

**CONSOLIDATED ANNUAL SUPPLIES PROCUREMENT PLAN**  
**OFFICE SUPPLIES**  
**Calendar Year 2020**

Iloilo, Cagayan		Planned Amount		Pages <u>1</u> of <u>15</u> pages									
Procurement Control No. _____		Regular		Contingency		Total		Date Submitted					
Item No.	DESCRIPTION	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Accountable Forms				150,000.00		75,000.00				75,000.00		
2	air freshener, can	100.00	102	can	10,200.00	34	3,400.00	18	1,800.00	27	2,700.00	23	2,300.00
3	air freshener, spray	300.00	68	can	20,400.00	26	7,800.00	8	2,400.00	22	6,600.00	12	3,600.00
4	alcohol	80.00	240	bot	19,200.00	72	5,760.00	45	3,600.00	81	6,480.00	42	3,360.00
5	AVR	2,500.00	2	unit	5,000.00	1	2,500.00		-	1	2,500.00		-
6	ballpen, faber castell black	15.00	196	pc	2,940.00	68	1,020.00	12	180.00	50	750.00	66	990.00
7	ballpen, HBW blue	6.00	100	pc	600.00	50	300.00		-	50	300.00		-
8	ballpen, HBW black	6.00	300	pc	1,800.00	113	678.00	37	222.00	113	678.00	37	222.00
9	ballpen, nataraj black	6.00	100	pc	600.00	25	150.00	25	150.00	25	150.00	25	150.00
10	ballpen, nataraj red	6.00	32	pc	192.00	13	78.00	3	18.00	13	78.00	3	18.00
11	ballpen, panda black	6.00	280	pc	1,680.00	110	660.00	30	180.00	70	420.00	70	420.00
12	ballpen, parker	400.00	25	pc	10,000.00	13	5,200.00		-	2	800.00	10	4,000.00
13	ballpen, parker filler	200.00	5	pc	1,000.00	5	1,000.00		-		-		-
14	ballpen, pilot black	25.00	100	pc	2,500.00	50	1,250.00		-	50	1,250.00		-
15	ballpen, uni black	6.00	150	pc	900.00	75	450.00		-	75	450.00		-
16	battery AA	50.00	86	pack	4,300.00	43	2,150.00	12	600.00	11	550.00	20	1,000.00
17	battery AAA	75.00	25	pack	1,875.00	12	900.00	2	150.00	7	525.00	4	300.00
18	brown envelope, A4	400.00	1	box	400.00		0.00		-		-	1	400.00
19	brown envelope, long	550.00	5	box	2,750.00	3	1,650.00		-		-	2	1,100.00
20	brown envelope, short	400.00	2	box	800.00	1	400.00		-		-	1	400.00
21	business sticker	15.00	800	pc	12,000.00		0.00		-	800	12,000.00		-
22	calculator, Casio JS110TV-W	2,300.00	21	unit	48,300.00	17	39,100.00		-	2	4,500.00	2	4,600.00
23	canon pixma 810 (black)	500.00	4	pc	2,000.00	2	1,000.00		-	2	1,000.00		-
24	canon pixma 810 (color)	500.00	3	pc	1,500.00	1	500.00	1	500.00	1	500.00		-
25	carbon paper (Permafilm; long)	700.00	22	box	15,400.00	7	4,900.00	4	2,800.00	7	4,900.00	4	2,800.00
26	cartolina, neon color assorted	7.00	70	pc	490.00	45	315.00		-	25	175.00		-

7	cartolina, yellow gold	7.00	25	pc	175.00		0.00		-		-	25	175.00
3	cash book	1,000.00	12	pc	12,000.00	6	6,000.00		-	6	6,000.00		-
)	CD Rewritable	50.00	80	pc	4,000.00	20	1,000.00	20	1,000.00	20	1,000.00	20	1,000.00
)	certificate frame	100.00	50	pc	5,000.00	30	3,000.00		-	20	2,000.00		-
	chopping board	250.00	1	pc	250.00	1	250.00		-		-		-
	clear Book w/ filler	75.00	20	pc	1,500.00	20	1,500.00						-
