

**ANNUAL PROCUREMENT PLAN FOR CY 2013 - INFRASTRUCTURE PROJECTS**

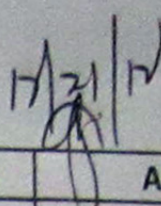
Local Government Unit - Alaminos City, Pangasinan

*Received*  
*COA* 11/31/12

Name of the Project/Procurement	End-user Unit	Mode of Procurement	Schedule of Procurement	Source of Funds	ABC
1. Concreting of Sitio Soliva Road, Brgy. Tawin-tawin	Engineering Office	Public Bidding	January to December	National	6,184,230.23
2. Concreting of Acosta St., Brgy. Inerangan	Engineering Office	Public Bidding	January to December	LGU	1,153,442.60
3. Concreting of Sacarias St., Brgy. Sabangan	Engineering Office	Public Bidding	January to December	LGU	1,889,797.95
4. Concreting of Ramos St., Brgy. Sta. Maria	Engineering Office	Public Bidding	January to December	LGU	1,701,955.42
5. Concreting of Buenaventura St., Brgy. Quibuar	Engineering Office	Public Bidding	January to December	National	5,924,967.07
6. Concreting of Linmansangan (Main Road)	Engineering Office	Public Bidding	January to December	National	12,123,565.12
7. Concreting of Basobas St., Brgy. Bolaney	Engineering Office	Public Bidding	January to December	National	10,012,838.72
8. Concreting of Lopez St., Farm to Market Road, Brgy. Dulacac (continuation)	Engineering Office	Public Bidding	January to December	LGU	4,479,030.05
9. Upgrading/Rehabilitation of Access Rd. in Pandan to Bolo Beach	Engineering Office	Public Bidding	January to December	National	53,501,084.65
10. Concrete Paving of Galiz Namooran Rd., Brgy. Magsaysay	Engineering Office	Public Bidding	January to December	LGU	454,348.45
11. Concrete Paving of Sitio Kampilan Rd., Brgy. Magsaysay	Engineering Office	Public Bidding	January to December	LGU	2,616,275.14
12. Concreting of Evangelista Rd., Brgy. Alos	Engineering Office	Public Bidding	January to December	LGU	490,002.69
13. Road Widening and Asphalt Overlay, Brgy. Pocal-pocal	Engineering Office	Public Bidding	January to December	LGU	7,736,748.72
14. Concreting of Bolaney-Amandiego Road (completion)	Engineering Office	Public Bidding	January to December	LGU	2,700,000.00
15. Concreting of Sitio Matukling-Sta. Maria Rd., Brgy. Amangbangan	Engineering Office	Public Bidding	January to December	LGU	1,532,781.72
16. Concreting of Sitio Babatngen (Gap) FMR, Brgy. Victoria	Engineering Office	Public Bidding	January to December	LGU	3,410,139.60
17. Concreting of Boton St., FMR, Brgy. San Antonio	Engineering Office	Public Bidding	January to December	LGU	1,010,819.25
18. Concreting of Polo (Main Road-National High School	Engineering Office	Public Bidding	January to December	LGU	2,597,461.56
19. Concreting of Dulacac FMR (Infront of E/S-Dryer)	Engineering Office	Public Bidding	January to December	LGU	2,128,179.10
20. Rehabilitation of Cayucay Main Road (continuation)	Engineering Office	Public Bidding	January to December	LGU	2,253,300.00
21. Rehabilitation of Pocal-Pocal to Sabangan Road	Engineering Office	Public Bidding	January to December	National	13,000,000.00
22. Concreting of Buriguig-Balangobong Road	Engineering Office	Public Bidding	January to December	LGU	1,410,000.00
23. Rehabilitation/Improvements of City Streets at Poblacion	Engineering Office	Public Bidding	January to December	LGU	25,000,000.00
24. Construction of 3-storey PSU School Building	Engineering Office	Public Bidding	January to December	LGU	65,000,000.00
25. Construction of One Classroom School Building (7x9) at Linmansangan Elementary School	Engineering Office	Public Bidding	January to December	LGU	760,000.00

## ANNUAL PROCUREMENT PLAN FOR CY 2013 - INFRASTRUCTURE PROJECTS

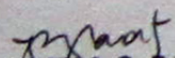
Local Government Unit - Alaminos City, Pangasinan

*Received*  
*COA*  
*11/21/12*  


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23. Rehabilitation/Improvements of City Streets at Poblacion	Engineering Office	Public Bidding	January to December	LGU	25,000,000.00
24. Construction of 3-storey PSU School Building	Engineering Office	Public Bidding	January to December	LGU	65,000,000.00
25. Construction of One Classroom School Building (7x9) at Linmansangan Elementary School	Engineering Office	Public Bidding	January to December	LGU	760,000.00

26. Construction of Two Classroom School Building (7x18) at Tawin-tawin High School	Engineering Office	Public Bidding	January to December	LGU	1,520,000.00
27. Construction of 8 unit Computer Buildigns at Brgy. Baleyadaan, Bued, Linmansangan, Bolaney & Tangcarang	Engineering Office	Public Bidding	January to December	LGU	6,000,000.00
28. Construction of Covered Court at Brgys. Pogo, Tawin-tawin, Lucap, Sabangan, Pandan, Linmansangan, Bolaney & Tangcarang	Engineering Office	Public Bidding	January to December	LGU	24,000,000.00
29. Rehabilitation of covered Court at Brgys. Bued, Lucap, Cayucay & Amangbangan	Engineering Office	Public Bidding	January to December	National	12,000,000.00
30. Construction of Hundred Islands Medical Services Complex at Brgy. Bolaney (Phase II)	Engineering Office	Public Bidding	January to December	LGU	49,783,006.24
31. Construction of Hotel at Brgy. Lucap (Phase II)	Engineering Office	Public Bidding	January to December	LGU	34,845,273.40
32. Completion of Covered Court at Brgy. San Jose	Engineering Office	Public Bidding	January to December	LGU	2,413,030.31
33. Completion of Covered court at Inerangan High School	Engineering Office	Public Bidding	January to December	LGU	2,413,030.31
34. Repair/Rehabilitation of Covered Court at Brgy. Maawi	Engineering Office	Public Bidding	January to December	LGU	2,242,633.04
35. Construction of Garage of Heavy Equipment	Engineering Office	Public Bidding	January to December	LGU	3,142,330.00
36. Perimeter Fence Auditorium at Brgy. Tangcarang	Engineering Office	Public Bidding	January to December	LGU	350,639.75
37. Repair of Brgy. Hall Roofingss at Brgy. Quibuar	Engineering Office	Public Bidding	January to December	LGU	215,271.88
38. Upgrading of Slaughterhouse	Engineering Office	Public Bidding	January to December	LGU	10,000,000.00
39. Construction of Food Processing Plant	Engineering Office	Public Bidding	January to December	LGU	28,000,000.00
40. Construction of Impounding Dam at Macatiw	Engineering Office	Public Bidding	January to December	LGU	745,197.21
41. Construction of Polo-Pangapisan Bridge	Engineering Office	Public Bidding	January to December	LGU	40,000,000.00
42. Purchase of transformers and accessories for the Construction of Hundred Iskands Medical Services Complex (Phase II) at Brgy. Bolaney	Engineering Office	Public Bidding	January to December	LGU	5,000,000.00
43. Purchase of transformers and accessories for the Construction of Hotel (Phase II) at Brgy. Lucap	Engineering Office	Public Bidding	January to December	LGU	21,200,000.00

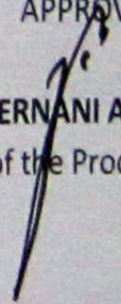
Prepared by:

  
**PAMELA G. RAOET**  
 Head, BAC Secretariat

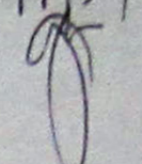
Recommended for Approval:

  
**ROWENA F. RUIZ**  
 BAC Chairman

APPROVED:

  
**HON. HERNANI A. BRAGANZA**  
 Head of the Procuring Entity

**ANNUAL PROCUREMENT PLAN FOR 2013**  
**For Common-Use Supplies and Equipment**

OEA 17/31/13  


Department/Bureau/Office: **LOCAL GOVERNMENT UNIT**  
 Region: I  
 Address: **Poblacion, Alaminos City, Pangasinan**

Contact Person: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Telephone/Mobile Nos: \_\_\_\_\_

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																	
<b>COMMON ELECTRICAL SUPPLIES</b>																	
1. BALLAST, 18 watts	piece														0	68.95	-
2. BALLAST, 36 watts	piece														0	74.35	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	47	35	35	46	35	35	47	35	35	46	35	35	466	37.31	17,386.46	
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	25	22	25	22	25	22	25	22	25	22	25	22	282	14.92	4,208.57	
5. BATTERY, size D, alkaline, 2 pcs./packet	packet	1	1	1	1	1	1	1	1	1	1		5	10	69.82	698.23	
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set													0	287.55	-	
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set													0	378.16	-	
8. FLUORESCENT LAMP, tubular, 18 watts	piece													0	32.94	-	
9. FLUORESCENT LAMP, tubular, 36 watts	piece													0	34.70	-	
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece													0	106.38	-	
11. FUSE, 30 amperes	piece													0	10.61	-	
12. FUSE, 60 amperes	piece													0	26.12	-	
13. STARTER, 4-40 watts	piece	1						1						2	3.82	7.65	
14. TAPE, electrical	roll	2	1	2	1	2	1	2	1	2	1	2	1	18	18.66	335.79	
15. BATTERY, size C	packet	1	1	1	1	1	1	1	1	1	1			10	60.00	600.00	
<b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>																	
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	5	5	5	5	5	5	5	5	5	5	5	5	60	533.00	31,980.00	
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box	5	4	4	4	4	4	5	4	4	4	4	4	50	838.94	41,947.10	

