

**ANNUAL SUPPLIES PROCUREMENT PLAN**  
**BACOLOD CITY WATER DISTRICT**  
**SUMMARY OF ANNUAL PROCUREMENT OFFICE SUPPLIES CY 2014**

Item No.	DESCRIPTION	Unit of Measure	Unit Price	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		TOTAL	
				Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
<b>REGULAR OFFICE SUPPLIES</b>													
1	Adding Machine Ribbon	spool	85.00	8	680.00	8	680.00	7	595.00	7	595.00	30	2,550.00
2	Adding Machine Tape	roll	20.00	8	160.00	8	160.00	7	140.00	7	140.00	30	600.00
3	Air Freshner-can	can	103.00	72	7,416.00	66	6,798.00	65	6,695.00	64	6,592.00	267	27,501.00
4	Air Freshner-spray	bottle	190.00	61	11,590.00	60	11,400.00	60	11,400.00	58	11,020.00	239	45,410.00
5	Alcohol (250 ml)	bot.	33.00	42	1,386.00	42	1,386.00	33	1,089.00	35	1,155.00	152	5,016.00
6	Alcohol (500 ml)	bot.	70.00	105	7,350.00	91	6,370.00	87	6,090.00	82	5,740.00	365	25,550.00
7	Arch File Folder, long	pc.	170.00	35	5,950.00	3	510.00	8	1,360.00	1	170.00	47	7,990.00
8	Bathroom Tissue Twin Ply 12 rolls / pack	roll	114.00	24	2,736.00	24	2,736.00	23	2,622.00	22	2,508.00	93	10,602.00
9	Batteries - AAA Alkaline, 2 pcs/packet	Pack	25.00	25	625.00	25	625.00	25	625.00	25	625.00	100	2,500.00
10	Batteries - Alkaline AA 2 pcs/packet	Pak	62.00	278	17,236.00	243	15,066.00	153	9,486.00	43	2,666.00	717	44,454.00
11	Batteries - Alkaline AA 2 pcs/packet(rechargeable)	pc.	170.00	-	-	4	680.00	-	-	-	-	4	680.00
12	Batteries - Calculators(AA)	pc.	18.50	15	277.50	15	277.50	8	148.00	-	-	38	703.00
13	Batteries - Lithium CR 1620	pc.	100.00	5	500.00	5	500.00	5	500.00	-	-	15	1,500.00
14	Batteries - 9 V 6F22	pc.	205.00	5	1,025.00	5	1,025.00	5	1,025.00	5	1,025.00	20	4,100.00
15	Batteries - UPS 12 V	pc.	1,000.00	-	-	-	-	-	-	-	-	-	-
16	Batteries - Emergency Light (6V 4.5AH)	pc.	750.00	4	3,000.00	4	3,000.00	4	3,000.00	4	3,000.00	16	12,000.00
17	Broom (Soft, Good Quality, Baguio)	pc.	150.00	58	8,700.00	58	8,700.00	58	8,700.00	58	8,700.00	232	34,800.00
18	Broom (Stick)	pc.	20.00	41	820.00	41	820.00	41	820.00	41	820.00	164	3,280.00
19	Bug Zapper	Unit	3,450.00	-	-	-	-	-	-	-	-	-	-
20	Calculator (hd)	Unit	250.00	9	2,250.00	2	500.00	2	500.00	-	-	13	3,250.00
21	Carbon Paper (black)	box	250.00	2	500.00	1	250.00	1	250.00	-	-	4	1,000.00
22	Carbon Paper (blue)	box	300.00	17	5,100.00	7	2,100.00	8	2,400.00	5	1,500.00	37	11,100.00
23	Cartolina (Assorted Colors)	pc.	5.50	-	-	-	-	-	-	-	-	-	-
24	Cassette Tapes (90 minutes)	pc.	35.00	35	1,225.00	30	1,050.00	35	1,225.00	30	1,050.00	130	4,550.00
25	CD Recordable	pc.	25.00	9	225.00	3	75.00	9	225.00	3	75.00	24	600.00
26	CD-Rewritable	pc.	22.50	20	450.00	9	202.50	20	450.00	9	202.50	58	1,305.00
27	CD-R 20's	pc.	240.00	1	240.00	-	-	-	-	-	-	1	240.00
28	CD-R Container 25's	pc.	75.00	3	225.00	-	-	-	-	-	-	3	225.00
29	CD-RW 20's	pc.	450.00	-	-	-	-	-	-	-	-	-	-
30	Columnar book, 4 col.	pc.	35.00	10	350.00	10	350.00	10	350.00	9	315.00	39	1,365.00
31	Columnar book, 8 col.	pc.	38.00	1	38.00	1	38.00	-	-	-	-	2	76.00
32	Columnar book, 12 col	pc.	50.00	-	-	-	-	-	-	-	-	-	-
33	Columnar book, 14 col.	pc.	60.00	-	-	-	-	-	-	-	-	-	-
34	Columnar book, 24 col.	pc.	65.00	2	130.00	-	-	2	130.00	-	-	4	260.00
35	Columnar pad, 4 col.	Stub	30.00	1	30.00	-	-	1	30.00	-	-	2	60.00
36	Columnar pad, 8 col.	Stub	35.75	2	71.50	1	35.75	1	35.75	1	35.75	5	178.75
37	Columnar pad, 10 col	Stub	38.00	-	-	-	-	-	-	-	-	-	-
38	Columnar pad, 12 col	Stub	43.00	1	43.00	-	-	1	43.00	-	-	2	86.00
39	Columnar pad, 14 col	Stub	45.00	-	-	-	-	-	-	-	-	-	-
40	Columnar pad, 16 col.	Stub	43.60	-	-	-	-	-	-	-	-	-	-
41	Columnar pad, 24 col.	Stub	68.00	-	-	-	-	-	-	-	-	-	-
42	Computer Cleaner	pc.	120.00	6	720.00	2	240.00	3	360.00	2	240.00	13	1,560.00
43	Computer Ink - Brother LC39 (Black)	pc.	789.00	6	4,734.00	6	4,734.00	6	4,734.00	6	4,734.00	24	18,936.00
