

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 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: DEPARTMENT OF FOREIGN AFFAIRS
 Region: NCR
 Address: 2330 ROXAS BOULEVARD, PASAY CITY

Contact Person: KERWIN ORVILLE C. TATE
 Position: DIRECTOR, OFFICE OF PERSONNEL AND ADMINISTRATIVE SERVICES
PROPERTY MAINTENANCE & TRANSPORTATION DIVISION
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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		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																
COMMON ELECTRICAL SUPPLIES																
1. BALLAST, 18 watts	piece	4	4		4		4	4			7			27	73.74	1,990.98
2. BALLAST, 36 watts	piece	5	2	2	2	2	2	2	2	2	2	2	2	27	69.63	1,880.01
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	80	30	1029	31	37	29	38	25	46	31	25	34	1435	36.40	52,234.00
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	130	27	326	84	34	26	103	22	38	84	22	31	927	15.59	14,451.93
5. BATTERY, size D, alkaline, 2 pcs./packet	packet	65	6	6	60	8	6	63	6	8	60	6	6	300	72.33	21,699.00
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set	33			33			32			32			130	327.60	42,588.00
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	1	4	1	1	1	1	4	1	1	1	1	1	18	416.00	7,488.00
8. FLUORESCENT LAMP, tubular, 18 watts	piece	4			4			4			3			15	34.27	514.05

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9. FLUORESCENT LAMP, tubular, 36 watts	piece	30	4	4	27	4	4	26	4	4	26	4	4	141	36.35	5,125.35
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece	2	5	2	2	2	2	2	2	2	2	2	2	27	103.79	2,802.33
11. FUSE, 30 amperes	piece	7	2	2	2	12	2	2	2	7	2	2	12	54	10.35	558.90
12. FUSE, 60 amperes	piece	19			19			19			18			75	25.48	1,911.00
13. STARTER, 4-40 watts	piece	19			19			19			18			75	3.90	292.50
14. TAPE, electrical	roll	14	1	203	4	3	3	5	1	4	4	1	1	244	18.20	4,440.80
COMMON COMPUTER SUPPLIES/CONSUMABLES																
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	2				1				1			1	5	508.90	2,544.50
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box	2				1				1			1	5	755.61	3,778.05
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	2				1				1			1	5	561.18	2,805.90
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box	2				1				1			1	5	871.78	4,358.90
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box	2				1				1			1	5	462.28	2,311.40
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box	2				1				1			1	5	715.52	3,577.60
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box	2				1				1			1	5	324.79	1,623.95
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box	2				1				1			1	5	528.94	2,644.70
9. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	585	45	2045	242	195	75	280	45	35	207	185	65	4004	10.40	41,641.60
10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	410	70	570	217	220	100	280	70	60	207	210	90	2504	18.18	45,522.72
11. COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure	piece	24	2	4	5	2	3	8	2	2	5	2	2	61	53.04	
12. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	431	10	405	113	20	120	235	10	130	112	20	70	1676	14.02	23,497.52
13. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	290	5	415	72	35	135	285	57	65	52	15	55	1481	22.34	33,085.54
14. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	108	6	63	17	19	31	29	11	30	16	18	11	359	372.32	133,662.88
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	35	2	30		37				35	1		35	175	1,216.86	212,950.50
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	10		30	10			10			10			70	1,149.54	80,467.80

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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		2			2					1			5	1,489.20	7,446.00
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	45		30	10	35		10		35	10		35	210	1,352.52	284,029.20
20. INK CARTRIDGE, HP C6614D (HP 20), black, 28mL, for HP Deskjet 610c, 630c, 640c, 656c	cart													0	1,277.04	-
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			10										10	1,332.12	13,321.20
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	61	20	14	15	54	14	15	14	54	15	14	54	344	743.58	255,791.52
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	8	7	7	8	7	7	8	7	7	6	7		79	873.12	68,976.48
24. INK CARTRIDGE, HP C6656AA (HP 56), black, for HP Deskjet 840c, 845c	cart	40	2	40		42	10			50	1		40	225	810.90	182,452.50
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	cart	40		40		40	10			50			40	220	1,352.52	297,554.40
26. INK CARTRIDGE, HP C9351AA (HP 21), black, for HP Deskjet 3920, 3940, HP PSC 1410, 1402	cart	25	11	33	11	13	31	13	11	23	11	13	11	206	615.06	126,702.36
27. INK CARTRIDGE, HP C9352AA (HP 22), tri-color, for HP Deskjet 3920, 3940, HP Officejet 5610, HP PSC 1410, 1402	cart	18	6	30	6	10	26	10	6	20	6	10	6	154	708.90	109,170.60
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	1		5		1	4	1		3		1		16	820.08	13,121.28

