



Mindanao State University
ILIGAN INSTITUTE OF TECHNOLOGY
A. Bonifacio Ave., Iligan City

ANNUAL PROCUREMENT PLAN
GAA 1st to 4th Quarter 2025 (PRIMARY)
Auditing Services(5021102000-001)

No.	Item Description	Unit	Unit Price	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total		PMO/End-User	Mode of Procurement
				Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount		
1	Air freshener, spray type, at least 300 ml	pcs	275.00	3	825.00	0	0.00	0	0.00	0	0.00	3	825.00	Auditing Unit	VSR
2	Alcohol, 70% Isopropyl at least 500ml	bottle	125.00	6	750.00	0	0.00	0	0.00	0	0.00	6	750.00	Auditing Unit	
3	Battery size AA 4 pcs/pack	pack	250.00	2	500.00	0	0.00	0	0.00	0	0.00	2	500.00	Auditing Unit	
4	Bond paper, 70 gsm, 500 sheets/ream, A4 size, white	ream	253.00	20	5,060.00	0	0.00	0	0.00	0	0.00	20	5,060.00	Auditing Unit	
5	Bond paper, 70 gsm, 500 sheets/ream, Legal size (8.5" x 13"), yellow	ream	273.00	20	5,460.00	0	0.00	0	0.00	0	0.00	20	5,460.00	Auditing Unit	
6	Bond paper, 80 gsm, 500 sheets/ream, letter size, white	box	1,200.00	4	4,800.00	0	0.00	0	0.00	0	0.00	4	4,800.00	Auditing Unit	
7	Bookmark, sticky flags, plastic	pack	75.00	4	300.00	0	0.00	0	0.00	0	0.00	4	300.00	Auditing Unit	
8	Book, record book/log book, at least (L13cm x W21cm x H0.9cm), at least 200 pages, high quality	piece	87.00	6	522.00	0	0.00	0	0.00	0	0.00	6	522.00	Auditing Unit	
9	Calculator, 12-14 digits Two way, dual power, electronic, 6"x8"	unit	500.00	4	2,000.00	0	0.00	0	0.00	0	0.00	4	2,000.00	Auditing Unit	
10	Clipboard, Plastic type, Long size	pc	95.00	4	380.00	0	0.00	0	0.00	0	0.00	4	380.00	Auditing Unit	
11	Cutter, paper L-500	piece	125.00	2	250.00	0	0.00	0	0.00	0	0.00	2	250.00	Auditing Unit	
12	Dishwashing Liquid, at least 475ml	bottle	170.00	6	1,020.00	0	0.00	0	0.00	0	0.00	6	1,020.00	Auditing Unit	
13	Double Sided Tape, High quality adhesive tape, Heavy duty, 1"	roll	60.00	2	120.00	0	0.00	0	0.00	0	0.00	2	120.00	Auditing Unit	
14	Double Sided Tape, High quality adhesive tape, Heavy duty, 2"	roll	95.00	2	190.00	0	0.00	0	0.00	0	0.00	2	190.00	Auditing Unit	
15	Envelope , Mailing White Short	pc	400.00	1	400.00	0	0.00	0	0.00	0	0.00	1	400.00	Auditing Unit	
16	Eraser, Felt, For Blackboard or whiteboard eraser, Big	piece	30.00	2	60.00	0	0.00	0	0.00	0	0.00	2	60.00	Auditing Unit	
17	Extension Wire 4 Universal Outlets	piece	700.00	2	1,400.00	0	0.00	0	0.00	0	0.00	2	1,400.00	Auditing Unit	
18	Facemask, Disposable, 50pcs/box	box	150.00	4	600.00	0	0.00	0	0.00	0	0.00	4	600.00	Auditing Unit	
19	Folder, Expandable, Maroon or Red	pack	500.00	3	1,500.00	0	0.00	0	0.00	0	0.00	3	1,500.00	Auditing Unit	
20	Folder, White, Glossy white, A4, 100pcs/pack	pack	1,000.00	2	2,000.00	0	0.00	0	0.00	0	0.00	2	2,000.00	Auditing Unit	
21	GLUE, all purpose, white at least 120gms	piece	40.00	2	80.00	0	0.00	0	0.00	0	0.00	2	80.00	Auditing Unit	
22	Ink Cartridge for Canon 325	Cartridge	4,000.00	1	4,000.00	0	0.00	0	0.00	0	0.00	1	4,000.00	Auditing Unit	
23	Ink Cartridge for Canon 003, Black	bottle	390.00	4	1,560.00	0	0.00	0	0.00	0	0.00	4	1,560.00	Auditing Unit	
24	Ink for EPSON 003 (Black, Cyan, Magenta, Yellow)	set	1,400.00	2	2,800.00	0	0.00	0	0.00	0	0.00	2	2,800.00	Auditing Unit	
25	Ink for EPSON 664 Cyan	cartridge	390.00	4	1,560.00	0	0.00	0	0.00	0	0.00	4	1,560.00	Auditing Unit	
26	Ink for EPSON 664 Magenta	cartridge	390.00	4	1,560.00	0	0.00	0	0.00	0	0.00	4	1,560.00	Auditing Unit	
27	Ink for EPSON 664 Yellow	cartridge	390.00	4	1,560.00	0	0.00	0	0.00	0	0.00	4	1,560.00	Auditing Unit	
28	Ink for EPSON 774 black	cartridge	390.00	4	1,560.00	0	0.00	0	0.00	0	0.00	4	1,560.00	Auditing Unit	
29	Ink, refill for whiteboard marker, black	bottle	150.00	1	150.00	0	0.00	0	0.00	0	0.00	1	150.00	Auditing Unit	
30	Ink, refill for whiteboard marker, blue	bottle	150.00	1	150.00	0	0.00	0	0.00	0	0.00	1	150.00	Auditing Unit	



