

## 2016 ANNUAL PROCUREMENT PLAN BASIC OFFICE SUPPLIES

### I. Procurement Service Supplies

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
<b>A.</b>	<b>COMMON COMPUTER SUPPLIES</b>																		
1	DVD-Rewriteable, 4x speed, 4.7 GB capacity with case	piece														1,602	21.37	34,234.74	PS
<b>B.</b>	<b>COMMON OFFICE SUPPLIES</b>																		
1	BOOK, RECORD, 300pp. (leatherette w/ no. page) #85	piece														1,165	60.32	70,272.80	PS
2	BOOK, RECORD, 500pp. (leatherette w/ no. page) #85	piece														1,451	86.85	126,019.35	PS
3	CLEARBOOK, REFILLABLE, Long,	piece														112	41.60	4,659.20	PS
4	CORRECTION TAPE, 5mm x 10m	piece														3,339	41.08	137,166.12	PS
5	ENVELOPE, Documentary 10 x 15, 200 lbs. 500 pcs. per box	box														347	507.40	176,067.80	PS
6	ENVELOPE, Expanding, Legal size, with garter	piece														15,689	6.22	97,585.58	PS
7	ENVELOPE, Mailing, kraft, 500 pcs. per box	box														338	131.96	44,602.48	PS
8	ERASER, Rubber	piece														968	2.16	2,090.88	PS
9	ERASER, Whiteboard	piece														106	10.07	1,067.42	PS
10	FASTENER, metal, Heavy Duty, 50 sets per box	box														1,325	57.09	75,644.25	PS
11	FOLDER, Loose leaves, legal size	piece														13,390	10.80	144,612.00	PS
12	FOLDER, L-type, Legal, plastic	piece														193	3.64	702.52	PS
13	INDEX CARD, 3 x 5, plain, 100 lbs. 1000 pcs/pack	pack														7	102.54	717.78	PS
14	INDEX CARD, 5 X 8, plain, 100 lbs. 1000 pcs/pack	pack														87	278.68	24,245.16	PS
15	INDEX TABS, Multi Colored	box														429	50.84	21,810.36	PS
16	INDEX TABS, Clear	box														260	50.84	13,218.40	PS

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
17	INK, Stamp Pad , 50ml., Violet	bottle														385	22.88	8,808.80	PS
18	MAGAZINE FILE BOX	piece														43	43.84	1,885.12	PS
19	NOTEBOOK, Steno, good quality, 60 leaves	pad														7,136	10.30	73,500.80	PS
20	PAPER CLIP, plastic coated, size 1 1/4"	box														2,000	6.76	13,520.00	PS
21	PAPER CLIP, vinyl coated, size 2"	box														1,980	13.52	26,769.60	PS
22	PAPER, RULED PAD, non-blot, 90 leaves, subs. 16	pad														2,021	18.26	36,903.46	PS
23	PEN, MARKING, black	piece														3,155	9.65	30,445.75	PS
24	PEN, MARKING, blue	piece														2,208	9.65	21,307.20	PS
25	PEN, MARKING, red	piece														1,014	9.65	9,785.10	PS
26	PEN, SIGN PEN, fine pt. black V5	piece														822	44.01	36,176.22	PS
27	PEN, SIGN PEN, fine pt. blue V5	piece														806	44.01	35,472.06	PS
28	PEN, SIGN PEN, fine pt. red V5	piece														502	44.01	22,093.02	PS
29	PEN, WHITEBOARD marker, Black	piece														651	11.80	7,681.80	PS
30	PEN, WHITEBOARD marker, Blue	piece														495	11.80	5,841.00	PS
31	PEN, WHITEBOARD marker, Red	piece														189	11.80	2,230.20	PS
32	PENCIL, #1 & 2, 12 pcs./box	box														852	19.62	16,716.24	PS
33	RIBBON, ORDINARY, nylon for manual typewriter	piece														2	16.12	32.24	PS
34	RUBBER BAND, #18, 350 gms.	box														774	105.85	81,927.90	PS
35	RULER, 18 inches, plastic	piece														23	15.60	358.80	PS
36	STAPLE WIRE REMOVER	piece														494	17.63	8,709.22	PS
37	STAPLE WIRE, big, 13mm	box														281	30.42	8,548.02	PS

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
38	STAPLE WIRE, copper, standard wire	box														3,312	18.92	62,663.04	PS
39	STRIPPING KNIFE REFILL, big	tube														212	7.85	1,664.20	PS
40	STRIPPING KNIFE, big	piece														336	19.43	6,528.48	PS
41	TAPE, ADDING MACHINE 2 1/4	roll														365	8.11	2,960.15	PS
42	TAPE, MASKING, 1 inch, 25 yards	roll														183	55.12	10,086.96	PS
43	TAPE, MASKING, 2 inch, 25 yards	roll														101	105.40	10,645.40	PS
44	TAPE, TRANSPARENT, 1 inch, 50 meters	roll														2,795	17.37	48,549.15	PS
45	TAPE, TRANSPARENT, 2 inch, 50 meters	roll														60	33.28	1,996.80	PS
46	TWINE, plastic, 500 grms	roll														1,724	54.08	93,233.92	PS
47	WRAPPING PAPER, kraft	sheet														1,486	2.49	3,700.14	PS
C.	COMMON OFFICE DEVICES																		
1	CORK PINS, 100 pcs. Per case	case														92	24.96	2,296.32	PS
2	PUNCHER, Big, heavy duty, 2-hole	piece														264	114.28	30,169.92	PS
3	SCISSOR, stainless, plastic handle, big	pair														493	15.53	7,656.29	PS
4	SHARPENER, heavy duty	piece														123	187.20	23,025.60	PS
5	STAPLER, ordinary, #444	piece														352	92.23	32,464.96	PS
6	TAPE DISPENSER, 1", heavy duty	piece														181	47.72	8,637.32	PS
7	WASTE BASKET, plastic with cover	piece														225	30.68	6,903.00	PS
D.	COMMON JANITORIAL SUPPLIES																		

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
1	AIR FRESHENER, 280 ml.	can														1,242	81.12	100,751.04	PS
2	BROOM, soft	piece														176	104.00	18,304.00	PS
3	BROOM, stick	piece														49	23.92	1,172.08	PS
4	CLEANSER, powder, 350 gms.	can														483	18.20	8,790.60	PS
5	DUST PAN, plastic with handle	piece														100	36.28	3,628.00	PS
6	DISINFECTANT SPRAY, 18 oz	can														989	119.60	118,284.40	PS
7	FURNITURE POLISH, 300 ml.	can														650	84.76	55,094.00	PS
8	MOP HEAD, cotton	piece														315	98.80	31,122.00	PS
9	MOP HANDLE, wooden handle, clip type	piece														81	142.48	11,540.88	PS
10	MOSQUITO SPRAY, 420mg	can														970	117.52	113,994.40	PS
11	RAGS	piece														585	1.37	801.45	PS
E.	COMMON PAPER SUPPLIES																		
1	PAPER, COPY PAPER, white, 216mm x 330mm 80 gsm	ream														21,260	132.02	2,806,745.20	PS
2	PAPER, THERMAL FAX	roll														91	27.82	2,531.62	PS
F.	CONTINUOUS FORMS																		
1	CONTINUOUS FORM, 11 x 9 1/2, 1 ply	box														21	601.90	12,639.90	PS
G	PRINTER INKS/TONERS/RIBBONS																		
	BROTHER PRINTER INKS/TONER																		

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
1	INK CARTRIDGE, Brother, LC39B, Black	piece														6	681.20	4,087.20	PS
2	INK CARTRIDGE, Brother, LC39C, Cyan	piece														6	447.20	2,683.20	PS
3	INK CARTRIDGE, Brother, LC39M, Magenta	piece														6	447.20	2,683.20	PS
4	INK CARTRIDGE, Brother, LC39Y, Yellow	piece														6	447.20	2,683.20	PS
5	TONER, Brother, TN 2150	piece														25	2,860.00	71,500.00	PS
6	TONER, Brother, TN-3350 (HL 5450 DN high yield of 3320)	piece														573	4,971.20	2,848,497.60	PS
	<b>CANON INKS/TONERS</b>																		
1	INK CARTRIDGE, Canon Pixma, PG-810 Black	piece														8	619.84	4,958.72	PS
	<b>EPSON PRINTER INKS/RIBBONS</b>																		
1	INK CARTRIDGE, Epson T166 XL, Black	piece														36	176.80	6,364.80	PS
2	INK CARTRIDGE, Epson T166 XL, Magenta	piece														36	332.80	11,980.80	PS
3	INK CARTRIDGE, Epson T166 XL, Yellow	piece														36	332.80	11,980.80	PS
4	INK CARTRIDGE, Epson T166 XL, Cyan	piece														36	332.80	11,980.80	PS
5	RIBBON, Epson, S015086, 2180	piece														19	724.88	13,772.72	PS
6	RIBBON, Epson, S015264, LX-300	piece														5	76.75	383.75	PS
7	RIBBON, Epson, S015327, 2190, 2175	piece														324	334.88	108,501.12	PS
	<b>HP PRINTER INKS/TONERS</b>																		
1	INK CARTRIDGE, HP10, Black (HP Officejet 9100, C4844 A)	piece														2	1,492.40	2,984.80	PS
2	INK CARTRIDGE, HP 21, Black (HP Deskjet D1330/D1420/D1560/D2330)	piece														48	643.76	30,900.48	PS
3	INK CARTRIDGE, HP 22, Tri-color (HP Deskjet D1330/D1420/D1560/D2330)	piece														48	751.92	36,092.16	PS
4	INK CARTRIDGE, HP 56, Black (PSC 2410 photosmart, C6656A)	piece														4	921.44	3,685.76	PS

