

**ANNUAL PROCUREMENT PROGRAM
Calendar Year 2018**

Name of Local Government Unit: **PROVINCE OF RIZAL**

Program Control No.

Planned Amount

Department/Office:

Regular

Contingency

Total

Date Submitted

5,250,000.00

1,750,000.00

7,000,000.00

Item No.	Description	Unit	Total Qty.	Unit Cost	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	ACETATE, gauge #3, 50m per roll	roll	4	737.24	2,948.96	2	1,474.48	1	737.24	0	-	1	737.24
2	BALIKBAYAN BOX	piece	135	175.00	23,625.00	50	8,750.00	40	7,000.00	30	5,250.00	15	2,625.00
3	BINDING SCREW, Bolt #2 (For FAAS and TD)	piece	2,000	12.00	24,000.00	500	6,000.00	500	6,000.00	500	6,000.00	500	6,000.00
4	BOOK COVER (for FAAS)	book	800	275.00	220,000.00	250	68,750.00	250	68,750.00	150	41,250.00	150	41,250.00
5	BOOK COVER (for TD)	book	800	275.00	220,000.00	250	68,750.00	250	68,750.00	150	41,250.00	150	41,250.00
6	BOOK, Engineer's Field Book	book	60	84.50	5,070.00	15	1,267.50	15	1,267.50	15	1,267.50	15	1,267.50
7	BOOK, Record of Admission	book	30	525.00	15,750.00	20	10,500.00	10	5,250.00	0	-	0	-
8	BOX, document storage box, foldable flap	piece	475	220.00	104,500.00	225	49,500.00	100	22,000.00	100	22,000.00	50	11,000.00
9	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	220	135.20	29,744.00	100	13,520.00	45	6,084.00	45	6,084.00	30	4,056.00
10	CALCULATOR, SCIENTIFIC, 1 unit per box	unit	8	459.00	3,672.00	8	3,672.00	0	-	0	-	0	-
11	CARBON FILM, A4 size, 100 sheets per box	box	30	197.58	5,927.40	9	1,778.22	9	1,778.22	10	1,975.80	2	395.16
12	CARBON FILM, PE, black, 216mm x 330mm, 100 sheets per box	box	60	202.80	12,168.00	30	6,084.00	10	2,028.00	10	2,028.00	10	2,028.00
13	CARTOLINA, assorted color, 20 pieces per pack	pack	240	64.48	15,475.20	60	3,868.80	60	3,868.80	60	3,868.80	60	3,868.80
14	CARTOLINA, orange, 20 pieces per pack	pack	200	100.00	20,000.00	60	6,000.00	50	5,000.00	50	5,000.00	40	4,000.00
15	CARTOLINA, white, 20 pieces per pack	pack	200	85.00	17,000.00	60	5,100.00	50	4,250.00	50	4,250.00	40	3,400.00
16	CD-Recordable, 700 MB min. capacity, 80 minutes	piece	270	17.42	4,703.40	100	1,742.00	70	1,219.40	60	1,045.20	40	696.80
17	CD-RW, 700 MB min. capacity, 80 minutes	piece	300	17.42	5,226.00	100	1,742.00	90	1,567.80	60	1,045.20	50	871.00
18	CLIP, backfold, 19mm, 12 pieces per box	box	65	7.57	492.05	15	113.55	15	113.55	20	151.40	15	113.55
19	CLIP, backfold, 25mm, 12 pieces per box	box	65	13.40	871.00	15	201.00	15	201.00	20	268.00	15	201.00

