4555 MFP Series	cart													0	7,140.00	-
236. TONER CARTRIDGE, HP CE390X, high cap, black, for HP Laserjet Enterprise 600, M601, 600, M602, 600, M603, M4555 MFP Series	cart													0	11,921.76	-
237. TONER CARTRIDGE, HP CE400A, black, for HP Laserjet Enterprise 500 Color M551 Series	cart													0	6,468.84	-
238. TONER CARTRIDGE, HP CE401A, cyan, for HP Laserjet Enterprise 500 Color M551 Series	cart													0	9,469.68	-
239. TONER CARTRIDGE, HP CE402A, yellow, for HP Laserjet Enterprise 500 Color M551 Series	cart													0	9,469.68	-
240. TONER CARTRIDGE, HP CE403A, magenta, for HP Laserjet Enterprise 500 Color M551 Series	cart													0	9,469.68	-
241. TONER CARTRIDGE, HP CE505A, black, for HP LaserJet P2035, P2055 printer series	cart													0	3,590.40	-
242. TONER CARTRIDGE, HP CE505XC, high cap, black, for HP LaserJet P2055 printer series	cart													0	6,592.26	-
243. TONER CARTRIDGE, HP CE740A, black, for HP Color Laserjet Professional CP5220, Printer Series	cart													0	6,072.06	-

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244. TONER CARTRIDGE, HP CE741A, cyan, for HP Color Laserjet Professional CP5220, Printer Series	cart													0	10,770.18	-
245. TONER CARTRIDGE, HP CE742A, yellow, for HP Color Laserjet Professional CP5220, Printer Series	cart													0	10,770.18	-
246. TONER CARTRIDGE, HP CE743A, magenta, for HP Color Laserjet Professional CP5220, Printer Series	cart													0	10,770.18	-
247. TONER CARTRIDGE, HP Q1339A, black, HP Laserjet 4300 printer series	cart													0	8,586.36	-
248. TONER CARTRIDGE, HP Q6000A, black, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart													0	3,115.08	-
249. TONER CARTRIDGE, HP Q6001A, cyan, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart													0	3,395.58	-
250. TONER CARTRIDGE, HP Q6002A, yellow, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart													0	3,395.58	-
251. TONER CARTRIDGE, HP Q6003A, magenta, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart													0	3,395.58	-
252. TONER CARTRIDGE, HP Q6460A, black, for HP Color LaserJet 4730MFP, CM4730 Printer Series	cart													0	5,927.22	-
253. TONER CARTRIDGE, HP Q6461A, cyan, for HP Color LaserJet 4730MFP, CM4730 Printer Series	cart													0	12,751.02	-
254. TONER CARTRIDGE, HP Q6462A, yellow, for HP Color LaserJet 4730MFP, CM4730 Printer Series	cart													0	12,751.02	-
255. TONER CARTRIDGE, HP Q6463A, magenta, for HP Color LaserJet 4730MFP, CM4730 Printer Series	cart													0	12,751.02	-
256. TONER CARTRIDGE, HP Q6470A, black, for HP Color LaserJet 3600 Printer Series	cart													0	5,420.28	-
257. TONER CARTRIDGE, HP Q6471A, cyan, for HP Color LaserJet 3600 Printer Series	cart													0	5,389.68	-
258. TONER CARTRIDGE, HP Q6472A, yellow, for HP Color LaserJet 3600 Printer Series	cart													0	5,389.68	-
259. TONER CARTRIDGE, HP Q6473A, magenta, for HP Color LaserJet 3600 Printer Series	cart													0	5,389.68	-
280. TONER CARTRIDGE, HP Q7570A, black, HP Laserjet M5025, M5035 MFP Printer Series	cart													0	7,272.60	-
281. TONER CARTRIDGE, HP Q7581A, cyan, for HP Color LaserJet 3800, CP3505 Printer Series	cart													0	6,977.82	-
282. TONER CARTRIDGE, HP Q7582A, yellow, for HP Color LaserJet 3800, CP3505 Printer Series	cart													0	6,977.82	-
283. TONER CARTRIDGE, HP Q7583A, magenta, for HP Color LaserJet 3800, CP3505 Printer Series	cart													0	6,977.82	-
284. TONER CARTRIDGE, Brother TN-155BK, black	cart													0	4,222.80	-
285. TONER CARTRIDGE, Brother TN-155M, magenta	cart													0	5,661.00	-
286. TONER CARTRIDGE, Brother TN-155Y, yellow	cart													0	5,661.00	-
287. TONER CARTRIDGE, Brother TN-155C, cyan	cart													0	5,661.00	-
288. TONER CARTRIDGE, Brother TN-2025	cart													0	2,789.70	-

