

ANNUAL PROCUREMENT PLAN (2012)

OPERATING UNIT: NLUC (FUND-164)-MOOE

PROGRAM/ PROJECTS	EXPENDITURE TYPE (Equipment, Supplies and Materials)	ITEMS OF EXPENDITURE								Mode of Acquisition
		Quantity, Cost and Schedules Per Quarter								
		1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		
		Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	
	OFFICE SUPPLIES									PS/Alt. Mode/ DBM
er Studies	Alcohol, Isoprophyl, 70%	10	1,250.00			10	1,250.00			-do-
	Blade, heavy duty cutter, L500	5	38.75			5	38.75			-do-
	Bond Paper, long, s20	50	9,400.00			50	9,400.00			-do-
	Bond Paper, short, s20	50	8,100.00			50	8,100.00			-do-
	Cartolina (assorted colors)	25	2,500.00			25	2,500.00			-do-
	Compact disks, blank	30	543.00			30	543.00			-do-
	Compact disks, recordable	30	1,635.00			30	1,635.00			-do-
	Correction tape, 5mmx12m	30	-			30	-			-do-
	Envelope, brown, long	50	82.50			50	82.50			-do-
	Envelope, brown, short	50	75.00			50	75.00			-do-
	Envelope, expanding, legal size, blue	1	80.00			1	80.00			-do-
	Folder, morocco, long, pink	50	550.00			50	550.00			-do-
	Folder, morocco, short, pink	50	500.00			50	500.00			-do-
	Folder, ordinary, long	100	500.00			100	500.00			-do-
	Folder, ordinary, short	100	350.00			100	350.00			-do-
	Glue, all-purpose, 300g	5	192.75			5	192.75			-do-
	Illustration board, whole	1	1,300.00			1	1,300.00			-do-
	Ink cartridge, Canon #810	10	10,000.00			10	10,000.00			-do-
	Ink cartridge, Canon #811	10	12,860.00			10	12,860.00			-do-
	Ink, whiteboard, black	10	188.00			10	188.00			-do-

College of Comput

Marking pen, permanent, refillable, black	12	324.00			12	324.00			-do-
Marking pen, whiteboard, refillable, black	24	648.00			24	648.00			-do-
Paper cutter, 12"x15", heavy duty	1	700.00			1	700.00			-do-
Paper, ruled pad	20	432.00			20	432.00			-do-
Pencil, lead, with eraser	2	50.70			2	50.70			-do-
Photo Drum, Sharp AR 203E	1	5,400.00			1	5,400.00			-do-
Push pin, hammer head type	3	87.90			3	87.90			-do-
PVC cover, long, transparent	100	700.00			100	700.00			-do-
PVC cover, short, transparent	100	600.00			100	600.00			-do-
Sign pen, pilot, G-2, black, 0.5	3	1,440.00			3	1,440.00			-do-
Specialty paper, board, long, assorted colors	60	1,800.00			60	1,800.00			-do-
Specialty paper, board, short, assorted colors	60	1,800.00			60	1,800.00			-do-
Stamp pad ink, violet, 50ml	2	51.20			2	51.20			-do-
Staple wire, standard, #35	5	95.75			5	95.75			-do-
Stapler, heavy duty	3	667.80			3	667.80			-do-
Tape, face-to-face, 1", without foam	15	375.00			15	375.00			-do-
Tape, Louise, 1", red	10	650.00			10	650.00			-do-
Tape, Louise, 2", red	10	750.00			10	750.00			-do-
Tape, masking, 1"	10	397.00			10	397.00			-do-
Tape, transparent, 1"	10	148.00			10	148.00			-do-
Thumbtacks, colored	5	65.00			5	65.00			-do-
Toilet tissue, 12 rolls/pack	5	335.50			5	335.50			-do-
Toner, Sharp AR-203E	2	5,000.00			2	5,000.00			-do-
Battery, rechargeable	6	474.00			6	474.00			-do-
Bond Paper, long, S 20, Laser	10	1,613.50			10	1,613.50			-do-
Bond Paper, short, S 20, Laser	10	1,880.00			10	1,880.00			-do-
Bond Paper, A4	4	591.80			4	591.80			-do-
Eraser, blackboard	12	159.60			12	159.60			-do-
White board, 3 x 6	1	3,500.00			1	3,500.00			-do-
Paper clip, gem type	1	9.05			1	9.05			-do-
Staple wire, #35	2	53.20			2	53.20			-do-