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31	Ink, refill for whiteboard marker, red	bottle	150.00	1	150.00	0	0.00	0	0.00	0	0.00	1	150.00	Auditing Unit	Procurement
32	Maintenance box for EPSON L1455	unit	2,900.00	1	2,900.00	0	0.00	0	0.00	0	0.00	1	2,900.00	Auditing Unit	
33	Marking Pen, High quality ink Color Marker, Broad, Permanent Marker, Refillable (12pcs/box), (Red)	box	600.00	1	600.00	0	0.00	0	0.00	0	0.00	1	600.00	Auditing Unit	
34	Marking Pen, High quality ink Color Marker, Broad, Whiteboard Marker, Refillable (Red)	box	75.00	2	150.00	0	0.00	0	0.00	0	0.00	2	150.00	Auditing Unit	
35	Noteepad, Stick-on 2"x 3", 100 sheets per pad, assorted pastel color,	pad	40.00	24	960.00	0	0.00	0	0.00	0	0.00	24	960.00	Auditing Unit	
36	Noteepad, Stick-on 3"x 3", 100 sheets per pad, Neon Orange,	pad	40.00	12	480.00	0	0.00	0	0.00	0	0.00	12	480.00	Auditing Unit	
37	Noteepad, stick-on, 3"x 4", 100 sheets per pad	pad	50.00	12	600.00	0	0.00	0	0.00	0	0.00	12	600.00	Auditing Unit	
38	Paper Clips, paper Vinyl Coated Jumbo	Box	40.00	6	240.00	0	0.00	0	0.00	0	0.00	6	240.00	Auditing Unit	
39	Paper Clips, Paper Vinyl Coated small	box	20.00	6	120.00	0	0.00	0	0.00	0	0.00	6	120.00	Auditing Unit	
40	Paper fastener, plastic	box	50.00	6	300.00	0	0.00	0	0.00	0	0.00	6	300.00	Auditing Unit	
41	Pen, ballpoint black 0.5 mm	pc.	8.00	24	192.00	0	0.00	0	0.00	0	0.00	24	192.00	Auditing Unit	Procurement
42	Pen, ballpoint blue 0.5 mm	pc.	8.00	24	192.00	0	0.00	0	0.00	0	0.00	24	192.00	Auditing Unit	
43	Pencil, #2 (12 pcs/doz)	dozen	144.00	2	288.00	0	0.00	0	0.00	0	0.00	2	288.00	Auditing Unit	
44	Pen, permanent marker bullet type black refillable (12 pcs/box)	box	480.00	1	480.00	0	0.00	0	0.00	0	0.00	1	480.00	Auditing Unit	
45	Pen, permanent marker bullet type blue refillable (12 pcs/box)	box	480.00	1	480.00	0	0.00	0	0.00	0	0.00	1	480.00	Auditing Unit	
46	Pen, sign pen, blue, 0.5mm	piece	55.00	24	1,320.00	0	0.00	0	0.00	0	0.00	24	1,320.00	Auditing Unit	
47	Pen, sign pen, red, 0.5mm	piece	40.00	24	960.00	0	0.00	0	0.00	0	0.00	24	960.00	Auditing Unit	
