

LBP Resources and Development Corporation

Formerly: LB (LandBank) Realty Development Corporation

A Subsidiary of the LandBank of the Philippines

VAT Reg. TIN 000-129-546

BS EN ISO 9001:2015

January 05, 2021



HON. ROWENA CANDICE M. RUIZ

Executive Director V

Government Procurement Policy Board- Technical Support Office

Unit 2506 Raffles Corporate Center,

F. Ortigas Jr. Road, Ortigas Center

Pasig City

Dear Director RUIZ:

Pursuant to Section 12.2 of the Revised Implementing Rules and Regulations of the Republic Act No. 9184 or the "Government Procurement Reform Act", we are transmitting herewith the Annual Procurement Plan (APP) for the year 2021 in accordance with the prescribed new format for the APP. Electronic copy of APP both Microsoft Excel and PDF file will be sent to you via e-mail.

Thank you.

Very truly yours,

Digitally Signed by:
NERY, VIRGIL G.

VERGIL G. NERY

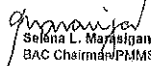
President and CEO

LBP Resources and Development Corporation
 Subsidiary of the Land Bank of the Philippines
Annual Procurement Plan for CY 2021

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity											Source of Funds	Estimated Budget (PHP)			Remarks (brief description of Program/Project)		
				Pre-Proc Conference	Ads/Post of IAGB	Pre-bid Conf	Eligibility Check	Sub/Upn of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Bidding	Notice to Proceed	Delivery/Completion		Acceptance/Turnover	Total	MOOE		CO	
AGSD 1	Office Supplies	Admin. Dept.	Public Bidding/ Shopping	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Funds	2,294,262.30			Office supplies necessary in the operations of LBRDC for the CY 2021
AGSD 2	Procurement of Transportation	Admin. Dept.	Shopping/ Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Funds	6,600,000.00			Service Vehicle to be used for the transfer of materials from LBRDC Warehouse to Project Sites for 2021
AGSD 3	IT software (Maintenance)	Admin. Dept.	Public Bidding/ Shopping	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Funds	4,700,000.00			IT Software and Maintenance
AGSD 4	Office Equipment	Admin. Dept.	Public Bidding/ Shopping/ Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Funds	1,680,000.00			Purchase of office equipment for the CY 2021
AGSD 5	Construction Equipment & PPE	Admin. Dept.	Public Bidding/ Shopping/ Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Funds	4,444,444.00			Purchase of Construction equipment to be used for the awarded projects for the CY 2021
AGSD 6	Head Office	Admin. Dept.	Public Bidding/ Shopping/ Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Funds	350,000.00			Purchase of office furniture, shelves, repair and maintenance
CMD 1	Construction Materials	Construction Management Dept.	Public Bidding/ Shopping/ Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Funds	95,785,000.00			Purchase of Construction materials to be used for the awarded projects for the CY 2021
CMD 2	Procurement of Specialty works	Construction Management Dept.	Public Bidding/ Shopping/ Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Funds	46,000,000.00			Specialty work materials to be used for the awarded projects for the CY 2021
JS 001	Procurement of Janitorial supplies BTR	PMMS Department	Bidding/ Shopping/ Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Funds	3,281,830.00			Purchase of Janitorial Supplies to be used at the client's area at for 2021
JS002	1. Supplies (additional supplies)	PMMS Department	Bidding/ Shopping/ Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Funds	3,550,364.16			Purchase of Janitorial Supplies to be used at the client's area at LBP Plaza for CY 2021
JS003	2. LBP Plaza Housekeeping & Janitorial Services - Janitorial tools	PMMS Department	Bidding/ Shopping/ Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Funds	268,246.80			Purchase of Janitorial Supplies to be used at the client's area at LBP Plaza for CY 2021
JS004	3. Plaza Janitorial supplies (monthly)	PMMS Department	Bidding/ Shopping/ Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Funds	1,179,768.00			Purchase of Janitorial Supplies to be used at LBP Plaza for CY 2021
JS005	4. Plaza Janitorial Equipment (annual)	PMMS Department	Shopping/ Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Funds	878,720.00			Purchase of Janitorial equipment to be used at the client's area at LBP Plaza for CY 2021
JS 006	5. Janitorial Chemical (monthly)	PMMS Department	Shopping/ Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Funds	2,523,537.60			Purchase of Janitorial Chemical to be used at LBP Plaza for CY 2021
JS 006	6. PPE	PMMS Department	Shopping/ Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	Corporate Funds	696,415.00			Purchase of PPE for CY 2021
TOTAL																		173,610,587.52			