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289. TONER CARTRIDGE, Brother TN-2130	cart													0	1,825.80	
290. TONER CARTRIDGE, Brother TN-2150	cart													0	2,805.00	
291. TONER CARTRIDGE, Brother TN3060	cart													0	4,559.40	-
292. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN	cart													0	3,478.20	-
293. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart													0	4,621.62	-
294. TONER CARTRIDGE, Lexmark 1382920	cart													0	14,198.40	-
295. TONER CARTRIDGE, Lexmark X340A11G	cart													0	5,967.00	-
296. TONER CARTRIDGE, Lexmark E360H11P	cart													0	11,776.92	-
297. TONER CARTRIDGE, Lexmark E450A11P	cart													0	6,684.06	-
298. TONER CARTRIDGE, Lexmark T650A11P	cart													0	9,445.20	-
299. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500	cart													0	3,112.02	-
300. TONER CARTRIDGE, Developer, Epson C13SO50010, for printer EPL-5700L/5800	cart													0	5,095.92	-
301. TONER CARTRIDGE, Developer, Epson C13SO50087, for printer EPL-5900/5900L	cart													0	5,194.86	-
302. TONER CARTRIDGE, Developer, Epson C13SO50166, 6K, for printer EPL-6200	cart													0	5,053.08	-
303. TONER CARTRIDGE, Developer, Epson C13SO50167, 3K, for printer EPL-6200/6200L	cart													0	3,211.98	-
304. TONER CARTRIDGE,Epson C13SO50440, Std Cap, for printer AL-M2010D/DN	cart													0	5,572.26	-
305. TONER CARTRIDGE, Developer, Epson C13SO50520, 1.8K, for printer AL-M1200	cart													0	3,542.46	-
306. TONER CARTRIDGE, Developer, Epson C13SO50521, 3.2K, for printer AL-M1200	cart													0	5,241.78	-
307. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545	cart													0	8,670.00	-
308. TONER CARTRIDGE, Samsung Part No. MLD3050B for printer ML-D3050 / ML-D3051	cart													0	6,528.00	-
309. TONER CARTRIDGE, Samsung Part No. MLTD105L, for printer ML 2580n	cart													0	2,805.00	-
310. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND	cart													0	4,768.50	-
311. TONER CARTRIDGE, Samsung Part No. MLTD104-S, for Samsung ML 1660	cart													0	2,856.00	-
312. TONER CARTRIDGE, Samsung Part No. MLTD103-S	cart													0	2,856.00	-
313. TONER CARTRIDGE, Samsung ML-2250D5	cart													0	4,692.00	-
314. TONER CARTRIDGE, Samsung ML-2010D3	cart													0	2,958.00	-
315. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810	cart													0	3,843.84	-
316. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500	cart													0	2,843.56	-
317. TONER CARTRIDGE, Kyocera TK-120	cart													0	5,254.02	-
318. TONER CARTRIDGE, for Kyocera FS4000DN printer TK330	cart													0	8,042.70	-
319. TONER CARTRIDGE, for Kyocera FS4020DN printer TK364	cart													0	8,319.12	-
320. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series	cart													0	1,142.40	-
321. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000	cart													0	1,129.14	-

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322. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580	cart													0	119.34	-
323. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ 670/680/680Pro	cart													0	344.76	-
324. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300	cart													0	1,224.00	-
325. RIBBON CARTRIDGE, Epson C13SO15577(#8766), for printer DFX-5000+/ 8000/8500 Black Ribbon (S015055)	cart													0	940.44	-
326. RIBBON CARTRIDGE, Epson C13SO15587, black for printer DLQ-3000/3000+/3500	cart													0	1,030.20	-
327. RIBBON CARTRIDGE, Epson C13SO15589(S015337), for printer LQ-590	cart													0	373.32	-
328. RIBBON, Epson RN 8755	cart													0	83.13	-
329. RIBBON, Epson RN 8750	cart							3					3	6	75.28	451.68
330. RIBBON, Epson RN 7754	cart													0	127.50	-
331. RIBBON, Epson RN SO 15083/SO 15086	cart													0	710.94	-
332. RIBBON, Epson RN SO 15327	cart													0	328.44	-
333. RIBBON CARTRIDGE, for Fujitsu DL3850	cart													0	438.60	-
334. PRINTHEAD, HP 11, black, C4810A , 8 ml, for HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series, HP Colour Printer cp1700 series	cart													0	1,365.78	-
335. PRINTHEAD, HP 11, cyan, 8 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series , HP Colour Printer cp1700 series	cart													0	1,365.78	-
336. PRINTHEAD, HP 11, magenta C4812A, 8 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series HP Colour Printer cp1700 series	cart													0	1,365.78	-
337. PRINTHEAD, HP 11 yellow, 8 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series, HP Colour Printer cp1700 series	cart													0	1,365.78	-
338. Photoconductor Kit, Lexmark PN 12A8302	cart													0	4,120.80	-
339. Photoconductor Kit, Lexmark PN E260X22G	cart													0	2,295.00	-
340. Photoconductor Kit, Lexmark PN E250X22G	cart													0	2,295.00	-
341. PHOTOCONDUCTOR UNIT, Epson C13So51099, for printer EPL 6200/6200L	cart													0	3,391.50	-
342. IMAGING UNIT, Samsung SCXR6555A	cart													0	10,200.00	-
<b>COMMON OFFICE SUPPLIES</b>																
1. ACETATE, gauge #3, 50m in length	roll	5						6	5				5	21	612.02	12,852.42
2. AIR FRESHENER, 280ml/can	can	2	3	7	3	2	14	3	3	5	4	3	5	54	89.44	4,829.76
3. ALCOHOL, 70%, ethyl	bottle	11	3	15	3	6	22	11	3	13	6	9	8	110	40.04	4,404.40
4. AUDIO CASSETTE TAPE, 90min. recording time	piece	1		1		1		1		1		1		6	20.59	123.54
5. BINDER, 3-ring, D-type, A4, 64mm(2.5"), with insert clear-view pocket on front, back and spine for label	pair													0	114.40	