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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	1		205		1	4	1		3		1		216	984.30	212,608.80
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	21	1	6	1	1	6	1	1	6	1	1	1	47	256.02	12,032.94
33. INK CARTRIDGE, HP CB315A (HP 900), tri-color, for HP Deskjet 900, 910, 915	cart	7		6		1	5	1		6		1		27	329.46	8,895.42
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	-
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	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
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	-
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	-

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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			300										300	682.38	204,714.00
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	-

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69. INK CARTRIDGE, HP CB325WA(564XL), yellow, for HP Photosmart D5400, C5380, C6380, Photosmart Pro B8550	cart													0	776.22	
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	23	3	3	3	3	3	3	3	3	3	3	3	56	628.32	35,185.92
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	9	3	3	3	3	3	3	3	3	3	3	3	42	722.16	30,330.72
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	4	4	4	4	4	4	4	4	4	4	4	4	48	588.54	28,249.92
75. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart			10			10			10				30	1,177.08	35,312.40
76. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart	3	3	3	3	3	3	3	3	3	3	3	3	36	706.86	25,446.96
77. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart			10			10			10				30	1,374.96	41,248.80
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	3	3	3	3	3	3	3	3	3	3	3	3	36	322.32	11,603.52
82. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet, for HP Deskjet D730, F735 All-in-One	cart	3	3	3	3	3	3	3	3	3	3	3	3	36	322.32	11,603.52
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	-

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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 LC67HY, 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	-
99. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A	cart													0	1,221.96	-
100. INK CARTRIDGE, Lexmark # 17, black, PN 10N0217	cart	44	1	51	39	1	1	43	1	1	38	1	1	222	984.30	218,514.60
101. INK CARTRIDGE, Lexmark # 27, colored, PN 10N0227	cart	44		51	38	1		43		1	37	1		216	1,173.00	253,368.00
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	-

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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	-
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 Stylus T40W/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													0	424.32	-

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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													0	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													0	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													0	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	-
144. INK CARTRIDGE, Epson C13T11190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
145. INK CARTRIDGE, Epson C13T11290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
146. INK CARTRIDGE, Epson C13T11390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
147. INK CARTRIDGE, Epson C13T11490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
148. INK CARTRIDGE, Epson C13T11590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
149. INK CARTRIDGE, Epson C13T11690, 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	-

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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	33	18	203	6	6	11	6	1	6	13	1	6	310	174.72	54,163.20
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, black, for HP Laserjet 2100, 2200 printer series	cart	4			3			3						10	5,249.94	52,499.40
167. TONER CARTRIDGE, HP C7115A, black, for HP Laserjet 1000, 1200 printer series, 3300 mfp printer series, 3380 All-in-One	cart	3	3	66	3	3	16	3	3	16	3	3	16	138	3,221.16	444,520.08
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	
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	4			3			3						10	7,330.74	73,307.40
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	2	2	2	2	2	2	2	2	2	2	2	2	24	4,141.20	99,388.80
173. TONER CARTRIDGE, HP Q2613A, black, for HP Laserjet 1300 printer series	cart													0	3,809.70	-

