

## ANNUAL PROCUREMENT PLAN FY 2015 For Common Use Supplies and Equipment

Department : **AUTONOMOUS REGION IN MUSLIM MINDANAO**  
 Agency : **REGIONAL BOARD OF INVESTMENTS**  
 Organization Code (UACS) : **27**  
 Address : **ORC, Compound Cotabato City**

Contact Person : **JAIME A. NARTATEZ**  
 Position : **Chief Administrative Officer**  
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| Item No.   | Item & Specifications             | Unit of Measure | Jan | Feb | Mar | Q1 | Apr | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total | **PS Price Catalogue as of (07-11-13) | AMOUNT |
|--|-----------------------------------|-----------------|-----|-----|-----|----|-----|-----|------|----|------|-----|------|----|-----|-----|-----|----|-------|---------------------------------------|--------|
| <b>A. AVAILABLES AT PROCUREMENT SERVICE STORES</b> |                                   |                 |     |     |     |    |     |     |      |    |      |     |      |    |     |     |     |    |       |                                       |        |
| <b>COMMON ELECTRICAL SUPPLIES</b>                  |                                   |                 |     |     |     |    |     |     |      |    |      |     |      |    |     |     |     |    |       |                                       |        |
| 1  | Phillip Flouresent Lamp 20 watts  | piece           | 1   | 1   | 1   | 3  | 1   | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   | 1   | 3  | 12    | 199                                   | 2,388  |
| 2  | Phillip Flouresent Bulb 20 watts  | piece           | 1   | 1   | 1   | 3  | 1   | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   | 1   | 3  | 12    | 199                                   | 2,388  |
| <b>COMMON COMPUTER SUPPLIES CONSUMABLES</b>        |                                   |                 |     |     |     |    |     |     |      |    |      |     |      |    |     |     |     |    |       |                                       |        |
| 3  | Genius Mouse logtleck, Optical    | piece           |     | 1   | 1   | 2  |     | 1   | 1    | 2  |      | 1   | 1    | 2  |     | 1   | 1   | 2  | 8     | 700                                   | 5,600  |
| 4  | AVR                               | piece           |     |     |     |    |     |     | 1    | 1  |      |     |      |    | 1   |     |     |    | 2     | 800                                   | 1,600  |
| 5  | HP Ink No. 60 Black               | piece           | 2   | 2   | 2   | 6  | 2   | 2   | 2    | 6  | 2    | 2   | 2    | 6  | 2   | 2   | 2   | 6  | 24    | 950                                   | 22,800 |
| 6  | HP Ink No. 60 Tri Color           | piece           | 2   | 2   | 2   | 6  | 2   | 2   | 2    | 6  | 2    | 2   | 2    | 6  | 2   | 2   | 2   | 6  | 24    | 950                                   | 22,800 |
| 7  | HP Ink No. 704 Tri Color          | piece           |     | 1   | 1   | 2  | 1   | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   |     |    | 9     | 599                                   | 5,391  |
| 8  | HP Ink No. 704 Black              | piece           |     | 1   | 1   | 2  | 1   | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   |     |    | 9     | 599                                   | 5,391  |
| 9  | HP Ink No. 703 Black              | piece           |     | 1   | 1   | 2  | 1   | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   |     |    | 9     | 599                                   | 5,391  |
| 10   | HP Ink No. 703 Color              | piece           |     | 1   | 1   | 2  | 1   | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   |     |    | 9     | 599                                   | 5,391  |
| 11   | HP LaserJet Ink Q36-A Black Toner | piece           |     |     | 1   | 1  |     | 1   |      | 1  | 1    |     |      | 1  | 1   |     |     |    | 4     | 4,350                                 | 17,400 |
| 12   | LaserJet Ink Q12-A Black          | piece           |     |     | 1   | 1  |     | 1   |      | 1  | 1    |     |      | 1  | 1   |     |     |    | 4     | 4,976                                 | 19,904 |
| 13   | AVR                               | piece           |     |     | 1   | 1  |     |     | 1    | 1  |      |     |      |    |     |     |     |    | 2     | 600                                   | 1,600  |
| 14   | Blank CD-R Tape                   | piece           | 8   | 8   | 8   | 24 | 8   | 8   | 8    | 24 | 8    | 8   | 8    | 24 | 8   | 8   | 8   | 24 | 96    | 35                                    | 3,360  |
| 15   | Blank DVD-R Tape                  | piece           | 10  | 10  | 10  | 30 | 10  | 10  | 10   | 30 | 10   | 10  | 10   | 30 | 10  | 10  | 10  | 30 | 120   | 70                                    | 8,400  |
| 16   | Computer Keyboard                 | piece           |     | 4   |     | 4  |     |     |      |    |      |     |      |    |     |     |     |    | 4     | 750                                   | 3,000  |