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
5	INK CARTRIDGE, HP 57, Tri-color (PSC 2410 photosmart, C6657A)	piece														4	1,466.40	5,865.60	PS
6	INK CARTRIDGE, HP 95, tri-color (OFXJET H470b, mobile printer)	piece														1	1,103.44	1,103.44	PS
7	INK CARTRIDGE, HP 98, black (OFXJET F470b, mobile printer)	piece														1	811.20	811.20	PS
8	INK CARTRIDGE, HP 704, Black (HP Ink Advantage K110A and K110A Printer)	piece														124	346.32	42,943.68	PS
9	INK CARTRIDGE, HP 704, Tri-color (HP Ink Advantage K110A and K110A Printer)	piece														98	346.32	33,939.36	PS
10	INK CARTRIDGE, 920 XL, Magenta (HP Office Jet 6500/ 7500A Wide Format-Colored)	piece														11	608.40	6,692.40	PS
11	INK CARTRIDGE, 920 XL, Cyan (HP Office Jet 6500/7500A Wide Format-Colored )	piece														11	608.40	6,692.40	PS
12	INK CARTRIDGE, 920 XL, Yellow (HP Office Jet 6500/7500A Wide Format-Colored )	piece														11	608.40	6,692.40	PS
13	INK CARTRIDGE, 920 XL, Black (HP Office Jet 6500/7500A Wide Format-Colored )	piece														12	1,144.00	13,728.00	PS
14	INK CARTRIDGE, 940 XL, Yellow (C4909AA )	piece														2	1,029.60	2,059.20	PS
15	INK CARTRIDGE, 940 XL, Magenta (C4908AA)	piece														2	1,029.60	2,059.20	PS
16	INK CARTRIDGE, 940 XL, Cyan (C4907AA)	piece														2	1,029.60	2,059.20	PS
17	INK CARTRIDGE, 940 XL, Black (C4906AA)	piece														3	1,523.60	4,570.80	PS
18	TONER, HP CB 436A (HP Printer P1505/M1522/M1120 mfp, 36A)	piece														16	3,062.80	49,004.80	PS
19	TONER, HP CB 540A, Black (HP Color LaserJet CP1215 / CP1515n / CP1518ni / CM1312)	piece														11	3,266.64	35,933.04	PS
20	TONER, HP CB 541A, Cyan (HP Color LaserJet CP1215 / CP1515n / CP1518ni / CM1312)	piece														11	2,970.24	32,672.64	PS
21	TONER, HP CB 543A, Magenta (HP Color LaserJet CP1215 / CP1515n / CP1518ni / CM1312)	piece														11	2,970.24	32,672.64	PS
22	TONER, HP CB 542A, Yellow (HP Color LaserJet CP1215 / CP1515n / CP1518ni / CM1312)	piece														11	2,970.24	32,672.64	PS
23	TONER, HP CE 250A, 504A, Black (HP Coloer Laserjet CP3525n/CM3530)	piece														6	5,408.00	32,448.00	PS
24	TONER, HP CE 251A, 504A, Cyan(HP Coloer Laserjet CP3525n/CM3530)	piece														6	10,551.84	63,311.04	PS
25	TONER, HP CE 252A, 504A, Yellow(HP Coloer Laserjet CP3525n/CM3530)	piece														6	10,551.84	63,311.04	PS

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
26	TONER, HP CE 253A, 504A, Magenta (HP Coloer Laserjet CP3525n/CM3530)	piece														6	10,551.84	63,311.04	PS
27	TONER, HP CE 278 A, Black (HP Laserjet P1566/P1606, 78A)	piece														4	3,070.08	12,280.32	PS
28	TONER, HP CE 285A (HP Laser jet M1212 NF)	piece														25	2,707.12	67,678.00	PS
29	TONER, HP CE 310A , Black (HP Color LaserJet CP 1025)	piece														8	2,317.12	18,536.96	PS
30	TONER, HP CE 311A , Cyan (HP Color LaserJet CP 1025)	piece														8	2,475.20	19,801.60	PS
31	TONER, HP CE 312A , Yellow (HP Color LaserJet CP 1025)	piece														8	2,475.20	19,801.60	PS
32	TONER, HP CE 313A , Magenta (HP Color LaserJet CP 1025)	piece														8	2,475.20	19,801.60	PS
33	TONER, HP CE 320A, 128A Black (HP Laserjet CM 1414/CP 1525)	piece														10	3,057.60	30,576.00	PS
34	TONER, HP CE 321A, 128A Cyan (HP Laserjet CM 1414/CP 1525)	piece														10	2,943.20	29,432.00	PS
35	TONER, HP CE 322A, 128A Yellow (HP Laserjet CM 1414/CP 1525)	piece														10	2,943.20	29,432.00	PS
36	TONER, HP CE 323A, 128A Magenta (HP Laserjet CM 1414/CP 1525)	piece														10	2,943.20	29,432.00	PS
37	TONER, HP CE 410X, Black (HP LJ PRO 400)	piece														30	3,640.00	109,200.00	PS
38	TONER, HP CE 411A, Cyan (HP LJ PRO 400)	piece														30	5,392.40	161,772.00	PS
39	TONER, HP CE 412A, Yellow (HP LJ PRO 400)	piece														30	5,392.40	161,772.00	PS
40	TONER, HP CE 413A, Magenta (HP LJ PRO 400)	piece														30	5,392.40	161,772.00	PS
41	TONER, HP CE 505X (HP LaserJet P2055dn, P2035, 05A)	piece														64	6,721.52	430,177.28	PS
42	TONER, HP C 4092A (HP Lasejet 1100/3200)	piece														7	2,741.44	19,190.08	PS
43	TONER, HP C 4096A (HP Laserjet 2100/2200)	piece														69	5,352.88	369,348.72	PS
44	TONER, HP Q 2612A (HP LaserJet 1011/1012/1020/3020/3052, 12A)	piece														5	2,971.28	14,856.40	PS
45	TONER, HP Q 5942A (HP Laserjet 4240, 4250, 4350, 42A)	piece														6	7,280.00	43,680.00	PS
46	TONER, HP Q 5949A (HP Laserjet 1160/1320/3390/3392, 49A)	piece														22	3,530.80	77,677.60	PS

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
47	TONER, HP Q 6000A, Black (HP laserjet 1600/2600/2605, 124A)	piece														2	3,317.60	6,635.20	PS
48	TONER, HP Q 6001A, Cyan (HP laserjet 1600/2600/2605, 124A)	piece														1	3,614.00	3,614.00	PS
49	TONER, HP Q 6002A, Yellow (HP laserjet 1600/2600/2605, 124A)	piece														1	3,614.00	3,614.00	PS
50	TONER, HP Q 6003A, Magenta (HP laserjet 1600/2600/2605, 124A)	piece														1	3,614.00	3,614.00	PS
51	TONER, HP Q 6511A (HP Laserjet 2400/2410/2420/2430, 11A)	piece														49	5,892.64	288,739.36	PS
52	TONER, HP Q7551A (HP Laser jet P3005/M3027/M3035, 51A)	piece														6	6,162.00	36,972.00	PS
53	TONER, HP Q 7553A (HP Laserjet M2727mfp/P2010/P2014/P2015, 53A)	piece														30	3,763.76	112,912.80	PS
	<b>SAMSUNG PRINTER INKS/TONERS</b>																		
1	TONER, SAMSUNG ML-2250D5 (SAMSUNG ML-2250)	piece														1	4,784.00	4,784.00	PS

