

ANNUAL PROCUREMENT PLAN FOR 2019
For Common-Use Supplies and Equipment



Development Academy of the Philippines

National Capital Region
DAP Building, San Miguel Avenue, Pasig City

Item & Specifications	Unit of Measure	Quantity Requirement																	Estimated Price	TOTAL AMOUNT
		Jan	Feb	Mar	1st Qtr	Apr	May	Jun	2nd Qtr	July	Aug	Sept	3rd Qtr	Oct	Nov	Dec	4th Qtr	Total Quantity		
3-RING BINDER 1"(FOLDER A-4)	PC	135	135	135	405	135	135	130	400	135	135	135	405	135	135	135	405	1,615	103.93	167,853.75
3-RING BINDER 2"(FOLDER A-4)	PC	55	55	55	165	55	55	72	182	55	55	55	165	55	55	55	165	677	108.11	73,193.09
3-RING BINDER 3" (FOLDER A-4)	PC	70	70	70	210	70	70	66	206	70	70	70	210	70	70	70	210	836	130.33	108,954.49
ADOPTOR	PC	0	0	0	0	0	10	0	10	0	10	0	10	0	10	0	10	30	100.00	3,000.00
AIRFRESHNER	PC	11	11	11	33	11	11	11	33	11	11	11	33	11	11	11	33	132	101.00	13,331.64
ALCOHOL (500ML)	BOTTLE	0	10	0	10	5	5	5	15	5	5	5	15	5	5	5	15	55	150.00	8,250.00
ALUMINUM serving tray 1 x 18 x 14"	PC	0	0	0	0	0	0	0	0	12	0	0	12	0	0	0	0	12	500.00	6,000.00
ALUMINUM FOIL	PC	0	1	1	2	1	2	1	4	1	1	1	3	1	1	1	3	24	1,020.00	24,480.00
ANALOG Weighing scales 20kg capacity	Unit	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	2	3,000.00	6,000.00
ANALOG Weighing scales 500g capacity (for salad)	Unit	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	1	500.00	500.00
APRON	PC	0	0	18	18	0	0	0	0	0	0	0	0	0	0	0	0	18	350.00	6,300.00
ASSORTED Colored Paper	RM	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2	500.00	1,000.00
AUDIO Jack	PC	0	0	5	5	0	5	0	5	0	5	0	5	5	0	0	5	20	500.00	10,000.00
BALIKBAYAN BOX Size: 20 x 20	PC	0	0	0	0	0	0	31	31	0	0	0	0	0	0	0	0	31	101.79	3,155.38
BALLPEN(BLACK)	PC	750	750	1000	2,500	750	750	1000	2,500	750	1000	750	2,500	750	1000	715	2,465	9,965	3.96	39,498.29
BALLPEN(RED)	PC	0	36	0	36	0	36	0	36	0	36	0	36	0	36	0	36	144	3.50	504.00
BATTERY (AA)	PC	125	125	125	375	125	125	125	375	125	125	125	375	125	125	111	361	1,486	22.23	33,034.50
BATTERY (AAA)	PC	65	65	65	195	65	65	65	195	65	65	65	195	65	65	82	212	797	18.86	15,031.71
B-BOARD (A-4/BLUE)GESTETNER	PC	737	737	737	2,211	737	737	737	2,211	737	737	737	2,211	737	737	737	2,211	8,844	4.18	36,985.61
B-BOARD (A-4/GOLD)GESTETNER	PC	250	250	250	750	250	250	250	750	250	250	250	750	250	250	263	763	3,013	4.18	12,600.37
B-BOARD (A-4/GREEN)GESTETNER	PC	388	388	388	1,164	388	388	388	1,164	388	388	388	1,164	388	388	388	1,164	4,656	4.18	19,471.39
B-BOARD (A-4/PINK)GESTETNER	PC	178	178	178	534	178	178	178	534	178	178	178	534	178	178	178	534	2,136	4.18	8,932.75
B-BOARD (A-4/WHITE)GESTETNER	PC	2620	2620	2620	7,860	2620	2620	2620	7,860	2620	2620	2620	7,860	2620	2620	2627	7,867	31,447	4.18	131,511.38
B-BOARD (A-5/WHITE)GESTETNER	PC	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1,200	8.00	9,600.00
BILLARD Stick	PC	0	0	2	2	4	0	0	4	0	0	0	0	0	0	0	0	6	166.67	1,000.00
BINDER CLIP 2"	PACK	0	10	3	13	0	0	10	10	0	0	5	5	2	2	2	6	34	35.00	1,190.00
BINDER CLIP 1"	PACK	0	10	3	13	0	0	10	10	0	0	5	5	2	2	2	6	34	35.00	1,190.00
BINDER CLIP 1/2"	PACK	0	10	3	13	0	0	10	10	0	0	5	5	2	2	2	6	34	35.00	1,190.00
BINDER CLIP 3/4"	PACK	0	10	3	13	0	0	10	10	0	0	5	5	2	2	2	6	34	35.00	1,190.00
BLUE CLEANER #5300 (3M) SIZE:16	PC	0	10	0	10	0	5	0	5	0	0	10	10	0	5	0	5	30	462.24	13,867.23
BONING KNIFE	PC	0	0	0	0	0	2	0	2	0	0	0	0	0	0	0	0	2	800.00	1,600.00