44	Computer Ink - Brother LC39(Cyan)	pc.	555.00	4	2,220.00	4	2,220.00	4	2,220.00	4	2,220.00	16	8,880.00
45	Computer Ink - Brother LC39(Magenta)	pc.	555.00	4	2,220.00	4	2,220.00	4	2,220.00	4	2,220.00	16	8,880.00
46	Computer Ink - Brother LC39(Yellow)	pc.	555.00	4	2,220.00	4	2,220.00	4	2,220.00	4	2,220.00	16	8,880.00
47	Computer Ink - Brother LC 67 Black	pc.	1,100.00	-	-	-	-	-	-	-	-	-	-
48	Computer Ink - Brother LC 67 Cyar	pc.	650.00	-	-	-	-	-	-	-	-	-	-
49	Computer Ink - Brother LC 67 Yellow	pc.	650.00	-	-	-	-	-	-	-	-	-	-

Item No.	DESCRIPTION	Unit of Measure	Unit Price	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		TOTAL	
				Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
50	Computer Ink - Brother LC 67 Magenta	pc.	650.00	-	-	-	-	-	-	-	-	-	-
51	Computer Ink - Canon - 811 (colored)	pc.	960.00	29	27,840.00	21	20,160.00	24	23,040.00	16	15,360.00	90	86,400.00
52	Computer Ink - Canon - 810 (black)	pc.	740.00	48	35,520.00	37	27,380.00	40	29,600.00	30	22,200.00	155	114,700.00
53	Computer Ink - Canon - PG 40 (black)	pc.	1,250.00	-	-	-	-	-	-	-	-	-	-
54	Computer Ink - Canon - CL 41 (colored)	pc.	1,200.00	-	-	-	-	-	-	-	-	-	-
55	Computer Ink - Canon - iP1980 (colored)	pc.	1,040.00	-	-	-	-	-	-	-	-	-	-
56	Computer Ink - Canon - iP1980 (black)	pc.	880.00	-	-	-	-	-	-	-	-	-	-
57	Computer Ink - Epson T038 (black)	pc.	520.00	-	-	-	-	-	-	-	-	-	-
58	Computer Ink - Epson T039- (colored)	pc.	800.00	-	-	-	-	-	-	-	-	-	-
59	Computer Ink - Epson T0461 (black)	pc.	650.00	-	-	-	-	-	-	-	-	-	-
60	Computer Ink - Epson T0472 (cyan)	pc.	550.00	-	-	-	-	-	-	-	-	-	-
61	Computer Ink - Epson T0473 (magenta)	pc.	550.00	-	-	-	-	-	-	-	-	-	-
62	Computer Ink - Epson T0474 (yellow)	pc.	550.00	-	-	-	-	-	-	-	-	-	-
63	Computer Ink - Epson T0751	pc.	380.00	5	1,900.00	-	-	5	1,900.00	2	760.00	12	4,560.00
64	Computer Ink - Epson T0752	pc.	380.00	-	-	5	1,900.00	-	-	-	-	5	1,900.00
65	Computer Ink - Epson T0753	pc.	380.00	-	-	5	1,900.00	-	-	-	-	5	1,900.00
66	Computer Ink - Epson T0754	pc.	380.00	-	-	5	1,900.00	-	-	-	-	5	1,900.00
67	Computer Ink - Epson T0731	pc.	520.00	-	-	-	-	-	-	-	-	-	-
68	Computer Ink - Epson T0732	pc.	520.00	-	-	-	-	-	-	-	-	-	-
69	Computer Ink - Epson T0733	pc.	520.00	-	-	-	-	-	-	-	-	-	-
70	Computer Ink - Epson T0734	pc.	520.00	-	-	-	-	-	-	-	-	-	-
71	Computer Ink - Epson 73N(black)	pc.	505.00	18	9,090.00	18	9,090.00	3	1,515.00	3	1,515.00	42	21,210.00
72	Computer Ink - Epson 73N(Magenta)	pc.	505.00	2	1,010.00	3	1,515.00	3	1,515.00	2	1,010.00	10	5,050.00
73	Computer Ink - Epson 73N(Yellow)	pc.	505.00	2	1,010.00	3	1,515.00	3	1,515.00	2	1,010.00	10	5,050.00
74	Computer Ink - Epson 73N(Cyan)	pc.	505.00	2	1,010.00	3	1,515.00	3	1,515.00	2	1,010.00	10	5,050.00
75	Computer Ink - HP 21 (black)	pc.	756.80	60	45,408.00	44	33,299.20	57	43,137.60	32	24,217.60	193	146,062.40
76	Computer Ink - HP 22 (colored)	pc.	815.00	32	26,080.00	26	21,190.00	29	23,635.00	27	22,005.00	114	92,910.00
77	Computer Ink - HP 45 Ink	pc.	1,425.00	-	-	-	-	-	-	-	-	-	-
78	Computer Ink - HP 78 Ink	pc.	1,585.00	-	-	-	-	-	-	-	-	-	-
79	Computer Ink - HP 702 (Black)	pc.	1,190.00	3	3,570.00	2	2,380.00	1	1,190.00	-	-	6	7,140.00
80	Computer Ink - HP 704(Colored)	pc.	380.00	-	-	-	-	-	-	-	-	-	-
81	Computer Ink - HP 840C Ink-Black	pc.	1,400.00	-	-	-	-	-	-	-	-	-	-
82	Computer Ink - HP 840C Ink-Colorec	pc.	1,400.00	-	-	-	-	-	-	-	-	-	-
83	Computer Ink - HP Designjet 500 ps #10 (black)	pc.	1,750.00	-	-	1	1,750.00	-	-	1	1,750.00	2	3,500.00
84	Computer Ink - HP Designjet 500 ps #82 (cyan)	pc.	1,680.00	-	-	1	1,680.00	-	-	1	1,680.00	2	3,360.00
85	Computer Ink - HP Designjet 500 ps #82 (magenta)	pc.	1,680.00	-	-	1	1,680.00	-	-	1	1,680.00	2	3,360.00
86	Computer Ink - HP Designjet 500 ps #82 (yellow)	pc.	1,680.00	-	-	1	1,680.00	-	-	1	1,680.00	2	3,360.00
