



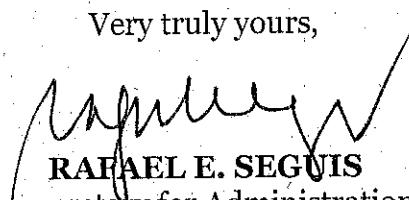
NOTICE OF AWARD

13 February 2014

Sir:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in the approved 2014 Annual Procurement Plan for Common-Use Supplies and Equipment, the Department of Foreign Affairs is awarding the procurement of various office supplies for the official use of the Office of United Nations and Other International Organizations (UNIO) directly from your agency, **DBM-Procurement Service**, in the amount of One Hundred Fifteen Thousand Eight Hundred Twenty-Two Pesos and Thirty-Seven Centavos (Php 115,822.37) only, including taxes and other lawful charges, subject to the signing of the Purchase Order.

Very truly yours,


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

MR. ESTANISLAO C. GRANADOS, JR.
Executive Director
DBM-PROCUREMENT SERVICE
DBM Metal Closure, Otis,
Paco, Manila



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A handwritten signature in black ink, appearing to read 'Rafael E. Seguis'.

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

MR. ESTANISLAO C. GRANADOS, JR.

Executive Director

DBM-PROCUREMENT SERVICE

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DBM Metal Closure, Otis,
Paco, Manila

Sr. Sp. Asst. N. Servigon
BAC Alt. Chairman E.D. Austria-Garcia
BAC Vice-Chairman J.V. Chan-Gonzaga
BAC Members: E.C. Yulo
G.P. Abiog
B.T. L. Santos
End-User Representative:
Asst. Sec. J.R.S. Domingo
BAC Secretariat:
Head - A.O. Vallespin
A. De Asis-Del Mundo
S.P. Toledo
G.C. Fernandez



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
Office of the Secretary
2330 Roxas Blvd., Pasay City, Philippines



OBLIGATION REQUEST

No. 02-14-01-0312

Payee	THE PROCUREMENT SERVICE			
Office	United Nations and other International Organizations (UNIO)			
Address				
Responsibility Center	Particulars	P.P.A	Account Code	Amount
170-03-02-A.III.c.1.b.1	Funds to cover the cost of various office supplies for the use of UNIO, per attached supporting documents	A.III.c.1.b.1	755	115,822.37
TOTAL				P115,822.37
A. Certified ☒ Charges to appropriation/allotment necessary, lawful and under my direct supervision. ☒ Supporting documents valid, proper and legal		B. Certified ☒ Allotment available and obligated for the purpose as indicated above		
Signature		Signature		
Printed Name	JESUS S. DOMINGO	Printed Name	HELEN T. GUEVARRA	
Position	Assistant Secretary, UNIO	Position	Acting Budget Officer	
	Head, Requesting Office/ Authorized Representative		Head, Requesting Office/ Authorized Representative	
Date		Date	28-Jan-14	

Please return this copy to OFM-Budget Division

01-001-14

16-Jan-14

BD 149

DEPARTMENT OF FOREIGN AFFAIRS
Property, Maintenance and Transportation Division

MEMO TO : Financial Evaluation and Control Division

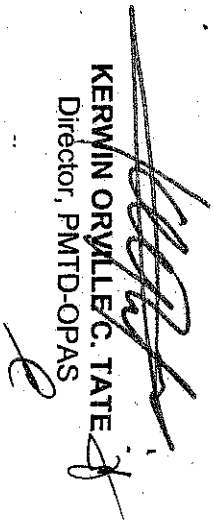
SUBJECT : For Price Verification

DATE : 08 January 2014

With reference to the above subject/communication/documents, hereto attached would be appreciated if:

- ☒ Verification of Price
- ☐ Comments/Recommendation
- ☐ Appropriate Action
- ☐ Approval

could be effected.


KERWIN ORVILLE C. TATE
Director, PMTD-OPAS

Office of the Fiscal Management
Financial Evaluation and Control Division

THE PROCUREMENT SERVICE
AUDIT OF AGENCY PROCUREMENT REQUEST

Agency Control No. 01-001-14
Date Prepared: 8 Jan. 2014
Total Amount: 115,822.37

Stock No.	Amount	Audited Amount	Variance
44122104-PC-G01	50 box P 6.12 P	306.00	
44122106-PP-F02	10 box P 20.23 P	202.30	
14111531-RE-B02	5 pcs P 83.20 P	416.00	
44122101-RU-B01	4 box P 102.94 P	411.76	
31151804-SW-S01	15 box P 23.80 P	357.00	
60121524-SP-G01	50 pcs P 44.17 P	2,208.50	
60121524-SP-G02	30 pcs P 44.17 P	1,325.10	
60121524-SP-G03	5 pcs P 44.17 P	220.85	
44101602-PU-P01	5 pcs P 91.78 P	458.90	
44121618-SS-S01	7 pair P 15.53 P	108.71	
44121615-ST-S01	7 pcs P 97.76 P	684.32	
44121613-SR-P01	7 pcs P 16.12 P	112.84	
44121801-CT-R01	18 pcs P 12.05 P	216.90	
44122105-BF-C01	1 box P 6.76 P	6.76	
44122105-BF-C01	1 box P 6.76 P	6.76	
TOTAL -----		P 115,822.37	

☒ No discrepancy from List of products from DBM-PS.
Date: 13 Jan. 2014

Audited By: [Signature]
OFM-REED, Audit Examiner

Office of the Fiscal Management
Financial Evaluation and Control Division

THE PROCUREMENT SERVICE
AUDIT OF AGENCY PROCUREMENT REQUEST

Agency Control No. 01-001-14

Date Prepared: 8 Jan. 2014

Total Amount: _____

Stock No.	Amount	Audited Amount	Variance
12191601-AL-E01	10	bits	P 38.22 P 382.20
14111513-CO-N01	20	pcs	P 20.80 P 416.00
44103103-HP-B12	15	pcs	P 2,540.72 P 38,110.80
44103105-HP-B12	10	pcs	P 800.80 P 8,008.00
44103105HP-T44	10	pcs	P 915.20 P 9,152.00
43211708-MO-001	2	pcs	P 144.04 P 288.08
47121812-AF-A01	12	can	P 86.06 P 1,032.72
44103103-HP-C37	3	pcs	P 4,269.20 P 12,807.60
44122105-BF-C02	50	box	P 10.92 P 546.00
44122105-BF-C04	50	box	P 41.60 P 2,080.00
44111515-DF-B01	50	pcs	P 61.88 P 3,094.00
44111912-ER-B01	5	pcs	P 12.46 P 62.30
60121534-ER-P01	10	pcs	P 2.48 P 24.80
31201610-GL-301	2	jar	P 45.43 P 90.86
44122011-FO-L01	50	pck	P 154.96 P 7,748.00
44122011-FO-L02	5	pck	P 175.76 P 878.80
44122008-JT-T01	40	box	P 52.00 P 2,080.00
27112309-MP-W01	10	pcs	P 12.27 P 122.70
27112309-MP-W02	15	pcs	P 12.27 P 184.05
44121708-MA-P01	12	pcs	P 12.15 P 145.80
44121708-MA-P02	12	pcs	P 12.15 P 145.80
14111514-NB-S01	40	pcs	P 8.74 P 349.60
14111507-PP-M01	6	rms	P 118.46 P 710.76
14111507-PG-B01	200	rms	P 92.56 P 18,512.00
44122008-FA-P01	20	box	P 59.79 P 1,195.80
44122104-PC-302	50	box	P 12.22 P 611.00

☒ No discrepancy from List of products from DBM-PS.

