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Item No.	Item Description/ General Specification	Total Qty.	Unit	Total Amount	First Semester				Second Semester				Recommended Procurement Method	SOURCE OF FUND
					Q1		Q2		Q3		Q4			
					Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost		
	b. PER SECTION													
20	Air freshener, can, spray		bottle			300.00								
21	Data file Box - Standard Size, Blue		pc			150.00								
22	Data File Box - Standard Size, Green		pc			150.00								
23	Data File Box - Standard Size, Red		pc			150.00								
24	Envelope - Brown, Long		pc			1.50								
25	Envelope - Expanding, Long with garter		pc			9.00								
26	Envelope - Mailing/Letter, Long, White, 500's/box		box			185.00								
27	Envelope - Mailing/Letter, Windows, Long, White,500's/box		box			285.00								
28	Fasterner - Plastic, 50's		box			20.25								
29	Folder - Long, White, 14pts.		pc			6.00								
30	Glue - All Purpose, 200g		bottle			48.88								
31	Ink - Stamp Pad, 50ml, violet		bottle			25.00								
32	Paper - Bondpaper, Multi-Purpose, A4,Substance 20		ream			124.00								
33	Paper - Bondpaper, Multi-Purpose, Long, Substance 20		ream			138.00								
34	Paper - Fax, 216mm * 30mm		roll			60.00								
35	Paper - Laid, 8 1/2" * 11", 500's/box		box			550.00								
36	Pen - Marker, Permanent, Fine, Black		pc			23.50								
37	Pen - Marker, Permanent, Fine, Blue		pc			23.50								
38	Pen - Marker, Permanent, Fine, Red		pc			23.50								
39	Record Book - 150 Leaves, smyth sewn		pc			35.25								
40	Record Book - 300 Leaves, symth sewn		pc			50.00								
41	Record Book - 500 Leaves,		pc			70.00								
42	Rubberband ,350 grams		pc			195.00								
43	Staper Wire - # 23 * 10		box			50.00								
44	Staple Wire - # 35		box			22.00								
45	Tape - Duct Tape, Gray, 2"		roll			120.00								
46	Tape - Masking, 1", 25m		roll			28.00								
47	Tape - Packaging, 2", 50m		roll			13.00								
48	Tape - Transparent, 1" 50m		roll			7.50								
49	Tape - Transparent, 48mm		roll			50.00								
			Total											
	c. TRAINING SUPPLIES													
50	Cartolina, Assorted Color, 78 gsm min		pc			4.30								

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					Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost		
51	Cartolina, White, 99 gsm min		PC			3.75								
52	Eraser - Whiteboard, Felt		pc			10.07								
53	ID Clip		pc			12.00								
54	ID Sling - Garterized With name Tags		pc			8.00								
55	Manila Paper, 36" * 48", Pre-cut		pc			2.00								
56	Metacards (4 colors)		pack			75.00								
			Total											
	d. EQUIPMENT CONSUMABLE													
			Total											
	2. NON-CONSUMABLE													
	a. PER SECTION													
57	Binder Stapler (24mm)		PC			1,500.00								
58	Calculator, 12 digits, dual power		pc			200.00								
59	Document Tray, Metal Type, 3 Layers		pc			340.00								
60	Extension Wire, 5 meters, 3 gangs		pc			270.00								
61	Puncher, Heavy Duty, 2 Hole		pc			123.43		658.25						
62	Ruler, 12", Plastic, Transparent		pc			10.00								
63	Scissors, 8", Metal Handle		pc			55.00		350.00						
64	Sharpener, Table Type, Heavy Duty		pc			295.00								
65	Stamp Pad, 3" * 5"		pc			29.06								
66	Stapler with Staple Remover #35, Heavy Duty		pc			220.00		345.75						
			Total											
	B. OTHER COMMON-USE OFFICE SUPPLIES SPECIFICALLY USED ONLY BY CONCERENED SECTION													
	OFFICE SUPPLIES TOTAL			0.00										
	II. SEMI-EXPANDABLE EQUIPEMENT AND FURNITURE													
	A. COMMON-USE/REGULAR/STANDARD OFFICE/ IT/TRAINING EQUIPMENT/FURNITURE													
	a. PER EMPLOYEE													
67	21' HD Led Monitor		unit			14,999.00								
68	Chair (Monobloc, without arm rest, beige/white)		PC			280.80								
69	Chair (Steel, with cushion)		pc			2,500.00								
70	Chair, Ergonomic, with roller		pcs							4,500.00				

