



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

ANNUAL PROCUREMENT PLAN
GAA 1st to 4th Quarter 2025 (PRIMARY)
Office Supplies Expenses(5020301000-001)

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		
683	Pen, whiteboard marker bullet type blue refillable (12pcs/box)	box	530.00	3	1,590.00	0	0.00	0	0.00	0	0.00	3	1,590.00	Various CC	
684	Pen, whiteboard marker bullet type red refillable (12pcs/box)	box	530.00	2	1,060.00	0	0.00	0	0.00	0	0.00	2	1,060.00	OVC-PD	
685	Pen, whiteboard marker chisel type black refillable (12pcs/box)	box	530.00	4	2,120.00	0	0.00	0	0.00	0	0.00	4	2,120.00	Various CC	
686	Permanent Markers, Broad Point, Black (12pcs/box)	box	600.00	1	600.00	0	0.00	0	0.00	0	0.00	1	600.00	College of Engineering	
687	Photo Paper, A4 Size, 20 sheets/pack, Glossy, 180 gsm	Pack	180.00	67	12,060.00	0	0.00	0	0.00	0	0.00	67	12,060.00	Various CC	
688	Photo Paper, A4 Size, 20 sheets/pack, Matte, 220gsm A4 Size Long/ 3.5x15	packs	300.00	10	3,000.00	0	0.00	0	0.00	0	0.00	10	3,000.00	Other Purpose Fund OVCS	
689	Photo Paper, A4 Size, 20 sheets/pack, Matte, 220gsm	packs	180.00	21	3,780.00	0	0.00	0	0.00	0	0.00	21	3,780.00	Various CC	
690	Photo Paper Matte	roll	180.00	6	1,080.00	0	0.00	0	0.00	0	0.00	6	1,080.00	College of Education	
691	Photo Sticker paper glossy, A4 (50sheets/pack)	pack	350.00	40	14,000.00	5	1,750.00	0	0.00	0	0.00	45	15,750.00	Various CC	
692	Photo Sticker paper glossy, A4 (50sheets/pack) Color: White	pack	450.00	2	900.00	0	0.00	0	0.00	0	0.00	2	900.00	Human Resource Mgmt. Division	
693	Plastic comb binding rings, 1inch, length: 2 meters	pcs	75.00	10	750.00	0	0.00	0	0.00	0	0.00	10	750.00	OVC-Adm. & Finance	
694	Plastic cover size 24inch x 60cm	roll	150.00	3	450.00	0	0.00	0	0.00	0	0.00	3	450.00	Guidance Office	
695	Plastic Fastener 70mmx 8.5" long	box	300.00	212	63,600.00	0	0.00	0	0.00	0	0.00	212	63,600.00	Various CC	
696	plastic ruler	pcs	20.00	7	140.00	0	0.00	0	0.00	0	0.00	7	140.00	Various CC	
697	Plastic Sticky Notes	packs	83.00	10	830.00	0	0.00	0	0.00	0	0.00	10	830.00	(OUR) University Registrar	
698	Print Head HP Tank 315 print head set black + Tri-Color	pc	4,000.00	2	8,000.00	0	0.00	0	0.00	0	0.00	2	8,000.00	College of Business Adm. & Acc	
699	Printhead set for HP 5820 Ink Tank Printhead 315, black and tricolor	set	2,500.00	1	2,500.00	0	0.00	0	0.00	0	0.00	1	2,500.00	Center for Advanced Education	
700	Puncher, Heavy Duty and High quality Two Hole Paper Puncher, 70mm Hole distance, 6 mm Punching Hole, Can Punch 20 sheets of 80gsm paper	Pc	700.00	7	4,900.00	0	0.00	0	0.00	0	0.00	7	4,900.00	Various CC	
701	Puncher, Heavy Duty and High quality Two Hole Paper Puncher, 70mm Hole distance, 6 mm Punching Hole, Can Punch 20 sheets of 80gsm paper	pc	800.00	1	800.00	0	0.00	0	0.00	0	0.00	1	800.00	Office of the Budget Mgmt.	
702	Puncher, Heavy Duty and High quality Two Hole Paper Puncher, 70mm Hole distance, 6 mm Punching Hole, Can Punch 20 sheets of 80gsm paper		1,500.00	1	1,500.00	0	0.00	0	0.00	0	0.00	1	1,500.00	College of Education	
703	Puncher, heavy duty with two holes	unit	450.00	3	1,350.00	4	1,800.00	0	0.00	0	0.00	7	3,150.00	Various CC	
704	PUNCHER, paper, heavy duty	piece	1,000.00	1	1,000.00	1	1,000.00	0	0.00	0	0.00	2	2,000.00	Various CC	
705	Purchase Order	pad	530.00	25	13,250.00	15	7,950.00	0	0.00	0	0.00	40	21,200.00	Purchasing Office	
706	PUSH PIN, 100 pieces per case	case	40.00	21	840.00	2	80.00	0	0.00	0	0.00	23	920.00	Various CC	



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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	15x18 Paper Cutter Capable for A3 (brown)	pcs	1,800.00	1	1,800.00	0	0.00	0	0.00	0	0.00	1	1,800.00	CLASS	
2	15x18 Paper Cutter Capable for A3 (brown)	pcs	2,500.00	1	2,500.00	0	0.00	0	0.00	0	0.00	1	2,500.00	OVC-Student Services	
3	1" binder clips	box	50.00	3	150.00	0	0.00	0	0.00	0	0.00	3	150.00	Gender and Development Center	
4	1 inch masking tape	roll	30.00	50	1,500.00	0	0.00	0	0.00	0	0.00	50	1,500.00	Accounting Division	
5	1 inch masking tape	roll	50.00	5	250.00	0	0.00	0	0.00	0	0.00	5	250.00	Human Resource Mgmt. Division	
6	3 inch Lever Arch File Folder Horizontal, Size: Legal , Color: Green	piece	400.00	10	4,000.00	0	0.00	0	0.00	0	0.00	10	4,000.00	Property & Supply Office	
7	4layer desk file organizer document paper tray, magazine case (Black)	pcs	546.00	1	546.00	0	0.00	0	0.00	0	0.00	1	546.00	Legal Office	
8	4layer desk file organizer document paper tray, magazine case (Black)	pcs	550.00	3	1,650.00	0	0.00	0	0.00	0	0.00	3	1,650.00	School of Interdisciplinary	
9	A3 Bondpaper subs 20	ream	400.00	21	8,400.00	0	0.00	0	0.00	0	0.00	21	8,400.00	Various CC	
10	A4 bondpaper, sub 20	ream	300.00	101	30,300.00	0	0.00	0	0.00	0	0.00	101	30,300.00	Various CC	
11	A4 bondpaper, sub 20	ream	400.00	10	4,000.00	0	0.00	0	0.00	0	0.00	10	4,000.00	OVC-Student Services	
12	A4 bondpaper, sub 20 A4 size bondpaper; substance 20; white	ream	250.00	50	12,500.00	0	0.00	0	0.00	0	0.00	50	12,500.00	Human Resource Mgmt. Division	
13	A4 bondpaper, sub 20	ream	210.00	20	4,200.00	0	0.00	0	0.00	0	0.00	20	4,200.00	Medical Services	
14	A4 bondpaper, sub 20	ream	250.00	24	6,000.00	0	0.00	0	0.00	0	0.00	24	6,000.00	Various CC	
15	Accession book	piece	300.00	23	6,900.00	0	0.00	0	0.00	0	0.00	23	6,900.00	Institute Library	
16	Acetate, binding cover, Clear/Transparent, A4 size, 100pcs/box	box	950.00	1	950.00	0	0.00	0	0.00	0	0.00	1	950.00	College of Sci. & Math.	
17	Acetate, Binding cover, Clear/Transparent, A4 size, 100pcs/box	box	850.00	4	3,400.00	0	0.00	0	0.00	0	0.00	4	3,400.00	Various CC	
18	Acetate Binding cover, Clear/Transparent, Letter size, 100pcs/box	box	706.00	1	706.00	0	0.00	0	0.00	0	0.00	1	706.00	Career Center	
19	Acetate, binding cover, Clear/Transparent, Long size (8.5" x 13"), Transparent, 100pcs/box	box	925.00	1	925.00	0	0.00	0	0.00	0	0.00	1	925.00	Career Center	
20	Acetate, binding cover, Clear/Transparent, Long size (8.5" x 13"), Transparent, 100pcs/box	box	950.00	5	4,750.00	0	0.00	0	0.00	0	0.00	5	4,750.00	Various CC	
21	Acetate Plastic Cover, gauge 5, Jumbo quality, (L 50m x W 1.2m)	roll	2,600.00	7	18,200.00	0	0.00	0	0.00	0	0.00	7	18,200.00	Various CC	
22	Air freshener, spray type, at least 300 ml	pcs	200.00	20	4,000.00	0	0.00	0	0.00	0	0.00	20	4,000.00	HOSTEL	
23	Air freshener, spray type, at least 300 ml	pcs	275.00	58	15,950.00	0	0.00	0	0.00	0	0.00	58	15,950.00	Various CC	
24	Alcohol, 70% Ethyl	gallon	650.00	3	1,950.00	0	0.00	0	0.00	0	0.00	3	1,950.00	College of Sci. & Math.	
25	Alcohol, 70% Ethyl	gallon	700.00	4	2,800.00	0	0.00	0	0.00	0	0.00	4	2,800.00	Various CC	
26	Alcohol, 70% Ethyl 500ml	bottle	100.00	134	13,400.00	0	0.00	0	0.00	0	0.00	134	13,400.00	Various CC	
27	Alcohol 70% Isopropyl	gallon	610.00	16	9,760.00	2	1,220.00	0	0.00	0	0.00	18	10,980.00	Various CC	
28	Alcohol, 70% Isopropyl at least 500ml	bottle	125.00	111	13,875.00	11	1,375.00	0	0.00	0	0.00	122	15,250.00	Various CC	



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				Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount		
29	All purpose glue, white, 130g	pcs	50.00	12	600.00	0	0.00	0	0.00	0	0.00	12	600.00	Various CC	
30	All-purpose glue, white, at least 200g All-purpose glue, white, at least 120g	piece	40.00	5	200.00	0	0.00	0	0.00	0	0.00	5	200.00	Human Resource Mgmt. Division	
31	All-purpose glue, white, at least 200g	piece	80.00	115	9,200.00	9	720.00	0	0.00	0	0.00	124	9,920.00	Various CC	
32	Arch File Folder, A4 size, 3" with Hard Cover side mechanism 2 Ring Binder	piece	165.00	26	4,290.00	0	0.00	0	0.00	0	0.00	26	4,290.00	Various CC	
33	Arch File Folder, Long size, 3" with Hard Cover side mechanism 2 Ring Binder	piece	175.00	30	5,250.00	0	0.00	0	0.00	0	0.00	30	5,250.00	Various CC	
34	Automatic spray Air Freshener starter kit battery operated	bottle	500.00	5	2,500.00	0	0.00	0	0.00	0	0.00	5	2,500.00	Graduate Dormitory	
35	Ballpen (Black, BP-145, Retractable, 0.7mm)	box	450.00	1	450.00	0	0.00	0	0.00	0	0.00	1	450.00	College of Engineering	
36	Ballpen preferable ink color:Black	pcs	6.70	131	877.70	0	0.00	0	0.00	0	0.00	131	877.70	Medical Services	
37	Ballpen (Red, BP-145, Retractable, 0.7mm)	box	450.00	1	450.00	0	0.00	0	0.00	0	0.00	1	450.00	College of Engineering	
38	Ball point pen, black, 0.5mm, Gel Type pen, high quality ink pen, at least 12pcs/box	box	130.00	23	2,990.00	6	780.00	0	0.00	0	0.00	29	3,770.00	Various CC	
39	Ball point pen, black, 0.5mm, high quality ink pen	piece	10.00	20	200.00	23	230.00	0	0.00	0	0.00	43	430.00	Physical Plant Division	
40	Ball point pen, black, 0.5mm, high quality ink pen, at least 12pcs/box	box	120.00	41	4,920.00	17	2,040.00	0	0.00	0	0.00	58	6,960.00	Various CC	
41	Ball point pen, black, 0.5mm, high quality ink pen, atleast 12pcs/box	box	120.00	12	1,440.00	0	0.00	0	0.00	0	0.00	12	1,440.00	Various CC	
42	Ball point pen, blue, 0.5mm, Gel Type pen, high quality ink pen, at least 12pcs/box	box	130.00	12	1,560.00	0	0.00	0	0.00	0	0.00	12	1,560.00	Various CC	
43	Ball point pen, blue, 0.5mm, Gel Type pen, high quality ink pen, at least 12pcs/box	box	130.00	9	1,170.00	4	520.00	0	0.00	0	0.00	13	1,690.00	Various CC	
44	Ball point pen, blue, 0.5mm, high quality ink pen	piece	10.00	20	200.00	22	220.00	0	0.00	0	0.00	42	420.00	Physical Plant Division	
45	Ball point pen, blue, 0.5mm, high quality ink pen, at least 12pcs/box	box	120.00	25	3,000.00	17	2,040.00	0	0.00	0	0.00	42	5,040.00	Various CC	
46	Ball point pen, blue, 1.0mm, high quality ink pen	piece	6.70	130	871.00	10	67.00	0	0.00	0	0.00	140	938.00	Medical Services	
47	Ball point pen, blue, 1.0mm, high quality ink pen	piece	15.00	23	345.00	0	0.00	0	0.00	0	0.00	23	345.00	Various CC	
48	Ball point pen, blue, 1.0mm, high quality ink pen, at least 12pcs/box	box	130.00	11	1,430.00	0	0.00	0	0.00	0	0.00	11	1,430.00	Various CC	
49	Ball point pen, green, 0.5mm, Gel Type pen, high quality ink pen, at least 12pcs/box	box	130.00	3	390.00	1	130.00	0	0.00	0	0.00	4	520.00	Various CC	
50	Ball point pen, green, 0.5mm, high quality ink pen	piece	25.00	62	1,550.00	0	0.00	0	0.00	0	0.00	62	1,550.00	Various CC	
51	Ball point pen, green, 0.5mm, high quality ink pen, at least 12pcs/box	box	300.00	3	900.00	0	0.00	0	0.00	0	0.00	3	900.00	Various CC	
52	Ball point pen, green, 1.0mm, high quality ink pen	piece	50.00	12	600.00	0	0.00	0	0.00	0	0.00	12	600.00	Property & Supply Office	