Date: 13 Jan 2014

Audited By: [Signature]
OFM-FECD, Audit Examiner

NAME & ADDRESS DEPARTMENT OF FOREIGN AFFAIRS 2330 Roxas Blvd., Pasay City		AGENCY ACCT. CODE J001
OF REQUESTING		AGENCY CONTROL NO. 01-001-14 PR No. 01-006-14
AGENCY PROCUREMENT REQUEST		PS APR. NO. :

THE PROCUREMENT SERVICE

DBM Compound, RR Road,
Cristobal St., Paco Manila
Telefax No.: 563-9352 / 5639404

Date Prepared : 08 January 2014

PLEASE CHECK (✓) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW

{ } Please issue common-use supplies/materials per Price List No. _____ dated _____
Mode of delivery: [] Pick-up (Fast Lane) [] Pick-up (Schedule) [] Delivery (door-to-door)

in case fund is not sufficient: [] Reduce Quantity [] Bill Us [] Charge to unutilized Deposit, APR No.: _____ Date _____

Please purchase for our agency non-common items. Attached herewith :
[] Complete Specifications [] Obligation Request (ObR) { } Other pls, specify
[] Certificate of Budget Allocation (CBA) [] Payment

IMPORTANT!! PLEASE SEE INSTRUCTIONS/CONDITIONS AT THE BACK OF ORIGINAL COPY.

ITEM No.	ITEM AND DESCRIPTION/SPECIFICATION	STOCK NO.	QTY	UNIT	UNIT PRICE	AMOUNT
	UNIO					
1	Alcohol, ethyl, 68-70% scented	12191601-AL-E01	10	blts	P 38.22	P 382.20
2	Columnar, Notebook, 12 columns, 50gsm	14111513-CO-N01	20	pcs	P 20.80	P 416.00
3	Toner cartridge, CB435A, Black	44103103-HP-B12	15	pcs	P 2,540.72	P 38,110.80
4	Ink cartridge, HP C8727A (HP27)	44103105-HP-B12	10	pcs	P 800.80	P 8,008.00
5	Ink cartridge, HP Q8893AA (HP28)	44103105HP-T44	10	pcs	P 915.20	P 9,152.00
6	Mouse, Optical, USB connection	43211708-MO-001	2	pcs	P 144.04	P 288.08
7	Air freshener. Aerosol type	47121812-AF-A01	12	can	P 86.06	P 1,032.72
8	Toner cartridge, HPQ3961A, Cyan	44103103-HP-C37	3	pcs	P 4,269.20	P 12,807.60
9	Clip, backfold, all metal, 25mm	44122105-BF-C02	50	box	P 10.92	P 546.00
10	Clip, backfold, all metal, 50mm	44122105-BF-C04	50	box	P 41.60	P 2,080.00
11	Data file box, 125mm x 230mm x 400mm	44111515-DF-B01	50	pcs	P 61.88	P 3,094.00
12	Eraser, felt for blackboard/whiteboard	44111912-ER-B01	5	pcs	P 12.46	P 62.30
13	Eraser, plastic /rubber for pencil	60121534-ER-P01	10	pcs	P 2.48	P 24.80
14	Glue, all purpose	31201610-GL-J01	2	jar	P 45.43	P 90.86
15	Folder, L-type plastic for A-4 size	44122011-FO-L01	50	pck	P 154.96	P 7,748.00
16	Folder, L-type plastic for legal size	44122011-FO-L02	5	pck	P 175.76	P 878.80
17	Index tab, self-adhesive transparent	44122008-IT-T01	40	box	P 52.00	P 2,080.00
18	Marking pen, for whiteboard, black	27112309-MP-W01	10	pcs	P 12.27	P 122.70
19	Marking pen, for whiteboard, blue	27112309-MP-W02	15	pcs	P 12.27	P 184.05
20	Marker, permanent, black	44121708-MA-P01	12	pcs	P 12.15	P 145.80
21	Marker, permanent, blue	44121708-MA-P02	12	pcs	P 12.15	P 145.80
22	Notebook, stenographer, spiral	14111514-NB-S01	40	pcs	P 8.74	P 349.60
23	Paper, multicopy, size 210mm x 297mm (A-4)	14111507-PP-M01	6	rms	P 118.46	P 710.76
24	Paper, bond, size 210mmx 297mm (A-4)	14111507-PG-B01	200	rms	P 92.56	P 18,512.00
25	fastener, metal. 70mm	44122008-FA-P01	20	box	P 59.79	P 1,195.80
26	paper clip, 48mm	44122104-PC-J02	50	box	P 12.22	P 611.00
27	Paper clip, 32mm	44122104-PC-G01	50	box	P 6.12	P 306.00
28	Push pin, flat head type	44122106-PP-F02	10	box	P 20.23	P 202.30
29	Record book, 500 pages	14111531-RE-B02	5	pcs	P 83.20	P 416.00
30	Rubber band, 70mm	44122101-RU-B01	4	box	P 102.94	P 411.76
	xxxxx next pages xxxxx					

NOTE: ALL SIGNATURES MUST BE OVER PRINTED NAME

STOCKS REQUESTED ARE CERTIFIED
TO BE WITHIN APPROVED PROGRAM:

Kerwin Orville C. Tate
KERWIN ORVILLE C. TATE
Director, PMTD-OPAS

FUNDS CERTIFIED AVAILABLE

02-M-01-0312; 28 Jan 2014

Alvar E. Rosales
ALVAR E. ROSALES
Chief Accountant

APPROVED:
FOR THE SECRETARY
OF FOREIGN AFFAIRS:

Melita S. Sta. Maria-Thomeczek
MELITA S. STA. MARIA-THOMECZEK
Assistant Secretary, OPAS

