

**ANNUAL PROCUREMENT PROGRAM, FISCAL YEAR 2019 (GENERAL FUND)**

*For Review*  
**APPROVED**  
 MAR 26 2019  
 PROGRAMMATOR  
 OFFICE OF TAGAYTAY CITY

Item No.	COMMODITY (Nomenclature & Description)	Unit Issue	Total Amount	Total Quantity	DISTRIBUTION OF QUARTERS							
					1st QUARTER		2nd QUARTER		3rd QUARTER		4th QUARTER	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
	ADDING MACHINE TAPE 2 1/4 INCHES	rolls	3,250.00	50	20	1,300.00	20	1,300.00	5	325.00	5	325.00
	ART PAPER asstd. Color	pcs.	2,812.50	750	250	1,125.00	250	1,125.00	125	562.50	125	562.50
	AVIA Colored optix paper short	box	600.00	2	0	-	0	-	2	600.00	0	-
	BALLPEN Faber Castell (Black)	pcs.	16,697.12	988	420	8,269.80	252	4,961.88	176	3,465.44	140	2,756.60
	BALLPEN Faber Castell (Blue)	pcs.	8,624.22	504	173	3,406.37	180	3,544.20	85	1,673.65	66	1,299.54
	BALLPEN Faber Castell (Red)	pcs.	5,139.09	271	138	2,717.22	90	1,772.10	33	649.77	10	196.90
	BALLPEN Faber Castell (Violet)	pcs.	1,949.31	99	36	708.84	50	984.50	13	255.97	0	-
	BALLPEN G-Tech .4	pcs.	2,550.00	30	10	850.00	10	850.00	10	850.00	0	-
	BALLPEN HBW 2000 (Black)	pcs.	13,065.00	1003	365	5,475.00	238	3,570.00	268	4,020.00	132	1,980.00
	BALLPEN HBW 2000 (Blue)	pcs.	4,215.00	281	135	2,025.00	73	1,095.00	73	1,095.00	0	-
	BALLPEN HBW 2000 (Red)	pcs.	10,065.00	781	305	4,575.00	183	2,745.00	183	2,745.00	110	1,650.00
	BALLPEN HBW 2000 (Violet)	pcs.	2,190.00	146	0	-	73	1,095.00	73	1,095.00	0	-
	BALLPEN Pilot (Black)	pcs.	38,780.00	2502	649	12,980.00	700	14,000.00	590	11,800.00	563	11,260.00
	BALLPEN Pilot (Blue)	pcs.	7,900.00	510	150	3,000.00	130	2,600.00	115	2,300.00	115	2,300.00
	BALLPEN Pilot (Red)	pcs.	5,220.00	331	74	1,480.00	107	2,140.00	80	1,600.00	70	1,400.00
	BALLPEN Pilot (Violet)	pcs.	600.00	30	30	600.00	0	-	0	-	0	-
	BALLPOINT PEN Panda (Black)	pcs.	1,875.00	150	25	375.00	75	1,125.00	25	375.00	25	375.00
	BATTERY size AA, energizer brand	pcs.	38,115.00	753	265	14,575.00	234	12,870.00	194	10,670.00	60	3,300.00
	BATTERY size AA, national brand	pcs.	714.00	16	6	306.00	2	102.00	6	306.00	2	102.00
	BATTERY size AA, Panasonic brand	pcs.	1,016.00	25	15	762.00	0	-	5	254.00	5	254.00
	BATTERY size AAA, energizer brand	pcs.	21,750.00	520	178	8,900.00	124	6,200.00	133	6,650.00	85	4,250.00
	BLACKBOARD ERASER/ WHITEBOARD ERASER	pcs.	315.00	10	5	175.00	3	105.00	1	35.00	1	35.00
	BLADE, big (Spare blade, BL-150P Lx6) Prof. Grade	tubes	375.00	5	3	225.00	2	150.00	0	-	0	-
	BLADE, small (Spare blade, BL-150P Lx6) Prof. Grade	tubes	55.00	1	1	55.00	0	-	0	-	0	-
	BOARD PAPER CREAM	packs	15,480.00	166	40	4,800.00	47	5,640.00	42	5,040.00	37	4,440.00
	BOOK END large	sets	1,160.00	5	1	290.00	1	290.00	2	580.00	1	290.00
	book paper METRO subs. 20 LONG	rms.	28,000.00	71	32	12,800.00	17	6,800.00	21	8,400.00	1	400.00
	book paper METRO subs. 20 SHORT	rms.	24,850.00	73	32	11,200.00	17	5,950.00	22	7,700.00	2	700.00

Type of Program

Name of Local Government

Program Control No.

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CITY GOVERNMENT OF TAGAYTAY

Date Submitted:

Programmed Amount:

Item No.