Item No.	Description	Unit	Total Qty.	Unit Cost	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
20	CLIP, backfold, 32mm, 12 pieces per box	box	65	19.12	1,242.80	15	286.80	15	286.80	20	382.40	15	286.80
21	CLIP, backfold, 50mm, 12 pieces per box	box	90	39.52	3,556.80	25	988.00	30	1,185.60	20	790.40	15	592.80
22	CLIPBOARD, plastic polycarbonated, legal size	piece	210	180.00	37,800.00	75	13,500.00	75	13,500.00	30	5,400.00	30	5,400.00
23	COLUMNAR PAD, 16 columns, 50 gsm min.	pad	200	64.60	12,920.00	50	3,230.00	50	3,230.00	50	3,230.00	50	3,230.00
24	COLUMNAR PAD, 18 cols, 50 gsm min.	pad	135	120.00	16,200.00	60	7,200.00	30	3,600.00	25	3,000.00	20	2,400.00
25	COLUMNAR PAD, 20 col, 50gsm	pad	200	42.64	8,528.00	50	2,132.00	50	2,132.00	50	2,132.00	50	2,132.00
26	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14" -7/8", 2000 sheets/box	box	20	1,029.60	20,592.00	10	10,296.00	0	-	10	10,296.00	0	-
27	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 1000 sheets	box	37	850.00	31,450.00	15	12,750.00	10	8,500.00	6	5,100.00	6	5,100.00
28	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	15	682.24	10,233.60	10	6,822.40	0	-	0	-	5	3,411.20
29	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14" -7/8", 2000 sheets (carbonized)	box	37	1,100.00	40,700.00	15	16,500.00	10	11,000.00	6	6,600.00	6	6,600.00
30	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sheets/box	box	25	765.44	19,136.00	10	7,654.40	0	-	10	7,654.40	5	3,827.20
31	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sheets/box	box	20	596.80	11,936.00	10	5,968.00	0	-	5	2,984.00	5	2,984.00
32	CORRECTION FLUID, 20ml	bottle	75	70.00	5,250.00	20	1,400.00	20	1,400.00	20	1,400.00	15	1,050.00
33	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	750	17.56	13,170.00	200	3,512.00	200	3,512.00	200	3,512.00	150	2,634.00
34	CRAYONS, Jumbo, 8pcs	box	20	110.00	2,200.00	12	1,320.00	8	880.00	0	-	0	-
35	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	59	9.83	579.97	15	147.45	20	196.60	15	147.45	9	88.47
36	CUTTER KNIFE, heavy duty	piece	345	19.76	6,817.20	150	2,964.00	90	1,778.40	60	1,185.60	45	889.20
37	DATA FILE BOX, made with chipboard, with closed ends	box	675	69.78	47,101.50	200	13,956.00	200	13,956.00	150	10,467.00	125	8,722.50
38	DATA FOLDER, made with chipboard, taglia lock	piece	675	68.64	46,332.00	200	13,728.00	200	13,728.00	150	10,296.00	125	8,580.00
39	DATING AND STAMPING MACHINE	piece	33	478.38	15,786.54	15	7,175.70	6	2,870.28	6	2,870.28	6	2,870.28
40	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	380	21.79	8,280.20	100	2,179.00	100	2,179.00	90	1,961.10	90	1,961.10
41	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces	box	11	408.14	4,489.54	4	1,632.56	4	1,632.56	3	1,224.42	0	-
42	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	28	518.08	14,506.24	7	3,626.56	7	3,626.56	7	3,626.56	7	3,626.56

