

Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
 Tacloban City

ANNUAL PROCUREMENT PROGRAM FOR C.Y. 2012
COMMON-USE-SUPPLIES

Department/College: ADMINISTRATION
 Office: FINANCE SERVICES

Annex "C"
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Item No.	ITEM AND SPECIFICATIONS	UNIT	QTY	ESTIMATED PRICE PER UNIT	TOTAL	Quarterly Quantity Requirement							
						1 QTR	AMOUNT	2 QTR	AMOUNT	3 QTR	AMOUNT	4 QTR	AMOUNT
	COMMON COMPUTER SUPPLIES												
1	INK CARTRIDGE,Epson T0631	piece	16	550.00	8,800.00	6	3,300.00	6	3,300.00	2	1,100.00	2	1,100.00
2	INK CARTRIDGE,Epson T0632	piece	12	520.00	6,240.00	3	1,560.00	3	1,560.00	3	1,560.00	3	1,560.00
3	Ink CARTRIDGE,Epson T0633	piece	12	520.00	6,240.00	3	1,560.00	3	1,560.00	3	1,560.00	3	1,560.00
4	INK CARTRIDGE,Epson T0634	piece	12	520.00	6,240.00	3	1,560.00	3	1,560.00	3	1,560.00	3	1,560.00
5	INK CARTRIDGE,hp 74	piece	18	1,200.00	21,600.00	6	7,200.00	6	7,200.00	3	3,600.00	3	3,600.00
6	INK CARTRIDGE,hp 75	piece	12	1,000.00	12,000.00	3	3,000.00	3	3,000.00	3	3,000.00	3	3,000.00
7	INK CARTRIDGE,hp 94	piece	12	1,000.00	12,000.00	3	3,000.00	3	3,000.00	3	3,000.00	3	3,000.00
8	INK CARTRIDGE,hp 95	piece	12	1,000.00	12,000.00	3	3,000.00	3	3,000.00	3	3,000.00	3	3,000.00
	COMMON OFFICE SUPPLIES												
9	AIR FRESHENER,280 ml/can,shaldan	can	24	95.00	2,280.00	6	570.00	6	570.00	6	570.00	6	570.00
10	ALCOHOL,70% isopropyl,band-aid	bottle	24	85.00	2,040.00	6	510.00	6	510.00	6	510.00	6	510.00
11	Ballpen,faber castell,0.5mm,black	each	24	15.00	360.00	6	90.00	6	90.00	6	90.00	6	90.00
12	Ballpen,faber castell,0.5mm,blue	each	12	15.00	180.00	3	45.00	3	45.00	3	45.00	3	45.00
13	Ballpen,faber castell,0.5mm,red	each	8	15.00	120.00	2	30.00	2	30.00	2	30.00	2	30.00
14	COLUMNAR NOTEBOOK,12 cols,veco	piece	6	24.50	147.00	2	49.00	2	49.00	1	24.50	1	24.50
15	COLUMNAR PAD,14 cols,55gsm,veco	pad	6	45.50	273.00	2	91.00	2	91.00	1	45.50	1	45.50
16	COLUMNAR PAD,4 cols,55gsm,veco	pad	6	20.65	123.90	2	41.30	2	41.30	1	20.65	1	20.65
17	CORRECTION FLUID,15ml,Re-touch	bottle	12	25.00	300.00	3	75.00	3	75.00	3	75.00	3	75.00
18	Data file box	box	4	115.00	460.00			4	460.00				
19	ENVELOPE,documentary(10"x12"),500s/box	box	4	600.00	2,400.00	1	600.00	1	600.00	1	600.00	1	600.00
20	ENVELOPE,documentary(10"x15"),500s/box	box	4	700.00	2,800.00	1	700.00	1	700.00	1	700.00	1	700.00
21	Flash Drive,8 GB,USB	piece	2	980.00	1,960.00			2	1,960.00				
22	FOLDER,expanded,legal size,50s/pack	pack	12	300.00	3,600.00	3	900.00	3	900.00	3	900.00	3	900.00
23	FOLDER,expanded,letter size,50s/pack	pack	12	200.00	2,400.00	3	600.00	3	600.00	3	600.00	3	600.00