Prepared By:

 NERY B. BELEY
 SAC Secretariat

Recommending Approval

 Selena L. Marañon
 SAC Chairman/PMMS Manager

Approved by:

 Virgil G. Nery
 Head of Procurement/President and CEO

DEFINITION

- PROGRAM (BESF)**- A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.
- PROJECT (BESF)**- Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.
- PMO/End User** - Unit as proponent of program or project
- Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
- Schedule for Each Procurement Activity** - Major procurement activities (pre-procurement conference; advertising/posting; pre-bid conference; eligibility screening; submission and receipt of bids; bid evaluation; post qualification; award of contract; contract preparation), delivery/completion and acceptance/turnover.
- Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
- Estimated Budget** - Agency approved estimate of project/program costs
- Remarks** - brief description of program or project

Remarks
 Programs and projects should be aligned with budget documents, and especially those posted at the PhilGaps.

Breakdown into mooe and co for
 Any remark that will help GPPB track

January 05, 2021

HON. ROWENA CANDICE M. RUIZ

Executive Director V

Government Procurement Policy Board- Technical Support Office

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Very truly yours,



Digitally Signed by:
NERY, VIRGIL G.

VERGIL G. NERY

President and CEO


PROPOSED PROCUREMENT OF CONSTRUCTION EQUIPMENT & PPE
APP 2021

ITEMS	PARTICULARS	QTY		UNIT COST	ABC
	CONSTRUCTION EQUIPMENT				
1	Electric Sander	5	Unit	7,000.00	35,000.00
2	Knock out puncher	6	Unit	30,000.00	180,000.00
3	Pipe threader	6	Unit	7,500.00	45,000.00
4	Welding machine, 300 amps, 500 amps	10	Unit	17,500.00	175,000.00
5	Compactor 5hp	3	Unit	35,000.00	105,000.00
6	Air compressor with spray	4	Unit	14,000.00	56,000.00
7	Electric edger/grinder, Heavy duty	60	Unit	9,000.00	540,000.00
8	Electric drill, Heavy duty with hammer	60	Unit	8,000.00	480,000.00
9	One bagger mixer	8	Unit	110,000.00	880,000.00
10	Concrete Vibrator	4	Unit	21,000.00	84,000.00
11	Circular saw	2	Unit	15,000.00	30,000.00
12	Submersible pump	5	Unit	20,000.00	100,000.00
13	Welding generator	5	Unit	60,000.00	300,000.00
14	Electric Jackhammer	5	units	65,000.00	325,000.00
				sub total	3,335,000.00
	PERSONAL PROTECTIVE EQUIPMENT PPE				
1	Dust Mask	2000	Pc	20	40,000.00
2	Rubber gloves	2000	Prs	60	120,000.00
3	Eye Goggles	400	Pcs	50	20,000.00
4	Rubber boots	300	Prs	350	105,000.00
5	Hardhat	300	Pcs	200	60,000.00
6	Warning Signs	100	Pcs	350	35,000.00
7	Safety Harness/belt	200	Pcs	1,320.00	264,000.00
8	Medical kit (first aid kit)	200	set	1,200.00	240,000.00
9	Safety shoes	300	sets	750.00	225,000.00
				sub total	1,109,000.00
	TOTAL				4,444,000.00

Prepared by:

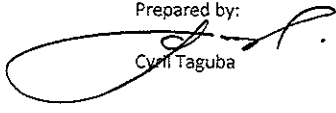

Norberto Colinares



PROPOSED PROCUREMENT OF OFFICE EQUIPMENT
APP 2021

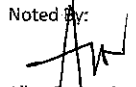
ITEMS	PARTICULARS	QTY	UNIT COST	ABC
1	Computer printer	10	9,500.00	95,000.00
2	CADD Plotter	2	350,000.00	700,000.00
3	Computer complete set with license and Operation System	8	80,000.00	640,000.00
4	DOT Matrix Printer	3	75,000.00	225,000.00
	TOTAL			1,660,000.00

Prepared by:



Cyril Taguba

Noted By:



Allan Regondo
AGSD Manager


**PROPOSED PROCUREMENT OF IT SOFTWARE (MAINTENANCE)
APP 2021**

ITEM/S	PARTICULARS	QTY	UNIT COST	ABC
1	Inventory Management Software	1	900,000.00	900,000.00
2	Archiving Software and machine	1	3,000,000.00	3,000,000.00
3	Timekeeping	1	800,000.00	800,000.00
			TOTAL	4,700,000.00

Prepared by:


Cyril Taguba

Noted by:


Allan Redondo
AGSD Manager

**PROPOSED PROCUREMENT OF SERVICE VEHICLE
APP 2021**

ITEM/S	PARTICULARS	QTY	UNIT COST	ABC
1	AUV/MPV with engine displacement not exceeding 2800cc	1	2,100,000.00	2,100,000.00
2	Delivery Truck	1	3,500,000.00	3,500,000.00
			TOTAL	5,600,000.00

Prepared by:


Cyril Taguba

Noted by:


Allan Redondo
AGSD Manager

PROPOSED PROCUREMENT OF REPAIR & MAINTENANCE
APP 2021
Head Office


ITEM/S	PARTICULARS	QTY	UNIT COST	ABC
1	Head Office			
	a. Furniture	Lot	50,000.00	50,000.00
	b. Repair and maintenance	Lot	100,000.00	100,000.00
	c. Antipolo Warehouse	Lot	200,000.00	200,000.00
			TOTAL	350,000.00

Prepared by:



Cyril Taguba

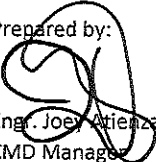
Noted by:



Allan Redondo
 AGSD Manager

LBP RESOURCES AND DEVELOPMENT CORPORATION
 PROCUREMENT OF CONSTRUCTION MATERIALS
 YEAR 2021

1.0 Estimated construction projects for the year		230,000,000.00	
Construction materials for procurement	$230,000,000 \times 59.5\% \times 70\%$	95,795,000.00	95,795,000.00
Materials (70%)	$230,000,000 \times 59.5\% \times 30\%$	41,055,000.00	
Labor (30%)			
OCM (6%)	$230,000,000 \times 6\%$	13,800,000.00	
Profit (7.5%)	$230,000,000 \times 7.5\%$	17,250,000.00	
Tax (7%)	$230,000,000 \times 7\%$	16,100,000.00	
Specialty works (20%)	$230,000,000 \times 20\%$	46,000,000.00	46,000,000.00
2.0 Repairs and Maintenance of LBRDC Properties			1,000,000.00
Total			142,795,000.00

Prepared by:

 Eng. Joey Atienza
 CMD Manager

1

LBP RESOURCES AND DEVELOPMENT CORPORATION
2021 TARGETS

No	Project	Net Est. Amount	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Completed Dec. 2021	%age Completion
CONSTRUCTION PROJECTS																	
I	<i>Started on 2020 and to be completed on 2021</i>		33.20	6.40	6.60	7.00	4.00	4.00	3.60							33.20	100.00%
1	MBG	Calinan Branch Bldg. Construction*	16.60	8	2.20	2.40	3.00	2.40	2.60	2.40	1.60					16.60	100.00%
2	VBG	La Carlota Branch Building Construction*	11.00	6	2.00	2.20	2.60	1.60	1.40	1.20						11.00	100.00%
3	MBG	Bunawan Building Construction*	5.60	3	2.20	2.00	1.40									5.60	100.00%
II	<i>Started on 2021 and to be completed on 2021</i>		35.50	-	1.80	5.00	6.80	7.60	7.00	5.20	2.10	-	-	-	-	35.50	100.00%
4	MBG	Trece Martirez Branch Reloc./Renovation*	10.00	6		0.80	1.80	2.40	2.40	1.80	0.80					10.00	100.00%
5	MBG	Odiongan Branch Relocation/Renovation*	10.40	6			0.80	1.80	2.60	2.60	1.80	0.80				10.40	100.00%
6	MBG	Mlang (North Cotabato) Branch Bldg. Const'n.*	15.10	6		1.00	2.40	2.60	2.60	2.60	2.60	1.30				15.10	100.00%
RENOVATION PROJECTS																	
III	<i>Started in 2020 and to be completed on 2021</i>		28.70	9.95	8.90	6.35	2.80	0.70								28.70	100.00%
1	VBG	Tagbilaran Branch Renovation**	5.15	3	2.00	2.00	1.15									5.15	100.00%
2	NCR	North Ave. Branch Renovation***	0.57	1	0.57											0.57	100.00%
3	NCL	Clark Branch Relocation/Renovation***	1.30	2	0.70	0.60										1.30	100.00%
4	MBG	Surigao Branch Renovation**	1.90	2	1.00	0.90										1.90	100.00%
5	NCL	Vigan Branch Renovation***	0.80	1	0.80											0.80	100.00%
6	MBG	San Pedro (Davao) Branch Renovation**	0.60	1	0.60											0.60	100.00%
7	NCR	Las Pinas Branch Renovation**	1.50	2	0.90	0.60										1.50	100.00%
8	NCR	Buendia Branch Renovation*	8.70	4	1.60	2.40	2.60	1.40	0.70							8.70	100.00%
9	MBG	LIBI Office Renovation*	7.60	4	1.20	2.40	2.60	1.40								7.60	100.00%
10	MBG	Balingasag Branch Renovation**	0.20	1	0.20											0.20	100.00%
11	NCL	San Fernando (P) Annex Temp. Per. Fence	0.38	1	0.38											0.38	100.00%
IV	<i>Started on 2021 and to be completed on 2021</i>		106.30	0.60	2.00	3.80	5.60	7.00	10.50	14.60	16.80	18.20	13.40	9.20	5.00	106.70	100.38%
1	NCR	G. Araneta Branch Relocation/Renovation**	5.50	4					0.70	1.40	1.40	1.40	0.60			5.50	100.00%
2	NCL	Nueva Vizcaya LC Renovation/Expansion**	4.60	4		0.80	1.00	1.00	1.00	0.80						4.60	100.00%
3	VBG	Mandalagan Branch Renovation**	4.00	4	0.60	1.20	1.20	1.00								4.00	100.00%
4	SLB	General Trias Branch Relocation**	5.00	3								1.00	1.40	1.40	1.20	5.00	100.00%
5	MBG	Surigao del Norte Office Bldg. Renov.**	4.60	3							0.80	1.60	1.60	0.60		4.60	100.00%
6	SLBG	Puerto Princesa LC Renovation**	4.40	4						0.80	1.00	1.00	1.00	0.60		4.40	100.00%
7	MBG	Kidapawan Branch Renovation**	5.00	4					0.80	1.60	1.60	1.00				5.00	100.00%
8	MBG	Manolo Fortich (Bukidnon) Branch Renov.**	5.20	4			0.80	1.80	1.80	0.80						5.20	100.00%
9	NCR	Sucac Branch Renovation**	4.80	4					1.00	1.40	1.40	1.00				4.80	100.00%
10	SLB	Brooke's Point Branch Renovation**	5.00	4			0.80	1.20	1.20	1.20	0.60					5.00	100.00%
11	NCL	Roxas (Isabela) Branch Renovation**	4.60	3								0.80	1.60	1.60	0.60	4.60	100.00%
12	SLBG	Bulan E.O. Renovation***	3.60	3					0.40	1.20	1.40	0.60				3.60	100.00%
13	SLB	Rosario (Cavite) Branch Renovation*	5.20	4							0.80	1.20	1.20	1.20	0.80	5.20	100.00%