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| Item No.                      | Item & Specifications                            | Unit of Measure | Jan | Feb | Mar | Q1 | Apr | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total | **PS Price Catalogue as of (07-11-13) | AMOUNT |
|-------------------------------|--|-----------------|-----|-----|-----|----|-----|-----|------|----|------|-----|------|----|-----|-----|-----|----|-------|---------------------------------------|--------|
| <b>COMMON OFFICE SUPPLIES</b> |  |                 |     |     |     |    |     |     |      |    |      |     |      |    |     |     |     |    |       |                                       |        |
| 17                            | Yellow pad paper                                 | pad             | 8   | 8   | 8   | 24 | 8   | 8   | 8    | 24 | 8    | 8   | 8    | 24 | 8   | 8   | 8   | 24 | 96    | 60                                    | 5,760  |
| 18                            | Folder Ordinary Long                             | doz             | 6   | 6   | 6   | 18 | 6   | 6   | 6    | 18 | 6    | 6   | 6    | 18 | 6   | 6   | 6   | 18 | 72    | 55                                    | 3,960  |
| 19                            | Folder Ordinary short                            | doz             | 6   | 6   | 6   | 18 | 6   | 6   | 6    | 18 | 6    | 6   | 6    | 18 | 6   | 6   | 6   | 18 | 72    | 50                                    | 3,600  |
| 20                            | Morroco Folder long                              | doz             | 5   | 5   | 5   | 15 | 5   | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5   | 5   | 5   | 15 | 60    | 150                                   | 9,000  |
| 21                            | Morroco Folder short                             | doz             | 5   | 5   | 5   | 15 | 5   | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5   | 5   | 5   | 15 | 60    | 14                                    | 840    |
| 22                            | Craft Envelope Long                              | piece           | 20  | 20  | 20  | 60 | 20  | 20  | 20   | 60 | 20   | 20  | 20   | 60 | 20  | 20  | 20  | 60 | 240   | 35                                    | 8,400  |
| 23                            | Craft Envelope Short                             | piece           | 16  | 16  | 16  | 48 | 16  | 16  | 16   | 48 | 16   | 16  | 16   | 48 | 16  | 16  | 16  | 48 | 192   | 28                                    | 5,376  |
| 24                            | Expanding Envelop                                | piece           | 10  | 10  | 10  | 30 | 10  | 10  | 10   | 30 | 10   | 10  | 10   | 30 | 10  | 10  | 10  | 30 | 120   | 30                                    | 3,600  |
| 25                            | Record Book (hard bound) 500 pages) Stock No. 85 | piece           | 1   | 1   | 1   | 3  | 1   | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   | 1   | 3  | 12    | 425                                   | 5,100  |
| 26                            | Voucher Binder Hardbound                         | piece           | 4   | 4   | 4   | 12 | 4   | 4   | 4    | 12 | 4    | 4   | 4    | 12 | 4   | 4   | 4   | 12 | 48    | 235                                   | 11,280 |
| 27                            | Payslip Envelope                                 | box             |     |     | 1   | 1  |     |     |      |    | 1    |     |      | 1  | 1   |     |     |    | 3     | 499                                   | 998    |
| 28                            | Mailing Envelop Long                             | box             |     |     | 1   | 1  |     |     |      |    | 1    |     |      | 1  | 1   |     |     |    | 3     | 499                                   | 1,497  |
| 29                            | Ballpen Astd Color                               | box             | 1   | 2   | 1   | 4  | 2   | 1   | 1    | 4  | 2    | 1   | 1    | 4  | 2   | 1   | 1   | 4  | 14    | 400                                   | 5,600  |
| 30                            | Sign pen My Gel                                  | doz             | 1   | 1   | 1   | 3  | 1   | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   | 1   | 3  | 12    | 250                                   | 3,000  |
| 31                            | P/X File Clear Folder Long                       | piece           | 10  | 10  | 10  | 30 | 10  | 10  | 10   | 30 | 10   | 10  | 10   | 30 | 10  | 10  | 10  | 30 | 120   | 12                                    | 1,440  |
| 32                            | P/X File Clear Folder Short                      | piece           | 10  | 10  | 10  | 30 | 10  | 10  | 10   | 30 | 10   | 10  | 10   | 30 | 10  | 10  | 10  | 30 | 120   | 20                                    | 2,400  |
| 34                            | Sign pen my gel                                  | piece           | 16  | 16  | 16  | 48 | 16  | 16  | 16   | 48 | 16   | 16  | 16   | 48 | 16  | 16  | 16  | 48 | 192   | 18                                    | 3,456  |
| 35                            | Pencil   | box             | 1   | 1   | 1   | 3  | 1   | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   | 1   | 3  | 12    | 25                                    | 300    |
| 36                            | Pentel Pen                                       | box             | 2   | 2   | 2   | 6  | 2   | 2   | 2    | 6  | 2    | 2   | 2    | 6  | 2   | 2   | 2   | 6  | 24    | 692                                   | 16,608 |
| 37                            | Wyle board Marker                                | piece           | 2   | 2   | 2   | 6  | 2   | 2   | 2    | 6  | 2    | 2   | 2    | 6  | 2   | 2   | 2   | 6  | 24    | 554                                   | 13,296 |
| 38                            | Chalk Marker                                     | piece           | 2   | 2   | 2   | 6  | 2   | 2   | 2    | 6  | 2    | 2   | 2    | 6  | 2   | 2   | 2   | 6  | 24    | 62                                    | 1,488  |
|                               |  |                 |     |     |     |    |     |     |      |    |      |     |      |    |     |     |     |    |       | 63                                    | 1,656  |