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					Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost		
71	Computer Desk Top - CPU, Monitor, Keyboard, Mouse, UPS, AVR		unit			14,990.00						14,999.00		
72	Folding Table, 24ft x 48ft		unit			4,000.00								
73	Hi-Bac Executive Chair w/arm, with BIFMA gaslift, Mesh Black, Metal base chrome color		pc			7,300.00								
74	Table		pc			5,000.00								
75	Working Table, plastic		pc							1,500.00				
76	Workstation (good for 1 person Table Top		units			13,500.00								
77	Workstation (good for 4 person Table Top		units			9,625.00								
			Total	0.00										
	b. PER SECTION/DIVISION													
78	16 Ports Gigabit LAN Switch		unit			4,300.00				5,000.00				
79	4 Ports Router		pc			5,000.00								
80	4 Ports Wireless Router		pc			4,000.00								
81	40" Monitor		pc			14,999.00								
82	8 Ports Lan Switch Gigabit		pc			2,000.00								
83	Adapter 9V		pc			500.00								
84	Adaptor, Universal		pc			55.00								
85	Airconditioner		unit			14,990.00								
86	AVR - Automatic Voltage Regulator 500 watts		pc			500.00								
87	AVR (IN : 150V-260V) ,(OUT : 110V-220V)		unit			4,000.00		4,000.00						
88	Barcode Scanner		unit							5,000.00				
89	Battery Charger		pc			1,500.00								
90	Cabinet, Steel, 72" * 36" * 18" (4 drawers)		pc											
91	Camera, Digital		unit											
92	Computer Monitor (LED)		unit			9,000.00								
93	Copier (free use of machine)		pc											
94	Cordless Phone with base charger		unit							4,000.00				
95	CPU		unit			14,999.00								
96	CPU Motherboard		unit					3,000.00						
97	Crimper		pc			500.00								
98	Digital Voice Recorder		pc			8,500.00								
99	Duplicating Machine(free use of machine)		pc											
100	Electric Tape		roll			40.00								

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					Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost		
101	Extension Cord, 3m		pc			120.00								
102	Extension Wire		pc			500.00								
103	EXTERNAL HARD DISK 1 Terabyte 2.5"		unit			3,300.00								
104	Facsimile Machine		unit							7,250.00				
105	Fax Machine (selected sections only)		pc											
106	Hard Disk		pc			3,000.00								
107	HDMI connector, male to female		unit			500.00								
108	HDMI cable, 10m		unit			1,300.00								
109	HDMI splitter, 4 ports		unit			1,000.00								
110	HDMI to VGA Adaptor		pc			600.00								
111	HP INK 680 (BLACK)		pc			550.00								
112	HP INK 680 (COLORED)		pc			550.00								
113	LAN Cable Tester		pc			300.00								
114	LAN Ethernet Cable		box							3,800.00				
115	Laptop/Netbook		unit							14,995.00				
116	LED Screen Rental, Lights and Sound System		job							80,000.00				
117	Length/Height Board		pcs			4,000.00								
118	Micro SD card, 64GB		unit			850.00								
119	MICROPHONE		unit			1,000.00								
120	Mouse		pc							300.00				
121	Mouse,Keyboard		unit			650.00				600.00				
122	Multi Media Projector		unit			14,990.00								
123	Network Switch		unit			4,500.00								
124	Network Switch (Managed)		unit			14,999.00								
125	Portable External Hard Drive, 2TB, USB 3.0, slim portable		pcs							5,000.00				
126	Power Supply		pc			750.00		500.00						
127	Printer with Scanner, (free use of machine)		unit											
128	Printer, Colored Continuous Ink Supply (CIS), four-in-one, with flat bed, auto document feeder, low priced ink cartridges (consumables)		unit									8,000.00		
129	Printer, Colored, four-in-one, with flat bed, auto document feeder, low price ink cartridges (consumables)		unit									8,000.00		
130	PRINTER/SCANNER/PHOTOCOPIER		unit			14,999.00								
131	Projector WIFI Dongle		unit			2,500.00								

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Submitted By:	Evaluated By:	Recommending Approval:	Approved:
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