

ANNUAL PROCUREMENT PLAN for 2017
For Common-Use Supplies and Equipment

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

1. 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.
2. Do not delete any field in the APP Form.
3. 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.
4. 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 or email at app@procurementservice.org
5. Consistent with DBM Circular No. 2011-6
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: **PROVINCIAL GOVERNMENT OF DAVAO DEL NORTE**

Region: **XI**

Address: **Government Center, Mankilam, Tagum City**

Telephone/Mobile Nos: **(084) 216-6904**

Contact Person **ATTY. EDD MARK O. WAKAN**

Position: **Provincial General Services Officer**

E-mail:

Telephone/Mobile Nos: (084) 216-6904

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL		
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec			

OFFICE SUPPLIES FOR PROCUREMENT SERVICES

Office Supplies Expenses

9419	MOSQUITO LOTION	PC.	31	5	-	-	36	140.00	5,040.00
10367	5 POCKET DOCUMENT FILE W/COVER-LONG	PC	8	-	-	-	8	150.00	1,200.00
9525	678 BLACK, CARTRIDGE	CART.	8	6	5	5	24	500.00	12,000.00
9526	678 TRI-COLOR, CARTRIDGE	CART	6	5	3	3	17	500.00	8,500.00
4674	810 BLACK FINE CARTRIDGE	CART.	28	18	15	10	71	1,442.10	102,389.10
4675	811 COLOR FINE CARTRIDGE	CART.	30	18	18	14	80	1,442.10	115,368.00
952	A3 TYPEWRITING PAPER, 298 X 420MM (11¼ X 16½)20 SH	PACK	8	8	5	-	21	180.27	3,785.67

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			Jan	Feb	Mar	Apr	May			Jun	Jul	Aug	Sep		Oct
Office Supplies Expenses															
8395	A3 TYPEWRITING PAPER, 298X420MM(11¼X16½)	REAM	5			5							10	880.00	8,800.00
3661	ACCORDION DATE FILE ENVELOPE	PC.	-			6							6	240.35	1,442.10
9616	ACETATE, 100 SHEETS (FOR PROJECTOR) LONG	BOX	2			-							2	423.08	846.16
6033	ADHESIVE	TUBE	5			-			5				10	52.88	528.80
3307	ADHESIVE, GLUE	TUBE	2			-			-				2	-	-
9979	AIR FRESHENER (CAR)	PC.	40			22			5			3	70	145.00	10,150.00
7614	AIR FRESHENER, AEROSOL TYPE, 280ML./CAN	CAN	181			121			81			73	456	192.28	87,679.68
6601	ALBUM, PHOTO	PC.	3			6			-			-	9	222.32	2,000.88
7576	ALCOHOL 70% ISOPROPHYL, 500ML	BOT	619			519			420			331	1,889	60.80	114,851.20
882	ALCOHOL, RUBBING 70% ETHYL, 500 ML W/ MOISTURIZER	BOT.	498			299			216			211	1,224	96.14	117,675.36
963	ALCOHOL, RUBBING, ISOPROPHYL 70% 500ML W/ MOISTURI	BOT.	72			60			46			37	215	93.74	20,154.10
6853	AMBI PUR, BIG	BOT	26			7			3			-	36	385.00	13,860.00
6117	APPOINTMENT NOTEBOOK	PC.	2			-			-			-	2	220.00	440.00
4302	ARMAK CLOTH D-TAPE	ROLL.	10			-			10			-	20	228.34	4,566.80
8703	AUTOMATIC NUMBERING MACHINE NO. 7510	PC.	1			-			-			-	1	800.00	800.00
10080	BACKPACK, HEAVY DUTY	UNIT	1			-			-			2	3	1,500.00	4,500.00
7919	BAG, SANDO, STANDARD SIZE, 100'S	PACK	3			-			-			-	3	148.50	445.50
3331	BALL POINT PEN PINE POINT RED	PC.	8			3			8			3	22	5.80	127.60
6149	BALLPEN 0.8 - BLUE	PC.	70			80			30			-	180	29.70	5,346.00
8705	BALLPEN 0.5 MM	PC	139			79			30			30	278	60.00	16,680.00
6148	BALLPEN 0.8 - BLACK	PC.	332			245			315			125	1,017	29.70	30,204.90
971	BALLPEN BLACK/BLUE,W/ GOOD QUALITY	PC.	1,119			499			497			284	2,399	13.75	32,986.25
8704	BALLPEN BP - 145 - F - L (RETRACTABLE)	PC.	58			47			47			24	176	65.00	11,440.00
970	BALLPEN BP-S FINE	PC.	177			210			98			115	600	30.04	18,024.00
7900	BALLPEN BP-S FINE-GREEN	PC.	19			7			7			7	40	30.80	1,232.00
6524	BALLPEN, BLUE & BLACK	PC.	445			271			235			179	1,130	13.75	15,537.50
5995	BALLPEN, BP-145-F-B BALLPOINT, BLACK & BLUE	PC.	107			12			-			-	119	72.11	8,581.09

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3134	BALLPOINT PEN PINE POINT RED	PC.	145		135		115		15	410	6.01	2,464.10		
3504	BALLPOINT PEN, BP-S FINE (ASSORTED COLOR)	PC.	281		25		140		10	456	26.44	12,056.64		
968	BALLPOINT PEN, FINE POINT BLACK/BLUE	PC.	1,813		1,288		1,169		470	4,740	6.01	28,487.40		
972	BAND, RUBBER - SMALL	BOX	10		7		8		2	27	72.11	1,946.97		
7776	BANDAGE SCISSOR	PC.	-		5		5		-	10	275.00	2,750.00		
8109	BATTERY 9V	PC	14		14		10		-	38	110.00	4,180.00		
976	BATTERY AA NICAD (RECHARGEABLE)	PC.	14		6		12		6	38	124.39	4,726.82		
2135	BATTERY AA, ALKALINE, 2PCS/PACKET	PACK	45		33		29		25	132	24.04	3,173.28		
2468	BATTERY AA, SUPER HEAVY DUTY	PC.	59		8		23		3	93	96.14	8,941.02		
10079	BATTERY AA, SUPER HEAVY DUTY 4PCS/PACK	PC	12		9		4		5	30	84.00	2,520.00		
7975	BATTERY AAA, SUPER HEAVY DUTY	PC.	98		60		40		34	232	30.80	7,145.60		
5259	BATTERY CHARGER FOR AAA FAST CHARGING(15 MINS.)W/F	PC.	1		-		-		-	1	3,244.73	3,244.73		
3422	BATTERY SIZE AAA, ALKALINE, 2PCS/PACKET	PACK	15		-		10		-	25	91.33	2,283.25		
8570	BATTERY, AA , RECHARGEABLE	PACK	2		2		-		-	4	320.00	1,280.00		
7693	BATTERY, AA 4 PCS/PACK	PACK	25		22		22		-	69	220.00	15,180.00		
6861	BATTERY, AAA	PACK	18		8		5		5	36	110.00	3,960.00		
9660	BATTERY, AAA, RECHARGEABLE	PACK	2		-		-		-	2	400.00	800.00		
2582	BINDER PVC W/ RING 2 INCH.	PC.	20		-		-		-	20	194.69	3,893.80		
1619	BINDER, REAL PROPERTY FIELD APP. & ASS.	PC.	400		-		-		-	400	165.85	66,340.00		
8416	BISCUITS	PACK	17		15		5		5	42	41.80	1,755.60		
2474	BLADE FOR HEAVY DUTY CUTTER,(L500),10PCS/PACK	PACK	-		5		-		-	5	12.02	60.10		
1056	BLADE, CUTTER - SMALL	BOX	1		-		-		-	1	10.81	10.81		
4137	BLADE, CUTTER, BIG	BOX	7		-		-		-	7	42.06	294.42		
10262	BOND PAPER 8 ½ X 13	REAM	28		228		200		200	656	200.00	131,200.00		
9478	BOND PAPER A4 SIZE	REAM	45		20		20		-	85	160.00	13,600.00		
4114	BOND PAPER SUB 16 LONG	REAM	230		183		63		8	484	156.23	75,615.32		
4039	BOND PAPER SUB 20 (SHORT)	REAM	228		265		17		2	512	216.32	110,755.84		

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9531	BOND PAPER-PINK,500SHEETS 8½X13	REAM	10	10	10	10	40	200.00	8,000.00
4115	BOND, PAPER SUB. 16 SHORT	REAM	17	2	2	2	23	138.20	3,178.60
9083	BOOK BINDING COVER(COLORED)A4	PC	5	5	-	-	10	350.00	3,500.00
10464	BOOK FILER CONTAINER FOR DOCUMENT-BLUE	PC	1	5	-	-	6	300.00	1,800.00
3663	BOOK PAPER SUB 24 LONG	REAM	596	342	271	263	1,472	300.44	442,247.68
3664	BOOK PAPER SUB 24 SHORT	REAM	389	289	240	232	1,150	276.41	317,871.50
1058	BOOK STAND (STEEL)	PAIR	25	55	25	-	105	69.10	7,255.50
1061	BOOK, COLUMNAR 3 COLUMNS	PC.	13	5	5	5	28	31.79	890.12
1063	BOOK, FIELD ENGINEERS	PC.	60	35	13	10	118	54.08	6,381.44
1064	BOOK, LEDGER 3 COL.	PC.	4	4	-	-	8	29.02	232.16
1066	BOOK, PLANNER (EXECUTIVE PLANNER)	PC.	2	-	-	-	2	255.40	510.80
1067	BOOK, RECORD #85 300 PAGES	PC.	55	43	18	13	129	326.88	42,167.52
1259	BOOK, RECORD #85 500 PAGES	PC.	81	43	68	20	212	396.58	84,074.96
1262	BOOK, RECORD 100 PAGES - SMALL W/ HARD BOUND	PC.	125	10	90	-	225	44.62	10,039.50
8680	BOOK, RECORD 300 PAGES	PC	20	2	-	-	22	66.00	1,452.00
1059	BOOK,CLEAR	PC.	54	10	-	-	64	66.34	4,245.76
1268	BRUSH, TYPEWRITER #1	PC.	2	-	-	-	2	23.77	47.54
2792	BULB,CFL 14 W	PC.	3	-	2	-	5	240.35	1,201.75
2482	CALCULATOR, DESKTOP,LCD DISPLAY,12 DIGITS,2-WAY PO	UNIT	5	3	3	2	13	540.79	7,030.27
8283	CALCULATOR, MX-120S TWO WAY POWER 12 DIGITS	UNIT	4	-	-	-	4	715.00	2,860.00
8189	CALCULATOR, SCIENTIFIC FX901 10+2DIGITS 2WAY	PC	3	10	-	-	13	660.00	8,580.00
10082	CALCULATOR,AS-120 12 DIGITS	PC	20	-	-	-	20	350.00	7,000.00
4676	CANON LAID YELLOW & GREEN (SHORT) 8.5X11	BOX	2	4	1	1	8	360.53	2,884.24
8120	CANON LBP 12A TONER	PC.	-	5	5	-	10	2,079.00	20,790.00
9968	CARBON PAPER # 764 LEGAL	BOX	2	-	-	-	2	145.00	290.00
7399	CARBON PAPER , LEGAL SIZE, PLASTOFOIL	BOX	21	10	-	-	31	132.00	4,092.00
10307	CARBON PAPER , LEGAL SIZE,BRANDED	BOX	13	-	-	-	13	500.00	6,500.00