	cloth envelope with handle/heavy duty	200.00	10	pc	2,000.00	10	2,000.00		-		-		-
	columnar Notebook, 18 columns	75.00	37	pc	2,775.00	37	2,775.00				-		-
	construction paper (cream)	200.00	2	ream	400.00	1	200.00		-	1	200.00		-
	construction paper (pink)	200.00	2	ream	400.00	2	400.00		-		-		-
	copy paper, A4	200.00	590	ream	118,000.00	207	41,400.00	107	21,400.00	178	35,600.00	98	19,600.00
	copy paper, corona long	580.00	171	ream	99,180.00	73	42,340.00	25	14,500.00	27	15,660.00	46	26,620.00
	copy paper, corona short	480.00	222	ream	106,560.00	78	37,440.00	45	21,600.00	47	22,560.00	52	24,960.00
	copy paper, legal	220.00	425	ream	93,500.00	152	33,440.00	79	17,380.00	133	29,260.00	61	13,420.00
	cork board	1,000.00	2	pc	2,000.00	1	1,000.00						-
	cork Board 18"x24"	287.00	1	pc	287.00				-	1	287.00		-
	correction pen	100.00	107	pc	10,700.00	40	4,000.00	17	1,700.00	25	2,500.00	25	2,500.00
	correction tape	35.00	57	pc	1,995.00	20	700.00	10	350.00	14	490.00	13	455.00
	cup & saucer	400.00	8	doz	3,200.00	4	1,600.00		-	2	800.00	2	800.00
	curtain	800.00	19	pc	15,200.00	11	8,800.00		-	8	6,400.00		-
	cutter blade	50.00	20	tube	1,000.00	5	250.00	5	250.00	5	250.00	5	250.00
	cutter HD	75.00	21	pc	1,575.00	16	1,200.00		-	4	300.00	1	75.00
	disecting knife	250.00	3	pc	750.00	3	750.00		-		-		-
	dish tray	500.00	1	unit	500.00	1	500.00						-
	disinfectant spray	420.00	60	bottle	25,200.00	21	8,820.00	13	5,460.00	13	5,460.00	13	5,460.00
	diswashing liquid	90.00	110	bottle	9,900.00	33	2,970.00	20	1,800.00	32	2,880.00	25	2,250.00
	doormat plastic big	125.00	24	pc	3,000.00	10	1,250.00	4	500.00	6	750.00	4	500.00
	doormat, cloth	50.00	20	pc	1,000.00	4	200.00	4	200.00	4	200.00	8	400.00
	double sided tape, 1"	60.00	25	roll	1,500.00	10	600.00	5	300.00	5	300.00	5	300.00
	drinking glass	250.00	20	doz	5,000.00	16	4,000.00		-	2	500.00	2	500.00
	dust pan	100.00	14	pc	1,400.00	7	700.00	2	200.00	2	200.00	3	300.00
	duster	50.00	4	pc	200.00	4	200.00		-		-		-
	DVD Rewritable	50.00	30	pcs	1,500.00	15	750.00		-	15	750.00		-
	electrical extension Cord, 10m	325.00	1	pc	325.00	1	325.00		-		-		-
	envelope long, plastic	15.00	20	pc	300.00	10	150.00		-		-	10	150.00
	epson ink T6641	300.00	210	pc	63,000.00	90	27,000.00	40	12,000.00	40	12,000.00	40	12,000.00
	epson ink T6642	300.00	80	pc	24,000.00	20	6,000.00	20	6,000.00	20	6,000.00	20	6,000.00
	epson ink T6643	300.00	80	pc	24,000.00	20	6,000.00	20	6,000.00	20	6,000.00	20	6,000.00

55	epson ink T6641	300.00	80	pc	24,000.00	20	6,000.00	20	6,000.00	20	6,000.00	20	6,000.00
56	expandable envelope, long	650.00	4	box	2,600.00	2	1,300.00		-	2	1,300.00		-
57	expandable filing folder long, green	700.00	4	box	2,800.00	2	1,400.00		-	2	1,400.00		-
58	External Hard Drive, 1TB	3,000.00	17	unit	51,000.00	16	48,000.00		-	1	3,000.00		-
