ANNUAL PROCUREMENT PROGRAM 2025
NON COMMON SUPPLIES AND EQUIPMENT (NON-CSE)

Code (PAP)	Procurement Program/Project	QTY	UNIT COST	PMO/End-user	Mode of Proc.	Schedule / Milestone for Each Procurement Activity												Source of Funds	Estimated Budget			Remarks (brief description of Program / Project)
						Pre-Proc. Conference	Ads/Post of ITB	Pre-Bid Conf.	Eligibility Check	Sub./Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	Contract Signing/ PO Signing/	Notice to Proceed	Deli-very/ Completion	Acceptance/ Turn-over		Total	MOOE	CO	
	SHARP BP30C25Y Developer black	1	2,500.00	EXTENSION SERVICES	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,500.00	2,500.00		
	SHARP BP30C25Y Toner collection container	1	3,000.00	EXTENSION SERVICES	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	3,000.00	3,000.00		
	SHARP BP30C25Y Drum unit	4	9,660.00	EXTENSION SERVICES	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	38,640.00	38,640.00		
	Ink, Epson #003 Black	20	400.00	EXTENSION SERVICES	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	8,000.00	8,000.00		
	Ink, Epson #003 Cyan	20	400.00	EXTENSION SERVICES	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	8,000.00	8,000.00		
	Ink, Epson #003 Magenta	20	400.00	EXTENSION SERVICES	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	8,000.00	8,000.00		
	Ink, Epson #003 Yellow	20	400.00	EXTENSION SERVICES	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	8,000.00	8,000.00		
	SPECIALTY PAPER, Pale Cream, Legal Size, 10 sheets/pck	50	60.00	EXTENSION SERVICES	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	3,000.00	3,000.00		
	SPECIALTY PAPER, Pale Cream, Short 10 sheets/pck	50	60.00	EXTENSION SERVICES	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	3,000.00	3,000.00		
																		NON CSE	2,991,992.30	2,991,992.30		
				GRAND TOTAL														GAA (01)	2,991,992.30			

BERNADETTE P. CATALAN
CHIEF, PROCUREMENT SERVICE

DR. YOLANDA A. LARA
DIRECTOR, FMS

DR. GRANT B. CORNELL
BAC CHAIRMAN

DR. ROGELIO T. MAMARADLO
PRESIDENT

ANNUAL PROCUREMENT PROGRAM 2025
NON COMMON SUPPLIES AND EQUIPMENT (NON-CSE)

Code (PAP)	Procurement Program/Project	QTY	UNIT COST	PMO/End-user	Mode of Proc.	Schedule / Milestone for Each Procurement Activity												Source of Funds	Estimated Budget			Remarks (brief description of Program / Project)
						Pre-Proc. Conference	Ads/Post of ITB	Pre-Bid Conf.	Eligibility Check	Sub./Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	Contract Signing/ PO Signing/	Notice to Proceed	Deli-very/ Completion	Acceptance/ Turn-over		Total	MOOE	CO	
	SHARP BP30C25Y Developer black	1	2,500.00	EXTENSION SERVICES	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,500.00	2,500.00		
	SHARP BP30C25Y Toner collection container	1	3,000.00	EXTENSION SERVICES	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	3,000.00	3,000.00		
	SHARP BP30C25Y Drum unit	4	9,660.00	EXTENSION SERVICES	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	38,640.00	38,640.00		
	Ink, Epson #003 Black	20	400.00	EXTENSION SERVICES	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	8,000.00	8,000.00		
	Ink, Epson #003 Cyan	20	400.00	EXTENSION SERVICES	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	8,000.00	8,000.00		
	Ink, Epson #003 Magenta	20	400.00	EXTENSION SERVICES	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	8,000.00	8,000.00		
	Ink, Epson #003 Yellow	20	400.00	EXTENSION SERVICES	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	8,000.00	8,000.00		
	SPECIALTY PAPER, Pale Cream, Legal Size, 10 sheets/pck	50	60.00	EXTENSION SERVICES	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	3,000.00	3,000.00		
	SPECIALTY PAPER, Pale Cream, Short 10 sheets/pck	50	60.00	EXTENSION SERVICES	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	3,000.00	3,000.00		
																		NON CSE	2,991,992.30	2,991,992.30		
				GRAND TOTAL														GAA (01)	2,991,992.30			

BERNADETTE P. CATALAN
CHIEF, PROCUREMENT SERVICE

DR. YOLANDA A. LARA
DIRECTOR, FMS

DR. GRANT B. CORNELL
BAC CHAIRMAN

DR. ROGELIO T. MAMARADLO
PRESIDENT

Republic of the Philippines
Eulogio "Amang" Rodriguez Institute of Science and Technology
Nagtahan, Sampaloc, Manila

ANNUAL PROCUREMENT PROGRAM 2025
NON COMMON SUPPLIES AND EQUIPMENT (NON-CSE)