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Office Supplies Expenses														
2138	CARBON PAPER ORDINARY, LEGAL 216MM X 330MM (8-½" X	BOX	24		27		15		15	81	144.21	11,681.01		
2136	CARBON PAPER ORDINARY, 210MM X 297MM (A-4), 100'S/B	BOX	5		2		5		2	14	90.13	1,261.82		
10382	CARBON PAPER, GLOSSY	BOX	6		1		6		-	13	550.00	7,150.00		
10451	CARD READER	UNIT	4		-		-		-	4	500.00	2,000.00		
7255	CARD, DENTAL (AS PER SAMPLE)	PC	100		100		-		-	200	7.70	1,540.00		
7254	CARD, ID (AS PER SAMPLE)	PC	550		500		-		-	1,050	13.20	13,860.00		
3513	CARD, INDEX 3X5	PC.	100		-		-		-	100	0.10	10.00		
4138	CARD, INDEX 5X8 (100 PCS.)	PAD	10		-		-		-	10	69.71	697.10		
7253	CARD, MEDICINE LEDGER (AS PER SAMPLE)	PC.	200		-		100		-	300	13.20	3,960.00		
7251	CARD, MPI (AS PER SAMPLE)	PC	10		-		-		-	10	9.90	99.00		
7252	CARD, SUPPLIES LEDGER (AS PER SAMPLE)	PC	100		-		100		-	200	13.20	2,640.00		
2925	CARTOLINA (ASSORTED COLOR)	PC.	100		50		50		-	200	8.42	1,684.00		
10365	CARTOLINA (NEON GREEN & YELLOW)	PC	300		-		-		-	300	8.00	2,400.00		
5864	CARTOLINA , ASSORTED COLORS	PC.	20		-		-		-	20	6.61	132.20		
1281	CARTOLINA - NEON (ASSORTED COLORS)	PC.	171		95		15		-	281	8.29	2,329.49		
1277	CARTOLINA - RED	PC.	15		15		15		-	45	7.61	342.45		
3585	CARTOLINA COLORED, 572MM X 724MM(22-1/2"X28-1/2"),	PACK	1		-		-		-	1	91.70	91.70		
7261	CARTOLINA, BLUE	PC	55		15		15		-	85	8.42	715.70		
7260	CARTOLINA, GREEN	PC	15		15		15		-	45	8.42	378.90		
7262	CARTOLINA, ORANGE	PC	55		15		15		-	85	8.42	715.70		
7257	CARTOLINA, PINK	PC	15		15		15		-	45	8.42	378.90		
7258	CARTOLINA, WHITE	PC	15		15		15		-	45	8.42	378.90		
7259	CARTOLINA, YELLOW	PC	15		15		15		-	45	8.42	378.90		
9448	CARTRIDGE 678 - BLACK	PC	10		10		10		10	40	450.00	18,000.00		
9447	CARTRIDGE 678 -COLORED	UNIT	7		7		6		6	26	450.00	11,700.00		
3154	CCF 2 PLY, 280MM X 241MM (11" X 9-1/2"), PLAIN	BOX	1		-		-		-	1	851.50	851.50		
2366	CCF 3 PLY 11" X 14 7/8"(3 PLY)	BOX	17		-		-		-	17	1,069.56	18,182.52		

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2367	CCF 3 PLY 11" X 9 ½"	BOX	16	16	-	-	32	694.25	22,216.00
4226	CCF, SIZE 13 X 9 ½ (4 PLY)	BOX	1	-	-	-	1	1,378.41	1,378.41
4224	CCF, SIZE 11 X 9 ½ (2 PLY)	BOX	15	-	-	-	15	851.50	12,772.50
4127	CD (REWRITABLE) WITH CASE 700 MB	PC.	10	15	15	-	40	27.64	1,105.60
9594	CFL BULB,23W,3U	PC	28	25	28	-	81	210.00	17,010.00
123	CHALK COLORED	BOX	3	3	-	2	8	16.83	134.64
3382	CHALK, WHITE	BOX	3	-	-	-	3	54.08	162.24
754	CHARGER, BATTERY (AA,AAA & 9 VOLTS)(UNIVERSAL)	PC.	2	-	-	-	2	1,201.75	2,403.50
242	CHLORINE GRANULES	KILO	5	5	5	5	20	180.27	3,605.40
6834	CLASS RECORD	PC.	25	-	-	-	25	32.45	811.25
8900	CLEAR BOOK W/ 40 PAGES FILLER	PC	23	10	-	-	33	200.00	6,600.00
2544	CLEAR BOOK, LONG	PC.	60	28	3	-	91	67.30	6,124.30
3501	CLEARBOOK, LONG (30 LEAVES)	PC.	100	6	4	-	110	180.27	19,829.70
3589	CLIP BACKFOLD, 25MM (1"), 12PCS/BOX	BOX	3	-	3	-	6	14.42	86.52
3590	CLIP BACKFOLD, 50MM, 12 PCS/BOX	BOX	45	11	2	-	58	57.68	3,345.44
3592	CLIP BULLDOG, 76MM (3')	PC.	8	8	8	8	32	9.61	307.52
1287	CLIP, BINDER 1" WIDTH	PC.	25	10	10	10	55	6.01	330.55
1289	CLIP, DOUBLE - BIG (BLACK)	PC.	44	20	5	-	69	8.42	580.98
1291	CLIPBOARD	PC.	15	15	10	-	40	16.83	673.20
5833	CLIPBOARD	PC.	26	5	-	-	31	144.21	4,470.51
3594	COLUMNAR PAD 12 COLS., NON-BLOT,55GSM	PAD	2	-	-	-	2	78.11	156.22
2478	COPY HOLDER CLAMP TYPE,W/ ADJUSTABLE ARM,9-1/2"X11	PC.	3	-	-	-	3	540.79	1,622.37
7098	COPY PRINTER INK CPI-10 MASTER ROLL	BOX	5	5	5	5	20	1,188.26	23,765.20
5551	CORK BOARD 18" X 24"	PC.	5	9	-	-	14	360.53	5,047.42
6535	CORK BOARD 4 X 3	PC.	1	1	-	-	2	880.00	1,760.00
5768	CORKBOARD 3X3	PC.	1	2	-	-	3	1,548.72	4,646.16
4297	CORRECTION FLUID	BOT.	32	33	27	15	107	38.50	4,119.50

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1297	CORRECTION FLUID, WATER BASE 15ML (ORIGINAL) EF	PC.	20		20		30		-	70	24.04	1,682.80		
1296	CORRECTION PEN	PC.	66		53		3		3	125	121.62	15,202.50		
7905	CORRECTION TAPE (HEAVY DUTY, 6M)	PC	484		414		362		109	1,369	38.50	52,706.50		
9094	CORRECTION TAPE W/ GOOD QUALITY 12MTRS	PC	506		348		323		138	1,315	50.00	65,750.00		
6543	COTTON, ABSORBENT - 200G	PACK	7		10		-		-	17	107.80	1,832.60		
4112	CRAYON, DOUBLE	BOX	-		-		24		-	24	30.04	720.96		
10524	CUTTER 6"	PC	4		-		-		-	4	150.00	600.00		
2365	CUTTER HEAVY DUTY,RETRACTABLE (L500)	PC.	3		-		-		-	3	32.45	97.35		
1306	CUTTER NT, BIG	PC.	7		1		-		-	8	414.60	3,316.80		
2481	CUTTER, BIG ,HEAVY DUTY	PC.	5		1		-		-	6	24.04	144.24		
1307	CUTTER, TABLE	PC.	-		1		-		-	1	1,382.02	1,382.02		
10466	DATA FILER BOX SLIM-LONG W/SLIDE RAIL	PC	-		15		-		-	15	300.00	4,500.00		
10465	DATA FILER, BIG WIDE W/COVER BOX	PC	9		10		-		-	19	500.00	9,500.00		
3606	DATA FOLDER (3" X 9" X 15") WITH RING FINGER BLACK	PC.	5		-		-		-	5	126.50	632.50		
3605	DATAFILE BOX (5"X9"X15-3/4") W/CLOSED ENDS BLACK	BOX	141		122		20		20	303	156.23	47,337.69		
10085	DATER	PC	7		6		-		-	13	80.00	1,040.00		
1311	DATER STAMP (WITH RECEIVED)	PC.	11		-		-		-	11	56.49	621.39		
6999	DATER WITH RECEIVED & NAME OF OFFICE	PC.	3		-		-		-	3	1,760.00	5,280.00		
7978	DATER, HEAVY DUTY	PC.	6		2		-		-	8	43.54	348.32		
7264	DEODORANT, TELEPHONE	PC	11		9		2		2	24	33.00	792.00		
10383	DEODORIZER TOILET(BRANDED)	PC	18		5		3		-	26	350.00	9,100.00		
247	DEODORIZER, TOILET 100G	PC.	25		50		21		9	105	38.70	4,063.50		
1313	DESK ORGANIZER FOR POST IT	PC.	11		-		-		-	11	414.60	4,560.60		
2485	DESK TRAY DOUBLE, WIRE MESH,ASSORTED COLORS	PC.	10		-		-		-	10	153.65	1,536.50		
10362	DIGITAL VOICE RECORDER	UNIT	2		-		-		-	2	3,500.00	7,000.00		
2549	DIRECTORY, TELEPHONE NOTEBOOK	PC.	2		-		-		-	2	60.09	120.18		
6862	DISHWASHING PASTE, PREFERABLY AXION	CAN	160		121		85		5	371	55.00	20,405.00		

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			Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec			
Office Supplies Expenses									
7979	DISINFECTANT SPRAY (KILLS FLU VIRUS) 510 GMS	CAN	34	15	16	-	65	528.00	34,320.00
2566	DISPENSER, SCOTCH TAPE, HEAVY DUTY	PC.	12	4	-	-	16	156.23	2,499.68
10366	DOCUMENT BOX W/COVER, SINGLE-LONG	PC	30	-	-	-	30	300.00	9,000.00
3608	DOCUMENTARY BOX (5" X 10 1/2" X 15 3/4") COVERED W	PC.	11	-	-	-	11	144.21	1,586.31
2348	DOORMAT CLOTH, STANDARD SIZE	PC.	72	32	33	20	157	41.47	6,510.79
3178	DOUBLE ADHESIVE TAPE 2"	PC.	11	8	5	-	24	54.08	1,297.92
9953	DOUBLE SIDED ADHESIVE TAPE HEAVY DUTY	ROLL	25	8	5	-	38	250.00	9,500.00
8403	DOUBLE SIDED TAPE # 1	PC.	32	25	12	1	70	38.50	2,695.00
10528	DUST MASK PLASTIC	PC	8	-	-	-	8	15.00	120.00
261	DUSTER, FEATHER	PC.	18	12	2	2	34	42.06	1,430.04
263	DUSTER, VONNEL	PC.	2	-	3	-	5	30.42	152.10
11	DVD R - 8.5GB	PC.	15	-	15	-	30	52.88	1,586.40
3613	ENVELOPE MAILING WHITE, ORD., (4"X9 1/2"), 500'S/	BOX	9	1	2	-	12	187.36	2,248.32
1314	ENVELOPE, BROWN - LONG	PC.	784	310	206	40	1,340	3.61	4,837.40
1317	ENVELOPE, BROWN - LONG EXPANDED	PC.	961	255	304	277	1,797	13.28	23,864.16
1319	ENVELOPE, BROWN - SHORT	PC.	437	170	202	150	959	2.41	2,311.19
2746	ENVELOPE, DOC. KRAFT (10" X 15") 150GSM. 500'S/BOX	BOX.	2	1	1	1	5	785.95	3,929.75
3713	ENVELOPE, EXPANDING - SHORT	PC.	285	220	220	20	745	14.42	10,742.90
2309	ENVELOPE, MAILING - LONG, WHITE 500'S	BOX	21	14	4	3	42	300.44	12,618.48
2311	ENVELOPE, MAILING, LONG - WHITE	PC.	150	-	20	-	170	2.41	409.70
1324	ENVELOPE, PLASTIC (LONG)	PC.	100	70	25	-	195	7.94	1,548.30
2048	EQUIPMENT LOG BOOK	PC.	3	-	-	-	3	240.35	721.05
3892	ERASER RUBBER SOFT, FOR PENCIL DRAFT/DRAFT WRITING	PC.	60	13	-	-	73	6.42	468.66
1326	ERASER, INK	PC.	5	-	-	-	5	72.11	360.55
4630	ERASER, WHITEBOARD	PC	24	-	-	-	24	36.06	865.44
942	ETHYL ALCOHOL 70%, 500ML (CASINO)	BOT	45	30	20	30	125	78.11	9,763.75
7561	EXECUTIVE CALENDAR NOTEBOOK	PC	5	-	-	-	5	550.00	2,750.00