[] FUNDS DEPOSITED WITH PS [] _____ [] CHECK NO. _____ (P _____) ENCLOSED
IN THE AMOUNT OF: _____



PURCHASE REQUEST

Department of Foreign Affairs

Agency

JAN 07 2014

Department UNIO

PR No.: 01-00814

Date: 06 JAN' 14

Section All Divisions

SAI No.: _____

Date: _____

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
1	bottle	Alcohol, 70% ethyl	10	38.22	382.20
2	pcs	Columnar Notebook, 12 cols	20	19.76	395.20
3	pcs	Toner Cartridge, HP35A, Black	15	2,844.40	42,666.00
4	pcs	Ink Cartridge, HP 27, black	10	743.58	7,435.80
5	pcs	Ink Cartridge, HP 28, tri-colored	10	873.12	8,731.20
6	pcs	Mouse, Optical, USB Connection type	10	197.60	1,976.00
7	cans	Air Freshener, 280 ml	12	89.44	1,073.28
8	pcs	Toner Cartridge, HPQ3961A	3	2540.72	7,622.16
9	boxes	Clip, backfold, 25mm, 125/box	50	10.92	546.00
10	boxes	Clip, backfold, 50mm, 125/box	50	41.60	2,080.00
11	pcs	Data File Box, 5" x 9" x 15 3/4"	50	61.36	3,068.00
12	pcs	Data Folder, w/ finger ring, 3" x 9" x 15", Arch file	30	62.40	1,872.00
13	pcs	Eraser, whiteboard	5	12.46	62.30
14	pcs	Eraser, rubber	10	3.12	31.20
15	pcs	Glue, All purpose, 300 grams	2	51.98	103.96
16	packs	Folder, clear plastic, L-type, A4 size, 50/pack	50	70.00	3,500.00
17	packs	Folder, clear plastic, L-type, legal size, 50/pack	5	715.00	3,575.00
18	boxes	Index Tab, Self-Adhesive, 10pcs/box	40	52.00	2,080.00
19	pcs	Marking Pen, whiteboard, black	10	12.67	126.70
20	pcs	Marking Pen, whiteboard, blue	15	12.67	190.05
21	pcs	Marker, permanent, black	12	14.56	174.72
22	pcs	Marker, permanent, blue	12	14.56	174.72
23	pcs	Notebook, Stenographer's, 40 leaves	40	8.11	324.40
24	rms	Paper, Multicopy, A4 size	6	106.39	638.34
25	rms	Paper Bond, Premium Grade, (A4)	200	93.83	18,766.00
26	boxes	Paper Fastener 50 sets/box	20	65.36	1,307.20
27	boxes	Paper Clip, Jumbo, 48mm, 100/box	50	11.86	593.00
28	boxes	Paper Clip, small, 32mm, 100/box	50	6.64	332.00
29	boxes	Push Pin, flat head type	10	20.23	202.30
30	pcs	Record Book, 500 pages, Smythe sewn	5	83.2	416.00
31	boxes	Rubber Band 350 gms/box, 1.00 min thickness	10	132.68	1,326.80
32	boxes	Staple Wire, Standard # 35	15	22.34	335.10
33	pcs	Sign Pen, Black	50	42.52	2,126.00
34	pcs	Sign Pen, Blue	30	42.52	1,275.60
35	pcs	Sign Pen, Red	5	42.52	212.60
36	pcs	Puncher, heavy duty	5	91.78	458.90
37	pcs	Scissors 6 inches	7	12.77	89.39
38	pcs	Stapler, heavy duty standard	7	112.11	784.77
39	pcs	Staple wire remover, twin jaws	7	17.16	120.12
40	box	Envelope, brown, w/DFA return address, A4 500/box	5	1,400.00	7,000.00
41	box	Envelope, brown, w/DFA return address, legal	5	1600	8,000.00
42	box	Envelope, letter, w/DFA seal	2	140	280.00
43	box	Envelope, mailing, w/DFA return address	3	50	150.00
44	pcs	Correction tape, usable length of 6 meters	18	13.00	234.00
45	pcs	Correction fluid, water based	11	10.00	110.00
46	pcs	Folder, Clearbook A4	50	70.00	3,500.00
47	packs	Folder, white, 100s, A4	2	192.00	384.00
48	packs	Folder white, 100s, legal expanded	4	715.00	2,860.00
49	box	Clip, backfold, 19mm, 125/box	1	7.59	7.59
50	box	Clip, backfold, 32mm, 125/box	1	17.69	17.69
NOTHING FOLLOWS				TOTAL	52,026.52

Purpose: For office use.

Signature

Printed Name:

Designation:

Requested By:

JESUS R.S. DOMINGO
Assistant Secretary

Approved by:

MELITA S. STA.MARIA-THOMECZEK
Assistant Secretary-OPAS

2014 PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
OFFICE OF UNITED NATIONS AND OTHER INTERNATIONAL ORGANIZATIONS

[illegible]

Code	General Description	** PS Price Catalogue as of (9/2015)	Quantity /Size	Estimated Budget	Schedule/Milestone of Activities											
					Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	Ministerial Meeting of the Non-Aligned Movement Coordinating Bureau			441351.73												
	Ministerial Meeting on Interfaith Dialogue and Cooperation for Peace			441351.73												
	Asia-Pacific Regional Interfaith Dialogue			219887.79												
	52nd Session of the UN Commission for Social Development			314343.45												
	58th Session of the UN Commission on the Status of Women			564082.81												
	48th Session of the UN Commission on Population and Development			28053.33												
	Global Forum on Migration and Development			385676.29												
	Reconvened Sessions of the 57th CND and 23rd CCPCJ			224790.03												
	Philippine Revitalda on the Convention against Torture			287381.13												
	Philippine Revitalda on the Migrant Workers' Convention			287381.13												
	HOSTING OF MEETINGS/ EVENTS/ RECEPTIONS															
	Colombo Plan Staff College Meeting			20000.00	1		1			1		1				
	Committee on Migrant Workers (CMW) Consultative Meeting			4000.00		1				1						
	Inter-Agency Meeting on Climate Change Conference			4000.00	1					1						
	Inter-Agency Meeting on Commission on Sustainable Development			2000.00				1								
	Inter-Agency Meeting on Convention on Biological Diversity			2000.00									1			
	Inter-Agency Meeting on Convention on International Trade in Endangered Species			2000.00				1								
	Inter-Agency Meeting on Firearms Protocol			4000.00					1							
	Inter-Agency Meeting on International Renewable Energy Agency			2000.00			1									
	Inter-Agency Meeting on Philippine Compliance to United Nations Security Council Sanctions			8000.00		1				1						
	Inter-Agency Meeting on Philippine Participation in Democracy Initiatives			4000.00						1						
	Inter-Agency Meeting on Philippine Participation to the UN ESCAP Ministerial Conference			4000.00						1					1	
	Inter-Agency Meeting on Small Arms and Light Weapons			4000.00							1					
	Inter-Agency Meeting on the 2005 Amendment to the Convention on the Physical Protection of Nuclear Materials			4000.00			1									
	Inter-Agency Meeting on the International Convention on the Suppression of Acts of Nuclear Terrorism			4000.00						1				1		
	Inter-Agency Meeting on the International Year of Family Farming (IYFF) 2014			6000.00			1			1				1		

[illegible]