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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	50	7	74	15	42	24	14	7	63	14	7	53	370	2,866.20	1,060,494.00
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	18	5	35	14	5	15	14	5	15	13	5	5	149	2,491.86	371,287.14
200. TONER CARTRIDGE, HP CB436A, black, for HP Laserjet P1505 printer series	cart			50										50	2,924.34	146,217.00
201. TONER CARTRIDGE, HP CB540A, black, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart	6	2	1	3		2	3	1	1	3		2	24	2,886.60	69,278.40
202. TONER CARTRIDGE, HP CB541A, cyan, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart	6	2	1	3		2	3	1	1	3		2	24	2,652.00	63,648.00
203. TONER CARTRIDGE, HP CB542A, yellow, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart	6	2	1	3		2	3	1	1	3		2	24	2,652.00	63,648.00
204. TONER CARTRIDGE, HP CB543A, magenta, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart	6	2	1	3		2	3	1	1	3		2	24	2,652.00	63,648.00
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	1		1		1		1		1		1		6	5,064.30	30,385.80
208. TONER CARTRIDGE, HP CC531A, cyan, for HP Color LaserJet CP2025 printer series	cart	1		1		1		1		1		1		6	4,750.14	28,500.84
209. TONER CARTRIDGE, HP CC532A, yellow, for HP Color LaserJet CP2025 printer series	cart	1		1		1		1		1		1		6	4,750.14	28,500.84
210. TONER CARTRIDGE, HP CC533A, magenta, for HP Color LaserJet CP2025 printer series	cart	1		1		1		1		1		1		6	4,657.14	27,942.84
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			500										500	6,233.22	3,116,610.00

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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	-
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	4		20		4	16	4		20		4	6	78	2,655.06	207,094.68
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	-

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		
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	-
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			5			5			5				15	3,115.08	46,726.20
249. TONER CARTRIDGE, HP Q6001A, cyan, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart			5			5			5				15	3,395.58	50,933.70
250. TONER CARTRIDGE, HP Q6002A, yellow, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart			5			5			5				15	3,395.58	50,933.70
251. TONER CARTRIDGE, HP Q6003A, magenta, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart			5			5			5				15	3,395.58	50,933.70
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	-

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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	3		100	3			2			2			110	2,789.70	306,867.00
289. TONER CARTRIDGE, Brother TN-2130	cart	1	1	1	1	1	1	1	1	1	1	1	1	12	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 C13S050005, for printer EPL-5500	cart													0	3,112.02	-
300. TONER CARTRIDGE, Developer, Epson C13S050010, for printer EPL-5700L/5800	cart													0	5,095.92	-
301. TONER CARTRIDGE, Developer, Epson C13S050087, for printer EPL-5900/5900L	cart													0	5,194.86	-
302. TONER CARTRIDGE, Developer, Epson C13S050166, 6K, for printer EPL-6200	cart													0	5,053.08	-
303. TONER CARTRIDGE, Developer, Epson C13S050167, 3K, for printer EPL-6200/6200L	cart													0	3,211.98	-

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304. TONER CARTRIDGE, Epson C13S050440, Std Cap, for printer AL-M2010D/DN	cart													0	5,572.26	-
305. TONER CARTRIDGE, Developer, Epson C13S050520, 1.8K, for printer AL-M1200	cart													0	3,542.46	-
306. TONER CARTRIDGE, Developer, Epson C13S050521, 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	-
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													0	75.28	-
330. RIBBON, Epson RN 7754	cart													0	127.50	-

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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 C13S051099, for printer EPL 6200/6200L	cart													0	3,391.50	-	
342. IMAGING UNIT, Samsung SCXR6555A	cart													0	10,200.00	-	
COMMON OFFICE SUPPLIES																	
1. ACETATE, gauge #3, 50m in length	roll	3		2			2	2		2				11	612.02	6,732.22	
2. AIR FRESHENER, 280mL/can	can	151	39	340	113	66	40	312	41	65	108	39	61	1375	89.44	122,980.00	
3. ALCOHOL, 70%, ethyl	bottle	542	63	816	247	326	61	990	75	314	242	66	317	4059	40.04	162,522.36	
4. AUDIO CASSETTE TAPE, 90min. recording time	piece	132	25	35	65	25	35	107	25	30	65	25	25	594	20.59	12,230.46	
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		
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	2	1					1						4	327.60	1,310.40	
8. CARBON FILM, polyehtylene, 216mm x 330mm, 100s/box	box	2						1						3	331.50	994.50	
9. CARTOLINA, assorted color, 20s/pack	pack	39	20	118	18	17	15	35	15	17	17	15	15	341	69.89	23,832.49	
10. CARTOLINA, white, 20s/pack	pack	36	16	64	11	21	11	23	11	13	19	11	11	247	41.60	10,275.20	