**TOTAL:**

**11,059,389.00**

**ADD: 3% INFLATION**

**331,781.67**

**GRAND TOTAL OF PROCUREMENT SERVICE SUPPLIES**

**11,391,170.67**

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT		
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC						
<b>II. Non-Procurement Service Supplies</b>																				
<b>A.</b>	<b>COMMON ELECTRICAL SUPPLIES</b>																			
1	BATTERY, 3V, CR2032, LITHIUM	piece															12	30.00	360.00	SVP
2	BATTERY, Size "9V"	piece															544	125.00	68,000.00	SVP
3	BATTERY, Size "AA", Lithium	piece															3,343	120.00	401,160.00	SVP
4	BATTERY, Size "AA", rechargeable	piece															392	90.00	35,280.00	SVP
5	BATTERY, Size "AAA" Lithium	piece															2,417	150.00	362,550.00	SVP
6	BATTERY, Size "AAA" rechargeable	piece															235	90.00	21,150.00	SVP
7	BATTERY, Size "C"	piece															36	25.00	900.00	SVP
<b>B.</b>	<b>COMMON COMPUTER SUPPLIES</b>																			
1	CD Case	piece															370	6.00	2,220.00	SVP
2	CD Case Cover, Paper as per sample	piece															12,024	4.00	48,096.00	SVP
3	CD Drive Cleaner	piece															148	150.00	22,200.00	SVP
4	CD ENVELOPE, 6 x 6.25 box board, as per sample	piece															10,450	12.00	125,400.00	SVP
5	CD ENVELOPE, Thick Paper, White, 100 pcs./pack	Pack															5	300.00	1,500.00	SVP
6	CD LABEL, Laser/Inkjet Sticker Paper	sheet															3,050	6.00	18,300.00	SVP
7	CD RECORDABLE, 70 mins. With case	piece															3,694	42.00	155,148.00	SVP
8	CD RECORDABLE, 70 mins. Without hard case	piece															16,470	36.00	592,920.00	SVP
10	CD REWRITEABLE, 74 mins. , with case	piece															5,217	40.00	208,680.00	SVP
11	CD REWRITEABLE, 74 mins. , without case	piece															30	35.00	1,050.00	SVP
12	CD SLEEVES, Paper	piece															7,295	3.00	21,885.00	SVP

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC				
13	CD SOFT JACKET, Non-wooven, Fabric	piece													420	5.00	2,100.00	SVP
14	DISKETTE, HD 3.5, 10 pcs. Per box	box													30	150.00	4,500.00	SVP
15	DVD Label Sticker, Small Hole 100'S	pack													311	5.00	1,555.00	SVP
16	DVD/CD Case, (Color Violet)	piece													500	5.00	2,500.00	SVP
17	DVD/CD Holder, (3" Rounded)	piece													20		0.00	SVP
18	DVD+Recordable, 16x speed, 4.7 GB capacity with case	piece													2,870	30.00	86,100.00	SVP
19	DVD+Rewritable, 4x speed 120 mins. 4.7GB w/case	piece													1,080	47.00	50,760.00	SVP
20	DVD-Recordable, 16x speed, 4.7 GB capacity with case	piece													611	30.00	18,330.00	SVP
C.	COMMON OFFICE SUPPLIES																	
1	201 File Folder for SC as per sample	piece													542	130.00	70,460.00	S
2	201 File Folder for OCA, green, as per sample	piece													1,100	130.00	143,000.00	S
3	201 File Folder for OCA, orange, as per sample	piece													1,200	130.00	156,000.00	S
4	BANNER, PHILJA	piece													9	1,800.00	16,200.00	S
5	BILL OF LADING FORM, Carbonite	box													72	2,100.00	151,200.00	S
6	BINDER CLIP, 1", 10 pieces per box	box													369	1.30	479.70	S
7	BINDER CLIP, 1/2" 10 pieces per box	box													85	12.00	1,020.00	S
8	BINDER CLIP, 1-1/4" 10 pieces per box	box													142	17.00	2,414.00	S
9	BINDER CLIP, 1-1/2" 10 pieces per box	box													89	20.00	1,780.00	S
10	BINDER CLIP, 1-5/8" 10 pieces per box	box													83	27.00	2,241.00	S
11	BINDER CLIP, 2" 10 pieces per box	box													278	42.00	11,676.00	S

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
12	BINDER CLIP, 3" 10 pieces per box	box														125	90.00	11,250.00	S
13	BINDER CLIP, 3/4" 10 pieces per box	box														133	14.00	1,862.00	S
14	BINDER FOLDER, white,3-hole, A4, 1 inch	piece														15	140.00	2,100.00	S
15	BINDER FOLDER, white,3-hole, A4, 2 inches	piece														38	160.00	6,080.00	S
16	BINDER FOLDER, white,3-hole, Legal, 1 inch	piece														91	150.00	13,650.00	S
17	BINDER FOLDER, white,3-hole, Legal, 2 inches	piece														100	170.00	17,000.00	S
18	BINDER FOLDER, white,3-hole, Legal, 3 inches	piece														425	185.00	78,625.00	S
19	BIR Form 2306	piece														18	1,600.00	28,800.00	S
20	BIR Form 2307	piece														18	1,600.00	28,800.00	S
21	BLANK CARDS, 30 mil	piece														1,000		0.00	S
23	BLANK, MINI DV, Sony Digital Video Cassette, Gold	piece														18	130.00	2,340.00	SVP
24	BOARD, Galassia Coloured Parchment, 180 GSM, 27.55"x39.37", SKY BLUE	sheet														3,500	36.00	126,000.00	S
25	BOARD, CHIP BOARD, 25"x38" 20gsm (100 per ream)	ream														5	3,500.00	17,500.00	B
26	BOARD, CHIP BOARD, 25"x38" 50gsm (100 per ream)	ream														3	18.00	54.00	B
27	BOARD, Coated Board, Chromecoat, Long, 8.5 x 13, 189 lbs.	piece														5,000	2.60	13,000.00	B
28	BOARD, Coated Board, Chromecoat, Short, 8.5 x 11, 189 lbs.	piece														3,000	2.50	7,500.00	B
29	BOARD, Coated Chromecoat, 1CS 25"X 38", 189lbs.	piece														4,000	17.00	68,000.00	B
30	BOARD, Glossy Board, 8.5 x 13, 189 lbs.	piece														240	3.00	720.00	B
31	BOARD, Specialty Board, Cougar Opaque Smooth, 216GSM, 26"x14", Natural	sheet														70	18.00	1,260.00	S
32	BOARD, Specialty Board, LIMESTONE, BLUE, 31"x43", 220GSM	piece														1,300	35.00	45,500.00	S
33	BOARD, Specialty Board, Natural white, 8.5 x 13	pack														370	35.00	12,950.00	B

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
34	BOARD, Specialty Board, Catalina Colors, 215GSM, 26" x 14" Natural	sheet														70		0.00	S
35	BOARD, Tag Board, Cream, 37" x 45"	piece														900	34.00	30,600.00	B
36	BOOK COVER, BUFFALO SKIN, (Purple) 42" x 25 yards	roll														1	2,800.00	2,800.00	S
37	BOOK DOCKET, 12 x 16.5	piece														1	1,550.00	1,550.00	B
38	BOOK DOCKET, 500 leaves as per sample (Maroon)	piece														48	1,550.00	74,400.00	B
39	BOOK DOCKET, 500 leaves, green as per sample (MTJ)	piece														10	1,550.00	15,500.00	B
40	BOOK DOCKET, 500 leaves, red, as per sample (Personnel)	piece														10	1,550.00	15,500.00	B
41	BOOK DOCKET, 500 leaves, blue, as per sample RTJ)	piece														10	1,550.00	15,500.00	B
42	BOOK, JUDICIARY CASH BOOK, 300 pp. Leatherette with no. Page	piece														12	750.00	9,000.00	DC
43	BOOK, OFFICIAL CASHBOOK, No 103	piece														14	420.00	5,880.00	DC
44	BOOK, WARRANT REGISTER, Gen. Form 105	piece														20	375.00	7,500.00	DC
45	BOOKENDS, metal, large	pair														61	100.00	6,100.00	B
46	BOX, BALIKBAYAN	piece														517	130.00	67,210.00	B
47	BOX, CORRUGATED (9" x 9" x 5")	piece														108		0.00	B
48	BOX, CORRUGATED (11" x 24" x 15" x 1/4)	piece														150	60.00	9,000.00	B
49	BOX, CORRUGATED BOX (28.5" x 14.5" x 10.5")	piece														923		0.00	B
50	BOX, CORRUGATED BOX (10.5" x 24" x 15.5")	piece														24	60.00	1,440.00	B
51	BOX, File box with Lid, 16" x 11" x 11" , paper board	piece														302	240.00	72,480.00	B
52	BOX, Filing box for 3 x 5 cards	piece														8	90.00	720.00	B
53	BOX, Filing box for 5 x 8 cards	piece														2	150.00	300.00	B
54	BOX, Storage Box, with Lid 24 x 16" x 18", Plastic	piece														48	750.00	36,000.00	B