3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	3	2	3	2	3	2	3	2	3	2	3	2	30	596.21	17,886.35
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box													0	974.86	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box													0	492.49	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box													0	798.43	-
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box	8	7	8	7	8	7	8	7	8	7	8	7	90	346.45	31,180.50
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box													0	740.87	-
9. COMPACT DISK CASE, 50 CDs capacity	piece													0	52.11	-
10. COMPACT DISK DRIVE CLEANER	piece	1	1	1	1	1	1	1	1	1	1	1	1	12	65.83	789.91
11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	74	75	75	74	75	75	74	75	75	74	75	75	896	9.01	8,072.74
12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	39	39	39	39	39	39	39	39	39	39	39	39	468	17.04	7,972.61
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece													0	11.99	-
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece													0	20.46	-
15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece	5	2	2	5	2	2	5	2	2	5	2	2	36	299.38	10,777.75
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	2	2	2	2	2	2	2	2	2	2	2	1	23	479.70	11,033.10
17. INK CARTRIDGE, HP 51645A (HP 45)	cart													0	1,247.28	-
18. INK CARTRIDGE, HP C6615DA (HP 15)	cart													0	1,178.28	-
19. INK CARTRIDGE, HP C1823DA (HP 23)	cart													0	1,526.43	-
20. INK CARTRIDGE, HP C6625A (HP 17)	cart														1,281.78	-
21. INK CARTRIDGE, HP C6578A/D (HP 78)	cart													0	1,386.33	-
22. INK CARTRIDGE, HP C6614D (HP 20)	cart													0	1,377.97	-
23. INK CARTRIDGE, HP C4844A (HP 10)	cart													0	1,437.56	-
24. INK CARTRIDGE, HP C8727AA (HP 27)	cart	4	3	3	3	3	3	3	3	3	3	3	3	37	762.17	28,200.27
25. INK CARTRIDGE, HP C8728AA (HP 28)	cart	1	1	1	1	1	1	1	1	1	1	1	1	12	894.95	10,739.38
26. INK CARTRIDGE, HP C6656AA (HP 56)	cart													0	831.17	-
27. INK CARTRIDGE, HP C6657AA (HP 57)	cart													0	1,386.33	-
28. INK CARTRIDGE, HP C9351AA (HP 21)	cart	6	6	6	6	6	6	6	6	6	6	6	6	72	630.44	45,391.43
29. INK CARTRIDGE, HP C9352AA (HP 22)	cart	7	7	7	7	7	7	7	7	7	7	7	7	84	726.62	61,036.29
30. INK CARTRIDGE, HP C8765WA (HP 94)	cart													0	840.58	-
31. INK CARTRIDGE, HP C8766WA (HP 95)	cart													0	1,008.91	-
32. INK CARTRIDGE, HP C9361WA (HP 93)	cart													0	807.13	-
33. INK CARTRIDGE, HP C9362WA (HP 92)	cart													0	603.25	-

34. INK CARTRIDGE, HP CB314A (HP 900), black	cart														0	262.42	-
35. INK CARTRIDGE, HP CB315A (HP 900), tri-color	cart														0	337.70	-
36. INK CARTRIDGE, Epson TO17	cart														0	0.00	-
37. INK CARTRIDGE, Epson TO18	cart														0	0.00	-
38. INK CARTRIDGE, Lexmark # 27, colored	cart														0	1,202.33	-
39. INK CARTRIDGE, Lexmark # 17, black	cart														0	1,008.91	-
40. INK CARTRIDGE, Epson TO38	cart														0	494.52	-
41. INK CARTRIDGE, Epson TO39	cart														0	774.72	-
42. MOUSE, optical, USB conection type	piece	3	2	2	2	2	2	3	2	2	2	2	2	2	26	202.54	5,266.04
43. TONER CARTRIDGE,HP C3906A	cart														0	3,139.64	-
44. TONER CARTRIDGE,HP C3903A	cart														0	3,677.70	-
45. TONER CARTRIDGE,HP C4092A	cart														0	2,723.53	-
46. TONER CARTRIDGE,HP C4096A	cart														0	4,215.46	-
47. TONER CARTRIDGE,HP C7115A	cart														0	2,586.57	-
48. TONER CARTRIDGE,HP 92298A	cart														0	4,610.66	-
49. TONER CARTRIDGE,HP C4127X	cart														0	5,588.20	-
50. TONER CARTRIDGE, HP Q2613X	cart														0	4,127.63	-
51. TONER CARTRIDGE,HP Q2612A	cart														0	2,937.86	-
52. TONER CARTRIDGE,HP Q5942A	cart														0	6,258.36	-
53. TONER CARTRIDGE, HP Q6511A	cart														0	5,204.50	-
54. TONER CARTRIDGE, HP C9720A	cart														0	6,597.11	-
55. TONER CARTRIDGE, HP C9721A	cart														0	8,928.57	-
56. TONER CARTRIDGE, HP C9722A	cart														0	8,928.57	-
57. TONER CARTRIDGE, HP C9723A	cart														0	9,103.64	-
58. TONER CARTRIDGE, HP Q1338A	cart														0	6,651.84	-
59. TONER CARTRIDGE, HP Q2610A	cart														0	5,004.23	-
60. TONER CARTRIDGE, HP Q3960A	cart														0	3,554.70	-
61. TONER CARTRIDGE, HP Q3961A	cart														0	4,291.78	-
62. TONER CARTRIDGE, HP Q3962A	cart														0	4,291.78	-
63. TONER CARTRIDGE, HP Q3963A	cart														0	4,291.78	-
64. TONER CARTRIDGE, HP Q5949A	cart														0	3,001.63	-
65. TONER CARTRIDGE, HP Q7553A	cart														0	3,384.28	-
66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart														0	4,737.16	-
67. TONER CARTRIDGE, Lexmark 1382920	cart														0	14,553.36	-
68. TONER CARTRIDGE, Brother TN3060	cart														0	4,673.39	-
69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810	cart														0	3,939.94	-
70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500	cart														0	2,914.65	-
71. TONER CARTRIDGE, Samsung ML-2250D5	cart														0	4,129.73	-

72. TONER CARTRIDGE, Samsung ML-2010D3	cart														0	3,031.95	
73. TONER CARTRIDGE, Kyocera TK-120	cart														0	5,385.37	
74. RIBBON, Epson RN 8755	cart														0	86.88	
75. RIBBON, Epson RN 8750	cart														0	78.67	
76. RIBBON, Epson RN 7754	cart														0	130.69	
77. RIBBON, Epson RN SO 15083/SO 15086	cart														0	743.00	
78. RIBBON, Epson RN SO 15327	cart														0	336.65	
<b>COMMON OFFICE SUPPLIES</b>																	
1. ACETATE, gauge #3, 50m in length	roll	1	1	1	1	1	1	1	1	1	1	1	1	1	12	618.28	7,419.36
2. AIR FRESHENER, 280mL/can	can	33	32	32	33	32	32	33	32	32	33	32	32	388	94.87	36,811.11	
3. ALCOHOL, 70%, ethyl	bottle	84	83	84	83	84	83	84	83	84	83	84	83	1002	65.00	65,130.00	
4. AUDIO CASSETTE TAPE, 90min. recording time	piece													0	16.52		
5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time	pack	38	38	37	38	38	37	38	38	37	38	38	37	452	93.79	42,391.95	
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box	3	2	2	3	2	2	3	2	2	3	2	2	28	358.18	10,028.93	
7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	9	9	9	8	9	9	9	9	9	9	9	8	106	373.10	39,548.60	
8. CARTOLINA, assorted color, 20s/pack	pack	2	2	2	2	2	2	2	2	2	2	2	2	24	74.62	1,790.88	
9. CARTOLINA, white, 20s/pack	pack													0	58.63		
10. CHALK, white, dustless, 100 pcs/box	box													0	35.68		
11. CLIP, bulldog (3")	piece	2	1	1	2	1	1	2	1	1	2	1	1	16	8.63	138.09	
12. CLIP, backfold, 25mm, 12s/box	box	1	1	1	1	1	1	1	1	1	1	1	1	12	15.99	191.88	
13. CLIP, backfold, 50mm, 12s/box	box														44.77		
14. CLIP, backfold, 19mm, 12s/box	box	1	1	1	1	1	1	1	1	1	1	1	1	12	7.73	92.74	
15. CLIP, backfold, 32mm, 12s/box	box													0	17.86		
16. COLUMNAR PAD, 4 cols, 50 gsm min.	pad													0	22.39		
17. COLUMNAR PAD, 14 cols, 50 gsm min.	pad													0	46.90		
18. COLUMNAR PAD, 16 cols, 50 gsm min.	pad													0	46.90		
19. COLUMNAR PAD, 18 cols, 50 gsm min.	pad													0	69.29		
20. COLUMNAR NOTEBOOK, 12 cols	piece													0	20.13		
21. CORRECTION FLUID, water based, min 15mL.	bottle	6	5	5	6	5	5	6	5	5	6	5	5	64	10.07	644.19	
22. DATA FILE BOX, (5"x9"x15-3/4")	box	2	2	2	2	2	2	2	2	2	2	2	2	24	66.08	1,585.96	
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece													0	68.75		
24. ENVELOPE, documentary (10"x15"), 500s/box	box	109	110	110	110	110	110	110	110	110	110	110	110	1319	574.57	757,863.11	
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box	1						1						2	692.76	1,385.51	
26. ENVELOPE, mailing white, 500s/box	box/pcs	319	318	318	319	318	318	319	318	318	319	318	318	3820	163.77	625,618.59	
27. ENVELOPE, mailing white with window, 500s	box														212.77		
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box													0	122.59		

29. ENVELOPE, expanding, plastic, legal size	piece	15	4	4	11	4	4	15	4	4	11	4	4	84	40.81	3,427.64
30. ENVELOPE, documentary, A4, 500s/box	box	52	51	51	52	51	51	52	51	51	52	51	51	616	539.40	332,267.94
31. ERASER, blackboard/whiteboard	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	11.73	281.42
32. ERASER, rubber	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	4.80	115.13
33. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	2	1	1	1	1	1	2	1	1	2	1	1	15	85.28	1,279.20
34. FOLDER, pressboard, plain, legal, 100s/box	pack													0	872.93	-
35. FOLDER, tagboard, legal size, 100s/box	pcs	94	23	23	20	23	23	93	23	23	23	23	23	414	3.00	1,242.00
36. FOLDER, tagboard, A4 size, 100s/box	pcs	34	24	24	34	24	24	34	24	24	34	24	24	328	2.50	820.00
37. FOLDER, morocco/fancy, legal size, 50s/pack	pack													0	309.14	-
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle													0	319.80	-
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	1		1		1		1		1		1		6	253.71	1,522.25
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	1		1		1		1		1		1		6	234.52	1,407.12
41. GLUE, all purpose, 300 grams min.	jar/bots	6	5	5	5	5	5	6	5	5	5	5	5	62	38.37	2,378.68
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	10	10	10	10	10	10	10	10	10	10	10	10	120	33.79	4,055.31
43. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack	1	1		1	1		1	1		1	1		8	45.56	364.49
44. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack													0	102.34	-
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box													0	42.54	-
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box													0	58.10	-
47. INDEX TAB, self-adhesive, 5 sets/box	box													0	69.29	-
48. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube													0	11.73	-
49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle													0	505.88	-
50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece													0	45.73	-
51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece													0	50.80	-
52. MAP PIN, round head, 100s/box	box													0	37.31	-
53. MARKER, fluorescent, 3 colors/set	set													0	42.64	-
54. MARKING PEN, whiteboard, black	piece	39	39	39	39	39	39	39	39	39	39	39	39	468	15.46	7,233.88
55. MARKING PEN, whiteboard, blue	piece	10	10	10	10	10	10	10	10	10	10	10	10	120	15.46	1,854.84
56. MARKING PEN, whiteboard, red	piece													0	15.46	-
57. MARKER, permanent, black	piece	34	34	34	34	34	34	34	34	34	34	34	34	408	50.00	20,400.00
58. MARKER, permanent, blue	piece	14	13	14	13	14	13	14	13	14	13	14	13	162	50.00	8,100.00
59. MARKER, permanent, red	piece	11	10	10	11	10	10	11	10	10	11	10	11	125	50.00	6,250.00
60. MARKING PEN, for transparency	set													0	86.35	-
61. NOTE BOOK, stenographer's, 40 leaves	piece													0	7.68	-
62. NOTE PAD, (3"x3"), 100 sheets/pad	pad													0	37.31	-
63. NOTE PAD, (3"x4"), 100 sheets/pad	pad													0	53.30	-
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad	4	3	4	4	3	4	4	3	4	4	3	4	44	115.13	5,065.63