Code	General Description	** Ps Price Catalogue as of (07.11.03)	Quantity /Size	Estimated Budget	Schedule/Milestone of Activities											
					Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	BATTERY, size AAA, alkaline, 2 pcs./packet	15.08	24	361.92	2	2	2	2	2	2	2	2	2	2	2	2
	TAPE, electrical	19.24	3	57.72	1					1						1
	COMMON COMPUTER SUPPLIES/CONSUMABLES															
	9. COMPACT DISK RECORDABLE, min. of 700MB, x-32x, minimum speed, 80 min recording time	9.52	60	571.20	5	5	5	5	5	5	5	5	5	5	5	5
	10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	16.07	60	964.20	5	5	5	5	5	5	5	5	5	5	5	5
	11. COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure	54.79	3	164.37	1					1						1
	27. INK CARTRIDGE, HP C4844A (HP 10), black, 69ml, for HP Officejet 910, 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 Color Printer, 2700 series	1,439.00	3	4290.00							3					
	28. INK CARTRIDGE, HP C8727AA (HP 27), black, 101mL, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3745, 3745, 3845	800.80	24	19219.20	2	2	2	2	2	2	2	2	2	2	2	2
	HP PSC 1100, 1210, 1315 All-in-One															
	29. INK CARTRIDGE, HP Q8893AA (HP 28), tri-color, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3745, 3745, 3845; HP Officejet 410, 4235 All-in-One, HP PSC 1100, 1210, 1315 All-in-One	890.24	12	10682.88	1	1	1	1	1	1	1	1	1	1	1	1
	32. INK CARTRIDGE, HP C9354AA (HP 21), black, for HP Deskjet 3920, 3940, HP PSC 1410, 1402	627.12	12	7525.44	1	1	1	1	1	1	1	1	1	1	1	1
	33. INK CARTRIDGE, HP C9352AA (HP 22), tri-color, for HP Deskjet 3920, 3940, HP Officejet 5610, HP PSC 1410, 1402	722.80	12	8673.60		2		2		2		2		2		2
	209. TONER CARTRIDGE, HP Q9961A, cyan, for HP Color LaserJet 2550 printer series, 2820, 2840 All-in-One	4269.20	3	12807.60		1	1			1						
	230. TONER CARTRIDGE, HP C8453A, black, for HP LaserJet P1005, P1006 printer series	2,540.72	12	30488.64	2		2		2		2		2		2	2
	309. TONER CARTRIDGE, Brother TN-2025	2,844.40	5	14222.00	1		1		1		1		1			
	382. MOUSE, optical, USB connection type	144.04	2	288.08	1				1							
	COMMON OFFICE SUPPLIES															
	1. ACETATE, gauge #3, 50m in length	561.60	5	2808.00				5								
	2. AIR FRESHENER, 280ml/can	89.44	12	1073.28	1	1	1	1	1	1	1	1	1	1	1	1
	3. ALCOHOL, 70%, ethyl	38.22	36	1375.92	3	3	3	3	3	3	3	3	3	3	3	3
	9. CARTOLINA, assorted color, 205/pack	70.72	4	282.88	1			1			1				1	
	10. CARTOLINA, white, 205/pack	45.66	4	182.64		1			1							
	15. CLIP, backfold, 25mm, 125/box	10.92	100	1092.00	50											
	16. CLIP, backfold, 50mm, 125/box	41.60	80	3328.00	40				40							
	17. CLIP, backfold, 19mm, 125/box	7.59	1	7.59	1											
	18. CLIP, backfold, 32mm, 125/box	17.68	1	17.68	1											
	22. COLUMNAR NOTEBOOK, 12 cols	19.76	20	395.20				20								

Code	General Description	** PS Price Catalogue as of (07.11.8)	Quantity /Size	Estimated Budget	Schedule/Milestone of Activities											
					Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
23.	CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	13.00.	18	234.00	2	1	2	1	2	1	2	1	2	1	2	1
24.	DATA FILE BOX, (5"X9"X15-3/4")	61.36	50	3068.00	5	5	5	10		5		10		5		5
25.	DATA FOLDER, w/ finger ring, (3" x 9" x 15")	62.40	30	1872.00	10		10						10			
26.	EDP BINDER, TB, for 11" X 9-1/2" CCF	46.70	10	467.00	10											
27.	EDP BINDER, TB, for 11" X 14-7/8" CCF, plastic, spring rod type, assorted colors	34.84	10	348.40	10											
28.	ENVELOPE, documentary (10" X15"), 500s/box	496.41	1	496.41	1				1		1		1		1	
29.	ENVELOPE, expanding, kraft, legal size, 100s/box	577.20	6	3463.20	1		1				1					
30.	ENVELOPE, mailing, white, 500s/box	139.24	1	139.24	1											
33.	ENVELOPE, expanding, plastic, legal size	3472.50	100	3472.50	50					50						
34.	ENVELOPE, documentary, A4, 500s/box	403.52	6	2421.12	1	1	1	1	1	1	1	1	1	1	1	1
35.	ERASER, blackboard/whiteboard	12.46	11	137.06	1	1	1	1	1	1	1	1	1	1	1	1
36.	ERASER, rubber	3.12	24	74.88	2	2	2	2	2	2	2	2	2	2	2	2
37.	FILE ORGANIZER, expanding, legal, plastic, assorted colors	76.32	2	152.64	2											
38.	FILE TAB DIVIDER, A4, for 210mm x 297mm (A4 size) documents, bristol board, 297mm x 210mm Leaf Size(mm), 65mm x 12mm Tab Size, 153 gsm., 0.22mm (min) thickness, five (5) colors per set	12.48	50	624.00	10		10		10		10		10		10	
45.	FOLDER, clear plastic, L-type, A4 size, 50s/box	180.63	55	9934.65	10		10		10			25				
46.	FOLDER, clear plastic, L-type, legal size, 50s/box	201.43	55	1078.65	10		10		10			25				
47.	GLUE, all purpose, 300 grams min.	51.98	2	103.96	2											
53.	INDEX TAB, self-adhesive, 10 pcs/box	52.00	80	4160.00	10				10		10		10		10	10
59.	MAP PIN, round head, 100s/case	41.60	2	83.20	2											
61.	MARKING PEN, whiteboard, black	12.27	12	147.24	2		2		2		2		2		2	2
62.	MARKING PEN, whiteboard, blue	12.27	12	147.24	2		2		2		2		2		2	2
63.	MARKING PEN, whiteboard, red	12.27	5	61.35		1						1				
64.	MARKER, permanent, black	14.56	12	174.72	2		2		2		2		2		2	2
65.	MARKER, permanent, blue	14.56	12	174.72	2		2		2		2		2		2	2
66.	MARKER, permanent, red	14.56	5	72.80		1				1						
67.	NOTE BOOK, stenographers, 40 leaves, ruled both sides	8.11	240	1946.40	20	20	20	20	20	20	20	20	20	20	20	20
73.	PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	93.83	405	3860.15	45	50	40	40		40		60	10	60		60
76.	PAPER, multipurpose, 210mm x 297mm(A4), 80gsm	106.39	6	638.34	1	1			1	1			1	1		
77.	PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	95.63	0	0.00												
83.	PAPER FASTENER, for paper, metal, 50 sets/box	65.36	20	1307.20		1	1	1	1	1		5	5	5		
84.	PAPER CLIP, gem type, jumbo, 48mm, 100s/box	11.80	60	708.00	10		10		10		10		10		10	
85.	PAPER CLIP, gem type, 32mm, 100s/box	6.64	60	398.40	10		10		10		10		10		10	
86.	PENCIL, lead, w/eraser, one(1) dozen per box	23.82	24	571.68	6		6		6		6					
88.	PUSH PIN, flat head type, assorted colors, 100s/case	20.23	10	202.30	2	2	2	2	2		2					
90.	RECORD BOOK, 500 pages, Smyth sewn	83.20	9	748.80	1		2		1		2		1		2	
106.	RUBBER BAND, 10mm min thickness, min 350gms/box or approx 2200cs	102.94	4	411.76		1		1			1		1			
108.	RULER, plastic, 450mm	18.72	6	112.32		1		1		1		1		1		1