COMMODITY  
(Nomenclature & Description)

Unit Issue

Total Amount

Total Quantity

1st QUARTER  
Qty. Amount

2nd QUARTER  
Qty. Amount

3rd QUARTER  
Qty. Amount

4th QUARTER  
Qty. Amount

Qty. Amount

BROTHER CORRECTIBLE FILM RIBBON	pcs.	6,900.00	30	15	3,450.00	15	3,450.00	0	-	0	-
CALCULATOR (CASIO GX-14V)	pcs.	6,425.00	6	2	2,570.00	1	1,285.00	2	2,570.00	1	1,285.00
CALCULATOR CANON MS-20V	pcs.	14,300.00	18	3	3,300.00	4	4,400.00	6	6,600.00	5	5,500.00
CALCULATOR CASIO CANON WS-1210 Hi II	pcs.	1,815.00	1	1	1,815.00	0	-	0	-	0	-
CALCULATOR CASIO MS-20TV	pcs.	32,400.00	27	15	18,000.00	6	7,200.00	6	7,200.00	0	-
CALCULATOR CASIO MX 12V	pcs.	8,400.00	7	3	3,600.00	1	1,200.00	3	3,600.00	0	-
CALCULATOR Mini-printer type w/ adaptor	pcs.	19,250.00	11	6	10,500.00	3	5,250.00	2	3,500.00	0	-
CALCULATOR Scientific Casio FX 3800	pcs.	1,500.00	1	1	1,500.00	0	-	0	-	0	-
CANON 810 BLACK	crtgds.	2,086,038.50	1804	77	92,900.50	1576	1,901,444.00	76	91,694.00	75	90,487.50
CANON 811 COLORED	crtgds.	255,778.00	287	76	91,694.00	61	73,596.50	75	90,487.50	75	90,487.50
CARBON FILM long, black, CLUB INTERNATIONAL	bxs.	5,950.00	10	3	2,550.00	3	2,550.00	1	850.00	3	2,550.00
CARBON FILM long, black, Permafilm	bxs.	25,717.50	31	15	14,287.50	8	7,620.00	4	3,810.00	4	3,810.00
CARBON FILM long, blue, Permafilm	bxs.	5,715.00	7	2	1,905.00	2	1,905.00	2	1,905.00	1	952.50
CARBON FILM short, black, CLUB INTERNATIONAL	bxs.	2,476.50	4	1	825.50	1	825.50	1	825.50	1	825.50
CARBON FILM short, black, Permafilm	bxs.	2,476.50	4	2	1,651.00	0	-	1	825.50	1	825.50
CARBON FILM short, blue, Permafilm	bxs.	2,476.50	3	0	-	2	1,651.00	1	825.50	0	-
CARBON PAPER long, ordinary	bxs.	4,445.00	10	5	2,222.50	5	2,222.50	0	-	0	-
CARBON PAPER short, ordinary	bxs.	1,143.00	4	1	381.00	1	381.00	1	381.00	1	381.00
CARTOLINA, asstd. Color	pcs.	3,015.00	251	75	1,125.00	76	1,140.00	50	750.00	50	750.00
CD RECORDABLE, Imation brand	pcs.	31,395.00	629	181	11,765.00	151	9,815.00	151	9,815.00	146	9,490.00
CD REWRITABLE, Maxell brand	pcs.	48,110.00	727	188	15,980.00	199	16,915.00	179	15,215.00	161	13,685.00
CERTIFICATE HOLDER (STANDARD SIZE)	pcs.	7,750.00	36	7	1,750.00	17	4,250.00	7	1,750.00	5	1,250.00
CHALK white enamel	bxs.	1,700.00	20	15	1,275.00	3	255.00	2	170.00	0	-
CLIP Backfold, 19mm	pcs.	64.80	6	6	64.80	0	-	0	-	0	-
CLIP Backfold, 25mm	pcs.	152.40	10	2	38.10	2	38.10	4	76.20	2	38.10
CLIP Backfold, 50mm	pcs.	3,422.65	104	25	1,111.25	25	1,111.25	27	1,200.15	27	1,200.15
COLORED BOND (Long)	rms.	275.00	1	1	275.00	0	-	0	-	0	-
COLORED BOND (Short)	rms.	22,500.00	120	30	7,500.00	30	7,500.00	30	7,500.00	30	7,500.00
COLORING PEN	packs	4,000.00	11	3	1,500.00	2	1,000.00	3	1,500.00	3	1,500.00
COLUMNAR NOTEBOOK 10 cols. (VECO)	bks.	5,424.00	123	81	3,888.00	15	720.00	17	816.00	10	480.00
COLUMNAR NOTEBOOK 16 cols. (VECO)	bks.	2,090.00	22	1	95.00	10	950.00	11	1,045.00	0	-
COLUMNAR NOTEBOOK 22 cols. (VECO)	bks.	3,420.00	37	21	1,995.00	13	1,235.00	2	190.00	1	95.00
COLUMNAR NOTEBOOK 24 cols. (VECO)	bks.	3,990.00	47	17	1,615.00	20	1,900.00	5	475.00	5	475.00
COLUMNAR NOTEBOOK 4 cols. (VECO)	bks.	900.00	25	0	-	10	450.00	10	450.00	5	225.00
COLUMNAR NOTEBOOK 5 cols. (VECO)	bks.	1,575.00	35	32	1,440.00	2	90.00	1	45.00	0	-
COLUMNAR NOTEBOOK 6 cols. (VECO)	bks.	450.00	20	10	450.00	0	-	0	-	10	450.00