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				Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount		
53	Ball point pen, purple/violet, 0.5mm, Gel Type pen, high quality ink pen, at least 12pcs/box	box	130.00	1	130.00	0	0.00	0	0.00	0	0.00	1	130.00	Purchasing Office	
54	Ball point pen, purple/violet 1.0mm, Gel type pen, high quality ink pen	piece	85.00	5	425.00	15	1,275.00	0	0.00	0	0.00	20	1,700.00	Various CC	
55	Ball point pen, red, 0.5mm, high quality ink pen, at least 12pcs/box	box	120.00	37	4,440.00	0	0.00	0	0.00	0	0.00	37	4,440.00	Various CC	
56	Ball point pen, red, 1.0mm, Gel Type pen, high quality ink pen, at least 12pcs/box	box	130.00	6	780.00	0	0.00	0	0.00	0	0.00	6	780.00	Various CC	
57	Ball point pen, red, 1.0mm, high quality ink pen	piece	15.00	5	75.00	5	75.00	0	0.00	0	0.00	10	150.00	DEV. TECH. APPL. & PROMO	
58	Battery, 9V Rechargeable	pc	500.00	2	1,000.00	0	0.00	0	0.00	0	0.00	2	1,000.00	IDEYA	
59	Battery, AA (2pcs./pack), Alkaline type, Branded, High Quality	pack	150.00	35	5,250.00	0	0.00	0	0.00	0	0.00	35	5,250.00	Various CC	
60	Battery, AA (2pcs./pack), Alkaline type, Branded, High Quality > alkaline type	pack	150.00	20	3,000.00	0	0.00	0	0.00	0	0.00	20	3,000.00	Cashiering Section	
61	Battery, AA (2pcs./pack), Alkaline type, Branded, High Quality	pack	150.00	35	5,250.00	0	0.00	0	0.00	0	0.00	35	5,250.00	Various CC	
62	Battery, AA (2pcs./pack), Alkaline type, Branded, High Quality	pack	175.00	5	875.00	0	0.00	0	0.00	0	0.00	5	875.00	Institute Library	
63	Battery, AA, 4 pcs per pack, branded, High Quality	Pack	300.00	87	26,100.00	16	4,800.00	0	0.00	0	0.00	103	30,900.00	Various CC	
64	Battery, AAA (2pcs./pack), Alkaline type, Branded, High Quality	pack	175.00	50	8,750.00	4	700.00	0	0.00	0	0.00	54	9,450.00	Various CC	
65	Battery, AAA (2pcs./pack), Alkaline type, Branded, High Quality	pcs	450.00	10	4,500.00	10	4,500.00	0	0.00	0	0.00	20	9,000.00	Various CC	
66	Battery, AAA, (4 pcs./pack) Alkaline type, branded, High Quality	pack	350.00	92	32,200.00	6	2,100.00	0	0.00	0	0.00	98	34,300.00	Various CC	
67	Battery, AAA Rechargeable (4's)	pack	300.00	4	1,200.00	15	4,500.00	0	0.00	0	0.00	19	5,700.00	Various CC	
68	Battery, AAA Rechargeable(4's), Branded, High Quality	pad	180.00	3	540.00	0	0.00	0	0.00	0	0.00	3	540.00	Internal Audit Services Unit	
69	Battery, AAA Rechargeable(4's), Branded, High Quality	pack	700.00	3	2,100.00	0	0.00	0	0.00	0	0.00	3	2,100.00	Various CC	
70	Battery AAA rechargeable High Quality with charger set	set	1,100.00	1	1,100.00	0	0.00	0	0.00	0	0.00	1	1,100.00	AEFC / Alumni	
71	Battery AAA rechargeable High Quality with charger set	unit	3,000.00	3	9,000.00	0	0.00	0	0.00	0	0.00	3	9,000.00	College of Business Adm. & Acc	
72	Battery, AA Rechargeable (4's)	pack	300.00	9	2,700.00	15	4,500.00	0	0.00	0	0.00	24	7,200.00	Various CC	
73	Battery, AA Rechargeable(4's), Branded, High Quality	pack	100.00	30	3,000.00	0	0.00	0	0.00	0	0.00	30	3,000.00	Various CC	
74	Battery, AA Rechargeable(4's), Branded, High Quality	pack	600.00	4	2,400.00	0	0.00	0	0.00	0	0.00	4	2,400.00	Various CC	
75	Battery AA rechargeable (4's Branded) High Quality with charger set	set	1,000.00	3	3,000.00	0	0.00	0	0.00	0	0.00	3	3,000.00	Center for Gen. Ed. MSU-IIT	
76	Battery AA Rechargeable with charger	unit	3,000.00	3	9,000.00	0	0.00	0	0.00	0	0.00	3	9,000.00	College of Business Adm. & Acc	
77	Battery LR 44, high quality, branded	pc	30.00	30	900.00	0	0.00	0	0.00	0	0.00	30	900.00	College of Engineering	
78	Binder clip, 19mm or 3/4" (12pcs/box)	Box	25.00	43	1,075.00	0	0.00	0	0.00	0	0.00	43	1,075.00	Various CC	
79	Binder clip 2" 51mm (12pcs/dozen)	box	120.00	2	240.00	0	0.00	0	0.00	0	0.00	2	240.00	Internal Audit Services Unit	



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80	Binder clip, 51mm or 2" (12pcs/box)	Box	90.00	0	0.00	10	900.00	0	0.00	0	0.00	10	900.00	Office of The Campus Secretary	
81	Binder Clips, 25mm or 1" (12pcs/box)	boxes	20.00	0	0.00	10	200.00	0	0.00	0	0.00	10	200.00	Office of The Campus Secretary	
82	Binder Clips, 25mm or 1" (12pcs/box)	boxes	35.00	35	1,225.00	0	0.00	0	0.00	0	0.00	35	1,225.00	Human Resource Mgmt. Division	
83	Binder Clips, 25mm or 1" (12pcs/box)	box	35.00	85	2,975.00	5	175.00	0	0.00	0	0.00	90	3,150.00	Various CC	
84	Binder Clips, 2 inches (12pcs/box)	box	100.00	30	3,000.00	0	0.00	0	0.00	0	0.00	30	3,000.00	Various CC	
85	Binder Clips, 32mm or 1-1/4" (12pcs/box)	box	55.00	12	660.00	0	0.00	0	0.00	0	0.00	12	660.00	Institute Library	
86	Binder Clips, 41mm or 1-7/8" (12pcs/box)	box	75.00	29	2,175.00	0	0.00	0	0.00	0	0.00	29	2,175.00	Various CC	
87	Binder Clips, 51mm or 2" (12pcs/box)	box	90.00	49	4,410.00	0	0.00	0	0.00	0	0.00	49	4,410.00	Various CC	
88	Binder Clips, 51mm or 2" (12pcs/box)	boxes	40.00	9	360.00	10	400.00	0	0.00	0	0.00	19	760.00	Various CC	
89	Binder, Ring 3-holes 25mm, Legal size (2")	pc	350.00	6	2,100.00	0	0.00	10	3,500.00	0	0.00	16	5,600.00	Various CC	
90	Binding Strip for combo (1")	piece	45.00	20	900.00	0	0.00	0	0.00	0	0.00	20	900.00	College of Arts & Soc. Sci.	
91	Binding Strip for combo (1/2")	piece	20.00	20	400.00	0	0.00	0	0.00	0	0.00	20	400.00	College of Arts & Soc. Sci.	
92	Binding Strip for combo (1/4")	piece	10.00	15	150.00	0	0.00	0	0.00	0	0.00	15	150.00	College of Arts & Soc. Sci.	
93	Binding Strip for combo (2")	piece	60.00	27	1,620.00	0	0.00	0	0.00	0	0.00	27	1,620.00	Various CC	
94	Binding Strip for combo (3")	piece	100.00	20	2,000.00	0	0.00	0	0.00	0	0.00	20	2,000.00	Various CC	
95	Black gel pen 0.5mm (12pcs/box)	box	165.00	5	825.00	0	0.00	0	0.00	0	0.00	5	825.00	Center for Advanced Education	
96	Blade, Cutter L-500	Tube	50.00	3	150.00	0	0.00	0	0.00	0	0.00	3	150.00	Natural Science Museum	
97	Board, Illustration Size: 1 Whole	piece	200.00	15	3,000.00	0	0.00	0	0.00	0	0.00	15	3,000.00	Institute Library	
98	Board Paper, blege legal @ 10 pcs/pack	pack	80.00	70	5,600.00	0	0.00	0	0.00	0	0.00	70	5,600.00	Various CC	
99	Board Paper, blege letter @ 10 pcs/pack	pack	60.00	70	4,200.00	0	0.00	0	0.00	0	0.00	70	4,200.00	Various CC	
100	Board Paper, Specialty Legal @ 10 pcs/pack	pack	80.00	65	5,200.00	0	0.00	0	0.00	0	0.00	65	5,200.00	Various CC	
101	Board Paper, Specialty Letter @ 10 pcs/pack	Pack	60.00	60	3,600.00	0	0.00	0	0.00	0	0.00	60	3,600.00	Various CC	
102	Board Paper, Specialty Letter, scented @ 10 pcs/pack	Pack	60.00	25	1,500.00	0	0.00	0	0.00	0	0.00	25	1,500.00	OVCRE	
103	Board Paper, white letter @ 10 pcs/pack	pack	60.00	10	600.00	0	0.00	0	0.00	0	0.00	10	600.00	IPIL/CLGS	
104	Bond paper, 70 gsm, 500 sheets/ream, A4 size, green	box	1,180.00	5	5,900.00	0	0.00	0	0.00	0	0.00	5	5,900.00	Cashiering Section	
105	Bond paper, 70 gsm, 500 sheets/ream, A4 size, green	ream	280.00	10	2,800.00	0	0.00	0	0.00	0	0.00	10	2,800.00	Legal Office	
106	Bond paper, 70 gsm, 500 sheets/ream, A4 size, pink	ream	253.00	15	3,795.00	0	0.00	0	0.00	0	0.00	15	3,795.00	AEFC / Alumni	
107	Bond paper, 70 gsm, 500 sheets/ream, A4 size, white	box	1,265.00	80	101,200.00	10	12,650.00	0	0.00	0	0.00	90	113,850.00	Various CC	
108	Bond paper, 70 gsm, 500 sheets/ream, A4 size, white	ream	253.00	47	11,891.00	5	1,265.00	0	0.00	0	0.00	52	13,156.00	Various CC	
109	Bond paper, 70 gsm, 500 sheets/ream, A4 size, white	box	280.00	15	4,200.00	0	0.00	0	0.00	0	0.00	15	4,200.00	Legal Office	
110	Bond paper, 70 gsm, 500 sheets/ream, legal size (8.5" x 13"), white	Box	1,365.00	55	75,075.00	15	20,475.00	0	0.00	0	0.00	70	95,550.00	Various CC	
111	Bond paper, 70 gsm, 500 sheets/ream, legal size (8.5" x 13"), white	ream	273.00	120	32,760.00	0	0.00	0	0.00	0	0.00	120	32,760.00	Various CC	
112	Bond paper, 70 gsm, 500 sheets/ream, legal size (8.5" x 13"), yellow	box	1,365.00	5	6,825.00	0	0.00	0	0.00	0	0.00	5	6,825.00	Various CC	



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

ANNUAL PROCUREMENT PLAN
GAA 1st to 4th Quarter 2025 (PRIMARY)
Office Supplies Expenses(5020301000-001)

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		
113	Bond paper, 70 gsm, 500 sheets/ream, Legal size (8.5" x 13"), yellow	ream	200.00	34	6,800.00	0	0.00	0	0.00	0	0.00	34	6,800.00	Various CC	
114	Bond paper, 70 gsm, 500 sheets/ream, Legal size (8.5" x 13"), yellow	ream	253.00	20	5,060.00	0	0.00	0	0.00	0	0.00	20	5,060.00	Inst. For Peace & Devt. Mindanao	
115	Bond paper, 70 gsm, 500 sheets/ream, Legal size (8.5" x 13"), yellow	ream	257.00	30	7,710.00	0	0.00	0	0.00	0	0.00	30	7,710.00	Cashiering Section	
116	Bond paper, 70 gsm, 500 sheets/ream, Letter size, white	box	1,180.00	2	2,360.00	0	0.00	0	0.00	0	0.00	2	2,360.00	PRISM	
117	Bond paper, 70 gsm, 500 sheets/ream, Letter size, white	ream	236.00	50	11,800.00	0	0.00	0	0.00	0	0.00	50	11,800.00	Various CC	
118	Bond Paper, 80 gsm, 500 sheets, A3 size, white	ream	800.00	5	4,000.00	5	4,000.00	0	0.00	0	0.00	10	8,000.00	Physical Plant Division	
119	Bond paper, 80 gsm, 500 sheets/ream, A4 size, white	box	1,285.00	87	111,795.00	2	2,570.00	2	2,570.00	0	0.00	91	116,935.00	Various CC	
120	Bond paper, 80 gsm, 500 sheets/ream, A4 size, white	Ream	257.00	96	24,672.00	16	4,112.00	0	0.00	0	0.00	112	28,784.00	Various CC	
121	Bond paper, 80 gsm, 500 sheets/ream, A4 size, white	box	280.00	8	2,240.00	0	0.00	0	0.00	0	0.00	8	2,240.00	Legal Office	
122	Bond paper, 80 gsm, 500 sheets/ream, A4 size, yellow	box	1,285.00	1	1,285.00	0	0.00	0	0.00	0	0.00	1	1,285.00	IDEVA	
123	Bond paper, 80 gsm, 500 sheets/ream, Legal Size (8.5" x 13"), Green	ream	280.00	2	560.00	2	560.00	0	0.00	0	0.00	4	1,120.00	Physical Plant Division	
124	Bond paper, 80 gsm, 500 sheets/ream, Legal size (8.5" x 13"), white	box	1,400.00	63	88,200.00	0	0.00	0	0.00	0	0.00	63	88,200.00	Various CC	
125	Bond paper, 80 gsm, 500 sheets/ream, Legal Size (8.5" x 13"), white	ream	220.00	10	2,200.00	51	11,220.00	5	1,100.00	0	0.00	66	14,520.00	Various CC	
126	Bond paper, 80 gsm, 500 sheets/ream, Legal Size (8.5" x 13"), white	ream	280.00	497	139,160.00	51	14,280.00	5	1,400.00	0	0.00	553	154,840.00	Various CC	
127	Bond paper, 80 gsm, 500 sheets/ream, Legal Size (8.5" x 13"), white	ream	295.00	60	17,700.00	0	0.00	0	0.00	0	0.00	60	17,700.00	Human Resource Mgmt. Division	
128	Bond paper, 80 gsm, 500 sheets/ream, Letter size, white	box	1,200.00	3	3,600.00	0	0.00	0	0.00	0	0.00	3	3,600.00	CLASS	
129	Bond paper, 80 gsm, 500 sheets/ream, Letter size, white	ream	240.00	66	15,840.00	0	0.00	0	0.00	0	0.00	66	15,840.00	Various CC	
130	Bond paper, 80 gsm, 500 sheets/ream, Letter size, yellow	box	1,200.00	1	1,200.00	0	0.00	0	0.00	0	0.00	1	1,200.00	Guidance Office	
131	Book Ends, Heavy Steel	piece	250.00	20	5,000.00	0	0.00	0	0.00	0	0.00	20	5,000.00	Office of Student Dev't Servs.	
132	Book Ends, Large Size,(Book/File Organizer)Heavy Duty Metal	pair	150.00	4	600.00	0	0.00	0	0.00	0	0.00	4	600.00	College of Engineering	
133	Bookmark, sticky flags, plastic	pack	75.00	24	1,800.00	0	0.00	0	0.00	0	0.00	24	1,800.00	Various CC	
134	Book, record book/log book, at least (113cm x W21cm x H0.9cm), at least 200 pages, high quality	piece	87.00	5	435.00	0	0.00	0	0.00	0	0.00	5	435.00	Various CC	
135	Book, record book/log book, at least (113cm x W21cm x H0.9cm), at least 200 pages, high quality	piece	100.00	2	200.00	0	0.00	0	0.00	0	0.00	2	200.00	Legal Office	
136	Book, record book/log book, at least (128cm x W17cm x H1cm), at least 300 pages, high quality	piece	149.00	16	2,384.00	12	1,788.00	20	2,980.00	0	0.00	48	7,152.00	Various CC	
137	Book, record book/log book, at least (129cm x W21cm x H5cm), at least 500 pages, high quality	piece	202.00	22	4,444.00	0	0.00	0	0.00	0	0.00	22	4,444.00	Various CC	



