

Name & address of Requesting Agency Tel. Nos.:	NATIONAL COUNCIL ON DISABILITY AFFAIRS Isidora St., Bgy. Holy Spirit Quezon City 951-5925	Agency Acct. Code : A-077 Agency Control No:
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AGENCY PROCUREMENT REQUEST (1ST SEM) PS APR NO.

To: THE PROCUREMENT SERVICE
UP, Diliman, Quezon City

January 2, 2013
(Date Prepared)

PLEASE CHECK (/) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW

() Please issue common-use supplies/materials per Price List No. _____ dated _____
Mode of delivery : () Pick-up (Fast lane) () Pick-up (Schedule) () Delivery (door-to-door)

In case fund is not sufficient: () Reduce Quantity () Bill Us () Charge to Unutilized Deposit, APR No.: _____
Date : _____

() Please purchase for our agency non-common items. Attached herewith:
() Complete Specifications () Obligation Request (ObR) () Others, pls. Specify _____
() Certificate of Budget Allocation (CBA) () Payment _____

ACTION REQUESTED ON THE ITEM/S LISTED BELOW

Item No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK NO.	QTY.	UNIT	UNIT PRICE	AMOUNT
1	Acetate	8	box	200.00	1,600.00
2	Acetate, gauge #3, 50m in length	0	roll	612.02	-
3	Air freshener, 280ml/can	10	can	89.44	894.40
4	Airpot, 4.0 liters, w/ dispenser, garant	0	each	1,331.20	-
5	Alcohol, 70% isopropyl	30	bottle	38.48	1,154.40
6	Anti-virus scanner	0	piece	2,300.00	-
7	Audio cassette tape, 90min.	40	each	20.59	823.60
8	Automatic voltage regulator, 500watts	1	unit	400.00	400.00
9	Balik bayan boxes	5	piece	100.00	500.00
10	Ballast 1x20 watts	5	piece	66.77	333.85
11	Ballast 1x40 watts	5	piece	69.63	348.15
12	Ballpen	300	pc	5.00	1,500.00
13	Bathroom soap, 25gms	10	each	22.88	228.80
14	BATTERY, size AA, alkaline, 2 piece./packet	40	packet	26.52	1,060.80
15	Battery, size AAA, Alkaline, 2 piece./packet	25	packet	15.59	389.75
16	Battery, size D, alkaline 2piece./packet	0	piece	76.96	-
17	Blade, heavy duty cutter(1500), 10 piece./pack	4	pack	28.08	112.32
18	Broom, soft (tambo)	3	each	83.20	249.60
19	Broom, stick (tingting)	3	each	17.68	53.04
20	Brother gx-8250 (ribbon)	1	pc	500.00	500.00
21	Bulletin board	1	pc	1,000.00	1,000.00
22	Calculator, compact, electronic, lcd, desktop	5	unit	155.88	779.40
23	Calculator, desktop, heavy duty printing,	0	unit	1,872.00	-
24	Calculator, desktop, mini-printer type, 12 digits,	0	unit	881.92	-
25	Calculator, scientific, 10 digits, dot	0	unit	394.16	-
26	Calculator, scientific, 10 digits, dot	0	unit	394.16	-
27	Carbon paper legal	1	box	326.23	326.23
28	Carbon paper, ordinary, a-4, 100s/box	1	box	327.60	327.60
29	Cartolina, assorted color, 20s/pack	40	pack	69.89	2,795.60
30	Cartolina, white, 20s/pack	20	pack	44.20	884.00
31	Casette tape recorder	0	piece.	2,000.00	-
32	Cd container cases (medium)	100	piece	10.00	1,000.00
33	Cd drive cleaner	1	piece	50.00	50.00
34	Cd stickers	100	piece	30.00	3,000.00
35	Cleaner, powder, 350gms	40	pack	15.91	636.40
36	Clear folder long	5	pack	120.00	600.00
37	Clearbook	1	pc	150.00	150.00
38	Clip, backfold, 25mm, 12s/box	10	box	12.46	124.60
39	Clip, backfold, 25mm, 12s/box	10	box	12.46	124.60
40	Clip, backfold, 32mm, 12s/box	10	box	16.64	166.40