Environmental Studies

Institute of Envir

Folder, Morocco, cream, long	2	745.50			2	745.50			-do-
Pencil	1	25.50			1	25.50			-do-
Ink, HP , black # 21	6	3,780.90			6	3,780.90			-do-
Ink, HP , colored # 22	6	4,357.80			6	4,357.80			-do-
Envelope w/ DMMMSU seal	50	225.00			50	225.00			-do-
Letter head, Office of the Director	1	600.00			1	600.00			-do-
Info Bulletin	100	1,000.00			100	1,000.00			-do-
Tarpaulin	3	2,700.00			3	2,700.00			-do-
Ballpoint pen fine pt. Black, Pilot	12	600.00			12	600.00			-do-
Ballpoint pen fine pt. Blue, Pilot	10	322.50			10	322.50			-do-
Ballpoint pen fine pt. Red, Pilot	1	50.00			1	50.00			-do-
Battery AA	2	40.00			2	40.00			-do-
Bond Paper S-20, long	26	4,160.00			26	4,160.00			-do-
Bond Paper S-20, short	29	4,466.00			29	4,466.00			-do-
Brown Envelope short	25	37.50			25	37.50			-do-
Brown envelope, long	25	41.25			25	41.25			-do-
Brown folders, short	1	600.00			1	600.00			-do-
Brown folders, long	100	500.00			100	500.00			-do-
Cartolina	10	50.00			10	50.00			-do-
Cartolina, Baby blue	10	50.00			10	50.00			-do-
Cartolina, Green	10	50.00			10	50.00			-do-
Cartolina, Red	10	50.00			10	50.00			-do-
Cartolina, white	10	50.00			10	50.00			-do-
Cartolina, Yellow	10	50.00			10	50.00			-do-
CD-RW	20	500.00			20	500.00			-do-
Chalk, colored	2	120.00			2	120.00			-do-
Chalk, white enamel	10	500.00			10	500.00			-do-
Computer Ink, Canon #810	32	38,400.00			32	38,400.00			-do-
Computer Ink, Canon #811	30	39,000.00			30	39,000.00			-do-
Cork board	2	700.00			2	700.00			-do-
Correction Pen (snowpake), UNI	5	150.00			5	150.00			-do-

Cutter, heavy duty with extra blades	2	300.00			2	300.00			-do-
Elmer's Glue, 150 ml	3	150.00			3	150.00			-do-
Elmer's Glue, large	1	100.00			1	100.00			-do-
Folder (long)	50	337.50			50	337.50			-do-
Folder (short)	50	250.00			50	250.00			-do-
Folder morocco, maroon, long	25	250.00			25	250.00			-do-
Folder morocco, maroon, short	25	175.00			25	175.00			-do-
Folder morocco, yellow	10	70.00			10	70.00			-do-
Hard Paper	1	250.00			1	250.00			-do-
Illustration Board (whole)	20	400.00			20	400.00			-do-
Marking Pen,Whiteboard, black	24	370.80			24	370.80			-do-
Marking Pen,Whiteboard, blue	24	370.80			24	370.80			-do-
Marking Pen,Whiteboard, red	24	370.80			24	370.80			-do-
Masking Tape 1"	7	148.05			7	148.05			-do-
Masking Tape 3"	4	166.00			4	166.00			-do-
Meter stick	5	400.00			5	400.00			-do-
Packaging tape, 3"	2	45.00			2	45.00			-do-
Paper clip,vinyl coated, Giant	2	33.00			2	33.00			-do-
Paper Fastener, plastic	4	200.00			4	200.00			-do-
Pencil Mongol # 2	3	189.00			3	189.00			-do-
Plastic Cover	20	400.00			20	400.00			-do-
Printer Ink, HP # 21	10	6,301.50			10	6,301.50			-do-
Printer Ink, HP # 22	4	2,905.20			4	2,905.20			-do-
Puncher Heavy Duty	3	351.45			3	351.45			-do-
Record book 100 pp	12	372.00			12	372.00			-do-
Ring Bind 1"	12	804.00			12	804.00			-do-
Ring bind 2"	12	804.00			12	804.00			-do-
Ring binder 3"	12	804.00			12	804.00			-do-
Ring Binder, assorted sizes	10	750.00			10	750.00			-do-
Ruler	10	130.00			10	130.00			-do-
Scotch Tape 2"	2	120.00			2	120.00			-do-
Scoth Tape 1"	2	120.00			2	120.00			-do-