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6. BINDER, 3-ring, D-type, legal, 64MM(2.5"), with insert clear-view pocket on front, back and spine for label	pair													0	119.60	
7. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box													0	327.60	-
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	5		2		4	5			2	5			23	331.50	7,624.50
9. CARTOLINA, assorted color, 20s/pack	pack	6		20		21	7		1	11	5	11	2	84	69.89	5,870.76
10. CARTOLINA, white, 20s/pack	pack													0	41.60	-
11. CHALK, white, dustless, 100 pcs/box	box						33					32		65	34.32	2,230.80
12. CLIP, bulldog (3")	piece	5				5								10	7.68	76.80
13. CLIP, backfold, 25mm, 12s/box	box	10				5	5			5				25	14.56	364.00
14. CLIP, backfold, 50mm, 12s/box	box	10		2		7				7				26	42.12	1,095.12
15. CLIP, backfold, 19mm, 12s/box	box													0	7.54	-
16. CLIP, backfold, 32mm, 12s/box	box			2		2	15			2				21	16.64	349.44
17. COLUMNAR PAD, 4 cols, 50 gsm min.	pad													0	24.44	-
18. COLUMNAR PAD, 14 cols, 50 gsm min.	pad													0	43.68	-
19. COLUMNAR PAD, 16 cols, 50 gsm min.	pad													0	42.64	-
20. COLUMNAR PAD, 18 cols, 50 gsm min.	pad													0	71.24	-
21. COLUMNAR NOTEBOOK, 12 cols	piece													0	19.76	-
22. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	15		9		14	15			7		7	7	74	20.75	1,535.50
23. DATA FILE BOX, (5"x9"x15-3/4")	box	15			10		18			15		10		68	61.36	4,172.48
24. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	10			10		13			10		10		53	66.56	3,527.68
25. EDP BINDER, TB, for 11" X 9-1/2" CCF	piece													0	33.28	-
26. EDP BINDER, TB, for 11" X 14-7/8" CCF, plastic, spring rod type, assorted colors	piece														33.28	-
27. ENVELOPE, documentary (10"x15"), 500s/box	box	1												1	585.52	585.52
28. ENVELOPE, expanding, kraft, legal size, 100s/box	box	1												1	650.57	650.57
29. ENVELOPE, mailing white, 500s/box	box			1			1			1				3	152.59	457.77
30. ENVELOPE, mailing white with window, 500s	box													0	196.04	-
31. ENVELOPE, pay, kraft, (4"x7-1/2"), 496s/box	box													0	102.54	-
32. ENVELOPE, expanding, plastic, legal size	piece			5			10							15	45.76	686.40
33. ENVELOPE, documentary, A4, 500s/box	box													0	460.62	-
34. ERASER, blackboard/whiteboard	piece	10					90					50		150	10.59	1,588.50
35. ERASER, rubber	piece					4								4	5.18	20.72
36. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	50												50	79.04	3,952.00
37. FOLDER, pressboard, plain, legal, 100s/box	pack						3					2		5	851.64	4,258.20
38. FOLDER, tagboard, legal size, 100s/box	pack	4		2		1	2			1				10	327.60	3,276.00
39. FOLDER, tagboard, A4 size, 100s/box	pack			2										2	296.40	592.80
40. FOLDER, morocco/fancy, legal size, 50s/pack	pack													0	257.92	-
41. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle													0	254.80	-
42. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack			1										1	196.56	196.56
43. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack			1										1	209.04	209.04
44. GLUE, all purpose, 300 grams min.	jar	23		11	3	10	16	1	3	2	10	9	3	91	45.76	4,164.16
45. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece													0	32.76	-
46. INDEX CARD, 3" x 5", ruled both sides, 500s/pack	pack													0	40.98	-
47. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack													0	93.60	-
48. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box													0	34.58	-
49. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box													0	50.16	-
50. INDEX TAB, self-adhesive, 10 pcs/box	box						3							3	49.40	148.20
51. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube													0	12.98	-
52. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle													0	494.00	-