LBP RESOURCES AND DEVELOPMENT CORPORATION
2021 TARGETS

No		Project	Net Est. Amount	Duration													Completed Dec. 2021	%age Completion
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
14	NCL	Meycauayan Branch Renovation**	5.20	4							0.80	1.80	1.80	0.80			5.20	100.00%
15	MBG	Caraga South LC Relocation/Renovation*	4.20	5								0.80	1.00	1.00	1.00	0.80	4.60	109.52%
16	SLBG	Daet (Camarines Norte) LC Renovation**	4.40	4									0.80	1.40	1.40	0.80	4.40	100.00%
17	SLBG	Sorsogon LC Renovation**	4.80	3				0.60	1.60	1.60	1.00						4.80	100.00%
18	VBG	Antique LC Renovation**	5.20	3						0.80	1.80	1.80	0.80				5.20	100.00%
19	VBG	Ormoc LC Renovation***	4.00	3					0.60	1.20	1.20	1.00					4.00	100.00%
20	NCL	Iligan LC Renovation**	4.40	4									0.80	1.40	1.40	0.80	4.40	100.00%
21	MBG	Digos (Davao del Sur) LC Renovation**	4.20	4							0.80	1.20	1.40	0.80			4.20	100.00%
22	NCL	Baler (Aurora) LC Renovation***	4.00	4						0.60	1.20	1.20	1.00				4.00	100.00%
23	NCL	San Nicolas (Ilocos Norte) LC Renovation***	4.40	4							0.60	1.60	1.60	0.60			4.40	100.00%
V		<i>Started on 2021 and to be completed on 2022</i>	20.20											2.20	5.00	7.10	14.30	70.79%
1	NCL	Santiago Branch Branch Renovation**	5.20	4										0.60	1.20	1.70	3.50	67.31%
2	NCL	Bayombong Branch Renovation***	3.60	4										0.80	1.00	1.60	3.40	94.44%
3	MBG	Zamboanga Main Branch Renovation**	5.60	4											1.20	1.60	2.80	50.00%
4	NCL	San Carlos (P) Br. & Const'n. of Rec. Room**	5.80	4										0.80	1.60	2.20	4.60	79.31%

Target per Period	16.95	17.50	17.15	19.20	19.30	21.10	19.80	18.90	18.20	15.60	14.20	12.10
Cumulative Target	16.95	34.45	51.60	70.80	90.10	111.20	131.00	149.90	168.10	183.70	197.90	210.00

Note: Renovation Category

Large* more than 6.9M

Medium** 4.1M -6.9M

Small*** up to 4M

Carry-over projects (2020) to be completed on CY 2021

Renovation projects (2021) to be completed on CY 2021

Bldg Construction projects to be completed on CY 2021

Projects to be carried over on CY 2021

17

23

6

4

Prepared by:

JOEY R. ATIENZA
 Team Leader/CMD Head



LBP RESOURCES AND DEVELOPMENT CORPORATION

A Subsidiary of the Land Bank of the Philippines

SUPPLIES INVENTORY REPORT

ANNUAL BUDGET

ITEM	UNIT	UNIT COST	Monthly	Yearly	Total
			Consumption	Procurement	Amount
Alcohol	btle	74.00	16.00	192.00	14,208.00
Ballpen Black	pcs	4.00	24.00	288.00	1,152.00
Ballpen - blue	pc.	9.00	16.00	192.00	1,728.00
Ballpen- red	pc	3.80	-		-
Ballpen Green 0.5 (Faber Castle)	pcs	9.00	5.00	60.00	540.00
Ballpen Signpen (My Gel) black 20	pcs	16.00	18.00	216.00	3,456.00
Ballpen Signpen (My Gel) blue	pc.	16.50	12.00	144.00	2,376.00
Ballpen Signpen (My Gel) green	pc	16.50	8.00	96.00	1,584.00
Ballpen Signpen Black (Pilot)	pc.	43.00	18.00	216.00	9,288.00
Ballpen Signpen Blue (Pilot)	pc	54.00	18.00	216.00	11,664.00
Battery, Alkaline AA (energizer)	pc.	27.00	4.00	48.00	1,296.00
Battery, Alkaline AAA (energizer)	pc.	27.00	10.00	120.00	3,240.00
Bond Paper - Long	rm	178.00	50.00	600.00	106,800.00
Bond Paper - Short	rm	150.00	70.00	840.00	126,000.00
Bond Paper - A4 Size	rm	170.56	41.00	492	83,915.52
Bond Paper - A3 Size	rm	402.00	5.00	60	24,120.00
BullClip Big	pcs	7.00	5.00	60	420.00
Clip,Backfold 50mm	box	47.84	5.00	60	2,870.40
BullClip Small	pcs	8.00	5.00	60	480.00
Double Clip 3/4"	packs	12.00	5.00	60	720.00
Clip,Backfold 19mm	box	9.05	5.00	60	543.00
Carbon Paper-long (black)	rm	100.00	7.00	84	8,400.00
Carbon Paper-long (blue)	rm	470.40	9.00	108	50,803.20
Comlumnar Book Ledger	pc	25.00	5.00	60	1,500.00
Columnar Book, 3 cols	pc	25.00	5.00	60	1,500.00
Columnar Book, 6 cols	pc	24.00	5.00	60	1,440.00
Columnar Book, 24 cols	pc	47.00	5.00	60	2,820.00
Computer Ink HP black #15	pc.	1,500.00	-		-
Computer Ink HP colored #78	pc.	1,700.00	-		-
Computer Ink HP Colored #678	cart.	380.00	6.00	72	27,360.00
Computer Ink HP black #678	cart.	380.00	6.00	72	27,360.00
Computer Ink HP, colored #60	cart.	830.00	-		-
Computer Ink HP, black #60	cart.	730.00	-		-
Computer Ink HP, colored #703	cart.	355.00	-		-
Computer Ink HP, black #703	cart.	360.00	-		-
Computer Ink HP, Black #704	cart.	375.00	1.00	12	4,500.00
Computer Ink HP, Colored #704	cart.	375.00	1.00	12	4,500.00
Computer Ink HP, colored #680	cart.	400.00	6.00	72	28,800.00
Computer Ink HP, black #680	cart.	400.00	6.00	72	28,800.00
Computer Ink HP, colored #22	cart.	800.00	-		-
Computer Ink HP, Black #46	cart.	470.00	-		-
Computer Ink HP, colored #46	cart.	470.00	-		-
Computer Ink Brother , Black LC-40	cart.	680.00	-		-
Computer Ink Brother, cyan LC-73	cart.	720.00	-		-
Computer Ink Brother, yellow LC-73	cart.	720.00	-		-