Sharpener	1	158.35			1	158.35			-do-
Sign pen, black	1	400.00			1	400.00			-do-
Sign pen, red	1	400.00			1	400.00			-do-
Specialty Paper, Long	1	500.00			1	500.00			-do-
Specialty Paper, Shorth	1	500.00			1	500.00			-do-
Staple wire # 35	10	295.50			10	295.50			-do-
Stapler	2	447.60			2	447.60			-do-
Transparent Book Cover	1	1,300.00			1	1,300.00			-do-
White board, big	2	600.00			2	600.00			-do-
Yellow Ruled Paper	2	50.00			2	50.00			-do-
Bond Paper S20 - Long	150	27,000.00			150	27,000.00			-do-
Bond Paper S20 - Short	150	27,000.00			150	27,000.00			-do-
Cartolina (Assorted)	24	240.00			24	240.00			-do-
Cartolina (white)	12	120.00			12	120.00			-do-
Cartolina Linen, Assorted	24	240.00			24	240.00			-do-
CD-RW	60	600.00			60	600.00			-do-
Class record	30	900.00			30	900.00			-do-
Clip	10	400.00			10	400.00			-do-
Colored Chalk	6	150.00			6	150.00			-do-
Cork Boad	2	700.00			2	700.00			-do-
Correction Fluid	30	450.00			30	450.00			-do-
Cutter	10	200.00			10	200.00			-do-
Cutter Bladde	10	200.00			10	200.00			-do-
Envelope, Brown (L)	100	400.00			100	400.00			-do-
Envelope, Brown (S)	100	300.00			100	300.00			-do-
Eraser	60	1,200.00			60	1,200.00			-do-
Folder (Long & Short)	200	1,000.00			200	1,000.00			-do-
Glue	2	200.00			2	200.00			-do-
Illustration Board, 1 whole	10	150.00			10	150.00			-do-
Index Card, 8"x5" Plain	1	150.00			1	150.00			-do-
Ink HP #27	6	4,800.00			6	4,800.00			-do-

