

Philippine National Construction Corporation
INDICATIVE ANNUAL PROCUREMENT PLAN FOR FY 2023

Code (PAP)	Procurement Program/Project	PMO/End-User	Is this an Early Procurement	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
					Advertisement/ Posting of IB	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
Procurement of Goods and Services													
	Common-Use Supplies and Equipment	PNCC Internal	No	Alternative	Q1-Q4 2023	Q1-Q4 2023	Q1-Q4 2023	Q1-Q4 2023	Corporate Budget	2,906,536.12	2,906,536.12		For day-to-day office use
	Information and Communication Technology												
	Laptop	OP	No	Alternative	Q1 2023	Q2 2023	Q2 2023	Q3 2023	Corporate Budget	60,000	60,000		For day-to-day office use
	Laptop	Realty	No	Alternative	Q1 2023	Q2 2023	Q2 2023	Q3 2023	Corporate Budget	60,000	60,000		For day-to-day office use
	Laptop	Treasury	No	Alternative	Q1 2023	Q2 2023	Q3 2023	Q3 2023	Corporate Budget	60,000	60,000		For day-to-day office use
	Laptop	Security	No	Alternative	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Corporate Budget	60,000	60,000		For day-to-day office use
	Laptop	Corporate Legal	No	Alternative	Q1 2023	Q1 2023	Q2 2023	Q3 2023	Corporate Budget	60,000	60,000		For day-to-day office use
	Laptop	OC	No	Alternative	Q1 2023	Q2 2023	Q2 2023	Q3 2023	Corporate Budget	102,000	102,000		For day-to-day office use
	Anti-virus (Annual Renewal)	MIS	No	Alternative	Q1 2023	Q2 2023	Q2 2023	Q2 2023	Corporate Budget	54,000	54,000		For day-to-day office use
	Adobe Design & Web Premium CS6	MIS	No	Alternative	Q1 2023	Q2 2023	Q2 2023	Q2 2023	Corporate Budget	65,000	65,000		For day-to-day office use
	Firewall (Annual Renewal)	MIS	No	Alternative	Q3 2023	Q3 2023	Q4 2023	Q4 2023	Corporate Budget	500,000	500,000		A new and upgraded accounting software
	Accounting Program	Controlship	No	Alternative	Q1 2023	Q1 2023	Q2 2023	Q2 2023	Corporate Budget	75,000	75,000		For intra-office operations
	Scanner	MIS, OC	No	Alternative	Q2 2023	Q2 2023	Q3 2023	Q3 2023	Corporate Budget	50,000	50,000		For intra-office operations
	Projector	MIS	No	Alternative	Q3 2023	Q3 2023	Q3 2023	Q3 2023	Corporate Budget	50,000	50,000		For intra-office operations
	Digital Camera	MIS	No	Alternative									
	CAPEX												
	Three Phase Silent Diesel Generator	GSD	No	Alternative	Q2 2023	Q2 2023	Q4 2023	Q4 2023	Corporate Budget	500,000.00	500,000.00		For service vehicle preventative maintenance
	Mineral Water Filtration System	GSD	No	Alternative	Q2 2023	Q2 2023	Q4 2023	Q4 2023	Corporate Budget	100,000.00	100,000.00		For intra-office operations
	16 pcs Water Dispenser Hot & Cold	GSD	No	Alternative	Q2 2023	Q2 2023	Q4 2023	Q4 2023	Corporate Budget	112,000.00	112,000.00		For intra-office operations
	Solid Plastic Crates	HR	No	Alternative	Q1 2023	Q1 2023	Q2 2023	Q2 2023	Corporate Budget	150,000.00	150,000.00		For intra-office operations
	Service Vehicle Maintenance Parts		No	Alternative	Q1 2023	Q1 2023	Q3-Q4 2023	Q3-Q4 2023	Corporate Budget	2,040,000.00			For service vehicle corrective maintenance