69. NOTE PAD, (2"x3"), 100 sheets/pad	pad														0	31.98	
66. OIL, for general purpose, 120 mL	bottle														0	31.76	
67. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream															107.42	
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream															57.46	
70. PAPER, mimeo,WhiteWove, 210mm x 297mm (A4)	ream															149.24	
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream														0	147.96	
72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream														0	199.53	
73. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad														0	21.08	
74. PAPER, thermal,210mmx30M, 1/2" core	roll														0	37.31	
75. PAPER, thermal, 216mmx30M, 1/2" core	roll														0	38.38	
76. PAPER,multicopy, 210mm x 297mm(A4), 80gsm	ream														0	142.80	
77. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream		1	1		1	1		1	1		1	1	8	165.23	1,321.84	
78.PAPER FASTENER, for paper, metal, 50 sets/box	box	7	6	6	7	6	6	7	6	6	7	6	6	76	84.09	6,390.92	
79.. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	6	6	6	6	6	6	6	6	6	6	6	6	72	15.99	1,151.28	
80. PAPER CLIP, gem type, 32mm, 100s/box	box	4	4	4	3	3	4	4	4	4	3	3	4	44	9.06	398.68	
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	101	100	101	100	101	100	101	100	101	100	101	100	1206	5.00	6,030.00	
82. PENCIL, mechanical, for 0.5mm lead	piece													0	18.66		
83. PUSH PIN, flat head type, assorted colors, 100s/box	box	4	3	3	4	3	3	4	3	3	4	3	3	40	30.75	1,230.00	
84. RECORD BOOK, 300 pages, smyth sewn	book	17	18	18	17	18	18	17	18	18	17	18	18	212	51.70	10,960.61	
85. RECORD BOOK, 500 pages, smyth sewn	book	10	9	9	9	10	9	9	9	10	9	9	9	111	90.61	10,057.71	
86. RIBBON, nylon, manual typewriter	spool	11	11	11	11	11	10	11	11	11	11	11	10	130	16.21	2,106.68	
87. RIBBON, nylon, for Kitano Bundy Clock	piece	1		1				1			1			4	660.92	2,643.68	
88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													0	479.70		
89. RING BINDER, (1/2"x44"), plastic	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	4.48	107.50	
90. RING BINDER, (3/4"x44"), plastic	piece	9	9	8	9	9	8	9	9	8	9	9	8	104	12.79	1,330.37	
91. RING BINDER, (1" x 44"), plastic	piece		1	1	1	1	1	1	1	1	1	1	1	11	12.79	140.71	
92. RING BINDER, (2" x 44"), plastic	piece	5	5	5	4	4	4	5	5	5	4	4	4	54	28.83	1,557.00	
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	5	4	4	4	4	5	5	4	4	4	4	4	51	136.00	6,935.85	
94. RULER, plastic, 300mm	piece	6	5	5	5	5	5	5	5	5	5	5	5	61	3.73	227.59	
95. RULER, plastic, 450mm	piece	1	1		1			1			1	1		6	37.31	223.86	
96. SIGN PEN, black	piece	138	130	130	138	130	130	138	130	130	130	130	130	1584	42.52	67,346.93	
97. SIGN PEN, blue	piece	32	9	9	32	9	9	32	9	29	32	9	9	220	42.52	9,353.74	
98. SIGN PEN, red	piece	35	36	36	35	36	36	35	36	36	35	36	36	428	42.52	18,197.28	

99. STAMP PAD INK, violet, 50mL	bottle	4	4	4	4	4	4	4	4	4	4	4	4	4	48	27.72	1,330.37
100. STAMP PAD, felt pad, min 60mm x 100mm	piece	2	3	3	3	3	3	2	3	3	3	2	3	33	25.58	844.27	
101. STAPLE WIRE, standard, #35	box	43	42	43	42	43	42	43	42	43	42	43	42	510	80.00	40,800.00	
102. TAPE, adding machine, GSP bond	roll	22	20	20	22	20	20	22	20	20	22	20	20	248	10.93	2,709.77	
103. TAPE, masking, 24mm, 50 meters length	roll	12	11	12	11	12	11	12	11	12	11	12	11	138	42.64	5,884.32	
104. TAPE, masking, 48mm, 50 meters length	roll	10	10	10	10	10	10	10	10	10	10	10	10	120	85.92	10,309.86	
105. TAPE, transparent, 24mm, 50 meters	roll	3	3	3	3	3	3	3	3	3	3	3	3	36	11.14	401.10	
106. TAPE, transparent, 48mm, 50 meters	roll	3	3	3	3	3	2	3	3	3	3	3	3	35	20.89	731.13	
107. TAPE, packaging, 3mm, 50 meters length	roll	7	6	6	7	6	6	7	6	6	6	6	6	75	70.00	5,250.00	
108. TIME CARD, for Amano Bundy Clock, 100s/bndl	bundle													0	100.20	-	
109. TIME CARD, for Kitano Time Recorder, 100s/bndl	bundle													0	89.54	-	
110. TOILET TISSUE, 1000 sheets/roll	roll													0	58.63	-	
111. TWINE, plastic, 1 kilo per roll	roll													0	170.56	-	
112. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll													0	170.56	-	
113. Stamp pad, medium, artline	pcs	2	2	2	2	2	2	2	2	1	2	2	1	22	120.00	-	
<b>COMMON OFFICE DEVICES</b>																	
1. BLADE, heavy duty, cutter(L500), 10 pcs./pack	pack	8	8	8	8	8	7	8	8	8	8	8	7	94	10.66	1,002.04	
2. CUTTER, heavy duty	piece	2	3	2	3	2	3	3	2	3	2	3	2	30	27.72	831.48	
3. PUNCHER, heavy duty	piece	2	1	1	2	1	1	2	1	1	2	1	1	16	117.26	1,876.16	
4. SCISSORS, (6")	pair	4	4	4	4	4	4	4	4	4	4	4	3	47	165.00	7,755.00	
5. SHARPENER, single cutterhead	piece	2	2	1	2	2	1	2	2	1	1	2	1	19	151.03	2,869.64	
6. STAMPING DATER, self-inking stamp	piece	2	1	1	2	1	1	2	1	1	2	1	1	16	447.72	7,163.52	
7. STAPLER, heavy duty, standard	piece	7	6	6	6	6	6	6	6	6	6	6	6	73	166.91	12,184.50	
8. STAPLE REMOVER, twin jaws	piece	9	8	8	8	8	8	8	8	8	8	8	8	97	20.13	1,952.71	
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	1			1				1					3	41.24	123.71	
10. WASTE BASKET, plastic	piece													0	21.51	-	
11. Paper Clip (small)	bxs	5	4	4	5	4	4	5	4	4	5	4	4	52			
12. Paper Clip (big)	bxs	5	5	5	5	5	5	5	4	5	5	5	5	59			
13. Stapler # 10	pcs	4	4	4	4	4	4	4	4	4	4	4	4	48			
<b>COMMON JANITORIAL SUPPLIES</b>																	
1. BATHROOM SOAP, 70gms.	piece	457	456	457	456	457	456	457	456	457	456	457	456	5478	14.92	81,753.67	
2. BROOM, soft (taining)	piece	27	27	27	27	27	27	27	27	27	27	27	27	324	122.59	39,719.16	
3. BROOM, STICK (tingting)	piece	138	138	138	138	138	138	138	138	138	138	138	138	1656	20.25	33,540.62	
4. CLEANSER, powder, 350gms.	canister													0	17.75	-	
5. DETERGENT POWDER, all purpose, 500gms.	kg	217	213	213	216	213	213	212	212	212	211	212	213	2557	150.00	383,550.00	
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar	89	87	87	89	87	87	89	87	87	89	87	87	1052	24.52	25,792.94	
7. DISINFECTANT SPRAY, 400 grams net content	can	3	3	2	3	3	2	3	3	2	3	3	2	32	245.18	7,845.76	
8. DUST PAN, non-rigid plastic, with detachable handle	piece	21	20	20	20	20	20	20	20	20	20	20	20	241	26.65	6,422.65	

9. FLOOR WAX, paste, natural, 2kgs.	can														0	314.47	
10. FLOOR WAX, paste, red, 2kgs.	can														0	314.47	
11. FLOOR WAX, liquid type, 3.75L	can														0	339.79	
12. FURNITURE CLEANER, 300mL/can min	can														0	115.13	
13. INSECTICIDE, 600mL (420g) /can	can	14	14	13	14	14	13	14	14	13	14	14	13	164	119.39	19,580.29	
14. MOPHANDLE, screw type, wooden handle	piece	8	7	7	8	7	7	8	7	7	8	7	8	89	85.28	7,589.92	
15. MOPHEAD, 100% rayon, 400g	piece	22	21	21	22	21	21	22	21	21	22	21	21	256	73.55	18,829.82	
16. RAG, COTTON, (7") in diameter	kilo	1	1	1		1	1	1		1	1	1		9	44.77	402.95	
17. SCOURING PAD, economy size	pack	1			1			1			1			4	135.26	541.04	
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	26	26	25	26	26	25	26	26	25	26	26	25	308	63.96	19,699.68	
19. TOILET DEODORANT CAKE, 99% p... chlorobenzene, 50gms, 3 pcs/pack	box															34.11	
20. TRASHBAG, plastic, black, (XL)	roll	1	1	1	1	1		1	1	1	1	1		10	106.38	1,063.85	
20. Broom for ceiling	pcs	2	1	1	1	1	1	2	1	1	1	1	1	14			
<b>LEGAL SIZE PAPER</b>																	
1. PAPER, bond, Premium Grade	ream														0	122.20	
2. PAPER, <sup>mir</sup> Groundwood	ream														0	93.81	
3. PAPER, <sup>milmeo</sup> Whitewove	ream														0	123.02	
4. PAPER, for PPC	ream	22	21	21	22	21	21	22	21	21	22	21	21	256	177.66	45,481.79	
5. PAPER, multicopy, legal, for laser printing	ream														0	179.09	
<b>COMMON OFFICE EQUIPMENT</b>																	
1. AIRPOT, 4.0 liters, w/ dispenser	unit	1													1	1,172.60	1,172.60
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit	2	2	1	2	2	1	2	2	1	2	2	1	20	8,152.77	163,055.36	
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit	1			1			1			1			4	9,634.51	38,538.03	
4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20	unit														0	13,834.55	
5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20	unit	1						1						2	12,459.41	24,918.82	
6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit	1						1						2	1,940.12	3,880.24	
7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit														0	948.74	
8. CALCULATOR, scientific, 10 digits, dot	unit	2			1			2						5	349.65	1,748.24	



ribbons, cables and manual, Epson LX-300+																			
25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250	unit														0	4,242.68			
26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190	unit														0	31,766.80			
27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction	unit	1													1	10,658.93	10,658.93		
28. RADIO CASSETTE RECORDER, with AM/FM Radio	unit														0	1,694.94			
29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit														0	6,342.70			
30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology,with sealed maintenance free batteries, 520VA-600VA	unit	1	1	1	1	1	1	1	1	1	1	1	1	12	2,089.36	25,072.32			
<b>HANDBOOKS ON PROCUREMENT</b>																			
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:																			
a. Procurement of Goods & Services, 110-115 pages	piece														0	33.05			
b. Procurement of Civil Works, 139-149 pages	piece														0	38.59			
c. Procurement of Consulting Services, 139-149 pages	piece														0	22.92			
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece														0	90.61			
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,	piece														0	33.21			
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece														0	13.86			
HANDBOOK ON GENERIC PROCUREMENT MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:	set														0	133.25			