I T E M Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL		
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Office Supplies Expenses									
7558	EXECUTIVE NOTEBOOK	PC	-	4	5	-	9	550.00	4,950.00
10527	EXTENSION WIRE ,5M 3GANG	PC	13	-	-	-	13	200.00	2,600.00
9666	EXTERNAL HDD 500GB	PC	7	2	-	-	9	4,000.00	36,000.00
10089	FABRIC CONDITIONER 30ML	SACHE	55	61	-	-	116	9.90	1,148.40
6582	FACE MASK (EARLOOP) 50'S	BOX.	7	-	1	-	8	302.50	2,420.00
7980	FACEMASK (EARLOOP) 50'S	BOX	6	-	5	-	11	177.10	1,948.10
4599	FACSIMILE ELECTRONIC	PC.	10	-	-	-	10	420.62	4,206.20
10329	FASTENER PAPER, PLASTIC 8½"	BOX	16	11	-	-	27	200.00	5,400.00
2134	FASTENER, METAL FILE 8"	BOX	5	5	-	-	10	180.27	1,802.70
2356	FASTENER, PAPER ORDINARY	BOX.	55	62	57	30	204	35.94	7,331.76
2923	FIELD NOTEBOOK 100 LEAVES	PC.	25	20	20	20	85	48.07	4,085.95
8986	FILE CLIP 2 INCH BACKFOLD	PC.	30	20	20	-	70	6.00	420.00
8985	FILE CLIP 3 INCH BACKFOLD	PC.	29	12	29	12	82	15.00	1,230.00
2754	FILE ORGANIZER EXPANDING (LEGAL SIZE)	PC.	7	-	2	-	9	100.95	908.55
7072	FILING BOX (5 LAYER)	PC.	-	4	-	-	4	3,300.00	13,200.00
9476	FILING BOX LEGAL	PC	56	14	12	4	86	300.00	25,800.00
3039	FILING TRAY (4 LAYERS, GREEN)	PC.	4	3	-	-	7	390.57	2,733.99
15	FILM, FAX MACHINE PC - 402RF	PC.	3	-	3	-	6	1,922.80	11,536.80
1327	FINGERTIPS MOISTENER	PC.	50	14	12	-	76	42.06	3,196.56
7645	FLASHLIGHT-BIG HEAVY DUTY	PC.	2	7	-	-	9	115.37	1,038.33
10018	FLEXIBLE TWIST CABLE TIES(LARGE)15PCS/PACK	PACK	10	-	-	-	10	150.00	1,500.00
9595	FLOURESCENT TUBE 40W	PC	5	2	3	-	10	90.00	900.00
2358	FLUORESCENT MARKER,ASST. COLORS	PC.	41	35	-	-	76	29.72	2,258.72
3904	FOLDER FILE, LEGAL SIZE,TAGBOARD EQUIVALENT, 100'S	PACK	12	10	-	-	22	450.66	9,914.52
3905	FOLDER FILE, LETTER SIZE, TAGBOARD EQUIVALENT, 100	PACK	30	20	-	-	50	468.69	23,434.50
3917	FOLDER PLASTIC, PRE-PUNCHED, FOR LEGAL SIZE PAPERS	PACK	4	1	-	-	5	235.00	1,175.00
1330	FOLDER W/ METAL TAB PASSBOARD - SUB. 18 US	PC.	36	27	-	-	63	30.04	1,892.52

I T E M Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT					
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			Jan	Feb	Mar	Apr	May			Jun	Jul	Aug	Sep	
Office Supplies Expenses														
7707	FOLDER W/ PRINT(DOJ FORM)	PC	100			100			100			400	22.00	8,800.00
2054	FOLDER W/ SP PRINT	PC.	-			250			250			750	12.02	9,015.00
1332	FOLDER, BROWN - LONG	PC.	2,138			531			688			87	3.91	13,466.04
1331	FOLDER, BROWN - SHORT	PC.	671			242			123			30	3.91	4,168.06
8011	FOLDER, BROWN LONG	PC.	4,607			2,173			1,480			367	4.40	37,958.80
8013	FOLDER, EXPANDABLE (GREEN)	PC.	405			380			362			350	12.10	18,113.70
2545	FOLDER, EXPANDABLE, GREEN, LONG	PC.	2,925			684			410			100	13.22	54,453.18
1333	FOLDER, EXPANDED (LONG) W/OUT METAL TAB US	PC.	72			32			20			12	24.04	3,269.44
3714	FOLDER, EXPANDING, GREEN - SHORT	PC.	87			75			-			-	12.02	1,947.24
2740	FOLDER, FANCY/MOROCCO, LEGAL W/ PLASTIC GRIP 50PCS	PACK.	5			-			-			5	540.79	2,703.95
1334	FOLDER, FILING EXPANDED - LONG	PC.	80			250			232			-	13.48	7,575.76
1335	FOLDER, FILING LONG - WHITE, CLASS A	PC.	570			456			294			120	6.01	8,654.40
1336	FOLDER, FILING SHORT (MOROCCO)	PC.	130			-			-			-	9.12	1,185.60
2184	FOLDER, FILING SHORT-WHITE	PC.	36			12			12			-	4.81	288.60
1337	FOLDER, GREEN LONG - EXPANDED	PC.	379			170			170			50	12.44	9,566.36
4471	FOLDER, MEMO W/ CLIP-PLASTIC LONG	PC.	10			-			-			-	60.09	600.90
4373	FOLDER, ORGANIZER (ACCORDION TYPE)	PC.	7			-			-			-	180.27	1,261.89
1338	FOLDER, PLASTIC LONG W/ SLIDER	PC.	185			177			137			20	6.97	3,617.43
1339	FOLDER, PLASTIC SHORT W// SLIDER	PC.	69			100			153			-	7.94	2,556.68
7694	FOLDER, PLASTIC, LEGAL SIZE	PACK	102			2			50			-	235.00	36,190.00
8012	FOLDER, WHITE LONG	PC.	775			50			70			50	4.40	4,158.00
8119	FOLDER, WHITE W/PLASTIC FRONT COVER (LONG)	PC.	76			92			12			-	11.00	1,980.00
3232	FOLDER. FILING LONG MOROCCO	PC	125			-			5			-	14.42	1,874.60
2060	FORM, PROPERTY INVENTORY	PC.	100			100			-			-	6.91	1,382.00
9636	FRESHENER, AIR 280 ML. WITH GOOD / MILD SCENT	CAN	40			19			7			6	181.50	13,068.00
10135	FRESHENER, TOILET	PC	35			53			5			5	66.00	6,468.00
1714	FRESHENER,AIR,280ML. W/ GOOD/MILD SCENT	PC.	10			13			8			2	105.00	3,465.00

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Office Supplies Expenses									
1715	FRESHENER,CAR (CITRUS AND LEMON SCENT)	CAN	75	57	14	6	152	138.20	21,006.40
8094	FURNITURE CLEANER, AEROSOL TYPE, 280ML	CAN	8	-	-	-	8	291.50	2,332.00
4561	GLASS CLEANER, BRANDED	PC.	23	17	7	-	47	240.35	11,296.45
1851	GLOVES FOR CONSTRUCTION(COTTON W/ RUBBER ON PALM)	PAIR	3	3	-	-	6	78.38	470.28
6839	GLUE , MULTIPURPOSE 130 ML.	PC.	2	3	-	-	5	192.50	962.50
3123	GLUE ALL PURPOSE, IN JAR W/ APPLICATOR MIN. OF 300	JAR.	11	13	6	-	30	58.83	1,764.90
7578	GLUE ALL PURPOSE, IN JAR W/APPLICATOR MIN. OF 300	JAR	2	2	2	1	7	59.40	415.80
4859	GLUE GUN (BIG)	PC.	4	-	-	-	4	360.53	1,442.12
8710	GLUE GUN STICK	PC.	20	-	-	-	20	5.00	100.00
1340	GLUE, MULTI PURPOSE GLUE 130ML	BOT.	12	9	-	3	24	27.85	668.40
4469	GLUE, PADDING (RED) ¼ KL.	JAR.	5	5	-	-	10	72.11	721.10
1341	GLUE, STICK, BIG	PC.	35	-	-	-	35	8.29	290.15
4116	GLUE,130G	PC.	13	8	32	8	61	54.08	3,298.88
1344	GUN TUCKER	PC.	1	-	-	-	1	1,084.88	1,084.88
9673	HAND SOAP W/ MOISTURIZER	BOT	40	31	17	20	108	100.00	10,800.00
7445	HIGHLIGHTER ASSTD. COLORS	PC	108	92	30	15	245	40.70	9,971.50
1348	HOLDER, MEMO PAD 3 X 3	PC.	5	5	5	5	20	30.42	608.40
3675	HP LASER JET 12-A	PC.	3	6	8	6	23	3,605.25	82,920.75
3689	ID STICKER PAPER A SIZE	PC.	-	15	15	-	30	12.02	360.60
3933	INDEX CARD PLAIN, 127MM X 203MM(5" X 8"),500'S/PAC	PACK	2	-	-	-	2	141.45	282.90
10378	INK # G1-790-BLACK	BOT	1	2	-	-	3	400.00	1,200.00
10379	INK # G1-790-CYAN	BOT	1	1	-	-	2	400.00	800.00
10380	INK # G1-790-MAGENTA	BOT	1	1	-	-	2	400.00	800.00
10381	INK # G1-790-YELLOW	BOT	1	1	-	-	2	400.00	800.00
9982	INK 705	CART	10	10	8	8	36	500.00	18,000.00
9981	INK 706	CART	10	10	8	8	36	500.00	18,000.00
10021	INK BLACK DX 2430	PC	20	20	-	-	40	1,960.00	78,400.00

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Office Supplies Expenses									
10630	INK CART. DESIGN JET, B3P19A - CYAN	CART.	2	-	-	-	2	4,000.00	8,000.00
6610	INK CARTRIDGE # 703 COLOR	CART.	5	5	5	2	17	643.50	10,939.50
8003	INK CARTRIDGE CL-811 COLORED	CART	90	37	32	26	185	1,160.50	214,692.50
8000	INK CARTRIDGE PG-810 BLACK	CART	197	80	56	34	367	886.60	325,382.20
6609	INK CARTRIDGE # 703 BLACK	CART.	4	4	4	-	12	643.50	7,722.00
8006	INK CARTRIDGE 73N BLACK	CART	3	2	2	2	9	731.50	6,583.50
9300	INK REFILL, INNOBELLA LC57 C	PC.	2	-	-	-	2	170.00	340.00
9299	INK REFILL, INNOBELLA LC57BK	PC.	5	-	-	-	5	170.00	850.00
9301	INK REFILL, INNOBELLA LC57M	PC.	3	1	1	1	6	170.00	1,020.00
9302	INK REFILL, INNOBELLA LC57Y	PC.	2	-	-	-	2	170.00	340.00
5944	INK, #704 COLORED	CART	16	22	10	22	70	643.50	45,045.00
7568	INK, #60 (BLACK)	CART.	15	-	-	-	15	721.05	10,815.75
7569	INK, #60 (COLORED)	CART	10	5	5	-	20	817.19	16,343.80
10065	INK, #678 BLACK	CART.	30	17	8	5	60	800.00	48,000.00
10066	INK, #678 COLORED	CART.	20	18	8	5	51	800.00	40,800.00
5943	INK, #704 BLACK	CART	24	30	12	20	86	643.50	55,341.00
8720	INK, BLACK CP17/CP5307 500ML	CART	5	5	-	-	10	1,115.52	11,155.20
10328	INK, BROTHER DCP-J100	SET	8	-	-	-	8	1,700.00	13,600.00
10324	INK, BROTHER DCP-T500W-BLACK	BOT.	12	4	4	4	24	450.00	10,800.00
10327	INK, BROTHER DCP-T500W-CYAN	BOT	11	3	3	3	20	450.00	9,000.00
10325	INK, BROTHER DCP-T500W-MAGENTA	BOT	11	3	2	2	18	450.00	8,100.00
10326	INK, BROTHER DCP-T500W-YELLOW	BOT	10	2	2	2	16	450.00	7,200.00
60	INK, CARTRIDGE CL-40 BLACK	CART	41	21	25	10	97	1,312.92	127,353.24
6858	INK, CARTRIDGE PG-40 BLACK	CART	-	4	-	-	4	1,210.00	4,840.00
8009	INK, CARTRIDGE 73N CYAN	CART	1	-	-	-	1	731.50	731.50
8007	INK, CARTRIDGE 73N YELLOW	CART	1	-	-	-	1	731.50	731.50
59	INK, CARTRIDGE CL-41 COLORED	CART	34	20	24	5	83	1,630.77	135,353.91

