

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY/2013 OFFICE PERFORMANCE COMMITMENT PLAN

Name of Operating Unit (EO/RO): Budget OCSA

Program Activity, Project (PAP)	APP Requesting Requirement											
	APP Item	1st Quarter Quantity	1st quarter Total Amount	2nd Quarter Quantity	2nd quarter Total Amount	3rd Quarter Quantity	3rd quarter Total Amount	4th Quarter Quantity	4th quarter Total Amount	Total Quantity	Unit Cost	Total Cost
	Acetate - Plastic Cover/Acetate	1	513.25		-		-		-	1	513.25	513.25
	Air Freshener Glade	2	228.80		-		-	2	228.80	4	114.40	457.60
	Rubbing Alcohol (70% Isoprophyl)	2	72.30	3	108.45	2	72.30	2	72.30	9	36.15	325.35
	Ballpen assorted	8	56.00	5	35.00	5	35.00	15	105.00	33	7.00	231.00
	Battery AA, Alkaline, 2 pc/packet, Eveready, Gold Brand	1	41.50	1	41.50		-		-	2	41.50	83.00
	Numbering machine Ink	4	160.00	1	40.00	4	160.00	3	120.00	12	40.00	480.00
	Clip Backfold, 25mm, 12pcs/pk, Prince Brand		-	1	8.25		-	3	24.75	4	8.25	33.00
	Clip Backfold, 25mm, 12pcs/pk, Prince Brand	1	45.65	1	45.65		-	2	91.30	4	45.65	182.60
	Clip Backfold, 32mm (1 1/4"), 12pcs/box, Joy Brand	2	39.30		-		-		-	2	19.65	39.30
	Clip Backfold, 19mm (3/4") 12pcs/box, Joy Brand	2	17.30	2	17.30		-	2	17.30	6	8.65	51.90
	Envelop Expanding, Kraft board, min. of 285 gsm., for leegal size papers/documents, 100pcs./box	1	518.25		-		-	1	518.25	2	518.25	1,036.50
	L-shape plastic folder		-	2	600.00	1	300.00		-	3	300.00	900.00
	Plastic Long Folder	2	600.00		-	1	300.00		-	3	300.00	900.00
	Folder Morroco/fancy w/ plastic grip, assorted color, for legal size papers/documents, 50 pcs./pk		-	1	226.75		-		-	1	226.75	226.75
	Folder File, tagboard, for A4 size paper/document, 100pcs./pk.	1	252.75		-	1	252.75		-	2	252.75	505.50
	Folder File, tagboard equivalent 14 pts. for legal size paper/document, 100 pcs/pk.	1	244.20		-	1	244.20		-	2	244.20	488.40
	Index Card Ruled both sides, 76mm x 127mm (3" x 5"), 500s/pk.	1	47.25		-		-		-	1	47.25	47.25
	Insecticide Aerosol type	2	311.60		-	2	311.60	1	155.80	5	155.80	779.00

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Marker Flourescent, assorted colors, 3 colors/set	2	178.70	2	178.70	-	-	-	4	89.35	357.40		
Marking Pen For white board, assorted colors	2	51.80	-	1	25.90	5	129.50	8	25.90	207.20		
Marking Pen Permanent, assorted colors	4	107.80	-	2	53.90	5	134.75	11	26.95	296.45		
Stenographer's, GSP bond, 40 leaves, spiral, 55 gsm.	5	39.00	-	-	-	5	39.00	10	7.80	78.00		
Paper Bond, A4 size, Premium Grade	5	805.50	7	1,127.70	15	2,416.50	30	4,833.00	57	161.10	9,182.70	
Colored Paper (Assorted Colors, Legal Size)	1	500.00	-	-	-	-	-	1	500.00	500.00		
Paper Clip, Gem type 1 (small)	1	4.40	1	4.40	-	-	-	2	4.40	8.80		
Paper Clip, Gem type 1 (jumbo)	1	13.55	1	13.55	-	-	-	2	13.55	27.10		
For paper, 51mm cap, for legal size documents	1	78.75	1	78.75	-	-	-	2	78.75	157.50		
Paste Solid, with water well and applicator, 200gms., Kippy Brand	1	17.55	-	-	-	-	-	1	17.55	17.55		
Pencil with eraser, medium size,	2	68.40	-	3	102.60	-	-	5	34.20	171.00		
Rags 8" diameter cotton	1	33.30	-	1	33.30	-	-	2	33.30	66.60		
Record Book 500 pages, w/ "Record Book" printing	10	936.00	-	10	936.00	-	-	20	93.60	1,872.00		
Record Book 300 pages, w/ "Record Book" printing	10	704.00	-	10	704.00	-	-	20	70.40	1,408.00		
Stapler Heavy duty	2	150.00	-	-	-	1	75.00	3	75.00	225.00		
Sign Pen High tech pen, black, Pentel Brand	3	126.60	4	168.80	2	84.40	5	211.00	14	42.20	590.80	
Stamp Pad Ink with applicator (Your Office Brand)	1	22.25	-	-	-	-	-	1	22.25	22.25		
Stapler Remover Twin Jaws	2	8.30	1	4.15	-	-	3	12.45	6	4.15	24.90	