29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml	cart														0	1,397.83	
30. INK CARTRIDGE, HP CB316WA( HP 564), black	cart														0	478.80	
31. INK CARTRIDGE, HP CB317WA(HP 564), photo	cart														0	400.43	
32. INK CARTRIDGE, HP CB318WA(HP 564), cyan	cart														0	400.43	
33. INK CARTRIDGE, HP CB319WA(HP 564 ), magenta	cart														0	400.43	
34. INK CARTRIDGE, HP CB320WA ( HP 564), yellow	cart														0	400.43	
35. INK CARTRIDGE, HP CB335WA(HP74 ), black , 4.5 ml	cart														0	644.03	
36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml	cart														0	1,262.96	
37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml	cart														0	740.21	
38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml	cart														0	1,399.92	
39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	cart	26	26	26	26	26	25	26	26	26	26	25	26	310	603.25	187,008.59	
40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml	cart	15	15	15	14	15	15	15	14	15	14	15	15	177	1,206.51	213,551.74	
41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml	cart	26	26	26	26	26	25	26	26	26	26	25	26	310	724.53	224,604.77	
42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml	cart	8	7	7	7	7	8	7	7	7	7	7	8	87	1,409.33	122,612.06	
43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml	cart														0	604.61	
44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml	cart														0	926.31	
45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml	cart														0	1,008.91	
46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet	cart	10	11	11	11	11	11	10	11	11	11	11	11	130	340.63	44,281.64	
47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet	cart	9	8	8	8	9	8	8	9	8	8	9	8	100	330.38	5	
48. INK CARTRIDGE, HP CD971AA (HP 920), black	cart	10	10	10	9	9	10	9	10	10	10	10	9	116	1,400.00	162,400.00	
49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan	cart	19	19	18	19	19	18	19	19	18	19	19	18	224	1,400.00	313,600.00	
50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta	cart	19	19	18	19	19	18	19	19	18	19	19	18	224	1,400.00	313,600.00	
51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow	cart	19	19	18	19	19	18	19	19	18	19	19	18	224	1,400.00	313,600.00	
52. INK CARTRIDGE, HP CD975AA (HP920XL), black	cart	14	13	13	14	13	13	14	13	13	14	13	13	160	1,150.05	184,008.00	
53. INK CARTRIDGE, HP CN692AA(HP 704), black	cart	29	29	29	29	29	29	29	29	29	30	29	29	349	340.63	118,879.17	
54. INK CARTRIDGE, HP CN693AA (HP704), tricolor	cart	18	17	17	17	17	17	18	17	17	17	17	17	206	340.63	70,169.37	
55. INK CARTRIDGE, Brother LC67HYBK, black	cart														0	1,589.16	
56. INK CARTRIDGE, Brother LC67HYC, cyan	cart														0	961.86	
57. INK CARTRIDGE, Brother LC67HYM, magenta	cart														0	961.86	

58. INK CARTRIDGE, Brother LC67HYY, yellow	cart													0	961.86	
59. INK CARTRIDGE, Brother LC 39BK, black	cart													0	698.39	
60. INK CARTRIDGE, Brother LC 39Y, yellow	cart													0	465.25	
61. INK CARTRIDGE, Brother LC 39C, cyan	cart													0	465.25	
62. INK CARTRIDGE, Brother LC 39M, magenta	cart													0	465.25	
63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A	cart													0	1,008.91	
66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A	cart													0	1,252.51	
67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A	cart													0	2,127.59	
68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A	cart													0	1,704.17	
69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A	cart													0	2,059.64	
70. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX3100	cart													0	1,166.78	
71. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/ C50/ CX3100	cart													0	1,065.36	
72. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/ CX5100	cart													0	1,258.78	
73. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80	cart													0	601.16	
74. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80	cart													0	601.16	
75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80	cart													0	601.16	
76. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX	cart													0	494.52	
77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)	cart													0	871.95	
78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX	cart													0	774.72	
79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100	cart													0	547.84	
80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100	cart													0	547.84	
81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100	cart													0	547.84	
82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83	cart													0	629.39	
83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83	cart													0	387.88	





11 Fire Extinguisher 20lbs (refill)	unit	1	2	2	1	2	2	1	2	2	1	2	2	20			
12 Fire Extinguisher 10lbs (refill)	unit	5	4	4	4	4	4	5	4	4	4	4	4	50			
13 Aircon for Meat Inspector chief	unit	1												1			
14 Bar Stool (high stool)	unit	1						1						2			
15 Cables and Accessories	unit	1												1			
														0			
<b>Office Supplies</b>															0		
1 CD RW	boxes	5	4	4	5	4	5	4	5	4	5	4	5	54	450.00	24,300.00	
2 CD RACK	pcs	2	2	1	2	1	1	2	2	1	2	1	1	18	500.00	9,000.00	
3 External hard drive	unit	2		1		1				1		1		6	10,000.00	60,000.00	
4 Delta Board white ( x25's)	packs	3	3	3	3	3	3	2	2	2	2	2	2	30	125.00	3,750.00	
5 Sign pen refill (0.5)	pcs	2	2	2	2	2	1	1	1	1	1	1	1	17	180.00	3,060.00	
6 Textliners (multi-colored)	pcs	1		1		1		1			1			5	40.00	200.00	
7 Correction fluid	pcs	39	39	39	39	39	39	39	39	39	39	39	39	468	30.00	14,040.00	
8 Slate board	pcs	1		1		1		1			1			5	150.00	750.00	
9 Picture Frame (8 1/2 x 11)	pcs	27	28	27	28	27	28	27	28	27	28	27	28	330	200.00	66,000.00	
10 Scotch tape 1'	pcs	12	11	11	11	11	11	11	11	11	11	11	11	133	25.00	3,325.00	
11 Scotch tape 2'	pcs	7	7	7	7	6	6	7	6	6	7	7	7	80	30.00	2,400.00	
12 Planner	pcs	2	2	2	2	1	2	2	2	1	2	1	1	20	450.00	9,000.00	
13 Flash drive (16g)	pcs	1		1		1		1			1			5	1,000.00	5,000.00	
14 Journal (2 columns)	pcs	3			3			3			3			12		-	
15 Yellow paper	pads	7	6	6	6	6	6	7	6	6	6	6	6	74		-	
18 Correction tape	pcs	32	21	21	32	21	21	32	21	21	32	21	21	296		-	
20 Straw	rolls	1						1						2			
21 Sign pen	box	5	4	5	4	5	4	5	4	5	4	5	4	54			
22 Envelope long	pcs	39	39	38	39	38	39	39	38	39	39	38	39	464			
27 Columnar 24 columns.	pcs	3	3	4	3	4	2	4	3	2	4	2	3	37			
28 Correction tape (metal tip), uni	pcs	4	3	4	3	3	4	3	3	4	3	4	4	42			
30 Coupon bond w/letterhead short	rms	6	6	6	6	6	6	6	6	6	6	6	6	72			
31 Coupon bond w/letterhead long	rms	6	6	5	6	6	5	6	6	5	6	6	6	69			
32 DVD-R w/indi Case	pcs	50	50	50	50	50	51	50	50	50	50	50	50	601			
33 DVD-RW w/indi Case	pcs	9	8	8	9	8	8	9	8	8	8	8	9	100			
34 Folder long	pcs	455	455	455	455	455	455	455	455	455	455	455	455	5460			
35 Folder short	pcs	175	173	173	175	173	173	175	173	173	175	173	173	2084			
36 Ledger (2 columns)	pcs	4	5	4	4	5	5	4	5	4	5	4	4	53			

111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	963.95	
112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	963.95	
113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	963.95	
114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	963.95	
115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	673.30	
116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	673.30	
117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	673.30	
118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	673.30	
119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	673.30	
120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	673.30	
121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141	cart	13	13	13	13	13	13	13	13	13	13	13	13	13	156	310.51	48,440.11
122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141	cart	13	13	13	13	13	13	13	13	13	13	13	13	13	156	310.51	48,440.11
123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141	cart	13	13	13	13	13	13	13	13	13	13	13	13	13	156	310.51	48,440.11
124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141	cart	13	13	13	13	13	13	13	13	13	13	13	13	13	156	310.51	48,440.11
125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143	cart														0	590.71	
126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143	cart														0	465.25	
127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143	cart														0	465.25	
128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143	cart														0	465.25	
129. TONER CARTRIDGE, HP C3906F, black	cart														0	3,139.64	
130. TONER CARTRIDGE, HP CB435A, black	cart														0	2,554.16	
131. TONER CARTRIDGE, HP CB436A, black	cart	1	1		1	1		1	1		1	1		8	2,997.45	23,979.59	