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Office Supplies Expenses									
	125 INK, DESKJET 460 #94 BLACK	CART.	2	-	2	-	4	1,346.08	5,384.32
	10422 INK, FOR HP DESKJET # 678 - BLACK	PC.	5	-	-	-	5	700.00	3,500.00
	10423 INK, FOR HP DESKJET # 678 - COLORED	PC.	5	-	-	-	5	750.00	3,750.00
	1350 INK, FOUNTAIN PEN	BOT.	-	2	2	-	4	160.39	641.56
	10467 INK, IP2770	CART	-	3	-	-	3	500.00	1,500.00
	10220 INK, L210 REFILL - BLACK	BOT	40	44	40	22	146	660.00	96,360.00
	10221 INK, L210 REFILL - CYAN	BOT	32	34	28	22	116	660.00	76,560.00
	10222 INK, L210 REFILL - MAGENTA	BOT	30	34	30	22	116	660.00	76,560.00
	10223 INK, L210 REFILL - YELLOW	BOT	30	33	29	22	114	660.00	75,240.00
	9969 INK, L210 T6641-BLACK	PC.	51	33	27	24	135	320.00	43,200.00
	9971 INK, L210 T6643-M	PC.	38	31	30	12	111	320.00	35,520.00
	9972 INK, L210 T6644-Y	PC.	23	17	15	10	65	320.00	20,800.00
	10468 INK, L220	PC	5	10	-	-	15	500.00	7,500.00
	6510 INK, LASERJET PRINT CARTRIDGE #85A	CART	2	1	-	-	3	3,850.00	11,550.00
	8123 INK, ME 101 - BLACK	CART	20	20	-	-	40	220.00	8,800.00
	10196 INK, NO. 664 - BLACK	BOTS	21	16	16	11	64	425.00	27,200.00
	10197 INK, NO. 664 - CYAN	BOT	11	9	7	6	33	425.00	14,025.00
	10198 INK, NO. 664 - MAGENTA	BOTS	13	11	7	10	41	425.00	17,425.00
	10199 INK, NO. 664 - YELLOW	BOTS	11	9	7	6	33	425.00	14,025.00
	1352 INK, NUMBERING MACHINE	BOT.	10	10	10	10	40	205.65	8,226.00
	10067 INK, OFFICEJET #932 XL	CART	4	-	-	-	4	1,250.00	5,000.00
	10068 INK, OFFICEJET #933 XL	CART	4	-	-	-	4	1,350.00	5,400.00
	1353 INK, PENTEL PEN (BLUE & BLACK)	BOT.	20	16	12	10	58	105.03	6,091.74
	10545 INK, PIXMA 40	CART	10	-	10	-	20	1,300.00	26,000.00
	10546 INK, PIXMA 41	CART	8	3	5	-	16	1,500.00	24,000.00
	6521 INK, PIXMA PG-40	CART.	4	3	-	-	7	1,375.00	9,625.00
	9970 INK, REFILL T6642 - CYAN	REFIL	38	35	22	11	106	320.00	33,920.00

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Office Supplies Expenses									
8027	INK, REFILL FOR COLOR MARKER SC-F,SC-6600 (PENTEL	BOT.	5	-	-	-	5	105.03	525.15
6902	INK, REFILL T6641 - BLACK	REFIL	52	47	2	14	115	320.00	36,800.00
6904	INK, REFILL T6643- MAGENTA	REFIL	45	35	3	1	84	320.00	26,880.00
6905	INK, REFILL T6644- YELLOW	REFIL	30	26	3	1	60	320.00	19,200.00
1355	INK, STAMPING PAD	PC.	36	12	15	18	81	20.90	1,692.90
6007	INK, STAMPING PAD 30ML (PURPLE)	BOT.	12	10	10	-	32	20.90	668.80
8301	INK, T6731 FOR EPSON L800, BLACK	BOT	17	-	10	-	27	660.00	17,820.00
8304	INK, T6732 FOR EPSON L800, CYAN	BOT	11	-	8	-	19	660.00	12,540.00
8300	INK, T6733 FOR EPSON L800, MAGENTA	BOT	10	-	8	-	18	660.00	11,880.00
8302	INK, T6734 FOR EPSON L800 , YELLOW	BOT	15	-	10	-	25	660.00	16,500.00
8309	INK, T6735 FOR EPSON L800, LIGHT CYAN	BOT.	10	-	8	-	18	660.00	11,880.00
8303	INK, T6736 FOR EPSON L800, LIGHT MAGENTA	BOT	10	-	8	-	18	660.00	11,880.00
1381	INK, WYTEBOARD ASSORTED COLORS	BOT.	-	5	-	-	5	166.88	834.40
126	INK,DESKJET #95 TRICOLOR	CART.	2	-	2	-	4	1,595.00	6,380.00
9975	INK,REFILL PIXMA PG-40	CART.	3	3	3	3	12	1,150.00	13,800.00
9976	INK,REFILL PIXMA PG-41	CART.	5	3	3	2	13	1,150.00	14,950.00
6026	INK,XEROX PHASER 3124 TONER BLACK	PC.	5	-	-	-	5	5,878.13	29,390.65
4092	INSECTICIDE SPRAY	BOT.	12	10	10	10	42	300.44	12,618.48
8396	INSECTICIDE SPRAY	BOT.	6	3	-	3	12	302.50	3,630.00
9625	INSECTICIDE, AEROSOL TYPE 600 ML. (420G.)	CAN	2	2	2	2	8	179.00	1,432.00
4639	LAMINATING FILM (250 MIC. 3/8 65MMX95MM)100'S	BOX.	5	-	-	-	5	240.35	1,201.75
10452	LAPTOP COOLER	UNIT	6	-	-	-	6	500.00	3,000.00
1385	LEAD, MECH'L. PEN 0.5 HEAVY DUTY W/ BRAND	TUBE	2	-	-	-	2	14.42	28.84
1387	LEAD, MECH'L. PEN 0.7 HEAVY DUTY W/ BRAND	TUBE	5	-	-	-	5	47.69	238.45
4091	LYSOL DISINFECTANT SPRAY	BOT.	49	20	2	-	71	240.35	17,064.85
275	MAGIC MOP HANDLE	PC	21	15	15	-	51	180.27	9,193.77
10530	MAGNIFYING GLASS	PC	2	-	-	-	2	200.00	400.00

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			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL		
			Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec			
Office Supplies Expenses									
2541	MANILA PAPER	PC.	262	75	87	50	474	4.21	1,995.54
5978	MARKER, FLOU.	PC.	4	4	-	-	8	50.48	403.84
3348	MARKER, FLOU., ASSTD. COLORS, 3 COLORS PER SET	SET	26	7	5	-	38	112.97	4,292.86
8031	MARKER, WYTEBOARD (BLACK)	PC.	93	47	44	10	194	44.00	8,536.00
2377	MARKING PEN PERMANENT FELT TIP .MEDIUM POINT PERMA	PC.	29	24	12	-	65	43.26	2,811.90
2378	MARKING PEN PERMANENT FELT TIP .MEDIUM POINT PERMA	PC.	5	5	5	5	20	24.04	480.80
2376	MARKING PEN PERMANENT FELT TIP,MEDIUM POINT,PERMAN	PC.	5	-	5	-	10	43.26	432.60
3946	MARKING PEN WB, BLACK	PC.	82	30	70	-	182	19.40	3,530.80
3947	MARKING PEN WB, RED	PC.	5	5	5	-	15	19.40	291.00
3065	MASKING TAPE 1 INCH BIG	ROLL.	51	20	10	2	83	63.10	5,237.30
7579	MASKING TAPE 2"	ROLL	26	33	6	-	65	63.80	4,147.00
10022	MASTER FOR DX 2430	PC	10	10	10	-	30	1,750.00	52,500.00
8666	MASTER ROLL CPMT 21	ROLL	3	3	-	-	6	1,870.00	11,220.00
10533	MEMORY CARD 32MB	PC	6	-	-	-	6	800.00	4,800.00
8032	MIGHTY BOND	PC.	61	15	5	3	84	61.60	5,174.40
7580	MIGHTY BOND 3 GMS.	TUBE	5	5	5	5	20	220.00	4,400.00
8033	MOSQUITO KILLER, WATER BASE 500ML	BOT.	17	9	2	-	28	324.50	9,086.00
6608	MOSQUITO SPRAY PREF. BAYGON 500 ML	PC.	12	2	2	2	18	195.80	3,524.40
7560	MOUSE PAD	PC	20	-	-	-	20	220.00	4,400.00
139	MOUSE,OPTICAL	PC.	26	1	3	-	30	462.00	13,860.00
8040	NOTE PAD 2 X 3 (YELLOW)	PAD	4	5	5	-	14	27.50	385.00
8042	NOTE PAD 3 X 3 (YELLOW)	PC.	38	12	28	4	82	38.50	3,157.00
3950	NOTE PAD 76MM X 76MM (3"X3")	PAD	10	8	5	5	28	54.08	1,514.24
5615	NOTEBOOK 50 LEAVES	PC	206	100	185	50	541	14.42	7,801.22
3951	NOTEBOOK STENOGRAPHER'S, WHITE BOND, 40 LVS.	PAD	39	71	71	71	252	16.83	4,241.16
1405	NOTEBOOK, SPRING 100 LVS. 5" X 7"	PC.	150	-	-	-	150	16.24	2,436.00
2924	NOTEBOOK, SPRING 80 LEAVES	PC.	150	-	-	-	150	12.02	1,803.00

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Office Supplies Expenses									
4470	NOTEBOOK, W/O SPRING 40LVS	PC	570	200	560	-	1,330	7.82	10,400.60
3952	NOTEPAD 51MM X 51MM(2 X 2), 400 SHTS. PER PAD, AS	PAD	-	-	5	-	5	128.04	640.20
2738	NOTEPAD 75MM X 102MM (3" X 4")	PAD.	21	10	3	-	34	58.64	1,993.76
1518	NOTEPAD, (3 X 3)	PAD	10	10	10	5	35	90.13	3,154.55
1412	NOTEPADS, 3 X 5	PC.	10	10	15	10	45	89.83	4,042.35
9506	OFFICE SUPPLIES	L.S	-	-	-	-	-	-	2,800.00
1422	OIL, SINGER 120 ML.	PC.	2	-	-	-	2	62.49	124.98
10523	ORGANIZER BOX W/ COVER	PC	12	-	-	-	12	400.00	4,800.00
3659	PACKAGING TAPE 4"	ROLL	1	-	-	-	1	114.17	114.17
2333	PACKAGING TAPE, 2"	ROLL	27	-	4	-	31	24.04	745.24
1454	PAD, PLANNER	PC.	8	3	-	-	11	163.98	1,803.78
2681	PAPER BOND, PG,LEGAL 216MM X 330MM (8½" X 13"),70G	RM.	1	1	1	105	108	222.32	24,010.56
9479	PAPER BOND,PG (PREMIUM GRADE) A4 SIZE	REAM	13	5	10	-	28	107.80	3,018.40
8044	PAPER BOOK (LONG) 70GSM, HIGH WHITE	RM	447	388	266	198	1,299	209.00	271,491.00
8046	PAPER BOOK (SHORT) 70GSM, HIGH WHITE	RM	245	196	173	137	751	176.00	132,176.00
9951	PAPER BOOK A3 SIZE	REAM	30	25	15	-	70	500.00	35,000.00
10052	PAPER BOOK A4	RM	90	46	25	10	171	180.00	30,780.00
9610	PAPER CLAMP 1"	PC	127	70	5	-	202	15.00	3,030.00
9611	PAPER CLAMP 2"	PC	88	20	11	-	119	40.00	4,760.00
7565	PAPER CLAMP, BIG	PC	24	-	-	-	24	165.00	3,960.00
7564	PAPER CLAMP, SMALL	PC	1	-	-	-	1	110.00	110.00
1455	PAPER CLAMP, STAINLESS 5 ¾", SDI	PC.	1	12	-	-	13	62.18	808.34
8047	PAPER CLIP (JUMBO SIZE, VINYL COATED)	BOX	109	37	36	17	199	24.04	4,783.96
10491	PAPER CLIP, BACKFOLD 2"	BOX	1	-	1	-	2	57.68	115.36
3632	PAPER CLIP, SMALL	BOX.	119	59	25	-	203	36.06	7,320.18
4863	PAPER CUTTER (SMALL)	PC.	4	2	-	-	6	600.88	3,605.28
8050	PAPER FASTENER	BOX	137	37	4	2	180	36.48	6,566.40