	Sedan	Carpool	No	Alternative	Q1-Q4 2023	Q1-Q4 2023	Q1-Q4 2023	Q1-Q4 2023	Corporate Budget	600,000.00	600,000.00		For service vehicle corrective maintenance
	SUV, Pick-up	Carpool	No	Alternative	Q1-Q4 2023	Q1-Q4 2023	Q1-Q4 2023	Q1-Q4 2023	Corporate Budget	600,000.00	600,000.00		For service vehicle corrective maintenance
	Van	Carpool	No	Alternative	Q1-Q4 2023	Q1-Q4 2023	Q1-Q4 2023	Q1-Q4 2023	Corporate Budget	840,000.00			For service vehicle corrective maintenance
	Service Vehicle Maintenance Labor		No	Alternative	Q1-Q4 2023	Q1-Q4 2023	Q1-Q4 2023	Q1-Q4 2023	Corporate Budget	1,020,000.00			For service vehicle corrective maintenance
	Sedan	Carpool	No	Alternative	Q1-Q4 2023	Q1-Q4 2023	Q1-Q4 2023	Q1-Q4 2023	Corporate Budget	300,000.00	300,000.00		For service vehicle corrective maintenance
	SUV, Pick-up	Carpool	No	Alternative	Q1-Q4 2023	Q1-Q4 2023	Q1-Q4 2023	Q1-Q4 2023	Corporate Budget	300,000.00	300,000.00		For service vehicle corrective maintenance
	Van	Carpool	No	Alternative	Q1-Q4 2023	Q1-Q4 2023	Q1-Q4 2023	Q1-Q4 2023	Corporate Budget	420,000.00			For service vehicle corrective maintenance
	Building Maintenance Materials and Labor	PNCC	No	Alternative	Q1 2023	Q1 2023	Q3-Q4 2023	Q3-Q4 2023	Corporate Budget	900,000.00	900,000.00		For building maintenance
	SUV	OP	No	Competitive	Q4 2023	Q4 2023	Q4 2023	Q4 2023	Corporate Budget	2,800,000.00	2,800,000.00		Three-year Vehicle Re-Fleeting Program
	MPV for Exec	Legal	No	Competitive	Q4 2023	Q4 2023	Q4 2023	Q4 2023	Corporate Budget	2,300,000.00	2,300,000.00		Three-year Vehicle Re-Fleeting Program
	SUV	OC	No	Competitive	Q4 2023	Q4 2023	Q4 2023	Q4 2023	Corporate Budget	3,500,000.00	3,500,000.00		Three-year Vehicle Re-Fleeting Program
	MPV	Carpool	No	Competitive	Q4 2023	Q4 2023	Q4 2023	Q4 2023	Corporate Budget	1,200,000.00	1,200,000.00		Three-year Vehicle Re-Fleeting Program
	MPV	Carpool	No	Competitive	Q4 2023	Q4 2023	Q4 2023	Q4 2023	Corporate Budget	1,200,000.00	1,200,000.00		Three-year Vehicle Re-Fleeting Program
	Motorcycle	Carpool	No	Competitive	Q4 2023	Q4 2023	Q4 2023	Q4 2023	Corporate Budget	150,000.00	150,000.00		Three-year Vehicle Re-Fleeting Program
	Professional Services												
	Customer Satisfaction Survey Analysis	ISO Core	No	Competitive	Q1 2023	Q2 2023	Q3 2023	Q3 2023	Corporate Budget	150,000	150,000		As required by GCG pursuant to Enhanced CSS
	Hotel Accommodation for GMS & IOA Planning	ISO Core	No	Alternative	Q1 2023	Q2 2023	Q3 2023	Q3 2023	Corporate Budget	150,000	150,000		Annual GMS Planning
	ISO Certification	ISO Core	No	Competitive	Q4 2023	Q2 2023	Q3 2023	Q4 2023	Corporate Budget	450,000	450,000		As required by GCG pursuant to E.O. 605 s. 2007
	Security Services	PNCC	No	Competitive	Q1 2023	Q1 2023	Q1 2023	Q1 2023	Corporate Budget	7,168,656	7,168,656		PNCC Compound Security
	Annual Physical Exam	PNCC Internal	No	Alternative	Q4 2023	Q4 2023	Q4 2023	Q4 2023	Corporate Budget	210,000	210,000		In accordance with Family Welfare Program
	Sports and Recreation												
	Company Teambuilding	PNCC Internal	No										
	Bus Rental			Alternative	Q1 2023	Q1 2023	Q2 2023	Q2 2023	Corporate Budget	32,000	32,000		In accordance with Family Welfare Program and GAD