132. TONER CARTRIDGE, HP CB540A, black	cart														0	2,958.77	-
133. TONER CARTRIDGE, HP CB541A, cyan	cart														0	2,718.30	-
134. TONER CARTRIDGE, HP CB542A, yellow	cart														0	2,718.30	-
135. TONER CARTRIDGE, HP CB543A, magenta	cart														0	2,718.30	-
136. TONER CARTRIDGE, HP CC364A, black	cart														0	6,482.10	-
137. TONER CARTRIDGE, HP CC530A, black	cart														0	5,190.91	-
138. TONER CARTRIDGE, HP CC531A, cyan	cart														0	4,868.89	-
139. TONER CARTRIDGE, HP CC532A, yellow	cart														0	4,868.89	-
140. TONER CARTRIDGE, HP CC533A, magenta	cart														0	4,868.89	-
141. TONER CARTRIDGE, HP CE250A, black	cart														0	5,385.37	-
142. TONER CARTRIDGE, HP CE251A, cyan	cart														0	10,607.64	-
143. TONER CARTRIDGE, HP CE252A, yellow	cart														0	10,607.64	-
144. TONER CARTRIDGE, HP CE253A, magenta	cart														0	10,607.64	-
145. TONER CARTRIDGE, HP CE255A, black	cart														0	6,389.05	-
146. TONER CARTRIDGE, HP CE260A, black	cart														0	6,311.68	-
147. TONER CARTRIDGE, HP CE261A, cyan	cart														0	11,464.95	-
148. TONER CARTRIDGE, HP CE262A, yellow	cart														0	11,464.95	-
149. TONER CARTRIDGE, HP CE263A, magenta	cart														0	11,464.95	-
150. TONER CARTRIDGE, HP CE278A, black	cart														0	3,086.32	-
151. TONER CARTRIDGE, HP CE285A, black	cart														0	2,721.44	-
152. TONER CARTRIDGE, HP CE505A, black	cart														0	3,680.16	-
153. TONER CARTRIDGE, HP CE505X, high cap, black	cart														0	6,757.07	-
154. TONER CARTRIDGE, HP Q6000A, black	cart	1	2	2	2	2	2	2	2	2	2	2	2	2	23	3,192.96	73,438.01
155. TONER CARTRIDGE, HP Q6001A, cyan	cart	1	3	1	3	1	3	1	3	1	3	1	1	1	22	3,480.47	76,570.33
156. TONER CARTRIDGE, HP Q6002A, yellow	cart	1	2	1	2	1	2	1	2	1	2	1	2	1	18	3,480.47	62,648.45
157. TONER CARTRIDGE, HP Q6003A, magenta	cart	2	1	1	1	1	1	1	1	1	1	1	1	1	13	3,480.47	45,246.10
158. TONER CARTRIDGE, HP Q6470A, black	cart														0	5,555.79	-
159. TONER CARTRIDGE, HP Q6471A, cyan	cart														0	5,524.42	-
160. TONER CARTRIDGE, HP Q6472A, yellow	cart														0	5,524.42	-
161. TONER CARTRIDGE, HP Q6473A, magenta	cart														0	5,524.42	-
162. TONER CARTRIDGE, HP Q7581A, cyan	cart														0	7,152.27	-
163. TONER CARTRIDGE, HP Q7582A, yellow	cart														0	7,152.27	-
164. TONER CARTRIDGE, HP Q7583A, magenta	cart														0	7,152.27	-
165. TONER CARTRIDGE, Brother TN-155BK, black	cart														0	4,328.37	-
166. TONER CARTRIDGE, Brother TN-155M, magenta	cart														0	5,802.53	-
167. TONER CARTRIDGE, Brother TN-155Y, yellow	cart														0	5,802.53	-



168. TONER CARTRIDGE, Brother TN-155C, cyan	cart													0	5,802.53	
169. TONER CARTRIDGE, Brother TN-2025	cart													0	2,666.03	
170. TONER CARTRIDGE, Brother TN-2130	cart													0	1,829.63	
171. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN	cart													0	3,345.60	
172. TONER CARTRIDGE, Lexmark X340A11G	cart													0	6,116.18	
173. TONER CARTRIDGE, Lexmark E360H11P	cart													0	12,071.34	
174. TONER CARTRIDGE, Lexmark E450A11P	cart													0	6,851.16	
175. TONER CARTRIDGE, Lexmark T650A11P	cart													0	9,681.33	
176. TONER CARTRIDGE, Lexmark T650H11P	cart													0	26,226.37	
177. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500	cart													0	3,189.82	
178. TONER CARTRIDGE, Developer, Epson C13SO50010, for printer EPL-5700L/5800	cart													0	5,223.32	
179. TONER CARTRIDGE, Developer, Epson C13SO50087, for printer EPL-5900/5900L	cart													0	5,324.73	
180. TONER CARTRIDGE, Developer, Epson C13SO50166, 6K, for printer EPL-6200	cart													0	5,179.41	
181. TONER CARTRIDGE, Developer, Epson C13SO50167, 3K, for printer EPL-6200/6200L	cart													0	3,292.28	
182. TONER CARTRIDGE, Epson C13SO50440, Std Cap, for printer AL-M2010D/DN	cart													0	5,524.42	
183. TONER CARTRIDGE, Developer, Epson C13SO50520, 1.8K, for printer AL-M1200	cart													0	3,631.02	
184. TONER CARTRIDGE, Developer, Epson C13SO50521, 3.2K, for printer AL-M1200	cart													0	5,372.82	
185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545	cart													0	10,455.00	
186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML-D3050 / ML-D3051	cart													0	7,161.68	
187. TONER CARTRIDGE, Samsung Part No. ML T-D105L, for printer ML 2580n	cart													0	2,875.13	
188. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND	cart													0	4,887.71	
189. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung ML 1660	cart													0	3,052.86	
190. RIBBON CARTRIDGE, for Fujitsu DL3850	cart													0	461.05	
191. RIBBON CARTRIDGE, for OKI ML 1120	cart													0	7,302.10	

192. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series	cart														0	1,170.96	
193. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000	cart														0	1,157.37	
194. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580	cart														0	122.32	
195. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ 670/680/680Pro	cart														0	353.38	
196. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300	cart	13	13	13	13	13	13	13	13	13	13	13	13	13	156	1,254.60	195,717.60
197. RIBBON CARTRIDGE, Epson C13SO15577(#8766), for printer DFX-5000+/ 8000/8500 Black Ribbon (S015055)	cart														0	963.95	
198. RIBBON CARTRIDGE, Epson C13SO15587, black for printer DLQ-3000/3000+/3500	cart														0	1,055.96	
199. RIBBON CARTRIDGE, Epson C13SO15589(S015337), for printer LQ-590	cart														0	382.65	
200. PRINTHEAD, HP 11, black, C4810A, 8 ml	cart														0	1,399.92	
201. PRINTHEAD, HP 11, cyan, 8 ml	cart														0	1,399.92	
202. PRINTHEAD, HP 11, magenta C4812A, 8 ml	cart														0	1,399.92	
203. PRINTHEAD, HP 11 yellow, 8 ml	cart														0	1,399.92	
204. Photoconductor Kit, Lexmark PN 12A8302	cart														0	4,223.82	
205. Photoconductor Kit, Lexmark PN E260X22G	cart														0	2,352.38	
206. Photoconductor Kit, Lexmark PN E250X22G	cart														0	2,352.38	
207. PHOTOCONDUCTOR UNIT, Epson C13S051099, for printer EPL 6200/6200L	cart														0	3,476.29	

**B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)**

Office Equipment and Accessories																		
1 Air condition (1.5hp window type	unit	1	1				1			1				1	1	6	25,000.00	150,000.00
2 Air condition maintenance	unit	1	1			1	1			1	1			1	1	8	5,000.00	40,000.00
3 Office table	unit	1					1						1			3	5,000.00	15,000.00
4 LCD Projector	unit	1								1				1		3	150,000.00	450,000.00
5 HP Printer 3 in 1	unit	2	1	1	1	1	1	2	1	1	1	1	1	1	14			
6 AVR MISTUI	unit	2	1	1	1	1	1	1	1	1	1	1	1	1	13			
7 Office Tables	unit	1	1	1			1			1			1	1	1	8		
8 Dot Matrix	unit	1								1						2		
9 Air Cooler	unit	1								1						2		
10 Ring Binder Machine	unit	1								1						2		





163 Baygon insect repellent	pcs	2	2	2	2	2	2	2	2	2	2	2	2	24		
164 Rat killer-racumin	box	2	2	2	2	2	2	2	2	2	2	2	2	24		
165 Coffee maker	pcs	1												1		
166 Paper Rack/divider/tray-heavy duty	pcs	1		1		1		1			1			5		
167 Paper and Pen organizer	pcs	1	1	1	1	1		1	1	1	1	1		10		
168 Book binder with cover (thick & long) with knot	pcs	20	20	20	20	20	20	20	20	20	20	20	20	240		
169 Foramttd Diskettes (imation)	box/10	8	7	8	7	8	7	8	7	8	7	8	7	90		
170 EP 22 Cartridge (canon LBP 810 printer)	pcs	1	1	1	1	1	1	1	1	1	1	1	1	12		
171 Sharp Toner	pcs	1	2	2	1	2	2	1	2	2	1	2	2	20		
173 Carbon short black	box	1			1			1						3		
174 Carbon short blue	box	1						1						2		
175 Columnar 5 columns	pcs	2	3	3	2	3	3	2	3	3	2	3	3	32		
177 Data Folder with finger ring	pcs	1			1			1			1			4		
178 Notebook	pcs	1	2	2	1	2	2	1	2	2	1	2	2	20		
179 Paper ruled pad	pads	1			1			1			1			4		
180 Wireless Extension Telephone	units	1						1						2		
181 A.F. # 51 (continous form)	sets	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	60000		
182 A.F. # 51 pads	pads	100	100	100	100	100	100	100	100	100	100	100	100	1200		
183 A.F. # 52	pads	5	4	4	4	4	4	5	4	4	4	4	4	50		
184 A.F. # 53	pads	9	8	8	9	8	8	9	8	8	9	8	8	100		
185 A.F. # 54	pads	5	4	4	4	4	4	5	4	4	4	4	4	50		
186 A.F. # 56 (continous form)	pads	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	30000		
187 Cash tickets (1.00)	pads	9	8	8	9	8	8	9	8	8	9	8	8	100		
188 Cash tickets (10.00)	pads	16	17	17	16	17	17	16	17	17	16	17	17	200		
189 Cash tickets (5.00)	pads	25	25	25	25	25	25	25	25	25	25	25	25	300		
190 Cashbooks	pcs	5	4	4	4	4	4	5	4	4	4	4	4	50		
191 CTC Corporation	pads	1	1	1	1	1		1	1	1	1	1		10		
192 CTC individual	pads	84	83	83	84	83	83	84	83	83	84	83	83	1000		
193 Ordinance violation receipt (OVR)	pads	9	8	8	9	8	8	9	8	8	9	8	8	100		
194 Stapler Wire (max HD 3ls 13mm)	box	1			1			1			1		1	5		
195 Universal ink black	bots	1	1	1	1	1	1	1	1	1	1	1	1	12		
196 Universal ink colored	bots	1	1	1	1	1	1	1	1	1	1	1	1	12		
197 Brother Toner TN 2130	pcs	1	1	1	1				1	1	1	1		8		
198 Universal Ink black	bots	1	1	1	1	1	1	1	1	1	1	1	1	12		
199 Universal Ink colored	bots	1	1	1	1	1	1	1	1	1	1	1	1	12		
200 File System	pcs	1	1		1	1		1	1		1	1		8		