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
55	BULLCLIP, 1", 10 pieces per box	box														68	38.00	2,584.00	B
56	BULLCLIP, 2", 10 pieces per box	box														77	47.00	3,619.00	B
57	BULLCLIP, 3", 10 pieces per box	box														61	57.00	3,477.00	B
58	CARD CASE, hard plastic, transparent 8.5" x 11"	piece														630		0.00	B
59	CARTOLINA, BLUE, 22.5 x 28.5, 100 lbs.	sheet														3,185	7.00	22,295.00	B
60	CARTOLINA, BLUE, ROLLO COVER, 22 1/6 x 13 7/8, 100 lbs.	sheet														3,265	6.50	21,222.50	B
62	CARTOLINA, GREEN, 22.5 x 28.5, 100 lbs.	sheet														2,452	10.00	24,520.00	B
64	CARTOLINA, LIGHT BLUE, 22.5 x 28.5, 100 lbs.	sheet														619	10.00	6,190.00	B
66	CARTOLINA, LIGHT YELLOW 22.5 x 28.5, 100 lbs.	sheet														2,220	10.00	22,200.00	B
68	CARTOLINA, ORANGE, 22.5 x 28.5, 100 lbs.	sheet														15,220	10.00	152,200.00	B
69	CARTOLINA, ORANGE, ROLLO COVER, 22 1/6 x 13 7/8, 100 lbs.	sheet														600	6.50	3,900.00	B
70	CARTOLINA, PINK, 22.5 x 28.5, 100 lbs.	sheet														2,654	10.00	26,540.00	B
71	CARTOLINA, RED, 22.5 x 28.5, 100 lbs.	sheet														323	10.00	3,230.00	B
74	CARTOLINA, VIOLET, 22.5 x 28.5, 100 lbs.	sheet														420	10.00	4,200.00	B
75	CARTOLINA, YELLOW, 15.5 x 25, 100 lbs.	sheet														2,650	7.00	18,550.00	B
76	CARTOLINA, YELLOW, 22.5 x 28.5, 100 lbs.	sheet														1,645	10.00	16,450.00	B
77	CARTOLINA, YELLOW, 9.5 x 13, 100 Lbs.	sheet														1,000	2.50	2,500.00	B
78	CARTOLINA, WHITE, 22.5 x 28.5, 100 lbs.	sheet														3,671	10.00	36,710.00	B
79	CERTIFICATE HOLDER, A4, Purple	piece														300	35.00	10,500.00	B
80	CERTIFICATE HOLDER, Short, Navy Blue	piece														450	35.00	15,750.00	B
81	CERTIFICATE HOLDER, Short, Violet	piece														1,140	35.00	39,900.00	B

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
82	CERTIFICATE HOLDER, Short, Yellow	piece														160	35.00	5,600.00	B
83	CERTIFICATE HOLDER, Short, Black	piece														210	35.00	7,350.00	B
84	CERTIFICATE HOLDER, Short, Red	piece														200	35.00	7,000.00	B
85	CHIP BOARD, 26" x 38", #20	piece														14	39.00	546.00	B
86	CLEARBOOK REFILL, Long	piece														245	8.00	1,960.00	B
87	CLEARBOOK, REFILLABLE, Long, Violet	piece														28	40.00	1,120.00	B
88	CLIPBOARD, legal size	piece														62	60.00	3,720.00	B
89	COLUMNAR PAD, 5 columns	pad														5	30.00	150.00	B
90	COTTON PAD, 4" x4"	package														40	520.00	20,800.00	B
91	DAISY WHEEL, Olympia Compact 5DM	piece														8	2,400.00	19,200.00	E
92	DAISY WHEEL, Triumph Adler	piece														4	2,400.00	9,600.00	E
93	DESK CALENDER JACKET	piece														700	60.00	42,000.00	S
94	DESK TRAY, double wire mesh	piece														193	290.00	55,970.00	B
95	DESK TRAY, triple wire mesh	piece														13	375.00	4,875.00	B
96	DESK TRAY, quadruple wire mesh	piece														1	450.00	450.00	B
97	DIVIDER, Colored, Legal size 5 colors, in 1 set	set														1,015	18.00	18,270.00	B
98	DIVIDER, Colored, Letter size 5 colors, in 1 set	set														2,473	16.00	39,568.00	B
99	DRY SEAL, English	piece														226	800.00	180,800.00	B
100	DRY SEAL, English (MCLEO)	piece														1	800.00	800.00	B
101	DUPLO MASTER ROLL, DP-240e	piece														26	3,530.00	91,780.00	E
102	DUPLO MASTER ROLL, DR - 875L	piece														6	3,530.00	21,180.00	E

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
103	DUPLO INK, 514K Duplicating Machine	piece														106	750.00	79,500.00	E
104	ENVELOPE, Baronial, Pale Cream # 7.5 , 50pcs/box	box														5	1,600.00	8,000.00	B
105	ENVELOPE, Baronial, white #10 , 50pcs/box	box														1	1,700.00	1,700.00	B
106	ENVELOPE, Coin 3 -1/8 x 5.5, 500 pcs./box	box														2	220.00	440.00	B
107	ENVELOPE, Coin 8 1/2 (4 x 7 1/2) Golden Kraft-tri Star	box														50	250.00	12,500.00	B
108	ENVELOPE, Documentary 10 x 7, 200 lbs., 500 pcs. Per box	box														10	850.00	8,500.00	B
109	ENVELOPE, Documentary 10 x 15, 200 lbs. 500 pcs. per box with PHILJA LOGO	box														114	950.00	108,300.00	B
110	ENVELOPE, Documentary 10 x 15, 200 lbs. 500 pcs. per box (RED)	box														21	950.00	19,950.00	B
111	ENVELOPE, Documentary 9 x 12, 200 lbs. 500 pcs. per box	box														394	789.00	310,866.00	B
112	ENVELOPE, Documentary 9 x 12, 200 lbs. 500 pcs. per box, with PHILJA LOGO	box														110	790.00	86,900.00	B
113	ENVELOPE, Expanding with Garter, Blue, Legal	piece														1,224	8.50	10,404.00	B
114	ENVELOPE, Expanding with Garter, Green, Legal	piece														1,148	8.50	9,758.00	B
115	ENVELOPE, Expanding with Garter, Violet, Legal	piece														2,720	8.50	23,120.00	B
116	ENVELOPE, Expanding with Garter, MAroon, Legal	piece														4	8.50	34.00	B
117	ENVELOPE, Expanding, plastic with handle, push lock	piece														1,106	50.00	55,300.00	B
118	ENVELOPE, Mailing, white, 500 pcs. per box	box														806	240.00	193,440.00	B
119	ENVELOPE, Mailing, window, white, 500 pcs. per box	box														44	280.00	12,320.00	B
120	ENVELOPE, Mailing, window, kraft, 500 pcs. per box	box														10	260.00	2,600.00	B
121	ENVELOPE, Plastic, Long (Green & Blue)	piece														1,060	6.50	6,890.00	B
122	ENVELOPE, Plastic, Short	piece														40	5.50	220.00	B
123	ENVELOPE, Plastic, Expanding with binding, Folio Size)	piece														20	7.50	150.00	B

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
124	ERASER, Lead	piece														37	35.00	1,295.00	B
125	EXPEDIENTE COVER, 8.5 x 13, 155 gsm, kraft 250 pcs. per ream	ream														470	500.00	235,000.00	B
126	FASTENER, 2-3/4 between prongs, 2" capacity safety prongs	box														62	80.00	4,960.00	B
127	FASTENER, metal, 50 sets per box, 8" thick	box														127	100.00	12,700.00	B
128	FASTENER, plastic coated, 50 sets per box	box														844	29.00	24,476.00	B
129	FAX FILM, PANASONIC KX-FA57E (for Panasonic Fax Machine KX-FP711)	piece														18	800.00	14,400.00	B
130	FILE BOX, WITH COVER, KRAFT, PAPERBOARD (STORAGE)	piece														52	240.00	12,480.00	B
131	FILE FOLDER, Blue	piece														10	8.00	80.00	B
132	FLAG, Philippine, Indoor	Piece														105	250.00	26,250.00	B
133	FLAG, Philippine, Outdoor	piece														128	650.00	83,200.00	B
134	FLAG, PHILJA, Indoor	Piece														5	2,000.00	10,000.00	B
135	FLAG, Supreme Court, Indoor	Piece														58	2,000.00	116,000.00	B
136	FLAG, Supreme Court, Outdoor	piece														78	2,500.00	195,000.00	B
137	FOLD COAT, 31 x 43, calliper 18	piece														200	26.00	5,200.00	B
138	FOLDER, Expanding long green	piece														13,617	9.00	122,553.00	B
139	FOLDER, Expanding plastic with bind as per sample	piece														25	12.00	300.00	B
140	FOLDER, Legal, 14 pts., white 100pcs/pack	pack														480	450.00	216,000.00	B
141	FOLDER, Legal, 14 pts., assorted colors	piece														30	8.50	255.00	B
142	FOLDER, Legal, plastic	piece														20	12.00	240.00	B
143	FOLDER, Morocco, short, blue	piece														100	6.50	650.00	B
144	FOLDER, short, 14 pts., white 100pcs/pack	pack														129	350.00	45,150.00	B