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	Staple Wire Boston Basics (1/4" staples) 500s/box	2	70.50		-	2	70.50	4	141.00	8	35.25	282.00
	Tape Transparent, 24mm (1") width, usable length of 50m.	2	29.00		-	2	29.00	2	29.00	6	14.50	87.00
	Tape Transparent, 48mm (2") width, usable length of 50m.	3	55.65		-	3	55.65	2	37.10	8	18.55	148.40
	Tape Masking tape, 24mm (1") width, usable length of 50 m, Crocodile Brand	2	63.30	2	63.30	2	63.30	1	31.65	7	31.65	221.55
	Tape Masking tape, 48mm (2") width, usable length of 50 m, Olympic Brand	1	54.10		-	2	108.20		-	3	54.10	162.30
	Tape Packaging, 48mm (2") width, 50m in length, crocodile Brand	2	32.90		-	2	32.90		-	4	16.45	65.80
	Toilet Tissue 150 pulls two-ply sheets/roll/pk	2	156.90		-		-	10	784.50	12	78.45	941.40
	Blade for heavy duty cutter (L500), 10pcs./pk, Gedi Brand (10pcs/pk)	2	31.60		-		-	1	15.80	3	15.80	47.40
	Cutter heavy duty, retractable, L500, Pointer Brand	2	75.00		-		-		-	2	37.50	75.00
	HP Ink (Black) #15	2	2,110.00	5	5,275.00	4	4,220.00	6	6,330.00	17	1,055.00	17,935.00
	Printer		-	1	9,997.75		-	1	9,997.75	2	9,997.75	19,995.50
	HP Ink (Colored) #78	2	2,510.00	5	6,275.00	3	3,765.00	5	6,275.00	15	1,255.00	18,825.00
	HP Ink (Black) #703	2	1,900.00	5	4,750.00	3	2,850.00	6	5,700.00	16	950.00	15,200.00
	HP Ink (Colored) #703	2	2,100.00	5	5,250.00		-	5	5,250.00	12	1,050.00	12,600.00
	HP Ink (Black) #98	2	1,850.00	3	2,775.00	3	2,775.00	8	7,400.00	16	925.00	14,800.00
	HP Ink (Colored) #95	2	2,100.00	5	5,250.00	3	3,150.00	8	8,400.00	18	1,050.00	18,900.00
	Canon (colored) 41	2	2,800.00	5	7,000.00	3	4,200.00	8	11,200.00	18	1,400.00	25,200.00
	Canon (Black) 40	2	2,500.00	5	6,250.00	3	3,750.00	5	6,250.00	15	1,250.00	18,750.00
	Canon (Black) 35	2	1,650.00	5	4,125.00	3	2,475.00	10	8,250.00	20	825.00	16,500.00
	Canon (colored) 36	2	2,600.00	5	6,500.00	3	3,900.00	10	13,000.00	20	1,300.00	26,000.00

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	HP Ink (magenta) #88	1	575.00		-		-	10	5,750.00	11	575.00	6,325.00
	Panasonic Ink film	2	500.00	3	750.00	1	250.00	2	500.00	8	250.00	2,000.00
	Mouse	2	600.00	2	600.00		-	4	1,200.00	8	300.00	2,400.00
	CPU						-	1	40,000.00	1	40,000.00	40,000.00
	Epson 73N (Black)	2	1,190.00	5	2,975.00	3	1,785.00	10	5,950.00	20	595.00	11,900.00
	Epson 73N (Cyan)	2	1,190.00	5	2,975.00	3	1,785.00	10	5,950.00	20	595.00	11,900.00
	Epson 73N (Magenta)	5	2,975.00	5	2,975.00	3	1,785.00	7	4,165.00	20	595.00	11,900.00
	Epson 73N (Yellow)	3	1,785.00	5	2,975.00	3	1,785.00	7	4,165.00	18	595.00	10,710.00
	HP Lazerjet 35A	2	6,800.00	7	23,800.00	3	10,200.00	10	34,000.00	22	3,400.00	74,800.00
	Total		45,298.00		103,260.00		55,067.00		197,540.00		72,444.95	401,165.00