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11. CHALK, white, dustless, 100 pcs/box	box	6			5			5			5			21	34.32	720.72
12. CLIP, bulldog (3")	piece	289	31	821	67	121	22	98	21	36	166	21	21	1714	7.68	13,163.52
13. CLIP, backfold, 25mm, 12s/box	box	334	41	353	114	141	133	104	41	58	197	41	53	1610	14.56	23,441.60
14. CLIP, backfold, 50mm, 12s/box	box	324	50	250	144	150	90	134	50	55	227	50	50	1574	42.12	66,296.88
15. CLIP, backfold, 19mm, 12s/box	box	249	61	361	109	161	61	104	61	66	192	61	61	1547	7.54	11,664.38
16. CLIP, backfold, 32mm, 12s/box	box	264	66	366	139	166	66	132	66	71	222	66	66	1690	16.64	28,121.60
17. COLUMNAR PAD, 4 cols, 50 gsm min.	pad	10			1	8		1			9			29	24.44	708.76
18. COLUMNAR PAD, 14 cols, 50 gsm min.	pad	11	1	1	2	9	1	2	1	1	10	1	1	41	43.68	1,790.88
19. COLUMNAR PAD, 16 cols, 50 gsm min.	pad	13			1	11		1		3	9			38	42.64	1,620.32
20. COLUMNAR PAD, 18 cols, 50 gsm min.	pad	10			1	8		1			9			29	71.24	2,065.96
21. COLUMNAR NOTEBOOK, 12 cols	piece	41	5	5	13	13	5	33	5	5	21	5	5	156	19.76	3,082.56
22. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair													0	20.75	
23. DATA FILE BOX, (5"x9"x15-3/4")	box	278	22	557	68	92	57	163	17	127	82	17	77	1557	61.36	95,537.52
24. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	153	4	4	28	24	4	108	4	4	47	4	4	388	66.56	25,825.28
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	33	6	107	13	9	6	16	6	9	14	7	7	233	585.52	136,426.16
28. ENVELOPE, expanding, kraft, legal size, 100s/box	box	59	10	113	33	13	11	34	10	14	33	10	10	350	650.57	227,699.50
29. ENVELOPE, mailing white, 500s/box	box	29	7	4	13	2	2	16	2	2	13	2	2	94	152.59	14,343.46
30. ENVELOPE, mailing white with window, 500s	box	9	3	1	1	2	1	1	1	1	1	1	1	23	196.04	4,508.92
31. ENVELOPE, pay, kraft, (4"x7-1/2"), 496s/box	box	9	5	30	5	5	5	5	5	5	5	5	5	89	102.54	9,126.06
32. ENVELOPE, expanding, plastic, legal size	piece	398	21	1027	31	123	21	245	21	24	131	21	23	2086	45.76	95,455.36
33. ENVELOPE, documentary, A4, 500s/box	box	127	8	85	8	105	3	10	3	3	107	3	3	465	460.62	214,188.30
34. ERASER, blackboard/whiteboard	piece	35	3	55	7	4	3	13	1	2	5	1	1	130	10.59	1,376.70
35. ERASER, rubber	piece	154	26	326	48	36	26	70	26	26	62	26	22	848	5.18	4,392.64
36. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	130	38	1029	37	26	76	49	26	26	37	26	26	1526	79.04	120,615.04
37. FOLDER, pressboard, plain, legal, 100s/box	pack	46	5	54	19	5	5	24	5	4	19	4	5	195	851.64	166,069.80
38. FOLDER, tagboard, legal size, 100s/box	pack	50	8	107	23	7	8	27	9	7	21	7	8	282	327.60	92,383.20
39. FOLDER, tagboard, A4 size, 100s/box	pack	47	7	106	17	7	6	22	7	6	16	6	6	253	296.40	74,989.20
40. FOLDER, morocco/fancy, legal size, 50s/pack	pack	12	2		2	1		10			1			28	257.92	7,221.76
41. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle	16	1	2	4	3		11			4			41	254.80	10,446.80
42. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	64	20	32	34	18	27	47	20	21	34	18	18	353	196.56	69,385.68
43. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	72	25	38	25	27	27	47	27	25	26	26	23	388	209.04	81,107.52
44. GLUE, all purpose, 300 grams min.	jar	312	5	7	64	15	5	160	5	7	57	5	3	645	45.76	29,515.20
45. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	69	10	135	23	10	15	28	5	10	23	5	10	343	32.76	11,236.68
46. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack	30	4	63	7	13	4	20	1	13	6	13	1	175	40.98	7,171.50
47. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack	42	2	33	4	13		20	1	13	4	13	1	152	93.60	14,227.20
48. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box	11	2	30	3			4			3			53	34.58	1,832.74
49. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box	18	9	106	8	6	6	12	6	6	8	6	6	197	50.16	9,881.52
50. INDEX TAB, self-adhesive, 10 pcs/box	box	417	67	686	192	186	166	233	66	286	181	86	66	2632	49.40	130,020.80
51. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube	13			6	1		11		1	6			38	12.98	493.24