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
145	FORM, ACCOUNTABLE FORM No. 51, (Official Receipt, SC)	<i>pad</i>														2,288	80.00	183,040.00	DC
146	FOUNTAIN SOLUTION, CREST FOUNT, N. SHADOW FAX	<i>gallon</i>														12	750.00	9,000.00	S
147	GLOVES, Cotton	<i>pair</i>														344	30.00	10,320.00	B
148	GLOVES, cotton with rubber paint	<i>pair</i>														248	35.00	8,680.00	B
149	GLOVES, Medical/Surgical per box as per sample	<i>box</i>														10	50.00	500.00	B
150	GLUE, Bottled, 380 gsm	<i>bottle</i>														444		0.00	B
151	GLUE, Hot melt	<i>kilo</i>														50	380.00	19,000.00	B
152	GLUE, Per Gallon	<i>gallon</i>														119	400.00	47,600.00	B
153	GUEST BOOK	<i>piece</i>														4	200.00	800.00	B
154	I.D. CLIP	<i>piece</i>														480	4.00	1,920.00	B
155	I.D. JACKET, HARD, with string	<i>piece</i>														6,560	15.00	98,400.00	B
156	I.D. JACKET, SOFT, with string	<i>piece</i>														500	8.50	4,250.00	B
157	INDEX CARD 5 x 8, plain, yellow gold 100 lbs., 1000 pcs/pack	<i>pack</i>														4	800.00	3,200.00	B
158	INDEX CARD 5 x 8, ruled, 100 lbs., 1000 pcs/pack	<i>pack</i>														12	700.00	8,400.00	B
159	INDEX CARD, 4 X 6, plain, 100 lbs. 1000's	<i>pack</i>														22	600.00	13,200.00	B
160	INDEX CARD, 8 x 10, plain, 100 lbs. 1000 pcs/pack	<i>pack</i>														3	2,500.00	7,500.00	B
161	INK, Fountain Pen, 2 fl. Oz.	<i>bottle</i>														51		0.00	B
162	INK, Numbering machine	<i>bottle</i>														109	170.00	18,530.00	B
163	INK, Offset Fresh Process, Black, 2.5 kgs/container	<i>Container</i>														20	450.00	9,000.00	S
164	INK, Offset Fresh Process, Cyan, 2.5 kgs/container	<i>Container</i>														2	500.00	1,000.00	S
165	INK, Offset Fresh Process, Magenta, 2.5 kgs/container	<i>Container</i>														2	500.00	1,000.00	S

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
166	INK, Offset Fresh Process, Yellow, 2.5 kgs/container	Container														2	500.00	1,000.00	S
168	INK, Rotring drawing	piece														2	95.00	190.00	S
169	INK, stamp pad, 50ml., Blue	bottle														84	30.00	2,520.00	B
170	INK, Stamp Pad, 50ml, Red	bottle														14	30.00	420.00	B
171	INK, Stamp Pad, 50ml, Black	bottle														11	30.00	330.00	B
172	INK, Steno Machine, Indelible	piece														2		0.00	B
173	INK, Trodat as per sample (ink pad)	piece														68	185.00	12,580.00	B
174	LAMINATING FILM, LETTER SIZE, 125 MICRONS, 20 SHEETS/PACK	pack														8	250.00	2,000.00	B
175	LAMINATING FILM,250 MICRONS, I.D. 3" width	roll														2	800.00	1,600.00	B
176	LOOSELEAF RING, 1"	piece														4,100	2.20	9,020.00	B
177	LOOSELEAF RING, 1-1/2"	piece														200	2.65	530.00	B
178	LOOSELEAF RING, 2"	piece														300	4.20	1,260.00	B
179	LOOSELEAF RING, 3"	piece														56	6.20	347.20	B
180	LOOSELEAF RING, 3/4"	piece														1,150	1.90	2,185.00	B
181	NAME BADGE, PVC	piece														2,000	15.00	30,000.00	B
182	NAMEPLATE HOLDER/STAND, Acrylic	piece														117	190.00	22,230.00	B
183	NEEDLES, Heavy Duty, 4 inches	piece														91	16.00	1,456.00	B
184	NEEDLES, Heavy Duty, 7 inches for manual stitching	piece														54	25.00	1,350.00	B
185	NEEDLES, Titanium 3/0, double long	piece														70	16.00	1,120.00	B
186	PAD, Numbering Machine	piece														46	50.00	2,300.00	B
187	PAD, Receiving Machine	piece														65	185.00	12,025.00	B

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC				
188	PAGE MARKERS, Adhesive Tabs	pack													112	70.00	7,840.00	B
189	PAPER, CARBON, 8.5 x 13	box													169	110.00	18,590.00	B
190	PAPER, PHOTO PAPER, A4, 210 x 297 mm, 240g/m, 20's	pack													38	100.00	3,800.00	B
191	PAPER, PHOTO PAPER, 8.5 x 11, Matte for HP Laserjet Printer	piece													500	3.00	1,500.00	B
192	PAPER, SPECIALTY PAPER, 31 x 43, subs. 80 gsm, Pale Cream	sheet													2,000	16.00	32,000.00	B
193	PASTE, 4 oz.	bottle													799	14.00	11,186.00	B
194	PAYSLIP, green logo, with envelope 4-1/2 x 9-1/2	box													12	2,800.00	33,600.00	B
195	PAYSLIP, plain, without envelope 4-1/2 x 9-1/2, 1 ply	box													6	1,600.00	9,600.00	B
196	PAYSLIP, green logo, without envelope 3-2/3 x 9, 1 ply	box													32	1,900.00	60,800.00	B
197	PEN DESK HOLDER, For Fountain Pen	Piece													7	3,000.00	21,000.00	B
198	PEN DESK HOLDER, Ordinary	piece													74	250.00	18,500.00	B
199	PEN, BALLPEN, black, 50pcs/box	box													423	250.00	105,750.00	B
200	PEN, BALLPEN, blue, 50pcs/box	box													308	250.00	77,000.00	B
201	PEN, BALLPEN, blue-green, 50pcs/box	box													1	250.00	250.00	B
202	PEN, BALLPEN, green, 50pcs/box	box													19	250.00	4,750.00	B
203	PEN, BALLPEN, red, 50pcs/box	box													163	250.00	40,750.00	B
204	PEN, CALLIGRAPHY, Black, nos. 3.0, Pigment Ink, Water Based & Water Resistant	piece													4	30.00	120.00	S
205	PEN, CALLIGRAPHY, Black, nos.1.0, Pigment Ink, Water Based & Water Resistant	piece													4	30.00	120.00	S
206	PEN, CALLIGRAPHY, Black, nos.2.0, Pigment Ink, Water Based & Water Resistant	piece													4	30.00	120.00	S
207	PEN, FOUNTAIN PEN	piece													26	1,300.00	33,800.00	B
208	PEN, HIGHLIGHTING	piece													6,076	29.00	176,204.00	B

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
209	PEN, MARKING for CD/DVD	piece														156	35.00	5,460.00	B
210	PEN, MARKING, broad tip, chisel pt., black	piece														238	30.00	7,140.00	B
211	PEN, MARKING, broad tip, chisel pt., blue	piece														175	30.00	5,250.00	B
212	PEN, MARKING, broad tip, chisel pt., red	piece														173	30.00	5,190.00	B
213	PEN, MARKING, White, ordinary	piece														192	75.00	14,400.00	B
214	PEN, MARKING White, Small	piece														50	75.00	3,750.00	B
215	PEN, MARKING Black, Small	piece														50	30.00	1,500.00	B
216	PEN, SIGN PEN, 1.0, Black, Uniball Gel	piece														116	28.00	3,248.00	B
217	PEN, SIGN PEN, fine pt., green V5	piece														330	46.00	15,180.00	B
218	PEN, SIGN PEN, medium pt. Blue-black V7	piece														261	46.00	12,006.00	B
219	PEN, SIGN PEN, medium pt. black V7	piece														2,397	46.00	110,262.00	B
220	PEN, SIGN PEN, medium pt. blue V7	piece														2,563	46.00	117,898.00	B
221	PEN, SIGN PEN, medium pt. red V7	piece														1,063	46.00	48,898.00	B
222	PEN, SIGN PEN, medium pt., violet V7	piece														104	46.00	4,784.00	B
223	PEN, TECHNICAL PEN, 0.8	piece														2	250.00	500.00	B
224	PENCIL, MECHANICAL Pencil Lead, 0.5	tube														29	25.00	725.00	B
225	PENCIL, MECHANICAL	piece														23	60.00	1,380.00	B
226	PHOTO ALBUM, 100 - self-adhesive	piece														63	1,050.00	66,150.00	B
227	PLASTIC COVER, gauge 4	roll														7	960.00	6,720.00	B
228	PLASTIC FOR PHILJA BULLETIN, 7" x 10" x 0.0012, 500's / pack	pack														12	410.00	4,920.00	B
229	PLASTIC FOR PHILJA BULLETIN, 9" x 11" x 0.0012, 500's / pack	pack														24	575.00	13,800.00	B