College of Education	Ink HP #28	6	3,000.00			6	3,000.00			-do-
	Marker, Stabilo Assorted Colors	1	80.00			1	80.00			-do-
	Masking Tape	6	270.00			6	270.00			-do-
	Morocco Folders (Long)	500	3,500.00			500	3,500.00			-do-
	Pencil	2	126.00			2	126.00			-do-
	Pentel Pen (Black, Blue, Red)	20	200.00			20	200.00			-do-
	Photo Paper	5	225.00			5	225.00			-do-
	Plastic Cover	5	750.00			5	750.00			-do-
	Rubber Band	5	25.00			5	25.00			-do-
	Ruler (24 inches)	5	50.00			5	50.00			-do-
	Scissors	5	75.00			5	75.00			-do-
	Sign Pen, Black	5	130.00			5	130.00			-do-
	Sign Pen, Red	5	130.00			5	130.00			-do-
	Staple Wire	10	300.00			10	300.00			-do-
	Staple, Heavy Duty	5	815.00			5	815.00			-do-
	Thumbtacks	6	60.00			6	60.00			-do-
	Transparent Tape	6	240.00			6	240.00			-do-
White Board Pen	50	1,000.00			50	1,000.00			-do-	
White Chalk	20	1,000.00			20	1,000.00			-do-	
Instruction Unit	Coupon bond, long	20	4,000.00			20	4,000.00			-do-
	Coupon bond, short	20	3,500.00			20	3,500.00			-do-
	Comp. ink, HP#702 Blk	15	24,000.00			15	24,000.00			-do-
	Comp. ink, HP#702 colored	15	18,000.00			15	18,000.00			-do-
	Brown envelope, short	50	400.00			50	400.00			-do-
	Brown envelope, long	50	700.00			50	700.00			-do-
	CD-RW	24	600.00			24	600.00			-do-
	Ballpen, Pilot (black)	24	600.00			24	600.00			-do-
	Sign Pen, Pilot G-1	24	1,008.00			24	1,008.00			-do-
	Pencil #1, mongol	60	300.00			60	300.00			-do-
	Paper clip, vinyl coated #3	3	300.00			3	300.00			-do-
	Paper clip, vinyl coated #50	3	399.00			3	399.00			-do-

Head, Ins

Push pins, hammerhead type	2	200.00			2	200.00			-do-
Scotch tape, 1"	3	150.00			3	150.00			-do-
Morocco folder, long (yellow)	50	500.00			50	500.00			-do-
Morocco folder, short (yellow)	50	400.00			50	400.00			-do-
Parchment paper	50	3,000.00			50	3,000.00			-do-
Correction pen	12	396.00			12	396.00			-do-
Stabilo	6	198.00			6	198.00			-do-
Record book, 300 pages	5	200.00			5	200.00			-do-
Whiteboard marker	12	300.00			12	300.00			-do-
Permanent pen	12	300.00			12	300.00			-do-
Staple wire, #35	3	150.00			3	150.00			-do-

Administrative Services

Ballpoint Fine Pt. Blue Pilot G-1	1	96.00			1	96.00			-do-
Ballpen, Pilot, Black/blue	10	170.00			10	170.00			-do-
Battery, heavy duty, AA(Energizer)	12	235.80			12	235.80			-do-
Brown envelope long	100	400.00			100	400.00			-do-
Brown envelope short	100	300.00			100	300.00			-do-
Carbon film, 216mmx330mm	1	323.50			1	323.50			-do-
Correction fluid, water based	1	30.00			1	30.00			-do-
Correction Pen, Uni	2	160.00			2	160.00			-do-
Coupon bond long,S-20 (laser)	15	2,880.00			15	2,880.00			-do-
Coupon bond short,S-20 (laser)	15	2,370.00			15	2,370.00			-do-
Computer ink #60	15	13,200.00			15	13,200.00			-do-
Computer ink #60 Colored	7	6,930.00			7	6,930.00			-do-
Envelope, mailing, white, w/ logo, long	1	207.70			1	207.70			-do-
Green	100	8,000.00			100	8,000.00			-do-
Floor wax, red	2	470.00			2	470.00			-do-
Folder, moroco, plastic, long	50	550.00			50	550.00			-do-
Folder, moroco, plastic, short	100	1,000.00			100	1,000.00			-do-
Folder, long	1	300.00			1	300.00			-do-
Folder, short	1	150.00			1	150.00			-do-
Glue, elmer's	3	153.60			3	153.60			-do-