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52. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle	238	1	51	34	1	1	37	1	1	33	1	1	400	494.00	197,600.00
53. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece	96	10	60	21	30	60	21	10	80	21	10	10	429	36.40	15,615.60
54. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece	99	2	52	14	22	52	23	2	122	13	2	2	405	36.40	14,742.00
55. MAP PIN, round head, 100s/case	case	21	1	17	5	1	1	6	1	1	4	1	1	60	36.40	2,184.00
56. MARKER, fluorescent, 3 colors/set	set	131	43	549	71	53	48	83	43	63	71	43	43	1241	41.08	50,980.28
57. MARKING PEN, whiteboard, black	piece	187	40	1043	124	39	39	142	35	43	123	39	35	1889	11.86	22,403.54
58. MARKING PEN, whiteboard, blue	piece	187	40	1043	124	39	39	142	35	43	123	39	35	1889	11.86	22,403.54
59. MARKING PEN, whiteboard, red	piece	155	35	1034	107	30	34	117	30	34	107	30	30	1743	11.86	20,671.98
60. MARKER, permanent, black	piece	207	41	3045	120	40	40	139	36	45	119	40	39	3911	12.25	47,909.75
61. MARKER, permanent, blue	piece	207	41	3044	120	40	40	139	36	44	119	40	39	3909	12.25	47,885.25
62. MARKER, permanent, red	piece	155	35	3034	101	30	34	111	30	34	101	30	29	3724	12.25	45,619.00
63. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece	468	95	285	155	85	85	171	85	85	129	85	55	1783	7.70	13,729.10
64. NOTE PAD, (3"x3"), 100 sheets/pad	pad	238	60	260	132	50	70	156	50	70	123	50	50	1309	34.32	44,924.88
65. NOTE PAD, (3"x4"), 100 sheets/pad	pad	292	55	258	120	45	65	133	45	65	117	45	45	1285	57.20	73,502.00
66. NOTE PAD, (2"x2"), 400 sheets/pad	pad	155	20	223	83	10	30	110	10	30	83	10	10	774	112.32	86,935.68
67. NOTE PAD, (2"x3"), 100 sheets/pad	pad	315	50	253	113	40	60	140	40	60	113	40	40	1264	31.20	39,436.80
68. OIL, for general purpose, 120 mL	bottle	9						5						14	34.32	480.48
69. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream	1141	113	3213	540	413	213	731	213	313	430	213	213	7746	98.68	764,375.28
70. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream	1			1			1						3	70.08	210.24
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream	587	100	3078	134	278	100	237	75	278	133	78	75	5153	110.12	567,448.36
72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream	187	50	152	60	152	50	87	50	152	60	52	50	1102	194.66	214,515.32
73. PAPER, ruled pad, 216mmx330mm, 90 sheets/pad	pad	80	5	5	46	5	5	59	5	5	45	5	5	270	19.55	5,278.50
74. PAPER, thermal, 210mmx30M, 1/2" core	roll	115	10	60	10	10	60	15	10	60	10	10	10	380	36.09	13,714.20
75. PAPER, thermal, 216mmx30M, 1/2" core	roll	131	1	501	34	1	1	35	1	1	33	1	1	741	36.09	26,742.69
76. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream	997	116	3318	543	116	316	496	116	316	443	118	116	7011	118.08	827,858.88
77. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack	ream	45	4	107	28	4	7	27	4	8	28	3	4	269	161.20	43,362.80
78. PAPER FASTENER, for paper, metal, 50 sets/box	box	113	37	131	82	17	30	92	17	30	81	17	17	664	82.04	54,474.56
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	220	52	270	106	75	47	194	52	70	106	75	37	1304	14.04	18,308.16
80. PAPER CLIP, gem type, 32mm, 100s/box	box	319	74	92	130	97	69	223	74	92	130	97	59	1456	7.80	11,356.80
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	185	28	235	93	20	18	101	20	18	92	8	13	831	20.53	17,060.43
82. PENCIL, mechanical, for 0.5mm lead	piece	50	4	204	50	4	4	50	4	4	50	4	4	432	18.72	8,087.04
83. PUSH PIN, flat head type, assorted colors, 100s/case	case	92	12	111	54	12	7	51	8	5	50	8	3	413	37.44	15,462.72
84. RECORD BOOK, 300 pages, smythe sewn	book	103	8	505	48	8	3	54	8	3	43	8	3	794	57.20	45,416.80
85. RECORD BOOK, 500 pages, smythe sewn	book	100	15	417	54	10	17	60	17	15	48	10	10	773	88.40	68,333.20
86. RIBBON, nylon, manual typewriter	spool	3			3			2			2			10	14.54	145.40
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	-