Uniform			Alternative	Q1 2023	Q1 2023	Q2 2023	Q2 2023	Q2 2023	Corporate Budget	35,430	35,430	
Meals			Alternative	Q1 2023	Q1 2023	Q2 2023	Q2 2023	Q2 2023	Corporate Budget	19,187	19,187	
Resort (Meals, Corkage)			Alternative	Q1 2023	Q1 2023	Q2 2023	Q2 2023	Q2 2023	Corporate Budget	227,260	227,260	
Bowling Tournament		PNCC Internal	No									In accordance with Family Welfare Program and GAD
Venue			Alternative	Q2 2023	Q2 2023	Q3 2023	Q3 2023	Q3 2023	Corporate Budget	165,240	165,240	
Meals			Alternative	Q2 2023	Q2 2023	Q3 2023	Q3 2023	Q3 2023	Corporate Budget	108,000	108,000	
Uniform			Alternative	Q2 2023	Q2 2023	Q3 2023	Q3 2023	Q3 2023	Corporate Budget	32,930	32,930	
Awards			Alternative	Q2 2023	Q2 2023	Q3 2023	Q3 2023	Q3 2023	Corporate Budget	57,500	57,500	
Foundation Day Program		PNCC Internal	No									Annual Company Foundation Day Program
Corp. Social Responsibility												
Meals			Alternative	Q3 2023	Q3 2023	Q4 2023	Q4 2023	Q4 2023	Corporate Budget	60,000	60,000	
Uniform			Alternative	Q3 2023	Q3 2023	Q4 2023	Q4 2023	Q4 2023	Corporate Budget	40,000	40,000	
Foundation Day Party												
Meals			Alternative	Q3 2023	Q3 2023	Q4 2023	Q4 2023	Q4 2023	Corporate Budget	250,000	250,000	
												Annual Christmas Party Program
Christmas Party												
Meals			Alternative	Q3 2023	Q3 2023	Q4 2023	Q4 2023	Q4 2023	Corporate Budget	250,000	250,000	
Christmas Basket			Alternative	Q3 2023	Q3 2023	Q4 2023	Q4 2023	Q4 2023	Corporate Budget	320,000	320,000	Annual Christmas Party Program
P5,000x64 employees												
Corporate Giveaways		PNCC Internal	Alternative	Q4 2023	Q4 2023	Q4 2023	Q4 2023	Q4 2023	Corporate Budget	300,000	300,000	Christmas Party Giveaways
									TOTAL:	30,160,739.12		

Prepared by:

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BAC Secretariat

Certified by:

ILIE LIONEL B. GRAMATA
BAC Chairman

Approved by:

MIGUEL E. UMALI
President and CEO
Head of Procuring Entity

ANNUAL PROCUREMENT PLAN - COMMOM-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-phileps.gov.ph) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 09182954426 or 09278478245, or email helpdesk@ps-phileps.gov.ph, or visit the PS-DBM website (www.ps-phileps.gov.ph) for

Note: Consistent with the Memorandum Circular 2022-1 issued by the AO 26 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Department/Bureau/Office: PHILIPPINE NATIONAL CONSTRUCTION CORPORATION

Agency Code/UACS: Organization Type:

Contact Person: Position: E-mail : Telephone/Mobile Nos:

Region: NCR
Address: KM 15, East Service Rd.
Bicutan, Parañaque City

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year				
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT
Bond paper - Short	reams	5			5	714.3	5		5	714.3			0				0	10	142.86	1,428.60
Bond paper - Long	reams	5			5	1053.55	5		5	1053.55			0				0	10	210.71	2,107.10
Bond paper - A4	reams	5			5	919.65	5		5	919.65			0				0	10	183.93	1,839.30
PNCC Letter Head - Short	reams	1			1	134.64	1		1	134.64			0				0	2	134.64	269.28
PNCC Memorandum - Short	reams	1			1	213.85	1		1	213.85			0				0	2	213.85	427.70
PNCC Letter Envelope	pcs	50			50	82.5			0				0				0	50	1.65	82.50
Expandable Envelope - Long	pcs		20		20	159		20	20	159			0				0	40	7.95	318.00
Brown Envelope - Short	pcs		20		20	18.8		20	20	18.8			0				0	40	0.94	37.60
Brown Envelope - Long	pcs		20		20	23.2		20	20	23.2			0				0	40	1.16	46.40
White Folder - Short	pcs		20		20	48.6		20	20	48.6			0				0	40	2.43	97.20
White Folder - Long	pcs		20		20	65.2		20	20	65.2	10		32.6				0	50	3.26	163.00
Green Folder - Short	pcs		20		20	282.2		20	20	282.2			0				0	40	14.11	564.40
Green Folder - Long	pcs		50		50	736.5		50	50	736.5	50		736.5				0	150	14.73	2,209.50
Carbon Paper - Short	pack		1		1	323.21			0				0				0	1	323.21	323.21
Carbon Paper - Long	pcs		1		1	334.82			0				0			3	3	9	334.82	334.82
Epson Ink 003 Black	pcs			3	3	717.48		3	3	717.48			0			2	2	6	239.16	2,152.44
Epson Ink 003 Yellow	pcs			2	2	478.32		2	2	478.32			0			2	2	6	239.16	1,434.96
Epson Ink 003 Magenta	pcs			2	2	478.32		2	2	478.32			0			2	2	6	239.16	1,434.96
Epson Ink 003 Cyan	pcs			2	2	478.32		2	2	478.32			0			2	2	6	239.16	1,434.96
Ribbon for Compact 5DM Typewriter	pcs			3	3	803.58		2	2	535.72			0			2	2	7	267.86	1,875.02
Pilot Ballpen - Black	pcs	10			10	190	10		10	190	5		95				0	25	19.00	475.00
MyGel Signpen 0.5 Black	pcs	5			5	111.6	5		5	111.6			0				0	10	22.32	223.20
Mongol Pencil No.2	pcs	10			10	49.6	10		10	49.6			0				0	20	4.96	99.20
Hilighiter/Marker - Assrt Color	pcs	5			5	102.7	5		5	102.7			0				0	10	20.54	205.40
Permanent Marker - Black	pcs		5		5	131.75			0		5		5				0	10	26.35	263.50
Staple wire	box		5		5	133.95			0		2		2				0	5	133.95	137.48
Plastic Fastener	box		5		5	98.2			0		2		39.28				0	7	19.64	137.48
Paper Clip - Big	box		5		5	75.9			0				0				0	5	15.18	75.90

[illegible]

[illegible]