41	Clip, backfold, 50mm, 12s/box	10	box	40.02	400.20
42	Clip, bulldog (3")	5	box	7.02	35.10
43	Clip, backfold, 19mm, 12s/box	20	box	7.59	151.80
44	Cloth tape 1" (black)	8	roll	85.00	680.00
45	Cloth tape 1" (blue)	8	roll	85.00	680.00
46	Cloth tape 1" (red)	8	roll	85.00	680.00
47	Cloth tape 1/2" (black)	8	roll	63.00	504.00
48	Cloth tape 1/2" (blue)	8	roll	63.00	504.00
49	Cloth tape 1/2" (red)	8	roll	63.00	504.00
50	Cloth tape 2 inches	8	roll	70.00	560.00
51	Compact disk case, w/ 25 individual plastic	10	piece	54.79	547.90
52	Compact disk recordable	150	piece	9.88	1,482.00
53	Compact disk rewritable, 700mb/	100	piece	17.14	1,714.00
54	Compact fluorescent light, 17 watts	5	piece	100.78	503.90
55	Complete Computer Desktop Set with MS Office & OS UPS & AVR	2	set	40,000.00	80,000.00
56	Computer (with original MS Office and OS)	1	set	40,000.00	40,000.00
57	Computer ink hp 703 black	30	cart	328.64	9,859.20
58	Computer ink hp 703 colored	30	cart	328.64	9,859.20
59	Computer ink hp 704 black	30	cart	390.00	11,700.00
60	Computer ink hp 704 colored	30	cart	390.00	11,700.00
61	Computer mouse, optical, usb	3	pcs	150.00	450.00
62	Cork board small	1	pc	120.00	120.00
63	Correction fluid, 20ml.	20	bottle	11.75	235.00
64	Crayons 24 colors/box	3	pc	40.00	120.00
65	Cutter, heavy duty, l500	10	each	9.36	93.60
66	Data file box with cover	0	pc	80.00	-
67	Data file box with cover	8	pc	80.00	640.00
68	Data file box, (5"x9"x15-3/4")	50	box	61.36	3,068.00
69	Data file with clip file maker pro 80mm	10	pc	80.00	800.00
70	Data folder, w/finger ring, (3" x 9" x 15")	40	each	66.56	2,662.40
71	Detergent bar	30	bar	18.20	546.00
72	Detergent powder, 200gms	30	pcks	18.20	546.00
73	Disinfectant spray, 340 gm.	10	can	150.80	1,508.00
74	Diskette, 3.5", ds, dd, 10s/box	2	box	15.00	30.00
75	Dust pan, plastic w.handle, large	2	each	33.28	66.56
76	Dvd recordable, 16x speed, 4.7 gb capacity	50	piece	12.22	611.00
77	Dvd rewritable, 4 x speed, 4.7 gb	50	piece	20.26	1,013.00
78	Envelope Borrower's Card	1	box	50.00	50.00
79	Envelope with noda logo	6	box	415.00	2,490.00
80	Envelope, brown (long)	8	box	545.48	4,363.84
81	Envelope, expanding, legal size, 100s/box	10	box	585.52	5,855.20
82	Envelope, mailing white, 500s/box	5	box	152.59	762.95
83	Epson.matrix ribbon LX-300+II	1	pc	600.00	600.00
84	Eraser, rubber	13		4.45	57.85
85	External Hard Drive, 1TB	2	piece	4,999.00	9,998.00
86	File organizer, expanding, legal	25	each	76.32	1,908.00
87	FILING CABINET, lateral, four (4) drawers, beige,	1	unit	8,000.00	8,000.00
88	Fire extinguisher, dry chemical, for abc class	1	each	1,027.52	1,027.52
89	Fire extinguisher, pure hcfc 123, with fire	1	each	3,710.72	3,710.72
90	Flash drive	10	piece	265.20	2,652.00
91	Fluorescent tube, 18 watts	3	piece	34.27	102.81
92	Fluorescent tube, 36 watts	3	piece	34.58	103.74
93	Folder, clear plastic, l-type, a4 size, 50s/pack	15	pack	197.60	2,964.00
94	Folder, clear plastic, l-type, legal size, 50s/pack	15	pack	213.12	3,196.80
95	Folder, morocco/fancy a4 size, 50s/pack	4	pack	282.36	1,129.44