24	FOLDER,morocco,legal size,50s/pack	pack	12	250.00	3,000.00	3	750.00	3	750.00	3	750.00	3	750.00
25	FOLDER,morocco,letter size,50s/pack	pack	12	250.00	3,000.00	3	750.00	3	750.00	3	750.00	3	750.00
26	FOLDER>tagboard,legal size,100s/box	pack	4	250.00	1,000.00	1	250.00	1	250.00	1	250.00	1	250.00
27	FOLDER>tagboard,letter size,100s/box	pack	4	300.00	1,200.00	1	300.00	1	300.00	1	300.00	1	300.00
28	GLUE,all-purpose,300 grams,elmers	bottle	12	55.00	660.00	3	165.00	3	165.00	3	165.00	3	165.00
29	MARKING PEN,permanent,black,pilot	each	12	25.00	300.00	3	75.00	3	75.00	3	75.00	3	75.00
30	MARKING PEN,permanent,blue,pilot	each	12	25.00	300.00	3	75.00	3	75.00	3	75.00	3	75.00
31	PAPER CLIP,big,100s/box,joy	box	12	25.00	300.00	3	75.00	3	75.00	3	75.00	3	75.00
32	PAPER CLIP,small,100s/box,joy	box	12	20.00	240.00	3	60.00	3	60.00	3	60.00	3	60.00
33	PAPER FASTENER,non-rust metal,50sets/box,apple	box	12	86.00	1,032.00	3	258.00	3	258.00	3	258.00	3	258.00
34	PAPER,PPC,short	ream	12	250.00	3,000.00	3	750.00	3	750.00	3	750.00	3	750.00
35	PAPER,bond,premium grade,short	ream	12	200.00	2,400.00	3	600.00	3	600.00	3	600.00	3	600.00
36	PAPER,mimeo,whitewove,short	ream	12	180.00	2,160.00	3	540.00	3	540.00	3	540.00	3	540.00
37	PENCIL,lead with erase,mongol	dozen	12	90.00	1,080.00	3	270.00	3	270.00	3	270.00	3	270.00
38	RECORD BOOK,300 pages	book	8	70.00	560.00	2	140.00	2	140.00	2	140.00	2	140.00
39	RECORD BOOK,500 pages	book	8	104.00	832.00	2	208.00	2	208.00	2	208.00	2	208.00
40	RIBBON,nylon>manual typewriter,ad-rite	spool	8	20.00	160.00	2	40.00	2	40.00	2	40.00	2	40.00
41	FAX FILM,brother	boxes	12	2,000.00	24,000.00	3	6,000.00	3	6,000.00	3	6,000.00	3	6,000.00
42	SIGN PEN,black,my gel	each	24	50.00	1,200.00	6	300.00	6	300.00	6	300.00	6	300.00
43	STAMP PAD INK,violet,50ml,joy	bottle	12	30.00	360.00	3	90.00	3	90.00	3	90.00	3	90.00
44	STAPLE WIRE,standard,# 35	box	12	40.00	480.00	3	120.00	3	120.00	3	120.00	3	120.00
45	TAPE,masking(1"),24mm,50 meters length	roll	9	40.00	360.00	2	80.00	2	80.00	2	80.00	3	120.00
46	TAPE,masking(2"),24mm,50 meters length	roll	12	80.00	960.00	3	240.00	3	240.00	3	240.00	3	240.00
47	TAPE,transparent(1"),24mm,50meters length	roll	12	25.00	300.00	3	75.00	3	75.00	3	75.00	3	75.00
48	TAPE,transparent(2"),24mm,50meters length	roll	12	25.00	300.00	3	75.00	3	75.00	3	75.00	3	75.00
	LEGAL SIZE PAPER												
49	PAPER,bond,premium grade	ream	12	250.00	3,000.00	3	750.00	3	750.00	3	750.00	3	750.00
50	PAPER,mimeo,whitewove	ream	12	220.00	2,640.00	3	660.00	3	660.00	3	660.00	3	660.00
51	PAPER,PPC	ream	12	200.00	2,400.00	3	600.00	3	600.00	3	600.00	3	600.00
52	Cutter,heavy duty,	each	2	45.00	90.00			2	90.00				
53	Blade,heavy duty cutter,	pack	3	35.00	105.00			3	105.00				
54	Waste basket,plastic	each	2	85.00	170.00			2	170.00				
	COMMON ELECTRICAL SUPPLIES								0.00				
55	Battery,size AA,alkaline,4 pcs/packet,Energizer	packet	12	250.00	3,000.00	6	1,500.00			6	1,500.00		
56	Battery,size AAA,alkaline,4 pcs/packet,Energizer	packet	8	280.00	2,240.00	2	560.00	2	560.00	2	560.00	2	560.00
57	Bulb,circular,23 watts,philips	each	8	210.00	1,680.00	2	420.00	2	420.00	2	420.00	2	420.00
58	Energizer Ni-MH Battery charger with	unit	1	1,900.00	1,900.00			1	1,900.00				

	4 rechargeable AA battery												
	COMMON OFFICE EQUIPMENT												
59	Filing Cabinet, four drawers, steel	unit	5	9,000.00	45,000.00					5	45,000.00		
60	Printer	unit	1	19,000.00	19,000.00					1	19,000.00		
61	Cabinets/Divider	sets	3	30,000.00	90,000.00			3	90,000.00				
62	Cellphone	unit	1	25,000.00	25,000.00	1	25,000.00						
63	Computer Set	unit	1	35,000.00	35,000.00			1	35,000.00				
64	Computer Speaker	sets	2	25,000.00	50,000.00	2	50,000.00						
65	Conference Tables with chairs	unit	1	60,000.00	60,000.00	1	60,000.00						
66	Curtains	sets	6	2,000.00	12,000.00			6	12,000.00				
67	Extension Wire	unit	2	1,000.00	2,000.00	2	2,000.00						
68	Laptop	unit	1	40,000.00	40,000.00			1	40,000.00				
69	LCD Projector	unit	1	35,000.00	35,000.00			1	35,000.00				
70	Portable Hard Drive	unit	1	20,000.00	20,000.00	1	20,000.00						
71	Refrigerator	unit	1	15,000.00	15,000.00			1	15,000.00				
72	Roller Blinds	set	1	10,000.00	10,000.00	1	10,000.00						
73	Sofa Bed	set	1	15,000.00	15,000.00			1	15,000.00				
74	Sound system	set	1	20,000.00	20,000.00			1	20,000.00				
75	TV Set	unit	1	30,000.00	30,000.00			1	30,000.00				
76	Visitors Chair	sets	6	5,000.00	30,000.00	6	30,000.00						
	GRAND TOTAL				723,972.90		242,257.30		340,442.30		103,366.65		37,906.65