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53. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece	5			5						5	5		20	36.40	728.00
54. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece													0	36.40	-
55. MAP PIN, round head, 100s/case	case													0	36.40	-
56. MARKER, fluorescent, 3 colors/set	set	10		3		5	13				5			36	41.08	1,478.88
57. MARKING PEN, whiteboard, black	piece	66		4	6	50	69	3	3		3	50		254	11.86	3,012.44
58. MARKING PEN, whiteboard, blue	piece													0	11.86	-
59. MARKING PEN, whiteboard, red	piece													0	11.86	-
60. MARKER, permanent, black	piece	22		17	12	17	28	2	4	15	7	13	9	146	12.25	1,788.50
61. MARKER, permanent, blue	piece	12		2	2	10	12	2	4		2	6	4	56	12.25	686.00
62. MARKER, permanent, red	piece	5		2		5	17			4		6	2	41	12.25	502.25
63. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece													0	7.70	-
64. NOTE PAD, (3"x3"), 100 sheets/pad	pad													0	34.32	-
65. NOTE PAD, (3"x4"), 100 sheets/pad	pad													0	57.20	-
66. NOTE PAD, (2"x2"), 400 sheets/pad	pad													0	112.32	-
67. NOTE PAD, (2"x3"), 100 sheets/pad	pad													0	31.20	-
68. OIL, for general purpose, 120 mL	bottle			3				3			3	3	3	15	34.32	514.80
69. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream													0	98.68	-
70. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream													0	70.08	-
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream	45		53	29	45	38	28	39	43	40	45	6	411	110.12	45,259.32
72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream													0	194.66	-
73. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad	5		2			15					5		27	19.55	527.85
74. PAPER, thermal,210mmx30M, 1/2" core	roll													0	36.09	-
75. PAPER, thermal, 216mmx30M, 1/2" core	roll													0	36.09	-
76. PAPER,multicopy, 210mm x 297mm(A4), 80gsm	ream													0	118.08	-
77. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream													0	161.20	-
78.PAPER FASTENER, for paper, metal, 50 sets/box	box													0	82.04	-
79. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	26		1	1	36	21	1	1		7	12	1	107	14.04	1,502.28
80. PAPER CLIP, gem type, 32mm, 100s/box	box	14		7	1	10	24	1	4	5	7	12	4	89	7.80	694.20
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	54		5	1	50	5	1	1	50	1	4	1	173	20.53	3,551.69
82. PENCIL, mechanical, for 0.5mm lead	piece													0	18.72	-
83. PUSH PIN, flat head type, assorted colors, 100s/case	case	17		2	2	8	18	5		5	4	14		75	37.44	2,808.00
84. RECORD BOOK, 300 pages, smythe sewn	book	15		5	3	10	26		8	50	3	10	3	133	57.20	7,607.60
85. RECORD BOOK, 500 pages, smythe sewn	book	5				5						5		15	88.40	1,326.00
86. RIBBON, nylon, manual typewriter	spool													0	14.54	-
87. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													0	468.00	-
88. RING BINDER, 6mm x 1.12m, plastic, 10 pcs/bundle	bundle													0	33.27	-
89. RING BINDER, 8mm x 1.12m, plastic, 10 pcs/bundle	bundle													0	36.39	-
90. RING BINDER, 10mm x 1.12m, plastic, 10 pcs/bundle	bundle													0	44.19	-
91. RING BINDER, 11mm x 1.12m, plastic, 10 pcs/bundle	bundle													0	54.59	-
92. RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	piece	10												10	4.52	45.20
93. RING BINDER, 14mm x 1.12m, plastic, 10 pcs/bundle	bundle													0	74.35	-
94. RING BINDER, 16mm x 1.12m, plastic, 10 pcs/bundle	bundle													0	98.79	-
95. RING BINDER, 19mm x 1.12m(3/4"x44"), plastic	piece													0	11.39	-
96. RING BINDER, 22mm x 1.12m, plastic, 10 pcs/bundle	bundle													0	148.19	-
97. RING BINDER, 25mm x 1.12m (1"x44"), plastic	piece	10												10	12.22	122.20
98. RING BINDER, 28mm x 1.12m, plastic, 10 pcs/bundle	piece													0	227.23	-
99. RING BINDER, 32mm x 1.12m, plastic, 10 pcs/bundle	piece													0	256.87	-
100. RING BINDER, 50mm x 1.12m(2" x 44"), plastic	piece	10												10	29.12	291.20
101. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box						3							3	132.68	398.04