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		
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	110	22	222	70	22	32	195	22	32	70	12	12	821	4.52	3,710.92
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	110	22	222	70	22	32	95	22	32	70	12	12	721	11.39	8,212.19
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	110	22	222	70	22	32	95	22	32	70	12	12	721	12.22	8,810.62
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	183	22	222	143	22	32	168	22	32	143	12	12	1013	29.12	29,498.56
101. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	67	5	210	54	6	7	57	7	5	53	4	4	479	132.68	63,553.72
102. RULER, plastic, 300mm	piece	103	2	103	23	2	3	17	2	3	17	2	2	279	3.64	1,015.56
103. RULER, plastic, 450mm	piece	89	5	106	19	7	4	23	4	4	20	3	5	289	36.40	10,519.60
104. SIGN PEN, black	piece	716	71	2132	321	62	131	371	61	132	270	62	71	4400	43.14	189,816.00
105. SIGN PEN, blue	piece	685	61	2122	315	52	121	340	51	122	264	52	71	4256	43.14	183,603.84
106. SIGN PEN, red	piece	277	23	2072	165	22	46	116	21	47	115	22	21	2947	43.14	127,133.58
107. STAMP PAD INK, violet, 50mL	bottle	85	13	807	48	6	7	64	6	7	47	6	6	1102	21.84	24,067.68
108. STAMP PAD, felt pad, min 60mm x 100mm	piece	56	11	903	8	6	5	20	3	6	8	3	3	1032	24.96	25,758.72
109. STAPLE WIRE, standard, #35	box	319	56	8069	117	61	64	180	56	71	117	61	56	9227	23.59	217,664.93
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	165	27	1024	106	24	34	116	22	24	115	19	14	1690	45.76	77,334.40
113. TAPE, masking, 48mm, 50 meters length	roll	171	23	4020	122	20	30	132	18	20	131	15	10	4712	91.31	430,252.72
114. TAPE, transparent, 24mm, 50 meters	roll	298	73	1077	169	77	85	186	73	77	178	72	65	2430	14.56	35,380.80
115. TAPE, transparent, 48mm, 50 meters	roll	246	28	3037	119	32	45	131	28	37	129	27	25	3884	30.11	116,947.24
116. TAPE, packaging, 48mm, 50 meters length	roll	254	51	4056	140	56	66	152	51	56	149	51	46	5128	30.11	154,404.08
117. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle	15		2000	15			15			15			2060	82.68	170,320.80
118. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle			5										5	83.20	416.00
119. TOILET TISSUE, 12 rolls/pack	pack	78	15	35	72	37	39	87	35	35	81	37	33	584	72.80	42,515.20
120. TWINE, plastic, one kilo per roll	roll	33		82	13		1	15		1	12		2	159	45.64	7,256.76
121. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll	33	16	2	12	1	5	11	4	2	12	1	13	112	145.60	16,307.20
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	45	7	252	15	2	5	16	2	2	15	5	2	368	9.36	3,444.48
2. CUTTER, heavy duty	piece	65	9	307	27	3	10	29	5	5	24	6	3	493	27.98	13,794.14
3. PUNCHER, heavy duty	piece	83	5	55	10	3	10	25	2	6	10	2	2	213	98.80	21,044.40
4. SCISSORS, (6")	pair	143	23	526	47	27	32	80	23	26	48	35	18	1028	17.35	17,835.80
5. SHARPENER, single cutterhead	piece	45	4	103	13	2	3	21	2	3	12	2	2	212	171.60	36,379.20
6. STAMPING DATER, self-inking stamp	piece	54	2	102	21	1	1	27	1	1	21	1	1	233	442.00	102,986.00
7. STAPLER, heavy duty, standard	piece	131	7	1011	39	7	19	47	7	11	38	7	7	1331	144.23	191,970.13
8. STAPLE REMOVER, twin jaws	piece	183	24	822	46	24	32	62	22	24	46	19	17	1321	16.52	21,822.92