59	fastener, metal	65.00	60	box	3,900.00	23	1,495.00	6	390.00	18	1,170.00	13	845.00
70	fastener, plastic	65.00	12	box	780.00	4	260.00	2	130.00	2	130.00	4	260.00
71	fastener, steel	65.00	40	box	2,600.00	10	650.00	10	650.00	10	650.00	10	650.00
72	felt paper assorted	25.00	10	pc	250.00	10	250.00				-		-
73	field notebook	95.00	13	pc	1,235.00	13	1,235.00		-		-		-
74	filing folder long plastic	40.00	20	pc	800.00		0.00	20	800.00		-		-
75	filing folder, A4	200.00	3	pack	600.00	2	400.00	1	200.00		-		-
76	filing folder, long	250.00	52	pack	13,000.00	20	5,000.00	8	2,000.00	12	3,000.00	12	3,000.00
77	flash drive 16GB	700.00	47	pc	32,900.00	28	19,600.00	1	700.00	5	3,500.00	13	9,100.00
78	flash drive 32GB	1,000.00	10	pc	10,000.00	5	5,000.00		-	5	5,000.00		-
79	flash drive 64GB	950.00	3	pc	2,850.00		0.00		-		-	3	2,850.00
80	floor mop	150.00	8	pc	1,200.00	2	300.00	2	300.00	2	300.00	2	300.00
81	floor mop handle ( HD; screw type; al.)	150.00	6	pc	900.00	2	300.00		-	2	300.00	2	300.00
82	floor wax 1kl	350.00	20	can	7,000.00	10	3,500.00		-	7	2,450.00	3	1,050.00
83	frame 8 1/2" x 11"	100.00	8	pc	800.00	8	800.00		-		-		-
84	frame 8 1/2" x 13"	120.00	13	pc	1,560.00	8	960.00	5	600.00		-		-
85	furniture cleaner	90.00	2	bottle	180.00				-		-	2	180.00
86	glass cleaner	140.00	20	bottle	2,800.00	11	1,540.00	1	140.00	5	700.00	3	420.00
87	glooves	100.00	8	pair	800.00	8	800.00		-		-		-
88	glue big	100.00	28	bottle	2,800.00	14	1,400.00	4	400.00	6	600.00	4	400.00
89	highlighting pen, lutus assorted	50.00	20	set	1,000.00	13	650.00	3	150.00	1	50.00	3	150.00
90	HP 703 Black	450.00	24	pc	10,800.00	9	4,050.00	9	4,050.00	3	1,350.00	3	1,350.00
91	HP 703 Tricolor	450.00	20	pc	9,000.00	2	900.00	8	3,600.00	8	3,600.00	2	900.00
92	HP 704 Black	500.00	71	pcs	35,500.00	25	12,500.00	11	5,500.00	24	12,000.00	11	5,500.00
93	HP 704 tricolor	500.00	26	pc	13,000.00	15	7,500.00	1	500.00	10	5,000.00		-
94	HP ink 685	1,500.00	1	set	1,500.00	1	1,500.00		-		-		-
95	HP Laserjet P1102, 85A; Black	3,800.00	1	pc	3,800.00		0.00	1	3,800.00		-		-
96	index box	150.00	6	box	900.00	6	900.00		-		-		-
97	index card	50.00	10	pack	500.00	10	500.00		-		-		-
98	insecticide spray (500 ml)	300.00	102	can	30,600.00	37	11,100.00	17	5,100.00	26	7,800.00	22	6,600.00
99	keyboard usb port	350.00	3	pc	1,050.00	1	350.00		-	2	700.00		-
100	knife	100.00	5	pc	500.00	5	500.00		-		-		-
101	laundry powder, 1kg	150.00	37	kg	5,550.00	9	1,350.00	10	1,500.00	9	1,350.00	9	1,350.00
102	laundry soap	25.00	8	bar	200.00	2	50.00	2	50.00	2	50.00	2	50.00

L03	M.F. Form No. 102 (Birth)	305.00	30	pad	9,150.00	8	2,440.00	7	2,135.00	8	2,440.00	7	2,135.00
L04	M.F. Form No. 103 (Death)	305.00	16	pad	4,880.00	4	1,220.00	4	1,220.00	4	1,220.00	4	1,220.00
L05	M.F. Form No. 90 (Marriage Lic. Appl'n.)	305.00	16	pad	4,880.00	4	1,220.00	4	1,220.00	4	1,220.00	4	1,220.00