Computer Ink Brother, magenta LC-73	cart.	720.00	-		-
Computer Ink HP GT51 Black	Btl	360.00	10.00	120	43,200.00
Computer Ink HP GT53 Black	btl	320.00	20.00	240	76,800.00
Computer Ink HP GT52 Cyan	btl	345.00	10.00	120	41,400.00
Computer Ink HP GT52 Magenta	btl	345.00	10.00	120	41,400.00
Computer Ink HP GT52 Yellow	bit	345.00	10.00	120	41,400.00
Computer Ink HP 711 Black	cart	1,700.00	3.00	36	61,200.00
Computer Ink HP 711 Cyan	cart	1,350.00	2.00	24	32,400.00
Computer Ink HP 711 Magenta	cart	1,350.00	2.00	24	32,400.00
Computer Ink HP 711 Yellow	cart	1,350.00	2.00	24	32,400.00
Computer Paper -11x9 1/2 (1 ply)	box	520.00	5.00	60	31,200.00
Computer Paper -11x9 1/2 (2ply)	box	555.00	-		-
Computer Paper 11x14 7/8, 2 ply#16	ream	850.00	-		-
Computer Paper 11x14 7/8, 1ply	box	800.00	3.00	36	28,800.00
Cutter Stanley	pc	245.00	4.00	48	11,760.00
Christmas Wrapper	pcs	12.00	-		-
DVD RW	pc	45.00	10.00	120	5,400.00
Envelope-Brown (expanding)	pcs	10.00	9.00	108	1,080.00
Envelope - Brown, Long	pcs	1.40	9.00	108	151.20
Envelope-window (long)	box	475.00	5.00	60	28,500.00
Envelope-w/o window (long)	box	265.00	5.00	60	15,900.00
Eraser (rotring)	pcs	40.00	-		-
Fastener, long	box	100.00	1.00	12	1,200.00
Fastener, Small Metal	box	83.41	7.00	84	7,006.44
Fax Paper	roll	60.00	47.00	564	33,840.00
Folder - Green (Expanded) 9	pcs	22.00	59.00	708	15,576.00
Folder- White	pc.	3.50	100.00	1200	4,200.00
Index Tabs - Speedo-BLUE	box	68.00	-		-
Index Tabs _CLEAR	box	70.00	10.00	120	8,400.00
Logbook	pcs	55.00	16.00	192	10,560.00
Packaging Tape 2"	roll	22.00	10.00	120	2,640.00
Paper clip-small	box	8.50	10.00	120	1,020.00
Paper clip-big	box	17.50	7.00	84	1,470.00
Paste	btie	24.00	-		-
Pencil - Mongol 5	pcs	6.25	16.00	192	1,200.00
Pentel Pen (white board marker) black 4	pcs	39.00	12.00	144	5,516.00
Pentel Pen (color marker) black	pcs	30.00	8.00	96	2,880.00
Puncher	pc	135.00	2.00	24	3,240.00
Stamp Pad Ink -blue 4	bottle	21.00	4.00	48	1,008.00
Stamp Pad Ink -Red	bottle	21.00	1.00	12	252.00
Stamp Pad #2	pcs	36.00	1.00	12	432.00
Printer Ribbon -Epson 2175	cart.	370.00	6.00	72	26,640.00
Rubber Band	box	165.00	2.00	24	3,960.00
Ruler	pcs	7.50	6.00	72	540.00
Scissor	pc.	20.00	2.00	24	480.00
Scotchtape 1"	roll	26.00	50.00	600	15,600.00
Time Card 1	pc	8.95	168.00	2016	18,043.20
Highlighter Pink	pc	26.00	10.00	120	3,120.00
Special Paper White Hardbound 8.5"x11	set	28.00	-		-
Sticker Paper matte A4- 10's	pack	35.00	-		-
Faber Castell Highlighter Yellow (Stabilo)	pcs	24.00	10.00	120	2,880.00
Highlighter Orange	pcs	26.00	10.00	120	3,120.00
Stabilo Green 1	pcs	32.00	10.00	120	3,840.00