Looseleaf folder, green	1	500.00			1	500.00			-do-
Magazine file rack	5	575.00			5	575.00			-do-
Marker (asstd. Colors), Stabilo	2	60.00			2	60.00			-do-
Masking tape 1"	6	180.00			6	180.00			-do-
Mighty bond	1	80.00			1	80.00			-do-
Marker pen permanent-broad (black)	4	140.00			4	140.00			-do-
Marker pen permanent-broad (blue/ red)	2	53.00			2	53.00			-do-
Packing tape 4"	2	64.00			2	64.00			-do-
Paper clip, vinyl coated	10	180.00			10	180.00			-do-
Paper fastener, vinyl-coated	15	1,142.25			15	1,142.25			-do-
Pencil #1, mongol	1	41.45			1	41.45			-do-
Push pins, hammerhead type	1	18.05			1	18.05			-do-
Ballpoint Fine Pt. Blue Pilot G-1	5	2,400.00			5	2,400.00			-do-
Ballpoint Fine Pt. Red Pilot G-1	1	500.00			1	500.00			-do-
Ballpen, Pilot, Black/blue	9	153.00			9	153.00			-do-
Battery, heavy duty, AAA (Energizer)	12	235.80			12	235.80			-do-
Brown envelope long	100	400.00			100	400.00			-do-
Brown envelope short	100	300.00			100	300.00			-do-
Carbon film, 216mmx330mm	2	647.00			2	647.00			-do-
CD Recordable	10	100.00			10	100.00			-do-
CD Rewriter	20	970.00			20	970.00			-do-
Clip backfold 50 mm, 12 pc/box	2	92.40			2	92.40			-do-
Columnar pad, 12 columns	1	28.00			1	28.00			-do-
Columnar pad, 4 columns	6	99.00			6	99.00			-do-
Columnar pad, 6 columns	5	399.50			5	399.50			-do-
Computer ribbon (EPSON#8750)	25	2,000.00			25	2,000.00			-do-
Computer ribbon (EPSON SO15086))	6	7,056.00			6	7,056.00			-do-
Continuous form 11x14 7/8	2	1,552.00			2	1,552.00			-do-
Continuous form 11x19 1/2, 1 ply	7	4,116.00			7	4,116.00			-do-
Continuous form 11x19 1/2, 2 ply	2	1,366.00			2	1,366.00			-do-
Continuous form 11x19 1/2, 4 ply	12	7,320.00			12	7,320.00			-do-

Finance Unit

Continuous form long. 4 ply	4	3,800.00			4	3,800.00			-do-
Correction fluid, water based	1	30.00			1	30.00			-do-
Correction Pen, Uni	2	160.00			2	160.00			-do-
Coupon bond subs 16, long	10	1,580.00			10	1,580.00			-do-
Coupon bond subs 16, short	10	1,420.00			10	1,420.00			-do-
Coupon bond long,S-20 (laser)	15	2,880.00			15	2,880.00			-do-
Coupon bond short,S-20 (laser)	15	2,370.00			15	2,370.00			-do-
Computer ink	12	22,800.00			12	22,800.00			-do-
Curtain 3.5mx10	1	9,300.00			1	9,300.00			-do-
Disc drive cleaner (3.5)	2	80.00			2	80.00			-do-
Envelope, mailing, white, w/ logo, long	100	200.00			100	200.00			-do-
Green	100	8,000.00			100	8,000.00			-do-
Felt paper	10	200.00			10	200.00			-do-
Floor wax, red/natural, liquid	2	470.00			2	470.00			-do-
Folder, moroco, plastic, long	20	220.00			20	220.00			-do-
Folder, moroco, plastic, short	20	200.00			20	200.00			-do-
Folder, long	1	300.00			1	300.00			-do-
Folder, short	1	150.00			1	150.00			-do-
Glue, elmer's	3	153.60			3	153.60			-do-
Lead .5 steadler	12	360.00			12	360.00			-do-
Looseleaf folder, green	100	1,500.00			100	1,500.00			-do-
Magazine file rack	5	575.00			5	575.00			-do-
Marker (asstd. Colors), Stabilo	8	800.00			8	800.00			-do-
Masking tape 1"	6	180.00			6	180.00			-do-
Mechanical pencil	4	480.00			4	480.00			-do-
Mighty bond	1	60.00			1	60.00			-do-
Mimeo paper, pink, long	4	628.00			4	628.00			-do-
Mimeo paper, white, long	10	1,570.00			10	1,570.00			-do-
Mimeo paper, yellow, long	4	628.00			4	628.00			-do-
Mimeo paper, white, short	10	1,570.00			10	1,570.00			-do-
Marker pen permanent-broad (black)	4	140.00			4	140.00			-do-
Marker pen permanent-broad (blue/ red)	2	53.00			2	53.00			-do-