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Office Supplies Expenses									
8706	PAPER FASTENER VINYL COATED SIZE 8	BOX	59	24	20	-	103	40.00	4,120.00
8664	PAPER FASTENER METAL WITH PLASTIC COATING	BOX	49	45	11	10	115	36.48	4,195.20
3958	PAPER FASTENER NON-RUST METAL, HOLDS 25MM THICK FI	BOX	4	12	2	2	20	101.79	2,035.80
1430	PAPER FASTENER, VINYL COATED	BOX	109	71	35	6	221	36.48	8,062.08
4864	PAPER GLUE (ELMER'S GLUE 130G)	PC.	67	42	32	6	147	54.08	7,949.76
7663	PAPER GRADE 1	PAD	20	-	-	-	20	12.10	242.00
8051	PAPER LEGAL 8½" X 13", MIN. 80GSM	RM.	40	40	20	-	100	220.00	22,000.00
10083	PAPER LEGAL 8½" X 13", MIN. 80GSM	RM	10	15	25	15	65	214.50	13,942.50
4468	PAPER, FAX MACHINE	ROLL	6	4	6	4	20	66.10	1,322.00
319	PAPER, TISSUE, 2 PLY	ROLL	601	391	287	191	1,470	14.42	21,197.40
8681	PAPER, TISSUE, 3 PLY	ROLL	348	163	191	115	817	29.70	24,264.90
9480	PAPER, BOND (PREMIUM GRADE) LEGAL SIZE	REAM	20	20	20	-	60	120.95	7,257.00
1459	PAPER, BOND (CANON LAID) - LONG	RM.	5	1	-	3	9	995.05	8,955.45
1460	PAPER, BOND (CANON LAID) - SHORT	RM.	3	1	-	-	4	843.03	3,372.12
1461	PAPER, BOND CANON LAID (IVORY) SHORT	RM.	4	-	-	-	4	851.32	3,405.28
1463	PAPER, BOND COLORED (PINK) LONG	RM.	33	20	1	3	57	234.95	13,392.15
3116	PAPER, BOND COLORED - GREEN	RM	5	2	-	-	7	234.34	1,640.38
9978	PAPER, BOND LEGAL SUB 16	RM.	1	-	-	-	1	130.00	130.00
3078	PAPER, BOND, COLORED - BLUE LONG	RM.	13	10	-	-	23	234.34	5,389.82
2323	PAPER, BOND, COLORED - YELLOW - LONG	RM.	20	13	3	2	38	234.95	8,928.10
4370	PAPER, BOOK A4 SIZE	RM.	59	41	43	26	169	190.00	32,110.00
10147	PAPER, BOOK A4 SIZE	RM	10	2	-	10	22	180.00	3,960.00
1464	PAPER, BOOK LONG # 80 LBS. (8 ½ X 13)	RM.	148	89	79	7	323	248.77	80,352.71
6009	PAPER, BOOK LONG SUBS. 20 (70GSM)	RM.	548	398	227	96	1,269	261.25	331,526.25
1468	PAPER, BOOK SHORT SUBS. 20	RM.	118	36	21	123	298	216.32	64,463.36
1467	PAPER, BOOK SHORT SUBS. 20 (70GSM)	RM.	171	97	92	32	392	215.59	84,511.28
1475	PAPER, CARBON - LONG, CLASS A	BOX	3	-	-	-	3	787.75	2,363.25

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1476	PAPER, CARBON, BLUE - LONG, CLASS A	BOX	8	4	-	-	12	781.14	9,373.68
7563	PAPER, CLAMP BIG	PC	2	2	2	2	8	165.00	1,320.00
1286	PAPER, CLIP GEM TYPE 50MM JUMBO 100S/BOX	BOX	15	33	8	-	56	24.04	1,346.24
2113	PAPER, CLIP, GEM TYPE 33MM VINYL COATED 100S/BOX	BOX	34	46	7	2	89	30.04	2,673.56
4577	PAPER, CLIP, GEM TYPE 50MM VINYL COATED 100S/BOX	BOX.	19	41	2	2	64	36.06	2,307.84
5686	PAPER, MIMEO, LONG, COLORED, BLUE	RM.	5	5	5	-	15	232.54	3,488.10
5685	PAPER, MIMEO, LONG, COLORED, GREEN	RM.	5	5	5	-	15	232.54	3,488.10
5684	PAPER, MIMEO, LONG, COLORED, PINK	RM.	5	5	5	-	15	232.54	3,488.10
5683	PAPER, MIMEO, LONG, COLORED, YELLOW	RM.	5	5	5	-	15	232.54	3,488.10
2334	PAPER, MIMEO, WW - SHORT	REAM	80	30	25	-	135	168.25	22,713.75
2332	PAPER, MIMEO, WW -LONG	REAM	549	440	330	240	1,559	198.29	309,134.11
8052	PAPER, MIMEO, WW SHORT	RM.	212	180	80	20	492	121.00	59,532.00
6896	PAPER, MULTICOPY, LEGAL FOR LASER/INK-JET PRINTER(REAM	55	46	45	40	186	214.50	39,897.00
2315	PAPER, ONION SKIN, LONG	REAM	45	15	5	5	70	180.27	12,618.90
1494	PAPER, PHOTO, HIGH GLOSS,A4, 10 PCS./PK	PACK	36	35	5	-	76	360.53	27,400.28
3836	PAPER, SPECIALTY LONG 10'S	PACK	21	-	-	-	21	54.08	1,135.68
1490	PAPER, STICKER NEON - ASSORTED COLORS	PC.	63	67	15	15	160	10.81	1,729.60
1491	PAPER, THERMAL 210MM X 30MM	ROLL	15	15	-	-	30	82.92	2,487.60
2283	PAPER, TISSUE 3 PLY	ROLL	60	132	100	110	402	27.50	11,055.00
4371	PAPER, TISSUE(FACIAL)	BOX.	86	45	35	10	176	78.11	13,747.36
8053	PAPER, YELLOW (PAD)	PAD	93	62	61	54	270	20.90	5,643.00
5957	PAPER,NEWSPRINT - LONG	REAM	15	10	-	4	29	180.27	5,227.83
6996	PAPER,NEWSPRINT - SHORT	RM	1	-	-	-	1	148.50	148.50
3341	PASTE SOLID, W/ WATER WELL AND APPLICATOR,200G.	JAR	29	5	4	6	44	28.60	1,258.40
1495	PASTE, MUCILAGE	PC.	20	20	10	10	60	34.83	2,089.80
6034	PASTE,DISHWASHING 400G. W/ FOAM	PC.	13	10	13	10	46	53.48	2,460.08
1496	PEN, COLORED (12 COLORS)	PC.	1	-	-	-	1	345.51	345.51

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Office Supplies Expenses														
1499	PEN, PENTEL ASSORTED COLORS	PC.	98	98	54	54	304	41.47	12,606.88					
3166	PEN, PENTEL BLACK (FINE)	PC.	191	82	80	34	387	48.07	18,603.09					
3169	PEN, PENTEL BLUE (FINE)	PC.	41	42	20	10	113	48.07	5,431.91					
1500	PEN, PENTEL BROAD - BLACK	PC.	173	25	45	3	246	41.47	10,201.62					
3170	PEN, PENTEL GREEN (FINE)	PC.	2	-	-	-	2	48.07	96.14					
5601	PEN, PENTEL PEN BROAD (BLUE & BLACK)	PC.	100	38	36	-	174	41.47	7,215.78					
3171	PEN, PENTEL RED (FINE)	PC.	56	2	-	2	60	48.07	2,884.20					
2547	PEN, PENTEL, BROAD, JUMBO SIZE, BLACK	PC.	26	12	2	2	42	42.06	1,766.52					
3508	PEN, SIGN 6-1 (0.5) BLACK	PC.	40	132	14	-	186	55.29	10,283.94					
8103	PEN, SIGN, 0.7, - BLACK (MADE IN KOREA)	PC.	112	88	78	53	331	29.26	9,685.06					
5999	PEN, SIGN, 0.7, MADE IN KOREA	PC.	22	5	5	5	37	29.26	1,082.62					
8102	PEN, SIGN, 0.7- VIOLET	PC.	6	-	-	-	6	28.60	171.60					
1502	PEN, SIGNING - BLACK, 0.5	PC.	434	258	257	196	1,145	27.50	31,487.50					
7901	PEN, SIGNING - GREEN, 0.5	PC.	136	100	106	100	442	27.50	12,155.00					
8104	PEN, SIGNING - RED, 0.5	PC.	32	5	16	5	58	27.50	1,595.00					
8667	PEN, SIGNING -V7 BLACK,	PC.	28	10	3	-	41	71.50	2,931.50					
2552	PEN, SIGNING - BLUE, 0.5	PC.	88	71	12	40	211	27.50	5,802.50					
1501	PEN, SIGNING G-TECH C4 (BLACK)	PC.	132	55	86	50	323	93.97	30,352.31					
1503	PEN, SIGNING V5 - BLUE & BLACK	PC.	85	22	10	-	117	72.11	8,436.87					
1504	PEN, SIGNING V7 - ASSORTED COLORS - ORIGIN	PC.	2	26	24	24	76	72.11	5,480.36					
5602	PEN, SIGNPEN .3	PC.	30	30	6	-	66	60.09	3,965.94					
8708	PEN, WHITEBOARD MARKER	PC.	93	67	51	12	223	35.00	7,805.00					
1513	PEN, WYTEBOARD MARKER	PC.	46	15	21	3	85	74.64	6,344.40					
3955	PENCIL LEAD, WITH ERASER, MEDIUM SIZE	DOZEN	20	13	10	10	53	31.19	1,653.07					
3261	PENCIL MECHANICAL	PC.	5	-	-	-	5	42.06	210.30					
1514	PENCIL, #2	PC.	366	158	108	25	657	8.42	5,531.94					
5874	PENCIL, LEAD PENCIL #2	BOX	20	5	7	-	32	84.13	2,692.16					

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2823	PENCIL, MECHANICAL, HEAVY DUTY, 0.5MM LEAD	PC.	5	-	-	-	5	180.27	901.35
8054	PENTEL PEN JUMBO (PERMANENT)	PC.	7	-	12	-	19	159.50	3,030.50
10526	PERFORATOR(PER SAMPLE)	PC	4	-	-	-	4	100.00	400.00
10531	PERMANENT MARKER(BLACK)	PC	6	-	-	-	6	60.00	360.00
4139	PHOTO PAPER, GLOSSY - GP501/100 SHEETS	BOX	1	-	1	-	2	2,042.98	4,085.96
8056	PHOTO PAPER, LONG (20PCS./PACK)	PACK	19	2	5	-	26	93.50	2,431.00
5863	PHOTO PAPER, LONG 20 PCS./PACK	PACK	20	3	4	3	30	313.50	9,405.00
1515	PIN	PAD	5	-	-	-	5	9.32	46.60
4148	PINS, PUSH FLAT HEAD	BOX.	10	1	5	-	16	42.06	672.96
1516	PLANNER, EXECUTIVE	PC.	21	-	15	-	36	285.04	10,261.44
10529	PLASTIC BOX 12"X12"X16"	PC	8	8	-	-	16	300.00	4,800.00
7140	PLASTIC ENVELOPE PORFOLIO TYPE	PC.	1	-	-	-	1	192.50	192.50
9081	PLASTIC FILE CASE A4	PC	1	-	1	-	2	80.00	160.00
9079	PLASTIC FILE CASE LEGAL	PC	2	-	2	-	4	85.00	340.00
4126	PLASTIC FILE ORGANIZER (EXPANDABLE)	PC.	2	-	-	-	2	360.53	721.06
8735	PLIER STAPLER, HEAVY DUTY	PC	2	1	-	-	3	1,000.00	3,000.00
5873	POST IT 3"X4" YELLOW	PAD	35	81	5	24	145	72.11	10,455.95
9964	POST IT WITH PRINT " PLS. SIGN HERE "	STUB	5	5	-	-	10	15.00	150.00
10535	POWER BANK	PC	15	4	-	-	19	500.00	9,500.00
2359	PUNCHER, HEAVY DUTY	PC.	8	2	-	-	10	264.00	2,640.00
2759	PUNCHER, HEAVY DUTY W/ TWO HOLE GUIDE	PC.	15	-	-	-	15	117.78	1,766.70
8711	PUNCHER, HEAVY DUTY W/ TWO HOLE GUIDE (75 X L)	PC.	9	5	5	-	19	700.00	13,300.00
3957	PUSH PINS HAMMER HEAD TYPE, ASSORTED COLORS, 100'	BOX	19	10	-	-	29	28.18	817.22
4585	PUSH PINS ROUND HEAD TYPE, ASSORTED COLORS, 100'	BOX.	32	35	17	15	99	42.06	4,163.94
1520	RACK, FOLDER/FILER - PLASTIC	PC.	14	10	-	-	24	545.90	13,101.60
8059	RECORD BOOK #85, 300 PAGES	PC.	27	-	3	6	36	220.00	7,920.00
8057	RECORD BOOK #85, 500 PAGES	PC.	53	22	31	21	127	253.00	32,131.00