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		Jan	Feb	Mar	1st Qtr	Apr	May	Jun	2nd Qtr	July	Aug	Sept	3rd Qtr	Oct	Nov	Dec	4th Qtr	Total Quantity		
BREAD KNIFE	PC	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2	200.00	400.00
BREAD TOASTER	PC	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1,000.00	1,000.00
BROWN paper #3	PACK	0	0	24	24	24	24	24	72	24	24	24	72	24	24	24	72	240	37.20	8,928.00
BROWN paper #5	PACK	0	0	24	24	24	24	24	72	0	0	24	24	0	0	0	0	120	42.00	5,040.00
BROWN paper #1	PACK	0	0	24	24	24	24	24	72	24	24	24	72	24	24	24	72	240	30.00	7,200.00
BROWN paper #2	PACK	0	0	24	24	24	24	24	72	24	24	24	72	24	24	24	72	240	34.80	8,352.00
BUTCHER Knife	PC	0	0	0	0	3	0	0	3	0	0	0	0	0	0	0	0	3	2,000.00	6,000.00
BUTTER Knife	PC	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2	500.00	1,000.00
C3 transparent	PC	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	2,400	3.00	7,200.00
CABLE Splitter	PC	0	0	5	5	0	5	0	5	0	5	0	5	5	0	0	5	20	1,250.00	25,000.00
CABLE/Speaker Wire	BOX	0	0	0	0	1	0	0	1	0	0	0	0	1	0	0	1	2	15,000.00	30,000.00
CALCULATOR (12-DIGIT)	PC	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1,000.00	1,000.00
CANON LASER TONER (BLACK) CF210A	PC	0	4	0	4	0	6	0	6	0	5	0	5	0	4	0	4	19	4,000.00	76,000.00
CANON LASER TONER (CYAN) CF211A	PC	0	4	0	4	2	0	4	6	2	3	3	8	0	4	0	4	22	4,000.00	88,000.00
CANON LASER TONER (MAGENTA) CF213A	PC	0	4	0	4	2	0	4	6	3	2	3	8	0	4	0	4	22	4,000.00	88,000.00
CANON LASER TONER (YELLOW)F212A	PC	0	4	0	4	2	0	4	6	3	2	3	8	0	4	0	4	22	4,000.00	88,000.00
CARBON PAPER	PACK	0	4	0	4	2	0	4	6	3	2	3	8	2	2	0	4	22	300.00	6,600.00
Cart Caster (heavy duty)	PC	0	0	0	0	4	0	0	4	4	0	0	4	4	0	0	4	12	1,000.00	12,000.00
CARTOLINA (BLUE)	PC	129	129	129	387	129	129	129	387	129	129	129	387	129	129	129	387	1,548	3.75	5,805.22
CARTOLINA (GOLD)	PC	97	97	97	291	97	97	99	293	97	97	97	291	97	97	97	291	1,166	3.75	4,372.72
CARTOLINA (GREEN)	PC	85	85	85	255	85	85	83	253	85	85	85	255	85	85	85	255	1,018	3.75	3,817.69
CARTOLINA (PINK)	PC	75	75	75	225	75	75	97	247	75	75	75	225	75	75	75	225	922	3.74	3,451.95
CARTOLINA (WHITE)	PC	55	55	55	165	55	55	59	169	55	55	55	165	55	55	55	165	664	2.66	1,764.78
CASH BOOK REGISTER	PC	0	10	2	12	0	0	2	2	0	0	0	0	0	5	2	7	21	150.00	3,150.00
CD LABEL STICKER	PC	0	100	20	120	0	80	0	80	0	100	0	100	0	0	0	0	300	3.00	900.00
CELL CARD (100)	PC	0	50	50	100	50	50	50	150	50	50	50	150	50	50	50	150	550	100.00	55,000.00
CELL CARD (200)	PC	0	50	50	100	50	50	50	150	50	50	50	150	50	50	50	150	550	300.00	165,000.00
CERTIFICATE FRAME	PC	0	50	0	50	0	50	0	50	0	50	0	50	0	10	0	10	160	130.00	20,800.00
CHAFING DISH FUEL HOLDER	PC	0	0	3	3	0	0	3	3	0	0	0	0	0	0	0	0	6	800.00	4,800.00
CHEESE slicer	PC	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	2	800.00	1,600.00
CHOPPING boards (Color coded) (ize: 20.75" X 12.75" X 0.75")	PC	0	0	2	2	0	2	0	2	0	2	0	2	0	0	0	0	6	1,166.67	7,000.00
CLEANSER	PC	0	10	0	10	0	0	5	5	0	0	10	10	0	0	0	0	25	26.85	671.35
CLEARBOOK (LEGAL)	PC	0	50	0	50	0	50	0	50	0	50	0	50	50	0	0	50	200	150.00	30,000.00
CLEARBOOK FILLER (A4 SIZE)	PC	0	0	12	12	0	0	13	13	0	0	0	0	0	0	0	0	25	80.00	2,000.00
CLING wrap 12x500	PC	0	0	10	10	0	10	0	10	20	0	0	20	20	0	0	20	60	540.00	32,400.00
CLING wrap 18"	PC	0	0	20	20	0	0	20	20	0	0	20	20	0	0	0	0	60	840.00	50,400.00
CLIPBOARD	PC	0	0	0	0	2	0	2	4	2	2		4	0	2	0	2	10	100.00	1,000.00
CLOTH napkins (assorted colors)	ROLL	0	0	3	3	0	3	0	3	0	3	0	3	0	0	0	0	9	7,500.00	67,500.00
COCKTAIL tooth pick	PCK	0	0	30	30	10	10	10	30	10	10	10	30	10	10	10	30	120	45.60	5,472.00
COFFEE cup 8oz paper	PC	0	0	300	300	300	0	0	300	300	0	0	300	300	0	0	300	1,200	1.20	1,440.00