96	Folder, morocco/fancy, legal size,50s/pack	3	pack	336.54	1,009.62
97	Folder, pressboard, plain, legal, 100s/box	3	box	839.80	2,519.40
98	Folder, tagboard, a4 size, 100s/box	5	box	296.40	1,482.00
99	Folder, tagboard, legal size, 100s/box	5	box	327.60	1,638.00
100	Furniture cleaner, 400ml/can	3	can	100.88	302.64
101	Fuse, 30 amperes	5	pack	11.44	57.20
102	Fuse, 60 amperes	5	pack	24.96	124.80
103	Glass cleaner spray	3	pc	40.00	120.00
104	Glue	5	jar	49.92	249.60
105	Hand liquid soap	3	pc	80.00	240.00
106	Hand towel	3	pc	35.00	105.00
107	Id's with jackets & strings (1/4)	130	pc	40.00	5,200.00
108	Illustration board, (30"x40")	12	each	39.00	468.00
109	Index card, 5" x 8",ruled both side,500s/pack	1	pack	109.20	109.20
110	Index tab paper a4	10	pack	40.00	400.00
111	Ink , hp 60 black, original	5	piece	990.00	4,950.00
112	Ink canon ci-41, color, original	5	piece	1,050.00	5,250.00
113	Ink canon pg-40, black, original	5	piece	870.00	4,350.00
114	Ink cartridge, hp 920 (black)	8	piece	762.32	6,098.56
115	Ink cartridge, hp 920 (cyan)	8	piece	572.00	4,576.00
116	Ink cartridge, hp 920 (magenta)	8	piece	572.00	4,576.00
117	Ink cartridge, hp 920 (yellow)	8	piece	572.00	4,576.00
118	Ink cartridge, hp c8727a (hp 27)	8	piece	758.16	6,065.28
119	Ink cartridge, hp c8728a (hp 28)	8	piece	890.24	7,121.92
120	Ink cartridge, hp c9351a (hp 21)	20	piece	627.12	12,542.40
121	Ink cartridge, hp c9352a (hp 22)	20	piece	722.80	14,456.00
122	Ink for olympia bundy clock	2	pack	780.00	1,560.00
123	Ink hp 35a	3	cart	2,500.00	7,500.00
124	Ink hp 940 black	12	pc	1,372.80	16,473.60
125	Ink hp 940 cyan	12	pc	992.16	11,905.92
126	Ink hp 940 yellow	12	pc	992.16	11,905.92
127	Ink hp toner 70a	1	pc	-	-
128	Ink, hp 900, black, original	6	piece	261.04	1,566.24
129	Ink, hp 900, color, original	6	piece	335.92	2,015.52
130	Insecticide, aerosol	4	bottle	114.40	457.60
131	Keyboard	1	unit	550.00	550.00
132	Ladder	1	pc	3,000.00	3,000.00
133	Laid paper (white, blue, yellow) size 17x 22	20	ream	700.00	14,000.00
134	Laid paper a4 mintgreen	2	ream	700.00	1,400.00
135	Liquid soap for dishwashing	4	pc	80.00	320.00
136	Magazinè File Box Large	5	box	36.40	182.00
137	Magic nail all sizes	11	pack	50.00	550.00
138	Manila paper	4	roll	10.00	40.00
139	Map pin, round head, 100s/box	1	box	36.40	36.40
140	Marker, fluorescent, 3 colors/set	8	set	41.08	328.64
141	Marking pen, permanent, black	50	each	11.86	593.00
142	Marking pen, permanent, blue	20	each	12.25	245.00
143	Marking pen, permanent, red	10	each	12.25	122.50
144	Marking pen, transparency film	4	each	35.00	140.00
145	Marking pen, whiteboard, black	30	each	11.86	355.80
146	Marking pen, whiteboard, blue	25	each	11.86	296.50
147	Medals (11 gold, 11 silver, 11 bronze)	17	pc	80.00	1,360.00
148	Mophandle, screw type, wooden handle	3	each	88.40	265.20
149	Mophead, all cotton, twisted	5	each	78.00	390.00
150	Morocco paper (white, blue, gray)	21	pack	100.00	2,100.00
151	Mouse	4	piece	155.22	620.88
152	Note book, stenographer's	50	each	7.70	385.00
153	Notepad stick on post it large	25	pad	45.00	1,125.00
154	Notepad stick on post it medium	5	pad	40.00	200.00
155	Notepad stick on post it small	5	pad	32.24	161.20