87	Computer Ink - HP Inkjet Print Cartridge # 15	pc.	1,260.00	-	-	-	-	-	-	-	-	-	-
88	Computer Ink - HP Inkjet Print Cartridge # 17	pc.	1,350.00	-	-	-	-	-	-	-	-	-	-
89	Computer Ink - HP Inkjet Print Cartridge #45	pc.	1,470.00	-	-	-	-	-	-	-	-	-	-
90	Computer Ink - HP Inkjet Print Cartridge #78	pc.	1,530.00	-	-	-	-	-	-	-	-	-	-
91	Computer Ink - HP Inkjet # 702 (Black)	pc.	1,150.00	-	-	-	-	-	-	-	-	-	-
92	Computer Ink - HP Inkjet # 704 (Black)	pc.	400.00	16	6,400.00	15	6,000.00	9	3,600.00	6	2,400.00	46	18,400.00
93	Computer Ink - HP Inkjet # 704 (Colored)	pc.	400.00	8	3,200.00	8	3,200.00	6	2,400.00	4	1,600.00	26	10,400.00
94	Computer Ink - HP 920XL (Black)	pc.	1,300.00	1	1,300.00	1	1,300.00	1	1,300.00	-	-	3	3,900.00
95	Computer Ink - HP 920XL (Cyan)	pc.	810.00	1	810.00	1	810.00	-	-	-	-	2	1,620.00
96	Computer Ink - HP 920XL (Magenta)	pc.	810.00	1	810.00	1	810.00	-	-	-	-	2	1,620.00
97	Computer Ink - HP 920XL (Yellow)	pc.	810.00	1	810.00	1	810.00	-	-	-	-	2	1,620.00
98	Continuous Ink-EPSON C90 (Black)	bottle	70.00	-	-	-	-	-	-	-	-	-	-
99	Continuous Ink-EPSON C90 (Magenta)	bottle	70.00	-	-	-	-	-	-	-	-	-	-
100	Continuous Ink-EPSON C90 (Yellow)	bottle	70.00	-	-	-	-	-	-	-	-	-	-
101	Continuous Ink-EPSON C90 (Cyan)	bottle	70.00	-	-	-	-	-	-	-	-	-	-
102	Continuous Ink-EPSON L100 T6641(Black)	bottle	420.00	14	5,880.00	13	5,460.00	16	6,720.00	8	3,360.00	51	21,420.00
103	Continuous Ink-EPSON L100 T6642(cyan)	bottle	420.00	10	4,200.00	9	3,780.00	13	5,460.00	5	2,100.00	37	15,540.00
104	Continuous Ink-EPSON L100 T6643(magenta)	bottle	420.00	10	4,200.00	9	3,780.00	13	5,460.00	5	2,100.00	37	15,540.00

Item No.	DESCRIPTION	Unit of Measure	Unit Price	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		TOTAL	
				Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
105	Continous Ink-EPSON L100 T6644(yellow)	bottle	420.00	10	4,200.00	9	3,780.00	13	5,460.00	5	2,100.00	37	15,540.00
106	Continous Ink-CANON (Black)	bottle	70.00	19	1,330.00	16	1,120.00	13	910.00	4	280.00	52	3,640.00
107	Continous Ink-CANON (Magenta)	bottle	70.00	9	630.00	8	560.00	6	420.00	2	140.00	25	1,750.00
108	Continous Ink-CANON(Yellow)	bottle	70.00	9	630.00	8	560.00	6	420.00	2	140.00	25	1,750.00
109	Continous Ink-CANON (Cyan)	bottle	70.00	9	630.00	8	560.00	6	420.00	2	140.00	25	1,750.00
110	Continuous Ink - HP 920XL (Black)	bottle	90.00	-	-	-	-	-	-	-	-	-	-
111	Continuous Ink - HP 920XL (Cyan)	bottle	90.00	-	-	-	-	-	-	-	-	-	-
112	Continuous Ink - HP 920XL (Magenta)	bottle	90.00	-	-	-	-	-	-	-	-	-	-
113	Continuous Ink - HP 920XL (Yellow)	bottle	90.00	-	-	-	-	-	-	-	-	-	-
114	Computer Ink Refill Kit (HP 21)	cart.	220.00	-	-	-	-	-	-	-	-	-	-
115	Contact Cleaner	Bot.	1,250.00	-	-	-	-	-	-	-	-	-	-
116	Cont. Form 11x14 7/8, 1 ply	box	900.00	5	4,500.00	3	2,700.00	-	-	-	-	8	7,200.00
117	Cont. Form 11x14 7/8, 2 ply	box	950.00	1	950.00	-	-	-	-	-	-	1	950.00
118	Cont. Form 11x14 7/8, 3 ply	box	826.00	4	3,304.00	4	3,304.00	4	3,304.00	3	2,478.00	15	12,390.00
119	Cont. Form 11x9 1/2, 3 ply	box	765.00	4	3,060.00	4	3,060.00	4	3,060.00	2	1,530.00	14	10,710.00
120	Cont. Form 11x9 1/2, 1 ply	box	699.00	19	13,281.00	19	13,281.00	11	7,689.00	5	3,495.00	54	37,746.00
121	Cont. Form 11x9 1/2, 2 ply	box	600.00	12	7,200.00	7	4,200.00	4	2,400.00	2	1,200.00	25	15,000.00
122	Cont. Form 13x9 1/2, 2 ply	box	750.00	2	1,500.00	2	1,500.00	2	1,500.00	-	-	6	4,500.00
123	Cont. Form 13x9 1/2, 3 ply	box	850.00	9	7,650.00	8	6,800.00	8	6,800.00	8	6,800.00	33	28,050.00
124	Cutter (Heavy Duty)	pc.	55.00	10	550.00	3	165.00	-	-	-	-	13	715.00
125	Cutter Blade 10's per pack	pack	12.50	15	187.50	10	125.00	7	87.50	8	100.00	40	500.00
126	DAT 70 Tape Cartridge	Box	1,400.00	8	11,200.00	6	8,400.00	4	5,600.00	-	-	18	25,200.00
127	Detergent Bars	bar	22.00	56	1,232.00	52	1,144.00	56	1,232.00	52	1,144.00	216	4,752.00