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		
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	77	6	106	17	9	22	25	4	11	11	4	9	301	52.00	15,652.00
10. TAPE DISPENSER, handheld, for 48mm width packaging tape	piece													0	40.23	
11. WASTE BASKET, plastic	piece	139	6	106	13	6	16	19	6	6	12	6	16	351	26.00	9,126.00
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece	35	7	7	17	7	7	23	7	7	17	7	7	148	19.76	2,924.48
2. BROOM, soft (tambo)	piece	10			4			6			2			22	119.60	2,631.20
3. BROOM, STICK (tingting)	piece	2												2	17.68	35.36
4. CLEANSER, powder, 350gms.	canister	12			6			7			1			26	15.91	413.66
5. DETERGENT POWDER, all purpose, 500gms.	pouch	24	1	1	6	1	1	7	1	1	1	1	1	46	22.88	1,052.48
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar	1	1	1	1	1	1	1	1	1	1	1	1	12	18.20	218.40
7. DISINFECTANT SPRAY, 400 grams net content	can	57	11	509	48	10	19	48	7	12	46	7	7	781	152.88	119,399.28
8. DUST PAN, non-rigid plastic, with detachable handle	piece	7			1			5			1			14	33.28	465.92
9. FLOOR WAX, paste, natural, 2kgs.	can	1			1			1			1			4	306.80	1,227.20
10. FLOOR WAX, paste, red, 2kgs.	can													0	312.00	-
11. FLOOR WAX, liquid type, 3.9L/ plastic container	container	1			1			1			1			4	344.76	1,379.04
12. FURNITURE CLEANER, 300mL/can min	can	31	1	1	13	1	1	7	1	1	7	1	1	66	100.88	6,658.08
13. INSECTICIDE, 600mL (420g) /can	can	79	11	513	55	11	13	55	11	13	49	11	11	832	114.40	95,180.80
14. MOPHANDLE, screw type, wooden handle	piece	6			1			2			1			10	88.40	884.00
15. MOPHEAD, 100% rayon, 400g	piece	8			3			5			3			19	78.00	1,482.00
16. RAG, COTTON, (7") in diameter	kilo	34						6						40	46.80	1,872.00
17. SCOURING PAD, economy size	pack	15			5			15			5			40	135.20	5,408.00
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle													0	67.60	-
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box													0	29.12	-
20. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll	112	3	3000	86	3		93	3		83	3		3386	143.52	485,958.72
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream	578	83	1075	376	75	73	413	73	75	350	75	73	3319	114.09	378,664.71
2. PAPER, mimeo, Groundwood	ream													0	77.53	-
4. PAPER, for PPC	ream			1000										1000	114.30	114,300.00
5. PAPER, multicopy, legal, for laser printing	ream	677	66	3186	400	36	186	426	36	86	450	36	36	5621	144.04	809,648.84
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit	6	1	2			1							10	1,331.20	13,312.00
2. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display, AC power source, Canon	unit	6			3			2			2			13	1,872.00	24,336.00