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102. RULER, plastic, 300mm	piece	3			2	2	8		1		2	3		21	3.64	76.44	
103. RULER, plastic, 450mm	piece	7				5	5							17	36.40	618.80	
104. SIGN PEN, black	piece	43		7	7	7	17	2	7	7	11	5	12	125	43.14	5,392.50	
105. SIGN PEN, blue	piece						5							5	43.14	215.70	
106. SIGN PEN, red	piece						3							3	43.14	129.42	
107. STAMP PAD INK, violet, 50mL	bottle	10				10	2							22	21.84	480.48	
108. STAMP PAD, felt pad, min 60mm x 100mm	piece	5			3	1	2	3	1			3		18	24.96	449.28	
109. STAPLE WIRE, standard, #35	box	12	2	7	1	3	22	2	4	11	1	15		80	23.59	1,887.20	
110. STENCIL PAPER, ordinary, universal, 24 pcs/quire	quire													0	182.00	-	
111. TAPE, adding machine, GSP bond	roll													0	7.76	-	
112. TAPE, masking, 24mm, 50 meters length	roll	20	5	7	7	10	28	7	7	12	12	13	7	135	45.76	6,177.60	
113. TAPE, masking, 48mm, 50 meters length	roll													0	91.31	-	
114. TAPE, transparent, 24mm, 50 meters	roll	23	5	10	5	23	41	14	16	10	20	12	7	186	14.56	2,708.16	
115. TAPE, transparent, 48mm, 50 meters	roll	2		2		2		2						8	30.11	240.88	
116. TAPE, packaging, 48mm, 50 meters length	roll	14	2	4	4	4	8	6	4	6	7	7	4	70	30.11	2,107.70	
117. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle													0	82.68	-	
118. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle													0	83.20	-	
119. TOILET TISSUE, 12 rolls/pack	pack													0	72.80	-	
120. TWINE, plastic, one kilo per roll	roll													0	45.64	-	
121. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll													0	145.60	-	
<b>COMMON OFFICE DEVICES</b>																	
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack						5							5	9.36	46.80	
2. CUTTER, heavy duty	piece	14			3	3	15				3	6	3	47	27.98	1,315.06	
3. PUNCHER, heavy duty	piece	1					2		1					4	98.80	395.20	
4. SCISSORS, (6")	pair	15		4	3	7	15	5	1	1	3	4		58	17.35	1,006.30	
5. SHARPENER, single cutterhead	piece	1		1	1	2	6				1		1	13	171.60	2,230.80	
6. STAMPING DATER, self-inking stamp	piece	3					2							5	442.00	2,210.00	
7. STAPLER, heavy duty, standard	piece	6		1	1	3	3	2			1		1	18	144.23	2,596.14	
8. STAPLE REMOVER, twin jaws	piece	2			2			2						6	16.52	99.12	
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	3		1		2					2	1		9	52.00	468.00	
10. TAPE DISPENSER, handheld, for 48mm width packaging tape	piece													0	40.23	-	
11. WASTE BASKET, plastic	piece	6		1	3		33	1	3		1	31	1	80	26.00	2,080.00	
<b>COMMON JANITORIAL SUPPLIES</b>																	
1. BATHROOM SOAP, 70gms.	piece	2		1	2		5	3	1	3	1	7	1	26	19.76	513.76	
2. BROOM, soft (tambo)	piece	5	6	9	3	12	41	1	7	1	10	29	6	130	119.60	15,548.00	
3. BROOM, STICK (tingting)	piece	4	5	5	7	9	30		5		7	28		100	17.68	1,768.00	
4. CLEANSER, powder, 350gms.	canister													0	15.91	-	
5. DETERGENT POWDER, all purpose, 500gms.	pouch	55	33	44	25	13	175	39	45	58	36	150	38	711	22.88	16,267.68	
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar	1		1		1		1		1		1		6	18.20	109.20	
7. DISINFECTANT SPRAY, 400 grams net content	can													0	152.88	-	
8. DUST PAN, non-rigid plastic, with detachable handle	piece	4			6		46					28		84	33.28	2,795.52	
9. FLOOR WAX, paste, natural, 2kgs.	can	2				2				2				6	306.80	1,840.80	
10. FLOOR WAX, paste, red, 2kgs.	can	8		2	5		6	2			10			33	312.00	10,296.00	
11. FLOOR WAX, liquid type, 3.9L/ plastic container	container													0	344.76	-	
12. FURNITURE CLEANER, 300mL/can min	can													0	100.88	-	
13. INSECTICIDE, 600mL (420g) /can	can													0	114.40	-	
14. MOPHANDLE, screw type, wooden handle	piece	5		2		2	39				3	31	2	84	88.40	7,425.60	

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (06.30.2012)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
15. MOPHEAD, 100% rayon, 400g	piece	5		2		2	39				3	31	2	84	78.00	6,552.00
16. RAG, COTTON, (7") in diameter	kilo													0	46.80	-
17. SCOURING PAD, economy size	pack													0	135.20	-
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle						5							5	67.60	338.00
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	10	10	5	5	5	60	10	10	10	10	60	10	205	29.12	5,969.60
20. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll													0	143.52	-
<b>LEGAL SIZE PAPER</b>																
1. PAPER, bond, Premium Grade	ream													0	114.09	-
2. PAPER, mimeo, Groundwood	ream	411		2	400	10	26	400	2	1	2	425	1	1680	77.53	130,250.40
4. PAPER, for PPC	ream													0	114.30	-
5. PAPER, multicopy, legal, for laser printing	ream	111	5	57	4	47	55	17	40	32	27	60	16	471	144.04	67,842.84
<b>COMMON OFFICE EQUIPMENT</b>																
1. AIRPOT, 4.0 liters, w/ dispenser	unit													0	1,331.20	-
2. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display, AC power source, Canon	unit													0	1,872.00	-
3. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit													0	881.92	-
4. CALCULATOR, scientific, 10 digits, dot, matrix display, programmable, with case	unit						2							2	394.16	788.32
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit	2				2								4	155.88	623.52
6. CHAIR, monobloc, without armrest,beige/white	unit						13					12		25	249.60	6,240.00
7. DIGITAL VOICE RECORDER, 4GB, memory, stereo channel, MP3, WMA, recording and playback format, with earphone jack, built-in microphone, with USB cable, rechargeable batteries, instructional manual, carrying pouch, hand strap, earphone	unit													0	9,339.20	-
8. DOCUMENT CAMERA, w/ DVI port, four (4), reference points demarcate viewing area, 8 times, (800%) consecutive zoom, PC and Doc Cam VS	unit													0	19,552.00	-
9. ELECTRIC FAN, orbit type	unit													0	1,404.00	-
10. ELECTRIC FAN, with stand	unit													0	1,071.20	-
11. ELECTRIC FAN, wall type	unit													0	1,029.60	-
12. INDUSTRIAL FAN, 18" metal blade	unit													0	1,092.00	-
13. FACSIMILE TRANSCIEVER, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 208mm, document feeder holds 10 pages, with automatic, paper cutter, redial, and fax/tel switchover	unit													0	3,818.16	-
14. FIRE EXTINGUISHER, dry chemical, for ABC class, of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit													0	1,037.92	-
15. FIRE EXTINGUISHER, pure HCFC 123, with fire, rating of 1A, 1BC for ABC class of fire, squeeze type, non-electrical conductor, 4.5kg (10 lbs), brand new	unit													0	3,710.72	-
16. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit													0	22,848.80	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
17. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit													0	8,838.96	-
18. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit													0	5,821.92	-
19. PRINTER, automatic data processing, impact, dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual	unit													0	16,640.00	-
20. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual, ribbons, cables and manual, LX-300+ II	unit													0	6,197.03	-
21. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable, software drivers and complete documentation	unit													0	3,738.80	-
22. PRINTER, impact dot matrix, 24-pins, 136 columns, 465 cps print speed, parallel or USB interface, manual/tractor feeder paper handling, 220VAC/60Hz, with power cable, data cable, software driver (if any), manual and ribbon cartridge	unit													0	30,992.00	-
23. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit	1												1	10,398.96	10,398.96
24. TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit													0	1,232.40	-
24. TIME RECORDER, (for attendance), electronic, stylish/compact design, large, display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit													0	4,585.15	-
<b>HANDBOOKS ON PROCUREMENT</b>																
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:																
a. Procurement of Goods & Services, 110-115 pages	piece													0	32.24	-
b. Procurement of Civil Works, 139-149 pages	piece													0	37.65	-
c. Procurement of Consulting Services, 139-149 pages	piece													0	22.36	-
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece													0	88.40	-
e. for LGUs	piece														113.36	-
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,	piece													0	39.52	-
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece													0	13.52	-
HANDBOOK ON GENERIC PROCUREMENT	set													0	130.00	-
MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four																-
(4) volumes as follows:																-
Volume I (103 pages) - white color																-
Volume II (138 pages) - light blue color																-
Volume III (124 pages) - light yellow color																-
Volume IV (118 pages) - light green color																-
<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>																