156	Paper board a4	40	pack	28.00	1,120.00
157	Paper Board Long,white	30	ream	30.00	900.00
158	Paper board, long	125	pack	35.00	4,375.00
159	Paper board, short	75	pack	25.00	1,875.00
160	Paper bond, nca letterhead	15	ream	300.00	4,500.00
161	Paper clip, gem type, 33mm, 100s/box	15	box	7.80	117.00
162	Paper clip, gem type,jumbo,50mm, 100s/box	15	box	13.00	195.00
163	Paper fastener,non-rust metal,50 sets/box	10	box	72.68	726.80
164	Paper laid, long	12	ream	750.00	9,000.00
165	Paper laid, short	12	ream	620.00	7,440.00
166	Paper Mimeo, Whitewove, A4	25	ream	93.83	2,345.75
167	Paper Mimeo, Whitewove, legal	25	ream	106.50	2,662.50
168	Paper yellow pad	2	pad	30.00	60.00
169	Paper, bond, premium grade legal	130	ream	123.86	16,101.80
170	Paper, bond, premium grade, a4	130	ream	119.60	15,548.00
171	Paper, oslo papers (legal)	7	ream	30.00	210.00
172	Paper, post it stick-on (square), blue	10	pack	32.24	322.40
173	Paper, post it stick-on (square), green	10	pack	32.24	322.40
174	Paper, post it stick-on (square), orange	10	pack	32.24	322.40
175	Paper, post it stick-on (square), pink	10	pack	32.24	322.40
176	Paper, post it stick-on (square), yellow	10	pack	32.24	322.40
177	Paper, ruled pad,216mmx330mm,100s/pad	10	pad	19.55	195.50
178	Paper, thermal,210mmx30m	15	roll	36.09	541.35
179	Parchment paper, a4 size, 75 gsm,100/ream	10	ream	152.88	1,528.80
180	Paste, solid, with water well, 200gms.	10	glue	49.92	499.20
181	Pencil	70	pc	5.00	350.00
182	Photo paper, pack	50	pack	60.00	3,000.00
183	Picture frame stand all sizes	25	pc	200.00	5,000.00
184	Plaque	5	pc	800.00	4,000.00
185	Plastic jackets for certificates	10	pc	100.00	1,000.00
186	Printer	2	pc	4,000.00	8,000.00
187	Printer, Epson L200	1	unit	8,000.00	8,000.00
188	Puncher, heavy duty	3	piece	98.80	296.40
189	Push pin, hammer head type, 100s/box	2	box	37.44	74.88
190	Rag, cotton, (8") in diameter	15	kilo	46.80	702.00
191	Record book, 300 pages	3	book	57.20	171.60
192	Record book, 500 pages	3	book	91.52	274.56
193	Ribbon, electric typewriter	1	roll	644.80	644.80
194	Ribbon, epson, m 8750	1	piece	76.75	76.75
195	Ribbon, nylon, manual typewriter	1	spool	14.54	14.54
196	Ring binder, (1" x 44"), plastic	75	piece	12.22	916.50
197	Ring binder, (1/2"x44"), plastic	25	each	5.70	142.50
198	Ring binder, (1/2"x44"), plastic	25	each	5.70	142.50
199	Ring binder, (2" x 44"), plastic	25	piece	29.12	728.00
200	Ring binder, (3/4"x44"), plastic	3	each	44.19	132.57
201	Ring binder, (3/4"x44"), plastic	25	each	44.19	1,104.75
202	Riso, ink	3	tube	600.00	1,800.00
203	Riso, master roll	3	roll	4,850.00	14,550.00
204	Round table (6 chairs)	1	set	7,000.00	7,000.00
205	Rubber band, #18, min.445 gms./box	4	box	118.23	472.92
206	Ruler, steel, 24"	1	piece	50.00	50.00
207	Ruler,plastic, 12"	1	piece	2.70	2.70
208	Sand paper	5	pc	15.00	75.00
209	Scissors, (6")	10	piece	17.35	173.50
210	Scouring pad,economy size	2	each	132.79	265.58
211	Self adhesive label	4	box	200.00	800.00
212	Self-adhesive sticker, a4	20	pack	35.00	700.00
213	Sharpener, single cutterhead	1	each	171.60	171.60
214	Sign pen, blue	40	each	39.50	1,580.00
215	Sign pen, black	40	each	39.50	1,580.00