COLUMNAR NOTEBOOK 8 cols. (VECO)	bks.	675.00	20	5	225.00	5	225.00	5	225.00	5	225.00
COMPUTER SCREEN PROTECTOR SIZE 14"	pcs.	300.00	1	1	300.00	0	-	0	-	0	-
COMPUTER SCREEN PROTECTOR SIZE 17"	pcs.	4,200.00	12	9	3,150.00	3	1,050.00	0	-	0	-
CONTINUOUS FORMS (long 11x14 7/8 1 Ply)	bxs.	101,600.00	100	50	50,800.00	25	25,400.00	25	25,400.00	0	-
CONTINUOUS FORMS (long 11x14 7/8 3 Ply)	bxs.	7,380.00	8	2	2,460.00	2	2,460.00	2	2,460.00	2	2,460.00
CONTINUOUS FORMS (short 11x9 1/2 1 Ply)	bxs.	114,023.14	108	52	55,935.88	27	29,043.63	27	29,043.63	2	2,151.3
CONTINUOUS FORMS (short 11x9 1/2 2 Ply)	bxs.	82,500.00	75	30	33,000.00	30	33,000.00	15	16,500.00	0	-
CORK BOARD,	pcs.	12,573.00	11	6	6,858.00	5	5,715.00	0	-	0	-
CORRECTION FLUID Magic- touch 15ml. Amspec	btls.	2,990.00	50	26	1,690.00	9	585.00	11	715.00	4	260.00
CORRECTION TAPE 20mm	rolls	87,375.00	1363	505	37,875.00	353	26,475.00	307	23,025.00	198	14,850.00
CORRECTION Tape Brother Typewriter	pcs.	4,500.00	30	15	2,250.00	15	2,250.00	0	-	0	-
COTTON Absorbent cotton big	pcs.	1,000.00	11	4	500.00	0	-	4	500.00	3	375.00
CRAFT SCISSOR big	pcs.	150.00	1	0	-	1	150.00	0	-	0	-
CUTTER, NT Cutter, big	pcs.	8,100.00	31	18	5,400.00	7	2,100.00	2	600.00	4	1,200.00
CUTTING BOARD, rubber	pcs.	850.00	1	1	850.00	0	-	0	-	0	-
DAILY TIME RECORD (DTR)	rms.	13,800.00	80	27	5,400.00	28	5,600.00	14	2,800.00	11	2,200.00
DATA FILE BOX	pcs.	900.00	2	1	450.00	1	450.00	0	-	0	-
DATA FILE BOX W/DRAWER	pcs.	5,600.00	8	7	4,900.00	1	700.00	0	-	0	-
DESK TRAY Double, (IN & OUT TRAY)	pcs.	450.00	1	0	-	0	-	0	-	1	450.00
DOCUMENTARY BOX, w/ cover	pcs.	11,550.00	22	14	7,700.00	6	3,300.00	1	550.00	1	550.00
DVD RECORDABLE	pcs.	3,525.00	53	30	2,250.00	-11	825.00	6	450.00	6	450.00
DVD REWRITABLE	pcs.	3,430.00	39	30	2,940.00	5	490.00	0	-	4	392.00
ELECTRIC TYPEWRITER RIBBON Brother 1030	pcs.	3,900.00	8	2	1,300.00	2	1,300.00	2	1,300.00	2	1,300.00
ELECTRICAL TAPE 19mmx16m, Black	rolls	1,280.00	17	13	1,040.00	3	240.00	0	-	1	80.00
ENVELOPE brown, long	pcs.	36,584.00	5092	1834	15,589.00	1632	13,872.00	838	7,123.00	788	6,698.00
ENVELOPE brown, short	pcs.	22,041.50	4233	1341	8,716.50	1168	7,592.00	882	5,733.00	842	5,473.00
ENVELOPE expanding, long Maroon	pcs.	30,475.00	1514	543	13,575.00	337	8,425.00	339	8,475.00	295	7,375.00
ENVELOPE expanding, plastic, long	pcs.	3,828.00	130	82	2,706.00	14	462.00	20	660.00	14	462.00
ENVELOPE expanding, short Maroon	pcs.	1,234.44	84	36	548.64	16	243.84	29	441.96	3	45.7
ENVELOPE mailing, white, ordinary Big	bxs.	6,000.00	26	11	2,750.00	9	2,250.00	4	1,000.00	2	500.00
ENVELOPE mailing, white, ordinary Short	bxs.	1,760.00	11	4	880.00	2	440.00	2	440.00	3	660.00
ENVELOPE mailing, white, w/ window	bxs.	105,000.00	300	100	35,000.00	100	35,000.00	100	35,000.00	0	-
FELT PAPER Asstd. Color long	pcs.	175.00	5	3	105.00	2	70.00	0	-	0	-
FILE ORGANIZER expanding, legal, asstd. Colors	pcs.	250.00	1	1	250.00	0	-	0	-	0	-
FOLDER expanding, short (GREEN)	pcs.	2,275.00	195	100	1,300.00	50	650.00	25	325.00	20	260.00
FOLDER expanding, long (GREEN)	pcs.	5,304.00	369	117	1,989.00	120	2,040.00	75	1,275.00	57	969.00