128	Dishwashing Liquid (250 ml)	bot.	72.00	41	2,952.00	28	2,016.00	23	1,656.00	22	1,584.00	114	8,208.00
129	Downy (100 Grams)	pc.	105.00	-	-	-	-	-	-	-	-	-	-
130	DVD-R with casing	pc.	26.00	30	780.00	-	-	-	-	-	-	30	780.00
131	DVD RW Disk (Dual Sided)	pc.	40.00	22	880.00	15	600.00	15	600.00	2	80.00	54	2,160.00
132	DVD-RW	pc.	40.00	22	880.00	17	680.00	12	480.00	7	280.00	58	2,320.00
133	Envelope (Brown, long)	pc.	2.90	299	867.10	130	377.00	234	678.60	104	301.60	767	2,224.30
134	Envelope (Brown, short)	pc.	2.50	167	417.50	103	257.50	137	342.50	58	145.00	465	1,162.50
135	Envelop (Mailing, Long, Ordinary)	box	200.00	17	3,400.00	13	2,600.00	15	3,000.00	12	2,400.00	57	11,400.00
136	Envelope Plastic Long	pc.	7.16	17	121.72	10	71.60	12	85.92	10	71.60	49	350.84
137	Eraser, Liquid (Correction Fluid 15 ml)	pc.	29.00	18	522.00	8	232.00	13	377.00	4	116.00	43	1,247.00
138	Eraser, Tape (Correction Tape)	pc.	32.00	159	5,088.00	117	3,744.00	126	4,032.00	88	2,816.00	490	15,680.00
139	Eraser, rubber	pc.	10.00	36	360.00	24	240.00	25	250.00	12	120.00	97	970.00
140	Eraser White Board	pc.	50.00	6	300.00	1	50.00	2	100.00	-	-	9	450.00
141	Fastener, vinyl coated (long)	box	106.00	20	2,120.00	10	1,060.00	11	1,166.00	5	530.00	46	4,876.00
142	Fastener, vinyl coated (short)	box	50.00	39	1,950.00	29	1,450.00	20	1,000.00	20	1,000.00	108	5,400.00
143	Faxfilm - Brother PC 402RF	pc.	200.00	3	600.00	3	600.00	3	600.00	1	200.00	10	2,000.00
144	Finger Tip Moistener	box	45.00	-	-	-	-	-	-	-	-	-	-
145	Floor Mats	pc.	40.00	16	640.00	16	640.00	13	520.00	16	640.00	61	2,440.00
146	Floppy Diskette, 3.5 (10's)	box	150.00	-	-	-	-	-	-	-	-	-	-
147	Folder (long) white	pc.	5.50	831	4,570.50	654	3,597.00	574	3,157.00	443	2,436.50	2,502	13,761.00
148	Folder (short) white	pc.	3.70	437	1,616.90	317	1,172.90	297	1,098.90	165	610.50	1,216	4,499.20
149	Folder w/ metal tab, (long) greer	pc.	15.00	210	3,150.00	168	2,520.00	113	1,695.00	82	1,230.00	573	8,595.00
150	Folder long/special (green/blue)	pc.	45.00	20	900.00	3	135.00	2	90.00	-	-	25	1,125.00
151	Folder Plastic with slides long (White)	pc.	6.50	45	292.50	45	292.50	40	260.00	35	227.50	165	1,072.50
152	Folder Plastic with slides long (Blue)	pc.	6.50	25	162.50	25	162.50	25	162.50	25	162.50	100	650.00
153	Forward Disinfectant	gallon	1,040.00	5	5,200.00	5	5,200.00	5	5,200.00	5	5,200.00	20	20,800.00
154	Garbage Bag 40" x 18.5" 10pcs/rol	Roll	75.00	25	1,875.00	25	1,875.00	25	1,875.00	25	1,875.00	100	7,500.00
155	Glance (Glass Cleaner)	gallon	590.00	4	2,360.00	4	2,360.00	4	2,360.00	4	2,360.00	16	9,440.00
156	Glue (Elmer's and the like)	bot.	65.00	17	1,105.00	6	390.00	11	715.00	5	325.00	39	2,535.00
157	Glue- big	pc.	65.00	3	195.00	2	130.00	3	195.00	2	130.00	10	650.00
158	Glue Stick	pc.	3.00	10	30.00	-	-	-	-	-	-	10	30.00
159	Glue Padding	bot.	75.00	3	225.00	1	75.00	-	-	-	-	4	300.00

Item No.	DESCRIPTION	Unit of Measure	Unit Price	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		TOTAL	
				Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
160	Go-Getter (By Johnson)	gallon	980.00	5	4,900.00	5	4,900.00	5	4,900.00	5	4,900.00	20	19,600.00
161	Hand Towels	pc.	40.00	5	200.00	-	-	5	200.00	-	-	10	400.00
162	Index Card (500s) 5" x 8'	pack	115.00	11	1,265.00	7	805.00	5	575.00	-	-	23	2,645.00
163	Insecticide Spray / Raid	can	135.00	31	4,185.00	30	4,050.00	28	3,780.00	29	3,915.00	118	15,930.00
164	Laminating Film	box	104.50	-	-	-	-	1	104.50	-	-	1	104.50
165	Medical Mask	pc.	10.00	3	30.00	3	30.00	3	30.00	3	30.00	12	120.00
166	Meter Card Rings	pc.	30.00	-	-	-	-	-	-	-	-	-	-
167	Mighty Bond	pc.	50.00	21	1,050.00	18	900.00	18	900.00	17	850.00	74	3,700.00
168	Mini DV Tape (LP: 90) (60)	pc.	216.00	15	3,240.00	3	648.00	3	648.00	3	648.00	24	5,184.00
169	Mop Heads (/heavy Duty)	pc.	85.00	10	850.00	10	850.00	10	850.00	10	850.00	40	3,400.00