Storage box 13	pcs	73.70	50.00	600	44,220.00
Stamp Pad Ink -black	btl	19.50	1.00	12	234.00
Staple Wire #10	box	3.75	7.00	84	315.00
Staple Wire #35	box	18.00	7.00	84	1,512.00
Staple Wire Remover	pcs	7.00	1.00	12	84.00
Stapler #10	unit	55.00	1.00	12	660.00
Stapler #35	unit	325.00	10.00	120	39,000.00
Steno Notebook	pcs	12.04	5.00	60	722.40
Tape Dispenser	pcs	65.00	1.00	12	780.00
Yellow pad	pad	15.50	-		-
White Brd. Marker - Red	pc.	39.47	-		-
Flash Drive 16GB	pcs	385.00	-		-
YMCKT 5 Panel Ribbon	roll	12,500.00	1.00	12	150,000.00
TOTAL					1,525,866.36
Accountable Forms					
Service Report Form	pad	398.00	-	0	-
Property Transfer Slip		-	-		-
-FIXED ASSETS	rm	585.00	1.00	12	7,020.00
-FORMWORKS	rm	585.00	1.00	12	7,020.00
-CONST. MATL'S	rm	585.00	5.00	60	35,100.00
Provisional Receipt	booklet	585.00	-		-
Incident Report	reams	348.00	-		-
Application For Leave-Head Office	reams	450.00	-		-
Checkbook 3	booklet	600.00	2.00	24	14,400.00
TOTAL					63,540.00
ACCOUNTABLE FORMS					
Travel Order	pad	1,720.00	1.00	12	20,640.00
Official Business	pad	1,920.00	1.00	12	23,040.00
Request for Service Vehicle	pad	1,720.00	1.00	12	20,640.00
Purchase Order	pad	938.00	4.00	48	45,024.00
Disbursement Order	booklet	245.00	9.00	108	26,460.00
Official Receipt	booklet	198.00	17.00	204	40,392.00
Sales Invoice	booklet	685.00	-		-
Billing Statement	booklet	650.00	-		-
TOTAL					176,196.00
WORKERS UNIFORMS					
LBRDC Janitorial Shirt Jack, Large	pcs	390.00	25.00	300	117,000.00
LBRDC Janitorial Shirt Jack, Medium	pcs	390.00	42.00	504	156,560.00
LBRDC Janitorial Shirt Jack, Small	pcs	390.00	10.00	120	46,800.00
LBRDC Janitorial Shirt Jack, Extra Large	pcs	390.00	9.00	108	42,120.00
Reliever Uniform Large	pcs	275.00	4.00	48	13,200.00
Reliever Uniform Medium	pcs	275.00	10.00	120	33,000.00
Reliever Uniform Small 5	pcs	275.00	13.00	156	42,900.00
Workers' Uniforms (long sleeves)	pcs	130.00	13.00	156	20,280.00
Supervisor Shirt Jack	pcs	650.00	1.00	12	7,800.00
Office Assistant Uniform	set	750.00	1.00	12	9,000.00
Uniform Set for Housekeeping personnel with speci	set	1,400.00	-		-
TOTAL					528,660.00
GRAND TOTAL					2,294,262.36