ANNUAL PROCUREMENT PLAN
GAA 1st to 4th Quarter 2025 (PRIMARY)
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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		
138	Brother Tze starter tape	roll	350.00	4	1,400.00	0	0.00	0	0.00	0	0.00	4	1,400.00	PRISM	
139	Brown Envelope, A4 size	pcs	4.00	250	1,000.00	0	0.00	0	0.00	0	0.00	250	1,000.00	Various CC	
140	Brown Envelope, A4 size	Pc	5.00	151	755.00	0	0.00	0	0.00	0	0.00	151	755.00	Various CC	
141	Brown Envelope, Long size	pcs	4.00	100	400.00	0	0.00	0	0.00	0	0.00	100	400.00	Legal Office	
142	Brown Envelope, Long Size	pcs	6.00	970	5,820.00	0	0.00	0	0.00	0	0.00	970	5,820.00	Various CC	
143	Brown KRAFT Folder, Glossy, White Inner, Long	Ream	500.00	2	1,000.00	6	3,000.00	0	0.00	0	0.00	8	4,000.00	Various CC	
144	Brown KRAFT Folder, Glossy, White Inner, Long 100pcs/pack	Ream	1,000.00	3	3,000.00	0	0.00	0	0.00	0	0.00	3	3,000.00	Human Resource Mgmt. Division	
145	Calculator >Two way dual Power >12 digits	pc	2,300.00	4	9,200.00	0	0.00	0	0.00	0	0.00	4	9,200.00	Cashiering Section	
146	>Water Protect 4' x 6"	unit	500.00	4	2,000.00	4	2,000.00	0	0.00	0	0.00	8	4,000.00	Various CC	
147	Canon Ink G2010	set	2,400.20	1	2,400.20	0	0.00	0	0.00	0	0.00	1	2,400.20	College of Engineering	
148	Canon Pixma INK set, for G2010	set	4,500.00	1	4,500.00	0	0.00	0	0.00	0	0.00	1	4,500.00	School of Interdisciplinary	
149	Carbon Paper, 50sheets/pack	pack	600.00	1	600.00	0	0.00	0	0.00	0	0.00	1	600.00	Accounting Division	
150	Cartolina, assorted color, (10 pcs/bundle)	bundle	100.00	41	4,100.00	0	0.00	0	0.00	0	0.00	41	4,100.00	Various CC	
151	Cartolina, black (10 pcs/bundle)	bundle	60.00	5	300.00	0	0.00	0	0.00	0	0.00	5	300.00	Various CC	
152	Cartolina, black (10 pcs/bundle)	bundle	100.00	1	100.00	0	0.00	0	0.00	0	0.00	1	100.00	PRISM	
153	Cartolina, blue (10 pcs/bundle)	bundle	60.00	3	180.00	0	0.00	0	0.00	0	0.00	3	180.00	Gender and Development Center	
154	Cartolina, blue (10 pcs/bundle)	bundle	100.00	2	200.00	0	0.00	0	0.00	0	0.00	2	200.00	CLASS	
155	Cartolina, green (10 pcs/bundle)	bundle	60.00	3	180.00	0	0.00	0	0.00	0	0.00	3	180.00	Gender and Development Center	
156	Cartolina, green (10 pcs/bundle)	bundle	100.00	2	200.00	0	0.00	0	0.00	0	0.00	2	200.00	CLASS	
157	Cartolina, neon (10 pcs/bundle)	bundle	70.00	2	140.00	0	0.00	0	0.00	0	0.00	2	140.00	Internal Audit Services Unit	
158	Cartolina, pink (10 pcs/bundle)	bundle	60.00	3	180.00	0	0.00	0	0.00	0	0.00	3	180.00	Gender and Development Center	
159	Cartolina, red (10 pcs/bundle)	bundle	100.00	2	200.00	0	0.00	0	0.00	0	0.00	2	200.00	CLASS	
160	Cartolina, violet (10 pcs/bundle)	bundle	60.00	2	120.00	0	0.00	0	0.00	0	0.00	2	120.00	CLASS	
161	Cartolina, white (10 pcs/bundle)	bundle	60.00	3	180.00	0	0.00	0	0.00	0	0.00	3	180.00	Gender and Development Center	
162	Cartolina, white (10 pcs/bundle)	bundle	100.00	9	900.00	0	0.00	0	0.00	0	0.00	9	900.00	Various CC	
163	Cartolina, yellow (10 pcs/bundle)	bundle	60.00	3	180.00	0	0.00	0	0.00	0	0.00	3	180.00	Gender and Development Center	
164	Cartolina, yellow (10 pcs/bundle)	bundle	100.00	2	200.00	0	0.00	0	0.00	0	0.00	2	200.00	CLASS	
165	CD Marker	pcs	60.00	20	1,200.00	0	0.00	0	0.00	0	0.00	20	1,200.00	College of Sci. & Math.	
166	Certificate Frame, A4 size	pc	200.00	185	37,000.00	0	0.00	0	0.00	0	0.00	185	37,000.00	Various CC	
167	Certificate Frame, A4 size	piece	60.00	35	2,100.00	0	0.00	0	0.00	0	0.00	35	2,100.00	Various CC	
168	Certificate Frame, Letter size	pc	200.00	40	8,000.00	0	0.00	0	0.00	0	0.00	40	8,000.00	OVCPE	
169	Certificate Frame, Long size	piece	100.00	10	1,000.00	0	0.00	0	0.00	0	0.00	10	1,000.00	Gender and Development Center	
170	Certificate Frame, Long size High quality, A4 size	piece	200.00	15	3,000.00	0	0.00	0	0.00	0	0.00	15	3,000.00	Human Resource Mgmt. Division	
171	Certificate Holder/Jacket, A4 size, Green	piece	60.00	40	2,400.00	0	0.00	0	0.00	0	0.00	40	2,400.00	Career Center	
172	Certificate Holder/Jacket, A4 size, Red/Maroon	pc	70.00	1073	75,110.00	0	0.00	0	0.00	0	0.00	1073	75,110.00	Various CC	



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GAA 1st to 4th Quarter 2025 (PRIMARY)
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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		
173	Certificate Holder/Jacket, Letter size, Blue	pc	50.00	115	5,750.00	0	0.00	0	0.00	0	0.00	115	5,750.00	Various CC	
174	Certificate Holder/Jacket, Long size, Blue	pc	70.00	50	3,500.00	0	0.00	0	0.00	0	0.00	50	3,500.00	College of Education	
175	Certificate Holder/Jacket, Long size, Red/Maroon	piece	30.00	50	1,500.00	0	0.00	0	0.00	0	0.00	50	1,500.00	OQUAMS	
176	Certificate Holder/Jacket, Long size, Red/Maroon	piece	50.00	36	1,800.00	0	0.00	0	0.00	0	0.00	36	1,800.00	Various CC	
177	Certificate Holder/Jacket, Long size, Red/Maroon	piece	70.00	5	350.00	0	0.00	0	0.00	0	0.00	5	350.00	CLASS	
178	Certificate Holder/Jacket, Long size, Red/Maroon A4, Black	piece	60.00	226	13,560.00	0	0.00	0	0.00	0	0.00	226	13,560.00	Other Purpose Fund OVCSS	
179	Certificate Holder/Jacket, Long size, Red/Maroon	pc	70.00	50	3,500.00	0	0.00	0	0.00	0	0.00	50	3,500.00	MSU-IIT Center for Resiliency	
180	Certificate Paper	pack	70.00	10	700.00	0	0.00	0	0.00	0	0.00	10	700.00	Gender and Development Center	
181	Chalk, Assorted Color, Nontoxic, dustless, 100pcs/box	box	150.00	16	2,400.00	1	150.00	0	0.00	0	0.00	17	2,550.00	Various CC	
182	Chalk, Green, Nontoxic, dustless, 100pcs/box	box	150.00	1	150.00	0	0.00	0	0.00	0	0.00	1	150.00	School of Interdisciplinary	
183	Chalk, Yellow, Nontoxic, dustless, 100pcs/box	box	150.00	19	2,850.00	0	0.00	0	0.00	0	0.00	19	2,850.00	Various CC	
184	Cleaner, Glass Spray 500ml	bottle	175.00	22	3,850.00	1	175.00	0	0.00	0	0.00	23	4,025.00	Various CC	
185	Cleaner, Glass Spray 500ml	bottle	225.00	15	3,375.00	0	0.00	0	0.00	0	0.00	15	3,375.00	Various CC	
186	Clear Book, A4 size	pc	75.00	2	150.00	0	0.00	0	0.00	0	0.00	2	150.00	CLASS	
187	Clearbook, Legal size, refillable Long, 20 sheets, 27 holes A4 Black	piece	55.00	0	0.00	25	1,375.00	0	0.00	0	0.00	25	1,375.00	Office of The Campus Secretary	
188	Clearbook, Legal size, refillable Long, 20 sheets, 27 holes	piece	95.00	11	1,045.00	0	0.00	0	0.00	0	0.00	11	1,045.00	Various CC	
189	Clearbook, Legal size, refillable with 20 pockets	pc	95.00	5	475.00	0	0.00	0	0.00	0	0.00	5	475.00	IPIL/CLGS	
190	Clear Book, Long size	piece	95.00	2	190.00	0	0.00	0	0.00	0	0.00	2	190.00	CLASS	
191	Clear Book, Short size	pcs	80.00	2	160.00	0	0.00	0	0.00	0	0.00	2	160.00	CLASS	
192	Clear Book, Short size	pcs	95.00	10	950.00	0	0.00	0	0.00	0	0.00	10	950.00	Various CC	
193	CLIP, BACKFOLD, 19MM, 12 pieces per box	box	30.00	13	390.00	0	0.00	0	0.00	0	0.00	13	390.00	Various CC	
194	CLIP, BACKFOLD, 25MM, 12 pieces per box	box	40.00	10	400.00	0	0.00	0	0.00	0	0.00	10	400.00	Admission Office	
195	CLIP, BACKFOLD, 32MM, 12 pieces per box	box	55.00	10	550.00	0	0.00	0	0.00	0	0.00	10	550.00	Admission Office	
196	Clip, Binder (1") @ 12pcs/box	box	50.00	87	4,350.00	6	300.00	10	500.00	0	0.00	103	5,150.00	Various CC	
197	Clip, Binder (2") @ 12pcs/box	box	100.00	54	5,400.00	6	600.00	0	0.00	0	0.00	60	6,000.00	Various CC	
198	Clip, Binder (3") @ 12pcs/box	box	180.00	43	7,740.00	6	1,080.00	10	1,800.00	0	0.00	59	10,620.00	Various CC	
199	Clip, Binder (3/4") @ 12pcs/box	box	24.00	24	576.00	10	240.00	0	0.00	0	0.00	34	816.00	Various CC	
200	Clipboard, Plastic type, Long size	pc	95.00	13	1,235.00	0	0.00	0	0.00	0	0.00	13	1,235.00	Various CC	
201	Clipboard, wood type, A4 size	piece	100.00	2	200.00	0	0.00	0	0.00	0	0.00	2	200.00	OME	
202	Clipboard, wood type, long size	pc	85.00	10	850.00	0	0.00	0	0.00	0	0.00	10	850.00	MSU-IIT Center for Resiliency	
203	Clip File Folder stand file box	pc	250.00	1	250.00	0	0.00	0	0.00	0	0.00	1	250.00	College of Engineering	
204	Clip, paper, 50mm	box	40.00	2	80.00	0	0.00	0	0.00	0	0.00	2	80.00	Office of Res & Food Services	
205	Clock Wall Clock	unit	600.00	10	6,000.00	0	0.00	0	0.00	0	0.00	10	6,000.00	Institute Library	
206	Coated Board A3 size; C25 220#;300GSM Substance; Glossy;	piece	15.00	2050	30,750.00	0	0.00	0	0.00	0	0.00	2050	30,750.00	Office of Communications	