L06	M.F. Form No. 97 (Marriage)	305.00	16	pad	4,880.00	4	1,220.00	4	1,220.00	4	1,220.00	4	1,220.00
L07	mailing envelope	300.00	11	box	3,300.00	6	1,800.00	2	600.00	3	900.00		-
L08	manila paper	5.00	30	pc	150.00			10	50.00	10	50.00	10	50.00
L09	midrib broom	20.00	20	pc	400.00	13	260.00	2	40.00	3	60.00	2	40.00
L10	monobloc chair, white w/backrest w/o arm	260.00	20	pc	5,200.00	10	2,600.00	10	2,600.00		-		-
L11	muriatic acid, 1L	65.00	32	bot	2,080.00	11	715.00	5	325.00	8	520.00	8	520.00
L12	muriatic acid, 2L	140.00	20	gal	2,800.00	5	700.00	5	700.00	5	700.00	5	700.00
L13	Mylar film	6,000.00	2	roll	12,000.00				-	1	6,000.00	1	6,000.00
L14	nylon rope	200.00	2	roll	400.00	1	200.00		-		-	1	200.00
L15	optical mouse USB port	400.00	19	pc	7,600.00	13	5,200.00		-	3	1,200.00	3	1,200.00
L16	optical mouse wireless	750.00	3	pc	2,250.00	3	2,250.00		-		-		-
L17	pail plastic, big	85.00	11	pc	935.00	3	255.00	3	255.00	3	255.00	2	170.00
L18	pail plastic, medium	60.00	10	pc	600.00	2	120.00	3	180.00	2	120.00	3	180.00
L19	paper clamp, medium	8.00	48	pc	384.00	24	192.00		-	24	192.00		-
L20	paper clip 1"	30.00	20	box	600.00	10	300.00		-	10	300.00		-
L21	paper clip 2"	60.00	127	box	7,620.00	59	3,540.00	18	1,080.00	33	1,980.00	17	1,020.00
L22	paste 200g	100.00	19	bottle	1,900.00	7	700.00	2	200.00	8	800.00	2	200.00
L23	pencil	70.00	40	bx	2,800.00	17	1,190.00	2	140.00	10	700.00	11	770.00
L24	pencil sharpener	300.00	4	pc	1,200.00	3	900.00		-	1	300.00		-
L25	pentel pen, black broad	60.00	41	pc	2,460.00	14	840.00	7	420.00	5	300.00	15	900.00
L26	pentel pen, black fine	60.00	84	pc	5,040.00	35	2,100.00	5	300.00	39	2,340.00	5	300.00
L27	pentel pen, black fine	60.00	62	pc	3,720.00	21	1,260.00	21	1,260.00	10	600.00	10	600.00
L28	pentel pen, blue broad	60.00	15	pc	900.00	5	300.00	5	300.00	5	300.00		-
L29	pentel pen, red broad	60.00	24	pc	1,440.00	10	600.00	5	300.00	5	300.00	4	240.00
L30	pentel pen, red fine	60.00	14	pc	840.00	4	240.00	3	180.00	4	240.00	3	180.00
L31	photo paper	100.00	35	pack	3,500.00	18	1,800.00		-	17	1,700.00		-
L32	plastic bag (Fingerlings)	10.00	500	pack	5,000.00		0.00	250	2,500.00		-	250	2,500.00
L33	plastic bag (Seedlings)	45.00	80	pack	3,600.00	25	1,125.00	25	1,125.00	30	1,350.00		-
L34	plates	600.00	4	doz	2,400.00	2	1,200.00		-	1	600.00	1	600.00
L35	plates (breakable)	50.00	12	pc	600.00	12	600.00		-		-		-
L36	plates, cups and glasses	700.00	1	set	700.00	1	700.00		-		-		-
L37	Plotter Maintenance tank	8,000.00	1	unit	8,000.00	1	8,000.00		-		-		-
L38	Plotter paper, 2 ft width	1,500.00	4	roll	6,000.00		0.00		-	4	6,000.00		-
L39	Plotter, Ink cartridge (R, Y, black	19,000.00	2	roll	38,000.00	1	19,000.00	1	19,000.00		-		-
L40	post it note	50.00	106	pad	5,300.00	51	2,550.00	10	500.00	23	1,150.00	22	1,100.00