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
230	PLASTIC FOR PHILJA SPECIAL PUBLICATIONS, 9" x 11 1/4" x 0.0012, 500's / pack	pack														6	575.00	3,450.00	B
231	PVC COVER, 300 mic, Legal Size, 100pcs/box, clear	pack														7	670.00	4,690.00	B
232	RIBBON, 1 inch (for CJ's gifts)	roll														60	185.00	11,100.00	B
233	RIBBON, ADDING MACHINE tape, Blue/Red	piece														82	16.00	1,312.00	B
234	RIBBON, FANCY, 1" x 50 YARDS, VIOLET	roll														6	185.00	1,110.00	B
235	RIBBON, FULLMARK N639BK (FOR HEDMAN CHECKWRITER)	piece														4	1,000.00	4,000.00	B
236	RIBBON, FULLMARK, Dry Lift-Off Tape	piece														15	15.00	225.00	B
237	RIBBON, OLIVETTI, Slimcart, fabric	piece														4	300.00	1,200.00	B
238	RIBBON, OLYMPIA Compact 5	piece														484	300.00	145,200.00	B
239	RIBBON, OLYMPIA Compact 5, Lift-off Tape	piece														313	110.00	34,430.00	B
240	RIBBON, PAYMASTER Model 9000-9	piece														2	1,700.00	3,400.00	B
241	RIBBON, RECEIVING MACHINE, Rapid Print	piece														60	2,500.00	150,000.00	B
242	RIBBON, SATIN, Purple, 3/4"	Roll														6	175.00	1,050.00	B
243	RIBBON, SATIN, White, 3/4"	Roll														6	175.00	1,050.00	B
244	RIBBON, STENO Machine	piece														7	1,400.00	9,800.00	B
245	RIBBON,. TRIUMPH ADLER, Carbon C XXL 300m	piece														12	550.00	6,600.00	B
246	RIBBON,. TRIUMPH ADLER, Lift-Off Tape	piece														12	150.00	1,800.00	B
247	RINGBINDER, (1/2"), 44"84 rings	piece														320	12.00	3,840.00	B
248	RINGBINDER, (3/8"), 44"84 rings	piece														20	8.00	160.00	B
249	RINGBINDER, (5/8"), 44"84 rings	piece														150	11.80	1,770.00	B
250	RINGBINDER, (7/16"), 44"84 rings	piece														20	9.00	180.00	B

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
251	RINGBINDER, (9/16"), 44"84 rings	piece														50	9.45	472.50	B
252	RINGBINDER, PVC Binding Element 1/2, as per sample	piece														10	12.00	120.00	B
253	RINGBINDER, PVC Binding Element 1 3/4, as per sample	piece														30	33.35	1,000.50	B
254	RINGBINDER, PVC Binding Element 1 1/2, as per sample	piece														40	33.00	1,320.00	B
255	RINGBINDER, PVC Binding Element 1 1/8, as per sample	piece														40	26.00	1,040.00	B
256	RINGBINDER, PVC Binding Element (22mm), as per sample	piece														180	20.00	3,600.00	B
257	RINGBINDER, PVC Binding Element (for 100 sheets), as per sample	piece														190	12.00	2,280.00	B
258	RINGBINDER, PVC Binding Element (for 50 sheets), as per sample	piece														190	8.00	1,520.00	B
259	RINGBINDER, PVC Binding Element Large, as per sample	piece														90	50.00	4,500.00	B
260	RINGBINDER, PVC Binding Element Medium, as per sample	piece														190	30.00	5,700.00	B
261	RINGBINDER, PVC Binding Element Small as per sample	piece														190	6.00	1,140.00	B
262	RUBBER MAT, for cutting paper	piece														9	190.00	1,710.00	SVP
263	RUBBER STAMP (Received))	piece														8	60.00	480.00	S
264	RUBBER STAMP (PMC Stamp)	piece														1	60.00	60.00	S
265	RUBBER STAMP as per sample	piece														44	60.00	2,640.00	S
266	RULER, 1 yard, steel	piece														3	37.00	111.00	S
267	RULER, 12 inches, plastic	piece														283	15.00	4,245.00	B
268	RULER, 12 inches, stainless	piece														39	26.00	1,014.00	B
269	RULER, 16 inches, stainless	piece														11	120.00	1,320.00	B
270	RULER, 24 inches, plastic	piece														6	22.50	135.00	B
271	STAMP PAD, #1, reinkable	piece														29		0.00	B

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
272	STAMP PAD, #1, Reinkable, 3-1/4 x 6-1/4	piece														9		0.00	B
273	STAMP PAD, #2	piece														220		0.00	B
274	STAMP PAD, 6 inches	piece														11		0.00	B
275	STAMP PAD, #23 1/4	piece														12		0.00	B
276	STAMP PAD, for Trodat as per sample	piece														48		0.00	B
277	STAMP PAD, small	piece														45	25.00	1,125.00	B
278	STAPLE WIRE REMOVER, big, spring loaded	piece														72	45.00	3,240.00	B
279	STAPLE WIRE REMOVER, Heavy Duty SR5000	piece														118	45.00	5,310.00	B
280	STENO PAD, for Stentura Machine	pad														9	85.00	765.00	B
281	STICKER, INVENTORY STICKER, SC	sheet														12,500	1.80	22,500.00	B
282	STICKER, INVENTORY STICKER, OCA	sheet														10,000	1.80	18,000.00	B
283	STICKER, PLAIN, 8.5 x 13, blue	sheet														1,380	3.70	5,106.00	B
284	STICKER, PLAIN, 8.5 x 13, green	sheet														1,380	3.70	5,106.00	B
285	STICKER, PLAIN, 8.5 x 13, orange	sheet														1,350	3.70	4,995.00	B
286	STICKER, PLAIN, 8.5 x 13, pink	sheet														1,370	3.70	5,069.00	B
287	STICKER, PLAIN, 8.5 x 13, red	sheet														1,320	3.70	4,884.00	B
288	STICKER, PLAIN, 8.5 x 13, white	ream														3,220	370.00	1,191,400.00	B
289	STICKER, PLAIN, 8.5 x 13, yellow	sheet														1,410	3.70	5,217.00	B
	STICKER, PLAIN, MATTE, A4, White	pack														48	35.00	1,680.00	B
290	STICKER, PROPERTY NUMBER, SC	sheet														20,000	2.60	52,000.00	B
291	STICKER, PROPERTY NUMBER, OCA	sheet														20,005	2.60	52,013.00	B

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC				
292	STRIPPING KNIFE REFILL, small	tube													18	15.00	270.00	B
293	STRIPPING KNIFE, small	piece													58	16.00	928.00	B
294	TAGBOARD, 22.5 x 28.5, colored, as per sample	piece													300	15.00	4,500.00	B
295	TAGBOARD, 37 x 45, white	piece													1,780	36.00	64,080.00	B
296	TAGBOARD, 37 x 45, cream	piece													740	36.00	26,640.00	B
297	TAPE, DOUBLE SIDED, ½" without foam	roll													12	17.00	204.00	B
298	TAPE, DOUBLE SIDED, 1"without foam	roll													80	34.00	2,720.00	B
299	TAPE, DUCT 3", 25 yards	roll													56	220.00	12,320.00	B
300	TAPE, DUCT, 2", 25 yards	roll													78	140.00	10,920.00	B
301	TAPE, MAGIC, 24mm x 50mm	roll													1,516	160.00	242,560.00	B
302	TAPE, MASKING, 1/2 inch, 25 yards	roll													61	14.00	854.00	B
303	TAPE, MASKING, 3 inches, 25 yards	roll													1,042	56.00	58,352.00	B
304	TAPE, MENDING TAPE, 50m x 2cm, filmoplast as per sample	roll													36	84.00	3,024.00	B
305	TAPE, PACKAGING, 3 inches, 100 yards	roll													1,932	40.00	77,280.00	B
306	TAPE, TRANSPARENT, 1/2 inch, 50 meters	roll													110	11.00	1,210.00	B
307	TAPE, TRANSPARENT, 3 inch, 50 meters	roll													252	49.00	12,348.00	B
308	TRANSPARENCY FILM, Legal size 50 per box	box													2	350.00	700.00	B
309	TWINE, cotton	roll													92	90.00	8,280.00	B
310	TWINE, cotton, Titanium brand, 200g. 4-ply, wt. Art. 250	roll													416	90.00	37,440.00	B
311	TYPEWRITER CORRECTING TAPE	piece													16	14.00	224.00	B
312	WD-40, 36 FL. OZ.	can													17	80.00	1,360.00	B

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
<b>D.</b>	<b>COMMON OFFICE DEVICES</b>																		
1	CORK BOARD, 2ft x 2ft	piece														24	400.00	9,600.00	SVP
2	CORK BOARD, 3ft x 4ft	piece														2	1,200.00	2,400.00	SVP
3	CORK BOARD, 12 x 36	piece														12	300.00	3,600.00	SVP
4	CORK BOARD, 36 x 48	piece														2	1,200.00	2,400.00	SVP
5	CORK BOARD, 42 x 48	piece														1	1,400.00	1,400.00	SVP
6	DATE STAMPER, with office title, Trodat	piece														22	1,900.00	41,800.00	S
7	DATER STAMP, mo/dd/yr as per sample	piece														51	120.00	6,120.00	S
8	NOTARIAL SEAL # 23	piece														4	44.00	176.00	S
9	NUMBERING MACHINE, 6 digits	piece														31	2,600.00	80,600.00	B
10	NUMBERING MACHINE, 6 digits Big for Rollo cover(heavy Duty-Trodat)	piece														3	1,900.00	5,700.00	B
11	NUMBERING MACHINE, 8 digits	piece														17	3,400.00	57,800.00	B
12	PAGE NUMBERING MACHINE	piece														2	2,600.00	5,200.00	B
13	PUNCHER, Big, heavy duty, 3-hole	piece														34	7,000.00	238,000.00	B
14	RECEIVING MACHINE	piece														69	1,900.00	131,100.00	B
15	STAPLER, Heavy Duty 12N/17	piece														7	2,800.00	19,600.00	B
16	STAPLER with Staple Remover attached	piece														78	290.00	22,620.00	B
17	STAPLER, giant, long arm, heavy duty	piece														35	2,800.00	98,000.00	B
18	TAPE DISPENSER, 3", heavy duty	piece														7	195.00	1,365.00	B
19	TAPE DISPENSER, heavy duty for Packaging Tape	piece														28	195.00	5,460.00	B