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2374	RECORD BOOK 300 PAGES, NON-BLOT, 215MM X 275MM, 55	BOOK	30	5	30	5	70	88.69	6,208.30
3959	RECORD BOOK 500 PAGES, 215MM X 275MM, 55GSM	BOOK	34	5	10	5	54	117.90	6,366.60
6912	RECORD BOOK, 300 PAGES NO.85	PC.	29	22	16	12	79	220.00	17,380.00
6863	RECORD BOOK, 500 PAGES (NO.85)	PC.	46	15	5	4	70	308.00	21,560.00
7267	RECORD BOOK, FOR ADMITTING USE (AS PER SAMPLE)	PC	1	-	-	-	1	3,300.00	3,300.00
7266	RECORD BOOK, FOR DR USE (AS PER SAMPLE)	PC	1	-	-	-	1	1,100.00	1,100.00
2201	RECORD OF ASSESSMENT	PC.	10	-	-	-	10	7.22	72.20
10136	RED PADDING GLUE 500ML	PC	10	-	-	10	20	72.11	1,442.20
1521	REFILL, BALLPEN BP-S FINE ASSORTED COLORS	PC.	40	-	30	-	70	20.57	1,439.90
7652	REFILL, INK FOR PENTEL PEN	BOT	9	-	-	5	14	220.00	3,080.00
2289	REFILL, INK FOR WYTEBOARD	BOT.	7	-	-	5	12	120.18	1,442.16
2472	REFILL, RIBBON FOR LQ 2180	PC.	1	-	-	-	1	90.13	90.13
1525	REFILL, SIGNPEN - MY GEL	PC.	94	210	30	94	428	19.90	8,517.20
1526	REFILL, SIGNPEN G TECH - C4 (BLACK)	PC.	24	4	59	-	87	56.39	4,905.93
8197	REFILL, SIGNPEN G TECH - C4 (RED)	PC	5	-	5	-	10	56.39	563.90
8113	RIBBON PRINTER , LQ 300+II	ROLL	10	10	22	-	42	110.00	4,620.00
1527	RIBBON, ADDING MACHINE	SPOOL	12	12	-	-	24	25.78	618.72
147	RIBBON, PRINTER - REFILL FOR EPSON LX - 300/LQ-300	PC.	100	15	-	-	115	27.64	3,178.60
8976	RIBBON, PRINTER REFILL FOR EPSON FOR LQ-310	PC	45	30	15	20	110	27.64	3,040.40
9607	RIBBON, PRINTER W/ CARTRIDGE FOR LQ-310	PC	22	6	14	-	42	150.00	6,300.00
155	RIBBON, PRINTER W/ CARTRIDGE FOR LX-300	PC.	25	-	-	-	25	107.80	2,695.00
8783	RIBBON, PRINTER W/ CARTRIDGE FOR LX-310	PC	5	-	-	-	5	108.00	540.00
151	RIBBON, PRINTER W/ CARTRIDGE EPSON-LQ 300	PC.	9	6	-	-	15	146.50	2,197.50
150	RIBBON, PRINTER W/ CARTRIDGE LQ-2180	PC.	5	-	3	-	8	856.85	6,854.80
2771	RIBBON,FOR MANUAL TYPEWRITER	SPOOL	5	-	-	-	5	19.05	95.25
3960	RING BINDER 12MM X 1.12M (1/2" X 44") PLASTIC, AS	PC.	12	-	-	-	12	5.59	67.08
3961	RING BINDER 19MM X 1.12M (3/4" X 44") PLASTIC ASSO	PC.	27	-	-	-	27	10.81	291.87

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3962	RING BINDER 24MM X 1.12M (1" X 44") PLASTIC, ASSOR	PC.	32	-	-	-	32	16.41	525.12
3991	RING BINDER 48MM X 1/12M PLASTIC, ASSORTED COLORS	PC.	32	-	-	-	32	39.66	1,269.12
10463	RING BINDER MACHINE	PC	-	1	-	-	1	2,500.00	2,500.00
7545	RJ45	PC.	5	-	-	-	5	27.50	137.50
7789	ROLLER BANDAGE	ROLL	5	-	-	5	10	110.00	1,100.00
3973	RUBBER BAND #18, TRANSPARENT, APPROX. 445G/BOX	BOX	10	5	2	-	17	126.50	2,150.50
1775	RUBBER BAND (BIG SIZE)	BOX	17	7	7	2	33	192.28	6,345.24
9667	RUBBER BAND#16	BOX	18	15	12	10	55	185.00	10,175.00
4558	RUBBER GLOVES, HEAVY DUTY	PAIR	9	2	2	-	13	186.27	2,421.51
7368	RUBBERBAND #16	BOX	2	-	-	-	2	198.00	396.00
6070	RUBBING ALCOHOL W/ MOISTURIZER 500ML	BOT.	10	10	10	10	40	104.50	4,180.00
6868	RUGBY	BOTTL	-	2	-	-	2	110.00	220.00
10087	RULER 12"	PC	4	11	-	-	15	6.00	90.00
3980	RULER PLASTIC, 305MM (12")	PC.	17	-	-	-	17	6.01	102.17
3983	RULER PLASTIC, 457MM (18")	PC.	4	-	-	-	4	29.99	119.96
1534	RULER, PLASTIC 24"	PC.	-	2	-	-	2	69.65	139.30
313	SANITIZER, INSTANT 100ML	PC	92	48	42	5	187	82.92	15,506.04
312	SANITIZER, INSTANT 75ML	PC	82	35	15	15	147	69.10	10,157.70
2735	SCISSOR, STAINLESS 8", HEAVY DUTY	PC.	62	8	15	-	85	74.80	6,358.00
10149	SCISSOR, STAINLESS BIG, HEAVY DUTY	PC	7	16	-	-	23	50.00	1,150.00
4009	SCISSORS, SIZE 15CM (6")	PC.	25	2	-	-	27	30.04	811.08
10453	SCRIPT HOLDER	UNIT	-	9	-	-	9	300.00	2,700.00
3619	SHARPENER (PLASTIC)	PC.	2	2	-	-	4	60.09	240.36
3111	SHARPENER SINGLE CUTTERHEAD, ONE -HOLE GUIDE	PC.	2	-	-	-	2	360.53	721.06
3101	SHARPENER SINGLE CUTTERHEAD,ONE-HOLE GUIDE	PC.	1	-	-	-	1	275.00	275.00
1543	SHARPENER, PENCIL HD	PC.	-	2	-	-	2	420.62	841.24
10009	SIGN PEN -0.7MM BALL NEEDLE POINT (BLUE)	PC	15	10	10	10	45	80.00	3,600.00

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2739	SIGN PEN HIGH TECH PEN, BLACK PENTEL	PC.	83	40	48	20	191	54.08	10,329.28
5866	SIGN PEN, PILOT V5 HI TECHPOINT BX-V5, 0.5 (BLACK	PC.	187	68	135	20	410	96.14	39,417.40
10008	SIGN PEN-0.5MM BALL NEEDLE POINT BLUE & BLACK	PC	15	15	5	5	40	50.00	2,000.00
10462	SPECIAL PAPER HAND W/O SCENT WHITE	PC	10	23	10	10	53	46.00	2,438.00
7097	SPECIALTY PAPER (LEGAL) SCENTED,10'S/PACK	PACK	10	10	10	10	40	330.00	13,200.00
5865	SPECIALTY PAPER (LEGAL) UNSCENTED,10'S/PACK ASSOR	PACK	25	5	5	5	40	319.00	12,760.00
1544	SPIRAL 1' Ø	LENGT	16	-	-	-	16	48.38	774.08
5955	SPIRAL 3/4"	LENGT	15	15	-	-	30	36.06	1,081.80
1545	SPIRAL ½ "Ø	LENGT	15	15	10	10	50	6.91	345.50
1547	SPIRAL ¾" Ø	LENGT	10	10	10	10	40	29.02	1,160.80
10053	SPONGE 1" THICKER	PAD	7	1	-	-	8	50.00	400.00
10084	SPONGE 1" THICKER	PAD	3	-	-	-	3	25.00	75.00
6857	SPRAY, MOSQUITO 500ML (PREFERABLY BAYGON, ANTI-DEN	BOT.	43	22	18	6	89	330.00	29,370.00
6255	STAMP PAD	PC.	9	3	-	-	12	275.00	3,300.00
2761	STAMP PAD FELT PAD 70MM X 10MM	PC.	2	2	-	-	4	24.10	96.40
3996	STAMP PAD INK BLACK, 50ML., W/ APPLICATOR	BOT.	22	26	2	-	50	54.08	2,704.00
732	STAMP, RUBBER (AS PER SAMPLE) MACHINE MADE	PC.	33	20	-	-	53	300.44	15,923.32
2475	STAMPING PAD MEDIUM	PC.	31	-	-	-	31	42.06	1,303.86
9966	STAPLE WIRE # 10	BOX	5	-	-	-	5	75.00	375.00
4231	STAPLE WIRE FOR KEN H-9935-1	BOX.	13	8	8	8	37	120.18	4,446.66
6850	STAPLE, WIRE B8 BOSTITCH	BOX	54	25	38	15	132	55.00	7,260.00
1565	STAPLER #10	PC.	6	-	-	-	6	82.92	497.52
3183	STAPLER NO. 35	PC..	19	-	-	-	19	360.53	6,850.07
1566	STAPLER W/ REMOVER H.D.	PC.	29	3	10	-	42	363.75	15,277.50
3517	STAPLER W/ REMOVER H.D. # 35	PC.	4	2	1	-	7	600.88	4,206.16
7646	STAPLER W/ REMOVER H.D. #35	PC.	2	2	2	2	8	600.88	4,807.04
2290	STAPLER WITH REMOVER HD-50/50R	PC.	15	4	-	-	19	384.56	7,306.64

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Office Supplies Expenses														
1567	STAPLER, B-8 (W/ REMOVER) HEAVY DUTY	PC.	5		5		5		5	20	691.01	13,820.20		
5871	STAPLEWIRE, STANDARD, #35 -5M - MAX	BOX.	287		137		126		23	573	55.00	31,515.00		
10525	STEEL TAPE MODEL 30-615L 5M/16'	PC	3		-		-		-	3	250.00	750.00		
4857	STICK GLUE (ASSORTED COLOR AND SIZES)	STICK	74		-		-		-	74	6.01	444.74		
8713	STICK NOTE,SELF- ADHESIVE & REMOVABLE (3X4 INCH,7	SHEET	57		6		18		1	82	50.00	4,100.00		
3014	STICKER	PC.	210		-		30		-	240	30.04	7,209.60		
9965	STICKER / FLOURESCENT / LUMINOUS PAPER (NEON COLOR	SHEET	12		-		-		-	12	2.00	24.00		
8404	STICKERS PAD	PAD	10		25		5		-	40	88.00	3,520.00		
4011	TAPE ADDING MACHINE, 57MM (2 -1/4") WIDTH,WHITEBON	ROLL	29		-		12		-	41	21.03	862.23		
3117	TAPE DISPENSER HEAVY DUTY FOR 24MM (1")WITH TRANSP	PC.	-		21		-		-	21	63.58	1,335.18		
3460	TAPE ELECTRICAL, 19MM X 16M	ROLL	16		1		3		-	20	30.04	600.80		
2392	TAPE MASKING 24MM 1" WIDTH	ROLL.	46		39		34		5	124	33.00	4,092.00		
4012	TAPE MASKING, 48MM (2") WIDTH, USABLE LENGTH OF 50	ROLL	5		5		3		3	16	90.67	1,450.72		
1400	TAPE MEASURE	PC.	2		-		-		-	2	156.23	312.46		
1576	TAPE, DOUBLE SIDED 1"	ROLL	69		33		13		8	123	36.06	4,435.38		
10522	TAPE, DOUBLE SIDED 2"	ROLL	5		5		-		-	10	50.00	500.00		
10139	TAPE, DUCT 2"	PC	4		8		1		1	14	120.00	1,680.00		
3233	TAPE, DUCT 2"X10M	ROLL	13		5		5		5	28	264.39	7,402.92		
9952	TAPE, DUCT HIGH QUALITY 48MMX27.4M (PRO STRENGTH)	ROLL	15		-		10		-	25	260.00	6,500.00		
2111	TAPE, MASKING 1"	ROLL	23		6		8		-	37	40.15	1,485.55		
8062	TAPE, MASKING 1"	PC.	25		20		-		-	45	33.00	1,485.00		
10088	TAPE, MASKING 1"	ROLL	5		-		-		-	5	33.00	165.00		
4492	TAPE, MASKING 1" (BIG)	ROLL.	20		12		5		5	42	86.53	3,634.26		
6231	TAPE, MASKING 2"	ROLL.	58		35		15		4	112	68.75	7,700.00		
4149	TAPE, MASKING 4"	ROLL	14		10		10		10	44	120.18	5,287.92		
2601	TAPE, PACKAGING 2"	ROLL	39		28		14		1	82	60.09	4,927.38		
8064	TAPE, PACKAGING 2"	ROLL	29		16		16		8	69	27.50	1,897.50		