Packing tape 4"	2	64.00			2	64.00			-do-
Paper clip, vinyl coated	10	180.00			10	180.00			-do-
Paper fastener, vinyl-coated	15	1,142.25			15	1,142.25			-do-
Pencil #1, mongol	1	41.45			1	41.45			-do-
Pencil eraser, Steadler	10	60.00			10	60.00			-do-
Printer Ink, HP C6615d 25ml #15	6	7,585.20			6	7,585.20			-do-
Printer Ink, HP C6625a 15ml #17	2	2,749.90			2	2,749.90			-do-
Puller (cabinets)	6	-			6	-			-do-
Puncher, heavy duty	1	95.85			1	95.85			-do-
Push pins, hammerhead type	1	29.30			1	29.30			-do-
Record book, 250 pages	2	118.60			2	118.60			-do-
Record book, 500 pages	2	168.10			2	168.10			-do-
Ribbon, typewriter, balck (GLOBE)	12	175.20			12	175.20			-do-
Rubber band, jumbo	2	178.70			2	178.70			-do-
Rubber stamps	3	900.00			3	900.00			-do-
Ruler, plastic 12"	4	16.60			4	16.60			-do-
Scissor, heavy duty	1	13.15			1	13.15			-do-
Scotch tape 1"	20	296.00			20	296.00			-do-
Scotch tape 4"	2	60.00			2	60.00			-do-
Sharpener	1	158.35			1	158.35			-do-
Stamp pad	1	18.00			1	18.00			-do-
Stamp pad ink	1	23.00			1	23.00			-do-
Staple wire remover	4	25.60			4	25.60			-do-
Staple wire #35	15	287.25			15	287.25			-do-
Stapler, heavy duty	1	222.60			1	222.60			-do-
Stationary w/ letterhead, short	3	1,950.00			3	1,950.00			-do-
Tape dispenser	1	47.95			1	47.95			-do-
USB, 1GB/2GB/4GB	3	1,421.85			3	1,421.85			-do-
Xerox machine toner, NPG-21 toner	12	50,400.00			12	50,400.00			-do-
ballpen, pilot (black)	2	500.00			2	500.00			-do-
ballpen, pilot (blue)	2	500.00			2	500.00			-do-

Supply Office

Alcohol, rubbing, 70% isoprophyl	20	820.00			20	820.00			-do-
Ballpen, black	72	432.00			72	432.00			-do-
Battery "AA"	6	300.00			6	300.00			-do-
Blade, heavy dutty cutter (L500)	2	21.30			2	21.30			-do-
Book paper, long, S-20	50	10,250.00			50	10,250.00			-do-
Bond paper, short, S-20	50	11,750.00			50	11,750.00			-do-
Carbon paper, long	4	281.20			4	281.20			-do-
CD-RW	6	125.70			6	125.70			-do-
Correction pen, Uni	20	1,100.00			20	1,100.00			-do-
Cutter,heavy duty, L500	4	104.00			4	104.00			-do-
Eraser, Steadler	6	348.00			6	348.00			-do-
Double sided tape, 1"	3	249.00			3	249.00			-do-
Folder, white,long,100pc/pck	1	445.70			1	445.70			-do-
Folder, morocco, long (Yellow,green & blue)	15	165.00			15	165.00			-do-
Ink cartridge #40 Canon printer, black	15	18,750.00			15	18,750.00			-do-
Ink cartridge #41 Canon printer, colored	5	7,850.00			5	7,850.00			-do-
Loose leaf folder	50	900.00			50	900.00			-do-
Marking pen, flourecent,3colo/ set	2	129.30			2	129.30			-do-
Marking pen, permanent, black, red	10	158.00			10	158.00			-do-
Paper board cutter	1	1,900.00			1	1,900.00			-do-
Paper fastener	10	880.00			10	880.00			-do-
Pencil, Mongol, #2	10	80.00			10	80.00			-do-
Record book,300pp	10	650.00			10	650.00			-do-
Ribbon, Epson RN#8750	20	1,880.00			20	1,880.00			-do-
Ribbon for typewriter	10	163.00			10	163.00			-do-
Ring binder, 1-1/2" ,blue	5	370.00			5	370.00			-do-
Ring binder, 1" ,blue	5	225.00			5	225.00			-do-
Scissor, stainless,big	2	360.00			2	360.00			-do-
Sign pen,black & blue	72	3,060.00			72	3,060.00			-do-
Stamp pad ink, 50ml, violet	2	55.00			2	55.00			-do-
Staple wire #35	15	675.00			15	675.00			-do-
Stapler with staple wire remover	2	500.00			2	500.00			-do-