170	Multi-purpose Cleaner	pack	65.00	30	1,950.00	30	1,950.00	30	1,950.00	30	1,950.00	120	7,800.00
171	Paper clips, big (#50) (100's, gem type)	box	18.00	56	1,008.00	37	666.00	41	738.00	20	360.00	154	2,772.00
172	Paper clips, small (#22)(50 gms, gem type)	box	10.00	51	510.00	36	360.00	34	340.00	22	220.00	143	1,430.00
173	Paper (Bond, long) sub. 20	ream	150.00	111	16,650.00	97	14,550.00	91	13,650.00	42	6,300.00	341	51,150.00
174	Paper (Bond, short) sub. 20	ream	130.00	63	8,190.00	58	7,540.00	52	6,760.00	29	3,770.00	202	26,260.00
175	Paper (Book, long) sub. 20	ream	199.50	88	17,556.00	66	13,167.00	68	13,566.00	57	11,371.50	279	55,660.50
176	Paper (Book, short) sub. 20	ream	163.00	52	8,476.00	44	7,172.00	39	6,357.00	34	5,542.00	169	27,547.00
177	Paper Mimeographing - long	ream	179.46	4	717.84	-	-	4	717.84	-	-	8	1,435.68
178	Paper Mimeographing - short	ream	176.00	-	-	-	-	-	-	-	-	-	-
179	Paper, Multicopy, Legal	ream	238.00	-	-	-	-	-	-	-	-	-	-
180	Paper, Multicopy, A4	ream	188.70	-	-	-	-	-	-	-	-	-	-
181	Paper (Colored Bond Papers-long-blue) sub.20	ream	190.00	6	1,140.00	3	570.00	5	950.00	-	-	14	2,660.00
182	Paper (Colored Bond Papers-long-green)	ream	190.00	8	1,520.00	6	1,140.00	5	950.00	-	-	19	3,610.00
183	Paper (Colored Bond Papers-long-pink)	ream	190.00	4	760.00	2	380.00	1	190.00	-	-	7	1,330.00
184	Paper (Colored Bond Papers-long-yellow)	ream	190.00	10	1,900.00	3	570.00	2	380.00	-	-	15	2,850.00
185	Paper (Colored Bond Papers-short-green)	ream	170.00	4	680.00	3	510.00	3	510.00	-	-	10	1,700.00
186	Paper (Colored Bond Papers-short-blue)	ream	170.00	1	170.00	1	170.00	1	170.00	-	-	3	510.00
187	Paper (Newsprint, long)	ream	85.00	-	-	-	-	-	-	-	-	-	-
188	Paper (Photo Paper, glossy)	pc.	12.00	45	540.00	20	240.00	45	540.00	20	240.00	130	1,560.00
189	Parchment/Bristol/Sol Paper	pc.	50.00	30	1,500.00	-	-	30	1,500.00	-	-	60	3,000.00
190	Parker Pen Refill	bot.	130.00	-	-	-	-	-	-	-	-	-	-
191	Paste Water Well	pc.	30.80	8	246.40	-	-	3	92.40	2	61.60	13	400.40
192	Pencil - Colored	pc.	45.00	1	45.00	-	-	-	-	-	-	1	45.00
193	Pencil No. 2 (Lead with eraser)	doz.	51.00	36	1,836.00	20	1,020.00	31	1,581.00	14	714.00	101	5,151.00
194	Pencil (Mechanical Pencil Tube 0.5)	tube	48.50	3	145.50	3	145.50	3	145.50	3	145.50	12	582.00
195	Pen (Ballpen, black)	pc.	6.00	492	2,952.00	470	2,820.00	426	2,556.00	341	2,046.00	1,729	10,374.00
196	Pen (Ballpen, blue)	pc.	6.00	73	438.00	62	372.00	57	342.00	42	252.00	234	1,404.00
197	Pen (Ballpen, green)	pc.	23.00	5	115.00	5	115.00	5	115.00	5	115.00	20	460.00
198	Pen (Ballpen, Red)	pc.	6.00	41	246.00	29	174.00	41	246.00	25	150.00	136	816.00
199	Pen (Colored Pen, 12Colors)	box	30.00	3	90.00	1	30.00	2	60.00	1	30.00	7	210.00
200	Pen (Drafting, disposable)	pc.	95.00	3	285.00	3	285.00	3	285.00	3	285.00	12	1,140.00
201	Pen (Gel Pen)	pc.	15.00	49	735.00	41	615.00	37	555.00	17	255.00	144	2,160.00
202	Pen (Highlighting, 3pcs./set)	set	45.00	34	1,530.00	25	1,125.00	30	1,350.00	17	765.00	106	4,770.00
203	Pen (Highlighting, 1's)	pc.	20.00	1	20.00	1	20.00	1	20.00	1	20.00	4	80.00
204	Pen (Marking Pen, Permanent, Black)	pc.	31.10	55	1,710.50	43	1,337.30	48	1,492.80	28	870.80	174	5,411.40
205	Pen (Marking Pen, Permanent, Blue)	pc.	31.10	29	901.90	20	622.00	26	808.60	11	342.10	86	2,674.60
206	Pen (Marking Pen, Permanent, Red)	pc.	31.10	21	653.10	12	373.20	20	622.00	10	311.00	63	1,959.30
207	Pen (Pilot Hi-Tech Point Pens, V-5)	pc.	49.00	36	1,764.00	33	1,617.00	29	1,421.00	25	1,225.00	123	6,027.00
208	Pen (Sign Pen, 0.4)	pc.	82.00	-	-	-	-	-	-	-	-	-	-
209	Pen (Sign Pen, black)	pc.	45.25	76	3,439.00	61	2,760.25	74	3,348.50	45	2,036.25	256	11,584.00
210	Pen (Sign Pen, blue)	pc.	45.25	13	588.25	12	543.00	11	497.75	2	90.50	38	1,719.50