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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		
207	Coated Board A3 size; CZS 220#,200GSM Substance; Glossy;	piece	15.00	2050	30,750.00	0	0.00	0	0.00	0	0.00	2050	30,750.00	Office of Communications	
208	Coin Envelope, #6, Brown, 500pcs/box	Box	340.00	5	1,700.00	0	0.00	0	0.00	0	0.00	5	1,700.00	Cashiering Section	
209	Coin Envelope, #6, Brown, 500pcs/box	box	700.00	2	1,400.00	0	0.00	0	0.00	0	0.00	2	1,400.00	Various CC	
210	Computer Mouse, optical USB-type	unit	300.00	3	900.00	0	0.00	0	0.00	0	0.00	3	900.00	OVCIA International Affairs	
211	Computer Mouse, Optical, USB-Type	unit	450.00	9	4,050.00	0	0.00	0	0.00	0	0.00	9	4,050.00	Various CC	
212	Computer Mouse, wireless with USB type receiver	unit	550.00	6	3,300.00	0	0.00	0	0.00	0	0.00	6	3,300.00	College of Engineering	
213	Construction Paper, Long (500/ream)	ream	270.00	2	540.00	0	0.00	0	0.00	0	0.00	2	540.00	Office of Res & Food Services	
214	Construction Paper, Long (500/ream)	ream	500.00	12	6,000.00	0	0.00	0	0.00	0	0.00	12	6,000.00	Various CC	
215	CONTINUOUS FORM, 2 PLY, 280MM X 378MM, 1,000 sets per box preferably landscape	box	1,200.00	8	9,600.00	0	0.00	0	0.00	0	0.00	8	9,600.00	Accounting Division	
216	CONTINUOUS FORM, 3 PLY, 280MM X 241MM, 300 sets per box	box	1,200.00	16	19,200.00	0	0.00	0	0.00	0	0.00	16	19,200.00	Human Resource Mgmt. Division	
217	CONTINUOUS FORM, 3 PLY, 280mm x 378mm, (300 sheets/ box)	box	1,650.00	18	29,700.00	0	0.00	0	0.00	0	0.00	18	29,700.00	Human Resource Mgmt. Division	
218	Cork Board Aluminum Frame 2x4ft, brown	unit	1,500.00	3	4,500.00	0	0.00	0	0.00	0	0.00	3	4,500.00	Various CC	
219	Corkboard, Wooden with Aluminum Frame, Size: 4' x 3'	pcs	1,595.00	2	3,190.00	0	0.00	0	0.00	0	0.00	2	3,190.00	PRISM	
220	Correction Pen	piece	130.00	15	1,950.00	0	0.00	0	0.00	0	0.00	15	1,950.00	OVC-Student Services	
221	Correction Tape, 5mm x 10m	pc	40.00	50	2,000.00	21	840.00	0	0.00	0	0.00	71	2,840.00	Various CC	
222	Correction Tape, 5mm x 30m	pcs	50.00	305	15,250.00	26	1,300.00	10	500.00	0	0.00	341	17,050.00	Various CC	
223	Correction Tape, 5mm x 36m	pc	70.00	82	5,740.00	0	0.00	0	0.00	0	0.00	82	5,740.00	Various CC	
224	Correction Tape, 5mm x 5m	pcs	25.00	128	3,200.00	57	1,425.00	0	0.00	0	0.00	185	4,625.00	Various CC	
225	Correction Tape, 5mm x 5m	pcs	50.00	52	2,600.00	15	750.00	0	0.00	0	0.00	67	3,350.00	Various CC	
226	Correction Tape, 5mm x 5m	pcs	30.00	11	330.00	0	0.00	0	0.00	0	0.00	11	330.00	Medical Services	
227	Correction Tape, 5mm x 8m	pc	35.00	125	4,375.00	0	0.00	0	0.00	0	0.00	125	4,375.00	Various CC	
228	Correction tape, refillable Refillable Correction tape with 10pcs refill tapes.	pcs	135.00	18	2,430.00	0	0.00	0	0.00	0	0.00	18	2,430.00	Fablab MSU-IIT	
229	Crayons, 8 colors/box, branded	box	70.00	10	700.00	0	0.00	0	0.00	0	0.00	10	700.00	Gender and Development Center	
230	CUTTER BLADE, 10 pieces per tube	tube	85.00	15	1,275.00	0	0.00	0	0.00	0	0.00	15	1,275.00	Cashiering Section	
231	Cutter, Heavy duty paper cutter, stainless steel, with extra blade	piece	200.00	4	800.00	0	0.00	0	0.00	0	0.00	4	800.00	Various CC	
232	Cutter, paper L-500	piece	125.00	4	500.00	2	250.00	0	0.00	0	0.00	6	750.00	Various CC	
233	Cutting Mat, at least 3mm 300 x 220mm, A4 Size	piece	420.00	2	840.00	0	0.00	0	0.00	0	0.00	2	840.00	OVC-Adm. & Finance	
234	Cutting Mat, at least 3mm 300 x 220mm, A4 Size > Atleast 3mm 300 x 220mm, A4 Size	piece	420.00	3	1,260.00	0	0.00	0	0.00	0	0.00	3	1,260.00	Cashiering Section	
235	Cutting Mat, at least 3mm 450 x 300mm, A3 Size	pc	800.00	3	2,400.00	0	0.00	0	0.00	0	0.00	3	2,400.00	Various CC	
236	Data Filing box, with cover, Black	pc.	350.00	29	10,150.00	0	0.00	0	0.00	0	0.00	29	10,150.00	Various CC	
237	Data Filing box, with cover, Black, with MSU-IIT Logo	pc.	360.00	15	5,400.00	5	1,800.00	0	0.00	0	0.00	20	7,200.00	Various CC	



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

ANNUAL PROCUREMENT PLAN
GAA 1st to 4th Quarter 2025 (PRIMARY)
Office Supplies Expenses(5020301000-001)

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		
238	Data Filing box, with cover Blue legal size	pc.	400.00	10	4,000.00	0	0.00	0	0.00	0	0.00	10	4,000.00	Various CC	
239	Data Filing box, with cover, Blue with MSU-IIT logo	pc.	450.00	5	2,250.00	0	0.00	0	0.00	0	0.00	5	2,250.00	CLASS	
240	Data Filing box, with cover, Green approximately 40cm x 20cm x 30cm	pc.	350.00	10	3,500.00	0	0.00	0	0.00	0	0.00	10	3,500.00	Cashiering Section	
241	Data Filing box, with cover, Green approximately 40cm x 20cm x 30cm	pc	400.00	30	12,000.00	0	0.00		0.00	0	0.00	30	12,000.00	Property & Supply Office	
242	Data Filing box, with cover, Green approximately 40cm x 13cm x 30cm	pc.	360.00	5	1,800.00	0	0.00	0	0.00	0	0.00	5	1,800.00	Gender and Development Center	
243	Data Filing box, with cover, Green approximately 40cm x 13cm x 30cm	pc	375.00	50	18,750.00	0	0.00	0	0.00	0	0.00	50	18,750.00	Property & Supply Office	
244	Data Filing box, with cover, Red L:legal size	pc.	360.00	13	4,680.00	0	0.00	0	0.00	0	0.00	13	4,680.00	Various CC	
245	Data Filing box, with cover, Red, with MSU-IIT Logo	pc.	360.00	22	7,920.00	0	0.00	0	0.00	0	0.00	22	7,920.00	Various CC	
246	Data Filing box, without cover, Black	pc.	100.00	20	2,000.00	25	2,500.00	0	0.00	0	0.00	45	4,500.00	Various CC	
247	Data Filing box, without cover, Blue	pc.	100.00	10	1,000.00	10	1,000.00	0	0.00	0	0.00	20	2,000.00	Office of the Budget Mgmt.	
248	Data Filing box, without cover legal size	piece	250.00	10	2,500.00	10	2,500.00	0	0.00	0	0.00	20	5,000.00	Various CC	
249	Data Filing box, without cover, Red	pc.	100.00	50	5,000.00	0	0.00	0	0.00	0	0.00	50	5,000.00	College of Computer Studies	
250	Date Stamp Rotating Stamp, Automatic Ink Filling Rubber Date 7 Digit Stamp	unit	70.00	3	210.00	0	0.00	0	0.00	0	0.00	3	210.00	Office of the Budget Mgmt.	
251	Date Stamp Self-Inking Date Stamp	unit	1,000.00	1	1,000.00	0	0.00	0	0.00	0	0.00	1	1,000.00	Institute Library	
252	Desk File Organizer, Study Magazine File Holder, 4 sections Plastic, Vertical Documents Folder, Black	pc	350.00	8	2,800.00	0	0.00	0	0.00	0	0.00	8	2,800.00	Various CC	
253	Desk File Organizer, Study Magazine File Holder, 4 sections Plastic, Vertical Documents Folder, Black	pc	400.00	6	2,400.00	0	0.00	0	0.00	0	0.00	6	2,400.00	Human Resource Mgmt. Division	
254	Desk Pad Protector/Office Desk Mat Leather Desk Pad Protector, Office Desk Mat, Large Mouse Pad, Non-Slip PU Leather Desk Blotter, Laptop Desk Pad, Waterproof Desk Writing Pad for Office and Home (color: Black, 23.6 x 13.8)	pc	850.00	5	4,250.00	0	0.00	0	0.00	0	0.00	5	4,250.00	IPIL/CLGS	
255	Dishwashing Liquid 1 gallon	gallon	250.00	4	1,000.00	0	0.00	0	0.00	0	0.00	4	1,000.00	Accounting Division	
256	Dishwashing Liquid, 500ml	piece	200.00	55	11,000.00	18	3,600.00	0	0.00	0	0.00	73	14,600.00	Various CC	
257	Disinfectant Spray, 510g	bot	560.00	20	11,200.00	0	0.00	0	0.00	0	0.00	20	11,200.00	Institute Library	
258	Disinfectant Spray, 510g	bot	650.00	10	6,500.00	0	0.00	0	0.00	0	0.00	10	6,500.00	Guidance Office	
259	Disinfectant Spray-510gms	Bottle	789.00	7	5,523.00	0	0.00	0	0.00	0	0.00	7	5,523.00	College of Education	
260	Dispenser, tape	piece	200.00	17	3,400.00	0	0.00	0	0.00	0	0.00	17	3,400.00	Various CC	
261	Double Sided Tape Foam Type, 1/2" x 5m	roll	50.00	0	0.00	6	300.00	6	300.00	0	0.00	12	600.00	KTTO	
262	Double Sided Tape Foam Type, 1" x 5m	rolls	60.00	24	1,440.00	15	900.00	0	0.00	0	0.00	39	2,340.00	Various CC	
263	Double Sided Tape Foam Type, 1" x 5m	rolls	90.00	17	1,530.00	0	0.00	0	0.00	0	0.00	17	1,530.00	Various CC	



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

ANNUAL PROCUREMENT PLAN
GAA 1st to 4th Quarter 2025 (PRIMARY)
Office Supplies Expenses(5020301000-001)

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	Qty	Amount	Qty	Amount		
264	Double Sided Tape Foam Type, 3/4" x 5m	rolls	70.00	7	490.00	12	840.00	6	420.00	0	0.00	0	0.00	25	1,750.00			Various CC	
265	Double Sided Tape, High quality adhesive tape, Heavy duty, 1"	roll	30.00	12	360.00	0	0.00	0	0.00	0	0.00	0	0.00	12	360.00			Various CC	
266	Double Sided Tape, High quality adhesive tape, Heavy duty, 1"	roll	60.00	17	1,020.00	0	0.00	15	900.00	0	0.00	0	0.00	32	1,920.00			Various CC	
267	Double Sided Tape, High quality adhesive tape, Heavy duty, 2"	roll	95.00	13	1,235.00	1	95.00	0	0.00	0	0.00	0	0.00	14	1,330.00			Various CC	
268	Double Sided Tape, High quality adhesive tape, Heavy duty, 2"	roll	180.00	50	9,000.00	15	2,700.00	0	0.00	0	0.00	0	0.00	65	11,700.00			Various CC	
269	Double Sided Tissue tape, 1 inch x 10m/roll, 12 roll/pack	pack	360.00	26	9,360.00	0	0.00	0	0.00	0	0.00	0	0.00	26	9,360.00			Various CC	
270	Duct Tape, 2" X 10m	roll	200.00	5	1,000.00	0	0.00	0	0.00	0	0.00	0	0.00	5	1,000.00			PRISM	
271	Duct Tape, 2" x 25m	roll	275.00	5	1,375.00	0	0.00	0	0.00	0	0.00	0	0.00	5	1,375.00			PRISM	
272	Duct Tape, 3" x 25m >2 x 25m >Durable	roll	275.00	5	1,375.00	0	0.00	0	0.00	0	0.00	0	0.00	5	1,375.00			Cashiering Section	
273	Duct Tape, 3" x 25m	roll	650.00	0	0.00	2	1,300.00	0	0.00	0	0.00	0	0.00	2	1,300.00			KTTO	
274	Duct Tape, 3" x 25m >Color Gray >3 x 25m	roll	650.00	5	3,250.00	0	0.00	0	0.00	0	0.00	0	0.00	5	3,250.00			Cashiering Section	
275	Duct Tape, Yellow, 3" x 10m	roll	450.00	1	450.00	0	0.00	0	0.00	0	0.00	0	0.00	1	450.00			College of Engineering	
276	Dust Pan	piece	60.00	0	0.00	2	120.00	0	0.00	0	0.00	0	0.00	2	120.00			KTTO	
277	Envelope, Brown (A4) @500pcs/box	box	700.00	5	3,500.00	0	0.00	0	0.00	0	0.00	0	0.00	5	3,500.00			Various CC	
278	Envelope, Brown (A4) @500pcs/box	box	708.00	1	708.00	0	0.00	0	0.00	0	0.00	0	0.00	1	708.00			Guidance Office	
279	Envelope, Brown, A4 size @500pcs/box	box	1,895.00	1	1,895.00	0	0.00	0	0.00	0	0.00	0	0.00	1	1,895.00			IDEYA	
280	Envelope, Brown (Legal) @500pcs/box	box	800.00	10	8,000.00	3	2,400.00	0	0.00	0	0.00	0	0.00	13	10,400.00			Various CC	
281	Envelope, Brown (Legal) @500pcs/box	box	2,395.00	1	2,395.00	1	2,395.00	0	0.00	0	0.00	0	0.00	2	4,790.00			College of Computer Studies	
282	Envelope, Brown (letter) @500pcs/box	box	600.00	3	1,800.00	0	0.00	0	0.00	0	0.00	0	0.00	3	1,800.00			Various CC	
283	Envelope, Expanding long w/ tie	piece	11.00	115	1,265.00	0	0.00	0	0.00	0	0.00	0	0.00	115	1,265.00			IDEYA	
284	Envelope, Expanding long w/ tie	piece	25.00	50	1,250.00	0	0.00	0	0.00	0	0.00	0	0.00	50	1,250.00			Inst. For Peace & Devt. Mindanao	
285	Envelope, Expanding long w/ tie Green, 100pcs/box	box	2,300.00	1	2,300.00	1	2,300.00	0	0.00	0	0.00	0	0.00	2	4,600.00			Various CC	
286	Envelope, Expanding w/tie, legal, Blue (10pcs/pack)	pack	250.00	1	250.00	0	0.00	0	0.00	0	0.00	0	0.00	1	250.00			PRISM	
287	Envelope, Expanding w/tie, legal, Blue (10pcs/pack)	box	1,200.00	1	1,200.00	0	0.00	0	0.00	0	0.00	0	0.00	1	1,200.00			IPDSO	
288	Envelope, Expanding w/tie, legal, Brown (10pcs/pack)	box	1,200.00	2	2,400.00	0	0.00	0	0.00	0	0.00	0	0.00	2	2,400.00			Various CC	
289	Envelope, Expanding w/tie, legal, green	pc	25.00	4	100.00	0	0.00	0	0.00	0	0.00	0	0.00	4	100.00			School of interdisciplinary	
290	Envelope, Expanding w/tie, legal, Green (10pcs/box)	box	1,200.00	1	1,200.00	0	0.00	0	0.00	0	0.00	0	0.00	1	1,200.00			IPDSO	
291	Envelope, Expanding w/tie, legal, Green (10pcs/box)	pack	250.00	5	1,250.00	0	0.00	0	0.00	0	0.00	0	0.00	5	1,250.00			Sports Development Office	
292	Envelope, Expanding w/tie, legal, Red (10pcs/pack)	box	1,200.00	1	1,200.00	0	0.00	0	0.00	0	0.00	0	0.00	1	1,200.00			Office of the Budget Mgmt.	
293	Envelope, Expanding w/tie, legal, Red (10pcs/pack)	pack	250.00	5	1,250.00	0	0.00	0	0.00	0	0.00	0	0.00	5	1,250.00			Mindanao History Heritage	
294	Envelope, Expanding w/tie, legal, Yellow (100pcs/pack)	box	1,200.00	3	3,600.00	0	0.00	0	0.00	0	0.00	0	0.00	3	3,600.00			Various CC	