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		Jan	Feb	Mar	1st Qtr	Apr	May	Jun	2nd Qtr	July	Aug	Sept	3rd Qtr	Oct	Nov	Dec	4th Qtr	Total Quantity		
COFFEE cups and saucers, stackable, 169ml cup, 15cm saucer	SET	0	0	40	40	0	40	0	40	40	40	0	80	40	0	0	40	200	75.00	15,000.00
COLANDER	PC	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	350.00	350.00
COLORED Papers (assorted)	RM	0	0	1	1	0	1	0	1	1	0	0	1	2	0	0	2	5	200.00	1,000.00
COMPACT DISC-RECORDABLE (CD-R) 80MB	PC	0	100	0	100	0	0	0	0	0	50	0	50	0	0	0	0	150	20.38	3,056.52
COMPACT DISC-REWRITABLE (CD-RW) 700 MB 80mins	PC	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	34.11	2,456.27
CONTINUOUS FORM PAPER (1 PLY)	BOX	0	3	0	3	3	0	0	3	3	0	0	3	3	3	0	6	15	800.00	12,000.00
CONTINUOUS FORM PAPER (2 PLY)	BOX	0	4	0	4	0	4	0	4	0	4	0	4	0	4	0	4	16	1,100.00	17,600.00
CONTINUOUS FORM PAPER (3 PLY)	BOX	0	4	0	4	0	4	0	4	0	4	0	4	0	4	0	4	16	1,300.00	20,800.00
COOLER , 15 Liters capacity	PC	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1,000.00	1,000.00
COOLER , 54 QT capacity	PC	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	5,000.00	5,000.00
COOLER , 2 Gallons capacity	Unit	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	3,000.00	3,000.00
COPY PAPER A-4 S-20	REAM	470	470	470	1,410	470	470	470	1,410	470	470	470	1,410	470	470	420	1,360	5,590	140.78	786,956.77
COPY PAPER LONG(ORDINARY)	REAM	25	25	25	75	25	25	25	75	25	25	25	75	25	25	26	76	301	162.77	48,993.71
COPY PAPER SHORT(ORDINARY)	REAM	13	13	13	39	13	13	13	39	13	13	13	39	13	13	24	50	167	128.57	21,471.46
CORK board/ White Board	PC	0	0	2	2	0	2	0	2	0	0	0	0	0	0	0	0	4	1,000.00	4,000.00
CORRECTION TAPE	PC	0	10	10	20	10	10	10	30	10	10	10	30	10	10	10	30	110	35.00	3,850.00
DAP LETTER ENVELOPE (WHITE)	PC	660	660	660	1,980	660	660	660	1,980	659	660	660	1,979	660	660	660	1,980	7,919	3.21	25,456.65
DAP LETTERHEAD (NPO)	PC	1500	1500	1500	4,500	1500	1500	1500	4,500	1500	1500	1500	4,500	1500	1500	1386	4,386	17,886	1.64	29,376.19
DAP NOTEBOOK (50 LEAVES)	PC	350	350	350	1,050	350	350	350	1,050	350	350	350	1,050	350	350	298	998	4,148	35.50	147,250.44
DAP NOTEBOOKS (100 LEAVES)	PC	80	80	80	240	80	80	80	240	80	80	87	247	80	80	80	240	967	74.46	72,007.04
DAP TRAINING BAG (#2) W/TINALAK	PC	0	20	0	20	0	0	20	20	0	0	20	20	0	0	0	0	60	208.93	12,535.68
DAP TRAINING BAG (#3) W/TINALAK	PC	0	20	0	20	0	0	20	20	0	0	20	20	0	0	0	0	60	401.79	24,107.11
DAP TRAINING. BAG (#1) ENVELOPE TYPE	PC	200	200	200	600	200	200	201	601	200	200	200	600	200	200	200	600	2,401	64.04	153,769.43
DEODORANT CAKE	PC	201	201	201	603	201	201	201	603	201	201	201	603	201	201	201	603	2,412	12.86	31,011.51
DESSERT bowls, made of glass, 50 -250ml capacity	PC	0	0	50	50	0	0	0	0	50	0	0	50	0	0	0	0	100	75.00	7,500.00
DESSERT Fork	PC	0	0	90	90	0	0	0	0	0	0	90	90	0	0	0	0	180	80.00	14,400.00
DETERGENT SOAP (TEMPO-20KL/SK)	PACK	0	20	0	20	0	20	0	20	0	20	0	20	20	0	0	20	80	879.55	70,363.82
DIGITAL VERSATILE DISC - RECORDABLE (DVD-R) 4.7GB 16X	PC	100	0	0	100	0	0	10	10	0	0	50	50	0	20	0	20	180	29.30	5,273.95
DIGITAL VERSATILE DISC - REWRITABLE (DVD-RW) 4.7GB	PC	100	0	0	100	0	0	10	10	0	0	50	50	0	20	0	20	180	37.50	6,750.00
DIGITAL VOICE RECORDER	PC	0	2	0	2	0	2	0	2	2	0	0	2	0	0	0	0	6	8,000.00	48,000.00
DINING chafers oval shaped, 4,8,6, 9 liters capacity, with roll top cover	SET	0	0	0	0	6	0	0	6	0	0	0	0	0	0	0	0	6	10,000.00	60,000.00
DOUBLE SIDED TAPE	PC	0	10	0	10	0	10	0	10	0	20	0	20	0	10	0	10	50	50.00	2,500.00
DUCTpe	PC	0	0	0	0	0	5	0	5	0	0	5	5	0	0	0	0	10	200.00	2,000.00
DUST PAN PLASTIC	PC	0	20	0	20	0	0	0	0	20	0	0	20	0	0	0	0	40	48.21	1,928.56
EGG ring	PC	0	0	0	0	0	6	0	6	0	0	0	0	0	0	0	0	6	150.00	900.00
EGG slicer	PC	0	0	0	0	0	2	0	2	0	0	0	0	0	0	0	0	2	1,000.00	2,000.00
ENVELOPE BROWN (LONG)	PC	315	315	315	945	315	315	315	945	315	315	315	945	315	315	283	913	3,748	1.22	4,581.76
ENVELOPE BROWN (SHORT)	PC	120	120	120	360	120	120	120	360	120	120	120	360	120	120	120	360	1,440	0.97	1,391.47
EPSON RIBBON CARTRIDGE (FX-2175)	PC	0	10	0	10	0	0	10	10	0	0	10	10	0	0	5	5	35	300.00	10,500.00
EPSON BLACK INK (774)	PC	0	50	0	50	0	50	0	50	0	0	50	50	0	50	0	50	200	700.00	140,000.00