211	Pen (Sign Pen, green)	pc.	60.00	10	600.00	15	900.00	15	900.00	15	900.00	55	3,300.00
212	Pen (White board marker, black)	pc.	58.00	30	1,740.00	9	522.00	24	1,392.00	3	174.00	66	3,828.00
213	Pen (White board marker, blue)	pc.	58.00	18	1,044.00	3	174.00	17	986.00	2	116.00	40	2,320.00
214	Pen (White board marker, red)	pc.	58.00	15	870.00	5	290.00	10	580.00	2	116.00	32	1,856.00

Item No.	DESCRIPTION	Unit of Measure	Unit Price	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		TOTAL	
				Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
215	Pen (Technical Pen 0.2, Fiber Castel, Rotring)	pc.	710.00	-	-	-	-	-	-	-	-	-	-
216	Pen Ink (Technical Pen Ink, Black)	bottle	105.00	-	-	-	-	-	-	-	-	-	-
217	Photo Album, refillable (Big)	pc.	225.00	2	450.00	-	-	-	-	-	-	2	450.00
218	Planella (assorted colors)	yard	66.00	18	1,188.00	9	594.00	13	858.00	4	264.00	44	2,904.00
219	Plastic Bags (5" x 8")(100pcss/pack)	pack	45.00	2	90.00	2	90.00	4	180.00	-	-	8	360.00
220	Plastic cover	pc.	15.00	10	150.00	3	45.00	8	120.00	2	30.00	23	345.00
221	Pledge Furniture Polish Spray (Lemon)	bot.	180.00	4	720.00	-	-	3	540.00	-	-	7	1,260.00
222	Post-it Papers (assorted colors)	pack	25.00	19	475.00	15	375.00	15	375.00	13	325.00	62	1,550.00
223	Printer Cartridge - DFX 5000+	pc.	489.00	-	-	-	-	-	-	-	-	-	-
224	Printer Cartridge - LQ 2180	pc.	759.75	1	759.75	1	759.75	-	-	-	-	2	1,519.50
225	Printer Cartridge - Epson LX 300+	pc.	115.50	27	3,118.50	14	1,617.00	16	1,848.00	-	-	57	6,583.50
226	Printer Cartridge - Epson LQ 300+	pc.	185.00	4	740.00	4	740.00	-	-	-	-	8	1,480.00
227	Printer Cartridge - Epson FX 2175	pc.	300.00	9	2,700.00	6	1,800.00	5	1,500.00	1	300.00	21	6,300.00
228	Printer Cartridge LS-200	pc.	185.00	-	-	-	-	-	-	-	-	-	-
229	Printer Cartridge-Printronix	pc.	1,925.00	-	-	-	-	-	-	-	-	-	-
230	Printer Cartridge-Tally T6050-150M	pc.	4,300.00	10	43,000.00	8	34,400.00	3	12,900.00	-	-	21	90,300.00
231	Printer Ribbon, Epson, RN 875C	CA	80.45	-	-	-	-	-	-	-	-	-	-
232	Printer Ribbon Refill-LX 300+	spool	37.50	115	4,312.50	107	4,012.50	104	3,900.00	27	1,012.50	353	13,237.50
233	Printer Ribbon Refill-FX 2175+ (Big Rolls)	spool	100.00	17	1,700.00	16	1,600.00	14	1,400.00	8	800.00	55	5,500.00
234	Printer ribbon refill-DFX 5000+	spool	180.00	-	-	-	-	-	-	-	-	-	-
235	Printer ribbon refill-LQ 2180	spool	180.00	-	-	-	-	-	-	-	-	-	-
236	Printer Ribbon-Printronix	pc.	3,000.00	-	-	-	-	-	-	-	-	-	-
237	Printer Ribbon-Tally Genicom T6312	pc.	4,300.00	10	43,000.00	9	38,700.00	4	17,200.00	-	-	23	98,900.00
238	Puncher (HD)	unit	250.00	6	1,500.00	-	-	-	-	-	-	6	1,500.00
239	Push Pins	box	48.00	15	720.00	4	192.00	10	480.00	-	-	29	1,392.00
240	Quick Tite	pc.	365.00	1	365.00	-	-	-	-	-	-	1	365.00
241	Record Book (300 leaves)	pc.	64.20	55	3,531.00	35	2,247.00	37	2,375.40	21	1,348.20	148	9,501.60
242	Record Book (500 leaves)	pc.	100.00	42	4,200.00	27	2,700.00	28	2,800.00	14	1,400.00	111	11,100.00
243	Rubber Bands (big)	box	130.00	8	1,040.00	4	520.00	4	520.00	-	-	16	2,080.00
244	Rubber Bands (small)	box	24.50	40	980.00	27	661.50	32	784.00	16	392.00	115	2,817.50
245	Scrubbing Pad (Heavy Duty)	pc.	90.00	25	2,250.00	25	2,250.00	25	2,250.00	25	2,250.00	100	9,000.00
246	Shoelace (Round & Brown)	Pairs	8.50	74	629.00	74	629.00	73	620.50	73	620.50	294	2,499.00
247	Special Laid Board (pastel color) 10's	pack	45.00	-	-	-	-	-	-	-	-	-	-
248	Specialty Paper and Envelope	pack	34.00	-	-	-	-	-	-	-	-	-	-
249	Specialty Papers (20's)	pack	65.00	6	390.00	3	195.00	6	390.00	3	195.00	18	1,170.00
250	Staedler Ink	bot.	100.00	-	-	-	-	-	-	-	-	-	-
251	Stamp Pad Felt Pad	each	55.00	8	440.00	4	220.00	1	55.00	-	-	13	715.00
252	Stamp Pad Ink (black)	pc.	26.75	1	26.75	1	26.75	-	-	-	-	2	53.50
253	Stamp Pad Ink (blue)	bot.	26.75	15	401.25	10	267.50	7	187.25	5	133.75	37	989.75
254	Stamp Pad Ink (green)	bot.	31.00	1	31.00	1	31.00	1	31.00	1	31.00	4	124.00