Singer oil (for typewriter)	1	31.75			1	31.75			-do-
Tape masking, 1"	5	213.00			5	213.00			-do-
Tape, transparent, 1"	5	125.00			5	125.00			-do-
Tape dispenser,heavy duty, 1"	1	47.95			1	47.95			-do-
Tissue paper, 2-ply (12roll/pack)	3	441.00			3	441.00			-do-
Yellow paper	3	105.00			3	105.00			-do-
ballpen (Black)	3	720.00			3	720.00			-do-
Brown Envelop, long	100	200.00			100	200.00			-do-
Carbon paper,permafilm, long	1	349.45			1	349.45			-do-
correction fluid (waterbased)	12	144.00			12	144.00			-do-
Coupon bond, long, S-20 laser	24	4,046.40			24	4,046.40			-do-
coupon bond, short, S-20 laser	30	4,650.00			30	4,650.00			-do-
cutter, heavy duty	2	52.80			2	52.80			-do-
eraser	6	31.20			6	31.20			-do-
expanding envelope (long)	1	615.60			1	615.60			-do-
expanding folder, long (green)	1	249.25			1	249.25			-do-
fastener	10	806.00			10	806.00			-do-
Folder long	150	525.00			150	525.00			-do-
Folder short	50	150.00			50	150.00			-do-
Highlighter	6	455.70			6	455.70			-do-
Magazine File, (long)	15	390.00			15	390.00			-do-
Mimeo Paper (long) white woved	20	3,188.00			20	3,188.00			-do-
Mimeo Paper (lshort) white woved	20	3,136.00			20	3,136.00			-do-
Paper clip, vinyl coated, big	12	166.20			12	166.20			-do-
Paper clip, vinyl coated, small	6	27.00			6	27.00			-do-
Paste	8	143.60			8	143.60			-do-
Pencil	6	48.00			6	48.00			-do-
Pentel Pen (permanent marker)	10	276.00			10	276.00			-do-
Pentel pen (white board)	10	265.00			10	265.00			-do-
Plastic cover	2	1,000.00			2	1,000.00			-do-
Printer Ink HP 840 (BLACK)	12	15,456.00			12	15,456.00			-do-