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EPSON CYAN INK (664)	PC	0	50	0	50	0	50	0	50	0	50	0	50	0	50	0	50	200	600.00	120,000.00
EPSON INK L220 (Black)	PC	0	50	0	50	50	0	0	50	50	0	0	50	0	50	0	50	200	600.00	120,000.00
EPSON INK L220 (Cyan)	PC	0	0	50	50	0	50	0	50	0	50	0	50	50	0	0	50	200	500.00	100,000.00
EPSON INK L220 (Magenta)	PC	0	50	0	50	50	0	0	50	50	0	0	50	0	50	0	50	200	500.00	100,000.00
EPSON INK L220 (Yellow)	PC	0	50	0	50	0	50	0	50	0	50	0	50	0	50	0	50	200	500.00	100,000.00
EPSON INK T641	PC	0	5	0	5	0	5	0	5	0	5	0	5	0	5	0	5	20	260.00	5,200.00
EPSON INK T642	PC	0	5	0	5	0	5	0	5	0	5	0	5	0	5	0	5	20	260.00	5,200.00
EPSON INK T643	PC	0	5	0	5	0	5	0	5	0	5	0	5	0	5	0	5	20	260.00	5,200.00
EPSON INK T644	PC	0	5	0	5	0	5	0	5	0	5	0	5	0	5	0	5	20	260.00	5,200.00
EPSON L360 (Black)	PC	0	30	0	30	30	0	0	30	50	0	0	50	30	0	0	30	140	600.00	84,000.00
EPSON L360 (Cyan)	PC	0	30	0	30	30	0	0	30	50	0	0	50	30	0	0	30	140	500.00	70,000.00
EPSON L360 (Magenta)	PC	0	30	0	30	30	0	0	30	50	0	0	50	30	0	0	30	140	500.00	70,000.00
EPSON L360 (Yellow)	PC	0	30	0	30	30	0	0	30	50	0	0	50	30	0	0	30	140	500.00	70,000.00
EXPANDING ENVELOPE W/STRING (WAX)	PC	250	250	250	750	250	250	250	750	250	250	250	750	250	250	280	780	3,030	7.46	22,605.41
EXPANDING FOLDER W/O FASTENER	PC	250	250	250	750	250	250	250	750	250	250	250	750	250	250	248	748	2,998	10.44	31,292.91
External Hard Drive (1TB)	Unit	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1	5,000.00	5,000.00
External Hard Drive 8 Terabyte	Unit	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	20,000.00	20,000.00
FAX FILM/PAPER	PACK	0	5	5	10	2	2	2	6	2	2	2	6	2	2	2	6	28	300.00	8,400.00
FILE BOX	PC	0	20	0	20	0	10	0	10	5	0	0	5	10	0	0	10	45	150.00	6,750.00
FILE FASTENER (PLASTIC)	PC	7	7	7	21	7	7	7	21	7	15	7	29	7	7	7	21	92	23.08	2,123.01
FILE FOLDER (LONG-FORTUNE)US 14PT	PC	320	320	320	960	320	320	320	960	320	320	320	960	320	320	327	967	3,847	2.56	9,844.09
FILE FOLDER (SHORT-FORTUNE)US 14PT	PC	90	90	90	270	90	90	90	270	90	90	90	270	90	90	166	346	1,156	2.62	3,027.22
FILLETING Knife	PC	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2	450.00	900.00
FLASH DRIVE	PC	0	5	0	5	0	0	0	0	10	0	5	15	0	5	0	5	25	500.00	12,500.00
FLOOR WAX	PC	6	0	0	6	2	0	0	2	2	0	0	2	2	0	0	2	12	788.67	9,464.09
FLOOR WAX (COMPLETE)	PC	0	9	9	18	9	9	9	27	9	9	9	27	9	11	0	20	92	1,769.26	162,771.65
FLOOR WAX /STRIPPER	PC	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	1,197.45	14,369.40
FLOOR WAX(NON-BUFFABLE)	PC	0	0	0	0	0	12	0	12	0	0	0	0	12	0	0	12	24	935.36	22,448.56
FLOWER vase/jars	PC	0	0	5	5	0	0	5	5	0	0	0	0	5	0	0	5	15	200.00	3,000.00
FLY Paper	PC	0	0	100	200	0	0	150	150	100	150	0	250	0	192	0	192	792	25.00	19,800.00
FLY swatter	PC	0	0	6	6	0	0	0	0	0	0	0	0	0	0	0	0	6	16.67	100.00
FOLDER (PLASTIC, LONG)	PC	0	0	0	0	12	0	0	12	0	0	0	0	0	0	0	0	12	83.33	1,000.00
FRENCH Cutter	PC	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2	600.00	1,200.00
Frying Pan	PC	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2	1,500.00	3,000.00
FURNITURE CLEANER	TUBE	6	6	6	18	6	6	6	18	11	6	6	23	6	6	6	18	77	104.00	8,008.25
GLUE	BOTTLE	5	0	0	5	10	0	0	10	5	0	0	5	0	5	0	5	25	80.00	2,000.00
GLUE gun with glue sticks	PC	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1,000.00	1,000.00
HAIRNET	pc	0	0	20	20	0	0	0	0	0	0	0	0	20	0	0	20	40	10.00	400.00
HAND BRUSH NYLON(MEDIUM)	PC	0	0	3	3	3	3	3	9	3	3	3	9	3	3	2	8	29	48.21	1,398.21
HAND GLOVES	PC	0	3	3	6	3	3	3	9	4	3	4	11	4	4	5	13	39	52.50	2,047.50
HDMI Cable	PC	0	0	0	0	4	0	0	4	2	0	0	2	2	2	0	4	10	1,000.00	10,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Estimated Price	TOTAL AMOUNT
		Jan	Feb	Mar	1st Qtr	Apr	May	Jun	2nd Qtr	July	Aug	Sept	3rd Qtr	Oct	Nov	Dec	4th Qtr	Total Quantity		
HIGHLIGHT PEN (BLUE)	PC	0	3	3	6	3	3	3	9	3	5	3	11	3	3	3	9	35	26.96	943.65