FOLDER expanding. Long (BLUE)	pcs.	816.00	64	26	442.00	16	272.00	6	102.00	16	272.00
FOLDER file, long (Ginza)	pcs.	37,560.00	4123	1121	11,210.00	1708	17,080.00	927	9,270.00	367	3,670.00
FOLDER file, short (Ginza)	pcs.	21,811.00	2888	991	8,423.50	733	6,230.50	842	7,157.00	322	2,737.00
FOLDER looseleaf	pcs.	2,625.00	35	5	375.00	30	2,250.00	0	-	0	-
FOLDER morocco, long (BLUE/WHITE/CREAM)	pcs.	4,290.00	348	112	1,680.00	77	1,155.00	97	1,455.00	62	930.00
FOLDER morocco, short (BLUE/WHITE/CREAM)	pcs.	2,450.00	233	82	1,025.00	47	587.50	67	837.50	37	462.50
FOLDER sliding, long (white)	pcs.	2,400.00	195	55	825.00	65	975.00	40	600.00	35	525.00
FOLDER sliding, short (white)	pcs.	2,250.00	205	95	1,187.50	45	562.50	40	500.00	25	312.50
FOLDER,expanding,short (BLUE)	pcs.	234.00	24	6	78.00	6	78.00	6	78.00	6	78.00
GLUE Elmer's glue Big 130 gms	btls.	10,115.00	130	60	5,100.00	39	3,315.00	20	1,700.00	11	935.00
GLUE GUN big	packs	2,100.00	6	2	700.00	3	1,050.00	1	350.00	0	-
GLUE GUN STICK BIG	packs	11,250.00	92	26	3,900.00	27	4,050.00	22	3,300.00	17	2,550.00
GUEST BOOK, standard size	bks.	790.00	2	1	395.00	0	-	1	395.00	0	-
GUN TUCKER WIRE (ARROW T-30)	box	3,300.00	6	2	1,100.00	2	1,100.00	2	1,100.00	0	-
HP 703 BLACK	crtgds.	8,890.00	10	5	4,445.00	0	-	5	4,445.00	0	-
HP 703 COLORED	crtgds.	8,890.00	10	5	4,445.00	0	-	5	4,445.00	0	-
HP 704 BLACK	crtgds.	224,917.00	317	86	76,454.00	82	72,898.00	85	75,565.00	64	56,896.00
HP 704 COLORED	crtgds.	210,693.00	297	80	71,120.00	77	68,453.00	80	71,120.00	60	53,340.00
ILLUSTRATION BOARD 1/4 SIZE	pcs.	50.00	2	2	50.00	0	-	0	-	0	-
ILLUSTRATION BOARD Double face (30" x 40")	pcs.	5,625.00	100	25	1,875.00	25	1,875.00	25	1,875.00	25	1,875.00
ILLUTRATION BOARD 1 whole	pcs.	650.00	10	8	520.00	1	65.00	1	65.00	0	-
INDEX CARD ruled both sides, ( 5" x 8")	packs	2,700.00	32	15	1,500.00	7	700.00	5	500.00	5	500.00
INDEX CARD ruled both sides, (3" x 5")	packs	100.00	2	1	100.00	0	-	0	-	1	100.00
INK BLACK T6641	pcs.	53,340.00	88	36	27,432.00	19	14,478.00	15	11,430.00	18	13,716.00
INK CARTRIDGE BLACK, HP 932 XL	crtgds.	13,800.00	11	5	11,500.00	1	2,300.00	0	-	5	11,500.00
INK CARTRIDGE BLACK, HP 678	crtgds.	55,600.00	106	26	18,070.00	27	18,765.00	27	18,765.00	26	18,070.00
INK CARTRIDGE BLACK, HP 685	crtgds.	22,935.00	39	14	9,730.00	6	4,170.00	13	9,035.00	6	4,170.00
INK CARTRIDGE COLORED, HP 678	crtgds.	43,090.00	82	20	13,900.00	21	14,595.00	21	14,595.00	20	13,900.00
INK CARTRIDGE Colored, M,C,Y. HP 685	crtgds.	10,425.00	15	10	6,950.00	0	-	5	3,475.00	0	-
INK CARTRIDGE Hp # 27, Black	crtgds.	7,380.00	6	2	2,460.00	2	2,460.00	2	2,460.00	0	-
INK CARTRIDGE Hp # 28, Colored	crtgds.	8,910.00	6	2	2,970.00	2	2,970.00	2	2,970.00	0	-
INK CYAN T6642	pcs.	43,434.00	69	29	22,098.00	17	12,954.00	11	8,382.00	12	9,144.00
INK MAGENTA T6643	pcs.	41,148.00	69	29	22,098.00	16	12,192.00	9	6,858.00	15	11,430.00
INK STEADLER (BLACK)	btls.	6,600.00	31	10	2,200.00	10	2,200.00	10	2,200.00	1	220.00
INK YELLOW T6644	pcs.	41,910.00	67	29	22,098.00	16	12,192.00	10	7,620.00	12	9,144.00
LAMINATING FILM	RMS.	11,060.00	8	3	4,740.00	1	1,580.00	3	4,740.00	1	1,580.00