Code	General Description	** PS Price Catalogue as of (07.11.03)	Quantity /Size	Estimated Budget	Schedule/Milestone of Activities											
					Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	-Dec
110.	SIGN PEN, black	42.52	90	3826.80	10	5	10	5	10	5	10	5	10	5	10	5
111.	SIGN PEN, blue	42.52	36	1530.72	5	1	5	1	5	1	5	1	5	1	5	1
112.	SIGN PEN, red	42.52	5	212.60												
115.	STAPLE WIRE, standard, 5000 pcs/box	23.34	24	536.16	2	2	2	2	2	2	2	2	2	2	2	2
120.	TAPE, masking, 24mm, 50 meters length	47.84	5	239.20	5											
121.	TAPE, masking, 48mm, 50 meters length	95.68	5	478.40	5											
122.	TAPE, transparent, 24mm, 50 meters	15.39	8	123.12	3	1	1	1	1	1						
123.	TAPE, transparent, 48mm, 50 meters	30.99	4	123.96	2	2	2									
127.	TOILET TISSUE, 12 rolls/pack	67.60	125	8450.00	10	10	10	10	10	10	15	10	10	10	10	10
COMMON OFFICE DEVICES																
2.	CUTTER, heavy duty	29.62	6	177.72	1		1		1		1				1	
3.	LASER POINTER, PEN TYPE, metal, for presentation, green and red color, 50mW laser power, beam light, continuous light, single-point, uses 2 x LR6 1.5V AA or AAA batteries, button switch, Sky brand	550.04	3	1650.12	1		1		1							
5.	PUNCHER, heavy duty	91.78	7	642.46	1	1	1	1	1	1	1					
6.	SCISSORS, (6")	12.77	7	89.39	1	1	1	1	1	1	1					
7.	SHARPENER, single cutterhead	176.80	1	176.80												
8.	STAMPING DATER, self-inking stamp	473.20	2	946.40	2											
9.	STAPLER, heavy duty, standard	112.11	7	784.77	1	1	1	1	1	1	1					
10.	STAPLE REMOVER, twin jaws	17.16	7	120.12	1	1	1	1	1	1	1					
13.	WASTE BASKET, plastic	26.00	2	52.00	2											
LEGAL SIZE PAPER																
4.	PAPER, for Plain Paper Copier	109.62	45	4932.90	10		10		5					10	10	
COMMON OFFICE EQUIPMENT																
5.	CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	155.88	1	155.88	1											
Office Supplies																
1.	BALLPOINT PEN, black, 12/box	125.00	11	1375.00	1		1	1	1	1	1	1	1	1	1	1
2.	BALLPOINT PEN, blue, 12/box	125.00	6	750.00		1		1	1	1	1	1	1	1	1	1
3.	BALLPOINT PEN, red, 12/box	125.00	4	500.00	1		1	1	1	1	1	1	1	1	1	1
4.	CORRECTION FLUID, water based, min 15 ml	10.00	11	110.00	1		1	1	1	1	1	1	1	1	1	1
5.	ENVELOPE, brown, w/DFA return address, A4, 500/box	1400.00	8	11200.00	1	1	1	1	1	1	1	1	1	1	1	1
6.	ENVELOPE, brown, w/DFA return address, legal, 500/box	1600.00	5	8000.00	1		1		1		1		1		1	
7.	ENVELOPE, letter, w/ DFA seal	140.00	2	280.00		1										
8.	ENVELOPE, mailing, w/ DFA return address, 4" x 9 1/2, 500/box	50.00	3	150.00			1		1							
9.	DOCUMENT FILE FOLDER, 2 holes, 24" A4	275.00	40	11000.00	10		10		10		10		10		10	
10.	FOLDER, clearbook, A4	70.00	70	4900.00	10		10		10		10		10		10	
11.	FOLDER, WHITE, 100's, legal, expanded	715.00	9	6435.00	1		2		2		2		2		2	
12.	INK CARTRIDGE, Canon 303, black	3,000.00	3	9000.00	1			1								
13.	BROTHER REFIL ROLLS (RC-102RF)	1500.00	8	12000.00	2	2										
14.	NOTE VERBALE FORM, A4	1,200.00	3	3600.00	2						1					

Code	General Description	** PS Price Catalogue & of (971113)	Quantity /Size	Estimated Budget	Schedule/Milestone of Activities											
					Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
15	NOTE VERBALE FORM, legal	1,400.00	1	1400.00	1											
16	PAPER, w/DFA letterhead, A4	1,200.00	60	72000.00	15			10				10	15	10		
17	PAPER, w/DFA letterhead, legal	1,600.00	30	48000.00		5		5				10	5		5	
18	TONER CARTRIDGE, HP35A (black)	3,160.00	31	97960.00	2	1	1	5		2		5	5			
19	STICK ON NOTES, w/print "sign here"	200.00	6	1200.00	1		2		1			1	1			
D. Other Categories																
Subscriptions																
1	Philippine Daily Inquirer	20.00	365	7300.00	31	28	31	30	31	30	31	31	30	31	30	31
2	Philippine Star	20.00	365	7300.00	31	28	31	30	31	30	31	31	30	31	30	31
3	Newsweek	125.00	12	1500.00	1	1	1	1	1	1	1	1	1	1	1	1
4	Time	125.00	12	1500.00	1	1	1	1	1	1	1	1	1	1	1	1
5	Cable TV (1200/mo)	1,200.00	12	14400.00	1	1	1	1	1	1	1	1	1	1	1	1
Professional Fees																
Telephone bills (landline) & Mobile phones																
Internet Subscription																
50000.00					1	1	1	1	1	1	1	1	1	1	1	1
12000					1	1	1	1	1	1	1	1	1	1	1	1
50000.00					1	1	1	1	1	1	1	1	1	1	1	1
12662296.01																
***GRAND TOTAL:																

APPROVED BUDGET: P 7,714,000.00

Prepared by:

RAFA A. MABAYO
ACTING ADMINISTRATIVE OFFICER

MERWIN B. VALERA
PROPERTY OFFICER

Submitted By:

JESUS R.S. DOMINGO
ASST. SECRETARY
Head of Office/Agency

NAME & ADDRESS DEPARTMENT OF FOREIGN AFFAIRS OF REQUESTING 2330 Roxas Blvd., Pasay City		AGENCY ACCT. CODE J001
		AGENCY CONTROL NO. 01-001-14 PR No. 01-006-14
AGENCY PROCUREMENT REQUEST		PS APR. NO. :

THE PROCUREMENT SERVICE

DBM Compound, RR Road,
Cristobal St., Paco Manila
Telefax No.: 563-9352 / 5639404

Date Prepared : 08 January 2014

PLEASE CHECK (✓) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW

{ } Please issue common-use supplies/materials per Price List No. _____ dated _____
Mode of delivery: { } Pick-up (Fast Lane) { } Pick-up (Schedule) { } Delivery (door-to-door)

in case fund is not sufficient: { } Reduce Quantity { } Bill Us { } Charge to unutilized Deposit, APR No.: _____ Date _____

Please purchase for our agency non-common items. Attached herewith :

{ } Complete Specifications { } Obligation Request (ObR) { } Other pls, specify
{ } Certificate of Budget Allocation (CBA) { } Payment

IMPORTANT!! PLEASE SEE INSTRUCTIONS/CONDITIONS AT THE BACK OF ORIGINAL COPY.