Item No.	Description	Unit	Total Qty.	Unit Cost	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
43	ENVELOPE, MAILING, Legal size, 500 pieces per box	box	22	328.64	7,230.08	10	3,286.40	4	1,314.56	4	1,314.56	4	1,314.56
44	ENVELOPE, white, short, 500 pieces per box	box	20	425.00	8,500.00	6	2,550.00	5	2,125.00	5	2,125.00	4	1,700.00
45	ERASER, felt, for blackboard/whiteboard	piece	20	11.11	222.20	10	111.10	5	55.55	5	55.55	0	-
46	ERASER, plastic or rubber	piece	330	5.99	1,976.70	150	898.50	60	359.40	60	359.40	60	359.40
47	FASTENER, for paper, metal, 50 sets per box	box	600	57.09	34,254.00	200	11,418.00	200	11,418.00	150	8,563.50	50	2,854.50
48	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	75	12.48	936.00	25	312.00	20	249.60	15	187.20	15	187.20
49	FILM, for HDP5000 printer	box	5	10,350.00	51,750.00	2	20,700.00	2	20,700.00	1	10,350.00	0	-
50	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	320	251.68	80,537.60	120	30,201.60	75	18,876.00	75	18,876.00	50	12,584.00
51	FOLDER, Tagboard, A4, 100 pieces per pack	pack	61	179.28	10,936.08	25	4,482.00	12	2,151.36	12	2,151.36	12	2,151.36
52	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	135	200.37	27,049.95	50	10,018.50	50	10,018.50	20	4,007.40	15	3,005.55
53	FORM 131-B, CASH BOOK (Disbursing)	book	20	287.50	5,750.00	10	2,875.00	5	1,437.50	5	1,437.50	0	-
54	FORM, ACCOUNTING FORM NO. 81 - Index of Payments to	piece	3,000	2.25	6,750.00	3,000	6,750.00	0	-	0	-	0	-
55	FORM, AFT FORM, Sticker for Trucks and Vans	piece	7,000	25.00	175,000.00	7,000	175,000.00	0	-	0	-	0	-
56	FORM, Birth Certificate	pad	160	240.00	38,400.00	60	14,400.00	40	9,600.00	30	7,200.00	30	7,200.00
57	FORM, Death Certificate	pad	130	240.00	31,200.00	50	12,000.00	50	12,000.00	20	4,800.00	10	2,400.00
58	FORM, Fetal Death Certificate	pad	75	240.00	18,000.00	30	7,200.00	15	3,600.00	15	3,600.00	15	3,600.00
59	FORM, Letter Order	pad	21	500.00	10,500.00	15	7,500.00	6	3,000.00	0	-	0	-
60	GLUE, all purpose, 300 grams min.	jar	95	47.82	4,542.90	35	1,673.70	20	956.40	20	956.40	20	956.40
61	HANGING FOLDER CADDY, steel mesh wire	piece	15	550.00	8,250.00	5	2,750.00	4	2,200.00	3	1,650.00	3	1,650.00
62	ILLUSTRATION BOARD, (30"x40")	piece	25	75.00	1,875.00	15	1,125.00	0	-	5	375.00	5	375.00
63	INDEX CARD, 3"x5", 100 pieces per pack	pack	375	37.00	13,875.00	100	3,700.00	100	3,700.00	100	3,700.00	75	2,775.00
64	INDEX CARD, 4" x 6" size	pack	300	52.00	15,600.00	125	6,500.00	75	3,900.00	50	2,600.00	50	2,600.00
65	INDEX CARD, 5"x8", 100 pieces per pack	pack	375	57.00	21,375.00	125	7,125.00	100	5,700.00	75	4,275.00	75	4,275.00
66	INK CART, CANON CL-811, Colored	cart	107	1,029.60	110,167.20	35	36,036.00	30	30,888.00	30	30,888.00	12	12,355.20
67	INK CART, CANON PG-810, Black	cart	185	780.00	144,300.00	60	46,800.00	50	39,000.00	50	39,000.00	25	19,500.00
68	INK CART, EPSON C13T664200 (T6642), C	cart	150	254.80	38,220.00	60	15,288.00	45	11,466.00	30	7,644.00	15	3,822.00
69	INK CART, EPSON C13T664300 (T6643), M	cart	150	254.80	38,220.00	60	15,288.00	45	11,466.00	30	7,644.00	15	3,822.00