HP INK #680 BLACK	Piece	1	2	1	4	1767.84	4	1	3	8	3535.68	1	2	1	4	1767.84	1	1	3	5	2209.8	21	441.96	9,281.16
HP INK #680 COLORED	Piece	1	2	1	4	1750	2	1	2	5	2187.5	2	3	2	7	3062.5	1	2	2	5	2187.5	21	437.5	9,187.50
HP INK #678 BLACK	Piece	1	1	1	3	1325.88	4	1	2	7	3093.72	1	2	1	4	1767.84	2	1	4	2	1767.84	18	441.96	7,955.28
HP INK #678 COLORED	Piece	2	2	2	2	883.92	2	2	2	4	1767.84	2	2	2	2	883.92	2	2	2	2	883.92	8	236.31	1,890.48
EPSON INK T664 BLACK	Piece	2	2	2	2	472.62	1	1	1	1	236.31	1	1	1	1	956.64	2	1	3	3	708.93	15	239.16	3,587.40
EPSON INK 003 BLACK	Piece	2	2	1	3	717.48	1	2	2	4	956.64	1	1	2	4	956.64	1	3	4	4	956.64	14	214.3	61,642.00
TONER ESTUDIO2303A TOSHIBA	Piece	1	2	1	4	17612	1	1	1	3	13209	1	1	1	3	13209	1	1	2	4	17612	4	21.43	85.72
SCISSOR	Piece	4			4	85.72	1			1	6.65	1	2	1	1	0				0	0	1	6.65	6.65
STAPLE WIRE REMOVER	Unit					0				1	0	1	1		1	0				0	0	2	49,850.00	99,700.00
DESKTOP COMPUTER	Unit					0			1	1	8800	1			2	8800				0	0	2	8,800.00	17,600.00
INKJET PRINTER	Unit					0					0	2			8	31700						2	15,850.00	31,700.00
COMPUTER MONITOR	Piece	8		8	16	3826.56		8		8	1913.28	8			16	3826.56		8		8	1913.28	48	239.16	11479.68
Printer Inks Epson	ream	5			5	714.3		5		5	714.3				5	714.3		5	5	5	714.3	20	142.86	2857.2
Bond Paper Short	ream	5			5	1053.55		5		5	1053.55				5	1053.55		5	5	5	1053.55	20	210.71	4214.2
Bond Paper Long	ream	5			5	1839.3		5		5	1839.3				5	1839.3		7	7	7	1287.51	22	183.93	4046.46
Bond Paper A4	ream	5			5	190	10			10	190				10	190		10	10	10	190	40	19	760
Ballpen	Piece		10		10	250					0				0	0				0	20	25	500	
Sign Pen	Piece		10		10	150					0				0	0				0	20	15	300	
Correction Tape	Piece		10		10	100					0				0	0				0	20	15	300	
Paper Clip Small	box		10		10	150					0				0	0				0	20	1.5	300	
Paper Clip Big	box		10		10	150					0				0	0				0	200	1	200	
Envelope Brown Long	Piece		100		100	100					0				0	0				0	100	15	1500	
Envelope Brown Short	Piece					0					1500				0	0				0	100	12.5	1250	
Folder Green Long	Piece					0					1250				0	625				625	200	6.25	1250	
Folder Green Short	Piece					0					0				100	0				450	400	2.25	900	
Folder ordinary Long	Piece					45					0				0	0				0	20	5	100	
Folder ordinary Short	Piece		200		20	100					0				0	0				0	5	12	60	
Pencil	Piece		20		20	48					0				0	0				0	10	30	300	
Ruler	Piece		5		4	300					0				0	0				0	5	267.86	1339.3	
Staple wire	box		10		10	1339.3					0				0	0				0	15	26.35	395.25	
Stapler	Piece	5	5		5	131.75			5	5	131.75				10	200		5	5	131.75	25	20	500	
Pentel Pen	Piece					300					0				10	100				100	30	10	300	
Paper Yellow	pad	15			15	0				10	100				10	100				0	30	10	300	
Tape Scotch	roll					100				10	100				10	100				100	20	10	200	
Packing Tape	roll	10			10	100					0				0	0				0	20	25	500	
Masking Tape	roll				10	100					0				0	0				0	5	600	3000	
Clip Battery	boc				20	500					0				5	5				0	15	33.333333	500	
P.O. Form	pad					0					166.66667				5	166.66667				0	1	900	900	
Paper Fastener Plastic	box				5	166.66667					0				0	0				0	20	10	200	
Mailing Envelope Long (500pcs./bxs.)	Piece				1	900				10	100				0	0				0	2	500	1000	
Eraser Staedler Rubber	Piece	10			10	100	2			2	1000				2	1000				0	2	500	1000	
FAD/SL	pad					0					0				2	0				0	5	60	300	
FARL	pad					0					300				0	0				0	5	275	1375	
Petty Cash Voucher (new)	pad					0	5				0				5	1375				0	5	25	375	
Ribbon for Compact 5DM Typewriter	Piece	5			5	125					0				5	125				125	15	10	50	
Hi Lighter Faber Castel	Piece				5	50					0				0	0				0	5	60	300	
Staple Remover	Piece				5	50					0				0	0				0	5	40	200	
Tape Dispenser	Piece				5	200					0				1	150				0	5	150	300	
Vacation Leave	Piece				5	150					0				0	0				0	5	40	200	
Battery 'AAA' Energizer	pack/Roll				1	0					200	5			5	200				0	5	40	200	
Authorization to Leave Co. Premises	pad					0					0				0	0				0	5	60	300	
Authorization for overtime	pad					0					300				0	0				0	5	60	300	
Record Book 300	pad					0					300				0	0				0	5	100	200	
Record Book 500	pad					0					100				0	0				0	2	300	600	
Battery 'AA' Energizer	pack/Roll					0					600				2	600				0	2	300	600	
Carbon Paper Short	box					0					0				2	600				0	2	300	600	
Carbon Paper Long	box					0					0				2	600				0	2	300	600	