Code (PAP)	Procurement Program/Project	QTY	UNIT COST	PMO/End-user	Mode of Proc.	Schedule / Milestone for Each Procurement Activity												Estimated Budget			Remarks (brief description of Program / Project)
						Pre-Proc. Conference	Ads/Post of ITB	Pre-Bid Conf.	Eligibility Check	Sub./Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	Contract Signing/ PO Signing/	Notice to Proceed	Deli-very/ Completion	Acceptance/ Turn-over	Source of Funds	Total	MOOE	CO	
	NON COMMON SUPPLIES AND EQUIPMENT																				
	Ink Cartridge, HP 955XL, LOS72AA Black Original	10	2,800.00	ADMIN - Office of the President	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	28,000.00	28,000.00		
	Ink Cartridge, HP 955XL, LOS63AA Cyan Original	7	2,500.00	ADMIN - Office of the President	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	17,500.00	17,500.00		
	Ink Cartridge, HP 955XL, LOS66AA Magenta Original	7	2,500.00	ADMIN - Office of the President	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	17,500.00	17,500.00		
	Ink Cartridge, HP 955XL, LOS69AA Yellow Original	7	2,500.00	ADMIN - Office of the President	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	17,500.00	17,500.00		
	Epson L120 ink 1 set (4 colors, black, cyan, yellow, magenta)	3	1,200.00	ADMIN - Office of the President	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	3,600.00	3,600.00		
	KYOCERA TONER TK-4109 FOR TASKALFA 1800	1	8,050.00	ADMIN - Office of the President	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	8,050.00	8,050.00		
	SHARP BP-30C25 BLACK TONER	4	6,000.00	ADMIN - Office of the President	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	24,000.00	24,000.00		
	SHARP BP-30C25 CYAN TONER	2	10,000.00	ADMIN - Office of the President	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	20,000.00	20,000.00		
	SHARP BP-30C25 MAGENTA TONER	2	10,000.00	ADMIN - Office of the President	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	20,000.00	20,000.00		
	SHARP BP-30C25 YELLOW TONER	2	1,000.00	ADMIN - Office of the President	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,000.00	2,000.00		
	Kyocera Toner TK-1175 ECOSYS M2540 DN/L FOR KYOCERA PHOTOCOPIER	2	9,000.00	ADMIN - Office of the BOT Secretary	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	18,000.00	18,000.00		
	Epson L360 Ink Cart 664 1 set (4 colors, black, cyan, yellow, magenta)	10	1,200.00	ADMIN-INFOPAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	12,000.00	12,000.00		
	Epson L360 Ink Cart 003 (4 colors, black, cyan, yellow, magenta)	20	1,200.00	ADMIN-INFOPAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	24,000.00	24,000.00		
	Epson L3150 Ink Cart (4 colors, black, cyan, yellow, magenta)	10	1,400.00	ADMIN-INFOPAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	14,000.00	14,000.00		
	EPSON Ink Cartridges - Cyan T40B2, 50ml	4	3,200.00	ADMIN-PLANNING	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	12,800.00	12,800.00		
	EPSON Ink Cartridges - Magenta T40B3, 50ml	4	3,200.00	ADMIN-PLANNING	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	12,800.00	12,800.00		

Republic of the Philippines
Eulogio "Amang" Rodriguez Institute of Science and Technology
Nagtahan, Sampaloc, Manila

ANNUAL PROCUREMENT PROGRAM 2025
NON COMMON SUPPLIES AND EQUIPMENT (NON-CSE)

Code (PAP)	Procurement Program/Project	QTY	UNIT COST	PMO/End-user	Mode of Proc.	Schedule / Milestone for Each Procurement Activity												Source of Funds	Estimated Budget			Remarks (brief description of Program / Project)
						Pre-Proc. Conference	Ads/Post of ITB	Pre-Bid Conf.	Eligibility Check	Sub./Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	Contract Signing/ PO Signing/	Notice to Proceed	Deli-very/ Completion	Acceptance/ Turn-over		Total	MOOE	CO	
	COMMON SUPPLIES AND EQUIPMENT - THE TEMPLATE IS UPLOADED AND SUBMITTED TO PS-DBM WEBSITE			Offices and Colleges	Agency to Agency (PS-DBM)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	GAA-CSE	4,074,327.40			Purchase quarterly
	NON COMMON SUPPLIES AND EQUIPMENT																					
	Ink Cartridge, HP 955XL, LOS72AA Black Original	10	2,800.00	ADMIN - Office of the President	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	28,000.00	28,000.00		
	Ink Cartridge, HP 955XL, LOS63AA Cyan Original	7	2,500.00	ADMIN - Office of the President	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	17,500.00	17,500.00		
	Ink Cartridge, HP 955XL, LOS66AA Magenta Original	7	2,500.00	ADMIN - Office of the President	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	17,500.00	17,500.00		
	Ink Cartridge, HP 955XL, LOS69AA Yellow Original	7	2,500.00	ADMIN - Office of the President	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	17,500.00	17,500.00		
	Epson L120 ink 1 set (4 colors, black, cyan, yellow, magenta)	3	1,200.00	ADMIN - Office of the President	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	3,600.00	3,600.00		
	KYOCERA TONER TK-4109 FOR TASKALFA 1800	1	8,050.00	ADMIN - Office of the President	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	8,050.00	8,050.00		
	SHARP BP-30C25 BLACK TONER	4	6,000.00	ADMIN - Office of the President	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	24,000.00	24,000.00		
	SHARP BP-30C25 CYAN TONER	2	10,000.00	ADMIN - Office of the President	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	20,000.00	20,000.00		
	SHARP BP-30C25 MAGENTA TONER	2	10,000.00	ADMIN - Office of the President	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	20,000.00	20,000.00		
	SHARP BP-30C25 YELLOW TONER	2	1,000.00	ADMIN - Office of the President	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	2,000.00	2,000.00		
	Kyocera Toner TK-1175 ECOSYS M2540 DN/L FOR KYOCERA PHOTOCOPIER	2	9,000.00	ADMIN - Office of the BOT Secretary	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	18,000.00	18,000.00		
	Epson L360 Ink Cart 664 1 set (4 colors, black, cyan, yellow, magenta)	10	1,200.00	ADMIN-INFOPAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	12,000.00	12,000.00		
	Epson L360 Ink Cart 003 (4 colors, black, cyan, yellow, magenta)	20	1,200.00	ADMIN-INFOPAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	24,000.00	24,000.00		
	Epson L3150 Ink Cart (4 colors, black, cyan, yellow, magenta)	10	1,400.00	ADMIN-INFOPAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	14,000.00	14,000.00		
	EPSON Ink Cartridges - Cyan T40B2, 50ml	4	3,200.00	ADMIN-PLANNING	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	12,800.00	12,800.00		
	EPSON Ink Cartridges - Magenta T40B3, 50ml	4	3,200.00	ADMIN-PLANNING	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	12,800.00	12,800.00		

ANNUAL PROCUREMENT PROGRAM 2025
NON COMMON SUPPLIES AND EQUIPMENT (NON-CSE)