255	Stamp Pad Ink (red)	bot.	26.75	4	107.00	3	80.25	1	26.75	-	-	8	214.00
256	Stapler (Heavy Duty)	pc.	675.00	10	6,750.00	-	-	1	675.00	-	-	11	7,425.00
257	Staple Wire Remover	pc.	20.00	11	220.00	2	40.00	4	80.00	-	-	17	340.00
258	Staple Wire # 10	box	4.50	39	175.50	19	85.50	7	31.50	1	4.50	66	297.00
259	Staple Wire # 35	box	40.65	77	3,130.05	49	1,991.85	49	1,991.85	18	731.70	193	7,845.45
260	Sticker Paper (white)	pc.	25.00	60	1,500.00	10	250.00	30	750.00	10	250.00	110	2,750.00
261	Tape (Packing 2") ≥48mm	roll	35.00	20	700.00	15	525.00	15	525.00	4	140.00	54	1,890.00
262	Tape (Packing 3") ≥48mm	roll	42.00	14	588.00	9	378.00	9	378.00	6	252.00	38	1,596.00
263	Tape (Packing 4") ≥48mm	roll	54.75	17	930.75	15	821.25	16	876.00	14	766.50	62	3,394.50
264	Tape (Masking 1") ≥48mm	pc.	45.80	43	1,969.40	31	1,419.80	37	1,694.60	23	1,053.40	134	6,137.20
265	Tape (Masking ¾") ≥48mm	Roll	24.50	7	171.50	3	73.50	4	98.00	3	73.50	17	416.50
266	Tape (Transparent 1") ≥48mm	pc.	15.15	47	712.05	32	484.80	36	545.40	20	303.00	135	2,045.25
267	Tape (Transparent 2") ≥48mm	pc.	25.00	15	375.00	13	325.00	15	375.00	3	75.00	46	1,150.00
268	Tape (Transparent ¾") ≥48mm	pc.	14.95	7	104.65	9	134.55	10	149.50	5	74.75	31	463.45
269	Thermal Paper (for facsimile)	spool	95.00	-	-	-	-	5	475.00	5	475.00	10	950.00

Item No.	DESCRIPTION	Unit of Measure	Unit Price	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		TOTAL	
				Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
270	Toilet Deodorant Cake 100 gms	pc.	45.00	53	2,385.00	53	2,385.00	53	2,385.00	53	2,385.00	212	9,540.00
271	Toilet Bowl Brush	unit	30.00	7	210.00	6	180.00	7	210.00	6	180.00	26	780.00
272	Toner (HP Laserjet 1100)	bot.	2,875.00	-	-	-	-	-	-	-	-	-	-
273	Toner (xerox copier)	kit	6,950.00	3	20,850.00	2	13,900.00	3	20,850.00	3	20,850.00	11	76,450.00
274	Typewriter ribbon	pc.	25.00	-	-	-	-	-	-	-	-	-	-
275	Vinyl Stickers	pc.	65.00	5	325.00	5	325.00	5	325.00	5	325.00	20	1,300.00
276	Waste cotton / kl.	kilo	40.00	11	440.00	10	400.00	10	400.00	10	400.00	41	1,640.00
277	Yellow Pad	roll	23.00	9	207.00	10	230.00	8	184.00	4	92.00	31	713.00
<b>PRE-PRINTED GENERAL FORMS</b>													
278	Apprehension Report Form	pad	550.00	-	-	-	-	-	-	-	-	-	-
279	BACIWA Letter Head (long)	ream	1,980.00	8	14,850.00	-	-	-	-	1	1,980.00	9	16,830.00
280	BACIWA Letter Head (short)	ream	1,685.00	10	16,007.50	1	1,685.00	1	1,685.00	1	1,685.00	13	21,062.50
281	Daily Monitoring Report	ream	300.00	6	1,800.00	6	1,800.00	6	1,800.00	-	-	18	5,400.00
282	Daily Operation Monitoring Report	ream	300.00	3	900.00	3	900.00	3	900.00	-	-	9	2,700.00
283	Daily Production Operation Report	ream	300.00	2	600.00	2	600.00	2	600.00	2	600.00	8	2,400.00
284	Daily Time Report	ream	5.00	3	15.00	3	15.00	3	15.00	-	-	9	45.00
285	Mailing Envelope with BACIWA Logo	pc.	3.30	1,500	4,950.00	100	330.00	100	330.00	50	165.00	1,750	5,775.00
286	NSC Contracts	pc.	7.70	1,000	7,700.00	1,000	7,700.00	1,000	7,700.00	500	3,850.00	3,500	26,950.00
287	Official Receipts (Continuous)	pc.	1.30	50,000	65,000.00	50,000	65,000.00	50,000	65,000.00	-	-	150,000	195,000.00
288	OT Accomplishment Report	ream	300.00	3	900.00	-	-	3	900.00	-	-	6	1,800.00
289	Purchase Order	stub	170.00	80	13,600.00	-	-	-	-	-	-	80	13,600.00
290	Requisition and Issue voucher – Motorpoo	stub	250.00	25	6,250.00	-	-	-	-	-	-	25	6,250.00
291	Requisition and Issue voucher – Office Supplies	stub	250.00	20	5,000.00	-	-	-	-	-	-	20	5,000.00
292	Requisition and Issue voucher – PMOS	stub	250.00	25	6,250.00	-	-	-	-	-	-	25	6,250.00
293	Requisition and Issue voucher – Spare Parts	stub	250.00	25	6,250.00	-	-	-	-	-	-	25	6,250.00
294	Trip Ticket	pads	65.00	200	13,000.00	-	-	200	13,000.00	-	-	400	26,000.00
295	Request for Quotation (half size)	pad	280.00	20	5,600.00	-	-	-	-	-	-	20	5,600.00