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
<b>E.</b>	<b>COMMON JANITORIAL SUPPLIES</b>																		
<b>1</b>	BROOM, FOR CARPET	piece														14		0.00	SVP
<b>2</b>	DEODORANT CAKE	piece														737	29.00	21,373.00	SVP
<b>3</b>	DUST MASK	piece														355	20.00	7,100.00	SVP
<b>4</b>	DUSTER, FEATHER	piece														32	90.00	2,880.00	SVP
<b>5</b>	FACE MASK, surgical (3-plyear loop) 50 pcs./box	box														36	250.00	9,000.00	SVP
<b>6</b>	FLOOR WAX	gallon														10	330.00	3,300.00	SVP
<b>7</b>	GARBAGE BAG, Heavy Duty, Medium 100's	pack														151	300.00	45,300.00	SVP
<b>8</b>	MOP HANDLE, wooden handle, screw type	piece														23	150.00	3,450.00	SVP
<b>9</b>	PAPER BAG, for Medicines	pack														1,200		0.00	SVP
<b>F.</b>	<b>COMMON PAPER SUPPLIES</b>																		
<b>1</b>	PAPER, BOND PAPER, white, 8.5 x 11	ream														391	100.00	39,100.00	B
<b>2</b>	PAPER, BOND PAPER, white, 8.5 x 13	ream														704	120.00	84,480.00	B
<b>3</b>	PAPER, BOOK PAPER ,22" x 34", 60 lbs.	ream														12	1,170.00	14,040.00	B
<b>4</b>	PAPER, BOOK PAPER, 25" x 38", 60 lbs.	ream														390	1,300.00	507,000.00	B
<b>5</b>	PAPER, diamond white paper, 8.5 x 11 90 gsm	ream														42	1,100.00	46,200.00	B
<b>6</b>	PAPER, diamond white paper, 8.5 x 13 90 gsm	ream														399	1,400.00	558,600.00	B
<b>8</b>	PAPER, COPY PAPER, blue, 8.5 x 13, subs. 24	ream														267	170.00	45,390.00	B
<b>10</b>	PAPER, COPY PAPER, green, 8.5 x 13, subs. 24	ream														173	250.00	43,250.00	B

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
12	PAPER, COPY PAPER, pink, 8.5 x 13, subs. 24	ream														3,349	250.00	837,250.00	B
13	PAPER, COPY PAPER, white A3 size, subs. 20	ream														10	180.00	1,800.00	B
14	PAPER, COPY PAPER, white A4 size, subs. 24	ream														73	140.00	10,220.00	B
15	PAPER, COPY PAPER, white, 8.5 x 11, subs. 20, 80 gms	ream														11,683	110.00	1,285,130.00	B
16	PAPER, COPY PAPER, white, 8.5 x 11, subs. 24	ream														340	127.00	43,180.00	B
17	PAPER, COPY PAPER, white, 8.5 x 13, subs. 24	ream														2,228	150.00	334,200.00	B
18	PAPER, COPY PAPER, white, A4, subs. 20	ream														6	110.00	660.00	B
19	PAPER, COPY PAPER, white, B4, subs. 24	ream														1	275.00	275.00	B
21	PAPER, COPY PAPER, yellow, 8.5 x 13, subs. 24	ream														1,251	250.00	312,750.00	B
22	PAPER, GROUNDWOOD, 8.5 x 13	ream														1,000	100.00	100,000.00	B
23	PAPER, PARCHMENT, 8.5 x 11, 100-120 gsm, 500 pcs. Per ream	ream														93	1,400.00	130,200.00	B
24	PAPER, PROOFING, B4, 80 GSM	ream														1	1,200.00	1,200.00	B
25	PAPER. SPECIAL PAPER, Natural, 8.5 x 11, 120 gsm	piece														200	3.50	700.00	B
<b>G.</b>	<b>CONTINUOUS FORMS</b>																		
1	CONTINUOUS FORM, 13 x 8 1/2, 55 gsm	box														6	1,200.00	7,200.00	B
2	CONTINUOUS FORM, 11 x 10 5/8, graylines, 1 ply, , 55 gsm	box														10	1,000.00	10,000.00	B
3	CONTINUOUS FORM, 11 x 10 5/8, graylines, carbonless, 4 ply, 55 gsm	box														50	1,600.00	80,000.00	B
4	CONTINUOUS FORM, 11 x 14 7/8 graylines, 1 ply, 55 gsm	box														10	1,000.00	10,000.00	B
5	CONTINUOUS FORM, 11 x 14 7/8 graylines, carbonless, 4 ply, 55 gsm	box														32	2,200.00	70,400.00	B
6	CONTINUOUS FORM, 11 x 14 7/8 graylines, carbonized, 4 ply, 55 gsm	box														20	2,200.00	44,000.00	B

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
7	CONTINUOUS FORM, 11 x 14 7/8 , carbonless, graylines, 1 ply, 55 gsm	box														2	1,000.00	2,000.00	B
8	CONTINUOUS FORM, 11 x 14 7/8 , 2 ply, 55 gsm	box														20	1,750.00	35,000.00	B
9	CONTINUOUS FORM, 11 x 14 7/8 , carbonless, with SC Logo, 3 ply, 55 gsm	box														12	1,850.00	22,200.00	B
10	CONTINUOUS FORM, 11 x 14 7/8 , carbonless, 4 ply, 55 gsm	box														18	1,750.00	31,500.00	B
11	CONTINUOUS FORM, 11 x 14 7/8 , 4 ply, 55 gsm	box														36	1,750.00	63,000.00	B
12	CONTINUOUS FORM, 11 x 14 7/8, Inventory Form, SC, 4 ply, 55 gsm	box														5	1,750.00	8,750.00	B
13	CONTINUOUS FORM, 11 x 14 7/13, 2 ply, 55 gsm	box														2	1,650.00	3,300.00	B
14	CONTINUOUS FORM, 11 x 14 7/13, 55 gsm	box														2	1,000.00	2,000.00	B
15	CONTINUOUS FORM, 11 x 9 1/2, carbonless, with SC logo, 3 ply, 55 gsm	box														6	1,700.00	10,200.00	B
16	CONTINUOUS FORM, 11 x 9 1/2, carbonized, 4 ply, 55 gsm	box														18	1,700.00	30,600.00	B
17	CONTINUOUS FORM, 13 x 9 1/2, 1 ply, 55 gsm	box														2	950.00	1,900.00	B
18	CONTINUOUS FORM, 13 x 9 1/2, 2 ply, 55 gsm	box														4	1,200.00	4,800.00	B
19	CONTINUOUS FORM, 23 x 9.5, Inventory Custodian Slip, SC, 4 ply, 55 gsm, carbonless	box														8	2,850.00	22,800.00	B
20	CONTINUOUS FORM, 4 1/2 x 9 1/2, TSF without SP, 1 ply, 55 gsm	box														18	900.00	16,200.00	B
21	CONTINUOUS FORM, 5 1/2 x 9 1/2, Checkstub with SC Logo, 4ply, 55 gsm	box														6	2,350.00	14,100.00	B
22	CONTINUOUS FORM, 5 1/2 x 9 1/2, carbonless with SC Logo, 3 ply, 55 gsm	box														6	1,250.00	7,500.00	B
23	CONTINUOUS FORM, ARE, SC, 4 ply, 55 gsm, 9.5 x 13, carbonless	box														15	2,500.00	37,500.00	B
24	CONTINUOUS FORM, ARE, OCA, 4 ply, 55 gsm, 9.5 x 13, carbonless	box														65	2,400.00	156,000.00	B
25	CONTINUOUS FORM, Budget Utilization Slip, SC	box														10	2,500.00	25,000.00	B
26	CONTINUOUS FORM, Disbursement Vouchers, SC, 4 ply, 9.5 x 13, carbonless, 55 gsm	box														39	2,600.00	101,400.00	B
27	CONTINUOUS FORM, Disbursement Vouchers, OCA, 4 ply, 9.5 x 13, carbonless, 55 gsm	box														100	2,400.00	240,000.00	B