216	Stamp pad	1	pc	30.04	30.04
217	Stamp pad ink, violet, 50ml.	2	bottle	21.84	43.68
218	Stamping dater, self-inking stamp	1	each	487.55	487.55
219	Staple wire remover, twin jaws	10	piece	17.16	171.60
220	Staple wire, standard, #35	20	box	22.34	446.80
221	Stapler, heavy duty	4	piece	122.72	490.88
222	Starter, 4-40 watts	10	piece	3.90	39.00
223	Tape dispenser, heavy duty, 24mm (1")	3	piece	40.23	120.69
224	Tape double adhesive green 1 inch	4	roll	60.00	240.00
225	Tape double adhesive green 1 inch	3	roll	60.00	180.00
226	Tape double adhesive white 1/2 inch	10	roll	50.00	500.00
227	Tape duct (cloth tape) 1 inch	10	roll	85.00	850.00
228	Tape duct (cloth tape) 2 inch	10	roll	100.00	1,000.00
229	Tape, adhesive 2 inches	10	pc	35.00	350.00
230	Tape, double adhesive, white, 1"	10	roll	40.00	400.00
231	Tape, double adhesive, white, 1/2"	10	roll	35.00	350.00
232	Tape, electrical	3	roll	19.24	57.72
233	Tape, masking (1"), 24mm, 50 meters length	10	roll	45.76	457.60
234	Tape, masking (2"), 50mm, 50 meters length	10	roll	91.31	913.10
235	Tape, packaging, 48mm, 50 meters length	10	roll	30.04	300.40
236	Tape, transparent, (1"), 24mm, 50 meters	15	roll	15.08	226.20
237	Tape, transparent, (1/2")	3	roll	25.00	75.00
238	Tape, transparent, (2") 50 meters length	15	roll	30.11	451.65
239	Tape, transparent, (2"), 48mm, 50 meters	10	roll	30.04	300.40
240	Tarpaulin	1	pc	1,500.00	1,500.00
241	Thick adhesive tape	10	roll	50.00	500.00
242	Timecard for olympia bundy clock	6	bundle		-
243	Toilet bowl & urinal cleaner, 900ml	5		67.60	338.00
244	Toilet deodorant cake, 99%, 50gms.	5	box	27.30	136.50
245	Toilet tissue, 12 rolls/pack	60	pack	72.80	4,368.00
246	Transparency film, a4, 100s/box	20	box	220.00	4,400.00
247	Trashbag, plastic, black, (xl)	10	pack	143.52	1,435.20
248	Twine, plastic, one kilo per roll	10	roll	42.49	424.90
249	UNINTERRUPTIBLE POWER SUPPLY(UPS)	3	unit	2,500.00	7,500.00
250	USB, 4GB	8	pcs	300.00	2,400.00
251	Wall Fan	1	unit	1,500.00	1,500.00
252	Waste basket, plastic	1	each	26.00	26.00
253	Wrapping paper, kraft, 65gsm, approx.40m.	8	roll	148.72	1,189.76
GRAND TOTAL					596,148.83

NOTE: All signatures must be over printer name.

STOCK REQUESTED ARE
CERTIFIED TO BE WITHIN
APPROVED PROGRAM:

ANDRES RHUDY B. RAVELO, JR.
 Chief Administrative Officer
CERTIFIED FUNDS
AVAILABLE:

FELICIA B. HERMOGENES
 Accountant III

APPROVED:


CARMEN REYES-ZUBIAGA
 Acting Executive Director III

() Funds Deposited w/ PS () _____ Check No. _____ in the amount
 of _____ (Bank) _____ (P _____) Enclosed.