

Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
 Tacloban City

ANNUAL PROCUREMENT PROGRAM FOR C.Y. 2012
For Common - Use Supplies and Equipment Available from the Procurement Service

Department/College: _____
 Office: VICE-PRESIDENT FOR ACADEMIC AFFAIRS

Annex "C"

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. FLASH DRIVE, 4GB, USB 2.0 and play, Pen Drive	pcs.	4	478.40	1,913.60	2	956.80			-	2	956.80		-	
2. INK CARTRIDGE, HP 5160 # 56	pcs.	15	1,400.00	21,000.00	10	14,000.00			-	5	7,000.00		-	
3. INK CARTRIDGE, HP 5160 #57	pcs.	10	1,500.00	15,000.00	5	7,500.00			-	5	7,500.00		-	
4. INK CARTRIDGE, HP F4280 #60 (black)	tubes	15	1,500.00	22,500.00	10	15,000.00			-	5	7,500.00		-	
5. INK CARTRIDGE, HP F4280 #60 (color)	tubes	10	1,500.00	15,000.00	5	7,500.00			-	5	7,500.00		-	
COMMON OFFICE SUPPLIES														
1. ACETATE, gauge #3, 50m in length	rolls	2	513.25	1,026.50	1	513.25			-	1	513.25		-	
2. ALCOHOL, 70% isopropyl, Cleene	bottles	10	36.15	361.50	5	180.75			-	5	180.75		-	
3. BALLPEN, Black, 12 pieces/box	boxes	10	36.15	361.50	5	180.75			-	5	180.75		-	
4. BALLPEN, Blue, 12 pieces/box	boxes	10	60.00	600.00	5	300.00			-	5	300.00		-	
5. BOX FILER (long)	pcs.	4	50.50	202.00	2	101.00			-	2	101.00		-	
6. BLANK CD TAPE (w/ case)	pcs.	100	25.00	2,500.00	40	1,000.00	20	500.00	20	500.00	20	500.00	20	500.00
7. BOOK PAPER, long - laser	reams	20	173.00	3,460.00	5	865.00	5	865.00	5	865.00	5	865.00	5	865.00
8. BOOK PAPER, short - laser	reams	20	146.00	2,920.00	5	730.00	5	730.00	5	730.00	5	730.00	5	730.00
9. CANON PAPER, short	reams	4	7.80	31.20	2	15.60			-	2	15.60		-	
10. CANON PAPER, long	reams	4	28.60	114.40	2	57.20			-	2	57.20		-	
11. CARTOLINA, assorted color, 20s/pack	packs	2	67.60	135.20	1	67.60			-	1	67.60		-	
12. CARTOLINA, white, 20/spack	pack	1	43.70	43.70	1	43.70			-				-	
13. CORRECTION FLUID, 15ml., Uni-Touch	bottles	10	11.75	117.50	5	58.75			-	5	58.75		-	
14. ENVELOPE, expanding, kraft, legal size, 100s/box	boxes	2	496.30	992.60	1	496.30			-	1	496.30		-	
15. ENVELOPE, mailing white (long)	boxes	2	145.85	291.70	1	145.85			-	1	145.85		-	
16. ENVELOPE, mailing (short)	boxes	2	218.40	436.80	1	218.40			-	1	218.40		-	
17. ENVELOPE, Brown - long	pcs.	100	7.00	700.00	30	210.00	20	140.00	30	210.00	20	140.00	20	140.00
18. ENVELOPE, Brown -short	pcs.	100	6.00	600.00	30	180.00	20	120.00	30	180.00	20	120.00	20	120.00
19. FILE ORGANIZER, expanding, legal, assorted colors, MO	each	2	82.15	164.30	1	82.15			-	1	82.15		-	
20. FOLDER, long	pcs.	100	6.18	618.00	30	185.40	20	123.60	30	185.40	20	123.60	20	123.60
21. FOLDER, short	pcs.	100	4.04	404.00	30	121.20	20	80.80	30	121.20	20	80.80	20	80.80
22. GLUE, all purpose, 300 grams., Kippy	jars	5	46.70	233.50	2	93.40			-	3	140.10		-	
23. HIGHLIGHTER, yellow green	pcs.	5	20.00	100.00	2	40.00			-	3	60.00		-	
24. MARKING PEN, permanent, black, PILOT	pcs.	8	17.70	141.60	2	35.40	2	35.40	2	35.40	2	35.40	2	35.40
25. MARKING PEN, permanent, blue, PILOT	pcs.	4	17.70	70.80	2	35.40			-	2	35.40		-	
26. MARKING PEN, permanent, red, PILOT	pcs.	4	17.70	70.80	2	35.40			-	2	35.40		-	
27. ONION SKIN, long	reams	10	115.00	1,150.00	5	575.00			-	5	575.00		-	
28. OVERHEAD PROJECTOR BULB	dozen	2	230.00	460.00	1	230.00			-	1	230.00		-	
29. PAPER, bond #16, long	reams	20	175.00	3,500.00	5	875.00	5	875.00	5	875.00	5	875.00	5	875.00

30. PAPER, bond #16, short	reams	20	195.00	3,900.00	5	975.00	5	975.00	5	975.00	5	975.00		
31. PAPER FASTENER, plastic	boxes	10	80.80	808.00	3	242.40	2	161.60	3	242.40	2	161.60		
32. PAPER CLIP, gem type, jumbo,50mm,100s/box,Joy	boxes	20	16.55	331.00	5	82.75	5	82.75	5	82.75	5	82.75		
33. PENCIL, lead, w/eraser, Bright	dozen	2	24.75	49.50	1	24.75		-	1	24.75		-		
34. PUSH PIN, hammer head type, 100s/box, Well's	box	2	22.40	44.80	1	22.40		-	1	22.40		-		
35. RECORD BOOK, 300 pages	books	10	55.00	550.00	5	275.00		-	5	275.00		-		
36. SIGN PEN, black, Mygel, 0.5	each	40	42.20	1,688.00	20	844.00		-	20	844.00		-		
37. STAMP PAD INK, violet, 50ml., Your Office	bottle	4	22.25	89.00	2	44.50		-	2	44.50		-		
38. STAPLE WIRE, standard, #35, Boston Basic	boxes	10	35.25	352.50	3	105.75	2	70.50	3	105.75	2	70.50		
39. STICKY PAPER 4"	pads	10	20.00	200.00	5	100.00		-	5	100.00		-		
40. TAPE, masking (1 1/2"), Crocodile	rolls	4	36.10	144.40	2	72.20		-	2	72.20		-		
41. TAPE, masking (2"), 50mm, 50 meters length, Olympic	rolls	4	72.00	288.00	2	144.00		-	2	144.00		-		
42. TAPE, trasparent, (1"), 24mm, 50 meters, Olympic	rolls	4	14.50	58.00	2	29.00		-	2	29.00		-		
43. TAPE, trasparent, (1-1/2"), 48mm, 50 meters, Olympic	rolls	4	14.35	57.40	2	28.70		-	2	28.70		-		
COMMON OFFICE DEVICES														
				-		-		-		-		-		
1. CUTTER, heavy duty, L500, Pointer	each	2	18.75	37.50	1	18.75		-	1	18.75		-		
2. PUNCHER, heavy duty, Joy	each	1	93.50	93.50	1	93.50		-		-		-		
3. RUBBER STAMP	pcs.	2	75.00	150.00	1	75.00		-	1	75.00		-		
4. SHARPENER, single cutterhead, Joy	each	1	158.00	158.00	1	158.00		-		-		-		
5. STAPLER, heavy duty, standard, Peace	each	2	251.90	503.80	1	251.90		-	1	251.90		-		
6. STAPLE REMOVER, twin jaws, UK	each	2	6.25	12.50	1	6.25		-	1	6.25		-		
COMMON OFFICE EQUIPMENT														
				-		-		-		-		-		
1. FAX MACHINE	unit	1	4,000.00	4,000.00	1	4,000.00		-		-		-		
2. FILING CABINET, four (4) drawer,s teal, plain finish, w/ 8 ball bearing rollers, gauge 20	each	4	9,181.80	36,727.20	2	18,363.60		-	2	18,363.60		-		
				-		-		-		-		-		
3. LAPTOP (ACER)	units	1	32,892.00	32,892.00		-		-	1	32,892.00		-		
4. LCD - infocus	units	1	31,000.00	31,000.00		-		-	1	31,000.00		-		
5. OVERHEAD PROJECTOR, Elmo 250w	units	1	8,900.00	8,900.00		-		-	1	8,900.00		-		
6. PROJECTOR SCREEN ROLL-UP (largest size)	units	1	7,000.00	7,000.00		-		-	1	7,000.00		-		
7. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250	unit	1	5,512.00	5,512.00		-		-	1	5,512.00		-		
				-		-		-		-		-		
8. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology,with sealed maintenance free batteries, 520VA-600VA	unit	2	1,401.40	2,802.80	1	1,401.40		-	1	1,401.40		-		
				-		-		-		-		-		
				-		-		-		-		-		
9. WIRELESS TELEPHONE	unit	1	1,500.00	1,500.00		-		-	1	1,500.00		-		
10. XEROX MACHINE	unit	1	15,000.00	15,000.00		-		-	1	15,000.00		-		
OTHERS														
				-		-		-		-		-		
1. CLOTH DUSTER	pc.	4	25.00	100.00	2	50.00		-	2	50.00		-		
2. COMPUTER TABLES	units	1	1,500.00	1,500.00		-		-	1	1,500.00		-		
3. OFFICE TABLE (4 drawers)	units	2	3,000.00	6,000.00		-		-	2	6,000.00		-		
4. SALA SET	set	1	20,000.00	20,000.00		-		-	1	20,000.00		-		
5. TOP GLASS	pcs.	2	1,200.00	2,400.00	1	1,200.00		-	1	1,200.00		-		
6. VENETIAN BLINDS	panels	2	3,300.00	6,600.00	1	3,300.00		-	1	3,300.00		-		
7. VISITORS CHAIR	pcs.	4	750.00	3,000.00	2	1,500.00		-	2	1,500.00		-		
8. WATER DISPENSER	unit	1	3,000.00	3,000.00		-		-	1	3,000.00		-		
GRAND TOTAL						294,671.10		86,038.15		4,759.65		199,113.65		4,759.65

Prepared by:

Approved by:

DOMINADOR O. AGUIRRE, JR., D.M.

CATALINO B. BELTRAN , Ph.D.

Vice-President for Academic Affairs

University President