| Item No. | Item & Specifications                                  | Unit of Measure | Jan | Feb | Mar | Q1 | Apr | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total | **PS Price Catalogue as of (07-11-13) | AMOUNT |
|----------|--|-----------------|-----|-----|-----|----|-----|-----|------|----|------|-----|------|----|-----|-----|-----|----|-------|---------------------------------------|--------|
| 51       | Rubbing Alcohol  | piece           | 10  | 10  | 10  | 30 | 10  | 10  | 10   | 30 | 10   | 10  | 10   | 30 | 10  | 10  | 10  | 30 | 120   | 109                                   | 13,080 |
| 52       | Pledge   | piece           | 3   | 3   | 3   | 9  | 3   | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36    | 330                                   | 11,880 |
| 53       | Air Freshener  | piece           | 5   | 5   | 5   | 15 | 5   | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5   | 5   | 5   | 15 | 60    | 269                                   | 16,140 |
| 54       | Fax Paper  | piece           | 2   | 2   | 2   | 6  | 2   | 2   | 2    | 6  | 2    | 2   | 2    | 6  | 2   | 2   | 2   | 6  | 24    | 95                                    | 2,280  |
| 55       | 8 Gigabyte MB USB                                      | piece           | 1   | 1   | 1   | 3  | 1   | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   | 1   | 3  | 12    | 1,200                                 | 14,400 |
| 56       | Salary Index Card for Payment to Employee back to back | piece           | 17  | 17  | 17  | 51 | 17  | 17  | 17   | 51 | 17   | 17  | 17   | 51 | 17  | 17  | 17  | 51 | 204   | 55                                    | 11,220 |
| 57       | Index of Payment to Various creditors, back to back    | piece           | 17  | 17  | 17  | 51 | 17  | 17  | 17   | 51 | 17   | 17  | 17   | 51 | 17  | 17  | 17  | 51 | 204   | 55                                    | 11,220 |
| 58       | Supply Index Card back to back                         | piece           | 17  | 17  | 17  | 51 | 17  | 17  | 17   | 51 | 17   | 17  | 17   | 51 | 17  | 17  | 17  | 51 | 204   | 40                                    | 8,160  |
| 59       | Leave Card Back to back                                | piece           | 17  | 17  | 17  | 51 | 17  | 17  | 17   | 51 | 17   | 17  | 17   | 51 | 17  | 17  | 17  | 51 | 204   | 40                                    | 8,160  |
| 60       | Cash Disbursement Record book                          | piece           |     |     | 1   | 1  |     |     |      |    |      |     | 1    | 1  |     |     |     |    | 2     | 2,000                                 | 4,000  |
| 61       | Check Disbursement Record book                         | piece           |     |     | 1   | 1  |     |     |      |    |      |     | 1    | 1  |     |     |     |    | 2     | 2,000                                 | 4,000  |
| 62       | Metal Tab Folder                                       | piece           | 3   | 3   | 3   | 9  | 3   | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36    | 16                                    | 576    |
| 63       | Tarpullin (4 x 8)                                      | piece           |     |     | 1   | 1  | 1   | 1   | 1    | 3  | 1    |     | 1    | 2  | 3   | 1   |     | 2  | 8     | 850                                   | 6,800  |
| 64       | Post It 2' & 3'  | piece           | 2   | 2   | 2   | 6  | 2   | 2   | 2    | 6  | 2    | 2   | 2    | 6  | 2   | 2   | 2   | 6  | 24    | 25                                    | 600    |
| 65       | Post It 3' & 4'  | piece           | 2   | 2   | 2   | 6  | 2   | 2   | 2    | 6  | 2    | 2   | 2    | 6  | 2   | 2   | 2   | 6  | 24    | 39                                    | 924    |
| 66       | T-Shirt  | piece           |     |     | 30  | 30 |     | 30  |      | 30 |      |     | 30   | 30 |     | 30  |     | 30 | 0     | 220                                   | -      |
| 67       | Dataman  | piece           | 4   | 4   | 4   | 12 | 4   | 4   | 4    | 12 | 4    | 4   | 4    | 12 | 4   | 4   | 4   | 12 | 48    | 145                                   | 6,960  |
| 68       | Typewriter Ribbon                                      | piece           |     |     | 2   | 2  |     |     | 2    | 2  |      |     | 2    | 2  |     |     | 2   | 2  | 8     | 45                                    | 360    |
| 69       | Cargel Freshener                                       | piece           | 3   | 3   | 3   | 9  | 3   | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36    | 185                                   | 6,660  |
| 70       | Stamping Pad Big                                       | piece           |     |     | 1   | 1  |     |     |      |    |      |     | 1    | 1  |     |     |     |    | 2     | 165                                   | 330    |
| 71       | Stamping Pad Ink                                       | piece           |     |     | 1   | 1  |     |     |      |    |      |     | 1    | 1  |     |     |     |    | 2     | 45                                    | 90     |
| 72       | Onion Skin Long  | piece           |     |     | 1   | 1  |     |     |      |    |      |     | 1    | 1  |     |     |     |    | 2     | 150                                   | 300    |
| 73       | Ballpen Assorted (Blue & Black 18)                     | piece           | 30  | 30  | 30  | 90 | 30  | 30  | 30   | 90 | 30   | 30  | 30   | 90 | 30  | 30  | 30  | 90 | 360   | 10                                    | 3,600  |
| 74       | Pencil (Monggol No. 2)                                 | box             | 4   | 4   | 4   | 12 | 4   | 4   | 4    | 12 | 4    | 4   | 4    | 12 | 4   | 4   | 4   | 12 | 48    | 60                                    | 2,880  |
| 75       | Envelop Plastic  | piece           | 8   | 8   | 8   | 24 | 8   | 8   | 8    | 24 | 8    | 8   | 8    | 24 | 8   | 8   | 8   | 24 | 96    | 10                                    | 960    |
| 76       | Ring Binder (Size 3/4)                                 | piece           | 3   | 3   | 3   | 9  | 3   | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36    | 42                                    | 1,512  |
| 77       | Ring Binder (Size 1/8)                                 | piece           | 3   | 3   | 3   | 9  | 3   | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36    | 21                                    | 756    |
| 78       | Ring Binder (Size 1)                                   | piece           | 3   | 3   | 3   | 9  | 3   | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36    | 61                                    | 2,196  |
| 79       | Ring Binder (Size 1/2)                                 | piece           | 3   | 3   | 3   | 9  | 3   | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36    | 35                                    | 1,260  |
| 80       | Touch N Go Correction Tape                             | piece           | 3   | 3   | 3   | 9  | 3   | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36    | 40                                    | 1,440  |
| 81       | CK 420 Black Toner Xerox                               | piece           |     |     | 1   | 1  | 1   | 1   | 1    | 2  | 1    | 1   | 1    | 2  | 1   |     |     | 1  | 6     | 6,248                                 | 37,488 |
| 82       | Tire 18/ 13 ply  | piece           |     |     | 4   | 4  |     |     |      |    |      |     |      |    |     |     | 4   | 4  | 8     | 4,446                                 | 35,568 |

| Item No. | Item & Specifications                                  | Unit of Measure | Jan | Feb | Mar | Q1 | Apr | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total | **PS Price Catalogue as of (07-11-13) | AMOUNT |
|----------|--|-----------------|-----|-----|-----|----|-----|-----|------|----|------|-----|------|----|-----|-----|-----|----|-------|---------------------------------------|--------|
| 51       | Rubbing Alcohol  | piece           | 10  | 10  | 10  | 30 | 10  | 10  | 10   | 30 | 10   | 10  | 10   | 30 | 10  | 10  | 10  | 30 | 120   | 109                                   | 13,080 |
| 52       | Pledge   | piece           | 3   | 3   | 3   | 9  | 3   | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36    | 330                                   | 11,880 |
| 53       | Air Freshener  | piece           | 5   | 5   | 5   | 15 | 5   | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5   | 5   | 5   | 15 | 60    | 269                                   | 16,140 |
| 54       | Fax Paper  | piece           | 2   | 2   | 2   | 6  | 2   | 2   | 2    | 6  | 2    | 2   | 2    | 6  | 2   | 2   | 2   | 6  | 24    | 95                                    | 2,280  |
| 55       | 8 Gigabyte MB USB                                      | piece           | 1   | 1   | 1   | 3  | 1   | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   | 1   | 3  | 12    | 1,200                                 | 14,400 |
| 56       | Salary Index Card for Payment to Employee back to back | piece           | 17  | 17  | 17  | 51 | 17  | 17  | 17   | 51 | 17   | 17  | 17   | 51 | 17  | 17  | 17  | 51 | 204   | 55                                    | 11,220 |
| 57       | Index of Payment to Various creditors, back to back    | piece           | 17  | 17  | 17  | 51 | 17  | 17  | 17   | 51 | 17   | 17  | 17   | 51 | 17  | 17  | 17  | 51 | 204   | 55                                    | 11,220 |
| 58       | Supply Index Card back to back                         | piece           | 17  | 17  | 17  | 51 | 17  | 17  | 17   | 51 | 17   | 17  | 17   | 51 | 17  | 17  | 17  | 51 | 204   | 40                                    | 8,160  |
| 59       | Leave Card Back to back                                | piece           | 17  | 17  | 17  | 51 | 17  | 17  | 17   | 51 | 17   | 17  | 17   | 51 | 17  | 17  | 17  | 51 | 204   | 40                                    | 8,160  |
| 60       | Cash Disbursement Record book                          | piece           |     |     | 1   | 1  |     |     |      |    |      |     | 1    | 1  |     |     |     |    | 2     | 2,000                                 | 4,000  |
| 61       | Check Disbursement Record book                         | piece           |     |     | 1   | 1  |     |     |      |    |      |     | 1    | 1  |     |     |     |    | 2     | 2,000                                 | 4,000  |
| 62       | Metal Tab Folder                                       | piece           | 3   | 3   | 3   | 9  | 3   | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36    | 16                                    | 576    |
| 63       | Tarpullin (4 x 8)                                      | piece           |     |     | 1   | 1  | 1   | 1   | 1    | 3  | 1    |     | 1    | 2  | 3   | 1   |     | 2  | 8     | 850                                   | 6,800  |
| 64       | Post It 2' & 3'  | piece           | 2   | 2   | 2   | 6  | 2   | 2   | 2    | 6  | 2    | 2   | 2    | 6  | 2   | 2   | 2   | 6  | 24    | 25                                    | 600    |
| 65       | Post It 3' & 4'  | piece           | 2   | 2   | 2   | 6  | 2   | 2   | 2    | 6  | 2    | 2   | 2    | 6  | 2   | 2   | 2   | 6  | 24    | 39                                    | 924    |