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
28	CONTINUOUS FORM, Inventory & Inspection Report of unserviceable Property, OCA, carbonized, 55 gsm	box														10	2,500.00	25,000.00	B
29	CONTINUOUS FORM, 11 x 9.5 Invoice & Receipt of Accountable Forms,OCA, carbonite, 4 ply, carbonized, 55 gsm	box														8	2,800.00	22,400.00	B
30	CONTINUOUS FORM, Obligation Slip w/ carbon,SC, 2 ply, 9.5 x 11, 56 gsm	box														27	1,500.00	40,500.00	B
31	CONTINUOUS FORM, Obligation Request Form w/ carbon,OCA, 3 ply, 9.5 x 11, 55 gsm	box														150	1,700.00	255,000.00	B
32	CONTINUOUS FORM, Tabulating Stock Form without line, OCA, 55 gsm	box														10		0.00	B
H.	PRINTER INKS/TONERS/RIBBONS																		
	BROTHER PRINTER INKS/TONER																		
1	INK CARTRIDGE, Brother LC40, Black (FAX Machine MFC-J430W)	piece														3		0.00	B
2	INK CARTRIDGE, Brother LC40, Cyan (FAX Machine MFC-J430W)	piece														3		0.00	B
3	INK CARTRIDGE, Brother LC40, Magenta (FAX Machine MFC-J430W)	piece														3		0.00	B
4	INK CARTRIDGE, Brother LC40, Yellow (FAX Machine MFC-J430W)	piece														3		0.00	B
5	INK CARTRIDGE, Borther, PC 501	piece														3		0.00	B
6	TAPE CARTRIDGE LABELLER, Brother TZ-231, Black/White, 12mm	piece														24	700.00	16,800.00	B
7	TAPE CARTRIDGE LABELLER, Brother TZ-231, Black/White, 9mm	piece														27	800.00	21,600.00	B
8	TAPE CARTRIDGE LABELLER, Brother TZ-231, Yellow, 9mm	piece														12	800.00	9,600.00	B
9	TONER, Brother, DR 2125	piece														10	4,600.00	46,000.00	B
10	TONER, Brother, DR 3115 (HL-5250 DN Drumkit)	piece														3	7,600.00	22,800.00	B
11	TONER, Brother, DR 3215 (HL-5350 DN Drumkit)	piece														435	8,500.00	3,697,500.00	B
12	TONER, Brother, DR 3355 (HL-5450 DN Drumkit)	piece														271		0.00	B

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
13	TONER, Brother, DR 7000 (HL-1850 Drumkit)	piece														15	8,900.00	133,500.00	B
14	TONER, Brother, DR 8000	piece														10	9,500.00	95,000.00	B
15	TONER, Brother, TN 2820	piece														4	3,200.00	12,800.00	B
16	TONER, Brother, TN 3145 (HL-5250 DN high-yield of TN 3250)	piece														4	3,200.00	12,800.00	B
17	TONER, Brother, TN 3290 (HL-5350 DN high-yield of TN 3250)	piece														1,326	4,600.00	6,099,600.00	B
18	TONER, Brother, TN 7600 (HL-1850)	piece														17	4,300.00	73,100.00	B
	<b>CANON INKS/TONERS</b>																		
1	INK CARTRIDGE, Canon MX 457 740xl	piece														35		0.00	B
2	INK CARTRIDGE, Canon MX 457 741xl	piece														24		0.00	B
3	INK CARTRIDGE, Canon Mx927 Scanner Ink CLI-751, BK	piece														5	550.00	2,750.00	B
4	INK CARTRIDGE, Canon Mx927 Scanner Ink CLI-751, C	piece														5	550.00	2,750.00	B
5	INK CARTRIDGE, Canon Mx927 Scanner Ink CLI-751, M	piece														5	550.00	2,750.00	B
6	INK CARTRIDGE, Canon Mx927 Scanner Ink CLI-751, Y	piece														5	550.00	2,750.00	B
7	INK CARTRIDGE, Canon Mx927 Scanner Ink PGI-750, PGBK	piece														5	550.00	2,750.00	B
8	INK CARTRIDGE, Canon Pixma, CL-811XL Color	piece														8	980.00	7,840.00	B
9	INK CARTRIDGE, Canon Pixma, CLI-36 Color	piece														240	950.00	228,000.00	B
10	INK CARTRIDGE, Canon Pixma, PGI-35 Black	piece														120	570.00	68,400.00	B
11	INK CARTRIDGE, Canon, Bubble Jet, BX-3/B-155, Fax	piece														54		0.00	B
12	INK CARTRIDGE, Canon, PG-40, Black, Fax (Canon JX 210P)	piece														96	990.00	95,040.00	B
13	TONER, Canon, 310 II (LBP 3460)	piece														115	990.00	113,850.00	B
14	TONER, DRUMKIT, Canon 310 II (LBP 3460)	piece														19		0.00	B

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
	<b>EPSON PRINTER INKS/RIBBONS</b>																		
1	INK CARTRIDGE, Epson L350, Black	bottle														6		0.00	B
2	INK CARTRIDGE, Epson L350, Cyan	bottle														6		0.00	B
3	INK CARTRIDGE, Epson L350, Magenta	bottle														6		0.00	B
4	INK CARTRIDGE, Epson L350, Yellow	bottle														6		0.00	B
5	RIBBON, Epson, S015141, S015021 LQ-300/LQ-300 II, 7753	piece														76	160.00	12,160.00	B
	<b>FUJI COPIER TONER</b>																		
1	TONER, Fuji Xerox 203A	piece														2		0.00	S
2	TONER, DRUMKIT, FUJI XEROX 203A (Fuji Xerox Docu Print 203A)	piece														1		0.00	S
	<b>HP PRINTER INKS/TONERS</b>																		
1	INK CARTRIDGE, HP 82 Cyan, (C 4911 A)	piece														1		0.00	B
2	INK CARTRIDGE, HP 82 Magenta, (C 4912 A)	piece														1		0.00	B
3	INK CARTRIDGE, HP 82 Yellow, (C 4913 A)	piece														1		0.00	B
4	INK CARTRIDGE, HP 564, black (premium fax AIO Printer C309a)	piece														2		0.00	B
5	INK CARTRIDGE, HP 564, Tri-Color (premium fax AIO Printer C309a)	piece														2		0.00	B
6	TONER, HP CE 270A, Black (Color LaserJet Printer CP5520/CP5525/5525n/5525dn/5525xh)	piece														14	16,850.00	235,900.00	B
7	TONER, HP CE 271A, Cyan (Color LaserJet Printer CP5520/CP5525/5525n/5525dn/5525xh)	piece														12	17,550.00	210,600.00	B
8	TONER, HP CE 272A, Yellow (Color LaserJet Printer CP5520/CP5525/5525n/5525dn/5525xh)	piece														12	17,550.00	210,600.00	B
9	TONER, HP CE 273A, Magenta (Color LaserJet Printer CP5520/CP5525/5525n/5525dn/5525xh)	piece														12	17,550.00	210,600.00	B
10	TONER, HP CE 461A, (HP Laserjet P2035)	piece														11		0.00	B
11	TONER, HP CF 214A, Black (HP Laserjet 700)	piece														10		0.00	B

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
12	TONER, HP Q7516A (HP Laserjet 5200, 16A)	piece														13	7,980.00	103,740.00	B
13	TONER, Drumkit, Imaging, HP Color Laserjet CP 1025, CE314A	piece														6	4,400.00	26,400.00	B
14	PRINT HEAD, HP Design Jet 500ps, # 11 Black C 4810A	piece														2		0.00	B
15	PRINT HEAD, HP Design Jet 500ps, # 11 Cyan C 4811A	piece														1	420.00	420.00	B
16	PRINT HEAD, HP Design Jet 500ps, # 11 Magenta C 4810A	piece														1	420.00	420.00	B
17	PRINT HEAD, HP Design Jet 500ps, # 11 Yellow C 4813A	piece														1	420.00	420.00	B
	<b>KYOCERA PRINTER TONERS</b>																		
1	TONER, Kyocera, TK 134	piece														10	5,700.00	57,000.00	B
2	TONER, Kyocera, TK 564, black	piece														2		0.00	B
3	TONER, Kyocera, TK 564, magenta	piece														2	11,000.00	22,000.00	B
4	TONER, Kyocera, TK 564, cyan	piece														2	11,000.00	22,000.00	B
5	TONER, Kyocera, TK 564, yellow	piece														2	11,000.00	22,000.00	B
	<b>OLIVETTI FAX MACHINE INKS</b>																		
1	INK CARTRIDGE, OLIVETTI LAB- 210	piece														29		0.00	S
2	INK CARTRIDGE, OLIVETTI FPJ 20, Black	piece														3		0.00	S
	<b>PANASONIC FAX MACHINE INKS</b>																		
1	INK CARTRIDGE, PANASONIC, Faxmile Ink Film, KX-FP711	piece														4	800.00	3,200.00	S
	<b>SAMSUNG PRINTER INKS/TONERS</b>																		
1	TONER, SAMSUNG, ML 3560	piece														41	7,000.00	287,000.00	B
2	TONER, SAMSUNG, ML 4050/4550	piece														300	9,850.00	2,955,000.00	B
3	DRUM KIT, SAMSUNG ML-4050	piece														17		0.00	B

Procurement Planning Committee

	GENERAL DESCRIPTION	UNIT OF MEASURE	SCHEDULE / MILESTONE OF ACTIVITIES												TOTAL	UNIT COST (as of October 26, 2015)	TOTAL COST	MODE OF PROCUREMENT	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC					
	SHARP PRINTER INKS/TONERS																		
1	TONER, MX-M354N	piece														6		0.00	S
	TALLY LINE PRINTER RIBBON																		
1	RIBBON, Tally T6218 Line Printer Smart Ribbon (2 sets)	piece														20	2,500.00	50,000.00	S

**TOTAL:**

**32,550,245.40**

**ADD: 3% INFLATION**

**976,507.36**

**GRAND TOTAL FOR NON-PS SUPPLIES:**

**33,526,752.76**