

**ANNUAL PROCUREMENT PLAN  
PHILIPPINE CONSULATE GENERAL-CHICAGO  
CALENDAR YEAR - 2017**

Item & Specifications Office Supplies and Materials	Unit of Measure	Quantity Requirement												Unit Price	Total Amount		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total	
Cork Board - 24x36	pc														2	\$ 31.99	\$ 63.98
Dater Stamp 5MM	pc														4	\$ 4.25	\$ 17.00
Laminating Pouch - 100/box	box														1	39.99	39.99
Photo Paper -lette size - 50/box	box														3	22.49	67.47
Name Badge Hanging	box														2	64.99	129.98
Post-It 3x5 (Sticky Note)	pack														6	17.99	107.94
Push Pin	pack														2	7.49	14.98
Report Cover-Frosted Front-5/pack	pack														10	7.79	77.90
Ruler-12"	pc														12	1.99	23.88
Staple Remover -3/pack	pack														3	2.99	8.97
String - Nylon Twine	roll														2	89.39	178.78
Super Glue	pc														5	3.99	19.95
Color Paper 8.5 x 14 Assorted 500/rm	ream														30	14.99	449.70
Tape, Packaging - 1.89" - 6/pack	pack														2	16.99	33.98
Tape, Transparent - 1.89" -6/pack	pack														2	16.99	33.98
Toner-Brother TN 580 Black	cart					1							1		2	120.99	241.98
Various Cleaning Materials																	500.00
Water-Bottled -24/pack	pack	2	2	2	2	2	2	2	2	2	2	2	2		24	\$ 7.19	\$ 172.56
Wood Tray - Desk Tray	pc														2	\$ 20.99	\$ 41.98
<b>OTHERS</b>																	1,000.00
<b>TOTAL</b>																	<b>\$ 29,769.06</b>

Prepared by:

**ARNEIL D. TORRES**  
Property Officer

Verified and Found Correct by:

**ALVAR E. ROSALES**  
Administrative Officer

Approved By:

**GENEROSO D.G. CALONGE**  
Consul General

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Air Freshner	can				12			12				12			36	\$ 3.99	\$ 143.64
Alcohol-12btl/carton	carton			1			1			1					3	29.99	89.97
Bag (Mobile)	pc														2	134.99	269.98
Ballpen-Black-12/bx	bx			2			2			2					6	10.89	65.34
Ballpen-Blue-12/bx	bx			2			2			2					6	10.89	65.34
Ballpen-Red-12/bx	bx			2			2			2					6	10.89	65.34
Battery - Dur/Eng 1021/2032	pc				2										2	7.49	14.98
Battery , size AA, Duracell, 36/pack	pack				2										2	22.99	45.98
Battery, size AAA, Duracell, 36/pack	pack				2										2	22.99	45.98
Cash Register Paper Roll - 1 3/4 x 128, 10/pk	pack			5			5			5					15	13.99	209.85
Cash Register Ribbon -Sharp A460-Purple	pc														6	9.29	55.74
Correction Fluid - 3/pack	pack	5													5	5.79	28.95
Correction Tape 10/pack	pack			5			5			5					15	19.99	299.85
Disposables- Plate,Spoon, Fork, Knife	box																500.00
Double Clip - Binder Clip - Various Sizes	pack														2	9.49	18.98
Envelopes - 10x13 -100/bx	box			5											5	21.49	107.45
Envelopes - 12x15 -100/bx	box						2								2	24.99	49.98
Envelopes - 6x9 -100/bx	box									2					2	15.99	31.98
Envelopes - 9x12 - 100/bx	box			10						5					15	26.49	397.35
Envelopes - Expanding- 10/pack	pack				3							2			5	34.99	174.95
Envelopes - Mailing, Parchment -Ivory 100/pk	pack														5	29.59	147.95
Envelopes - Mailing, White -100/bx	box				10							2			12	24.99	299.88
Envelopes-Bubble-6x9 25/pack	pack											3			3	16.49	49.47
Envelopes-Bubble-8.5x11, 25/pack	pack											3			3	23.49	70.47
Envelopes-Bubble-9.5x13.5, 12/pack	pack											2			2	16.69	33.38
Envelopes-Bubble-xLarge - size no.7, 25/pack	pack											2			2	30.99	61.98
Eraser -3/pack	pack														3	1.79	5.37
Eyelet	box	20		20		20			20			20			100	4.00	400.00
Eyelet Plier	pc														2	29.99	59.98
Fingertip Moistener	pc														3	4.29	12.87