ITEM No.	ITEM AND DESCRIPTION/SPECIFICATION	STOCK NO.	QTY	UNIT	UNIT PRICE	AMOUNT
	UNIO					
1	Alcohol, ethyl, 68-70% scented	12191601-AL-E01	10	blts	P 38.22	P 382.20
2	Columnar, Notebook, 12 columns, 50gsm	14111513-CO-N01	20	pcs	P 20.80	P 416.00
3	Toner cartridge, CB435A, Black	44103103-HP-B12	15	pcs	P 2,540.72	P 38,110.80
4	Ink cartridge, HP C8727A (HP27)	44103105-HP-B12	10	pcs	P 800.80	P 8,008.00
5	Ink cartridge, HP Q8893AA (HP28)	44103105HP-T44	10	pcs	P 915.20	P 9,152.00
6	Mouse, Optical, USB connection	43211708-MO-001	2	pcs	P 144.04	P 288.08
7	Air freshener. Aerosol type	47121812-AF-A01	12	can	P 86.06	P 1,032.72
8	Toner cartridge, HPQ3961A, Cyan	44103103-HP-C37	3	pcs	P 4,269.20	P 12,807.60
9	Clip,backfold, all metal, 25mm	44122105-BF-C02	50	box	P 10.92	P 546.00
10	Clip,backfold, all metal, 50mm	44122105-BF-C04	50	box	P 41.60	P 2,080.00
11	Data file box, 125mm x 230mm x 400mm	44111515-DF-B01	50	pcs	P 61.88	P 3,094.00
12	Eraser, felt for blackboard/whiteboard	44111912-ER-B01	5	pcs	P 12.46	P 62.30
13	Eraser, plastic /rubber for pencil	60121534-ER-P01	10	pcs	P 2.48	P 24.80
14	Glue, all purpose	31201610-GL-J01	2	jar	P 45.43	P 90.86
15	Folder, L-type plastic for A-4 size	44122011-FO-L01	50	pck	P 154.96	P 7,748.00
16	Folder, L-type plastic for legal size	44122011-FO-L02	5	pck	P 175.76	P 878.80
17	Index tab, self-adhesive transparent	44122008-IT-T01	40	box	P 52.00	P 2,080.00
18	Marking pen, for whiteboard, black	27112309-MP-W01	10	pcs	P 12.27	P 122.70
19	Marking pen, for whiteboard, blue	27112309-MP-W02	15	pcs	P 12.27	P 184.05
20	Marker, permanent, black	44121708-MA-P01	12	pcs	P 12.15	P 145.80
21	Marker, permanent, blue	44121708-MA-P02	12	pcs	P 12.15	P 145.80
22	Notebook, stenographer, spiral	14111514-NB-S01	40	pcs	P 8.74	P 349.60
23	Paper, multicopy, size 210mm x 297mm (A-4)	14111507-PP-M01	6	rms	P 118.46	P 710.76
24	Paper, bond, size 210mm x 297mm (A-4)	14111507-PG-B01	200	rms	P 92.56	P 18,512.00
25	fastener, metal. 70mm	44122008-FA-P01	20	box	P 59.79	P 1,195.80
26	paper clip, 48mm	44122104-PC-J02	50	box	P 12.22	P 611.00
27	Paper clip, 32mm	44122104-PC-G01	50	box	P 6.12	P 306.00
28	Push pin, flat head type	44122106-PP-F02	10	box	P 20.23	P 202.30
29	Record book, 500 pages	14111531-RE-B02	5	pcs	P 83.20	P 416.00
30	Rubber band,70mm	44122101-RU-B01	4	box	P 102.94	P 411.76
	xxxxx next pages xxxxx					

NOTE: ALL SIGNATURES MUST BE OVER PRINTED NAME

STOCKS REQUESTED ARE CERTIFIED
TO BE WITHIN APPROVED PROGRAM:


KERWIN ORVILLE C. TATE
Director, PMTD-OPAS

FUNDS CERTIFIED AVAILABLE

02-14-01-0312; 28 Jan 2014


ALVAR E. ROSALES
Chief Accountant

APPROVED:
FOR THE SECRETARY
OF FOREIGN AFFAIRS:


MELITA S. STA. MARIA-THOMECZEK
Assistant Secretary, OPAS

{ } FUNDS DEPOSITED WITH PS { } _____ { } CHECK NO. _____
IN THE AMOUNT OF: _____ (P _____) ENCLOSED



PURCHASE REQUEST

Department of Foreign Affairs

Agency

Department UNIO

PR No.: 01 - 00614

Date: 06 JAN' 14

Section All Divisions

SAI No.: _____

Date: _____

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
1	bottle	Alcohol, 70% ethyl ✓	10	38.22	382.20
2	pcs	Columnar Notebook, 12 cols ✓	20	19.76	395.20
3	pcs	Toner Cartridge, HP35A, Black ✓	15	2,844.40	42,666.00
4	pcs	Ink Cartridge, HP 27, black ✓	10	743.58	7,435.80
5	pcs	Ink Cartridge, HP 28, tri-colored ✓	10	873.12	8,731.20
6	pcs	Mouse, Optical, USB Connection type ✓	10	197.60	1,976.00
7	cans	Air Freshener, 280 ml ✓	12	89.44	1,073.28
8	pcs	Toner Cartridge, HPQ3961A ✓	3	2540.72	7,622.16
9	boxes	Clip, backfold, 25mm, 125/box ✓	50	10.92	546.00
10	boxes	Clip, backfold, 50mm, 125/box ✓	50	41.60	2,080.00
11	pcs	Data File Box, 5" x 9" x 15 3/4" ✓	50	61.36	3,068.00
12	pcs	Data Folder, w/ finger ring, 3" x 9" x 15", Arch file ✓	30	62.40	1,872.00
13	pcs	Eraser, whiteboard ✓	5	12.46	62.30
14	pcs	Eraser, rubber ✓	10	3.12	31.20
15	pcs	Glue, All purpose, 300 grams ✓	2	51.98	103.96
16	packs	Folder, clear plastic, L-type, A4 size, 50/pack ✓	50	70.00	3,500.00
17	packs	Folder, clear plastic, L-type, legal size, 50/pack ✓	5	715.00	3,575.00
18	boxes	Index Tab, Self-Adhesive, 10pcs/box ✓	40	52.00	2,080.00
19	pcs	Marking Pen, whiteboard, black ✓	10	12.67	126.70
20	pcs	Marking Pen, whiteboard, blue ✓	15	12.67	190.05
21	pcs	Marker, permanent, black ✓	12	14.56	174.72
22	pcs	Marker, permanent, blue ✓	12	14.56	174.72
23	pcs	Notebook, Stenographer/s, 40 leaves ✓	40	8.11	324.40
24	rms	Paper, Multicopy, A4 size ✓	6	106.39	638.34
25	rms	Paper Bond, Preium Grade, (A4) ✓	200	93.83	18,766.00
26	boxes	Paper Fastener 50 sets/box ✓	20	65.36	1,307.20
27	boxes	Paper Clip, Jumbo, 48mm, 100/box ✓	50	11.86	593.00
28	boxes	Paper Clip, small, 32mm, 100/box ✓	50	6.64	332.00
29	boxes	Push Pin, flat head type ✓	10	20.23	202.30
30	pcs	Record Book, 500 pages, smythe sewn ✓	5	83.2	416.00
31	boxes	Rubber Band 35o gms/box, 1.00 min thickness ✓	10	132.68	1,326.80
32	boxes	Staple Wire, Standard # 35 ✓	15	22.34	335.10
33	pcs	Sign Pen, Black ✓	50	42.52	2,126.00
34	pcs	Sign Pen, Blue ✓	30	42.52	1,275.60
35	pcs	Sign Pen, Red ✓	5	42.52	212.60
36	pcs	Puncher, heavy duty ✓	5	91.78	458.90
37	pcs	Scissors 6 inches ✓	7	12.77	89.39
38	pcs	Stapler, heavy duty standard ✓	7	112.11	784.77
39	pcs	Staple wire remover, twin jaws ✓	7	17.16	120.12
40	box	Envelope, brown, w/DFA return address, A4 500/box ✓	5	1,400.00	7,000.00
41	box	Envelope, brown, w/DFA return address, legal ✓	5	1600	8,000.00
42	box	Envelope, letter, w/DFA seal ✓	2	140	280.00
43	box	Envelope, mailing, w/DFA return address ✓	3	50	150.00
44	pcs	Correction tape, usable length of 6 meters ✓	18	13.00	234.00
45	pcs	Correction fluid, water based ✓	11	10.00	110.00
46	pcs	Folder, Clearbook A4 ✓	50	70.00	3,500.00
47	packs	Folder, white, 100s, A4 ✓	2	192.00	384.00
48	packs	Folder white, 100s, legal expanded ✓	4	715.00	2,860.00
49	box	Clip, backfold, 19mm, 125/box ✓	1	7.59	7.59
50	box	Clip, backfold, 32mm, 125/box ✓	1	17.69	17.69
NOTHING FOLLOWS				TOTAL	52,026.52

Purpose: For office use.