201 Sworn Statement	rms	17	16	16	17	16	16	17	16	16	16	16	16	195		
202 Assessment Roll	rms	33	32	33	32	33	32	33	32	33	32	33	32	390		
203 Tax Map cover	pcs	17	17	16	17	17	16	17	17	16	17	17	16	200		
204 Notice of Assessment and Tax Bill	rms	33	32	33	32	33	32	33	32	33	32	33	32	390		
205 Tax Declaration	rms	33	32	33	32	33	32	33	32	33	32	33	32	390		
206 Book cover	pcs	17	17	16	17	17	16	17	17	16	17	17	16	200		
207 Bolts	pcs	34	33	33	34	33	33	34	33	33	34	33	33	400		
<b>Audio and visual presentation and composing equipment</b>														0		
1 Tape Recorder	unit	1												1		
2 Blank Mini-cassette tape	pcs	25	25	25	25	25	25	25	25	25	25	25	25	300		
3 Nikon D90 (with flash and battery pack)	unit	1												1		
4 Wireless Microphone	unit	1						1						2		
5 Digital Video Camera	unit	1												1		
6 Radio or cassette or karaoke	unit	1												1		
7 SLR Digital Camera	unit	1												1		
8 Digicam, sony (10 mega pixel)	unit	1												1		
9 Samsung Galaxy note w/wifi (ixus 23015)	unit	1												1		
<b>Photographic or filming or video equipment</b>																
1 Under water camera (w/ casing)	unit	2												2	37,500.00	75,000.00
2 XLR Camera with Accessories	unit	1												1		
3 Handycam Camcorder	unit	1												1		
<b>Cleaning Equipment and Supplies</b>																
1 Sponge	pcs	9	9	9	9	9	9	9	9	9	9	9	9	108		
2 Glass cleaner	pcs	13	12	12	13	12	12	13	12	12	13	12	12	148		
3 Door mat (cloth)	pcs	16	15	15	15	15	15	15	15	15	15	15	15	181		
4 Glass	doz./pcs	13	12	12	13	12	12	13	12	12	13	12	12	148		
5 Spoon	doz./pcs	9	9	9	9	9	9	9	8	9	9	8	9	106		
6 fork	doz./pcs	9	10	10	10	10	10	10	10	10	10	10	10	9	118	
7 plate	doz./pcs	9	9	9	9	9	9	9	9	9	9	9	9	108		
8 Cup & saucer	doz.	1						1					1	3		
9 Bowl	doz.	5	5	5	4	4	5	5	5	4	4	5	5	56		
10 Coco cloth x 50 yards	rolls	3	3	2	3	2	3	2	3	2	3	2	3	31		
11 Dishwashing Liquid	bots	15	14	15	14	15	14	15	14	15	14	15	14	174		
12 Muriatic Acid	bots	52	51	51	51	51	51	51	51	51	51	51	51	613		
13 Ariel Powder 70g	pcs	167	166	167	167	166	167	167	166	167	167	167	166	2000		

Albatros	bots	200	200	200	200	200	200	200	200	200	200	200	200	2400		
Band Aid	pck	1	2	2	1	2	2	1	2	2	1	2	2	20		
Bandage 100g	pck	3	3	3	3	3	3	3	3	3	3	3	3	36		
Betadine 50ml	bots	6	5	5	5	5	5	5	5	5	5	5	5	61		
Casserole-size 32	pcs	1	1		1	1		1	1		1	1		8		
Chopping board-big	pcs	1			1			1			1			4		
Cups	pcs	11	11	11	11	11	11	11	11	11	11	11	11	132		
Domex	bots	3	2	2	3	2	2	3	2	2	3	2	2	28		
Dipper	pcs	21	20	20	21	20	20	21	20	20	21	20	20	244		
Frying pan	pcs	1						1						2		
Garbage bag medium x 10	pck	34	33	33	34	33	33	34	33	33	34	33	33	400		
Garbage bag XXL x 10	pck	100	100	100	100	100	100	100	100	100	100	100	100	1200		
Feather duster	pcs	1	1		1	1		1	1		1	1		8		
Lavatory faucet	pcs	6	5	5	6	5	5	6	5	5	6	5	5	64		
Liquid Sosa (1lt)	bots	5	5	5	5	5	5	5	5	5	5	5	5	60		
Pail big	pcs	8	7	7	7	7	7	8	7	7	7	7	7	86		
Saucer	pcs	9	8	9	8	9	8	9	8	9	8	9	8	102		
Scotch brite, scouring pad	pcs	56	55	55	55	55	55	56	55	55	55	55	55	662		
Shower valve	pcs	1	2	2	2	2	2	2	2	2	2	2	2	23		
Shower head	pcs	2	2	2	2	2	2	2	2	2	2	2	2	24		
Squeeze mop wet extractor	pcs	1	2	2	1	2	2	1	2	2	1	2	2	20		
Tissue Holder	pcs	1						1						2		
Toilet bowl brush	pcs	14	13	14	13	13	14	14	13	14	13	14	13	162		
Toilet bowl pump	pcs	13	13	13	13	12	12	13	13	12	13	13	12	152		
Trashcan	pcs	7	7	7	6	7	6	7	6	7	7	7	6	80		
Zonrox 1lt	bots	9	9	9	9	9	9	9	9	9	9	9	9	108		
TBC-tuff	bots	1	1	1		1		1		1		1		7		
Mop cloth	pcs	1		1		1		1		1		1		6		
Purified Water (5galoons)	bots	2	2	2	2	2	2	2	2	2	2	2	2	24		
Rugs	pcs	3	4	4	3	4	4	3	4	4	3	4	4	44		
Toothpaste	sachet	4	4	4	4	4	4	4	4	4	4	4	4	48		
Toothbrush	pcs	2	2	2	2	2	2	2	2	2	2	2	2	24		
Shampoo	sachet	2	2	2	2	2	2	2	2	2	2	2	2	24		
Baby Powder	bots	2	1	1	2	1	1	2	1	1	2	1	1	16		
Disposable diaper (xl)	pcks	1			1			1			1			4		
Disposable diaper (large)	pcks	1			1			1			1			4		

50 Disposable diaper (medium)	pcs	1			1			1			1			4
51 Laddle for Rice	pcs	1						1						2
52 Laddle for Viand	pcs	1						1						2
53 Table cloth /cover	pcs	1						1						2
54 Bathroom Deodorizer	pcs	1	1	1	1	1	1	1	1	1	1	1	1	12
55 Tray Drainer	pcs	1						1						2
56 Small tongue depressor	box	1												1
57 Water dipper	pcs	1						1						2
58 Water Dispenser	unit	1			1			1			1			4
59 Air Freshener spray	bts	5	4	5	4	5	4	5	4	5	4	5	4	54
60 Hard brush	pcs	9	8	8	9	8	8	9	8	8	9	8	8	100
61 Lysol concentrate 500ml	bots	3	2	3	2	3	2	3	2	3	2	3	2	30
62 Push brush 12'	pcs	2	1	1	1	1	1	2	1	1	1	1	1	14
63 Scotch brite sponge	pcs	10	9	9	10	9	9	10	9	9	10	9	9	112
64 Chlorine Powder	kl	3	3	3	2	3	2	3	2	3	2	3	3	32
65 Steel brush	pcs	4	4	4	4	4	4	4	4	4	4	4	4	48
66 Steel wool	pcs	8	8	8	8	8	8	8	8	8	8	8	8	96
67 Paint Silver	gal	3	2	2	2	2	2	2	2	2	2	2	2	25
68 Knap sakc Sprayer	pcs	1			1			1						3
69 Hair net	box	1						1						2
70 Faucet	pcs	34	33	33	33	34	33	33	34	33	33	34	33	400
71 GI pipes 1/2	rolls	1	1	1		1	1	1		1	1	1		9
72 Flexible hose	rolls	1				1				1				3
73 Angle valve	pcs	1			1			1			1			4
74 Brass coupling	pcs	1		1		1		1		1		1		6
75 Brass adaptor	pcs	1		1		1		1		1		1		6
76 T(1/2X4)	pcs	1			1			1			1			4
77 Valve	pcs	1			1			1			1			4
78 Window mop cleaner	pcs	1						1						2
79 Small Bowls	pcs	4	3	3	4	3	3	4	3	3	4	3	3	40
80 Cannisters	pcs	1			1			1			1			4
81 GI Elbow 1/2	pcs	1	1	1	1	1	1	1	1	1	1	1	1	12
82 Square bar 1/220ft.	pcs	1				1				1				3
83 Faucet Stainless	pcs	1			1			1			1		1	5
84 Cholorx 500ml	bots	1			1			1			1			4
85 Plastic brush	pcs	1			1			1			1			4

86 Throne Plunger	pcs	1						1						2		
87 Basin	pcs	1			1			1						3		
<b>Paper Materials and Products</b>																
1														0		
2														0		
3														0		
4														0		
<b>Lighting and fixtures and accessories</b>																
1														0		
2														0		
3														0		
4														0		
5														0		
<b>Electrical equipment and components and supplies</b>																
1 Refrigerator (5 cu.ft.)	unit	1						1						2	12,000.00	24,000.00
2 Megaphone	pc	1						1						2		
3 Xerox Machine	unit	1	1	1		1		1		1		1		7		
4 Numbering Machine	unit	2	2	2	2	2	1	2	2	2	2	2	1	22		
5 Personal Refrigerator	unit	1												1		
6 Electrical outlets	pcs	1	1	1	1	1		1	1	1	1	1		10		
7 Binding machine	unit	1												1		
<b>Computer Supplies</b>																
1 Laptop computer	unit	2			1			2				1		6	45,000.00	270,000.00
2 Desktop computer	unit	1												1	45,000.00	45,000.00
3 Fax machine	unit	2						1				1		4	10,000.00	40,000.00
4 Computer ink # 21	pcs	37	37	36	53	37	36	53	37	36	53	37	36	488		
5 Computer ink # 22	pcs	43	36	36	43	36	36	43	36	36	43	36	36	460		
6 Computer ink # 61 black	pcs	20			20			20			20			80		
7 Computer ink # 61 colored	pcs	20			20			20			20			80		
8 Computer mouse	pcs	3	2	2	3	2	2	3	2	2	3	2	2	28		
9 Canon 40	pcs	12	13	12	13	12	13	12	13	12	13	12	13	150		
10 Canon 41	pcs	9	8	8	9	8	8	9	8	8	9	8	8	100		
11 Jute sack	pcs	13	12	13	12	13	12	13	12	13	12	13	12	150		
12 Memory Card	pcs	1	1	1		1		1			1		1	7		
13 Lan Card	pcs	1		1		1		1		1			1	6		