HIGHLIGHT PEN (GREEN)	PC	0	5	5	10	5	5	5	15	5	7	4	16	4	4	4	12	53	27.86	1,476.42
HIGHLIGHT PEN (PINK)	PC	0	0	0	0	10	0	0	10	0	0	10	10	0	0	0	0	20	26.96	539.29
HIGHLIGHT PEN (YELLOW)	PC	0	0	0	0	60	0	0	60	0	0	42	42	0	0	0	0	102	28.20	2,876.14
HP CF210 (BLACK) Toner Cartridge	PC	5	0	0	5	5	0	0	5	10	0	0	10	0	2	0	2	22	3,600.00	79,200.00
HP CF211 (C) Toner Cartridge	PC	5	0	0	5	5	0	0	5	10	0	0	10	0	2	0	2	22	3,800.00	83,600.00
HP CF212 (Y) Toner Cartridge	PC	5	0	0	5	5	0	0	5	10	0	0	10	0	2	0	2	22	3,800.00	83,600.00
HP CF213 (M) Toner Cartridge	PC	5	0	0	5	5	0	0	5	10	0	0	10	0	2	0	2	22	3,800.00	83,600.00
HP Color Laserjet Toner - Black (CB540A)	PC	5	0	0	5	5	0	0	5	10	0	0	10	0	2	0	2	22	1,700.00	37,400.00
HP Color Laserjet Toner - Cyan (CB541A)	PC	5	0	0	5	5	0	0	5	10	0	0	10	0	2	0	2	22	1,600.00	35,200.00
HP Color Laserjet Toner - Magenta (CB543A)	PC	5	0	0	5	5	0	0	5	10	0	0	10	0	2	0	2	22	1,600.00	35,200.00
HP Color Laserjet Toner - Yellow (CB542A)	PC	5	0	0	5	5	0	0	5	10	0	0	10	0	2	0	2	22	1,600.00	35,200.00
HP INK # 62	PC	0	10	0	10	0	10	0	10	0	10	0	10	0	5	0	5	35	730.00	25,550.00
HP INK # 94	PC	5	0	0	5	5	0	0	5	5	0	5	10	0	0	5	5	25	1,200.00	30,000.00
HP INK # 95	PC	5	0	0	5	0	5	0	5	0	5	0	5	0	5	0	5	20	1,200.00	24,000.00
HP INK LASERJET (BLACK) 320A	PC	2	0	0	2	2	0	0	2	0	2	0	2	2	0	0	2	8	4,000.00	32,000.00
HP INK LASERJET (CYAN) 321A	PC	0	2	0	2	0	0	2	2	0	2	0	2	2	0	0	2	8	3,800.00	30,400.00
HP INK LASERJET (MAGENTA) 323A	PC	0	5	0	5	0	5	0	5	0	5	0	5	2	0	0	2	17	3,800.00	64,600.00
HP INK LASERJET (YELLOW) 322A	PC	0	5	0	5	0	5	0	5	0	5	0	5	2	0	0	2	17	3,800.00	64,600.00
HP LASERJET CARTRIDGE (BLACK) CF210A	PC	0	5	0	5	0	5	0	5	0	5	0	5	2	0	0	2	17	2,500.00	42,500.00
HP LASERJET CARTRIDGE (MAGENTA) CF213A	PC	0	5	0	5	0	5	0	5	0	5	0	5	2	0	0	2	17	2,500.00	42,500.00
HP LASERJET CARTRIDGE (YELLOW) CF212A	PC	0	5	0	5	0	5	0	5	0	5	0	5	2	0	0	2	17	2,500.00	42,500.00
HP LASERJET CARTRIDGE (CYAN) CF211A	PC	0	5	0	5	0	5	0	5	0	5	0	5	2	0	0	2	17	2,500.00	42,500.00
IN & Out tray (2 Layer)	PC	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2	500.00	1,000.00
INDEX CARD	PACK	0	5	2	7	0	0	2	2	0	2	2	4	2	0	2	4	17	60.00	1,020.00
INK CARTRIDGE (BLACK) HP CZ107AA #678	PC	0	150	150	300	150	150	150	450	143	150	150	443	150	150	150	450	1,643	415.47	682,615.17
INK CARTRIDGE (BLACK) HP CZ121AA	PC	0	18	18	36	18	18	18	54	18	18	18	54	18	18	14	50	194	433.23	84,046.46
INK CARTRIDGE (BLACK) HP F6V27AA #680	PC	0	80	80	160	80	80	80	240	80	75	80	235	80	80	80	240	875	405.08	354,446.04
INK CARTRIDGE (COLORED) HP CZ108AA #678	PC	150	150	150	450	150	150	150	450	150	150	150	450	150	150	150	450	1,800	417.39	751,301.77
INK CARTRIDGE (COLORED) HP F6V26AA #680	PC	0	80	80	160	80	80	80	240	80	32	80	192	80	80	80	240	832	401.63	334,155.46
INK CARTRIDGE (CYAN) HP CZ122AA	PC	18	18	18	54	18	18	18	54	18	18	18	54	18	18	18	54	216	296.75	64,098.56
INK CARTRIDGE (MAGENTA) HP CZ123AA	PC	0	15	15	30	15	15	15	45	15	15	15	45	19	15	15	49	169	297.94	50,351.08
INK CARTRIDGE (YELLOW) HP CZ124AA	PC	0	15	15	30	15	15	15	45	15	15	15	45	15	22	0	37	157	297.15	46,653.22
INK CARTRIDGE CANON CL-98 COLOR	PC	0	15	15	30	15	15	15	45	15	49	15	79	15	15	15	45	199	792.65	157,737.71
INK CARTRIDGE CANON PG-88 BLACK	PC	0	15	15	30	15	15	15	45	15	14	15	44	15	15	15	45	164	632.81	103,780.48
INK CARTRIDGE HP-702 (BLACK)	PC	0	0	4	4	0	0	3	3	0	0	3	3	0	0	3	3	13	1,298.72	16,883.37
INKJET PRINT CARTRIDGE (CN692AA) HP704/BLACK	PC	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	424.56	15,284.04
INKJET PRINT CARTRIDGE (CN693AA) HP704/COLOR	PC	0	0	4	4	4	4	4	12	4	4	2	10	0	0	0	0	26	430.56	11,194.56
INKJET PRINT CARTRIDGE HP887AA/BLACK	PC	0	5	5	10	5	5	5	15	5	5	6	16	0	0	0	0	41	418.82	17,171.78
INKJET PRINT CARTRIDGE HP888AA/COLOR	PC	0	5	5	10	5	5	5	15	5	5	5	15	5	4	0	9	49	411.14	20,146.06
INKJET(C9352A)/COLORED	PC	0	2	2	4	2	2	2	6	2	2	2	6	2	0	0	2	18	902.30	16,241.47