Item No.	Description	Unit	Total Qty.	Unit Cost	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
70	INK CART, EPSON C13T664400 (T6644), Y	cart	150	254.80	38,220.00	60	15,288.00	45	11,466.00	30	7,644.00	15	3,822.00
71	INK CART, EPSON C13T6664100 (T6641), B	cart	215	254.80	54,782.00	80	20,384.00	60	15,288.00	45	11,466.00	30	7,644.00
72	INK CART, HP 51645A, (HP45), Black	cart	34	1,346.80	45,791.20	7	9,427.60	7	9,427.60	10	13,468.00	10	13,468.00
73	INK CART, HP C6578DA, (HP78), Tri-color	cart	18	1,606.80	28,922.40	3	4,820.40	3	4,820.40	6	9,640.80	6	9,640.80
74	INK CART, HP C8727AA, (HP27), Black	cart	28	826.80	23,150.40	4	3,307.20	4	3,307.20	10	8,268.00	10	8,268.00
75	INK CART, HP C8765WA, (HP94), Black	cart	26	930.80	24,200.80	12	11,169.60	6	5,584.80	4	3,723.20	4	3,723.20
76	INK CART, HP C9351AA, (HP21), Black	cart	33	650.00	21,450.00	9	5,850.00	4	2,600.00	10	6,500.00	10	6,500.00
77	INK CART, HP C9352AA, (HP22), Tri-color	cart	17	751.92	12,782.64	4	3,007.68	2	1,503.84	6	4,511.52	5	3,759.60
78	INK CART, HP CC641WA, (HP60XL), Black	cart	20	1,445.60	28,912.00	6	8,673.60	6	8,673.60	4	5,782.40	4	5,782.40
79	INK CART, HP CC644WA, (HP60XL), Tri-color	cart	11	1,658.80	18,246.80	3	4,976.40	4	6,635.20	2	3,317.60	2	3,317.60
80	INK CART, HP CC660AA, (HP702), Tri-Color	cart	9	1,086.80	9,781.20	3	3,260.40	6	6,520.80	0	-	0	-
81	INK CART, HP CN692AA, (HP704), Black	cart	125	358.80	44,850.00	35	12,558.00	30	10,764.00	30	10,764.00	30	10,764.00
82	INK CART, HP CN693AA, (HP704), Tri-color	cart	66	358.80	23,680.80	18	6,458.40	18	6,458.40	15	5,382.00	15	5,382.00
83	INK CART, HP CZ107AA, (HP678), Black	cart	57	365.04	20,807.28	12	4,380.48	26	9,491.04	12	4,380.48	7	2,555.28
84	INK CART, HP CZ108AA, (HP678), Tricolor	cart	38	365.04	13,871.52	8	2,920.32	20	7,300.80	6	2,190.24	4	1,460.16
85	INK CART, LEXMARK 10NO217 (#17), Black	cart	18	1,003.60	18,064.80	4	4,014.40	10	10,036.00	4	4,014.40	0	-
86	INK CART, LEXMARK 10NO227 (#27), Colored	cart	14	1,196.00	16,744.00	4	4,784.00	8	9,568.00	2	2,392.00	0	-
87	INK CARTRIDGE, Canon 705, black	cart	33	625.00	20,625.00	15	9,375.00	10	6,250.00	4	2,500.00	4	2,500.00
88	INK CARTRIDGE, Canon 706, tricolor	cart	19	625.00	11,875.00	10	6,250.00	5	3,125.00	2	1,250.00	2	1,250.00
89	INK CARTRIDGE, Canon 88, black	cart	7	793.00	5,551.00	0	-	3	2,379.00	1	793.00	3	2,379.00
90	INK CARTRIDGE, Canon 98, colored	cart	7	793.00	5,551.00	0	-	4	3,172.00	0	-	3	2,379.00
91	INK CARTRIDGE, Canon CL 741,, Colored	cart	32	1,340.00	42,880.00	8	10,720.00	8	10,720.00	8	10,720.00	8	10,720.00
92	INK CARTRIDGE, Canon, PG740, Black	cart	55	1,020.00	56,100.00	15	15,300.00	15	15,300.00	15	15,300.00	10	10,200.00
93	INK CARTRIDGE, HP Laserjet P1566 CE278A	cart	6	3,070.00	18,420.00	2	6,140.00	2	6,140.00	1	3,070.00	1	3,070.00
94	INK for refill, Canon 100ml, black	bottle	13	300.00	3,900.00	3	900.00	3	900.00	3	900.00	4	1,200.00
95	INK for refill, Canon 100ml, cyan	bottle	9	300.00	2,700.00	2	600.00	2	600.00	2	600.00	3	900.00