16 Webcam	unit	1													1		
17 Cleaning kit	unit	1													1		
18 3 in 1 Printer	unit	1			1				1						4		
19 Laminator Machine	unit	1													1		
20 Tax Map Printer	unit	1													1		
<b>*Other Categories</b>																	
1 Rear Wheel	pcs	1			1				1						4	75,000.00	300,000.00
2 Front Wheel	pcs	1			1				1						4	30,000.00	120,000.00
3 Hydraulic Filter	pcs	1		1		1			1		1		1		6	1,500.00	9,000.00
4 Fuel Filter	pcs	1		1		1			1		1		1		6	1,600.00	9,600.00
5 Oil Filter	pcs	1		1		1			1		1		1		6	1,300.00	7,800.00
6 Hydraulic Oil	gal	1		1		1			1		1		1		6	2,850.00	17,100.00
7 Engine Oil	gal	1	1	1	1	1	1	1	1	1	1	1	1	1	12	3,600.00	43,200.00
8 Diesel	lit	3300	3300	3300	3300	3300	3300	3300	3300	3300	3300	3300	3300	3300	39600	32.00	1,267,200.00
9 Socket wrench set	pcs	2	2	2	2	2	2	2	2	2	2	2	2	2	24	312.50	7,500.00
10 Open and back wrench	set	1													1	3,500.00	3,500.00
11. Adjustable wrench	set	1													1	1,500.00	1,500.00
12 Flatnose and long nose plier set	set	1													1	1,200.00	1,200.00
13 Screw driver	set	1													1	750.00	750.00
14 Hydraulic jack	unit	1													1	2,500.00	2,500.00
15 Rotavator blade	pcs	7	7	7	7	7	7	7	7	7	7	7	7	7	84	550.00	46,200.00
16 Rubber boots	pair	27	12	11	12	11	12	9	12	12	12	12	12	12	154	450.00	69,300.00
17 Rain coats	pcs	29	14	14	14	14	14	13	14	14	13	14	14	14	181	600.00	108,600.00
18 Battery	pcs	1										1			2	5,000.00	10,000.00
19 Bearings	pcs	1			1				1			1			4	800.00	3,200.00
20 Tear tire tube	pcs	1			1				1			1			4	21,250.00	85,000.00
21 Fan belt	pcs	6	7	7	7	7	7	7	6	7	7	6	6	80	300.00	24,000.00	
22 Engine Oil	lit	1		1		1	1		1	1	1	1		8	1,850.00	14,800.00	
23 Regular gasoline	lit	41.6	41.6	41.6	41.6	41.6	41.6	41.6	41.6	41.6	41.6	41.6	42	500	52.05	26,000.00	
24 Gear Oil	lit	2	1	2	2	2	2	2	2	2	1	1	1	20	1,500.00	30,000.00	
25 Rubber Wheels	pcs	2													2	15,000.00	30,000.00
26 Gear Oil #90	gal	1						1							2	2,000.00	4,000.00
27 Gasoline	lit	792	791	791	792	791	791	792	791	791	792	791	791	9496	52.47	498,255.12	
28 Reaper blade	set	1													1	15,000.00	15,000.00
29 Lock pin	pcs	2	2	2	2	2	2	2	2	2	2	2	2	24	100.00	2,400.00	
30 Spartk plug	pcs	1		1		1		1			1			5	100.00	500.00	

31 Open and back wrench	set	1													1	3,500.00	3,500.00
32 Socket wrench	pcs	2	2	2	2	2	2	2	2	2	2	2	2	2	24	312.50	7,500.00
33 Mixer	unit	1													1	90,000.00	90,000.00
34 Shredder	unit	1													1	60,000.00	60,000.00
35 Carbonizer	unit	1													1	39,000.00	39,000.00
36 Refractometer	unit	1													1	15,000.00	15,000.00
37 Digital ph meter	unt	1						1							2	2,500.00	5,000.00
38 Hand held depth meter	unit	1													1	5,000.00	5,000.00
39 Glass slides	box	1													1	500.00	500.00
40 Sedgewick Rafter Counting chamber	pcs	1						1							2	650.00	1,300.00
41 Phytoplankton bottles	pcs	2	1	1	1	1	1	1	1	1	2	2	2	16	20.00	320.00	
42 Water sampling bottles	pcs	3	3	3	3	3	3	4	4	4	4	4	4	42	15.00	630.00	
43 Sediment sampling bottles	pcs	2	1	1	1	1	1	1	1	1	2	2	2	16	15.00	240.00	
44 Ammonia Kit	kit	3													3	500.00	1,500.00
45 Sampling plastic/Ziploc	box	1				1		1			1				4	120.00	480.00
46 Aluminom foil	rolls	1		1		1		1			1				5	80.00	400.00
47 Styrobox	pcs	1		1	1	1		1	1		1		1	8	120.00	960.00	
48 Knife	pcs	2	1	1	2	1	1	2	1	1	1	1	1	15	80.00	1,200.00	
49 Formaldehyde	lit	1						1							2	150.00	300.00
50 Distilled water	lit	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	30	25.00	750.00	
51 Cotton	pcs/pcks	10	11	10	10	11	10	10	11	10	10	11	10	124	30.00	3,720.00	
52 Basin	pcs	2	1	1	2	1	1	2	1	1	1	1	1	15	30.00	450.00	
53 White Towels	pcs	1	1		1	1		1	1		1	1		8	25.00	200.00	
54 Hand gloves	pair	5	5	4	5	4	4	5	4	4	5	5	4	54	60.00	3,240.00	
55 Seedling bag (14 x 12)	pcs	5000												5000	1.50	7,500.00	
56 Seedling bag (6 x 10)	pcs	5000												5000	1.00	5,000.00	
57 Seedling bag (7 x 8)	pcs	5000												5000	0.80	4,000.00	
58 Hammer	pcs	1	1	1		1		1	1	1		1	1	9	380.00	3,420.00	
59 Expanding ladder (8ft)	unit	1						1						2	20,000.00	40,000.00	
60 Pruning Scissor	unit	1	1	1		1	1	1		1	1	1	1	10	350.00	3,500.00	
61 Bolo	pcs	3	3	3	3	3	3	2	3	3	2	3	3	34	400.00	13,600.00	
62 Marin Plywood (1/4)	pcs	3	2	3	2	3	2	3	2	3	2	3	2	30	450.00	13,500.00	
63 Marine Plywood (1/2)	pcs	1			1			1			1			4	800.00	3,200.00	
64 Brush paint (3', 1/2)	pcs	5	4	5	4	5	4	5	4	5	4	5	4	54	75.00	4,050.00	
65 Brush paint (1/2)	pcs	1			1			1			1			4	45.00	180.00	
66 Alquitrán paint	gal	2		2		2		2		2				10	160.00	1,600.00	

7 Marine Paint - yellow	gal	1			1			1			1			4	450.00	1,800.00
8 Marine paint- blue	gal	1			1			1			1			4	450.00	1,800.00
9 Marine paint - white	gal	1			1			1			1			4	450.00	1,800.00
10 Cord Marine Epoxy	lit	1	1	1	1	1	1	1		1		1	1	10	500.00	5,000.00
11 Hand Shovel	pcs	2	1	1	1	1	1	2	1	1	1	1	2	15	80.00	1,200.00
12 Shovel (heavy duty)	pcs	3	3	3	3	2	3	3	3	2	3	3	3	34	180.00	6,120.00
13 Garden soil	bag	8	8	8	8	8	8	8	8	8	8	10	10	100	175.00	17,500.00
14 Nylon Rope No.250	kg	1	1	1	1	1	1	1		1	1	1		10	350.00	3,500.00
15 Nylon Rope No. 300	kg	1	2	2	1	2	2	1	2	2	1	2	2	20	350.00	7,000.00
16 PP net (size #6)	roll	1		1		1		1		1	1	1	1	8	6,000.00	48,000.00
17 PE rope #10	roll	3	2	3	2	3	2	3	2	3		2	1	26	370.00	9,620.00
18 PE rope #4	roll	2	2	2	2	2	2	2	2	2		2		20	90.00	1,800.00
19 Bronze Nail (1,2)	kg	1		1		1		1			1		1	6	150.00	900.00
20 Common nail (1,2,2,4)	kg	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	30	75.00	2,250.00
21 Bamboo (full length kawayan)	pcs	20	20	20	20	20	20	20	20	20	20	20	30	250	100.00	25,000.00
22 Bamboo (full length bayog)	pcs	41	41	41	41	42	42	42	42	42	42	42	42	500	80.00	40,000.00
23 Bamboo post	pcs	41	41	41	41	42	42	42	42	42	42	42	42	500	50.00	25,000.00
24 Styro Buoy (round)	pcs	4	4	4	4	4	4	4	4	4	5	5	4	50	200.00	10,000.00
25 DD Net #22	roll	1												1	3,500.00	3,500.00
26 Bookpaper subs 20,A3 (11 1/2 x 16 1/2)	reams	1		1		1		1			1			5	300.00	1,500.00
27 Highlighter (assorted)	pcs	3			3			3			3			12		-
28 Dish Cabinet	pc	1	1		1			1		1	1	1		7		-
29 Dish Organizer	pc	2	1	1	1	1	1	1	1	1	1	1	1	13		-
30 Service Vehicle	unit	1			1				1					3		-
31 In and Out Tray (2 layers)	pcs	3	3	3	2	3	2	3	2	3	2	3	3	32		-
32 Ballvalve	pcs	2	2	2	2	2	2	2	2	2	2	2	2	24		-
33 Epoxy 1/2	can	5	5	4	5	4	5	4	5	4	5	5	4	55		-
34 Hose-water pump 2'	m	5	5	5	5	5	5	5	5	5	5	5	5	60		-
35 Hose-plant 1/2	m	12	11	12	12	12	11	12	11	12	12	12	12	141		-
36 Hydrogen peroxide	bots	4	3	3	4	3	3	4	3	3	4	3	3	40		-
37 Rake	pcs	6	5	5	6	5	5	5	6	5	6	5	5	64		-
38 Sack	pcs	16	17	17	16	17	17	16	17	17	16	17	17	200		-
39 Spade	pcs	2	3	2	3	2	3	2	3	2	3	2	3	30		-
40 Emergency light	pcs	1	1	1	1	1		1	1	1	1	1	1	11		-
41 Sticker -Tribikes/pushcarts	pcs	5	4	4	4	4	4	4	4	4	4	4	5	50		-
42 Sticker - Motorboats	pcs	59	58	58	59	58	58	59	58	58	59	58	58	700		-