141	puncher HD	300.00	9	pc	2,700.00	7	2,100.00		-	1	300.00	1	300.00
142	push pin	80.00	48	box	3,840.00	16	1,280.00	8	640.00	13	1,040.00	11	880.00
143	record book (100 pages)	75.00	20	pc	1,500.00	10	750.00		-	10	750.00		-
144	record book (300 pages)	100.00	10	pc	1,000.00	7	700.00	1	100.00	2	200.00		-
145	record book (500 pages)	200.00	61	pc	12,200.00	23	4,600.00	6	1,200.00	28	5,600.00	4	800.00
146	RER	65.00	5	pad	325.00	3	195.00		-	2	130.00		-
147	ribbon cartridge - EPSON LX310	220.00	6	pc	1,320.00	2	440.00		-	2	440.00	2	440.00
148	ribbon cartridge (EPSON 8750)	100.00	30	pc	3,000.00	10	1,000.00	5	500.00	10	1,000.00	5	500.00
149	ribbon cartridge, LQ 2190	1,200.00	12	pc	14,400.00		0.00	2	2,400.00	4	4,800.00	6	7,200.00
150	ring binder, 1"	65.00	30	pc	1,950.00	20	1,300.00		-		-	10	650.00
151	ring binder, 1/2"	45.00	10	pc	450.00		0.00		-	2	90.00	8	360.00
152	ring binder, 3/4"	50.00	5	pc	250.00		0.00		-	5	250.00		-
153	rubber band, big	110.00	4	box	440.00		0.00	2	220.00		-	2	220.00
154	ruler, orion	30.00	19	pc	570.00	8	240.00	4	120.00	5	150.00	2	60.00
155	safeguard, regular	40.00	52	pc	2,080.00	18	720.00	8	320.00	11	440.00	15	600.00
156	samsung ink	7,000.00	1	pc	7,000.00		0.00	1	7,000.00		-		-
157	scissor heavy duty	75.00	21	pc	1,575.00	14	1,050.00	1	75.00	5	375.00	1	75.00
158	scouring pad with foam	40.00	30	pc	1,200.00	12	480.00	3	120.00	8	320.00	7	280.00
159	sign pen parker	500.00	10	pc	5,000.00	5	2,500.00		-	5	2,500.00		-
160	sign pen parker filler, 0.5	200.00	28	pc	5,600.00	12	2,400.00	2	400.00	2	400.00	12	2,400.00
161	sign pen parker filler, 0.7	200.00	32	pc	6,400.00	8	1,600.00	8	1,600.00	8	1,600.00	8	1,600.00
162	sign pen, liquid/gel ink black	50.00	313	pc	15,650.00	150	7,500.00	16	800.00	81	4,050.00	66	3,300.00
163	soft broom	120.00	28	pc	3,360.00	21	2,520.00		-	7	840.00		-
164	spoon & fork	480.00	9	doz	4,320.00	5	2,400.00		-	2	960.00	2	960.00
165	stamp pad	75.00	8	pc	600.00	4	300.00	1	75.00	2	150.00	1	75.00
166	stamp pad ink	50.00	7	pc	350.00	4	200.00		-	3	150.00		-
167	staple wire #10	35.00	10	box	350.00	5	175.00		-	5	175.00		-
168	staple wire #35	20.00	118	box	2,360.00	41	820.00	22	440.00	31	620.00	24	480.00
169	stapler no. 35 w/staple wire remover	300.00	38	pc	11,400.00	19	5,700.00	5	1,500.00	10	3,000.00	4	1,200.00
170	stationery, linen long	65.00	18	pack	1,170.00	6	390.00		-	12	780.00		-
171	stationery, linen short	50.00	12	pack	600.00	6	300.00		-	6	300.00		-
172	steadler eraser, big	25.00	8	pc	200.00	4	100.00		-	4	100.00		-
173	straw twine	80.00	1	roll	80.00	1	80.00		-		-		-
174	table napkin, flat	60.00	10	pack	600.00	5	300.00		-		-	5	300.00
175	table napkin, folded	150.00	2	pack	300.00	1	150.00		-	1	150.00		-
176	table napkin, pre cut	45.00	10	pack	450.00	5	225.00		-		-	5	225.00