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (06.30.2012)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
1 Laminating Machine, heavy duty	unit					1								1	6,000.00	6,000.00
2 Photocopying Machine, Gestetner, Model 1800L2	unit			1										1	127,443.83	127,443.83
3 Steel Filing Cabinet, 4 layers	unit	1												1	7,800.00	7,800.00
4 Computer Table	unit	3												3	4,800.00	14,400.00
5 Teacher's Table	unit	30												30	1,500.00	45,000.00
6 Whiteboard with frame, 4 x 4	pcs										1			1	3,000.00	3,000.00
7 Whiteboard with frame, 4 x 8	pcs							1						1	4,000.00	4,000.00
7 Airconditioning unit	unit	1												1	15,000.00	15,000.00
8 Steel Filing Dividers, 5 layers	unit	5												5	10,000.00	50,000.00
														0		-
<b>Office Supplies</b>																
1 Ballpoint pen, black, pilot, 12's	box	8		3	2	6	2	1	1	6		2	1	32	261.60	8,371.20
2 Continental Paper, long, (canon, cream)	pack			5				5						10	50.00	500.00
3 Envelope, expanding, long (blue, red, pink, orange, yellow)	pcs			75				88	20			12		195	14.40	2,808.00
4 Epson ink, black, 100ml	crgs			15		15		10						40	240.00	9,600.00
5 Laminating Film, 222 x 50 x 250 microns	roll	1		1										2	1,800.00	3,600.00
6 Paper, copy, short (substance 24), 8 x 11	ream	20		23		15	15		15	5		15		108	228.00	24,624.00
7 Paper, photo, A4, 10's	pack	19	1	2	3	4	10	1	3	3	6	1	3	56	120.00	6,720.00
8 Photo frame	pcs					8	5					5		18	132.00	2,376.00
9 Tape, transparent, double sided	roll	20		5		10	15			10	15			75	32.00	2,400.00
10 Toner, DSM615 (DSM618)	crgs	12	6	11	1	6	7	11	1	6	6			67	3,000.00	201,000.00
11 Construction paper, asstd. Colors, 500's	ream	1			1				1		1			4	270.00	1,080.00
12 Chalk, colored	box							3				2		5	30.00	150.00
13 Correction Fluid	pcs							3				3		6	30.00	180.00
12 Ballpoint pen, blue, pilot, 12's	box	7		3		5	2			5		3		25	261.60	6,540.00
13 Ballpoint pen, red, pilot, 12's	box	4		1		5	1					2		13	261.60	3,400.80
14 Copy printer ink	crgs			30		30		30		30		30		150	1,200.00	180,000.00
15 Copy printer master 123	roll			30		30				30		30		120	2,400.00	288,000.00
16 Paper Fastener, metal plastic	box	11		7		10	15			5	6	12	2	68	60.00	4,080.00
17 Felt Paper, assorted colors	pcs	100		360		410	145			360		20		1395	20.00	27,900.00
18 Glue Gun	pcs	1		1		2								4	200.00	800.00
19 Glue Stick	pcs	20		20		35	5			10	5	15		110	15.00	1,650.00
20 Linen Paper, long, 10's	pack			10		10				5		5		30	36.00	1,080.00
21 Linen Paper, short, 10's	pack			10		10	10			5		5	1	41	30.00	1,230.00
22 Paper, mimeo, white, long	ream	3			2	30	15		3	30		30	2	115	185.00	21,275.00
23 Oslo Paper, 10's	pack	4		4		4				6		6		24	72.00	1,728.00
24 Paper Cutter, heavy duty	pcs	1					1							2	1,300.00	2,600.00
25 Sliding Folder, long	pcs	12			12			12			12			48	8.00	384.00
26 Sliding Folder, short	pcs	12			12			12			12			48	7.00	336.00
27 Stapler # 35 with ramover	pcs						3					2		5	275.00	1,375.00
27 Styroboard, 1/2	pcs	2		1				2	1		1	2	1	10	192.00	1,920.00
28 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	3						1			3			7	1,000.00	7,000.00
29 Ink, for whiteboard marker, black	bot	51				50	6					5		112	132.00	14,784.00
30 Color pen, 8's	pack	5					5			5				15	25.00	375.00
31 Folder, expanding, long	pcs	280		5		80	15			5		5		390	18.00	7,020.00