| 66       | T-Shirt  | piece           |     |     | 30  | 30 |     | 30  |      | 30 |      |     | 30   | 30 |     | 30  |     | 30 | 0     | 220                                   | -      |
| 67       | Dataman  | piece           | 4   | 4   | 4   | 12 | 4   | 4   | 4    | 12 | 4    | 4   | 4    | 12 | 4   | 4   | 4   | 12 | 48    | 145                                   | 6,960  |
| 68       | Typewriter Ribbon                                      | piece           |     |     | 2   | 2  |     |     | 2    | 2  |      |     | 2    | 2  |     |     | 2   | 2  | 8     | 45                                    | 360    |
| 69       | Cargel Freshener                                       | piece           | 3   | 3   | 3   | 9  | 3   | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36    | 185                                   | 6,660  |
| 70       | Stamping Pad Big                                       | piece           |     |     | 1   | 1  |     |     |      |    |      |     | 1    | 1  |     |     |     |    | 2     | 165                                   | 330    |
| 71       | Stamping Pad Ink                                       | piece           |     |     | 1   | 1  |     |     |      |    |      |     | 1    | 1  |     |     |     |    | 2     | 45                                    | 90     |
| 72       | Onion Skin Long  | piece           |     |     | 1   | 1  |     |     |      |    |      |     | 1    | 1  |     |     |     |    | 2     | 150                                   | 300    |
| 73       | Ballpen Assorted (Blue & Black 18)                     | piece           | 30  | 30  | 30  | 90 | 30  | 30  | 30   | 90 | 30   | 30  | 30   | 90 | 30  | 30  | 30  | 90 | 360   | 10                                    | 3,600  |
| 74       | Pencil (Monggol No. 2)                                 | box             | 4   | 4   | 4   | 12 | 4   | 4   | 4    | 12 | 4    | 4   | 4    | 12 | 4   | 4   | 4   | 12 | 48    | 60                                    | 2,880  |
| 75       | Envelop Plastic  | piece           | 8   | 8   | 8   | 24 | 8   | 8   | 8    | 24 | 8    | 8   | 8    | 24 | 8   | 8   | 8   | 24 | 96    | 10                                    | 960    |
| 76       | Ring Binder (Size 3/4)                                 | piece           | 3   | 3   | 3   | 9  | 3   | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36    | 42                                    | 1,512  |
| 77       | Ring Binder (Size 1/8)                                 | piece           | 3   | 3   | 3   | 9  | 3   | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36    | 21                                    | 756    |
| 78       | Ring Binder (Size 1)                                   | piece           | 3   | 3   | 3   | 9  | 3   | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36    | 61                                    | 2,196  |
| 79       | Ring Binder (Size 1/2)                                 | piece           | 3   | 3   | 3   | 9  | 3   | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36    | 35                                    | 1,260  |
| 80       | Touch N Go Correction Tape                             | piece           | 3   | 3   | 3   | 9  | 3   | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36    | 40                                    | 1,440  |
| 81       | CK 420 Black Toner Xerox                               | piece           |     |     | 1   | 1  | 1   | 1   | 1    | 2  | 1    | 1   | 1    | 2  | 1   |     |     | 1  | 6     | 6,248                                 | 37,488 |
| 82       | Tire 18/ 13 ply  | piece           |     |     | 4   | 4  |     |     |      |    |      |     |      |    |     |     | 4   | 4  | 8     | 4,446                                 | 35,568 |