RECORD BOOK 300PP	PIECE	2			2	150					0		1			1	75			0	0	3	75	225
RECORD BOOK 500PP	PIECE	2			2	220					0		1			1	110			0	0	3	110	330
SCOTCH TAPE	PIECE	2			2	20					0		2			2	20			0	0	4	10	40
SIGN PEN PILOT	PIECE	3			3	120		3									120			0	0	9	40	360
STAPLE WIRE	BOX	1			1	40		1					1			1	40			0	0	3	40	120
STAPLER	PIECE	1			1	250											250			0	0	1	250	250
CUTTER BLADE	TUBE	1			1	25					0						25			0	0	2	25	50
PENCIL SHARPENER	PIECE	1			1	223					0						223			0	0	1	223	223
PUNCHER 3 HOLE	PIECE	1			1	450					0						450			0	0	1	450	450
ADOBE ACROBAT PRO	UNIT				0	0					0		1				45000			0	0	1	45,000.00	45,000.00
LAN SWITCH	UNIT				0	0					0						0			0	1	1	12,000.00	12,000.00
BOND PAPER LONG	ream	5			5	1053.55		5			1053.55				5		1053.55			0	0	15	210.71	3,160.65
BOND PAPER SHORT	ream	5		5	714.3			5			714.3						0			0	5	15	2,142.90	2,142.90
PAPER, COPY A4 S-24	ream	5			5	1000					0						1000			0	0	10	200.00	2,000.00
GREEN FOLDER SHORT	piece	30			30	428.7					285.8						428.7			285.8	20	100	14.29	1,429.00
GREEN FOLDER LONG	piece	20		20	65.2			20			65.2				20		65.2			65.2	20	80	3.26	260.80
GREEN FOLDER LONG	piece	5			5	1339.3		5			1339.3			5			1339.3			0	0	15	267.86	4,017.90
RIBBON FOR COMPACT TYPEWRITER	piece	5			5	24.55		5			24.55						0			24.55	5	15	4.91	73.65
BALL PEN	box	5			5	133.95					66.95						133.95			0	0	10	267.90	267.90
STAPLE WIRE	box	5			5	133.95		5			66.95						66.95			66.95	5	25	13.39	334.75
SCOTCH TAPE	piece	5		5	17.86						0						0			0	0	2	8.93	17.86
CUTTER BLADE	tube	2			2	714.28		4			714.28						714.28			0	0	4	714.28	2,857.12
EPSON INK 003 bk/magenta/cy/y/iv	piece	4			4	97.2		20			48.6				20		48.6			48.6	20	16	2.43	243.00
FOLDER ORD. WHITE SHORT	piece	20		20	89.3						0						89.3			0	0	10	17.86	178.60
FASTERER METAL	box	5			5	27.5					0						27.5			0	0	10	5.50	55.00
PENCIL MONGOL 2	piece	5			5	67.2					67.2						67.2			67.2	20	100	3.36	336.00
FOLDER ORD. WHITE LONG	piece	20			20	0					102.7						0			0	0	5	20.54	102.70
YELLOW PAD	pad				0	205.4					0						205.4			0	0	20	20.54	410.80