296	Request for Quotation (long size)	pad	280.00	15	4,200.00	-	-	-	-	-	-	15	4,200.00
297	Routing Slip	pad	77.00	29	2,233.00	20	1,540.00	17	1,309.00	17	1,309.00	83	6,391.00
298	Short Term PN	pad	330.00	2	660.00	2	660.00	1	330.00	-	-	5	1,650.00
299	Special Orders	pad	330.00	2	660.00	2	660.00	1	330.00	-	-	5	1,650.00
300	SR For Reopening	pad	330.00	4	1,320.00	3	990.00	3	990.00	-	-	10	3,300.00
301	Verification Slip	pad	330.00	4	1,320.00	3	990.00	3	990.00	-	-	10	3,300.00
302	Water Bill	pc.	0.79	250,000	197,500.00	250,000	197,500.00	84,000	66,360.00	-	-	584,000	461,360.00
<b>Others</b>													
303	Continuous Ink – EPSON L210 (Black)	pc.	300.00	7	2,100.00	4	1,200.00	6	1,800.00	2	600.00	19	5,700.00
304	Continuous Ink – EPSON L210 (Magenta)	pc.	300.00	5	1,500.00	3	900.00	3	900.00	2	600.00	13	3,900.00
305	Continuous Ink – EPSON L210 (Cyan)	pc.	300.00	5	1,500.00	3	900.00	3	900.00	2	600.00	13	3,900.00
306	Continuous Ink – EPSON L210 (Yellow)	pc.	300.00	5	1,500.00	3	900.00	3	900.00	2	600.00	13	3,900.00
307	Continuous Ink-Refill-Pigment (Black)	pc.	250.00	2	500.00	-	-	2	500.00	-	-	4	1,000.00
308	Continuous Ink-Refill-Pigment (Magenta)	pc.	250.00	2	500.00	-	-	2	500.00	-	-	4	1,000.00
309	Continuous Ink-Refill-Pigment (Yellow)	pc.	250.00	2	500.00	-	-	2	500.00	-	-	4	1,000.00
310	Continuous Ink-Refill-Pigment (Cyan)	pc.	250.00	2	500.00	-	-	2	500.00	-	-	4	1,000.00
311	Dater Stamp	pc.	50.00	2	100.00	-	-	-	-	-	-	2	100.00
312	Numbering Stamp (12 digits)	pc.	705.00	2	1,410.00	-	-	-	-	-	-	2	1,410.00
313	Printer Cartridge – Canon (Black) MP287	pc.	750.00	1	750.00	-	-	-	-	-	-	1	750.00
314	Printer Cartridge – Canon (Colored) MP287	pc.	950.00	1	950.00	-	-	-	-	-	-	1	950.00
315	Change of Name Form	ream	770.00	2	1,540.00	1	770.00	-	-	-	-	3	2,310.00
316	Ruler – 12 inches	pc.	25.00	1	25.00	-	-	-	-	-	-	1	25.00
317	Subsidiary Ledger	pc.	6.50	50	325.00	50	325.00	50	325.00	50	325.00	200	1,300.00
318	Disbursement Voucher	Stub	102.00	25	2,550.00	25	2,550.00	25	2,550.00	25	2,550.00	100	10,200.00
319	Bulldog Clip	pc.	7.50	3	22.50	3	22.50	2	15.00	2	15.00	10	75.00
320	Check Booklet (LBP)	Stub	175.00	50	8,750.00	50	8,750.00	50	8,750.00	50	8,750.00	200	35,000.00
321	Official Receipts (Padded)	Stub	68.20	25	1,705.00	25	1,705.00	25	1,705.00	25	1,705.00	100	6,820.00

Item No.	DESCRIPTION	Unit	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		TOTAL		
		of Measure	Price	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
322	Daily Monitoring Report (QC)	ream	300.00	2	600.00	2	600.00	-	-	-	-	4	1,200.00
323	Computer Continuous Flow Ink-Epson Stylus T13 Black	pc.	300.00	2	600.00	2	600.00	2	600.00	1	300.00	7	2,100.00
324	Computer Continuous Flow Ink-Epson Stylus T13 Black	pc.	300.00	1	300.00	1	300.00	-	-	-	-	2	600.00
325	Computer Continuous Flow Ink-Epson Stylus T13 Black	pc.	300.00	1	300.00	1	300.00	-	-	-	-	2	600.00
326	Computer Continuous Flow Ink-Epson Stylus T13 Black	pc.	300.00	1	300.00	1	300.00	-	-	-	-	2	600.00
327	Calculator (Scientific)	pc.	1,000.00	3	3,000.00	-	-	-	-	-	-	3	3,000.00
328	Miscellaneous			-	13,633.60	-	13,633.50	-	13,633.50	-	13,633.50	-	54,534.10
329				-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>				<b>309,841</b>	<b>1,061,853.96</b>	<b>306,345</b>	<b>827,096.70</b>	<b>140,530</b>	<b>657,499.41</b>	<b>3,997</b>	<b>340,162.10</b>	<b>760,713</b>	<b>2,886,612.17</b>

Prepared by:

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**ENGR. JENELYN Y. GEMORA**  
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**ENGR. NELSON G. BRADAS**  
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**MARY MOLLY MAY I. ROSADIA**  
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Approved:

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General Manager