173 G 18 1/4	dozen	1			1			1			1			4	
174 G 18 1/2	dozen	1			1			1			1			4	
175 G 19 1/4	dozen	1			1			1			1			4	
176 G 19 1/2	dozen	1			1			1			1			4	
177 Surgical Blade Holder	pcs	1			1			1			1			4	
178 Scissor sharp/blunt	pcs	1	1	1	1	1		1	1		1	1	1	10	
179 Trocar and Canula small	pcs	1						1						2	
180 Trocar and Canula large	pcs	1						1						2	
181 Hoof Trimmer	pcs	1						1						2	
182 Rechargeable Battery (AA)	pcs	2	1	1	2	1	1	2	1	1	2	1	1	16	
183 Rechargeable Battery (AAA)	pcs	1	1	1	1	1		1	1	1	1	1		10	
184 Straw	rolls	2	1	2	1	2	1	2	1	2	1	2	2	19	
185 Stickers for Renewal of Mayor's Permit	pcs	416	417	417	416	417	417	416	417	417	416	417	417	5000	
186 Slippers	pair	2	2	2	2	2	2	2	2	2	2	2	2	24	
187 Padlock	pcs	1	1					1	1			1		5	
188 Totty block	set	1												1	
189 Inch Cubes	set	1												1	
190 Table blocks	set	1												1	
191 Caboodles (big)	set	1						1						2	
192 Pattern blocks	set	1												1	
193 Worm puzzle	set	1												1	
194 Cribs	unit	1						1						2	
195 Baby pillow	pcs	1		1		1		1			1			5	
196 Big pillow	pcs	1	1	1	1	1		1	1	1	1	1		10	
197 Assorted Toys	pcs	5	4	4	4	4	4	5	4	4	4	4	4	50	
198 Coloring Books	pcs	1		1		1		1			1			5	
199 Plastic Cover for Viand	pcs	1						1						2	
200 Folding Bed	pcs	1			1			1			1			4	
201 Amplifier	unit	1						1						2	
202 Speaker	set	1												1	
203 Sugar (brown)	sacks	1	1	1	1	1		1	1	1	1	1	1	10	
204 Coffee	bxs	1	1	1	1	1		1	1	1	1	1	1	10	
205 Corned beef	bxs	1	1	1	1	1		1	1	1	1	1	1	10	
206 Milo	bxs	1	1	1	1	1		1	1	1	1	1	1	10	
207 Payless instant noodles	bxs	1	1	1	1	1		1	1	1	1	1	1	10	

208 Sotanghon (ready to eat)supreme	bx	1	1	1	1	1	1	1	1	1	1	1	1	10
209 Bear brand powder	bx	1	1	1	1	1	1	1	1	1	1	1	1	10
210 Maling	bx	1	1	1	1	1	1	1	1	1	1	1	1	10
211 Sando bags	bundles	1		1		1		1			1			5
212 Ice plastics	bundles	2	1	1	2	1	1	2	1	1	2	1	2	17
213 Mosquito Net	pcs	5	4	4	4	4	4	5	4	4	4	4	4	50
214 Blanket	pcs	9	8	8	9	8	8	9	8	8	9	8	8	100
215 Mat	pcs	9	8	8	9	8	8	9	8	8	9	8	8	100
216 Tolda	pcs	1	2	2	1	2	2	1	2	2	1	2	2	20
217 Tents	units	1	2	2	1	2	2	1	2	2	1	2	2	20
218 Plastic cups with hundle	pcs	9	8	8	9	8	8	9	8	8	9	8	8	100
219 Body part Puzzle	pcs	1						1						2
220 Memory Game Puzzle	pcs	1		1				1						3
221 Family Tree puzzle	pcs	1						1						2
222 GEO PEG Boards	pcs	1												1
223 RGR Tree	pcs	1												1
224 Alphabet educational chart	pcs	1												1
225 Body parts educational chart	pcs	1												1
226 Shape educational chart	pcs	1												1
227 Color educational chart	pcs	1												1
228 Flashcards (parts of the body)	pcs	1												1
229 Flashcards (numbers)	pcs	1												1
230 Flashcards (additon table)	pcs	1												1
231 Flashcards (multiplication table)	pcs	1												1
232 Flashcards (subtraction table)	pcs	1												1
233 Flashcards (division table)	pcs	1												1
234 Clay set	pcs	1				1					1			3
235 Crayons (big)	pcs	1			1			1			1			4
236 Crayons (regular)	box	2	2	2	2	2	2	2	2	2	2	2	2	24
237 Picture puzzle	pcs	1				1					1			3
238 Bowling set toy	set	1												1
239 Thermometer	pcs	1			1		1		1			1		5
240 BP apparatus (aneroid type)	set	1												1
241 Electrical Stimulators (block box) with 6 electrodes	unit	1					1				1			3
242 Ankle weights (pediatric)	pair	1						1						2
243 Wrist weights (pediatric)	pair	1						1						2



280 Parts of the Body (boy)	pc	1													1
281 Parts of the Body (girl)	pc	1													1
282 Clock with movable hands	pc	1													1
283 Ring toss	pc	1													1
284 Double sand papers letters	pc	1													1
285 Our Solar System	pc	1													1
286 Beads and Barrel	pcs	4	3	3	4	3	3	4	3	3	4	3	3	40	
287 Executive Table	unit	1			1			1			1				4
288 Executive chair	unit	1		2	1			1	2		1				8
289 Bamboo waste basket	pcs	9	8	8	9	8	8	9	8	8	9	8	8	100	
290 Nylon rope#8	rolls	1	1	1	1	1		1	1	1	1	1			10
291 Paint thinner	ltr	2	2	1	2	1	1	2	1	1	2	1	1	17	
292 Fly pad	pcs	16	17	17	16	17	17	16	17	17	16	17	17	200	
293 Carborandum	pc	1													1
294 Padlock with chain	pcs	1			1			1			1				4
295 Wheel Barrow	unit	1						1							2
296 Face mask	box	1						1							2
297 Laboratory Gown	pcs	1		1		1		1		1		1			6
298 Surgical Gloves	box	1			1			1			1				4
299 T-shirts	pcs	8	8	8	8	8	8	8	8	8	8	8	8	96	
300 Capsule bulb	pcs	19	19	19	18	19	19	18	19	19	18	19	19	225	
301 Flash light	unit	1			1			1			1				4
302 Receptacles	pcs	1	2	2	1	2	2	1	2	2	1	2	2	20	
303 Switch Gang 1	pcs	1		1		1		1		1		1	1	7	
304 Switch Gang 3	pcs	1		1		1		1		1		1	1	7	
305 Fuse 13 amphere	box	1				1				1					3
306 Fuse 30 amphere	pcs	1		1		1		1		1		1			6
307 Fuse 20 amphere	pcs	1		1		1		1		1		1			6
308 Fuse 15 amphere	pcs		1	1		1	1		1	1		1	1		8
309 Circuit breaker	pcs	1													1
310 Main breaker 120 amphere	pcs	1													1
311 Manual Transfer switch	pcs	1													1
312 Electrical wirings	roll	1						1							2
313 Tie Wire	roll	1						1							2
314 PVC pipes 1/2	roll	1				1				1					3
315 Tank fitting	pcs	1	1	1	1	1		1	1	1	1	1			10







1/2"	pack	1												1	
1"	pack	1												1	
Celluloid (thick)	yards	1	1	1	1	1		1	1	1	1	1	1	10	
Treatment Bath	unit	1												1	
Chisel	pcs.	1						1				1		3	
File (Raspador)	pc.	1												1	
<b>Palay Seed Production</b>															
Seeds															
FS	kgs	7	7	6	7	7	6	7	7	6	7	7	6	80	
RS	kgs	14	13	13	14	13	13	14	13	13	14	13	13	160	
Fertilizer															
Chicken Manure	bags	55	55	55	55	55	55	55	55	55	55	55	55	660	
14-14-14 (Philphos)	bags	1	2	2	1	2	2	1	2	2	1	2	2	20	
Urea (Viking Ship)	bags	1	1	1	1	1	1	1	1	1	1	1	1	12	
0-0-60	bags	1		1		1		1		1		1		6	
Zinc Sulphate (5 kgs.)	bags	1		1		1		1		1		1		6	
Chemical Pesticides															
Herbicide	lit	1				1				1				3	
Insecticide	lit	1				1				1				3	
Molluscide:															
Herbicide	lit	1							1					2	
Insecticide	kgs	1				1				1				3	
Molluscide:															
Liquid	lit	1							1					2	
Pellets	kgs	1				1				1				3	
Sacks with logo	pcs	50	50	50	50	50	50	50	50	50	50	50	50	600	
Ordinary sacks	pcs	50	50	50	50	50	50	50	50	50	50	50	50	600	
Buho splints	bundles	1	1		1	1		1	1		1	1		8	
Bamboo splints	bundles	1	1		1	1		1	1		1	1		8	
<b>B. Traditional Varieties - 0.5 ha (one cropping)</b>															
Seed (varieties)	kgs	2	2	2	2	2	2	2	2	2	2	2	3	25	
MRF organic fertilizer	bags	9	8	8	9	8	8	9	8	8	9	8	8	100	
Molasses	containers	1				1			1		1		1	5	
Fish trimmings	kgs	1	2	2	1	2	2	1	2	2	1	2	2	20	
Animal bone	kgs	1	1	1	1	1		1	1	1	1	1		10	
Fruit (Pineapple)	kgs	1	2	2	1	2	2	1	2	2	1	2	2	20	



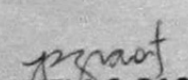
Expanded Feeding Program														
1.a.1. kangkong	kgs	3	2	2	3	3	2	3	3	2	2	3	2	30
1.a.2. squash	cans 50g	1	1	1	1	1	1	1	1	1	1	1	1	12
1.a.3. mungbean	kgs	16	17	17	16	17	17	16	17	17	16	17	17	200
<b>2.a. Vegetable Seed Subsidy</b>														
2.a.1. Eggplant (Casino)	cans(50 g)	9	8	8	9	8	8	9	8	8	9	8	8	100
2.a.2. Ampalaya ( Galaxy)	cans(50 g)	9	8	8	9	8	8	9	8	8	9	8	8	100
2.a.3. Tomato ( Diamante)	cans(50 g)	9	8	8	9	8	8	9	8	8	9	8	8	100
2.a.4. Squash ( Suprema)	cans(50 g)	9	8	8	9	8	8	9	8	8	9	8	8	100
2.a.5. Red Hot Pepper	cans(50 g)	9	8	8	9	8	8	9	8	8	9	8	8	100
2.a.6. Green Pepper ( Django)	cans(50 g)	9	8	8	9	8	8	9	8	8	9	8	8	100
2.a.7. Okra (Smooth Green)	kgs	1	2	2	1	2	2	1	2	2	1	2	2	20
2.a.8. Patola	cans(50 g)	9	8	8	9	8	8	9	8	8	9	8	8	100
2.a.9. Upo	cans(50 g)	9	8	8	9	8	8	9	8	8	9	8	8	100
2.b. Organic Subsidy	1000 bags	84	83	83	84	83	83	84	83	83	84	83	83	1000

\*\*\*GRAND TOTAL: .....  
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....  
APPROVED BUDGET: .....

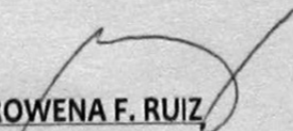
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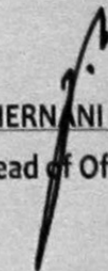
\*Other categories that are not indicated herein  
\*\*\*Grand total for items under A and B

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

Prepared by:  
  
**PAMELA G. RAOET**  
Head, BAC Secretariat

Certified Funds Available /  
Certified Appropriate Funds Available:

  
**ROWENA F. RUIZ**  
City Budget Officer

Approved:  
  
**HON. HERNANI A. BRAGANZA**  
Head of Office/Agency

Date Prepared: \_\_\_\_\_