48	Pen, whiteboard marker, refillable, black (12pcs/box)	box	530.00	1	530.00	0	0.00	0	0.00	0	0.00	1	530.00	Auditing Unit	
49	Pen, whiteboard marker, refillable, blue (12pcs/box)	box	530.00	1	530.00	0	0.00	0	0.00	0	0.00	1	530.00	Auditing Unit	
50	Plastic comb binding rings, 1 1/2" x 1.8m	pc	55.00	12	660.00	0	0.00	0	0.00	0	0.00	12	660.00	Auditing Unit	Procurement
51	PVC plastic cover transparent 100pc/pack Short size	pack	600.00	1	600.00	0	0.00	0	0.00	0	0.00	1	600.00	Auditing Unit	
52	Ruler, Plastic, 12"	Piece	60.00	4	240.00	0	0.00	0	0.00	0	0.00	4	240.00	Auditing Unit	
53	Safety Helmet	piece	600.00	1	600.00	0	0.00	0	0.00	0	0.00	1	600.00	Auditing Unit	
54	Sign Pen 0.7mm, Black	pc	35.00	24	840.00	0	0.00	0	0.00	0	0.00	24	840.00	Auditing Unit	
55	Soap, Hand wash, liquid, with moisturizer, 1L/bot	bottle	175.00	8	1,400.00	0	0.00	0	0.00	0	0.00	8	1,400.00	Auditing Unit	
56	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	60.00	2	120.00	0	0.00	0	0.00	0	0.00	2	120.00	Auditing Unit	
57	Stapler, Heavy Duty Big, at least 80-sheets Capacity	piece	700.00	1	700.00	0	0.00	0	0.00	0	0.00	1	700.00	Auditing Unit	
58	Stapler, Heavy Duty, Capacity: 210-sheets, uses 23/6-23/23 staples	unit	1,500.00	1	1,500.00	0	0.00	0	0.00	0	0.00	1	1,500.00	Auditing Unit	



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59	Staple wire, heavy duty, 23/17 staples, 1000pcs/box	box	150.00	2	300.00	0	0.00	0	0.00	0	0.00	2	300.00	Auditing Unit
60	Sticker Paper, White, Long (10 sheets per pack)	pack	120.00	2	240.00	0	0.00	0	0.00	0	0.00	2	240.00	Auditing Unit
61	Tape, Transparent, High quality tape, 1"	roll	25.00	12	300.00	0	0.00	0	0.00	0	0.00	12	300.00	Auditing Unit
62	Tissue paper, 3 ply (individual pack)	roll	35.00	24	840.00	0	0.00	0	0.00	0	0.00	24	840.00	Auditing Unit
63	Tissue Paper roll, 3-ply, 12 roll/pack	pack	15.00	24	360.00	0	0.00	0	0.00	0	0.00	24	360.00	Auditing Unit
					63,289.00			0.00			0.00			63,289.00

Prepared By: _____

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