Item & Specifications	Unit of Measure	Quantity Requirement																	Estimated Price	TOTAL AMOUNT
		Jan	Feb	Mar	1st Qtr	Apr	May	Jun	2nd Qtr	July	Aug	Sept	3rd Qtr	Oct	Nov	Dec	4th Qtr	Total Quantity		
INSECTICIDE 420GMS/AEROSOL	PC	0	10	10	20	10	10	10	30	10	10	10	30	10	10	14	34	114	157.17	17,917.29
INSTITUTIONAL TOKENS	PC	207	207	207	621	207	207	207	621	207	207	207	621	207	207	211	625	2,488	137.66	342,494.23
JUMBO Marker (black, blue, red)	BOX	0	0	3	3	0	0	0	0	3	0	0	3	3	0	0	3	9	111.11	1,000.00
KITCHEN shears	PC	0	0	0	0	0	2	0	2	0	0	0	0	0	0	0	0	2	900.00	1,800.00
LASERJET TONER CANON CE505A	PC	17	17	17	51	17	17	17	51	17	17	17	51	17	17	18	52	205	2,709.95	555,539.77
LASERJET TONER HP CB435	PC	4	4	4	12	4	4	4	12	4	4	4	12	4	5	5	14	50	3,362.26	168,113.00
LASERJET TONER HP-CE285A	PC	9	9	9	27	9	9	9	27	9	9	9	27	9	9	10	28	109	3,424.17	373,234.94
LASERJET TONER HP-Q2612	PC	0	0	2	2	0	0	2	2	0	0	2	2	0	0	2	2	8	2,892.85	23,142.83
LINEN (assorted colors)	ROLL	0	0	3	3	0	0	3	3	0	3	0	3	0	0	0	0	9	7,500.00	67,500.00
LINEN runners (assorted colors)	ROLL	0	0	3	3	0	3	0	3	0	0	3	3	0	0	0	0	9	7,500.00	67,500.00
LINEN table cloths (assorted colors)	ROLL	0	3	0	3	0	3	0	3	0	3	0	3	0	0	0	0	9	7,500.00	67,500.00
LIQUID HAND SOAP 3.75 LTR/GAL	BOTTLE	15	15	15	45	15	15	15	45	15	15	15	45	15	15	9	39	174	144.64	25,167.93
LOOSE FOLDER	BUNDLE	0	200	0	200	0	200	0	200	0	200	0	200	200	0	200	400	1,000	680.00	680,000.00
LPG	LOT	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	1	468,000.00	468,000.00
MAGIC TAPE (1)	PC	0	0	20	20	0	0	0	0	30	0	0	30	20	0	0	20	70	169.28	11,849.66
MARKING PEN (BLACK)	PC	0	0	300	300	0	0	0	0	300	0	0	300	289	0	0	289	889	27.60	24,537.28
MARKING PEN (BLUE)	PC	0	0	200	200	0	0	0	0	200	0	0	200	206	0	0	206	606	27.86	16,881.39
MASK	PC	0	0	12	12	0	0	12	12	0	0	0	0	12	0	0	12	36	100.00	3,600.00
MASKING TAPE (1)3M	PC	0	0	250	250	0	0	0	0	250	0	0	250	202	0	0	202	702	40.63	28,522.09
MASKING TAPE (2)3M	PC	0	0	100	100	0	0	0	0	100	0	0	100	82	0	0	82	282	112.06	31,601.48
MEAT Tenderizers	PC	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	1	600.00	600.00
MENU holder	PC	0	0	10	10	0	0	10	10	0	0	5	5	0	0	0	0	25	360.00	9,000.00
METAL FASTENER	BOX	0	3	0	3	0	3	0	3	0	3	0	3	0	3	0	3	12	85.00	1,020.00
METAL POLISH	PC	0	0	3	3	3	3	3	9	3	3	3	9	3	3	2	8	29	136.61	3,961.60
MIMEO PAPER (A4) PINK	REAM	0	4	4	8	4	4	4	12	4	4	4	12	4	5	0	9	41	189.00	7,748.86
MIMEO PAPER (A-4)GREEN	REAM	4	4	4	12	4	4	4	12	4	4	4	12	4	2	0	6	42	174.51	7,329.41
MIMEO PAPER (A-4)YELLOW	REAM	6	6	6	18	6	6	6	18	6	6	6	18	6	6	4	16	70	184.37	12,905.86
MIMEO PAPER A-4(BLUE)	REAM	5	5	5	15	5	5	5	15	5	5	5	15	5	5	7	17	62	178.45	11,064.01
MOP HANDLE WOOD(7 W/SCREW)	PC	0	4	4	8	4	4	4	12	4	4	4	12	4	4	3	11	43	147.10	6,325.09
MOPHEAD (HD-XLX)	PC	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	95.64	6,885.95
NEWSPRINT PAPER (24X36)	REAM	790	790	790	2,370	790	790	790	2,370	790	790	790	2,370	790	790	728	2,308	9,418	2.04	19,172.04
NIBBLES	LOT	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	1	19,250.00	19,250.00
ORDINARY toothpick	PC	0	0	20	20	10	10	20	40	10	10	10	30	10	10	10	30	120	21.60	2,592.00
ORTICAL MOUSE	PC	0	2	0	2	0	0	0	0	2	0	0	2	0	0	0	0	4	500.00	2,000.00
OVAL Serving tray, 27 inches diameter with stand	PC	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2	9,000.00	18,000.00
PACKAGING TAPE	PC	0	5	0	5	0	0	0	0	5	0	0	5	5	0	0	5	15	200.00	3,000.00
PAPER CLIP (PRINCE-PLASTIC)	PC	40	40	40	120	40	40	40	120	40	21	40	101	40	40	40	120	461	5.15	2,376.04
PAPER CUTTER (BIG)	PC	2	2	2	6	2	2	2	6	2	2	2	6	2	2	0	4	22	214.28	4,714.26
PAPER CUTTER (SMALL)	PC	2	2	2	6	2	2	2	6	2	2	2	6	0	0	0	0	18	35.16	632.81
PARCHMENT PAPER (ASTROPARCHE)	PC	240	240	240	720	240	240	269	749	240	240	240	720	240	240	240	720	2,909	16.61	48,325.83
PARING Knife	PC	0	0	0	0	4	0	0	4	0	0	0	0	0	0	0	0	4	1,000.00	4,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Estimated Price	TOTAL AMOUNT
		Jan	Feb	Mar	1st Qtr	Apr	May	Jun	2nd Qtr	July	Aug	Sept	3rd Qtr	Oct	Nov	Dec	4th Qtr	Total Quantity		
PEN HOLDER	PC	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	8	100.00	800.00
PENCIL	PC	112	112	112	336	112	112	112	336	112	112	112	336	112	112	112	336	1,344	2.19	2,941.98
PHOTO PAPER	PACK	0	5	0	5	0	0	5	5	0	0	5	5	0	0	0	0	15	200.00	3,000.00
PLACEMATS	PC	0	0	10	10	10	10	10	30	10	10	10	30	10	10	10	30	100	75.00	7,500.00
PLASTIC 6x10	PACK	0	0	30	30	20	30	20	70	30	20	30	80	20	20	20	60	240	216.00	51,840.00
PLASTIC DIVIDER	PACK	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	150.00	3,600.00
PLASTIC FOLIO DIVIDER	BOX	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	150.00	5,400.00
PLASTIC I.D. HOLDER	PC	415	415	415	1,245	415	415	415	1,245	415	415	415	1,245	415	415	422	1,252	4,987	5.36	26,716.03
PLASTIC Serving tray 1 x 18 x 14"	PC	0	0	40	40	0	0	0	0	20	0	0	20	40	0	0	40	100	100.00	10,000.00
PLASTIC 4x12	PACK	0	0	10	10	10	0	0	10	0	10	0	10	30	0	0	30	60	42.00	2,520.00
POTATO Masher	PC	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	250.00	250.00
POWER SUPPLY	PC	0	0	2	2	0	0	5	5	0	0	0	0	0	0	0	0	7	1,500.00	10,500.00
PUNCHER (2-HOLE, HEAVY-DUTY)	PC	0	0	4	4	2	0	0	2	0	2	0	2	0	1	0	1	9	500.00	4,500.00
PUNCHER (3-HOLE, HEAVY-DUTY)	PC	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	1,000.00	1,000.00
RAIN COAT	PC	0	0	0	0	0	15	0	15	0	0	0	0	0	0	0	0	15	150.00	2,250.00
RECORD BOOK	PC	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	120.00	2,880.00
RECTANGULAR Serving platter. Porcelain ceramic white 11.5"long X 7" wide & 1" tall	PC	0	0	0	0	0	6	0	6	0	0	0	0	0	0	0	0	6	600.00	3,600.00
RICE SCOOPER	PC	0	0	1	1	0	1	0	1	1	0	0	1	0	0	0	0	3	400.00	1,200.00
RING BINDER (SPIRAL 1)	PC	9	9	9	27	9	9	9	27	9	9	9	27	9	9	4	22	103	21.38	2,201.65
RING BINDER (SPIRAL 1/2)	PC	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288	8.63	2,484.45
RING BINDER (SPIRAL 3/4)	PC	38	38	38	114	38	38	38	114	38	38	38	114	38	38	36	112	454	16.07	7,296.43
RING BINDER (SPIRAL 3/8)	PC	20	20	20	60	20	20	20	60	20	20	20	60	20	21	0	41	221	5.90	1,303.37
ROOM THERMOMETER - FOR STOCKROOM (DIGITAL, INDOOR/OUTDOOR, RECTANGULAR)	PC	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	2,000.00	2,000.00
RUBBER BAND	PCK	0	5	0	5	0	0	0	0	5	0	0	5	0	0	0	0	10	200.00	2,000.00
RUBBER BOOTS	SET	0	0	0	0	5	0	0	5	0	0	0	0	0	0	0	0	5	500.00	2,500.00
RUBBER MAT	PC	0	0	6	6	0	0	0	0	0	0	0	0	0	0	0	0	6	3,000.00	18,000.00
RULER	PC	0	25	0	25	0	0	0	0	10	0	0	10	0	0	0	0	35	5.00	175.00
SCISSOR (6)	PC	10	10	10	30	10	10	10	30	10	10	10	30	10	10	20	40	130	16.48	2,141.88
SCOTCH TAPE (1)3M TRANSPARENT	PC	0	0	130	130	0	0	0	0	130	0	0	130	134	0	0	134	394	22.65	8,924.20
SCRUBBING PAD (BLACK)	PC	0	0	60	60	60	0	0	60	60	0	0	60	60	0	0	60	240	42.00	10,080.00
SEALER(OVER AND UNDER)	PC	0	0	0	0	2	0	0	2	2	0	0	2	3	0	0	3	7	1,845.71	12,920.00
SEWING Kit	SET	0	0	0	0	1	0	0	1	1	0	0	1	0	0	0	0	2	250.00	500.00
SHAVER	PC	0	0	10	10	0	0	10	10	0	10	0	10	0	0	0	0	30	100.00	3,000.00
SIGN PEN 0.5(BLACK/MY-GEL)	PC	125	125	125	375	125	125	125	375	125	125	125	375	125	125	125	375	1,500	27.93	41,890.69
SIGN PEN 0.5(BLUE/MY-GEL)	PC	236	236	236	708	236	236	236	708	236	236	236	708	236	236	236	708	2,832	29.57	83,749.51
SIGNAGE Fabrication	PC	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5	1,000.00	5,000.00
SINGLE BOX	PC	0	0	300	300	0	0	300	300	0	0	300	300	300	0	0	300	1,200	3.60	4,320.00
SLIPPER	PC	0	0	10	10	0	0	10	10	0	10	0	10	0	0	0	0	30	100.00	3,000.00
SOFT Broom	PC	0	0	12	12	0	0	0	0	12	0	0	12	0	0	0	0	24	180.00	4,320.00
SOLID Heat fuel	PC	0	0	0	0	6	0	0	6	0	0	0	0	6	0	0	6	12	1,020.00	12,240.00