Item No.	Description	Unit	Total Qty.	Unit Cost	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
96	INK for refill, Canon 100ml, magenta	bottle	9	300.00	2,700.00	2	600.00	2	600.00	2	600.00	3	900.00
97	INK for refill, Canon 100ml, yellow	bottle	9	300.00	2,700.00	2	600.00	2	600.00	2	600.00	3	900.00
98	INK for refill, Canon, 1000ml, black	bottle	11	2,000.00	22,000.00	2	4,000.00	3	6,000.00	3	6,000.00	3	6,000.00
99	INK for refill, Canon, 1000ml, cyan	bottle	4	2,000.00	8,000.00	1	2,000.00	1	2,000.00	1	2,000.00	1	2,000.00
100	INK for refill, Canon, 1000ml, magenta	bottle	4	2,000.00	8,000.00	1	2,000.00	1	2,000.00	1	2,000.00	1	2,000.00
101	INK for refill, Canon, 1000ml, yellow	bottle	4	2,000.00	8,000.00	1	2,000.00	1	2,000.00	1	2,000.00	1	2,000.00
102	INK for refill, Epson, 1000ml, black	bottle	12	2,000.00	24,000.00	2	4,000.00	1	2,000.00	5	10,000.00	4	8,000.00
103	INK for refill, Epson, 1000ml, cyan	bottle	7	2,000.00	14,000.00	0	-	3	6,000.00	3	6,000.00	1	2,000.00
104	INK for refill, Epson, 1000ml, magenta	bottle	7	2,000.00	14,000.00	0	-	3	6,000.00	3	6,000.00	1	2,000.00
105	INK for refill, Epson, 1000ml, yellow	bottle	7	2,000.00	14,000.00	0	-	3	6,000.00	3	6,000.00	1	2,000.00
106	INK for refill, generic, 100ml, black	bottle	5	300.00	1,500.00	0	-	5	1,500.00	0	-	0	-
107	INK for refill, generic, 100ml, cyan	bottle	5	300.00	1,500.00	0	-	5	1,500.00	0	-	0	-
108	INK for refill, generic, 100ml, magenta	bottle	5	300.00	1,500.00	0	-	5	1,500.00	0	-	0	-
109	INK for refill, generic, 100ml, yellow	bottle	5	300.00	1,500.00	0	-	5	1,500.00	0	-	0	-
110	INK for refill, generic, 200ml, black	bottle	9	500.00	4,500.00	0	-	5	2,500.00	4	2,000.00	0	-
111	INK for refill, generic, 200ml, cyan	bottle	9	500.00	4,500.00	0	-	5	2,500.00	4	2,000.00	0	-
112	INK for refill, generic, 200ml, magenta	bottle	9	500.00	4,500.00	0	-	5	2,500.00	4	2,000.00	0	-
113	INK for refill, generic, 200ml, yellow	bottle	9	500.00	4,500.00	0	-	5	2,500.00	4	2,000.00	0	-
114	INK for Risograph, RZ5700	tube	48	2,000.00	96,000.00	48	96,000.00	0	-	0	-	0	-
115	INK for stamp pad, green	bottle	170	45.00	7,650.00	60	2,700.00	30	1,350.00	60	2,700.00	20	900.00
116	INK, Canon, IPF750, PFI 102, 130 ml., black	cart	7	4,600.00	32,200.00	2	9,200.00	2	9,200.00	2	9,200.00	1	4,600.00
117	INK, Canon, IPF750, PFI 102, 130 ml., cyan	cart	5	4,600.00	23,000.00	2	9,200.00	1	4,600.00	2	9,200.00	0	-
118	INK, Canon, IPF750, PFI 102, 130 ml., magenta	cart	5	4,600.00	23,000.00	2	9,200.00	1	4,600.00	2	9,200.00	0	-
119	INK, Canon, IPF750, PFI 102, 130 ml., matte black	cart	7	4,600.00	32,200.00	2	9,200.00	2	9,200.00	2	9,200.00	1	4,600.00
120	INK, Canon, IPF750, PFI 102, 130 ml., yellow	cart	5	4,600.00	23,000.00	2	9,200.00	1	4,600.00	2	9,200.00	0	-
121	KEYBOARD, PS/2	unit	26	520.00	13,520.00	8	4,160.00	8	4,160.00	5	2,600.00	5	2,600.00
122	KEYBOARD, USB type	unit	26	425.00	11,050.00	8	3,400.00	8	3,400.00	5	2,125.00	5	2,125.00
123	LAMINATING FILM	roll	5	2,000.00	10,000.00	2	4,000.00	1	2,000.00	1	2,000.00	1	2,000.00