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
32 Thumbtacks	box	6	1	2			6					6	1	22	7.00	154.00
33 Disk Box with key	pcs			1						1		1		3	550.00	1,650.00
34 Envelope, expanding, short, ordinary	pcs	10												10	14.00	140.00
35 Class Record	pcs	40				40	95					45		220	35.00	7,700.00
36 Cutter, small	pcs	10												10	22.00	220.00
37 Frame for certificate, short	pcs	30		20		20	6			10	10			96	110.00	10,560.00
38 Frame for certificate, long	pcs	30		20		20				10				80	160.00	12,800.00
39 Metallic Paper, assorted	pcs	50				20	10			30				110	21.00	2,310.00
40 Ink for permanent marker, black	bot	5				5	3					5		18	78.00	1,404.00
41 Ink for permanent marker, blue	bot	3				2								5	78.00	390.00
42 Ink for permanent marker, red	bot	3				2								5	78.00	390.00
43 Styroboard, 4 x 8, 1/2"	pcs	10				5							10	25	250.00	6,250.00
44 FLASH DRIVE, 4GB, USB 2.0, plug and play	pcs	2				2								4	550.00	2,200.00
45 Ballpoint pen, black, Faber Castell/HBW/Titus	pcs	15					45					45		105	10.00	1,050.00
45 Ballpoint pen, blue, Faber Castell/HBW/Titus	pcs						45					45		90	10.00	900.00
45 Ballpoint pen, red, Faber Castell/HBW/Titus	pcs						45					45		90	10.00	900.00
46 Tailored Pin	pcs										20			20	10.00	200.00
47 Ribbon, pink/blue, 1/2"	roll										4			4	15.00	60.00
48 Ribbon for candle, royal blue	roll						6							6	38.00	228.00
49 Mailing Stamp	pcs	500												500	10.00	5,000.00
50 OMSC Dry Seal	pcs	1												1	1,000.00	1,000.00
51 Voice Check Paper	ream	2			1				1				1	5	1,200.00	6,000.00
														0		-
<b>Audio and visual presentation and composing equipment</b>																
1 Television Set, 24", LCD	unit	1												1	25,000.00	25,000.00
2 50" TV Plasma with PC input and wall bracket	unit						1					1		2	52,500.00	105,000.00
2 Speaker	unit						1							1	4,000.00	4,000.00
3 Wireless Microphone	set						1							1	600.00	600.00
4 Microphone, shure	unit						1							1	500.00	500.00
5 Lapel with speaker	unit						2					1		3	3,000.00	9,000.00
														0		-
<b>Photographic or filming or video equipment</b>																
1 Digital Camera	unit	1												1	15,000.00	15,000.00
2 Portable DVD Player	unit						1							1	2,000.00	2,000.00
														0		-
<b>Cleaning Equipment and Supplies</b>																
1 Muriatic Acid, 500ml	bot	28	13	13	13	28	78	13	28	13	13	63	13	316	60.00	18,960.00
2 Basin	pcs					4								4	100.00	400.00
3 Broom, ceiling (pang-agiw)	pcs	2												2	45.00	90.00
4 Scouring Pad with foam	pcs	1		1		1		1		1		1		6	16.00	96.00
5 Dishwashing Liquid, 300ml	pcs	2		2	2	2	1	3	1	2	2	2	1	20	50.00	1,000.00
6 Lysol	bot	2					2							4	100.00	400.00
7 Shovel	pcs			1							1			3	580.00	1,740.00
8 Feather Duster	pcs	2					5					2		9	100.00	900.00
9 Door Mat	pcs			2			5			2		5		14	45.00	630.00