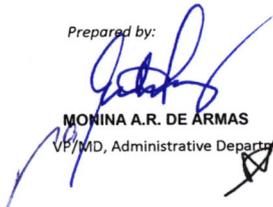
Item & Specifications	Unit of Measure	Quantity Requirement																	Estimated Price	TOTAL AMOUNT
		Jan	Feb	Mar	1st Qtr	Apr	May	Jun	2nd Qtr	July	Aug	Sept	3rd Qtr	Oct	Nov	Dec	4th Qtr	Total Quantity		
SOLID Heat fuel	PC	0	0	0	0	6	0	0	6	0	0	0	0	6	0	0	6	12	1,020.00	12,240.00
SOUP SPOON	LOT	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	1	14,400.00	14,400.00
SPAGHETTI Box double	PC	0	0	600	600	300	0	300	600	300	0	300	600	300	0	300	600	2,400	3.50	8,400.00
SPAGHETTI Box single	PC	0	0	600	600	300	300	0	600	300	0	300	600	0	300	300	600	2,400	3.43	8,236.80
SPONGE	PC	0	0	50	50	0	50	0	50	50	0	0	50	90	0	0	90	240	55.72	13,371.84
SPOON & FORK disposable 1x25	PACK	0	0	30	30	0	30	0	30	30	0	0	30	30	0	0	30	120	16.07	1,928.16
SPRAY BOTTLE	PC	0	0	5	5	0	5	0	5	0	0	0	0	0	0	0	0	10	100.00	1,000.00
STAINLESS steel 4 sides grater	PC	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	300.00	300.00
STAMP PAD	PC	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	10	200.00	2,000.00
STAMP PAD INK	BOTTLE	0	0	10	10	0	0	0	0	0	0	0	0	2	0	0	2	12	180.00	2,160.00
STAPLE WIRE (NO.35)MAX	PC	20	20	20	60	20	20	20	60	20	26	20	66	20	20	20	60	246	22.57	5,553.43
STAPLER	PC	0	5	0	5	0	0	0	0	5	0	0	5	0	0	0	0	10	500.00	5,000.00
STEEL Spatulas	PC	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2	1,000.00	2,000.00
STEEL WOOL/PENGUIN (25RM/BX)	PC	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	38.25	2,295.00
STICK BROOM	PC	0	0	50	50	0	50	0	75	0	50	0	50	75	0	0	75	250	28.70	7,176.00
STICKER PAPER	PACK	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	100.00	6,000.00
STICKY NOTE	PACK	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	45.00	2,700.00
STORAGE BOX	PC	0	0	10	10	0	0	10	10	0	0	10	10	0	0	10	10	40	400.00	16,000.00
STRIPPING PAD (#16)	PC	0	0	0	0	0	5	0	5	0	0	0	0	5	0	0	5	10	477.38	4,773.77
TABLE Meat knife	PC	0	0	40	40	0	20	0	20	0	20	0	20	0	0	20	20	100	200.00	20,000.00
TABLE Napkin special 1x8pcs	PACK	0	0	120	120	0	120	0	120	0	120		120	0	100	0	100	460	93.91	43,200.00
TISSUE PAPER 2PLY	ROLL	0	800	800	1,600	800	800	900	2,500	900	1218	800	2,918	800	800	800	2,400	9,418	7.91	74,511.47
Toilet & Bath Aecessories	PC	0	0	0	0	10	0	0	10	0	10	0	10	0	10	0	10	30	100.00	3,000.00
TOILET BOWL CLEANER	PC	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	938.01	11,256.08
Toilet Seat Cover	PC	0	0	3	3	0	4	0	4	0	3	0	3	0	0	0	0	10	500.00	5,000.00
TONER CE310	PC	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	8	2,400.00	19,200.00
TONER CE311	PC	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	8	2,600.00	20,800.00
TONER CE312	PC	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	8	2,600.00	20,800.00
TONER CE313	PC	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	8	2,600.00	20,800.00
TONER CF 400	PC	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	8	3,500.00	28,000.00
TONER CF 401	PC	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	8	4,100.00	32,800.00
TONER CF 402	PC	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	8	4,100.00	32,800.00
TONER CF 403	PC	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	8	4,100.00	32,800.00
TRAINING CATALOGUE FOLDER	PC	400	400	400	1,200	400	400	400	1,200	400	400	400	1,200	400	400	471	1,271	4,871	13.66	66,541.53
TRANSPARENCY FILM (CLEAR)	PC	1030	1030	1030	3,090	1030	1030	1043	3,103	1030	1030	1030	3,090	1030	1030	1030	3,090	12,373	2.36	29,165.19
TRASH BAG (37 X 40-TRANSPARENT XXL)	PACK	1050	1050	1050	3,150	1050	1050	1050	3,150	1050	1052	1050	3,152	1050	1050	1050	3,150	12,602	6.96	87,711.35
TRASH BAG (SMALL)	PACK	360	360	360	1,080	360	360	360	1,080	360	360	360	1,080	360	360	360	1,080	4,320	1.32	5,695.42
TWO Tines fork with roasting	PC	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2	120.00	240.00
UMBRELLA	PC	0	0	0	0	10	0	0	10	10	0	0	10	0	0	0	0	20	500.00	10,000.00
UNINTERRUPTED POWER SUPPLY	Units	0	0	0	0	1	0	0	1	1	0	0	1	0	0	0	0	2	4,000.00	8,000.00
VEGATABLE pantry knife	PC	0	0	0	0	2	0	0	2	2	0	0	2	0	0	0	0	4	1,000.00	4,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Estimated Price	TOTAL AMOUNT
		Jan	Feb	Mar	1st Qtr	Apr	May	Jun	2nd Qtr	July	Aug	Sept	3rd Qtr	Oct	Nov	Dec	4th Qtr	Total Quantity		
SOUP SPOON	LOT	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	1	14,400.00	14,400.00
SPAGHETTI Box double	PC	0	0	600	600	300	0	300	600	300	0	300	600	300	0	300	600	2,400	3.50	8,400.00
SPAGHETTI Box single	PC	0	0	600	600	300	300	0	600	300	0	300	600	0	300	300	600	2,400	3.43	8,236.80
SPONGE	PC	0	0	50	50	0	50	0	50	50	0	0	50	90	0	0	90	240	55.72	13,371.84
SPOON & FORK disposable 1x25	PACK	0	0	30	30	0	30	0	30	30	0	0	30	30	0	0	30	120	16.07	1,928.16