Item No.	Description	Unit	Total Qty.	Unit Cost	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
124	LEAD, for mechanical pencil, 0.5mm	tube	20	32.50	650.00	10	325.00	5	162.50	5	162.50	0	-
125	MARKER, fluorescent, 3 colors per set	set	170	35.55	6,043.50	60	2,133.00	50	1,777.50	40	1,422.00	20	711.00
126	MARKER, permanent, chisel type, black	piece	220	10.00	2,200.00	60	600.00	60	600.00	60	600.00	40	400.00
127	MARKER, permanent, chisel type, blue	piece	220	10.00	2,200.00	60	600.00	60	600.00	60	600.00	40	400.00
128	MARKER, permanent, bullet type, black	piece	290	9.65	2,798.50	90	868.50	90	868.50	60	579.00	50	482.50
129	MARKER, permanent, bullet type, blue	piece	225	9.65	2,171.25	75	723.75	50	482.50	50	482.50	50	482.50
130	MARKER, permanent, bullet type, red	piece	225	9.65	2,171.25	75	723.75	50	482.50	50	482.50	50	482.50
131	MARKER, whiteboard, bullet type, black	piece	290	10.28	2,981.20	100	1,028.00	80	822.40	60	616.80	50	514.00
132	MARKER, whiteboard, bullet type, blue	piece	230	10.28	2,364.40	60	616.80	60	616.80	60	616.80	50	514.00
133	MARKER, whiteboard, bullet type, red	piece	230	10.28	2,364.40	60	616.80	60	616.80	60	616.80	50	514.00
134	MASTER ROLL for RISO Machine, Model 2300 AG	roll	4	4,075.00	16,300.00	2	8,150.00	2	8,150.00	0	-	0	-
135	MOUSE, optical, USB connection type	unit	40	127.80	5,112.00	10	1,278.00	10	1,278.00	10	1,278.00	10	1,278.00
136	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	180	31.20	5,616.00	60	1,872.00	50	1,560.00	40	1,248.00	30	936.00
137	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	180	42.62	7,671.60	60	2,557.20	50	2,131.00	40	1,704.80	30	1,278.60
138	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	185	57.20	10,582.00	60	3,432.00	50	2,860.00	45	2,574.00	30	1,716.00
139	PAD PAPER, Ruled	pad	100	17.35	1,735.00	30	520.50	30	520.50	25	433.75	15	260.25
140	PAPER CLIP, gem type, 33mm, 100 pieces per box	box	500	6.64	3,320.00	200	1,328.00	100	664.00	100	664.00	100	664.00
141	PAPER CLIP, gem type, 50mm, 100 pieces per box	box	700	13.50	9,450.00	300	4,050.00	200	2,700.00	100	1,350.00	100	1,350.00
142	PAPER, 8 ^{1/2} x 11, assorted premium colored paper, 20pcs/pack	pack	40	50.00	2,000.00	15	750.00	10	500.00	10	500.00	5	250.00
143	PAPER, Board, Fine, A4	pack	165	60.00	9,900.00	75	4,500.00	50	3,000.00	25	1,500.00	15	900.00
144	PAPER, Board, Fine, Legal	pack	165	70.00	11,550.00	75	5,250.00	50	3,500.00	25	1,750.00	15	1,050.00
145	PAPER, board, for Financial Statement Cover, (light blue, light green, cream), long	piece	70	20.00	1,400.00	50	1,000.00	0	-	20	400.00	0	-
146	PAPER, for Fax Machine Sharp FO 1530	roll	6	200.00	1,200.00	3	600.00	3	600.00	0	-	0	-
147	PAPER, laid for Governor's Permit	pack	190	65.00	12,350.00	100	6,500.00	50	3,250.00	20	1,300.00	20	1,300.00
148	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	ream	300	132.37	39,711.00	125	16,546.25	75	9,927.75	50	6,618.50	50	6,618.50
149	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)	ream	625	154.75	96,718.75	150	23,212.50	175	27,081.25	150	23,212.50	150	23,212.50
150	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	775	114.51	88,745.25	300	34,353.00	200	22,902.00	150	17,176.50	125	14,313.75
151	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	3,800	118.35	449,730.00	1,000	118,350.00	1,000	118,350.00	900	106,515.00	900	106,515.00