Code (PAP)	Procurement Program/Project	QTY	UNIT COST	PMO/End-user	Mode of Proc.	Schedule / Milestone for Each Procurement Activity												Source of Funds	Estimated Budget			Remarks (brief description of Program / Project)
						Pre-Proc. Conference	Ads/Post of ITB	Pre-Bid Conf.	Eligibility Check	Sub./Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	Contract Signing/ PO Signing/	Notice to Proceed	Deli-very/ Completion	Acceptance/ Turn-over		Total	MOOE	CO	
	EPSON Ink Cartridges - Yellow T40B4, 50ml	4	3,200.00	ADMIN-PLANNING	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	12,800.00	12,800.00		
	EPSON Ink Cartridges - Black T40B1, 50ml	4	3,900.00	ADMIN-PLANNING	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	15,600.00	15,600.00		
	Sharp Toner Copier MX-237FT (AR-6023)	3	8,050.00	ADMIN - HRMS	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	24,150.00	24,150.00		
	SHARP BP-20M31 (BP-FT200 Toner Cartridge)	3	4,025.00	ADMIN-HRMS	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	12,075.00	12,075.00		
	Toner Cartr. Samsung MLT-D203E	3	9,549.60	ADMIN-HRMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	28,648.80	28,648.80		
	Toner Cartr. HP Laser Jet Pro M402N (26A)	3	7,870.20	ADMIN-HRMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	23,610.60	23,610.60		
	Toner Cartr. HP laser Jet P1102 (85A)	3	7,475.00	ADMIN-HRMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	22,425.00	22,425.00		
	Epson- T6641 black for L100	10	500.00	ADMIN-HRMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	5,000.00	5,000.00		
	Epson- T6642 cyan for L100	5	500.00	ADMIN-HRMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,500.00	2,500.00		
	Epson- T6643 magenta for L100	5	500.00	ADMIN-HRMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,500.00	2,500.00		
	Epson- T6644 yellow for L100	5	500.00	ADMIN-HRMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,500.00	2,500.00		
	Ink Cartridge, HP 955XL, LOS72AA Black Original	8	2,800.00	ADMIN-HRMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	22,400.00	22,400.00		
	Ink Cartridge, HP 955XL, LOS63AA Cyan Original	5	2,500.00	ADMIN-HRMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	12,500.00	12,500.00		
	Ink Cartridge, HP 955XL, LOS66AA Magenta Original	5	2,500.00	ADMIN-HRMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	12,500.00	12,500.00		
	Ink Cartridge, HP 955XL, LOS69AA Yellow Original	5	2,500.00	ADMIN-HRMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	12,500.00	12,500.00		
	Electronics Time Card (100 pcs/pack)	5	200.00	ADMIN-HRMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	1,000.00	1,000.00		
	Ribbon Cartridge RN-16(D)	10	500.00	ADMIN-HRMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	5,000.00	5,000.00		
	Toner Kyocera Digital Copier, Taskalfa-3212i,TK-7120	3	10,000.00	ADMIN - PS	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	30,000.00	30,000.00		
	HP Toner LaserJet P2035 Original Black CE505AC	10	5,000.00	ADMIN - PS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	50,000.00	50,000.00		
	Epson L360 Ink Cart 664 1 set (4 colors, black, cyan, yellow, magenta)	20	2,400.00	ADMIN - PS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	48,000.00	48,000.00		
	TONER CARTRIDGE, ProXpress M3820nd Black	1	7,500.00	ADMIN - Records	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	7,500.00	7,500.00		

ANNUAL PROCUREMENT PROGRAM 2025
NON COMMON SUPPLIES AND EQUIPMENT (NON-CSE)

Code (PAP)	Procurement Program/Project	QTY	UNIT COST	PMO/End-user	Mode of Proc.	Schedule / Milestone for Each Procurement Activity												Source of Funds	Estimated Budget			Remarks (brief description of Program / Project)
						Pre-Proc. Conference	Ads/Post of ITB	Pre-Bid Conf.	Eligibility Check	Sub./Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	Contract Signing/ PO Signing/	Notice to Proceed	Deli-very/ Completion	Acceptance/ Turn-over		Total	MOOE	CO	
	TONER CARTRIDGE, FUJI XEROX - DocuCentre S2011 / S2320 / S2520 / S2110	4	8,000.00	ADMIN - Records	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	32,000.00	32,000.00		
	Transparent Plastic Cover Roll Gauge 48"x50m	2	1,500.00	ADMIN - Records	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	3,000.00	3,000.00		
	Trodat Stamp Inks 7011 Blue Container Size: 28ml, 60ml	10	300.00	ADMIN - Records	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	3,000.00	3,000.00		
	Ink Cartridge, HP 955XL, LOS72AA Black Original	10	2,800.00	ADMIN - PMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	28,000.00	28,000.00		
	Ink Cartridge, HP 955XL, LOS63AA Cyan Original	7	2,500.00	ADMIN - PMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	17,500.00	17,500.00		
	Ink Cartridge, HP 955XL, LOS66AA Magenta Original	7	2,500.00	ADMIN - PMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	17,500.00	17,500.00		
	Ink Cartridge, HP 955XL, LOS69AA Yellow Original	7	2,500.00	ADMIN - PMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	17,500.00	17,500.00		
	STICKER PAPER (100pcs per pack)	25	300.00	ADMIN - PMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	7,500.00	7,500.00		
	Ink Cartridge, HP 955XL, LOS72AA Black Original	5	2,800.00	ADMIN Services	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	14,000.00	14,000.00		
	Ink Cartridge, HP 955XL, LOS63AA Cyan Original	5	2,500.00	ADMIN Services	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	12,500.00	12,500.00		
	Ink Cartridge, HP 955XL, LOS66AA Magenta Original	5	2,500.00	ADMIN Services	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	12,500.00	12,500.00		
	Ink Cartridge, HP 955XL, LOS69AA Yellow Original	5	2,500.00	ADMIN Services	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	12,500.00	12,500.00		
	Toner, cartridge, Full xerox Docu Centre S2110	1	8,000.00	ADMIN - Cashier	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	8,000.00	8,000.00		
	Toner, Brother, HL 5100 DN	1	6,000.00	ADMIN - Cashier	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Epson, Ribbon Calrldge, LX-310 5015632	2	2,500.00	ADMIN - Cashier	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	5,000.00	5,000.00		
	3 Fly, carbonless, Premler TSF- PSP	2	2,500.00	ADMIN - Cashier	Shopping	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	5,000.00	5,000.00		
	Portable 1tb External Hard Drive	2	3,000.00	ADMIN - COA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Ballpen, BLACK	12	20.00	ADMIN - COA	Shopping	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	240.00	240.00		
	Ballpen, BLUE	12	20.00	ADMIN - COA	Shopping	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	240.00	240.00		
	Ballpen, RED	12	20.00	ADMIN - COA	Shopping	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	240.00	240.00		

ANNUAL PROCUREMENT PROGRAM 2025
NON COMMON SUPPLIES AND EQUIPMENT (NON-CSE)

Code (PAP)	Procurement Program/Project	QTY	UNIT COST	PMO/End-user	Mode of Proc.	Schedule / Milestone for Each Procurement Activity												Source of Funds	Estimated Budget			Remarks (brief description of Program / Project)
						Pre-Proc. Conference	Ads/Post of ITB	Pre-Bid Conf.	Eligibility Check	Sub./Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	Contract Signing/ PO Signing/	Notice to Proceed	Deli-very/ Completion	Acceptance/ Turn-over		Total	MOOE	CO	
	Paper, Multipurpose, Letter, 80gsm+ (for printing and reporoduction of EARIST Annual Audit Report) (reams)	15	350.00	ADMIN - COA	Shopping	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	5,250.00	5,250.00		
	Morocco Paper Binding Cover, Blue, 230gsm Short (for printing and reproduction of EARIST Annual Audit Report)	100	3.00	ADMIN - COA	Shopping	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	300.00	300.00		
	Accetate Film, Short (for printing and reproduction of EARIST Annual Audit Report)	100	25.00	ADMIN - COA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,500.00	2,500.00		
	Epson 003 Ink Bottle 65 ml BLACK Specification/s: original	6	600.00	ADMIN - COA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	3,600.00	3,600.00		
	Epson 003 Ink Bottle 65 ml CYAN Specification/s: original	3	600.00	ADMIN - COA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	1,800.00	1,800.00		
	Epson 003 Ink Bottle 65 ml YELLOW Specification/s: original	3	600.00	ADMIN - COA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	1,800.00	1,800.00		
	Epson 003 Ink Bottle 65 ml MAGENTA Specification/s: original	3	600.00	ADMIN - COA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	1,800.00	1,800.00		
	TONER CARTRIDGE (BLACK), Specification/s: Compatible with SHARP BP-30C25	2	5,000.00	ADMIN - COA	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	10,000.00	10,000.00		
	TONER CARTRIDGE (CYAN), Specification/s: Compatible with SHARP BP-30C26	2	5,000.00	ADMIN - COA	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	10,000.00	10,000.00		
	TONER CARTRIDGE (MAGENTA), Specification/s: Compatible with SHARP BP-30C27	2	5,000.00	ADMIN - COA	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	10,000.00	10,000.00		
	TONER CARTRIDGE (YELLOW), Specification/s: Compatible with SHARP BP-30C28	2	5,000.00	ADMIN - COA	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	10,000.00	10,000.00		
	SHARP BP-30C25 WASTE TONER	2	5,000.00	ADMIN - COA	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	10,000.00	10,000.00		
	Miscellaneous Office Supplies/Emergency Purchases		10,000.00	ADMIN - COA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	10,000.00	10,000.00		
	Sharp MX-3051 Toner Black	6	7,315.00	ADMIN - FMS	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	43,890.00	43,890.00		
	Sharp MX-3051 Toner Cyan	3	14,390.00	ADMIN - FMS	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	43,170.00	43,170.00		

ANNUAL PROCUREMENT PROGRAM 2025
NON COMMON SUPPLIES AND EQUIPMENT (NON-CSE)

Code (PAP)	Procurement Program/Project	QTY	UNIT COST	PMO/End-user	Mode of Proc.	Schedule / Milestone for Each Procurement Activity												Source of Funds	Estimated Budget			Remarks (brief description of Program / Project)
						Pre-Proc. Conference	Ads/Post of ITB	Pre-Bid Conf.	Eligibility Check	Sub./Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	Contract Signing/ PO Signing/	Notice to Proceed	Deli-very/ Completion	Acceptance/ Turn-over		Total	MOOE	CO	
	Sharp MX-3051 Toner Magenta	3	14,390.00	ADMIN - FMS	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	43,170.00	43,170.00		
	Sharp MX-3051 Toner Yellow	3	14,390.00	ADMIN - FMS	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	43,170.00	43,170.00		
	Ink Cartridge, HP 955XL, LOS72AA Black Original	20	2,800.00	SAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	56,000.00	56,000.00		
	Ink Cartridge, HP 955XL, LOS63AA Cyan Original	20	2,500.00	SAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	50,000.00	50,000.00		
	Ink Cartridge, HP 955XL, LOS66AA Magenta Original	20	2,500.00	SAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	50,000.00	50,000.00		
	Ink Cartridge, HP 955XL, LOS69AA Yellow Original	20	2,500.00	SAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	50,000.00	50,000.00		
																				-		
	Ink Cartridge, HP 955XL, LOS72AA Black Original	5	2,800.00	HIGHER EDUCATION - VPAA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	14,000.00	14,000.00		
	Ink Cartridge, HP 955XL, LOS63AA Cyan Original	5	2,500.00	HIGHER EDUCATION - VPAA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	12,500.00	12,500.00		
	Ink Cartridge, HP 955XL, LOS66AA Magenta Original	5	2,500.00	HIGHER EDUCATION - VPAA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	12,500.00	12,500.00		
	Ink Cartridge, HP 955XL, LOS69AA Yellow Original	5	2,500.00	HIGHER EDUCATION - VPAA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	12,500.00	12,500.00		
	Toner Cartridge, SHARP BP (BP 20M31)	2	8,000.00	HIGHER EDUCATION - VPAA	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	16,000.00	16,000.00		
	CANON Ink GI-790 Black	10	600.00	HIGHER EDUCATION - VPAA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	CANON Ink GI-790 Cyan	10	500.00	HIGHER EDUCATION - VPAA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	5,000.00	5,000.00		
	CANON Ink GI-790 Yellow	10	500.00	HIGHER EDUCATION - VPAA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	5,000.00	5,000.00		
	CANON Ink GI-790 Magenta	10	500.00	HIGHER EDUCATION - VPAA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	5,000.00	5,000.00		
	Toner Cartridge, Fuji-DocuCentreS2011, S2320, S2520, S2110	4	8,000.00	HIGHER EDUCATION - VPAA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	32,000.00	32,000.00		
	Mailing Stamps	1850	20.00	HIGHER EDUCATION - REGISTRAR	Agency to Agency	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	37,000.00	37,000.00		
	Toner Cartridge, FUJI Xerox DocuCentre S2011/S2320/S2520	4	8,000.00	HIGHER EDUCATION - REGISTRAR	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	32,000.00	32,000.00		
	Toner Cartridge, FUJI Xerox DocuCentre S2011/S2320/S2520	3	8,000.00	HIGHER EDUCATION - QAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	24,000.00	24,000.00		
	Ink Refill Bottle 65ml (EPSON L14150) 4 colors per set	4	1,600.00	HIGHER EDUCATION - QAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,400.00	6,400.00		

ANNUAL PROCUREMENT PROGRAM 2025
NON COMMON SUPPLIES AND EQUIPMENT (NON-CSE)

Code (PAP)	Procurement Program/Project	QTY	UNIT COST	PMO/End-user	Mode of Proc.	Schedule / Milestone for Each Procurement Activity												Source of Funds	Estimated Budget			Remarks (brief description of Program / Project)
						Pre-Proc. Conference	Ads/Post of ITB	Pre-Bid Conf.	Eligibility Check	Sub./Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	Contract Signing/ PO Signing/	Notice to Proceed	Deli-very/ Completion	Acceptance/ Turn-over		Total	MOOE	CO	
	INK, Brother BT5000Y (Yellow)	9	550.00	HIGHER EDUCATION -CAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	4,950.00	4,950.00		
	INK, Brother BT5000C (Cyan)	9	550.00	HIGHER EDUCATION -CAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	4,950.00	4,950.00		
	INK, Brother BT5000M (Magenta)	9	550.00	HIGHER EDUCATION -CAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	4,950.00	4,950.00		
	INK, Brother BTD60BK (Black)	9	550.00	HIGHER EDUCATION -CAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	4,950.00	4,950.00		
	PHOTO PAPER (A4, 20 pcs per bundle)	20	300.00	HIGHER EDUCATION -CAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	LAMINATING FILM (A4, 20 sheets/bundle, 125 Microns)	25	350.00	HIGHER EDUCATION -CAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	8,750.00	8,750.00		
	LAMINATING FILM (Legal, 20 sheets/bundle, 125 Microns)	25	450.00	HIGHER EDUCATION -CAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	11,250.00	11,250.00		
	ACETATE (Legal) 200 microns 100 pcs.	6	800.00	HIGHER EDUCATION -CAS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	4,800.00	4,800.00		
	Epson 001 Ink L6170 Black	12	500.00	HIGHER EDUCATION -CAFA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Epson Ink L6170 Cyan	12	500.00	HIGHER EDUCATION -CAFA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Epson Ink L6170 Magenta	12	500.00	HIGHER EDUCATION -CAFA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Epson Ink L6170 Yellow	12	500.00	HIGHER EDUCATION -CAFA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Canon G1020 Black	12	500.00	HIGHER EDUCATION -CAFA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Canon G1020 Cyan	12	500.00	HIGHER EDUCATION -CAFA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Canon G1020 Magenta	12	500.00	HIGHER EDUCATION -CAFA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Canon G1020 Yellow	12	500.00	HIGHER EDUCATION -CAFA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Epson Ecotank L14150 Black	12	500.00	HIGHER EDUCATION -CAFA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Epson Ecotank L14150 Cyan	12	500.00	HIGHER EDUCATION -CAFA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		

ANNUAL PROCUREMENT PROGRAM 2025
NON COMMON SUPPLIES AND EQUIPMENT (NON-CSE)

Code (PAP)	Procurement Program/Project	QTY	UNIT COST	PMO/End-user	Mode of Proc.	Schedule / Milestone for Each Procurement Activity												Source of Funds	Estimated Budget			Remarks (brief description of Program / Project)
						Pre-Proc. Conference	Ads/Post of ITB	Pre-Bid Conf.	Eligibility Check	Sub./Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	Contract Signing/ PO Signing/	Notice to Proceed	Deli-very/ Completion	Acceptance/ Turn-over		Total	MOOE	CO	
	Epson Ecotank L14150 Magenta	12	500.00	HIGHER EDUCATION -CAFA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Epson Ecotank L14150 Yellow	12	500.00	HIGHER EDUCATION -CAFA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	12 PC Mont Marte Oil Paint Set 12 ML	12	500.00	HIGHER EDUCATION -CAFA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	12 PC Mont Marte Acrylic Paint Set 12 LM	12	500.00	HIGHER EDUCATION -CAFA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Berkeley Refined Turpentine 100 ML	12	300.00	HIGHER EDUCATION -CAFA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	3,600.00	3,600.00		
	10 pcs Bristle Brush Set Pebeo	12	800.00	HIGHER EDUCATION -CAFA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	9,600.00	9,600.00		
	Berkeley Linseed Oil 100 ML	12	400.00	HIGHER EDUCATION -CAFA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	4,800.00	4,800.00		
	Canvas Board with Wooden Frame 80x100cm	12	600.00	HIGHER EDUCATION -CAFA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	7,200.00	7,200.00		
	160 pcs Brutfuner Oil Color Pencils	10	1,000.00	HIGHER EDUCATION -CAFA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	10,000.00	10,000.00		
	Epson L15180 008 Ink - Black	20	1,000.00	HIGHER EDUCATION - CBPA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	20,000.00	20,000.00		
	Epson L15180 008 Ink - Magenta	20	1,000.00	HIGHER EDUCATION - CBPA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	20,000.00	20,000.00		
	Epson L15180 008 Ink - Yellow	20	1,000.00	HIGHER EDUCATION - CBPA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	20,000.00	20,000.00		
	Epson L15180 008 Ink - Cyan	20	1,000.00	HIGHER EDUCATION - CBPA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	20,000.00	20,000.00		
	Ribbon for Stenograph Machine	30	300.00	HIGHER EDUCATION - CBPA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	9,000.00	9,000.00		
	TAPE, for adding machine (for stenograph machine)	60	150.00	HIGHER EDUCATION - CBPA	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	9,000.00	9,000.00		
	Ink, Canon, Black, Cyan, Magenta, Yellow (G2010) (4 colors/set)	15	2,000.00	HIGHER EDUCATION -CEN	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	30,000.00	30,000.00		
	Ink, Canon, Black, Cyan, Magenta, Yellow (G1020) (4 colors/set)	15	2,000.00	HIGHER EDUCATION -CEN	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	30,000.00	30,000.00		
	Ink, Epson L360, Black (664)	11	400.00	HIGHER EDUCATION - CHTM	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	4,400.00	4,400.00		
	Ink, Epson L360, Yellow (664)	11	400.00	HIGHER EDUCATION - CHTM	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	4,400.00	4,400.00		
	Ink, Epson L360, Magenta (664)	11	400.00	HIGHER EDUCATION - CHTM	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	4,400.00	4,400.00		

ANNUAL PROCUREMENT PROGRAM 2025
NON COMMON SUPPLIES AND EQUIPMENT (NON-CSE)

Code (PAP)	Procurement Program/Project	QTY	UNIT COST	PMO/End-user	Mode of Proc.	Schedule / Milestone for Each Procurement Activity												Source of Funds	Estimated Budget			Remarks (brief description of Program / Project)
						Pre-Proc. Conference	Ads/Post of ITB	Pre-Bid Conf.	Eligibility Check	Sub./Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	Contract Signing/ PO Signing/	Notice to Proceed	Deli-very/ Completion	Acceptance/ Turn-over		Total	MOOE	CO	
	Ink, Epson L360, Cyan (664)	11	400.00	HIGHER EDUCATION - CHTM	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	4,400.00	4,400.00		
	Ink, Epson L3110, Black (003)	15	400.00	HIGHER EDUCATION - CHTM	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Ink, Epson L3110, Yellow (003)	15	400.00	HIGHER EDUCATION - CHTM	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Ink, Epson L3110, Magenta (003)	15	400.00	HIGHER EDUCATION - CHTM	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Ink, Epson L3110, Cyan (003)	15	400.00	HIGHER EDUCATION - CHTM	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Ink, Canon G3010, Black (790)	11	600.00	HIGHER EDUCATION - CHTM	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,600.00	6,600.00		
	Ink, Canon G3010, Yellow (790)	11	600.00	HIGHER EDUCATION - CHTM	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,600.00	6,600.00		
	Ink, Canon G3010, Magenta (790)	11	600.00	HIGHER EDUCATION - CHTM	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,600.00	6,600.00		
	Ink, Canon G3010, Cyan (790)	11	600.00	HIGHER EDUCATION - CHTM	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,600.00	6,600.00		
	USB 3.0 7-Port Hub	2	3,500.00	HIGHER EDUCATION - CHTM	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	7,000.00	7,000.00		
	Uk Office Laminating Film A4 12520lf 125 Microns A4 20s	10	350.00	HIGHER EDUCATION - CHTM	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	3,500.00	3,500.00		
	Photo Paper A4 230gsm 20s	10	350.00	HIGHER EDUCATION - CHTM	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	3,500.00	3,500.00		
	Wifi dongle, AC1300 Mini Wireless MU-MIMO USB Adapter	2	900.00	HIGHER EDUCATION - CHTM	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	1,800.00	1,800.00		
	Liquid Glue, Clear 50grm	10	40.00	HIGHER EDUCATION - CHTM	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	400.00	400.00		
	Hydrochloric acid (preferably 3 liters, at fuming+A4:A45 concentration 37%)	3	500.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	1,500.00	1,500.00		
	Sulfuric acid (preferably 3 liters, fuming reagent grade)	3	700.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,100.00	2,100.00		

ANNUAL PROCUREMENT PROGRAM 2025
NON COMMON SUPPLIES AND EQUIPMENT (NON-CSE)

Code (PAP)	Procurement Program/Project	QTY	UNIT COST	PMO/End-user	Mode of Proc.	Schedule / Milestone for Each Procurement Activity												Source of Funds	Estimated Budget			Remarks (brief description of Program / Project)
						Pre-Proc. Conference	Ads/Post of ITB	Pre-Bid Conf.	Eligibility Check	Sub./Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	Contract Signing/ PO Signing/	Notice to Proceed	Deli-very/ Completion	Acceptance/ Turn-over		Total	MOOE	CO	
	Nitric acid (preferably 5 liters, >90% concentration)	5	850.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	4,250.00	4,250.00		
	Sodium hydroxide (pellet form)	1	800.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	800.00	800.00		
	Chloroform (2.5 liter per bottle)	1	2,000.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,000.00	2,000.00		
	Methanol (analytical grade, 2.5 liter per bottle)	1	2,500.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,500.00	2,500.00		
	Diethyl ether (preferably 3 liters, 1 liter per bottle)	1	1,300.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	1,300.00	1,300.00		
	Ethyl alcohol(100% ultra pure, 2.5 liters per bottle)	1	2,000.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,000.00	2,000.00		
	Diphenylamine(preferably 100 grams, pellet form)	3	5,500.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	16,500.00	16,500.00		
	Paraffin wax (preferably 20 standard blocks)	20	200.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	4,000.00	4,000.00		
	Tartaric acid (preferably 500 grams)	1	2,800.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,800.00	2,800.00		
	Picric acid (preferably 500 grams)	2	2,500.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	5,000.00	5,000.00		
	Lead nitrate (preferably 500 grams)	5	2,300.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	11,500.00	11,500.00		
	Silver nitrate (preferably 50 grams)	1	14,000.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	14,000.00	14,000.00		
	Typing Anti A Sera	1	6,000.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Typing Anti B Sera	1	6,000.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Methylene blue (preferably 200 grams)	2	2,000.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	4,000.00	4,000.00		
	Hydrogen peroxide (40% concentration)	1	2,300.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,300.00	2,300.00		
	Luminol (preferably 10 grams)	2	13,500.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	27,000.00	27,000.00		
	Plaster of Paris (preferably 5 kilograms)	10	100.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	1,000.00	1,000.00		
	Glacial Acetic Acid (GAA) (preferably 2 liters)	2	400.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	800.00	800.00		

ANNUAL PROCUREMENT PROGRAM 2025
NON COMMON SUPPLIES AND EQUIPMENT (NON-CSE)

Code (PAP)	Procurement Program/Project	QTY	UNIT COST	PMO/End-user	Mode of Proc.	Schedule / Milestone for Each Procurement Activity												Source of Funds	Estimated Budget			
						Pre-Proc. Conference	Ads/Post of ITB	Pre-Bid Conf.	Eligibility Check	Sub./Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	Contract Signing/ PO Signing/	Notice to Proceed	Deli-very/ Completion	Acceptance/ Turn-over		Total	MOOE	CO	
	Petroleum ether (high grade purity, preferably 2 liters)	2	2,300.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	4,600.00	4,600.00		
	Acetone (high grade, preferably 1 liter)	1	1,700.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	1,700.00	1,700.00		
	Ammonia (2.5 liters per bottle)	2	2,800.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	5,600.00	5,600.00		
	Hematoxylin (preferably 25 grams)	2	16,000.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	32,000.00	32,000.00		
	Triple Distilled Water (20 liter is preferable)	5	70.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	350.00	350.00		
	Ninhydryn	3	5,500.00	HIGHER EDUCATION - CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	16,500.00	16,500.00		
	Iodine	10	1,800.00	HIGHER EDUCATION - CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	18,000.00	18,000.00		
	Fingeprint powder (black)	10	1,210.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	12,100.00	12,100.00		
	Fingeprint powder (luminuous in different colors)	10	2,500.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	25,000.00	25,000.00		
	fingeprint lifting tape (1-1/2" X 30)	10	1,600.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	16,000.00	16,000.00		
	Fingerprint Ink	10	1,500.00	HIGHER EDUCATION -CCJE	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	15,000.00	15,000.00		
	External Hard drive 2TB	1	3,561.00	HIGHER EDUCATION -CIT	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	3,561.00	3,561.00		
	Desktop Wired Keyboard and Mouse Combo	50	660.00	HIGHER EDUCATION -CIT	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	33,000.00	33,000.00		
	Metal Base Paper Trimmer (A4)	1	603.00	HIGHER EDUCATION -CIT	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	603.00	603.00		
	Finger Print Scanner Reader	1	6,464.00	HIGHER EDUCATION -CIT	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	6,464.00	6,464.00		
	Laminating Machine Hot and Cold A3/A4 Size Reverse Feed	1	3,016.00	HIGHER EDUCATION -CIT	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	3,016.00	3,016.00		
	Laminating Film	2	429.20	HIGHER EDUCATION -CIT	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	858.40	858.40		
	Deadbolt (Single Cylinder)	6	600.00	HIGHER EDUCATION -CIT	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	3,600.00	3,600.00		
	Industrial Glue gun 60W (w/ Switch)	2	743.75	HIGHER EDUCATION -CIT	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	1,487.50	1,487.50		

ANNUAL PROCUREMENT PROGRAM 2025
NON COMMON SUPPLIES AND EQUIPMENT (NON-CSE)

Code (PAP)	Procurement Program/Project	QTY	UNIT COST	PMO/End-user	Mode of Proc.	Schedule / Milestone for Each Procurement Activity												Source of Funds	Estimated Budget			Remarks (brief description of Program / Project)
						Pre-Proc. Conference	Ads/Post of ITB	Pre-Bid Conf.	Eligibility Check	Sub./Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	Contract Signing/ PO Signing/	Notice to Proceed	Deli-very/ Completion	Acceptance/ Turn-over		Total	MOOE	CO	
	Glue Stick (50pcs/pack) 11.5mm	5	203.00	HIGHER EDUCATION -CIT	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	1,015.00	1,015.00		
	Photo Paper (20pcs./pack, A4, 230G)	3	262.00	HIGHER EDUCATION -CIT	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	786.00	786.00		
	Epson 001 Ink Black Cyan Magenta Yellow for Epson new Model L6270	4	1,900.00	HIGHER EDUCATION -CIT	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	7,600.00	7,600.00		
	Brother TN-3448 Original Toner Cartridge	10	2,800.00	HIGHER EDUCATION -CED	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	28,000.00	28,000.00		
	Brother DR-3455 Drum Unit	5	1,800.00	HIGHER EDUCATION -CED	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	9,000.00	9,000.00		
	Epson 003 Original Ink Bottle Set of 4 Colors Black, Cyan, Yellow, Magenta (1 SET)	10	1,500.00	HIGHER EDUCATION -CED	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	15,000.00	15,000.00		
	Epson 003 Original Ink Bottle: Black ONLY	20	600.00	HIGHER EDUCATION -CED	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	12,000.00	12,000.00		
	HP 206X High Yield Magenta Original LaserJet Toner Cartridge- SKU NUMBERW2113X	1	8,500.00	HIGHER EDUCATION -CED	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	8,500.00	8,500.00		
	HP 206X High Yield Yellow Original LaserJet Toner Cartridge SKU NUMBERW2112X	1	8,500.00	HIGHER EDUCATION -CED	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	8,500.00	8,500.00		
	HP 206X High Yield Cyan Original LaserJet Toner Cartridge SKU NUMBERW2111X	1	8,500.00	HIGHER EDUCATION -CED	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	8,500.00	8,500.00		
	HP 206X High Yield Black Original LaserJet Toner Cartridge SKU NUMBERW2110X	3	8,000.00	HIGHER EDUCATION -CED	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	24,000.00	24,000.00		
	Tri-Fold Business Paper, Glossy, 48 lb, 8.5 x 11 in. (216 x 279 mm), 150 sheets-	3	2,000.00	HIGHER EDUCATION -CED	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Business Paper, Glossy, 48 lb, 8.5 x 11 in. (216 x 279 mm), 150 sheets SKU NUMBERQ1987A	3	1,800.00	HIGHER EDUCATION -CED	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	5,400.00	5,400.00		
	Sharp Toner (Color Black)	3	5,500.00	HIGHER EDUCATION - CCS	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	16,500.00	16,500.00		
	Sharp Toner (Color Cyan)	2	9,800.00	HIGHER EDUCATION - CCS	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	19,600.00	19,600.00		

ANNUAL PROCUREMENT PROGRAM 2025
NON COMMON SUPPLIES AND EQUIPMENT (NON-CSE)

Code (PAP)	Procurement Program/Project	QTY	UNIT COST	PMO/End-user	Mode of Proc.	Schedule / Milestone for Each Procurement Activity												Source of Funds	Estimated Budget			Remarks (brief description of Program / Project)
						Pre-Proc. Conference	Ads/Post of ITB	Pre-Bid Conf.	Eligibility Check	Sub./Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	Contract Signing/ PO Signing/	Notice to Proceed	Deli-very/ Completion	Acceptance/ Turn-over		Total	MOOE	CO	
	Sharp Toner (Color Black)	2	9,800.00	HIGHER EDUCATION - CCS	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	19,600.00	19,600.00		
	Sharp Toner (Color Black)	2	9,800.00	HIGHER EDUCATION - CCS	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	19,600.00	19,600.00		
	EPSON Ink 003 (Yellow)	10	400.00	ECC	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	4,000.00	4,000.00		
	EPSON Ink 003 (Cyan)	10	400.00	ECC	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	4,000.00	4,000.00		
	EPSON Ink 003 (Magenta)	10	400.00	ECC	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	4,000.00	4,000.00		
	EPSON Ink 003 (Black)	10	400.00	ECC	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	4,000.00	4,000.00		
	Epson Ink L1670 Yellow	6	400.00	ECC	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,400.00	2,400.00		
	Epson Ink L120 Black	6	400.00	ECC	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,400.00	2,400.00		
	Epson Ink L120 Cyan	6	400.00	ECC	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,400.00	2,400.00		
	Epson Ink L120 Magenta	6	400.00	ECC	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,400.00	2,400.00		
	Epson Ink L120 Yellow	6	400.00	ECC	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,400.00	2,400.00		
	Ink Cartridge, HP 955XL, LOS72AA Black Original	1	2,800.00	ECC	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,800.00	2,800.00		
	Ink Cartridge, HP 955XL, LOS63AA Cyan Original	1	2,500.00	ECC	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,500.00	2,500.00		
	Ink Cartridge, HP 955XL, LOS66AA Magenta Original	1	2,500.00	ECC	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,500.00	2,500.00		
	Ink Cartridge, HP 955XL, LOS69AA Yellow Original	1	2,500.00	ECC	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	2,500.00	2,500.00		
	PANTUM TONER DL-425X	1	3,950.00	ECC	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	3,950.00	3,950.00		
	SHARP MX-3051, TONER CARTRIDGE, (BLACK) COLOR SET	1	6,000.00	ECC	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	Ink Cartridge, HP 955XL, LOS72AA Black Original	15	2,800.00	VPAA-OIALMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	42,000.00	42,000.00		
	Ink Cartridge, HP 955XL, LOS63AA Cyan Original	10	2,500.00	VPAA-OIALMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	25,000.00	25,000.00		
	Ink Cartridge, HP 955XL, LOS66AA Magenta Original	10	2,500.00	VPAA-OIALMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	25,000.00	25,000.00		
	Ink Cartridge, HP 955XL, LOS69AA Yellow Original	10	2,500.00	VPAA-OIALMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	25,000.00	25,000.00		
	Epson L120 ink 1 set (4 bottles/colors)	5	1,200.00	VPAA-OIALMS	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	6,000.00	6,000.00		
	KYOCERA TONER TK-4109 FOR TASKALFA 1800	2	8,050.00	VPAA-OIALMS	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON - CSE	16,100.00	16,100.00		

ANNUAL PROCUREMENT PROGRAM 2025
NON COMMON SUPPLIES AND EQUIPMENT (NON-CSE)

Code (PAP)	Procurement Program/Project	QTY	UNIT COST	PMO/End-user	Mode of Proc.	Schedule / Milestone for Each Procurement Activity												Source of Funds	Estimated Budget			Remarks (brief description of Program / Project)
						Pre-Proc. Conference	Ads/Post of ITB	Pre-Bid Conf.	Eligibility Check	Sub./Open of Bids	Bid Evaluation	Post Qualification	Notice of Award	Contract Signing/ PO Signing/	Notice to Proceed	Deli-very/ Completion	Acceptance/ Turn-over		Total	MOOE	CO	
	Ink Cartridge, HP 955XL, LOS72AA Black Original	6	2,800.00	RESEARCH	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	16,800.00	16,800.00		
	Ink Cartridge, HP 955XL, LOS63AA Cyan Original	6	2,500.00	RESEARCH	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	15,000.00	15,000.00		
	Ink Cartridge, HP 955XL, LOS66AA Magenta Original	6	2,500.00	RESEARCH	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	15,000.00	15,000.00		
	Ink Cartridge, HP 955XL, LOS69AA Yellow Original	6	2,500.00	RESEARCH	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	15,000.00	15,000.00		
	Ink, Canon Pixma GI-790 BK	7	450.00	RESEARCH	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	3,150.00	3,150.00		
	Ink, Canon Pixma GI-790 C	7	400.00	RESEARCH	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	2,800.00	2,800.00		
	Ink, Canon Pixma GI-790 Y	7	400.00	RESEARCH	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	2,800.00	2,800.00		
	Ink, Canon Pixma GI-790 M	7	400.00	RESEARCH	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	2,800.00	2,800.00		
	Ink Cartridge, HP 955XL, LOS72AA Black Original	12	2,800.00	PRODUCTION-TED PRO	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	33,600.00	33,600.00		
	Ink Cartridge, HP 955XL, LOS63AA Cyan Original	12	2,500.00	PRODUCTION-TED PRO	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	30,000.00	30,000.00		
	Ink Cartridge, HP 955XL, LOS66AA Magenta Original	12	2,500.00	PRODUCTION-TED PRO	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	30,000.00	30,000.00		
	Ink Cartridge, HP 955XL, LOS69AA Yellow Original	12	2,500.00	PRODUCTION-TED PRO	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	30,000.00	30,000.00		
	Ink Epson Magenta Original	16	963.00	PRODUCTION-TED PRO	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	15,408.00	15,408.00		
	Ink Epson Cyan Original	16	963.00	PRODUCTION-TED PRO	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	15,408.00	15,408.00		
	Ink Epson Yellow Original	16	963.00	PRODUCTION-TED PRO	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	15,408.00	15,408.00		
	Ink Epson Black Original	16	963.00	PRODUCTION-TED PRO	Small Value Procurement	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	15,408.00	15,408.00		
	SHARP BP30C25Y Toner black	1	6,000.00	EXTENSION SERVICES	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	6,000.00	6,000.00		
	SHARP BP30C25Y Toner cyan	1	10,000.00	EXTENSION SERVICES	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	10,000.00	10,000.00		
	SHARP BP30C25Y Toner magenta	1	10,000.00	EXTENSION SERVICES	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	10,000.00	10,000.00		
	SHARP BP30C25Y Toner yellow	1	10,000.00	EXTENSION SERVICES	Direct Contracting	n/a	all year round	n/a	n/a	n/a	n/a	n/a	n/a	all year round	n/a	all year round	n/a	GAA NON-CSE	10,000.00	10,000.00		