Personnel Office

	Printer ink(Epson Stylus T10)black	6	3,000.00			6	3,000.00			-do-
	push pins	6	108.30			6	108.30			-do-
	Record Book, 300 pp	6	432.60			6	432.60			-do-
	Rubber band(HD) Big	12	1,225.80			12	1,225.80			-do-
	Ruler	4	43.60			4	43.60			-do-
	Scissors(Heavy Duty)	2	23.50			2	23.50			-do-
	Scotch Tape 1"	8	118.40			8	118.40			-do-
	Scotch Tape Dispenser	1	51.65			1	51.65			-do-
	Specialty Paper, long, (laurel white)	10	210.00			10	210.00			-do-
	Staple wire, no.35	6	216.60			6	216.60			-do-
	Typewriter ribbon	6	92.70			6	92.70			-do-
Income Generating Project	Ballpen (pilot)	6	120			6	120			-do-
	Ballpen (pilot)	10	220			10	220			-do-
	Ballpen, Black	12	420			12	420			-do-
	Computer ink (back #40)	5	5000			5	5000			-do-
	Computer ink (colored # 41)	4	4800			4	4800			-do-
	Laser coupon bond (8½" x 11) Subs 20	3	540			3	540			-do-
	Laser coupon bond (8½" x 11) Subs 20	3	660			3	660			-do-
	Pencil	6	100			6	100			-do-
	Pencil (Mongol #2 w/ eraser)	1	35			1	35			-do-
	Pentel pen, permanent (black)	10	1250			10	1250			-do-
	Record book	2	120			2	120			-do-
	Record notebooks (300 pages)	2	52			2	52			-do-
	Scissors	3	500			3	500			-do-
	#21 Hp ink (black)	16	13,920.00			16	13,920.00			-do-
	#22 Hp ink (Color)	8	7,576.00			8	7,576.00			-do-
	Ballpen, black	50	850.00			50	850.00			-do-
	Ballpen, green	5	85.00			5	85.00			-do-
	Ballpen, red	5	85.00			5	85.00			-do-
	Black Comp. ink	6	4,566.00			6	4,566.00			-do-

Research

Bond paper, long, S-20	15	3,420.00			15	3,420.00			-do-
Bond paper, short, S20	90	17,550.00			90	17,550.00			-do-
CD/RW	3	75.00			3	75.00			-do-
Colored Comp. ink	6	5,166.00			6	5,166.00			-do-
Columnar notebook	10	520.00			10	520.00			-do-
Columnar pad	5	257.95			5	257.95			-do-
Computer ink B/W	2	1,522.00			2	1,522.00			-do-
Computer ink, colored	4	3,444.00			4	3,444.00			-do-
Correction tape	10	500.00			10	500.00			-do-
Eco-green foliar fertilizer	2	2,400.00			2	2,400.00			-do-
Eraser, rubber	10	30.00			10	30.00			-do-
Face to face tape, 1"	40	1,000.00			40	1,000.00			-do-
Flash drive (8GB)	4	2,480.00			4	2,480.00			-do-
Folder, plastic	3	900.00			3	900.00			-do-
Hp # 60 (Black)	20	15,220.00			20	15,220.00			-do-
Hp # 60 (Colored)	20	17,220.00			20	17,220.00			-do-
Ink cartridge	3	2,841.30			3	2,841.30			-do-
Morocco folder (Blue)	1	193.00			1	193.00			-do-
Morocco folder (Cream)	1	193.00			1	193.00			-do-
Morocco folder (Green)	1	193.00			1	193.00			-do-
Morocco folder (Red)	1	193.00			1	193.00			-do-
Morocco folder (short, pink)	100	850.00			100	850.00			-do-
Paper clips, #30	6	210.00			6	210.00			-do-
Paper clips, #50	6	1,050.00			6	1,050.00			-do-
Paper glue	5	150.00			5	150.00			-do-
Pencil	5	10.00			5	10.00			-do-
Pentelpen	1	1,440.00			1	1,440.00			-do-
Push pin	10	350.00			10	350.00			-do-
Record book	9	564.75			9	564.75			-do-
Ring Binder (different sizes)	20	1,500.00			20	1,500.00			-do-
Ruler (1 meter)	1	100.00			1	100.00			-do-
USB, 4GB	15	4,650.00			15	4,650.00			-do-

Xerox Photo Drum	4	9,876.00			4	9,876.00			-do-
Xerox Toner	4	8,188.00			4	8,188.00			-do-
Yellow pad	31	750.20			31	750.20			-do-
4GB USB	1	310.00			1	310.00			-do-
Battery AA	3	50.00			3	50.00			-do-
Pentel pen	2	100.00			2	100.00			-do-
USB	1	310.00			1	310.00			-do-
		834,397.50			-	834,397.50			-

Prepared:

Recommending Approval:

Approved:

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 Chancellor