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
10 Dipper	pcs						4							4	20.00	80.00
11 Pail	pcs						4							4	60.00	240.00
12 Toilet Bowl Brush	pcs						1							1	45.00	45.00
														0		-
<b>Paper Materials and Products</b>																
1 Accession Book	pcs	5			5		5		5					20	480.00	9,600.00
2 Specialty Paper, white board, short, 10's	pack	10	10	10		20	6		10	10			10	86	31.35	2,696.10
3 Manila Paper	pcs	15				20	15							50	3.00	150.00
4 Paper, neon, assorted colors	pcs	50				20	30							100	7.50	750.00
5 Specialty Paper, long, assorted color	pack	10				10				10				30	35.00	1,050.00
														0		-
<b>Lighting and fixtures and accessories</b>																
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
<b>Electrical equipment and components and supplies</b>																
1 Battery, 9 volts	pcs			8		8				8		8		32	170.00	5,440.00
2 Battery, Lithium	pcs	4												4	2,000.00	8,000.00
3 Battery, CR2	pcs						5							5	12.30	61.50
														0		-
<b>Computer Supplies</b>																
1 Computer Ribbon refill	roll	85	10	10	22	37	70	18	13	28	3	28	23	347	36.00	12,492.00
2 Ink, Epson Stylus T13, black	bot	5	4	6	4	5	10	5	6	5	6	9	5	70	150.00	10,500.00
3 Ink, Epson Stylus T13, magenta	bot	5	4	6	4	5	10	5	6	5	6	9	5	70	150.00	10,500.00
4 Ink, Epson Stylus T13, yellow	bot	5	4	6	4	5	10	5	6	5	6	9	5	70	150.00	10,500.00
5 Ink, Epson Stylus T13, cyan	bot	5	4	6	4	5	10	5	6	5	6	9	5	70	150.00	10,500.00
6 Video Card	pcs	1			1					1		1	1	5	1,800.00	9,000.00
7 Card Reader, lemmy	pcs		1					1		1		1	1	5	500.00	2,500.00
8 Keyboard	pcs	1			1								1	3	660.00	1,980.00
9 Monitor Filter Glass, 15" with strap	pcs	1			1								1	3	62.20	186.60
10 Mouse	pcs				1									1	127.95	127.95
11 Continuous L110 Epson Ink Dye, Black T6641	bot	30				20				10				60	350.00	21,000.00
12 Continuous L110 Epson Ink Dye, Cyan T6642	bot	15				10				10				35	350.00	12,250.00
13 Continuous L110 Epson Ink Dye, Magenta T6643	bot	15				10				10				35	350.00	12,250.00
14 Continuous L110 Epson Ink Dye, Yellow T6644	bot	15				10				10				35	350.00	12,250.00
15 Refill Ink for Canon iP2770, black	crgs						4							4	1,000.00	4,000.00
														0		-
<b>Computer Equipment and Accessories</b>																
1 Epson Stylus T13 printer with continuous ink and reset button	unit			2						1				3	7,200.00	21,600.00
2 Computer Set	set	5		2		1		1		1		1		11	30,000.00	330,000.00

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
3 LCD Projector, ACER	unit	1		1		1	2	1		1		2		9	28,800.00	259,200.00
4 Laptop	unit	1					2					1		4	35,000.00	140,000.00
5 Printer, Epson LX 300+II	unit												1	1	10,000.00	10,000.00
6 Repair and maintenance	lot	1												1	6,500.00	6,500.00
7 Epson Stylus TX121 with continuous ink	unit						1							1	7,600.00	7,600.00
8 HP Deskjet 2050, all in one printer with scanner	unit	4												4	3,400.00	13,600.00
														0		-
<b>*Other Categories</b>																
1 Varnish, clear gloss	gal					4								4	1,440.00	5,760.00
2 Paint, latex, blue green	gal					1								1	1,800.00	1,800.00
3 Paint, latex, white	gal					2								2	450.00	900.00
4 Paint, enamel, white	gal					2	1							3	450.00	1,350.00
5 Clear Glass, 1/4 thick, (60/sq. ft. ) 4pcs	sq. ft					250								250	60.00	15,000.00
6 Clear Glass, 1/4 thick, (60/sq. ft. ) 2pcs	sq. ft					121.13								121	60.00	7,267.80
7 Clear Glass, 1/4 thick, (60/sq. ft. ) 4pcs	sq. ft					336.83								337	60.00	20,209.80
8 Clear Glass, 1/8 thick, (30/sq. ft. ) 1pc	sq. ft					57								57	30.00	1,710.00
9 Printing Services	lot	1												1	3,600.00	3,600.00
10 Tarpaulin Printing, 3 x 7	lot						1							1	4,000.00	4,000.00
10 Balloons, yellow	pcs											20		20	12.00	240.00
11 Candles, medium size	pcs											200		200	5.00	1,000.00
12 Office Curtain (for aircondition room)	pcs						8							8	148.00	1,184.00
13 Padlock, big	pcs						10							10	140.00	1,400.00
14 Kitchenwares	lot						1							1	1,440.00	1,440.00
15 Candle, small	pcs						400							400	3.50	1,400.00
16 Candle, big	pcs						6							6	48.00	288.00
17 Philippine Flag, standard size	pcs						2							2	500.00	1,000.00
18 Token (2 polo & 1 bag)	lot						1							1	2,100.00	2,100.00
19 Chalk Board, 4 x 8	pc						3						3	6	1,300.00	7,800.00
20 Student Armchairs, plastic	pc						50						50	100	500.00	50,000.00

\*\*\*GRAND TOTAL: ..... **3,020,821.29**

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION ..... **3,322,903.42**

APPROVED BUDGET: .....

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


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

Prepared by: \_\_\_\_\_ Certified Funds Available /  
 Certified Appropriate Funds Available:

Approved: \_\_\_\_\_



Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (06.30.2012)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		

  
 AILEENE T. DAGOS  
 Property/Supply Officer

  
 GRACE M. ANCHETA  
 Accountant /  
 Local Budget Officer

  
 ARNOLD N. VENTURINA, Ph. D.  
 SUC President II

Date Prepared: