



Item & Specifications	Unit	Quantity Requirement					Price as of 1-16-2013 per PS Price Catalogue	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
<b>COMMON COMPUTER SUPPLIES</b>								
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 pcs./box	box	0	0	0	0	0	606.35	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 pcs./box	box	0	0	0	0	0	849.20	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	0	0	0	0	0	676.05	-
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box	0	0	0	0	0	1,055.10	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box	50	50	50	50	200	740.96	148,192.00
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box	50	50	50	50	200	420.50	84,100.00
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box	0	0	0	0	0	389.05	-
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box	0	0	0	0	0	629.20	-
9. COMPACT DISK CASE	each	0	0	0	0	0	58.25	-
10. CD DRIVE CLEANER	each	0	0	0	0	0	64.25	-
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece	1000	1000	1000	1000	4000	9.87	39,480.00
12. COMPACT DISK REWRITABLE, 650MB/ 74 min. capacity	piece	50	50	50	50	200	26.95	5,390.00
13. DISKETTE, 3.5", DS,DD, 10s/box	box	50	50	50	50	200	132.40	26,480.00
14. DISKETTE STORAGE CASE, for 89mm (3.5") diskettes, 100 pcs. Capacity	each	0	0	0	0	0	175.65	-
15. DISK DRIVE CLEANER, for 3.5 disk drives	each	0	0	0	0	0	23.15	-
16. EDP BINDER, for 11" x 9-1/2" computer forms, top binding	each	0	0	0	0	0	34.30	-
17. EDP BINDER, for 11" x 14-7/8" computer forms, top binding	each	50	50	50	50	200	35.36	7,072.00
18. FLASH DRIVE, 8GB	piece	20	20	20	20	80	372.32	29,785.60
19. FLASH DRIVE, (16 GB)	piece	0	0	0	0	0	478.40	-
20. INK CARTRIDGE, HP 51645A (HP 45)	piece	0	0	0	0	0	1,200.00	-
21. INK CARTRIDGE, HP C6615A (HP 15)	piece	50	50	50	75	225	1,237.40	278,415.00
22. INK CARTRIDGE, HP C1823D (HP 23)	piece	0	0	0	0	0	1,255.00	-
23. INK CARTRIDGE, HP C6625A (HP 17)	piece	30	30	30	50	140	1,346.80	188,552.00
24. INK CARTRIDGE, HP C6578A/D (HP 78)	piece	30	30	30	50	140	1,456.00	203,840.00
25. INK CARTRIDGE, HP CC640WA (60)	piece	80	80	80	80	320	599.95	191,984.00
26. INK CARTRIDGE, HP CC643W (60) TRI-COLOR	piece	50	50	50	50	200	720.72	144,144.00
27. INK CARTRIDGE, HP CD888AA (703)TRI-COLOR	piece	20	20	20	20	80	328.64	26,291.20
28. INK CARTRIDGE, HP CD887AA (703) BLACK	piece	20	20	20	20	80	328.47	26,277.60

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29. INK CARTRIDGE, HP CN692AA (704) BLACK	piece	20	20	20	20	80	1,726.40	138,112.00
30. INK CARTRIDGE, HP CN693AA (704) COLORED	piece	20	20	20	20	80	745.00	59,600.00
31. INK CARTRIDGE, HP C2107A (678) BLACK	piece	60	60	60	60	240	400.00	96,000.00
32. INK CARTRIDGE, HP C2108A (678) TRI-COLOR	piece	30	30	30	30	120	400.00	48,000.00
33. INK CARTRIDGE, HP C6657A (HP 57)	piece	0	0	0	0	0	1,225.00	-
34. INK CARTRIDGE, HP C9351A (HP 21)	piece	25	25	25	25	100	626.19	62,619.00
35. INK CARTRIDGE, HP C9352A (HP 22)	piece	20	20	20	20	80	722.80	57,824.00
36. INK CARTRIDGE, HP C8765WA (HP 94)	piece	0	0	0	0	0	755.00	-
37. INK CARTRIDGE, HP C8766WA (HP 95)	piece	0	0	0	0	0	1,024.40	-
38. INK CARTRIDGE, Epson TO13	piece	0	0	0	0	0	582.40	-
39. INK CARTRIDGE, Epson TO14	piece	0	0	0	0	0	803.95	-
40. INK CARTRIDGE, Epson TO52090	piece	0	0	0	0	0	987.00	-
41. INK CARTRIDGE, Epson TO50190	piece	0	0	0	0	0	833.05	-
42. INK CARTRIDGE, Epson TO51190	piece	0	0	0	0	0	902.75	-
43. INK CARTRIDGE, Epson TO17	piece	0	0	0	0	0	1,013.00	-
44. INK CARTRIDGE, Epson TO18	piece	0	0	0	0	0	904.80	-
45. INK CARTRIDGE, CANON BCI-3, colored	piece	0	0	0	0	0	371.25	-
46. INK CARTRIDGE, CANON BCI-3, black	piece	0	0	0	0	0	435.80	-
47. INK CARTRIDGE, CANON BC-20, black	piece	0	0	0	0	0	1,453.95	-
48. INK CARTRIDGE, CANON BCI-02, black	piece	0	0	0	0	0	1,294.80	-
49. INK CARTRIDGE, CANON BCI-24, black	piece	0	0	0	0	0	296.40	-
50. INK CARTRIDGE, CANON BCI-24, colored	piece	0	0	0	0	0	592.80	-
51. INK CARTRIDGE, Lexmark # 27, colored	piece	0	0	0	0	0	1,102.40	-
52. INK CARTRIDGE, Lexmark # 17, black	piece	0	0	0	0	0	975.55	-
53. INK CARTRIDGE, Epson 73/CYAN	piece	5	5	5	5	20	430.56	8,611.20
54. INK CARTRIDGE, Epson 73/YELLOW	piece	5	5	5	5	20	432.64	8,652.80
55. INK CARTRIDGE, Epson 73/MAGENTA	piece	5	5	5	5	20	1,134.65	22,693.00
56. INK CARTRIDGE, Epson 73/BLACK	piece	5	5	5	5	20	436.21	8,724.20
57. MONITOR FILTER, 15"	piece	0	0	0	0	0	82.20	-
58. MONITOR FILTER, 17"	piece	0	0	0	0	0	102.85	-
59. MOUSE, PS/2 type	piece	0	0	0	0	0	127.95	-
60. TR INK, black, for Risograph TR 1530	piece	0	0	0	0	0	1,183.75	-
61. GR INK, black, for Risograph GR Series	piece	0	0	0	0	0	1,667.10	-
62. TONER CARTRIDGE,HP C3906A	piece	0	0	0	0	0	2,765.60	-
63. TONER CARTRIDGE,HP C3903A	piece	0	0	0	0	0	3,608.80	-
64. TONER CARTRIDGE,HP C4092A	piece	0	0	0	0	0	2,406.15	-
65. TONER CARTRIDGE,HP C4096A	piece	0	0	0	0	0	4,078.50	-
66. TONER CARTRIDGE,HP C7115A	piece	5	0	0	0	5	2,610.40	13,052.00
67. TONER CARTRIDGE,HP 92298A	piece	0	0	0	0	0	4,555.20	-
68. TONER CARTRIDGE,HP C4127X	piece	0	0	0	0	0	5,408.00	-
69. TONER CARTRIDGE, HP Q2613X	piece	0	0	0	0	0	3,629.20	-
70. TONER CARTRIDGE,HP Q2612A	piece	0	0	0	0	0	2,730.00	-
71. TONER CARTRIDGE,HP Q5942A	piece	0	0	0	0	0	6,307.60	-
72. TONER CARTRIDGE, HP Q6511A	piece	0	0	0	0	0	5,522.40	-



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<b>COMMON OFFICE SUPPLIES</b>								
1. ACETATE, gauge #3, 50m in length	roll	0	0	0	4	4	513.25	2,053.00
2. AIR FRESHENER, 280ml/can	can	25	25	25	25	100	118.60	11,860.00
3. ALCOHOL, 70% isopropyl	bottle	60	60	60	60	240	36.15	8,676.00
4. AUDIO CASSETTE TAPE, 90min.	each	0	0	0	0	0	15.80	-
5. TAPE, blank, for micro-cassette recorder, 60 mins.	pack	0	0	0	0	0	96.75	-
6. CARBON PAPER, ordinary, A-4, 100s/box	box	0	0	0	0	0	66.55	-
7. CARBON PAPER, ordinary, legal, 100s/box	box	50	0	0	50	100	260.93	26,093.00
8. CARBON FILM, polyethylene, A-4, 100s/box	box	0	0	0	0	0	338.00	-
9. CARBON FILM, 216mm x 330mm, 100s/box	box	0	0	0	0	0	348.40	-
10. CARTOLINA, assorted color, 20s/pack	pack	10	10	10	10	40	69.80	2,792.00
11. CARTOLINA, white, 20s/pack	pack	0	0	0	0	0	43.70	-
12. CHALK, white enamel, approx. 140s/box	box	0	0	0	0	0	57.45	-
13. CLIP, bulldog (3")	each	0	0	0	0	0	6.85	-
14. CLIP, backfold, 25mm, 12s/box	box	0	0	0	0	0	10.95	-
15. CLIP, backfold, 50mm, 12s/box	box	0	0	0	0	0	38.50	-
16. CLIP, backfold, 19mm, 12s/box	box	0	0	0	0	0	6.80	-
17. CLIP, backfold, 32mm, 12s/box	box	0	0	0	0	0	15.45	-
18. COLUMNAR PAD, 4 cols, 55gsm	pad	0	0	0	0	0	19.65	-
19. COLUMNAR PAD, 14 cols, 55 gsm	pad	0	0	0	0	0	44.40	-
20. COLUMNAR PAD, 16 cols, 55 gsm	pad	0	0	0	0	0	41.60	-
21. COLUMNAR PAD, 18 cols, 55 gsm	pad	0	0	0	0	0	62.30	-
22. COLUMNAR NOTEBOOK, 12 cols	piece	0	0	0	0	0	23.60	-
23. CORRECTION TAPE	bottle	100	100	100	100	400	20.67	8,268.00
24. DATA FILE BOX, (5"x9"x15-3/4")	box	0	0	0	0	0	56.20	-
25. DATA FOLDER, w/finger ring,(3" x 9" x 15")	each	0	0	0	0	0	66.70	-
26. DRAWING INK, black, 30ml.	bottle	0	0	0	0	0	54.10	-
27. ENVELOPE,documentary(10"x15"),500s/box	box	5	5	5	5	20	502.32	10,046.40
28. ENVELOPE, documentary, A4 size, 500s/box	box	5	5	5	5	20	403.52	8,070.40
29. ENVELOPE, expanding, legal size, 100s/box	box	5	5	5	5	20	496.30	9,926.00
30. ENVELOPE, mailing white, 500s/box	box	5	5	5	5	20	148.75	2,975.00
31. ENVELOPE, mailing white with window,500s	box	0	0	0	5	5	218.40	1,092.00
32. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box	0	0	0	0	0	118.60	-
33. ENVELOPE, expanding, plastic. Legal size	each	100	0	0	100	200	566.22	113,244.00
34. ERASER, blackboard	each	0	0	0	0	0	10.40	-
35. ERASER, rubber	each	0	0	0	0	0	3.60	-
36. FILE ORGANIZER, expanding, legal	each	0	0	0	0	0	82.15	-
37. FOLDER, pressboard, plain, legal, 100s/box	box	0	0	0	0	0	625.35	-
38. FOLDER, tagboard, legal size, 100s/box	pack	5	5	5	5	20	205.80	4,116.00
39. FOLDER, tagboard, A4 size, 100s/box	pack	5	5	5	5	20	284.75	5,695.00
40. FOLDER, morocco/fancy, legal size,50s/ pack	pack	5	5	5	5	20	280.80	5,616.00

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41. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle	0	0	0	0	0	182.00	-
42. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	0	0	0	0	0	195.75	-
43. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	0	0	0	0	0	188.25	-
44. GLUE, all purpose, 200 grams	jar	0	0	0	20	20	45.43	908.60
45. ILLUSTRATION BOARD, (30"x40")	each	0	0	0	50	50	29.05	1,452.50
46. INDEX CARD,3"x 5",ruled both sides,500s/pack	pack	0	0	0	0	0	48.05	-
47. INDEX CARD, 5" x 8",ruled both side,500s/pack	pack	0	0	0	0	0	95.50	-
48. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"	box	0	0	0	0	0	41.50	-
49. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"	box	0	0	0	0	0	48.90	-
50. INDEX TAB, self-adhesive, 5 sets/box		0	0	0	0	0	47.40	-
51. INK, for fountain pen, black, 59ml.	bottle	0	0	0	0	0	70.50	-
52. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube	0	0	0	0	0	10.40	-
53. LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/pack	pack	10	10	10	10	40	539.24	21,569.60
54. MAGAZINE FILE BOX, medium	each	0	0	0	0	0	26.85	-
55. MAGAZINE FILE BOX, large	each	0	0	0	10	10	40.72	407.20
56. MAP PIN, round head, 100s/box	box	0	0	0	0	0	20.70	-
57. MARKER, fluorescent, 3 colors/set	set	10	0	20	50	80	34.92	2,793.60
58. MARKING PEN, whiteboard, black	each	20	0	0	50	70	12.27	858.90
59. MARKING PEN, whiteboard, blue	each	20	0	0	50	70	12.27	858.90
60. MARKING PEN, whiteboard, red	each	20	0	0	50	70	12.27	858.90
61. MARKING PEN, permanent, black	each	20	0	30	50	100	12.15	1,215.00
62. MARKING PEN, permanent, blue	each	20	0	30	50	100	12.15	1,215.00
63. MARKING PEN, permanent, red	each	20	0	0	50	70	12.15	850.50
64. MARKING PEN, transparency film	set	0	0	0	0	0	84.25	-
65. NOTE BOOK, stenographer's	each	100	0	0	100	200	8.74	1,748.00
66. NOTE PAD, (3"x3")	pad	0	0	0	0	0	16.40	-
67. NOTE PAD, (3"x4")	pad	30	0	0	100	130	20.80	2,704.00
68. NOTE PAD, (2"x2"), 400 sheets/pad	pad	0	0	0	0	0	82.70	-
69. NOTE PAD, (4"x6")	pad	0	0	0	0	0	57.20	-
70. NOTE PAD, (2"x3")	pad	0	0	0	0	0	17.55	-
71. OIL, 120ml.	bottle	0	0	0	0	0	21.75	-
72. PAPER, bond, Premium Grade,A4	ream	80	80	50	100	310	93.85	29,093.50
73. PAPER, mimeo, Groundwood, A4	ream	0	0	0	0	0	84.05	-
74. PAPER, mimeo,WhiteWove, A4	ream,	0	0	0	0	0	153.15	-
75. PAPER, PPC, A4	ream	50	50	50	50	200	91.80	18,360.00
76. PAPER, PPC, B4	ream	0	0	0	0	0	168.30	-
77. PAPER, ruled pad,216mmx330mm,100s/pad	pad	25	25	25	25	100	18.55	1,855.00
78. PAPER, thermal,210mmx30M	roll	50	50	50	50	200	34.32	6,864.00
79. PAPER, thermal, 216mmx30M	roll	0	0	0	0	0	37.65	-
80. PAPER,multicopy, A4	ream	0	0	0	0	0	177.05	-
81. TRACING PAPER, in rolls, 43" x 20" yards	roll	0	0	0	0	0	694.75	-
82. PARCHMENT PAPER, A4 size, 75 gsm,100/ream	ream	0	0	0	5	5	126.90	634.50
83.PAPER FASTENER,non-rust metal,50 sets/box	box	30	30	0	60	120	78.75	9,450.00
84. PAPER CLIP, gem type,jumbo,50mm,100s/box	box	20	20	20	20	80	13.55	1,084.00







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13. ELECTRIC FAN, orbit type	piece	0	0	0	0	0	1,010.90	-
14. ELECTRIC FAN, with stand	piece	0	0	0	0	0	936.00	-
15. ELECTRIC FAN, wall type	piece	0	0	0	0	0	790.40	-
16. INDUSTRIAL FAN, 18" metal blade	unit	0	0	0	0	0	977.60	-
17. FACSIMILE TRANSCEIVER, uses thermal paper 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	piece	0	0	0	0	0	4,095.55	-
18. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type, non-electrical conductor, non- toxic, non-corrosive, 4.5kg (10lbs.), brand new	each	0	0	0	0	0	1,083.70	-
19. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new	each	0	0	0	0	0	3,515.20	-
20. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	each	0	0	0	0	0	43,191.20	-
21. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications	unit	0	0	0	0	0	10,379.20	-
22. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit	0	0	0	0	0	5,638.40	-
23. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190	unit	0	0	0	0	0	28,672.80	-
24. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180	unit	0	0	0	0	0	35,859.20	-
25. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+	unit	0	0	0	0	0	7,269.60	-
26. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation	unit	0	0	0	0	0	5,798.00	-
27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction	each	0	0	0	0	0	12,363.55	-
28. RADIO CASSETTE RECORDER, with AM/ FM Radio	each	0	0	0	0	0	2,953.60	-
29. TIME RECORDER, (for attendance),	each	0	0	0	0	0	8,736.00	-