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ANNUAL PROCUREMENT PLAN
GAA 1st to 4th Quarter 2025 (PRIMARY)
Office Supplies Expenses(5020301000-001)

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		
295	Envelope , Expanding w/tie, long (100pcs/pack)	pack	250.00	1	250.00	0	0.00	0	0.00	0	0.00	1	250.00	Center for Advanced Education	
296	Envelope , Expanding w/tie, long (100pcs/pack)	box	1,200.00	3	3,600.00	0	0.00	0	0.00	0	0.00	3	3,600.00	Various CC	
297	Envelope , Expanding w/tie, long, Brown	pc	25.00	250	6,250.00	0	0.00	0	0.00	0	0.00	250	6,250.00	Various CC	
298	Envelope , Expanding w/tie, Long, Red	pc	25.00	20	500.00	0	0.00	0	0.00	0	0.00	20	500.00	IPIL/CLIGS	
299	Envelope, Mailing white long US	box	1,500.00	1	1,500.00	0	0.00	0	0.00	0	0.00	1	1,500.00	Integrated Developmental Sch.	
300	Envelope, mailing with IIT seal	box	1,500.00	1	1,500.00	1	1,500.00	0	0.00	0	0.00	2	3,000.00	Various CC	
301	Envelope, mailing with IIT seal, 500pcs/box (Please coordinate the end-user)	box	1,750.00	1	1,750.00	2	3,500.00	0	0.00	0	0.00	3	5,250.00	Various CC	
302	Envelope, Plastic Expandable Envelope, with divider/compartments, Long	pc	275.00	30	8,250.00	0	0.00	0	0.00	0	0.00	30	8,250.00	Institute Library	
303	Epson 003 Ink, Black, 70ml	bot	300.00	12	3,600.00	10	3,000.00	0	0.00	0	0.00	22	6,600.00	Various CC	
304	Epson 003 Ink, Cyan 70 ml	bot	300.00	6	1,800.00	10	3,000.00	0	0.00	0	0.00	16	4,800.00	Various CC	
305	Epson 003 Ink, Magenta, 70ml	bot	300.00	6	1,800.00	10	3,000.00	0	0.00	0	0.00	16	4,800.00	Various CC	
306	Epson 003 Ink , Yellow, 70ml	bot	300.00	6	1,800.00	10	3,000.00	0	0.00	0	0.00	16	4,800.00	Various CC	
307	Epson Bottled Ink T6641 (Black)	btlis	400.00	9	3,600.00	0	0.00	0	0.00	0	0.00	9	3,600.00	College of Sci. & Math.	
308	Epson, Bottled Ink T6641 (Black)	pc	400.00	20	8,000.00	0	0.00	0	0.00	0	0.00	20	8,000.00	Accounting Division	
309	Epson Bottled Ink T6642 (Cyan)	btlis	300.00	10	3,000.00	0	0.00	0	0.00	0	0.00	10	3,000.00	Accounting Division	
310	Epson Bottled Ink T6643(Magenta)	btl	300.00	10	3,000.00	0	0.00	0	0.00	0	0.00	10	3,000.00	Accounting Division	
311	Epson Bottled Ink T6644 (Yellow)	btlis	300.00	11	3,300.00	0	0.00	0	0.00	0	0.00	11	3,300.00	Various CC	
312	Epson ink 001 black (for Epson ecotank L14150)	bot	450.00	4	1,800.00	0	0.00	4	1,800.00	0	0.00	8	3,600.00	Cultural & Arts Study Center	
313	Epson ink 001 black (for Epson ecotank L14150)	bot	550.00	5	2,750.00	0	0.00	0	0.00	0	0.00	5	2,750.00	Purchasing Office	
314	Epson ink 001 black (for Epson ecotank L14150)	bot	560.00	52	29,120.00	0	0.00	25	14,000.00	0	0.00	77	43,120.00	Various CC	
315	Epson ink 001 cyan (for Epson ecotank L14150)	bot	305.00	3	915.00	0	0.00	3	915.00	0	0.00	6	1,830.00	Cultural & Arts Study Center	
316	Epson ink 001 cyan (for Epson ecotank L14150)	bot	390.00	2	780.00	0	0.00	0	0.00	0	0.00	2	780.00	Purchasing Office	
317	Epson ink 001 cyan (for Epson ecotank L14150)	bot	400.00	29	11,600.00	0	0.00	5	2,000.00	0	0.00	34	13,600.00	Various CC	
318	Epson ink 001 magenta (for Epson ecotank L14150)	bot	305.00	3	915.00	0	0.00	3	915.00	0	0.00	6	1,830.00	Cultural & Arts Study Center	
319	Epson ink 001 magenta (for Epson ecotank L14150)	bot	390.00	2	780.00	0	0.00	0	0.00	0	0.00	2	780.00	Purchasing Office	
320	Epson ink 001 magenta (for Epson ecotank L14150)	bot	400.00	29	11,600.00	0	0.00	5	2,000.00	0	0.00	34	13,600.00	Various CC	
321	Epson ink 001 yellow (for Epson ecotank L14150)	bot	305.00	3	915.00	0	0.00	3	915.00	0	0.00	6	1,830.00	Cultural & Arts Study Center	
322	Epson ink 001 yellow (for Epson ecotank L14150)	bot	390.00	2	780.00	0	0.00	0	0.00	0	0.00	2	780.00	Purchasing Office	
323	Epson ink 001 yellow (for Epson ecotank L14150)	bot	400.00	29	11,600.00	0	0.00	5	2,000.00	0	0.00	34	13,600.00	Various CC	
324	Epson L6190 Maintenance Box	unit	900.00	5	4,500.00	0	0.00	0	0.00	0	0.00	5	4,500.00	MSU-IIT Center for Resiliency	
325	Eraser, blackboard #001	piece	30.00	12	360.00	0	0.00	0	0.00	0	0.00	12	360.00	Various CC	
326	Eraser, blackboard #001	piece	35.00	12	420.00	0	0.00	0	0.00	0	0.00	12	420.00	College of Education	
327	Eraser, Felt, For Blackboard or whiteboard eraser, Big	piece	30.00	90	2,700.00	0	0.00	0	0.00	0	0.00	90	2,700.00	Various CC	
328	Eraser, Felt, For Blackboard or whiteboard eraser, Big	piece	35.00	180	6,300.00	0	0.00	0	0.00	0	0.00	180	6,300.00	Various CC	
329	Eraser, white correction tape	piece	30.80	10	308.00	0	0.00	0	0.00	0	0.00	10	308.00	OME	



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

ANNUAL PROCUREMENT PLAN
GAA 1st to 4th Quarter 2025 (PRIMARY)
Office Supplies Expenses(5020301000-001)

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	Qty	Amount	Qty	Amount	Qty	Amount	Amount	Amount		
358	Folder, Plastic with sliding strip, Legal, 12pcs/pack	pack	150.00	3	450.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3	450.00	3	450.00	450.00	450.00	Guidance Office	
359	Folder, Plastic with sliding strip, Letter, 12pcs/pack	pack	150.00	3	450.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3	450.00	3	450.00	450.00	450.00	Guidance Office	
360	Folder, pressboard A4	box	700.00	1	700.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	700.00	1	700.00	700.00	700.00	Office of Res & Food Services	
361	Folder, White (A4) @100pcs/pack	pack	450.00	16	7,200.00	8	3,600.00	0	0.00	0	0.00	0	0.00	0	0.00	24	10,800.00	24	10,800.00	10,800.00	10,800.00	Various CC	
362	Folder, White (A4) @100pcs/pack	pack	1,000.00	6	6,000.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	6	6,000.00	6	6,000.00	6,000.00	6,000.00	Cashiering Section	
363	Folder, white A4 size	pcs	10.00	100	1,000.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	100	1,000.00	100	1,000.00	1,000.00	1,000.00	MSU-IIT Center for Resiliency	
364	Folder, White, Glossy white, A4, 100pcs/pack	pack	1,000.00	4	4,000.00	2	2,000.00	0	0.00	0	0.00	0	0.00	0	0.00	6	6,000.00	6	6,000.00	6,000.00	6,000.00	Various CC	
365	Folder, White, Glossy white, A4, 100pcs/pack	pcs	10.00	100	1,000.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	100	1,000.00	100	1,000.00	1,000.00	1,000.00	Integrated Developmental Sch.	
366	Folder, White, Glossy White, Legal, 100pcs/pack	Pack	1,000.00	8	8,000.00	0	0.00	0	0.00	3	3,000.00	0	0.00	0	0.00	11	11,000.00	11	11,000.00	11,000.00	11,000.00	Various CC	
367	Folder, White, Glossy white, Letter, 100pcs/pack	pack	875.00	1	875.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	875.00	1	875.00	875.00	875.00	MSU-IIT Center for Resiliency	
368	Folder, White (Letter) @100pcs/pack	pack	400.00	4	1,600.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	4	1,600.00	4	1,600.00	1,600.00	1,600.00	Various CC	
369	Frame, Certificate (A4 size)	pcs	100.00	15	1,500.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	15	1,500.00	15	1,500.00	1,500.00	1,500.00	Various CC	
370	Gel Pen (0.5)Black(12pcs/box)	box	100.00	10	1,000.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	10	1,000.00	10	1,000.00	1,000.00	1,000.00	Guidance Office	
371	Gel Pen, Blue, 0.5(12pcs/box)	box	100.00	7	700.00	2	200.00	0	0.00	0	0.00	0	0.00	0	0.00	9	900.00	9	900.00	900.00	900.00	Various CC	
372	Glossy Photo Paper A4 size(20sheets/pack), 180gsm	pack	70.00	32	2,240.00	5	350.00	0	0.00	0	0.00	0	0.00	0	0.00	37	2,590.00	37	2,590.00	2,590.00	2,590.00	Various CC	
373	GLUE, all purpose, white at least 120gms	piece	40.00	28	1,120.00	5	200.00	0	0.00	0	0.00	0	0.00	0	0.00	33	1,320.00	33	1,320.00	1,320.00	1,320.00	Various CC	
374	GLUE, all purpose, white at least 120gms	jars	150.00	10	1,500.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	10	1,500.00	10	1,500.00	1,500.00	1,500.00	Natural Science Museum	
375	Glue Gun	piece	275.00	11	3,025.00	2	550.00	0	0.00	0	0.00	0	0.00	0	0.00	13	3,575.00	13	3,575.00	3,575.00	3,575.00	Various CC	
376	Glue stick	piece	15.00	24	360.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	24	360.00	24	360.00	360.00	360.00	Various CC	
377	Glue Stick,1/2" diameter	piece	10.00	91	910.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	91	910.00	91	910.00	910.00	910.00	Various CC	
378	Glue Stick,1/2" diameter	piece	20.00	92	1,840.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	92	1,840.00	92	1,840.00	1,840.00	1,840.00	Various CC	
379	Glue Stick All Purpose - Easy to use - Washable - Have a clean, smooth application. - Easily washes off of hands and out of clothes	pc	100.00	5	500.00	5	500.00	0	0.00	0	0.00	0	0.00	0	0.00	10	1,000.00	10	1,000.00	1,000.00	1,000.00	Purchasing Office	
380	Good Moral Certification Form GMC Certification Letterhead RISO printing in A4, cornfield cream, 85gsm special paper, 10 reams, 500 sheets per ream	lot	20,000.00	1	20,000.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	20,000.00	1	20,000.00	20,000.00	20,000.00	Office of Student Dev't Servs.	
381	Hand Sanitizer	bottle	70.00	5	350.00	10	700.00	0	0.00	0	0.00	0	0.00	0	0.00	15	1,050.00	15	1,050.00	1,050.00	1,050.00	Various CC	
382	Hand Soap	btls	300.00	10	3,000.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	10	3,000.00	10	3,000.00	3,000.00	3,000.00	Accounting Division	
383	HDMI Cable (Laptop to projector/TV) 5m	set	650.00	4	2,600.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	4	2,600.00	4	2,600.00	2,600.00	2,600.00	College of Engineering	
384	Headset	unit	1,200.00	0	0.00	2	2,400.00	0	0.00	0	0.00	0	0.00	0	0.00	2	2,400.00	2	2,400.00	2,400.00	2,400.00	KITTO	
385	Herbarium Sheet 11.5" x 16.5"	ream	300.00	20	6,000.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	20	6,000.00	20	6,000.00	6,000.00	6,000.00	Natural Science Museum	
386	Highlighter pen (Neon Pink)	piece	100.00	3	300.00	3	300.00	0	0.00	0	0.00	0	0.00	0	0.00	6	600.00	6	600.00	600.00	600.00	DEV. TECH. APPL. & PROMO	
387	HP Deskjet GT52 Cyan	bottle	280.00	10	2,800.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	10	2,800.00	10	2,800.00	2,800.00	2,800.00	Various CC	
388	HP Deskjet GT52 Cyan	bottle	300.00	7	2,100.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	7	2,100.00	7	2,100.00	2,100.00	2,100.00	College of Business Adm. & Acc	