Signature

Printed Name:

Designation:

Requested By:

JESUS R.S. DOMINGO

Assistant Secretary

Approved by:

MELITA S. STA.MARIA-THOMECZEK

Assistant Secretary-OPAS

End-User/UNIT: UNIO

[illegible]

Code	General Description	** PS Price Catalogue as of (01/1/13)	Quantity /Size	Estimated Budget	Schedule/Milestone of Activities											
					Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	Ministerial Meeting of the Non-Aligned Movement Coordinating Bureau			441351.73												
	Ministerial Meeting on Interfaith Dialogue and Cooperation for Peace			441351.73												
	Asia-Pacific Regional Interfaith Dialogue			29887.79												
	2nd Session of the UN Commission for Social Development			314343.45												
	58th Session of the UN Commission on the Status of Women			56482.81												
	48th Session of the UN Commission on Population and Development			28153.33												
	Global Forum on Migration and Development			385676.29												
	Reconvened Sessions of the 57th CND and 23rd CCPCJ			124790.03												
	Philippine Revalida on the Convention against Torture			287381.13												
	Philippine Revalida on the Migrant Workers' Convention			287381.13												
	CHOISING OF MEETINGS/ EVENTS/ RECEPTIONS															
	Colombo Plan Staff College Meeting			20000.00	1		1		1		1					
	Committee on Migrant Workers (CMW) Consultative Meeting			4000.00			1			1						
	Inter-Agency Meeting on Climate Change Conference			4000.00	1					1						
	Inter-Agency Meeting on Commission on Sustainable Development			2000.00			1	1								
	Inter-Agency Meeting on Convention on Biological Diversity			2000.00									1			
	Inter-Agency Meeting on Convention on International Trade in Endangered Species			2000.00				1								
	Inter-Agency Meeting on Firearms Protocol			4000.00				1			1					
	Inter-Agency Meeting on International Renewable Energy Agency			2000.00			1									
	Inter-Agency Meeting on Philippine Compliance to United Nations Security Council Sanctions			8000.00	1			1							1	
	Inter-Agency Meeting on Philippine Participation in Democracy Initiatives			4000.00				1								
	Inter-Agency Meeting on Philippine Participation to the UN ESCAP Ministerial Conference			4000.00					1						1	
	Inter-Agency Meeting on Small Arms and Light Weapons			4000.00							1					
	Convention on the Physical Protection of Nuclear Materials			4000.00			1									
	Inter-Agency Meeting on the International Convention on the Suppression of Acts of Nuclear Terrorism			4000.00					1						1	
	Inter-Agency Meeting on the International Year of Family Farming (IYFF) 2014			6000.00		1			1						1	

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					Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	BATTERY, size AAA, alkaline, 2 pcs./packet	15.08	24	361.92	2	2	2	2	2	2	2	2	2	2	2	2
	TAPE, electrical	19.24	3	57.72	1					1						1
	COMMON COMPUTERSUPPLIES/CONSUMABLES															
	9. COMPACT DISK RECORDABLE, min. of 700MB, 1x-52x minimum speed, 80 min recording time	9.52	60	571.20	5	5	5	5	5	5	5	5	5	5	5	5
	10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x-10x min speed	16.07	60	964.20	5	5	5	5	5	5	5	5	5	5	5	5
	11. COMPACT DISK STORAGE CASE, 50 CDs capacity, min. made of durable plastic or nylon fabric, double sided sleeves, with closure	54.79	3	164.37	1					1						1
	27. INK CARTRIDGE, HP C4844A (HP 10), black, 69ml, for HP Officejet 910, 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, 2500+ printer series, HP Colour Printer, custom cables	1430.00	3	4290.00						3						
	28. INK CARTRIDGE, HP C8727AA (HP 27), black, 10ml, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845 HP PSC 110, 1210, 4315 All-in-One	800.80	24	19219.20	2	2	2	2	2	2	2	2	2	2	2	2
	29. INK CARTRIDGE, HP Q8893AA (8878AA) (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	890.24	12	10682.88	1	1	1	1	1	1	1	1	1	1	1	1
	32. INK CARTRIDGE, HP C9351AA (HP 21), black, for HP Deskjet 3920, 3940, HP PSC 1410, 1402	627.12	12	7525.44	1	1	1	1	1	1	1	1	1	1	1	1
	33. INK CARTRIDGE, HP C9352AA (HP 22), tri-color, for HP Deskjet 3920, 3940, HP Officejet 5610, HP PSC 1410, 1402	722.88	12	8673.60		2		2			2		2		2	2
	209. TONER CARTRIDGE, HP Q3961A, cyan, for HP Color LaserJet 2550 printer series, 2820, 2840 All-in-One	4269.20	3	12807.60		1	1				1					
	236. TONER CARTRIDGE, HP CB435A, black, for HP LaserJet P1005, P1006 printer series	2,540.72	12	30488.64	2		2		2		2		2		2	2
	309. TONER CARTRIDGE, Brother TN-2025	2,844.40	5	14222.00	1		1		1		1		1			
	382. MOUSE, optical, USB connection type	144.04	2	288.08	1				1							
	COMMON OFFICE SUPPLIES															
	1. ACETATE, gauge #3, 50m in length	56.60	5	283.00				5								
	2. AIR FRESHENER, 280ml/can	89.44	12	1073.28	1	1	1	1	1	1	1	1	1	1	1	1
	3. ALCOHOL, 70%, ethyl	38.22	36	1375.92	3	3	3	3	3	3	3	3	3	3	3	3
	9. CARTOLINA, assorted color, 205/pack	70.72	4	282.88	1			1			1				1	
	10. CARTOLINA, white, 205/pack	45.60	4	182.40		1								1		
	15. CLIP, backfold, 25mm, 125/box	10.92	100	1092.00	50											
	16. CLIP, backfold, 50mm, 125/box	41.60	80	3328.00	40				40							
	17. CLIP, backfold, 19mm, 125/box	7.59	1	7.59	1											
	18. CLIP, backfold, 32mm, 125/box	17.68	1	17.68	1											
	22. COLUMNAR NOTEBOOK, 12 cols	19.76	20	395.20				20								