Item No.	Description	Unit	Total Qty.	Unit Cost	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
152	PAPER, Special Board Paper, 216mm x 330mm, 10s	pack	70	78.00	5,460.00	30	2,340.00	15	1,170.00	15	1,170.00	10	780.00
153	PAPER, Sticker Paper, 210mm x 297mm (A4), matte, 10s	pack	20	78.00	1,560.00	15	1,170.00	5	390.00	0	-	0	-
154	PAPER, Tracing Paper, 20 x 30, 70/75gsm, 100 pcs/pack	pack	95	2,640.00	250,800.00	30	79,200.00	30	79,200.00	20	52,800.00	15	39,600.00
155	PEN, ballpen, black	piece	1,850	19.00	35,150.00	750	14,250.00	400	7,600.00	400	7,600.00	300	5,700.00
156	PEN, ballpen, blue	piece	1,500	19.00	28,500.00	600	11,400.00	300	5,700.00	300	5,700.00	300	5,700.00
157	PEN, ballpen, green	piece	525	19.00	9,975.00	150	2,850.00	125	2,375.00	125	2,375.00	125	2,375.00
158	PEN, ballpen, red	piece	650	19.00	12,350.00	200	3,800.00	150	2,850.00	150	2,850.00	150	2,850.00
159	PENCIL SHARPENER, 1 piece in individual plastic case	piece	50	187.20	9,360.00	30	5,616.00	0	-	15	2,808.00	5	936.00
160	PENCIL, F	box	12	650.00	7,800.00	5	3,250.00	2	1,300.00	2	1,300.00	3	1,950.00
161	PENCIL, HB	box	13	650.00	8,450.00	5	3,250.00	3	1,950.00	3	1,950.00	2	1,300.00
162	PENCIL, lead, w/eraser, One(1) dozen per box	box	175	19.62	3,433.50	30	588.60	60	1,177.20	45	882.90	40	784.80
163	PENCIL, mechanical, 0.5mm lead	piece	55	39.00	2,145.00	20	780.00	20	780.00	15	585.00	0	-
164	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	190	114.28	21,713.20	75	8,571.00	60	6,856.80	30	3,428.40	25	2,857.00
165	PUSH PIN, flat head type, assorted colors, 100 pieces per case	case	29	27.00	783.00	10	270.00	9	243.00	5	135.00	5	135.00
166	PVC COVER FC, size 0.25 x 330x 216mm, clear, 100pcs/pack	pack	2	1,200.00	2,400.00	1	1,200.00	0	-	1	1,200.00	0	-
167	PVC ULTRA CARD NC, 30ml, 500 pcs/box	box	5	5,200.00	26,000.00	2	10,400.00	2	10,400.00	1	5,200.00	0	-
168	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	650	60.32	39,208.00	200	12,064.00	150	9,048.00	150	9,048.00	150	9,048.00
169	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	650	93.60	60,840.00	200	18,720.00	150	14,040.00	150	14,040.00	150	14,040.00
170	RECORDS OF ACCOUNTABLE FORMS	book	5	1,100.00	5,500.00	5	5,500.00	0	-	0	-	0	-
171	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart	218	76.78	16,738.04	23	1,765.94	111	8,522.58	53	4,069.34	31	2,380.18
172	RIBBON CART, EPSON C13S015584 (S015327), Black	cart	52	334.88	17,413.76	50	16,744.00	2	669.76	0	-	0	-
173	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart	113	75.92	8,578.96	19	1,442.48	77	5,845.84	10	759.20	7	531.44
174	RIBBON CART, EPSON, LQ-300+II	cart	170	100.00	17,000.00	50	5,000.00	40	4,000.00	40	4,000.00	40	4,000.00