LEAD for mechanical pencil .5 steadler	tubes	2,500.00	16	0	-	10	2,500.00	0	-	6	1,500.00
LINEN PAPER	packs	18,565.00	57	25	9,875.00	1	395.00	21	8,295.00	10	3,950.00
MANILA PAPER	pcs.	5,895.00	855	215	1,935.00	235	2,115.00	205	1,845.00	200	1,800.00
MAP PINS Round head, asstd. Color	bxs.	90.00	4	1	45.00	0	-	1	45.00	2	90.00
MARKER stabilo, asstd. Color (Boss)	pcs.	22,035.00	415	127	8,255.00	109	7,085.00	103	6,695.00	76	4,940.00
MARKING PEN Pentel pen Black, Pilot	pcs.	75,205.00	1434	472	30,680.00	352	22,880.00	333	21,645.00	277	18,005.00
MARKING PEN Pentel pen Blue, Pilot	pcs.	6,565.00	104	41	2,665.00	39	2,535.00	21	1,365.00	3	195.00
MARKING PEN Pentel pen Red, Pilot	pcs.	12,740.00	248	75	4,875.00	63	4,095.00	58	3,770.00	52	3,380.00
MIGHTY BOND	pcs.	425.00	6	3	255.00	1	85.00	1	85.00	1	85.00
MOROCCO CARTOLINA asstd. Color	pcs.	7,848.00	449	112	2,688.00	100	2,400.00	115	2,760.00	122	2,928.00
MOUSE (OPTICAL) Round type	pcs.	12,192.00	22	9	5,486.40	6	3,657.60	5	3,048.00	2	1,219.20
NOTE PAD 3" x 3"	bks.	6,545.00	134	52	2,860.00	47	2,585.00	20	1,100.00	15	825.00
NOTE PAD 3" x 4"	bks.	510.00	8	2	170.00	2	170.00	2	170.00	2	170.00
OKI RIBBON 791	pcs.	3,250.00	5	0	-	0	-	5	3,250.00	0	-
OSLO PAPER	rms.	1,000.00	4	3	750.00	1	250.00	0	-	0	-
PAPER bond, A3, Pilot Subs. 20 size 11x17	rms.	508.00	1	1	508.00	0	-	0	-	0	-
PAPER bond, A4, Pilot Subs. 20	rms.	144,200.00	491	168	58,800.00	147	51,450.00	97	33,950.00	79	27,650.00
PAPER bond, Long, Newsprint	rms.	1,524.00	10	5	762.00	0	-	5	762.00	0	-
PAPER bond, Long, Pilot Subs. 20	rms.	81,550.00	263	104	36,400.00	74	25,900.00	55	19,250.00	30	10,500.00
PAPER bond, Short, Newsprint	rms.	24,000.00	210	55	8,250.00	50	7,500.00	55	8,250.00	50	7,500.00
PAPER bond, Short, Pilot Subs. 20	rms.	58,200.00	210	87	26,100.00	64	19,200.00	43	12,900.00	16	4,800.00
PAPER CLIP big, colored	bxs.	12,980.00	248	128	7,040.00	59	3,245.00	49	2,695.00	12	660.00
PAPER CLIP small, colored	bxs.	8,155.00	251	128	4,480.00	72	2,520.00	33	1,155.00	18	630.00
PAPER CUTTER, size 12x16"	pcs.	19,200.00	6	4	12,800.00	1	3,200.00	1	3,200.00	0	-
PAPER FASTENER EXTRA LONG colored	bxs.	7,050.00	54	13	1,950.00	21	3,150.00	13	1,950.00	7	1,050.00
PAPER FASTENER colored	bxs.	10,400.00	198	67	4,355.00	62	4,030.00	31	2,015.00	38	2,470.00
PAPER mimeo, whitewove, legal size	rms.	838.20	6	0	-	2	419.10	2	419.10	2	419.10
PAPER mimeo, whitewove, short size	rms.	1,104.90	8	2	368.30	2	368.30	2	368.30	2	368.30
PAPER multi copy, legal size, PAPER ONE brand	rms.	550,000.00	1672	540	216,000.00	397	158,800.00	438	175,200.00	297	118,800.00
PAPER multi copy, short size, PAPER ONE brand	rms.	594,650.00	2103	607	212,450.00	567	198,450.00	525	183,750.00	404	141,400.00
PAPER onionskin, superfine, long	rms.	355.60	2	0	-	0	-	2	355.60	0	-
PAPER ruled pad, 100 sheets (yellow pad)	pds.	5,175.00	80	30	2,250.00	22	1,650.00	17	1,275.00	11	825.00
PARCHMENT PAPER / pack	packs	13,800.00	93	52	7,800.00	22	3,300.00	18	2,700.00	1	150.00
PASTE redstone	btls.	1,350.00	31	12	600.00	4	200.00	11	550.00	4	200.00
PENCIL mechanical, 0.5, rotring brand	pcs.	1,750.00	7	0	-	1	350.00	4	1,400.00	2	700.00
PENCIL mongol 2	pcs.	15,864.00	1646	587	7,044.00	422	5,064.00	313	3,756.00	324	3,888.00