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23.	CORRECTION TAPE, disposable, usable length 6 meters (m), 3mm width	13.00	18	234.00	2	1	2	1	2	1	2	1	2	1	2	1
24.	DATA FILE BOX, (5" x 9" x 15" 344)	61.36	50	3068.00	5	5	5	10		5		10		5		5
25.	DATA FOLDER, w/ finger ring (3" x 9" x 15")	62.40	30	1872.00	10		10							10		
26.	EDP BINDER, TB, for 11" X 9-1/2" CCF	46.70	10	467.00	10											
27.	EDP BINDER, TB, for 11" X 14-7/8" CCF, plastic, spring rod type, assorted colors	34.84	10	348.40	10											
28.	ENVELOPE, documentary (10" x 15"), 500s/box	496.41	1	496.41	1											
29.	ENVELOPE, expanding, kraft, legal size, 100s/box	577.20	6	3463.20	1		1		1		1		1		1	
30.	ENVELOPE, mailing white, 500s/box	139.24	1	139.24	1											
33.	ENVELOPE, expanding, plastic, legal size	34.72	100	3472.00	50					50						
34.	ENVELOPE, documentary, A4, 500s/box	403.52	6	2421.12	1	1	1	1	1	1	1	1	1	1	1	1
35.	ERASER, blackboard/whiteboard	12.46	11	137.06	1	1	1	1	1	1	1	1	1	1	1	1
36.	ERASER, rubber	3.12	24	74.88	2	2	2	2	2	2	2	2	2	2	2	2
37.	FILE ORGANIZER, expanding, legal, plastic, assorted colors	76.32	2	152.64	2											
38.	FILE TAB DIVIDER, A4, for 210mm x 297mm (A4 size) documents, bristol board, 297mm x 210mm Leaf Size (mm), 65mm x 12mm Tab Size, 153 gsm, 0.22mm (mm) thickness, five (5) colors per set	12.48	50	624.00	10		10		10		10		10		10	
45.	FOLDER, clear plastic, L-type, A4 size, 50s/box	186.63	55	9934.65	10		10		10		10		10		10	
46.	FOLDER, clear plastic, L-type, legal size, 50s/box	201.43	55	11078.65	10		10		10		10		10		10	
47.	GLUE, all purpose, 300 grams min.	51.98	2	103.96	2											
53.	INDEX TAB, self-adhesive, 10 pcs/box	52.00	80	4160.00	10				10		10		10		10	
59.	MAP PIN, round head, 100s/case	41.60	2	83.20	2				2		2		2		2	
61.	MARKING PEN, whiteboard, black	12.27	12	147.24	2		2		2		2		2		2	
62.	MARKING PEN, whiteboard, blue	12.27	12	147.24	2		2		2		2		2		2	
63.	MARKING PEN, whiteboard, red	12.27	5	61.35		1		1				1			1	
64.	MARKER, permanent, black	14.56	12	174.72	2		2		2		2		2		2	
65.	MARKER, permanent, blue	14.56	12	174.72	2		2		2		2		2		2	
66.	MARKER, permanent, red	14.56	5	72.80		1		1				1			1	
67.	NOTE BOOK, stenographer's, 40 leaves, ruled both sides	8.11	240	1946.40	20	20	20	20	20	20	20	20	20	20	20	20
73.	PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	93.83	405	3800.15	45	50	40	40		40		50		60		60
76.	PAPER, multipurpose, 210mm x 297mm (A4), 80 gsm	106.39	6	638.34	1	1			1	1				1		
77.	PAPER, for Plain Paper Copier, 210mm x 297mm (A4), 70 gsm	95.63	0	0.00												
83.	PAPER FASTENER, for paper, metal, 50 sets/box	65.36	20	1307.20		1	1	1	1	1	1	5	5	5	5	
84.	PAPER CLIP, gem type, 48mm, 100s/box	11.80	60	708.00	10		10		10		10		10		10	
85.	PAPER CLIP, gem type, 32mm, 400s/box	6.64	60	398.40	10		10		10		10		10		10	
86.	PENCIL, lead, w/eraser, one (1) dozen per box	23.82	24	571.68	6		6		6		6					
88.	BUSH PINK, flat head type, assorted colors, 100s/case	20.23	10	202.30	2	2	2	2	2							
90.	RECORD BOOK, 500 pages, Smylie sewn	83.20	9	748.80	1		2		1				1		2	
106.	RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx. 220pcs	102.94	4	411.76		1		1			1		1			
108.	RULER, plastic, 450mm	18.72	6	112.32		1		1		1		1		1		1

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110	SIGN PEN, black	42.52	90	3826.80	10	5	10	5	10	5	10	5	10	5	10	5
111	SIGN PEN, blue	42.52	36	1530.72	5	1	5	1	5	1	5	1	5	1	5	1
112	SIGN PEN, red	42.52	5	212.60												
115	STAPLE WIRE, standard, 5000 pcs/box	22.34	24	536.16	2	2	2	2	2	2	2	2	2	2	2	2
120	TAPE, masking, 24mm, 50 meters length	47.84	5	239.20	5											
121	TAPE, masking, 48mm, 50 meters length	95.68	5	478.40	5											
122	TAPE, transparent, 24mm, 50 meters	15.39	8	123.12	3	1	1	1	1	1						
123	TAPE, transparent, 48mm, 50 meters	30.99	4	123.96	2	2										
127	TOILET TISSUE, 12 rolls/pack	67.60	125	8450.00	10	10	10	10	10	10	15	10	10	10	10	10
COMMON OFFICE DEVICES																
2	CUTTER, heavy duty	29.62	6	177.72	1		1		1		1		1		1	
3	LASER POINTER, PEN TYPE, metal, for presentation, green and red color, 50mW laser power, beam light, continuous light, single-point, uses 2 x LR6 1.5V AA or AAA batteries, button switch, Sky brand	550.04	3	1650.12	1		1		1							
5	PUNCHER, heavy duty	91.78	7	642.46	1	1	1	1	1	1	1					
6	SCISSORS, (6")	12.77	7	89.39	1	1	1	1	1	1	1					
7	SHARPENER, single cutterhead	176.80	1	176.80	1											
8	STAMPING DATUM, self-inking stamp	473.20	2	946.40	2											
9	STAPLER, heavy duty, standard	112.11	7	784.77	1	1	1	1	1	1	1					
10	STAPLE REMOVER, twin jaws	17.16	7	120.12	1	1	1	1	1	1	1					
13	WASTE BASKET, plastic	26.00	2	52.00	2											
LEGAL SIZE PAPER																
4	PAPER, for Plain Paper Copier	109.62	45	4932.90	10		10		5			10		10		
COMMON OFFICE EQUIPMENT																
5	CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	155.88	1	155.88	1											
Office Supplies																
1	BALLPOINT PEN, black, 12/box	125.00	11	1375.00	1		1	1	1	1	1	1	1	1	1	1
2	BALLPOINT PEN, blue, 12/box	125.00	6	750.00		1		1	1	1	1	1		1		
3	BALLPOINT PEN, red, 12/box	125.00	4	500.00	1		1			1		1				
4	CORRECTION FLUID, water based, min 15 ml	10.00	11	110.00	1		1	1	1	1	1	1	1	1	1	1
5	ENVELOPE, brown, w/DFA return address, A4, 500/box	1400.00	8	11200.00	1	1	1	1	1	1	1	1	1	1	1	1
6	ENVELOPE, brown, w/DFA return address, legal, 500/box	1500.00	5	8000.00	1		1				1					
7	ENVELOPE, letter, w/ DFA seal	140.00	2	280.00		1										
8	ENVELOPE, mailing, w/ DFA return address, 4" x 9 1/2, 500/box	50.00	3	150.00			1		1			1				
9	DOCUMENT FILE FOLDER, 2 holes, 2", A4	275.00	40	11000.00	10		10		10							
10	FOLDER, clearbook, A4	70.00	70	4900.00	10		10	10	10							
11	FOLDER, white, 100's, legal, expanded	715.00	9	6435.00	1		2		2		2		2			
12	INK CARTRIDGE, Canon 303, black	3,000.00	3	9000.00	1			1			1					
13	BROTHER REFIL ROLLS (RC402R)	1500.00	8	12000.00	2	2					2	2				
14	NOTE VERBALE FORM, A4	1200.00	3	3600.00	2						1					