177	table napkin, unfolded	150.00	2	pack	300.00	1	150.00		-	1	150.00		-
178	tabo (bucket)	25.00	9	pc	225.00	7	175.00		-	2	50.00		-

179	tape dispenser	200.00	7	pc
180	tape, masking 2"	100.00	33	roll
181	tape, masking 1"	75.00	13	roll
182	tape, packing 2"	50.00	23	pc
183	tape, packing 3"	75.00	7	roll
184	tape, transparent 1"	25.00	58	roll
185	tape, transparent 2"	55.00	95	roll
186	tape, transparent 3"	60.00	3	pc
187	thesis folder, long plastic	120.00	18	doz
188	thesis folder, short plastic	100.00	4	doz
189	thumbtacks	10.00	12	box
190	tide bar	26.00	10	bar
191	tide powder	160.00	8	kl
192	tissue paper, 12/pack	15.00	2720	roll
193	toilet bowl cleaner	105.00	26	bottle
194	toilet brush with handle	50.00	20	pc
195	toilet deodorant cake/albatross	50.00	164	pc
196	toilet pump	45.00	10	pc
197	toner (xerox machine)	8,000.00	8	unit
198	toner (xerox machine)	8,500.00	2	unit
199	toner (xerox machine)	4,644.00	2	unit
200	toner (xerox machine)	8,200.00	4	unit
201	toner MX 235 FT	7,800.00	2	pc
202	tornado mop with extra filler	1,000.00	1	set
203	towelette, good morning	25.00	24	pc
204	trash can, big	135.00	47	pc
205	tricycle sticker	10.00	1000	pc
206	typewriter ribbon	35.00	15	pc
207	white board eraser	35.00	4	pc
208	white board marker	35.00	32	pcs
209	working gloves	75.00	15	pc
210	yellow paper	40.00	230	pad
	<b>GRAND TOTAL</b>			

1,400.00	4	800.00		-	2	400.00	1	200.00
3,300.00	17	1,700.00	2	200.00	8	800.00	6	600.00
975.00	6	450.00	2	150.00	3	225.00	2	150.00
1,150.00	13	650.00		-	8	400.00	2	100.00
525.00	4	300.00	1	75.00	1	75.00	1	75.00
1,450.00	24	600.00	7	175.00	20	500.00	7	175.00
5,225.00	41	2,255.00	9	495.00	31	1,705.00	14	770.00
180.00	2	120.00		-		-	1	60.00
2,160.00	7	840.00	2	240.00	7	840.00	2	240.00
400.00	2	200.00		-	2	200.00		-
120.00	4	40.00	3	30.00	4	40.00	1	10.00
260.00	5	130.00		-		-	5	130.00
1,280.00	4	640.00		-		-	4	640.00
40,800.00	886	13,290.00	402	6,030.00	766	11,490.00	666	9,990.00
2,730.00	7	735.00	6	630.00	7	735.00	6	630.00
1,000.00	5	250.00	5	250.00	5	250.00	5	250.00
8,200.00	59	2,950.00	29	1,450.00	49	2,450.00	27	1,350.00
450.00	2	90.00	3	135.00	2	90.00	3	135.00
64,000.00	4	32,000.00		-	3	24,000.00	1	8,000.00
17,000.00		0.00	1	8,500.00		-	1	8,500.00
9,288.00	1	4,644.00		-	1	4,644.00		-
32,800.00	1	8,200.00	1	8,200.00	1	8,200.00	1	8,200.00
15,600.00	1	7,800.00		-	1	7,800.00		-
1,000.00	1	1,000.00		-		-		-
600.00	18	450.00		-	6	150.00		-
6,345.00	20	2,700.00	11	1,485.00	8	1,080.00	8	1,080.00
10,000.00				-	1000	10,000.00		-
525.00	7	245.00	3	105.00		-	5	175.00
140.00	2	70.00	1	35.00	1	35.00		-
1,120.00	12	420.00	6	210.00	10	350.00	4	140.00
1,125.00	5	375.00	5	375.00	5	375.00		-
9,200.00	96	3,840.00	22	880.00	38	1,520.00	74	2,960.00
1,760,326.00		745,672.00		244,810.00		412,424.00		281,420.00
1,684,326.00								