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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		
389	HP Deskjet GT52 Magenta	Bottle	280.00	10	2,800.00	0	0.00	0	0.00	0	0.00	10	2,800.00	Various CC	
390	HP Deskjet GT52 Magenta	Bottle	300.00	7	2,100.00	0	0.00	0	0.00	0	0.00	7	2,100.00	College of Business Adm. & Acc	
391	HP Deskjet GT52 Yellow	bottle	280.00	10	2,800.00	0	0.00	0	0.00	0	0.00	10	2,800.00	Various CC	
392	HP Deskjet GT52 Yellow	bottle	300.00	7	2,100.00	0	0.00	0	0.00	0	0.00	7	2,100.00	College of Business Adm. & Acc	
393	HP GT53 Black	bot	320.00	63	20,160.00	0	0.00	0	0.00	0	0.00	63	20,160.00	Various CC	
394	HP GT53 Black	bot	350.00	10	3,500.00	0	0.00	0	0.00	0	0.00	10	3,500.00	College of Business Adm. & Acc	
395	HP Smart Tank 670 (BLACK)	cart	380.00	8	3,040.00	0	0.00	0	0.00	0	0.00	8	3,040.00	IPDSO	
396	HP Smart Tank 670 (cyan)	cart	380.00	4	1,520.00	0	0.00	0	0.00	0	0.00	4	1,520.00	IPDSO	
397	HP Smart Tank 670 (MAGENTA)	Cart	380.00	4	1,520.00	0	0.00	0	0.00	0	0.00	4	1,520.00	IPDSO	
398	HP Smart Tank 670 (yellow)	cart	380.00	4	1,520.00	0	0.00	0	0.00	0	0.00	4	1,520.00	IPDSO	
399	ID Jacket (plastic)	piece	10.00	50	500.00	0	0.00	0	0.00	0	0.00	50	500.00	Gender and Development Center	
400	Index Tab, Transparent, self-adhesive, 5 sets per pack, (set includes 2 pcs 6" tab strips, & 2 complete alphabet	box	50.00	10	500.00	0	0.00	0	0.00	0	0.00	10	500.00	Guidance Office	
401	Index Tab, Transparent, self-adhesive, 5 sets per pack, (set includes 2 pcs 6" tab strips, & 2 complete alphabet	pack	125.00	4	500.00	0	0.00	0	0.00	0	0.00	4	500.00	Various CC	
402	Ink, black for Whyteboard Pen	bottle	130.00	5	650.00	0	0.00	0	0.00	0	0.00	5	650.00	OVC-Academic Affairs	
403	Ink, Bottled GT51 (black)	Bottle	350.00	0	0.00	4	1,400.00	4	1,400.00	0	0.00	8	2,800.00	KTTO	
404	Ink, Bottled GT52 (Cyan)	Bottle	350.00	29	10,150.00	4	1,400.00	4	1,400.00	0	0.00	37	12,950.00	Various CC	
405	Ink, Bottled GT52 (Magenta)	Bottle	350.00	29	10,150.00	4	1,400.00	4	1,400.00	0	0.00	37	12,950.00	Various CC	
406	Ink, Bottled GT52 (Yellow)	Bottle	350.00	29	10,150.00	4	1,400.00	4	1,400.00	0	0.00	37	12,950.00	Various CC	
407	Ink, BT5000C, Cyan for Brother	bot	445.00	5	2,225.00	0	0.00	0	0.00	0	0.00	5	2,225.00	Human Resource Mgmt. Division	
408	Ink, BT5000C, Cyan for Brother	bot	460.00	3	1,380.00	0	0.00	0	0.00	0	0.00	3	1,380.00	College of Sci. & Math.	
409	Ink, BT5000C, Cyan for Brother	bot	500.00	31	15,500.00	5	2,500.00	0	0.00	0	0.00	36	18,000.00	Various CC	
410	Ink, BT5000M, Magenta for Brother	bot	445.00	5	2,225.00	0	0.00	0	0.00	0	0.00	5	2,225.00	Human Resource Mgmt. Division	
411	Ink, BT5000M, Magenta for Brother	bot	460.00	3	1,380.00	0	0.00	0	0.00	0	0.00	3	1,380.00	College of Sci. & Math.	
412	Ink, BT5000M, Magenta for Brother	bot	500.00	27	13,500.00	5	2,500.00	0	0.00	0	0.00	32	16,000.00	Various CC	
413	Ink, BT5000Y, Yellow for Brother	bot	445.00	5	2,225.00	0	0.00	0	0.00	0	0.00	5	2,225.00	Human Resource Mgmt. Division	
414	Ink, BT5000Y, Yellow for Brother	bot	460.00	3	1,380.00	0	0.00	0	0.00	0	0.00	3	1,380.00	College of Sci. & Math.	
415	Ink, BT5000Y, Yellow for Brother	bot	500.00	27	13,500.00	5	2,500.00	0	0.00	0	0.00	32	16,000.00	Various CC	
416	Ink, BT600BK, Black for Brother	bot	445.00	18	8,010.00	0	0.00	0	0.00	0	0.00	18	8,010.00	Various CC	
417	Ink, BT600BK, Black for Brother	bot	750.00	78	58,500.00	10	7,500.00	0	0.00	0	0.00	88	66,000.00	Various CC	
418	Ink Cartridge for Brother DCP-1420W (CYAN, Magenta, Yellow, Black)	set	1,780.00	41	72,980.00	0	0.00	0	0.00	0	0.00	41	72,980.00	Various CC	
419	Ink cartridge for BROTHER Yellow LC563Y	cartridge	566.00	15	8,490.00	0	0.00	0	0.00	0	0.00	15	8,490.00	AEFC / Alumni	
420	Ink Cartridge for Epson Black T9734	pack	2,500.00	5	12,500.00	0	0.00	0	0.00	0	0.00	5	12,500.00	OVCIA International Affairs	
421	Ink Cartridge for Epson CYAN T9734	pack	2,500.00	5	12,500.00	0	0.00	0	0.00	0	0.00	5	12,500.00	OVCIA International Affairs	
422	Ink Cartridge for Epson MAGENTA T9734	pack	2,500.00	5	12,500.00	0	0.00	0	0.00	0	0.00	5	12,500.00	OVCIA International Affairs	



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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		
423	Ink Cartridge for Epson T9481, T9482, T9483, T9484	pack	2,500.00	2	5,000.00	0	0.00	0	0.00	0	0.00	2	5,000.00	OVCIA International Affairs	
424	Ink Cartridge for Epson Yellow T9734	pack	2,500.00	5	12,500.00	0	0.00	0	0.00	0	0.00	5	12,500.00	OVCIA International Affairs	
425	Ink Cartridge, HP680 Black for HP Printer	cartridge	380.00	3	1,140.00	3	1,140.00	0	0.00	0	0.00	6	2,280.00	DEV. TECH. APPL. & PROMO	
426	Ink Cartridge, HP680 Tri-colored for HP Printer	cartridge	380.00	3	1,140.00	3	1,140.00	0	0.00	0	0.00	6	2,280.00	DEV. TECH. APPL. & PROMO	
427	Ink, Epson Cont. L210, Black	pcs	350.00	10	3,500.00	0	0.00	0	0.00	0	0.00	10	3,500.00	Legal Office	
428	Ink, Epson cont. L210 Cyan	pc	350.00	10	3,500.00	0	0.00	0	0.00	0	0.00	10	3,500.00	Legal Office	
429	Ink, Epson Cont. L210 Magenta	pc	350.00	10	3,500.00	0	0.00	0	0.00	0	0.00	10	3,500.00	Legal Office	
430	Ink, Epson Cont. L210 Yellow	pc	350.00	10	3,500.00	0	0.00	0	0.00	0	0.00	10	3,500.00	Legal Office	
431	Ink Epson L120 set of Black and Colored	cartridge	1,280.00	1	1,280.00	0	0.00	0	0.00	0	0.00	1	1,280.00	College of Sci. & Math.	
432	Ink, EPSON L360 T664 100, Black	bottle	495.00	15	7,425.00	8	3,960.00	4	1,980.00	0	0.00	27	13,365.00	Various CC	
433	Ink, EPSON L360 T664 200, Cyan	bottle	490.00	7	3,430.00	2	980.00	2	980.00	0	0.00	11	5,390.00	Various CC	
434	Ink, EPSON L360 T664 300, Magenta	bottle	490.00	7	3,430.00	2	980.00	0	0.00	0	0.00	9	4,410.00	Various CC	
435	Ink, EPSON L360 T664 400, Yellow	bottle	490.00	7	3,430.00	2	980.00	0	0.00	0	0.00	9	4,410.00	Various CC	
436	Ink for Brother BTID6000BK	set	2,000.00	2	4,000.00	0	0.00	0	0.00	0	0.00	2	4,000.00	Graduate Dormitory	
437	Ink for Brother BTID6000BK Expiration Date: at least 3 years	set	2,000.00	10	20,000.00	0	0.00	0	0.00	0	0.00	10	20,000.00	Property & Supply Office	
438	Ink for Brother BTID6000BK	bottle	460.00	29	13,340.00	0	0.00	0	0.00	0	0.00	29	13,340.00	College of Sci. & Math.	
439	Ink for Brother, BTID60BK Black and BT5000 set(Bk,C/M/Y set)	set	1,700.00	4	6,800.00	3	5,100.00	0	0.00	0	0.00	7	11,900.00	Various CC	
440	Ink for Brother DCP T120DW BT 5000, Cyan	bottle	600.00	5	3,000.00	0	0.00	0	0.00	0	0.00	5	3,000.00	Legal Office	
441	Ink for Brother DCP T120DW BT5000, Magenta	bottle	600.00	5	3,000.00	0	0.00	0	0.00	0	0.00	5	3,000.00	Legal Office	
442	Ink for Brother DCP T120DW BT 5000, Yellow	bottle	600.00	5	3,000.00	0	0.00	0	0.00	0	0.00	5	3,000.00	Legal Office	
443	Ink for Brother DCP T120DW D60, Black	bottle	600.00	5	3,000.00	0	0.00	0	0.00	0	0.00	5	3,000.00	Legal Office	
444	Ink for Brother DCP-T700W, Cyan	bottle	500.00	6	3,000.00	0	0.00	0	0.00	0	0.00	6	3,000.00	College of Engineering	
445	Ink for Brother DCP-T700W, magenta	bottle	500.00	6	3,000.00	0	0.00	0	0.00	0	0.00	6	3,000.00	College of Engineering	
446	Ink for Brother DCP-T700W Yellow	bottle	500.00	9	4,500.00	0	0.00	0	0.00	0	0.00	9	4,500.00	College of Engineering	
447	Ink for Brother DCP-T710W, CMYB	SET	1,300.00	7	9,100.00	0	0.00	0	0.00	0	0.00	7	9,100.00	Medical Services	
448	Ink for Brother DCP T720W, Cyan	bot	445.00	3	1,335.00	0	0.00	0	0.00	0	0.00	3	1,335.00	College of Engineering	
449	Ink for Brother DCP-T720W, Magenta	bot	445.00	3	1,335.00	0	0.00	0	0.00	0	0.00	3	1,335.00	College of Engineering	
450	Ink for BROTHER LC 462, Black	cartridge	1,600.00	3	4,800.00	2	3,200.00	0	0.00	0	0.00	5	8,000.00	Security Office	
451	Ink for BROTHER LC 462, Cyan	cartridge	700.00	3	2,100.00	2	1,400.00	0	0.00	0	0.00	5	3,500.00	Security Office	
452	Ink for BROTHER LC 462, Magenta	cartridge	700.00	3	2,100.00	2	1,400.00	0	0.00	0	0.00	5	3,500.00	Security Office	
453	Ink for BROTHER LC 462, Yellow	cartridge	700.00	3	2,100.00	2	1,400.00	0	0.00	0	0.00	5	3,500.00	Security Office	
454	Ink for Brother printer, BTID60BK, BT5000 CMY Black and Color Set	Sets	1,780.00	17	30,260.00	0	0.00	0	0.00	0	0.00	17	30,260.00	Various CC	
455	Ink for EPSON 003, Black	bottle	390.00	65	25,350.00	0	0.00	0	0.00	0	0.00	65	25,350.00	Various CC	
456	Ink for EPSON 003, Black	bottle	400.00	29	11,600.00	0	0.00	26	10,400.00	0	0.00	55	22,000.00	College of Artd	
457	Ink for EPSON 003 Cyan	bottle	350.00	10	3,500.00	0	0.00	5	1,750.00	0	0.00	15	5,250.00	College of Arts & Soc. Sci.	