PENCIL Technical .3 (Steadler)	pcs.	1,250.00	5	0	-	0	-	5	1,250.00	0	-
PLASTIC COVER 0.065 MM-1.2 M	yrds.	5,598.55	205	120	3,277.20	85	2,321.35	0	-	0	-
PRINTER RIBBON Epson RN8750	crtdgs.	20,900.00	44	6	3,300.00	15	8,250.00	17	9,350.00	6	3,300.00
PUNCHER heavy duty, UK brand	pcs.	13,650.00	27	12	7,800.00	5	3,250.00	4	2,600.00	6	3,900.00
PUSH PINS hammer head type	bxes.	320.00	11	5	200.00	2	80.00	1	40.00	3	120.00
RAINBOW PAD	pads	1,648.50	35	6	471.00	11	863.50	4	314.00	14	1,099.00
RECORD BOOK 100 pgs.	bks.	6,400.00	72	22	2,200.00	22	2,200.00	20	2,000.00	8	800.00
RECORD BOOK 150 pgs.	bks.	3,500.00	42	8	800.00	9	900.00	18	1,800.00	7	700.00
RECORD BOOK 300 pgs.	bks.	27,000.00	226	67	10,050.00	66	9,900.00	47	7,050.00	46	6,900.00
RECORD BOOK 500 pgs.	bks.	58,750.00	293	98	24,500.00	83	20,750.00	54	13,500.00	58	14,500.00
RIBBON nylon, for manual typewriter	pcs.	1,725.00	24	10	750.00	2	150.00	11	825.00	1	75.00
RUBBER BAND ,big	bxes.	12,070.00	76	33	5,610.00	28	4,760.00	10	1,700.00	5	850.00
RUBBER ERASER, Steadler (big)	pcs.	2,665.00	53	19	1,235.00	20	1,300.00	2	130.00	12	780.00
RULER 18 inches, orion	pcs.	150.00	2	2	150.00	0	-	0	-	0	-
RULER 1 meter	pcs.	770.00	2	2	770.00	0	-	0	-	0	-
RULER 12 inches, orion	pcs.	2,730.00	52	21	1,365.00	16	1,040.00	5	325.00	10	650.00
SCISSOR (JOY Heavy Duty)	pcs.	17,907.00	110	47	8,953.50	24	4,572.00	23	4,381.50	16	3,048.00
SHARPENER single cutterhead	pcs.	8,550.00	21	11	4,950.00	6	2,700.00	2	900.00	2	900.00
SIGN PEN Black, pilot	pcs.	52,820.00	659	188	17,860.00	207	19,665.00	161	15,295.00	103	9,785.00
SIGN PEN Blue, pilot	pcs.	6,935.00	85	37	3,515.00	19	1,805.00	17	1,615.00	12	1,140.00
SIGN PEN Green, pilot	pcs.	950.00	12	4	380.00	2	190.00	4	380.00	2	190.00
SIGN PEN MY GEL, black	pcs.	25,480.00	507	153	9,945.00	118	7,670.00	121	7,865.00	115	7,475.00
SIGN PEN MY GEL, blue	pcs.	520.00	10	4	260.00	0	-	4	260.00	2	130.00
SIGN PEN Red, pilot	pcs.	190.00	2	0	-	0	-	2	190.00	0	-
SMALL NOTEBOOK	bks.	385.00	7	4	220.00	2	110.00	1	55.00	0	-
STAMP PAD INK violet/, big	btls.	2,250.00	38	13	975.00	8	600.00	9	675.00	8	600.00
STAMP PAD, big	pcs.	3,900.00	29	14	2,100.00	7	1,050.00	5	750.00	3	450.00
STAMP PAD, small	pcs.	200.00	2	1	100.00	0	-	1	100.00	0	-
STAPLE REMOVER	pcs.	1,950.00	41	30	1,500.00	6	300.00	3	150.00	2	100.00
STAPLE WIRE #10 Prince	bxes.	76.20	2	0	-	2	76.20	0	-	0	-
STAPLE WIRE #35 Maxell	bxes.	26,065.00	490	163	10,595.00	121	7,865.00	117	7,605.00	89	5,785.00
STAPLER # 35 MAX Ad. 50/50R (w/ remover)	pcs.	44,550.00	120	46	20,700.00	30	13,500.00	23	10,350.00	21	9,450.00
STAPLER #10	pcs.	335.28	1	0	-	1	335.28	0	-	0	-
STAPLER Swingline (Heavy Duty)	pcs.	3,400.00	5	1	850.00	2	1,700.00	1	850.00	1	850.00
STENO NOTEBOOK	pcs.	3,995.00	67	19	1,615.00	13	1,105.00	15	1,275.00	20	1,700.00
SURGE PROTECTOR 6-gang outlet, heavy duty	pcs.	1,500.00	1	1	1,500.00	0	-	0	-	0	-

TAPE CLOTH 2" (RED)	rolls	11,900.00	45	14	4,900.00	11	3,850.00	9	3,150.00	11	3,850.00
TAPE DISPENSER heavy duty (1")	pcs.	3,500.00	11	6	2,100.00	2	700.00	2	700.00	1	350.00
TAPE DOUBLE ADHESIVE 1"	rolls	10,800.00	177	58	4,350.00	42	3,150.00	44	3,300.00	33	2,475.00
TAPE MASKING .5"	rolls	720.00	29	8	360.00	4	180.00	4	180.00	13	585.00
TAPE MASKING 1"	rolls	16,875.00	289	81	6,075.00	71	5,325.00	73	5,475.00	64	4,800.00
TAPE MASKING 2"	rolls	19,800.00	144	51	7,650.00	43	6,450.00	38	5,700.00	12	1,800.00
TAPE PACKAGING 2"	rolls	11,600.00	78	24	4,800.00	18	3,600.00	16	3,200.00	20	4,000.00
TAPE TRANSPARENT/ SCOTCH .5"	rolls	200.00	10	3	75.00	2	50.00	3	75.00	2	50.00
TAPE TRANSPARENT/ SCOTCH 1"	rolls	34,725.00	595	179	13,425.00	143	10,725.00	141	10,575.00	132	9,900.00
TAPE TRANSPARENT/ SCOTCH 2"	rolls	8,100.00	61	24	3,600.00	17	2,550.00	13	1,950.00	7	1,050.00
THERMAL PAPER 210mm x 30m	rolls	23,750.00	110	40	10,000.00	40	10,000.00	15	3,750.00	15	3,750.00
THERMAL PAPER 216mm x 30m	rolls	24,250.00	119	33	8,250.00	32	8,000.00	32	8,000.00	22	5,500.00
THUMBTRACKS	bxs.	146.70	3	2	97.80	1	48.90	0	-	0	-
USB Flash Drive 4GB	pcs.	4,064.00	4	2	2,032.00	2	2,032.00	0	-	0	-
USB Flash Drive 8GB	pcs.	16,192.50	17	10	10,795.00	3	3,238.50	2	2,159.00	2	2,159.00
WHITE BOARD (SMALL)	pcs.	2,250.00	3	3	2,250.00	0	-	0	-	0	-
WHITEBOARD MARKING PEN black, Pilot	pcs.	18,975.00	312	101	7,575.00	76	5,700.00	76	5,700.00	59	4,425.00
WHITEBOARD MARKING PEN blue, Pilot	pcs.	2,250.00	35	14	1,050.00	9	675.00	7	525.00	5	375.00
WHITEBOARD MARKING PEN red, Pilot	pcs.	2,550.00	34	14	1,050.00	14	1,050.00	6	450.00	0	-
AGRI PLASTIC (BLACK)	pc.	2,340.00	234	10	100.00	214	2,140.00	10	100.00	0	-
AIR FRESHENER, AMBI PUR, Spray	btls.	41,400.00	100	52	23,400.00	25	11,250.00	15	6,750.00	8	3,600.00
AIR FRESHNER (FINE TREE)	pcs.	67.95	1	0	-	1	67.95	0	-	0	-
AIR FRESHNER Glade, Shaldan	cans	7,200.00	37	17	3,400.00	12	2,400.00	7	1,400.00	1	200.00
AIR FRESHNER Glade, Spray (340 grms)	btls.	35,350.00	111	42	14,700.00	32	11,200.00	27	9,450.00	10	3,500.00
ALCOGEL (BIG) 100 ml	btls.	3,380.74	22	12	1,844.04	7	1,075.69	3	461.01	0	-
ALCOHOL ,ETHYL (CLEENE,BIG)500 ml. 70%	btls.	7,302.50	54	35	5,111.75	10	1,460.50	5	730.25	4	584.20
ALCOHOL rubbing Green Cross 500 ml. 70 %	btls.	51,450.00	412	141	21,150.00	106	15,900.00	96	14,400.00	69	10,350.00
BATHROOM SOAP- Family size, safeguard	pcs.	225.00	3	1	75.00	1	75.00	1	75.00	0	-
BATHROOM SOAP- Petite size, safeguard	pcs.	2,925.00	73	28	1,260.00	21	945.00	16	720.00	8	360.00
BROOM soft, Bagiuo broom, standard size	pcs.	17,750.00	86	35	8,750.00	23	5,750.00	13	3,250.00	15	3,750.00
BROOM stick, standard size	pcs.	22,035.00	434	135	8,775.00	108	7,020.00	96	6,240.00	95	6,175.00
BRUSH ROUND	pcs.	340.00	5	2	170.00	1	85.00	1	85.00	1	85.00
CHLORINE	kilo	3,000.00	6	3	1,500.00	1	500.00	2	1,000.00	0	-
DETERGENT BAR, Tide	bars	3,055.00	49	24	1,560.00	14	910.00	9	585.00	2	130.00
DETERGENT POWDER, Tide	kts.	52,200.00	241	140	31,500.00	57	12,825.00	35	7,875.00	9	2,025.00
DETERGENT POWDER, Tide (Sachet)	sachet	2,655.00	207	95	1,425.00	45	675.00	37	555.00	30	450.00