Item No.	Description	Unit	Total Qty.	Unit Cost	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
175	RIBBON CART, for EPSON Printer LQ-2190 (SO15531)	cart	310	724.88	224,712.80	20	14,497.60	40	28,995.20	150	108,732.00	100	72,488.00
176	RIBBON CARTRIDGE, Epson C13S015506 (7753)	cart	22	175.00	3,850.00	5	875.00	5	875.00	10	1,750.00	2	350.00
177	RIBBON, for HDP5000 printer	cart	5	15,720.00	78,600.00	2	31,440.00	2	31,440.00	1	15,720.00	0	-
178	RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool	155	25.00	3,875.00	60	1,500.00	40	1,000.00	30	750.00	25	625.00
179	RIBBON, LQ-310 (Dot Matrix)	cart	200	290.00	58,000.00	65	18,850.00	60	17,400.00	50	14,500.00	25	7,250.00
180	RIBBON, LX-310 (Dot Matrix)	cart	200	290.00	58,000.00	65	18,850.00	60	17,400.00	50	14,500.00	25	7,250.00
181	RUBBER BAND, 70mm min lay flat length (#18)	box	65	93.31	6,065.15	20	1,866.20	15	1,399.65	15	1,399.65	15	1,399.65
182	RULER, plastic, 300mm	piece	85	15.00	1,275.00	30	450.00	20	300.00	20	300.00	15	225.00
183	RULER, plastic, 450mm, 1 piece in individual plastic	piece	110	15.48	1,702.80	30	464.40	20	309.60	30	464.40	30	464.40
184	SCISSORS, (6")	pair	280	13.73	3,844.40	100	1,373.00	75	1,029.75	60	823.80	45	617.85
185	SIGN PEN, black	piece	570	34.61	19,727.70	150	5,191.50	150	5,191.50	150	5,191.50	120	4,153.20
186	SIGN PEN, blue	piece	420	34.61	14,536.20	120	4,153.20	120	4,153.20	90	3,114.90	90	3,114.90
187	SIGN PEN, red	piece	210	34.61	7,268.10	60	2,076.60	60	2,076.60	45	1,557.45	45	1,557.45
188	STAMP PAD INK, violet, 50mL	bottle	150	24.63	3,694.50	50	1,231.50	40	985.20	30	738.90	30	738.90
189	STAMP PAD, felt pad, min 60mm x 100mm	piece	110	27.66	3,042.60	40	1,106.40	25	691.50	25	691.50	20	553.20
190	STAPLE REMOVER, plier type	piece	310	21.84	6,770.40	120	2,620.80	100	2,184.00	50	1,092.00	40	873.60
191	STAPLE WIRE, Standard, #35	box	650	21.84	14,196.00	200	4,368.00	150	3,276.00	150	3,276.00	150	3,276.00
192	STAPLER, standard	piece	350	82.16	28,756.00	150	12,324.00	75	6,162.00	75	6,162.00	50	4,108.00
193	TAPE DISPENSER, table top	piece	170	49.59	8,430.30	50	2,479.50	45	2,231.55	45	2,231.55	30	1,487.70
194	TAPE, masking, 24mm, 50 meters length	roll	400	55.12	22,048.00	150	8,268.00	100	5,512.00	75	4,134.00	75	4,134.00
195	TAPE, masking, 48mm, 50 meters length	roll	410	105.04	43,066.40	150	15,756.00	100	10,504.00	100	10,504.00	60	6,302.40
196	TAPE, packaging, 48mm, 50 meters length	roll	300	27.96	8,388.00	120	3,355.20	75	2,097.00	60	1,677.60	45	1,258.20
197	TAPE, paper for adding machine	roll	310	97.00	30,070.00	100	9,700.00	80	7,760.00	70	6,790.00	60	5,820.00
198	TAPE, transparent, 24mm, 50 meters	roll	680	10.92	7,425.60	225	2,457.00	225	2,457.00	150	1,638.00	80	873.60
199	TAPE, transparent, 48mm, 50 meters	roll	370	26.52	9,812.40	150	3,978.00	100	2,652.00	75	1,989.00	45	1,193.40
200	TONER CART, HP CB435A, Black	cart	6	2,802.80	16,816.80	2	5,605.60	1	2,802.80	1	2,802.80	2	5,605.60

Item No.	Description	Unit	Total Qty.	Unit Cost	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
201	TONER CART, HP CE285A (HP85A), Black	cart	20	2,893.28	57,865.60	5	14,466.40	3	8,679.84	6	17,359.68	6	17,359.68
202	TONER CART, HP Q2612A, Black	cart	7	3,104.40	21,730.80	2	6,208.80	3	9,313.20	2	6,208.80	0	-
203	TONER CARTRIDGE, brother TN-2025	cart	2	2,852.97	5,705.94	0	-	1	2,852.97	1	2,852.97	0	-
204	TONER for Sharp AR-310FT	cart	3	10,000.00	30,000.00	2	20,000.00	1	10,000.00	0	-	0	-
205	TRAY, outgoing and incoming tray	piece	45	450.00	20,250.00	15	6,750.00	10	4,500.00	10	4,500.00	10	4,500.00
	Sub-Total				5,250,000.00		1,864,716.47		1,347,936.60		1,173,713.31		863,633.62
	Contingencies				1,750,000.00								
	GRAND TOTAL				7,000,000.00		1,864,716.47		1,347,936.60		1,173,713.31		863,633.62

This is to certify that the above procurement program is in accordance with objectives of the LGU.

(Sgd) Recommended by:

CONNIE S. DE LEON
OIC, Provincial General Services Office

Certified Funds Available /
(Sgd) Certified Appropriate Funds Available:

CORAZON B. RAMOS
OIC, Provincial Budget Office

(Sgd) Approved by:

REBECCA A. YNARES
Provincial Governor