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				Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount		
458	ink for EPSON 003 Cyan	bottle	366.00	15	5,490.00	0	0.00	0	0.00	0	0.00	15	5,490.00	MSU-IIT Center for Resiliency	
459	ink for EPSON 003, Magenta	bottle	350.00	10	3,500.00	0	0.00	0	0.00	0	0.00	10	3,500.00	College of Sci. & Math.	
460	ink for EPSON 003, Magenta	bottle	366.00	15	5,490.00	0	0.00	0	0.00	0	0.00	15	5,490.00	MSU-IIT Center for Resiliency	
461	ink for EPSON 003, Magenta	bottle	400.00	5	2,000.00	0	0.00	5	2,000.00	0	0.00	10	4,000.00	CFSS	
462	ink for EPSON 003, Yellow	bottle	350.00	10	3,500.00	0	0.00	5	1,750.00	0	0.00	15	5,250.00	College of Arts & Soc. Sci.	
463	ink for EPSON 003, Yellow	bottle	366.00	15	5,490.00	0	0.00	0	0.00	0	0.00	15	5,490.00	MSU-IIT Center for Resiliency	
464	ink for EPSON L3110, black BK-003	bottle	350.00	20	7,000.00	0	0.00	0	0.00	0	0.00	20	7,000.00	Human Resource Mgmt. Division	
465	ink for EPSON L3110, black BK-003	bottle	400.00	49	19,600.00	0	0.00	0	0.00	0	0.00	49	19,600.00	Human Resource Mgmt. Division	
466	ink for EPSON L3110 cyan C-003	bottle	320.00	8	2,560.00	0	0.00	0	0.00	0	0.00	8	2,560.00	Human Resource Mgmt. Division	
467	ink for EPSON L3110 cyan C-003	bottle	400.00	15	6,000.00	0	0.00	0	0.00	0	0.00	15	6,000.00	Various CC	
468	ink for EPSON L3110 magenta M-003	bottle	320.00	8	2,560.00	0	0.00	0	0.00	0	0.00	8	2,560.00	Human Resource Mgmt. Division	
469	ink for EPSON L3110 magenta M-003	bottle	400.00	20	8,000.00	0	0.00	0	0.00	0	0.00	20	8,000.00	Various CC	
470	ink for EPSON L3110 yellow Y-003	bottle	320.00	8	2,560.00	0	0.00	0	0.00	0	0.00	8	2,560.00	Human Resource Mgmt. Division	
471	ink for EPSON L3250, Black	Bottle	480.00	20	8,000.00	0	0.00	0	0.00	0	0.00	20	8,000.00	Various CC	
472	ink for EPSON L3250, Cyan	Bottle	366.00	0	0.00	3	1,098.00	0	0.00	0	0.00	3	1,098.00	College of Engineering	
473	ink for EPSON L3250, Magenta	Bottle	366.00	3	1,098.00	0	0.00	0	0.00	0	0.00	3	1,098.00	College of Engineering	
474	ink for EPSON L3250, Yellow	Bottle	366.00	3	1,098.00	0	0.00	0	0.00	0	0.00	3	1,098.00	College of Engineering	
475	ink for Epson Printer, BK664	bottle	300.00	6	1,800.00	0	0.00	0	0.00	0	0.00	6	1,800.00	(OUR) University Registrar	
476	ink for EPSON WFC-5790 Black	cartridge	1,800.00	4	7,200.00	0	0.00	0	0.00	0	0.00	4	7,200.00	Security Office	
477	ink for EPSON WFC 5790 Cyan	cartridge	1,500.00	4	6,000.00	0	0.00	0	0.00	0	0.00	4	6,000.00	Security Office	
478	ink for EPSON WFC 5790 Magenta	cartridge	1,500.00	4	6,000.00	0	0.00	0	0.00	0	0.00	4	6,000.00	Security Office	
479	ink for EPSON WFC 5790 Yellow	cartridge	1,500.00	4	6,000.00	0	0.00	0	0.00	0	0.00	4	6,000.00	Security Office	
480	ink for HP Smart Tank 615 Black Cartridge - GT52	bottle	500.00	1	500.00	0	0.00	0	0.00	0	0.00	1	500.00	MSU-IIT Center for Resiliency	
481	ink for HP Smart Tank 615 Yellow - GT52	bottle	400.00	4	1,600.00	0	0.00	0	0.00	0	0.00	4	1,600.00	MSU-IIT Center for Resiliency	
482	ink for HP Smart Tank 615 Black Cartridge - 704 - GT53	bottle	500.00	1	500.00	0	0.00	0	0.00	0	0.00	1	500.00	MSU-IIT Center for Resiliency	
483	ink for HP Smart Tank 615 Magenta - GT52	bottle	500.00	1	500.00	0	0.00	0	0.00	0	0.00	1	500.00	MSU-IIT Center for Resiliency	
484	ink for HP Smart Tank 615 Cyan - GT52	bottle	500.00	1	500.00	0	0.00	0	0.00	0	0.00	1	500.00	MSU-IIT Center for Resiliency	
485	ink for Stamp pad, Black, 30ml	bottle	25.30	5	126.50	0	0.00	0	0.00	0	0.00	5	126.50	Legal Office	
486	ink for Stamp pad, Black, 30ml	bottle	30.00	0	0.00	2	60.00	0	0.00	0	0.00	2	60.00	Purchasing Office	
487	ink for Stamp pad, Purple, 30ml	bottle	30.00	2	60.00	2	60.00	0	0.00	0	0.00	4	120.00	Various CC	
488	inkjet vinyl sticker paper-A4	pack	200.00	6	1,200.00	0	0.00	0	0.00	0	0.00	6	1,200.00	AEFC / Alumni	
489	ink refill for EPSON L210 T6641; Black	btl	450.00	21	9,450.00	11	4,950.00	0	0.00	0	0.00	32	14,400.00	Various CC	
490	ink refill for EPSON L210 T6642; Cyan	btl	450.00	14	6,300.00	10	4,500.00	0	0.00	0	0.00	24	10,800.00	Various CC	
491	ink refill for EPSON L210 T6643; Magenta	btl	450.00	14	6,300.00	10	4,500.00	0	0.00	0	0.00	24	10,800.00	Various CC	
492	ink refill for EPSON L210 T664; yellow	btl	450.00	14	6,300.00	10	4,500.00	0	0.00	0	0.00	24	10,800.00	Various CC	
493	ink, refill for whiteboard marker, black	bottle	150.00	7	1,050.00	0	0.00	0	0.00	0	0.00	7	1,050.00	Various CC	
494	ink, refill for whiteboard marker, blue	bottle	150.00	10	1,500.00	0	0.00	0	0.00	0	0.00	10	1,500.00	Various CC	



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

ANNUAL PROCUREMENT PLAN
GAA 1st to 4th Quarter 2025 (PRIMARY)
Office Supplies Expenses(5020301000-001)

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		
495	Ink, refill for whiteboard marker, blue	bottle	900.00	4	3,600.00	0	0.00	0	0.00	0	0.00	4	3,600.00	College of Business Adm. & Acc	
496	Ink, refill for whiteboard marker, red	bottle	150.00	2	300.00	0	0.00	0	0.00	0	0.00	2	300.00	CLASS	
497	Ink, refill ink for whiteboard marker, Black	bottle	150.00	5	750.00	0	0.00	0	0.00	0	0.00	5	750.00	CLASS	
498	Ink, refill ink for whiteboard marker, red	pc	150.00	15	2,250.00	0	0.00	0	0.00	0	0.00	15	2,250.00	College of Education	
499	Ink Refill, Universal colored (for Epson printers) Ink for Epson 18050 (Magenta, Cyan, Black, Yellow) 1 bottle per color	pc	800.00	4	3,200.00	0	0.00	0	0.00	0	0.00	4	3,200.00	AEFC / Alumni	
500	Insecticide spray, odorless, 500mL	can	450.00	2	900.00	0	0.00	0	0.00	0	0.00	2	900.00	College of Business Adm. & Acc	
501	Interfolded Paper Towels, 175 pulls soft and strong	pack	65.00	150	9,750.00	0	0.00	0	0.00	0	0.00	150	9,750.00	WE CARE Office	
502	Interfolded Paper Towels, 175 pulls	pack	65.00	55	3,575.00	0	0.00	0	0.00	0	0.00	55	3,575.00	PRISM	
503	Interfolded Paper Towels, 175 pulls	pack	90.00	20	1,800.00	0	0.00	0	0.00	0	0.00	20	1,800.00	Institute Library	
504	Jumbo Tissue Paper Roll (2ply)	roll	300.00	12	3,600.00	12	3,600.00	0	0.00	0	0.00	24	7,200.00	DEV. TECH. APPL. & PROMO	
505	Laminating film (size: A4 100pcs /pack)	pack	500.00	1	500.00	0	0.00	0	0.00	0	0.00	1	500.00	PRISM	
506	Lanyard with ID holder	pc	75.00	20	1,500.00	0	0.00	0	0.00	0	0.00	20	1,500.00	IPIL/CLGS	
507	Lanyard with ID holder	pack	170.00	12	2,040.00	0	0.00	0	0.00	0	0.00	12	2,040.00	Office of the Budget Mgmt.	
508	Lever Arch File Folder with ring Binder A4 size, 3 inches side clip Horizontal Extra long 3 inches Color: Green	pc	250.00	10	2,500.00	0	0.00	0	0.00	0	0.00	10	2,500.00	Property & Supply Office	
509	Lined Sticky Notes, 3"x3"pc	pc	50.00	55	2,750.00	15	750.00	0	0.00	0	0.00	70	3,500.00	Various CC	
510	Liquid, dishwashing Liquid Dishwashing 1 Gallon	bottle	250.00	2	500.00	0	0.00	0	0.00	0	0.00	2	500.00	College of Business Adm. & Acc	
511	Lithium Battery CR2032, 3V	pc	50.00	6	300.00	0	0.00	0	0.00	0	0.00	6	300.00	College of Engineering	
512	Logbook, 500 leaves	pcs	70.00	43	3,010.00	2	140.00	0	0.00	0	0.00	45	3,150.00	Various CC	
513	Logbook, 500 leaves	pcs	202.00	40	8,080.00	0	0.00	0	0.00	0	0.00	40	8,080.00	Office of Student Dev't Servs.	
514	L-type plastic folder, long thick, clear	pc	20.00	15	300.00	0	0.00	0	0.00	0	0.00	15	300.00	College of Engineering	
515	Lysol liquid disinfectant, 510grams/682ml	bottle	650.00	5	3,250.00	0	0.00	0	0.00	0	0.00	5	3,250.00	Legal Office	
516	Mailing Envelope Long White	pack	400.00	2	800.00	0	0.00	0	0.00	0	0.00	2	800.00	Various CC	
517	Marking Pen, High quality Ink Color Marker, Broad, Permanent	box	600.00	6	3,600.00	0	0.00	0	0.00	0	0.00	6	3,600.00	Various CC	
518	Marker, Refillable (12pcs/box), (Black)	piece	150.00	50	7,500.00	0	0.00	0	0.00	0	0.00	50	7,500.00	Gender and Development Center	
519	Marking Pen, High quality Ink Color Marker, Broad, Permanent	box	600.00	4	2,400.00	0	0.00	0	0.00	0	0.00	4	2,400.00	Various CC	
520	Marking Pen, High quality Ink Color Marker, Broad, Whiteboard Marker, Refillable (12pcs/box), (Black)	box	900.00	2	1,800.00	0	0.00	0	0.00	0	0.00	2	1,800.00	Mindanao History Heritage	



Mindanao State University
ILIGAN INSTITUTE OF TECHNOLOGY
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ANNUAL PROCUREMENT PLAN
GAA 1st to 4th Quarter 2025 (PRIMARY)
Office Supplies Expenses(5020301000-001)

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		
521	Marking Pen, High quality ink Color Marker, Broad, Whiteboard Marker, Refillable (12pcs/box), (Blue)	box	900.00	6	5,400.00	0	0.00	0	0.00	0	0.00	6	5,400.00	Various CC	
522	Marking Pen, High quality ink Color Marker, Fine, Permanent Marker, (Black)	pc	60.00	60	3,600.00	0	0.00	0	0.00	0	0.00	60	3,600.00	Various CC	
523	Marking Pen, High quality ink Color Marker, Fine, Permanent Marker, (Blue)	pc	60.00	60	3,600.00	0	0.00	0	0.00	0	0.00	60	3,600.00	Various CC	
524	Marking Pen, High Quality Ink Color Marker, Fine, Permanent Marker, Refillable (12pcs/box), Black	Box	600.00	18	10,800.00	2	1,200.00	0	0.00	0	0.00	20	12,000.00	Various CC	
525	Marking Pen, High Quality Ink Color Marker, Fine, Permanent Marker, Refillable (12pcs/box), Blue	Box	600.00	15	9,000.00	1	600.00	0	0.00	0	0.00	16	9,600.00	Various CC	
526	Marking Pen, High Quality Ink Color Marker, Fine, Whiteboard Marker, Refillable (12pcs/box), Black	Box	900.00	21	18,900.00	1	900.00	0	0.00	0	0.00	22	19,800.00	Various CC	
527	Marking Pen, High quality ink Color Marker, Fine, Whiteboard Marker, Refillable (12pcs/box), (Blue)	pcs	55.00	15	825.00	0	0.00	0	0.00	0	0.00	15	825.00	Natural Science Museum	
528	Marking Pen, High quality ink Color Marker, Fine, Whiteboard Marker, Refillable (12pcs/box), (Red)	box	900.00	3	2,700.00	0	0.00	0	0.00	0	0.00	3	2,700.00	College of Sci. & Math.	
529	Mask, Face Mask, (KF94) assorted colors (Gray, brown, Black, maroon, white)	pack	65.00	10	650.00	0	0.00	0	0.00	0	0.00	10	650.00	College of Engineering	
530	Masking Tape 1 inch	roll	120.00	6	720.00	0	0.00	0	0.00	0	0.00	6	720.00	College of Sci. & Math.	
531	Masking Tape, 1" x 25yd	roll	55.00	16	880.00	14	770.00	0	0.00	0	0.00	30	1,650.00	Various CC	
532	Masking Tape, 1" x 25yd	roll	150.00	42	6,300.00	0	0.00	0	0.00	0	0.00	42	6,300.00	Various CC	
533	Masking Tape, 2" x 25yd	roll	90.00	39	3,510.00	4	360.00	0	0.00	0	0.00	43	3,870.00	Various CC	
534	Multi-purpose Hardy tray Plastic tray 9 inch x 12 inch x 4 inch, any color	unit	70.00	20	1,400.00	0	0.00	0	0.00	0	0.00	20	1,400.00	College of Sci. & Math.	
535	Multi-purpose Hardy tray Plastic tray 6.5inch x 10inch x 2inch, any color	unit	60.00	20	1,200.00	0	0.00	0	0.00	0	0.00	20	1,200.00	College of Sci. & Math.	
536	Newsprint Paper 8" x 13" Long	ream	195.00	52	10,140.00	0	0.00	0	0.00	0	0.00	52	10,140.00	College of Engineering	
537	Notebook Binder Filler	pc	60.00	21	1,260.00	6	360.00	0	0.00	0	0.00	27	1,620.00	Various CC	
538	Notebook, Steno Type, 60 leaves, 6" x 9", good quality	pcs	30.00	26	780.00	0	0.00	0	0.00	0	0.00	26	780.00	Various CC	
539	Notebook, Steno Type, 60 leaves, 6" x 9", good quality	pcs	60.00	50	3,000.00	0	0.00	0	0.00	0	0.00	50	3,000.00	Institute Library	
540	Notebook, writing notebook, at least 40 leaves	pc	100.00	15	1,500.00	0	0.00	0	0.00	0	0.00	15	1,500.00	Cashiering Section	
541	Notebook, writing notebook, at least 40 leaves	pc	200.00	5	1,000.00	0	0.00	0	0.00	0	0.00	5	1,000.00	OVCIA International Affairs	
542	Notepad, 1.5" x 2" , page markers, 100 sheets/ pad (5pads/pack), FLAG TYPE	pack	70.00	109	7,630.00	20	1,400.00	0	0.00	0	0.00	129	9,030.00	Various CC	
543	Notepad, 1.5" x 2" , page markers, 100 sheets/ pad (5 pads/pack), FLAG TYPE	Pack	75.00	17	1,275.00	0	0.00	0	0.00	0	0.00	17	1,275.00	Various CC	