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1578	TAPE, SCOTCH 2"	ROLL	128	80	49	24	281	26.44	7,429.64
2110	TAPE, SCOTCH 1"	ROLL	232	130	106	37	505	24.04	12,140.20
3260	TAPE, SCOTCH ½"	ROLL.	10	5	5	-	20	18.03	360.60
1580	TAPE, STEEL 5 MTRS. HD W/ BRAND	PC.	3	-	3	-	6	721.05	4,326.30
4571	TAPE, TRANSPARENT, (½") WIDTH X 50M	ROLL.	10	10	10	-	30	24.04	721.20
4013	TAPE, TRANSPARENT, 24MM(1") WIDTH X 50M, USABLE LE	ROLL	20	20	6	-	46	18.21	837.66
1587	THUMBTACKS	BOX	7	3	-	-	10	8.29	82.90
6602	THUMBTACKS	BOX	15	-	-	-	15	8.29	124.35
4930	TIE BOX	ROLL	11	2	-	-	13	240.35	3,124.55
4819	TIE BOX BIG	PC.	12	2	-	-	14	117.78	1,648.92
1023	TISSUE PAPER, 48 ROLLS	BOX	67	32	26	11	136	300.44	40,859.84
2560	TOILET BOWL & URINAL CLEANER BACTERICIDAL, 900 ML	BOT.	36	27	14	2	79	280.50	22,159.50
7581	TOILET TISSUE 250 TWIN PLY SHEETS, 12 ROLLS/PACK	PACK	40	35	7	2	84	145.20	12,196.80
9612	TONER , CARTRIDGE Q101	CART	8	8	5	3	24	1,100.00	26,400.00
8432	TONER CANON LBP 2900 CARTRIDGE #303	CART	1	1	1	-	3	3,850.00	11,550.00
8781	TONER LBP #6000	CART	2	1	1	-	4	2,900.00	11,600.00
9606	TONER TN-3370	CART	2	2	3	3	10	9,000.00	90,000.00
9665	TONER, CART. HL 1110-TN 1000	CART	3	1	1	1	6	3,500.00	21,000.00
158	TONER, CB435A - HP LASERJET P1006	CART.	5	4	4	3	16	3,977.44	63,639.04
1728	TONER, CE285A 85A	CART.	54	25	52	13	144	3,965.78	571,072.32
7937	TONER, DEVELOP TN116	CART.	5	17	-	-	22	4,400.00	96,800.00
6290	TONER, LASER-P1102	CART.	-	4	-	-	4	3,080.00	12,320.00
163	TONER, LASERJET CB435A	CART.	2	1	-	-	3	3,662.34	10,987.02
173	TONER, NPG-32, FOR CANON IR1024 COPIER	PC.	1	-	1	-	2	5,492.00	10,984.00
4030	TONER, PHOTOCOPIER (SHARP-SF2530)	CART.	3	-	-	-	3	5,302.12	15,906.36
10141	TONER, Q2612 (QFC)	CART	7	7	5	5	24	1,500.00	36,000.00
5249	TONER, XEROX PHASER 3124	PC.	-	4	4	-	8	5,407.88	43,263.04

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4340	TONER,CE-285A	CART.	10	-	-	-	10	4,710.86	47,108.60
8418	TOOTHPASTE 100ML.	TUBE	10	-	-	-	10	84.70	847.00
4023	TRACING PAPER, IN ROLLS, 42 X 20 YARDS, 70 GSM	ROLL	13	-	-	-	13	875.05	11,375.65
7013	TRODAT INK	BOT.	10	-	10	-	20	440.00	8,800.00
10629	UNIVERSAL HIGH GLOSS PHOTO PAPER	ROLL	1	-	1	-	2	5,000.00	10,000.00
8663	UPS 800V	UNIT	8	-	-	-	8	1,760.00	14,080.00
10534	USB MEMORY CARD READER	PC	6	-	-	-	6	100.00	600.00
10308	UV MONEY DETECTOR	PC	1	-	-	-	1	1,200.00	1,200.00
6272	VELLUM PAPER (14" X 8.5")	PC.	5,000	5,000	5,000	5,000	20,000	5.50	110,000.00
8072	WAX CAR	CAN	17	5	-	-	22	275.00	6,050.00
5550	WHITE BOARD 18" X 24"	PC.	4	-	-	-	4	600.88	2,403.52
7112	WHITEBOARD 34 X 35 INCHES	PC	1	-	-	-	1	2,750.00	2,750.00
8899	WI-FI USB ADAPTOR	PC	1	-	-	-	1	1,300.00	1,300.00
1594	WIRE, STAPLE # 10	BOX	65	-	45	-	110	8.42	926.20
1730	WIRE, STAPLE #35	BOX	121	107	156	87	471	72.11	33,963.81
1595	WIRE, STAPLE B-8	BOX	11	48	59	48	166	64.90	10,773.40
1329	FOIL, ALUMINUM W/ BRAND	ROLL	-	2	-	-	2	204.53	409.06
6837	AMONIA	GAL.	-	3	-	-	3	792.00	2,376.00
9237	DETERGENT POWDER	KG.	9	8	8	3	28	100.00	2,800.00
8522	DISHWASHING LIQUID	BOT.	50	12	8	8	78	55.00	4,290.00
6400	GARBAGE BAG MEDIUM 10'S (BLACK)	PACKS	33	20	15	9	77	165.00	12,705.00
8668	MEDICINE KIT	SET	1	-	-	-	1	275.00	275.00
1722	PLASTIC CELLOPHANE 8 X 14	PACK	2	3	2	3	10	78.11	781.10
6486	ZONROX	GAL.	5	2	-	-	7	440.00	3,080.00
8352	AIR FRESHENER	CAN	32	28	16	16	92	242.00	22,264.00
10228	DUCT TAPE	PC	11	3	-	-	14	285.00	3,990.00
6703	FRESHENER,AIR,280ML. W/ GOOD/MILD SCENT	PC	35	28	12	-	75	192.50	14,437.50

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8393	MAGAZINE RACK (STEEL)	PC	-	-	-	1	1	5,500.00	5,500.00
6612	MASKING TAPE 1 INCH BIG	ROLL	6	6	5	-	17	63.76	1,083.92
7596	MIGHTY BOND, 3 GMS	TUBE	5	-	-	-	5	242.00	1,210.00
8016	PAIL W/ DIPPER	PC.	1	-	-	-	1	154.00	154.00
9556	PAIL WITH DIPPER	PC.	2	-	-	-	2	360.00	720.00
714	PLASTIC PLATES (MELAWARE)	PC.	6	6	-	-	12	30.04	360.48
6072	PLASTIC SPOON	PACK.	2	-	-	-	2	27.50	55.00
10321	POST-IT NOTE 3"X4"-PINK	PAD	9	5	10	10	34	72.11	2,451.74
3102	STAPLE REMOVER, TWIN JAWS	PC.	2	-	-	-	2	7.87	15.74
7716	STIKWEL	TUBE	1	-	-	-	1	77.00	77.00
8648	SUPER WHITE	KL.	21	-	6	-	27	100.00	2,700.00
8644	TISSUE PAPER, 3 PLY	ROLL	276	236	236	136	884	12.10	10,696.40
9549	TOILET DISINFECTANT 1000 ML.	LITER	5	-	-	-	5	295.00	1,475.00
4510	TOOTHBRUSH	PC	110	6	-	-	116	36.06	4,182.96
4509	TOOTHPASTE 100ML	TUBE	57	2	2	2	63	84.13	5,300.19
9559	TRASH CAN WITH PEDAL	PC.	2	-	2	-	4	200.00	800.00
7416	TRODAT W/ SLING, FONT 10	PC	5	-	-	-	5	880.00	4,400.00
9700	USB 8GB	PC.	48	11	2	2	63	395.00	24,885.00
1677	WALL CLOCK	PC.	14	-	-	-	14	600.88	8,412.32
1372	DISK CABINET W/ COVER	PC.	1	-	-	-	1	3,605.25	3,605.25
8635	ID CUTTER	PC	1	-	-	-	1	3,300.00	3,300.00
4132	PLASTIC FILING CABINET (3DOOR) ORACAN	PC.	1	-	-	-	1	3,605.25	3,605.25
9657	EXTERNAL HARD DISK 500GB	PC	1	1	-	-	2	3,500.00	7,000.00
4631	ANTI BACTERIAL, LIQUID SOAP 500ML	BOT.	9	1	1	1	12	126.18	1,514.16
6335	BLEACH	GAL.	1	1	1	1	4	200.00	800.00
6078	BOND, MIGHTY ORD.	PC.	9	15	5	-	29	61.60	1,786.40
231	BROOM, BAGUIO	PC.	76	44	31	8	159	90.13	14,330.67

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5997	BROOM, SOFT, TAMBO, WOODEN OR RATTAN HANDLE	PC.	35	14	11	4	64	176.00	11,264.00
2554	BROOM, STICK (TINGTING) STANDARD SIZE	PC.	40	25	39	12	116	20.32	2,357.12
232	BRUSH WITH HANDLE (FOR BOWL)	PC.	15	2	6	2	25	55.29	1,382.25
237	CAR POLISH BIG	CAN	11	-	5	-	16	300.44	4,807.04
245	CLEANSER - BIG 500G	PC.	14	3	-	-	17	51.68	878.56
3510	DETERGENT POWDER 200 GMS	PACK	60	-	-	-	60	36.42	2,185.20
6852	DETERGENT POWDER, 1 KL. ANTIBAC	PACK	112	20	25	13	170	220.00	37,400.00
2555	DETERGENT POWDER, 500 GRAMS	POUCH	22	9	10	7	48	44.00	2,112.00
7939	DETERGENT POWDER, 500GMS.	POUCH	24	25	5	5	59	52.80	3,115.20
7390	DETERGENT SOAP	BAR	9	6	3	3	21	38.50	808.50
7574	DETERGENT SOAP	BAR	10	-	-	-	10	38.50	385.00
3207	DETERGENT SOAP(BAR)	PC.	12	5	5	5	27	8.42	227.34
249	DETERGENT, POWDER (BIG) 1 KL	BOX	276	271	251	101	899	104.35	93,810.65
251	DETERGENT, POWDER (BIG) 1KL W/ BLEACH PREF ARIEL	BOX	9	6	2	1	18	109.19	1,965.42
10269	DISHWASHING LIQUID	LTR.	6	-	1	-	7	250.00	1,750.00
3259	DISHWASHING LIQUID 500ML.	BOT.	16	2	8	-	26	365.33	9,498.58
1668	DISHWASHING PASTE (JUMBO SIZE)	KG.	55	20	19	14	108	36.06	3,894.48
5979	DISINFECTANT SPRAY	PC.	14	10	10	5	39	102.15	3,983.85
259	DISINFECTANT SPRAY 340 GRMS.	CAN	10	10	-	-	20	186.27	3,725.40
7940	DUST PAN, PLASTIC W/ HANDLE, LARGE	PC.	5	-	-	-	5	77.00	385.00
3893	FABRIC CONDITIONER 500ML	BOT.	84	30	10	5	129	120.18	15,503.22
3141	FLOOR WAX - LIQUID	BOT.	20	-	-	-	20	180.27	3,605.40
2557	FLOOR WAX PASTE, NATURAL, 2 KG./CAN-ORD.	CAN.	12	1	10	1	24	330.00	7,920.00
7909	FRESHENER GEL	CAN	5	-	-	-	5	66.00	330.00
1723	GARBAGE BAG XXL SIZE, BLACK	PACK	9	2	6	-	17	300.44	5,107.48
7585	GLOVES, HAND - ASSORTED SIZES	PAIR	5	-	5	-	10	90.20	902.00
6676	INSECTICIDE , AEROSOL TYPE 420G / CAN	CAN	2	-	-	-	2	179.48	358.96