| Item No.                          | Item & Specifications                          | Unit of Measure | Monthly |     |     |    |     |     |      |    |      |     |      |    | Q3 | Q4 | Total | **PS Price Catalogue as of (07-11-13) | AMOUNT |        |         |
|-----------------------------------|--|-----------------|---------|-----|-----|----|-----|-----|------|----|------|-----|------|----|----|----|-------|---------------------------------------|--------|--------|---------|
|                                   |  |                 | Jan     | Feb | Mar | Q1 | Apr | May | June | Q2 | July | Aug | Sept |    |    |    |       |                                       |        |        |         |
| <b>COMMON JANITORIAL SUPPLIES</b> |  |                 |         |     |     |    |     |     |      |    |      |     |      |    |    |    |       |                                       |        |        |         |
| 83                                | Brooms   | piece           |         |     | 3   | 3  |     |     |      |    |      |     |      | 3  | 3  |    |       | 6                                     | 85     | 510    |         |
| 84                                | Mop Head                                       | piece           |         |     | 3   | 3  |     |     |      |    |      |     |      | 3  | 3  |    |       | 6                                     | 145    | 870    |         |
| 85                                | Joy dishwashing clean                          | piece           | 2       | 2   | 2   | 6  | 2   | 2   | 2    | 6  | 2    | 2   | 2    | 6  | 2  | 2  | 2     | 6                                     | 24     | 99     | 2,376   |
| 86                                | Toilet cake albatross                          | piece           | 5       | 5   | 5   | 15 | 5   | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5  | 5  | 5     | 15                                    | 60     | 69     | 4,140   |
| 87                                | Toilet paper                                   | piece           | 14      | 14  | 14  | 42 | 14  | 14  | 13   | 41 | 13   | 13  | 13   | 39 | 13 | 13 | 14    | 40                                    | 162    | 38     | 6,156   |
| 88                                | Zerrox Cleanser Toilet                         | btl             |         |     | 1   | 1  |     | 1   | 1    | 2  |      |     |      | 1  | 1  |    | 1     | 2                                     | 6      | 199    | 1,194   |
| 89                                | Toilet duck deodorizer (big) 500ml             | btl             |         |     | 1   | 1  |     | 1   | 1    | 2  |      |     |      | 1  | 1  |    | 1     | 2                                     | 6      | 275    | 1,650   |
| 90                                | Muriatic Acid                                  | btl             | 1       |     |     | 1  |     | 1   | 1    | 2  |      |     |      | 1  | 1  |    | 1     | 2                                     | 6      | 225    | 1,350   |
| <b>LEGAL SIZE PAPER</b>           |  |                 |         |     |     |    |     |     |      |    |      |     |      |    |    |    |       |                                       |        |        |         |
| 91                                | Book paper long. (S-20)                        | ream            | 14      | 14  | 14  | 42 | 14  | 14  | 14   | 42 | 14   | 14  | 14   | 42 | 14 | 14 | 14    | 42                                    | 168    | 240    | 40,320  |
| 92                                | Book paper short (S-20)                        | ream            | 14      | 14  | 14  | 42 | 14  | 14  | 14   | 42 | 14   | 14  | 14   | 42 | 14 | 14 | 14    | 42                                    | 168    | 230    | 38,640  |
| <b>INFORMATION TECHNOLOGY</b>     |  |                 |         |     |     |    |     |     |      |    |      |     |      |    |    |    |       |                                       |        |        |         |
| 93                                | Computer Monitor                               | Unit            |         |     |     |    |     |     | 1    | 1  |      |     |      |    |    |    | 1     | 2                                     | 6,900  | 13,800 |         |
| <b>FURNITURE &amp; FIXTURES</b>   |  |                 |         |     |     |    |     |     |      |    |      |     |      |    |    |    |       |                                       |        |        |         |
| 94                                | Chair Ergonomics w/ arm and w/ gaslift (Light) | piece           |         |     | 3   | 3  |     |     |      |    |      |     |      | 3  | 3  |    |       | 6                                     | 3,800  | 22,800 |         |
| <b>TOTAL CASH REQUIREMENT</b>     |  |                 |         |     |     |    |     |     |      |    |      |     |      |    |    |    |       |                                       |        |        |         |
|                                   |  |                 |         |     |     |    |     |     |      |    |      |     |      |    |    |    |       |                                       |        |        | 608,001 |

**CERTIFICATION**

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the Listed common use supplies, material and equipment has been included in or is within our approved budget for the year.

Certified Funds Available/  
Certified Appropriate Funds Available

Approved by:

*Abutaher*  
**AMNAIN R. ABUTAHER**  
Accountant Designate

*Jaime A. Martatez*  
**JAIME A. MARTATEZ**  
Chief Administrative Officer

*Atty. Ishak V. Mastura*  
**ATTY. ISHAK V. MASTURA**  
Chairman/Managing Head