DIPPER	pcs.	1,800.00	24	10	750.00	2	150.00	12	900.00	0	-
DISHWASHING LIQUID 250ml. JOY	btls.	13,622.00	162	55	5,390.00	44	4,312.00	40	3,920.00	23	2,254.00
DISINFECTANT SPRAY lysol regular, 340 gms.	btls.	27,900.00	71	35	15,750.00	12	5,400.00	15	6,750.00	9	4,050.00
DISPENSER Airpot	pcs.	10,500.00	3	1	3,500.00	2	7,000.00	0	-	0	-
DOORMAT (CLOTH)	pcs.	11,040.00	295	107	4,280.00	80	3,200.00	89	3,560.00	19	760.00
DOORMAT (RUBBER)	pcs.	6,200.00	32	16	3,200.00	8	1,600.00	7	1,400.00	1	200.00
DUST PAN Plastic w/ handle, Large	pcs.	20,000.00	84	32	8,000.00	26	6,500.00	22	5,500.00	4	1,000.00
GLASS CLEANER 500 ml. ZIM	btls.	34,300.00	109	48	16,800.00	34	11,900.00	16	5,600.00	11	3,850.00
INSECTICIDE, Baygon (Blue), Water Based (Big)	btls.	61,650.00	142	77	34,650.00	42	18,900.00	18	8,100.00	5	2,250.00
KANEBO	pcs.	8,100.00	18	8	3,600.00	4	1,800.00	6	2,700.00	0	-
LIQUID FLOORWAX Pronto, Red & White	btls.	960.00	3	2	640.00	1	320.00	0	-	0	-
LIQUID HAND SOAP	btls.	7,500.00	36	13	3,250.00	9	2,250.00	8	2,000.00	6	1,500.00
LIQUID SOSA	btls.	350.00	2	0	-	0	-	1	350.00	1	350.00
Mop head & handle (Scotchbrite brand)	pcs.	10,350.00	26	8	3,600.00	7	3,150.00	8	3,600.00	3	1,350.00
MOPHANDLE (PALSTIC)	pcs.	3,500.00	10	5	1,750.00	3	1,050.00	2	700.00	0	-
MOPHANDLE screw type	pcs.	5,400.00	16	4	1,800.00	4	1,800.00	4	1,800.00	4	1,800.00
MOPHEAD cotton	pcs.	1,275.00	20	5	425.00	5	425.00	5	425.00	5	425.00
MOPHEAD rayon	pcs.	1,524.00	20	10	762.00	5	381.00	5	381.00	0	-
MURIATIC ACID (Apollo brand)	gals.	14,625.00	55	17	6,375.00	12	4,500.00	10	3,750.00	16	6,000.00
PAIL	pcs.	7,500.00	20	5	2,500.00	5	2,500.00	5	2,500.00	5	2,500.00
PASTE FLOORWAX Natural	cans	3,000.00	20	5	1,000.00	5	1,000.00	5	1,000.00	5	1,000.00
PLASTIC WASTE CAN W/ COVER big, asstd. Color	pcs.	8,050.00	24	17	5,950.00	6	2,100.00	0	-	1	350.00
PLASTIC WASTE CAN W/ COVER small, asstd. Color	pcs.	3,600.00	22	14	2,800.00	1	200.00	3	600.00	4	800.00
PLEDGE	btls.	11,840.00	45	13	4,160.00	14	4,480.00	10	3,200.00	8	2,560.00
Push Brush (Long)	pcs.	12,150.00	31	15	6,750.00	8	3,600.00	4	1,800.00	4	1,800.00
RAGS cotton	kl.	16,150.00	209	54	5,130.00	62	5,890.00	54	5,130.00	39	3,705.00
SANITIZER	btls.	2,000.00	10	4	1,000.00	2	500.00	2	500.00	2	500.00
SCOTCH BRITE W/ FOAM, Scotch Brite	pcs.	7,490.00	124	53	3,710.00	32	2,240.00	22	1,540.00	17	1,190.00
SCOURING PAD 5 pcs./ pack	pcs.	3,454.40	18	6	1,295.40	5	1,079.50	5	1,079.50	2	431.80
SCRUBING PAD (SCOTCHBRITE)	pcs.	800.00	20	5	200.00	6	240.00	9	360.00	0	-
TOILET BRUSH	pcs.	2,850.00	19	9	1,350.00	4	600.00	6	900.00	0	-
TOILET DEODORANT CAKE with case, albatros	pcs.	19,350.00	138	66	9,900.00	39	5,850.00	24	3,600.00	9	1,350.00
TOILET DUCK	btls.	16,800.00	53	29	10,150.00	10	3,500.00	9	3,150.00	5	1,750.00
TOILET TISSUE 12 rolls/ package, twin ply	rolls	28,700.00	1355	685	17,125.00	250	6,250.00	213	5,325.00	207	5,175.00
TRASHBAG plastic, black, 10'S LARGE	pcs.	26,508.00	2406	1043	12,516.00	688	8,256.00	478	5,736.00	197	2,364.00
TWINE plastic, 1 kl./ roll	rolls	2,148.84	19	14	1,671.32	3	358.14	1	119.38	1	119.38