SPRAY BOTTLE	PC	0	0	5	5	0	5	0	5	0	0	0	0	0	0	0	0	10	100.00	1,000.00
STAINLESS steel 4 sides grater	PC	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	300.00	300.00
STAMP PAD	PC	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	10	200.00	2,000.00
STAMP PAD INK	BOTTLE	0	0	10	10	0	0	0	0	0	0	0	0	2	0	0	2	12	180.00	2,160.00
STAPLE WIRE (NO.35)MAX	PC	20	20	20	60	20	20	20	60	20	26	20	66	20	20	20	60	246	22.57	5,553.43
STAPLER	PC	0	5	0	5	0	0	0	0	5	0	0	5	0	0	0	0	10	500.00	5,000.00
STEEL Spatulas	PC	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2	1,000.00	2,000.00
STEEL WOOL/PENGUIN (25RM/BX)	PC	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	38.25	2,295.00
STICK BROOM	PC	0	0	50	50	0	50	0	75	0	50	0	50	75	0	0	75	250	28.70	7,176.00
STICKER PAPER	PACK	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	100.00	6,000.00
STICKY NOTE	PACK	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	45.00	2,700.00
STORAGE BOX	PC	0	0	10	10	0	0	10	10	0	0	10	10	0	0	10	10	40	400.00	16,000.00
STRIPPING PAD (#16)	PC	0	0	0	0	0	5	0	5	0	0	0	0	5	0	0	5	10	477.38	4,773.77
TABLE Meat knife	PC	0	0	40	40	0	20	0	20	0	20	0	20	0	0	20	20	100	200.00	20,000.00
TABLE Napkin special 1x8pcs	PACK	0	0	120	120	0	120	0	120	0	120		120	0	100	0	100	460	93.91	43,200.00
TISSUE PAPER 2PLY	ROLL	0	800	800	1,600	800	800	900	2,500	900	1218	800	2,918	800	800	800	2,400	9,418	7.91	74,511.47
Toilet & Bath Accessories	PC	0	0	0	0	10	0	0	10	0	10	0	10	0	10	0	10	30	100.00	3,000.00
TOILET BOWL CLEANER	PC	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	938.01	11,256.08
Toilet Seat Cover	PC	0	0	3	3	0	4	0	4	0	3	0	3	0	0	0	0	10	500.00	5,000.00
TONER CE310	PC	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	8	2,400.00	19,200.00
TONER CE311	PC	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	8	2,600.00	20,800.00
TONER CE312	PC	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	8	2,600.00	20,800.00
TONER CE313	PC	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	8	2,600.00	20,800.00
TONER CF 400	PC	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	8	3,500.00	28,000.00
TONER CF 401	PC	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	8	4,100.00	32,800.00
TONER CF 402	PC	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	8	4,100.00	32,800.00
TONER CF 403	PC	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	8	4,100.00	32,800.00
TRAINING CATALOGUE FOLDER	PC	400	400	400	1,200	400	400	400	1,200	400	400	400	1,200	400	400	471	1,271	4,871	13.66	66,541.53
TRANSPARENCY FILM (CLEAR)	PC	1030	1030	1030	3,090	1030	1030	1043	3,103	1030	1030	1030	3,090	1030	1030	1030	3,090	12,373	2.36	29,165.19
TRASH BAG (37 X 40-TRANSPARENT XXL)	PACK	1050	1050	1050	3,150	1050	1050	1050	3,150	1050	1052	1050	3,152	1050	1050	1050	3,150	12,602	6.96	87,711.35
TRASH BAG (SMALL)	PACK	360	360	360	1,080	360	360	360	1,080	360	360	360	1,080	360	360	360	1,080	4,320	1.32	5,695.42
TWO Tines fork with roasting	PC	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2	120.00	240.00
UMBRELLA	PC	0	0	0	0	10	0	0	10	10	0	0	10	0	0	0	0	20	500.00	10,000.00
UNINTERRUPTED POWER SUPPLY	Units	0	0	0	0	1	0	0	1	1	0	0	1	0	0	0	0	2	4,000.00	8,000.00
VEGATABLE pantry knife	PC	0	0	0	0	2	0	0	2	2	0	0	2	0	0	0	0	4	1,000.00	4,000.00
VIP Guest Book	PC	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3	1,000.00	3,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Estimated Price	TOTAL AMOUNT
		Jan	Feb	Mar	1st Qtr	Apr	May	Jun	2nd Qtr	July	Aug	Sept	3rd Qtr	Oct	Nov	Dec	4th Qtr	Total Quantity		
WALL CLOCK (ANALOG, ROUND)	PC	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1,500.00	1,500.00
WATER PITCHERS Stainless Steel and Glass with ice guard cover, 64 oz capacity.	PC	0	0	0	0	10	0	0	10	0	0	0	0	0	0	0	0	10	1,000.00	10,000.00
WAX paper	PC	0	0	12	12	0	0	12	12	0	12	0	12	0	0	0	0	36	540.00	19,440.00
WHITEBOARD ERASER	PC	0	10	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10	200.00	2,000.00
WHITEBOARD MARKER (BLACK)	PC	0	0	300	300	0	0	0	0	300	0	0	300	200	0	0	200	800	18.48	14,780.76
WHITEBOARD MARKER (BLUE)	PC	0	0	150	150	0	0	0	0	150	0	0	150	244	0	0	244	544	22.55	12,269.11
WHITEBOARD MARKER (RED)	PC	0	0	80	80	0	0	0	0	80	0	0	80	100	0	0	100	260	26.79	6,964.26
WIRE Whip	PC	0	0	0	0	3	0	0	3	0	0	0	0	0	0	0	0	3	300.00	900.00
YARN	ROLL	0	0	10	10	0	10	0	10	0	10	0	10	0	0	0	0	30	100.00	3,000.00
TOTAL																				12,686,803.66

We hereby warrant that the total amount reflected in the 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:


MONINA A.R. DE ARMAS
 VP/MD, Administrative Department

Noted by:


BERNARDO A. DIZON
 Senior Vice President, Services

Approved by:


ATTY. ENGELBERT C. CARONAN JR., MNSA
 President and CEO