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		
3. CALCULATOR, desktop, mini-printer type, 12 digits, AC/DC power source, with ink roller & adaptor	unit		2											2	881.92	1,763.84
4. CALCULATOR, scientific, 10 digits, dot, matrix display, programmable, with case	unit	3		1			1			1				6	394.16	2,364.96
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit	23		21	2		2	1		2	1			52	155.88	8,105.76
6. CHAIR, monobloc, without armrest, beige/white	unit	86		500	1			1			1			589	249.60	147,014.40
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	7					1							8	9,339.20	74,713.60
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	8			3			2			2			15	1,404.00	21,060.00
10. ELECTRIC FAN, with stand	unit	63	6	4	7	3	11	11	3	2	3	1	1	115	1,071.20	123,188.00
11. ELECTRIC FAN, wall type	unit	7						4						11	1,029.60	11,325.60
12. INDUSTRIAL FAN, 18" metal blade	unit	6		1	1		1	4		1				14	1,092.00	15,288.00
13. FACSIMILE TRANSCIVER, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 208mm, document feeder holds 10 pages, with automatic, paper cutter, redial, and fax/tel switchover	unit	10		1			1	1						13	3,818.16	49,636.08
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	19			1			1			1			22	1,037.92	22,834.24
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	11												11	3,710.72	40,817.92
16. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit	1												1	22,848.80	22,848.80
17. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit	7		14	1		1							23	8,838.96	203,296.08
18. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit	27	1	2			5	1		1			2	39	5,821.92	227,054.88
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	

[illegible]

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		
2														0		-
Office Supplies																
1																
2														0		-
Photographic or filming or video equipment																
1														0		-
2														0		-
Cleaning Equipment and Supplies																
1														0		-
2														0		-
Paper Materials and Products																
1														0		-
2														0		-
Lighting and fixtures and accessories																
1														0		-
2														0		-
Electrical equipment and components and supplies																
1														0		-
2														0		-
Computer Supplies																
1														0		-
2														0		-
Computer Equipment and Accessories																
1														0		-
2														0		-
*Other Categories																
1														0		-
2														0		-

***GRAND TOTAL:	20,874,348.39
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION	22,961,783.23
APPROVED BUDGET:	103,866,000.00


*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:


SHIRLEY O. NUEVO
Head

Bids and Awards Committee (BAC) - Secretariat

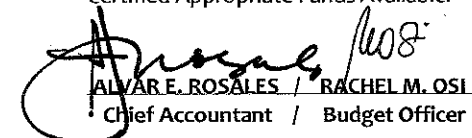
Reviewed by:


KERWIN ORVILLE C. TATE
Director

Property Maintenance and Transportation Division


MELITA S. STA. MARIA-THOMECZEK
Assistant Secretary
Office of Personnel and Administrative Services


Certified Funds Available /
Certified Appropriate Funds Available:



ALVARE E. ROSALES / RACHEL M. OSI
Chief Accountant / Budget Officer

Date Prepared: 31 October 2012

Noted by:


ALEJANDRINO A. VICENTE
Alternate Chairman, DFA-BAC



SYLVIA M. MARASIGAN
Vice-Chairman, DFA-BAC



EDWARD C. YULO
Member, DFA-BAC


Approved:
For the Secretary of Foreign Affairs:

On Official Travel

MARIA ANNA LILIA L. DE VERA
Member, DFA-BAC


GONARAO B. MUSOR
Member, DFA-BAC


RAPHAEL S. HERMOSO
Member, DFA-BAC


RAFAEL E. SEGUIS
Undersecretary for Administration and
Head of the Procuring Entity