I T E M Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL		
			Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec			
Office Supplies Expenses									
3549	INSECTICIDE, AEROSOL TYPE, 500ML./CAN	CAN	3	3	3	3	12	179.48	2,153.76
5835	LIQUID DETERGENT - ANTIBACTERIAL	BOT.	53	3	3	3	62	72.11	4,470.82
5830	LIQUID DETERGENT ; 500ML	PC.	4	2	2	-	8	120.18	961.44
3553	LIQUID FLOORWAX TRAFFIC GRADE,LIQUID, BUFFABLE, WA	CAN	2	2	-	50	54	427.04	23,060.16
10227	LIQUID HAND WASH 500 M,L	BOT	5	-	-	-	5	280.00	1,400.00
6542	LYSOL DISINFECTANT SPRAY	PC.	-	10	-	-	10	253.00	2,530.00
273	LYSOL, PINESCENT	GAL	7	5	7	-	19	1,796.62	34,135.78
4393	MATCH 10'S	PACK	1	-	1	-	2	15.86	31.72
278	MOP HANDLE, STEEL	PC	3	-	1	-	4	180.27	721.08
9639	MOP HANDLE, STEEL WITH PLASTIC HEAD	PC.	4	1	-	-	5	550.00	2,750.00
282	MOP HEAD, COTTON 500G	PC	13	12	3	3	31	121.62	3,770.22
7952	MOP SQUEEZER, SINGLE PAIL	PC.	2	-	-	-	2	4,000.00	8,000.00
2375	MOPHANDLE SCREW TYPE HEAVY DUTY WOODEN HANDLE	PC.	2	-	-	-	2	240.35	480.70
2369	MOPHEAD 100% RAYON, 400GRAMS	PC.	2	2	2	2	8	72.11	576.88
6275	MOSQUITO KILLER, WATER BASE-500ML	BOT.	1	1	-	-	2	220.00	440.00
3067	MURIATIC ACID,PURE	GAL.	21	9	14	1	45	378.55	17,034.75
287	PAD, SCRUBBING	PAD	14	8	8	8	38	33.65	1,278.70
290	PASTE, DISHWASHING 400GMS. W/ FOAM	PC	2	6	2	6	16	61.51	984.16
6430	POWDER SOAP	KILOS	66	16	15	-	97	99.00	9,603.00
7935	RUBBER GLOVES (ASSORTED SIZES) - FOR C.R. USE	PC.	5	-	1	2	8	88.00	704.00
3707	RUG,FLOOR	PC.	15	15	8	-	38	240.35	9,133.30
3523	RUG,TOWEL LIKE	PC.	11	56	6	6	79	120.18	9,494.22
3214	SCOTH BRITE / PAD SRUBBING	PC.	17	7	5	5	34	60.09	2,043.06
7944	SPRAYER, HAND (FOR PLANTS), PLASTIC STANDARD SIZE	PC.	-	2	-	-	2	104.50	209.00
7946	TOILET BOWL & URINAL CLEANER BACTERICIDAL 900ML	BOT.	25	1	-	10	36	140.15	5,045.40
9640	TOILET BOWL & URINAL CLEANER BACTERICIDAL 900ML	BOT.	3	-	-	-	3	495.00	1,485.00
320	TOILET BOWL AND TILE CLEANER	GAL	28	15	4	-	47	1,021.49	48,010.03

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Office Supplies Expenses									
2561	TOILET DEODORANT CAKE 50 GRAMS, 3 PCS./BOX	BOX	55	48	48	18	169	84.70	14,314.30
2562	TOILET THICK DISINFECTANT CLEANER	LITER	4	4	4	4	16	385.00	6,160.00
2394	TOILET TISSUE 250 TWIN PLY SHEETS, 12 ROLLS/PACK	PACK.	44	36	10	-	90	144.21	12,978.90
4703	TRASH BAG LARGE GREEN	PACK	3	-	2	-	5	60.09	300.45
4702	TRASH BAG LARGE YELLOW	PACK	503	-	2	-	505	60.09	30,345.45
4701	TRASH BAG MED. GREEN	PACK	1,310	1,210	1,110	1,110	4,740	48.07	227,851.80
4700	TRASH BAG MED. YELLOW	PACK	1,260	1,110	110	110	2,590	48.07	124,501.30
322	TRASH BAG, GARBAGE - MEDIUM	PACK	1,729	1,237	310	210	3,486	33.65	117,303.90
326	TRASH BAG, GARBAGE SMALL	PACK	52	40	30	-	122	45.61	5,564.42
324	TRASH BAG, GARBAGE XL	PACK	17	5	5	-	27	103.65	2,798.55
3577	TRASHBAG PLASTIC, BLACK, GUSSETED TYPE,10PCS/ROLL	ROLL	22	12	12	12	58	109.42	6,346.36
1802	TWINE	ROLL	1	1	1	1	4	108.16	432.64
4020	TWINE PLASTIC, ONE KILO PER ROLL	ROLL	1	-	1	-	2	60.27	120.54
328	WASTE BASKET W/ COVER AND PEDAL	PC	5	4	-	-	9	348.27	3,134.43
3145	WASTEBASKET PLASTIC, ASSORTED COLORS, NON-RIGID	PC.	6	-	-	-	6	34.07	204.42
2596	WINDOW SQUEEZER HD - 12"	PC.	1	-	1	-	2	360.53	721.06
6487	WORKING GLOVES LARGE	BOX	2	-	-	-	2	550.00	1,100.00
9	CONT.FORM 13 X 9½ 1 PLY	BOX	6	-	6	-	12	1,102.85	13,234.20
7096	HP LASER JET 1102 TONER 85A	PC.	13	13	8	5	39	4,730.00	184,470.00
3829	INK #60 (COLORED)	CART.	-	10	10	-	20	817.19	16,343.80
6747	INK , FINE CART., CL - 811 - COLORED	CART.	22	32	12	-	66	1,485.00	98,010.00
19	INK CARTRIDGE #22 (COLOR)	CART.	8	2	-	-	10	1,210.00	12,100.00
18	INK CARTRIDGE#21 (BLACK)	CART.	8	2	-	-	10	1,021.49	10,214.90
6950	INK, T6643 - MAGENTA	PC	12	10	-	-	22	154.00	3,388.00
8407	INK, # 60 - BLACK	PC.	-	10	10	10	30	721.05	21,631.50
42	INK, BCI-3EBK - BLACK	CART.	10	10	-	-	20	760.11	15,202.20
9598	INK, CART. J100 - BLACK	CART.	7	7	7	7	28	430.00	12,040.00


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Office Supplies Expenses									
9604	INK, CART. J100 - COLOR	CART.	10	8	10	8	36	430.00	15,480.00
6003	INK, CARTRIDGE 73N MAGENTA	CART.	1	-	-	-	1	731.50	731.50
9642	INK, CARTRIDGE CZ107A-BLACK	CART	3	3	-	-	6	900.00	5,400.00
9641	INK, CARTRIDGE CZ108A-TRICOLOR	CART	3	3	-	-	6	1,000.00	6,000.00
7426	INK, CARTRIDGE303	CART.	-	5	5	-	10	2,750.00	27,500.00
6028	INK, FX9 TONER	PC.	-	4	4	-	8	3,866.50	30,932.00
5940	INK, IP2770 CL-811	CART	20	1	20	-	41	1,339.23	54,908.43
5939	INK, IP2770 PG-810	CART	21	1	21	-	43	1,002.74	43,117.82
6055	INK, MP258 PG-810 BLACK	CART.	2	2	2	2	8	940.50	7,524.00
6948	INK, T6641 - BLACK	PC	50	32	27	2	111	154.00	17,094.00
6949	INK, T6642 - CYAN	PC.	54	30	24	1	109	154.00	16,786.00
6951	INK, T6644 - YELLOW	PC	44	26	21	1	92	154.00	14,168.00
4233	INK, UNIVERSAL COLOR (CYAN)	LTR.	-	-	1	-	1	1,201.75	1,201.75
6056	INK,MP258 PG-811 COLORED	CART.	2	2	2	2	8	992.75	7,942.00
3716	INK/TONER FOR XEROX WORKANTER PE220	PC.	1	-	-	-	1	4,206.13	4,206.13
138	KEYBOARD, COMPUTER (USB PORT)	UNIT	11	14	5	-	30	570.83	17,124.90
141	MOUSE, COMPUTER W/NET SCROLL,USB PORT	UNIT	5	2	4	-	11	495.00	5,445.00
146	RIBBON, PRINTER - REFILL FOR EPSON LQ - 2170/2180	PC.	50	-	-	-	50	89.83	4,491.50
9659	TONER, LASERJET 285A	CART.	1	1	1	-	3	3,000.00	9,000.00
6068	TONER, LASERJET CE278A	CART.	6	6	7	4	23	3,657.50	84,122.50
166	TONER, LASERJET Q2612A	CART.	55	10	4	2	71	3,759.07	266,893.97
9674	TONER, STUDIO-2506	CART	-	2	-	-	2	2,350.00	4,700.00
6052	USB 16GB	PC	14	10	6	6	36	1,442.10	51,915.60
2291	USB 8 GB	PC.	2	2	-	-	4	1,442.10	5,768.40
8409	USB 8 GB	PC.	4	-	-	-	4	600.00	2,400.00
4228	USB FLASH DISK DRIVE,16 GB	PC.	4	5	-	-	9	2,523.68	22,713.12
1379	USB MOUSE AND KEYBOARD	UNIT	7	-	-	-	7	850.84	5,955.88

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4223	USB, 4 GB.	PC.	5	3	5	3	16	600.88	9,614.08
3420	BALLAST 20 WATTS, 220V WITH ICC	PC.	4	4	-	-	8	117.78	942.24
3421	BALLAST 40 WATTS, 220V	PC.	4	4	-	-	8	103.36	826.88
4166	ELECTRICAL TAPE BIG	ROLL	10	-	10	-	20	54.08	1,081.60
8759	ELECTRICAL TAPE, BIG, 3 METERS	ROLL	41	41	41	24	147	55.00	8,085.00
5582	FLOURESCENT BULB 40 WATTS W/ HOUSING	PC.	2	-	2	-	4	240.35	961.40
4237	FLOURESCENT TUBE 20 W, 220V	PC.	22	13	10	-	45	102.15	4,596.75
2591	FLOURESCENT TUBE 36 W, 220V	PC.	12	11	12	11	46	44.35	2,040.10
2790	FLUORESCENT TUBE 40W	PC	8	-	-	-	8	132.20	1,057.60
2112	TAPE, ELECTRICAL 1"	ROLL	3	3	-	-	6	30.04	180.24
621	PAINT BRUSH 1"	PC	5	-	-	-	5	39.60	198.00
292	POLISH, FURNITURE 300G	BOT	8	-	-	-	8	270.39	2,163.12

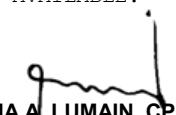
GRAND TOTAL: **12,248,311.09**

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:


ATTY. EDD MARK O. WAKAN
 Provincial General Services Officer/BAC Chairman

CERTIFIED FUNDS AVAILABLE:


NORMA A. LUMAIN, CPA, MPA
 Prov'l. Budget Officer

APPROVED:


ANTONIO RAFAEL G. DEL ROSARIO
 Governor

DATE PREPARED: _____