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Flash Drive - 16G	pc													3	\$ 22.99	\$ 68.97	
Flash Drive - 8G	pc													9	15.49	139.41	
Folder-Brown Short-100/bx	box													5	7.29	36.45	
Folder-Brown Long-100/bx	box				5					5				15	12.29	184.35	
Folder-Plastic -1" Ring Binder -2/pack	pack													6	5.99	35.94	
Folder-Plastic -2" Ring Binder	pc													6	4.99	29.94	
Glue Stick 30/pack	pack													10	23.99	239.00	
Gold Seal (Notarial) 44/pack	pack	20	15	15	20	15	15	20	15	15	20	15	15	200	6.49	1,298.00	
Ink Cartridge - HP 61 Blk.Tri-Color	pack													36	59.99	2,159.64	
Ink Cartridge - Canon 240-241 Blk/Color 2/pk	pack													6	54.99	329.94	
Ink Cartridge - HP35A Black 1/box	box													4	68.99	275.96	
Ink Cartridge - HP 95-98 Blk - Color Ink	pack													36	63.99	2,303.64	
Ink Cartridge - HP 125- Black	cart													6	79.99	479.94	
Ink Cartridge - HP 125 - C / M / Y	pack													4	196.99	787.96	
Ink Cartridge - HP 74-75 Black/Tri-Color	pack													2	40.99	81.98	
Ink Cartridge-IS330 is350(ISINK34) Neopost	pack													1	179.99	179.99	
Special Paper - Custom Certificate 15/pack	pack													6	7.99	47.94	
Special Paper - Certificate Folder 6/pack														10	11.33	113.30	
Ink Refill Cartridge - Fountain Pen	pc													3	9.99	29.97	
IT Supply (Various)																	1,500.00
Labels-Avery, Sticker	box													15	43.49	652.35	
Light Bulb - Daylight - 40 watts	pc													6	6.59	39.54	
Light Bulb - Daylight - 60 Watts 6/pack	pack													6	17.99	107.94	
Marker - Fluorescent (Highlighter) 12/pack	pack													6	8.49	50.94	
Marker Pen - Black, Blue, Red 12/pack	pack													6	9.99	59.94	
Mesh Document Hold	pc													2	5.00	10.00	
Mouse Pad	pc													12	4.49	53.88	
Neopost Postage Sheets 75 - BT1N	pack													10	27.95	279.50	
Paper - Copy Paper 8.5x11, 75 gsm-10rm/bx	bx	15						15				15		45	45.99	2,069.55	
Paper - Copy Paper 8.5x14, 75 gsm-10rm/bx	bx							15					10	25	57.99	1,449.75	

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Paper Clip - Small -100/pack	pack														3	2.29	6.87
Paper - Parchment, Ivory 8.5x11 24lb 500/bx	box	4			4				4			4			16	\$ 35.49	\$ 567.84
Paper Clip - Jumbo - 50/pack	pack														3	2.59	7.77
Paper Cutter - Handy w/ blade	pc														3	4.99	14.97
Paper Fastener- 50/bx	box														6	8.79	52.74
Paper-Ruled - 400 sheet/pack	pack														6	6.29	37.74
Pencil #2 , 12/pack	pack														2	2.49	4.98
Pencil Sharpener - Electric	pc														2	19.99	39.98
Post-it-1.5x2 (sticky note)	pack														6	6.79	40.74
Post-it 3x3 (sticky note)	pack														6	10.00	60.00
Puncher - 2 hole	pc														2	10.99	21.98
Record Book - Notebook	pc														6	9.49	56.94
Record Book -200 pages	pc														6	27.49	164.94
Red Ribbon (Documentation)	roll			10		20				10		10		10	60	65.00	3,900.00
Rubber Band #33-1 lb.	pack									2					2	7.29	14.58
Scotch Tape-3M/4PK	pack														6	10.00	60.00
Scotch Tape-Double Sided	pc														12	5.00	60.00
Scotch Tape-Magic Tape	pc														8	11.00	88.00
Sign Pen - Black 12/bx	box														3	14.00	42.00
Sign Pen - Blue 12/bx	box														6	14.00	84.00
Sign Pen - Red 12/bx	box														3	14.00	42.00
Stamp - Name/Label Stamp	pc														15	22.99	344.85
Stamp Ink - Brother	pc														12	6.49	77.88
Stamp Pad	pc														6	4.49	26.94
Staple Wire -1/4in 5bx/pack	pack														12	6.49	77.88
Stapler-Standard	pc														4	16.99	67.96
Table Paper Napkins - white	pack														6	3.39	20.34
Tape Dispenser	pc														2	4.29	8.58
Tape Dispenser	pc														6	6.49	38.94
Tape, Transparent - 3/4" -6/pack	pack														2	17.99	35.98