CORRECTION TAPE	piece	10			10	549.15					0						0			0	0	3	183.05	549.15
STAPLER	piece	3			3	182.16					0						0			0	0	6	30.36	182.16
PENTEL PEN	piece	6			6	136.4					0						68.2			68.2	5	30	13.64	409.20
MASKING TAPE 2inch	piece	5		5	133.95						133.95						133.95			133.95	20	20	26.79	535.80
STABILO BOSS	piece	5			5	160.71					0						107.14			0	5	5	53.57	267.85
CUTTER BIG	box	2			2	669.64		2			669.64						669.64			0	1	7	334.82	2,343.74
CARBON PAPER LONG	box	2			2	401.8		5			401.8						401.8			0	5	20	80.36	1,607.20
CHEK VOUCHER FORM	pad	5			5	89.3					0						89.3			0	0	10	17.86	178.60
MASKING TAPE 1inch	piece	5			5	1450					0						1450			0	0	10	290.00	2,900.00
CARBON PAPER SHORT	box	5			5	188.9					0						188.9			0	5	20	37.78	755.60
STATEMENT OF EXPENSES FORM	pad	5			5	526.8		10			526.8						526.8			526.8	40	40	52.68	2,107.20
TRIP TICKET	pad	10			10	205.35					0						205.35			0	0	10	41.07	410.70
RIR	pad	5			5	129.7					0						129.7			0	0	4	64.85	259.40
FARL	pad	2			2	93.8					0						0			0	0	2	46.90	93.80
FAD/SL	pad	2			2	71.42					0						0			0	0	2	35.71	71.42
GLUE, ELMERS	bottle	2			2	0					0						0			0	0	2	30.21	60.42
MEMORANDUM RECEIPT	pad				0	82.14		2			82.14						82.14			0	2	8	41.07	328.56
OS/RIS	pad	2			2	35.7					0						35.7			0	5	20	7.14	142.80
PAPER CLIP SMALL	box	5			5	75.9		5			0						75.9			0	0	10	15.18	151.80
PAPER CLIP BIG	box	5			5	174.1					0						174.1			0	0	10	34.82	348.20
SCISSOR	box	5			5	312.5					187.5						0			0	0	8	62.50	500.00
RECORD BOOK 300	piece	5			5	365		3			219						0			0	0	8	73.00	584.00
RECORD BOOK 500	piece	5			5	0		6			160.74						0			0	0	6	26.79	160.74
SICK LEAVE	pad	2			2	53.58		3			80.37						0			80.37	3	8	26.79	214.32
VACATION LEAVE	pad	2			2	86.44		2			86.44						86.44			86.44	2	8	43.22	345.76
STENO NOTE BOOK	piece	2			2	174.65					0						0			0	0	8	34.93	279.44
O.B. FORM	pad	5			5	91.5					0						91.5			0	0	10	18.30	183.00
PACKAGING TAPE	piece	5			5	223.2		5			0						0			0	0	10	44.64	446.40
PETTY CASH VOUCHER (new)	pad	5			5	0		5			276.8						0			0	0	5	55.36	276.80
TAPE DISPENSER	piece				0			5			0						0			0	0	5		