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ANNUAL PROCUREMENT PLAN
GAA 1st to 4th Quarter 2025 (PRIMARY)
Office Supplies Expenses(5020301000-001)

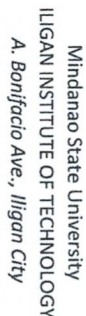
No.	Item Description	Unit	Unit Price	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total		PMO/End-User	Mode of Procurement
				Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount		
544	Noteпад, 1.5" x 2", page markers, 100 sheets/pad (5 pads/pack), FLAG TYPE	pack	75.00	3	225.00	0	0.00	0	0.00	0	0.00	3	225.00	IPDSO	
545	Noteпад, 1.5" x 2" page markers, 100 sheets/pad (5pads/pack), with SIGN HERE	pack	75.00	19	1,425.00	0	0.00	0	0.00	0	0.00	19	1,425.00	Various CC	
546	Noteпад, 1.5" x 2", page markers, 100 sheets/pad (5 pads/pack), with SIGN HERE	Pack	75.00	115	8,625.00	6	450.00	0	0.00	0	0.00	121	9,075.00	Various CC	
547	Noteпад, 1.5" x 2", page markers, 100 sheets/pad (5 pads/pack), with SIGN HERE	pack	80.00	5	400.00	0	0.00	0	0.00	0	0.00	5	400.00	OVC-Student Services	
548	Noteпад, Stick-on 1"x 4", 100 sheets per pad	pad	20.00	10	200.00	0	0.00	0	0.00	0	0.00	10	200.00	Human Resource Mgmt. Division	
549	Noteпад, Stick-on 1"x 4", 100 sheets per pad	PAD	50.00	12	600.00	12	600.00	0	0.00	0	0.00	24	1,200.00	Office of the Budget Mgmt.	
550	Noteпад, Stick-on 2" x 3", 100 sheets per pad, assorted pastel color,	pad	40.00	9	360.00	20	800.00	0	0.00	0	0.00	29	1,160.00	Various CC	
551	Noteпад, Stick-on 2" x 3", 100 sheets per pad, assorted pastel color,	pad	41.00	106	4,346.00	6	246.00	0	0.00	0	0.00	112	4,592.00	Various CC	
552	Noteпад, Stick-on 2" x 3", 100 sheets per pad, assorted pastel color,	pad	30.00	25	750.00	0	0.00	0	0.00	0	0.00	25	750.00	Various CC	
553	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad	pad	53.00	91	4,823.00	16	848.00	0	0.00	0	0.00	107	5,671.00	Various CC	
554	Noteпад, Stick-on 3" x 3", 100 sheets per pad, Neon Green,	pad	70.00	55	3,850.00	0	0.00	0	0.00	0	0.00	55	3,850.00	Various CC	
555	Noteпад, Stick-on 3" x 3", 100 sheets per pad, Neon Orange,	pad	40.00	54	2,160.00	4	160.00	0	0.00	0	0.00	58	2,320.00	Various CC	
556	Noteпад, Stick-on 3" x 3", 100 sheets per pad, Neon Orange,	pad	40.00	35	1,400.00	0	0.00	0	0.00	0	0.00	35	1,400.00	Various CC	
557	Noteпад, Stick-on 3" x 3", 100 sheets per pad, Neon Yellow,	pad	50.00	10	500.00	0	0.00	0	0.00	0	0.00	10	500.00	Career Center	
558	Noteпад, Stick-on 3" x 3", Lined sticky notepad	pad	40.00	65	2,600.00	0	0.00	0	0.00	0	0.00	65	2,600.00	Various CC	
559	Noteпад, Stick-on 3" x 3", Lined sticky notepad	pad	45.00	10	450.00	0	0.00	0	0.00	0	0.00	10	450.00	Cashiering Section	
560	Noteпад, stick-on, 3"x3" pads, 5pads/set, (100sheets/pad)	pad	200.00	0	0.00	20	4,000.00	0	0.00	0	0.00	20	4,000.00	Purchasing Office	
561	Noteпад, stick-on, 3" x 4", 100 sheets per pad	pad	40.00	5	200.00	0	0.00	0	0.00	0	0.00	5	200.00	Inst. for Peace & Devt. Mindanao	
562	Noteпад, stick-on, 3" x 4", 100 sheets per pad	pad	50.00	75	3,750.00	20	1,000.00	0	0.00	0	0.00	95	4,750.00	Various CC	
563	Noteпад, stick-on, 3" x 4", 100 sheets per pad	pad	50.00	0	0.00	12	600.00	0	0.00	0	0.00	12	600.00	College of Computer Studies	
564	Noteпад, stick-on, 3" x 5", 100 sheets per pad, assorted color,	pack	50.00	54	2,700.00	0	0.00	0	0.00	0	0.00	54	2,700.00	Various CC	
565	Noteпад, stick-on, 3" x 5", 100 sheets per pad, assorted color,	pad	50.00	20	1,000.00	0	0.00	0	0.00	0	0.00	20	1,000.00	Various CC	
566	Noteпад, Stick-on, 4x3 100 sheets/pad	pad	150.00	37	5,550.00	6	900.00	0	0.00	0	0.00	43	6,450.00	Various CC	
567	Noteпад, Stick-on 4" x 6", Yellow and assorted colors, LINED	pad	145.00	2	290.00	20	2,900.00	0	0.00	0	0.00	22	3,190.00	Various CC	
568	Office Cutter, stainless steel blade with safety lock	set	63.00	1	63.00	0	0.00	0	0.00	0	0.00	1	63.00	College of Engineering	
569	Office Supplies Research related office supplies requested by the researchers	lot	499,955.00	1	499,955.00	0	0.00	0	0.00	0	0.00	1	499,955.00	OPF - Research	
570	Office Supplies	lot	30,000.00	3	30,000.00	0	0.00	0	0.00	0	0.00	3	30,000.00	Cultural & Arts Study Center	
571	Optical Mouse and Keyboard combo, USB Type	piece	600.00	3	1,800.00	0	0.00	0	0.00	0	0.00	3	1,800.00	Various CC	



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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		
572	Organizer, Magazine/Document File Organizer Holder Rack, Vertical Documents (4/Divider)	Unit	400.00	12	4,800.00	0	0.00	0	0.00	0	0.00	12	4,800.00	Various CC	
573	Organizer multi 5 layers made from premium quality thick paper materials to protect files and other belongings with hole each drawer for easy grip and	Pcs	850.00	23	19,550.00	0	0.00	0	0.00	0	0.00	23	19,550.00	Various CC	
574	Organizer multi 5 layers made from premium quality thick paper materials to protect files and other belongings with hole each drawer for easy grip and	pc	1,600.00	4	6,400.00	0	0.00	0	0.00	0	0.00	4	6,400.00	Various CC	
575	Organizer multi 5 layers made from premium quality thick paper materials to protect files and other belongings with hole each drawer for easy grip and	Pcs	850.00	7	5,950.00	0	0.00	0	0.00	0	0.00	7	5,950.00	Cashiering Section	
576	Organizer, Office table 4-layer Metal Desk Organizer Tray, Heavy Duty	pc	850.00	2	1,700.00	0	0.00	0	0.00	0	0.00	2	1,700.00	Mindanao History Heritage	
577	Packaging tape Brown	roll	90.00	10	900.00	0	0.00	0	0.00	0	0.00	10	900.00	Office of the Budget Mgmt.	
578	Packaging tape Packaging clear transparent tape (1 Inch (24mm) x 100 m)	roll	29.00	20	580.00	0	0.00	0	0.00	0	0.00	20	580.00	Medical Services	
579	Packaging Tape, transparent 4"x300m	roll	50.00	10	500.00	5	250.00	0	0.00	0	0.00	15	750.00	Various CC	
580	Paper bags, brown, at least L 11" x W 5" x H 17" (100pcs/pack)	pack	420.00	1	420.00	0	0.00	0	0.00	0	0.00	1	420.00	CLASS	
581	Paper, Bond Substance 20 (A4) Green - Streams/box	box	1,750.00	4	7,000.00	0	0.00	0	0.00	0	0.00	4	7,000.00	Various CC	
582	Paper, Bond Substance 20 (A4) White - Streams/box	box	950.00	157	149,150.00	25	23,750.00	0	0.00	0	0.00	182	172,900.00	Various CC	
583	Paper, Bond Substance 20 (A4) White - Streams/box	box	1,265.00	20	25,300.00	0	0.00	0	0.00	0	0.00	20	25,300.00	Property & Supply Office	
584	Paper, Bond Substance 20 (A4) Yellow - Streams/box	box	1,750.00	1	1,750.00	0	0.00	0	0.00	0	0.00	1	1,750.00	Admission Office	
585	Paper, Bond Substance 20 (A4) White - Streams/box	box	1,100.00	148	162,800.00	20	22,000.00	0	0.00	0	0.00	168	184,800.00	Various CC	
586	Paper, Bond Substance 20 (Legal) White - Streams/box	box	1,365.00	60	81,900.00	0	0.00	0	0.00	0	0.00	60	81,900.00	Property & Supply Office	
587	Paper, Bond Substance 20 (Letter) White - Streams/box	box	900.00	42	37,800.00	0	0.00	0	0.00	0	0.00	42	37,800.00	Various CC	
588	Paper, Bond Substance 24 (A4) White - Streams/box	box	1,300.00	48	62,400.00	2	2,600.00	0	0.00	0	0.00	50	65,000.00	Various CC	
589	Paper, Bond Substance 24 (Legal) White - Streams/box	box	1,500.00	7	10,500.00	8	12,000.00	0	0.00	0	0.00	15	22,500.00	Various CC	
590	Paper, Bond Substance 24 (Letter) White - Streams/box	box	1,200.00	1	1,200.00	0	0.00	0	0.00	0	0.00	1	1,200.00	Office of the Budget Mgmt.	
591	Paper clips (80pcs/box) assorted color LARGE (Vinyl Coated)	box	30.00	3	90.00	3	90.00	0	0.00	0	0.00	6	180.00	Physical Plant Division	
592	Paper clips (80pcs/box) assorted color LARGE	box	30.00	57	1,710.00	6	180.00	0	0.00	0	0.00	63	1,890.00	Various CC	
593	Paper clips (80pcs/box) assorted color SMALL	box	30.00	40	1,200.00	5	150.00	0	0.00	0	0.00	45	1,350.00	Various CC	
594	Paper Clips, Big	boxes	20.00	20	400.00	0	0.00	0	0.00	0	0.00	20	400.00	Guidance Office	
595	Paper clips, LARGE/JUMBO, vinyl coated at least 80pcs/box, assorted color,	box	30.00	14	420.00	0	0.00	0	0.00	0	0.00	14	420.00	Various CC	
596	Paper Clips, paper Vinyl Coated Jumbo	Box	40.00	111	4,440.00	6	240.00	0	0.00	0	0.00	117	4,680.00	Various CC	
597	Paper Clips, Paper Vinyl Coated small	box	20.00	61	1,220.00	6	120.00	0	0.00	0	0.00	67	1,340.00	Various CC	



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		
598	Paper Clips, silver/metallic, 100pcs/box	box	30.00	35	1,050.00	0	0.00	0	0.00	0	0.00	35	1,050.00	Various CC	
599	Paper clips, SMALL, vinyl coated, 100pcs/box, assorted color	boxes	15.00	20	300.00	0	0.00	0	0.00	0	0.00	20	300.00	Office of Student Dev't Servs.	
600	Paper clips, SMALL, vinyl coated, 100pcs/box, assorted color	box	20.00	35	700.00	0	0.00	0	0.00	0	0.00	35	700.00	Various CC	
601	Paper, Construction Paper (100pcs/pack)	pack	155.00	14	2,170.00	0	0.00	0	0.00	0	0.00	14	2,170.00	Various CC	
602	Paper, Crepe Assorted colors	piece	9.50	10	95.00	0	0.00	0	0.00	0	0.00	10	95.00	Guidance Office	
603	Paper Cutter, metal Heavy duty	unit	1,500.00	5	7,500.00	2	3,000.00	0	0.00	0	0.00	7	10,500.00	Various CC	
604	Paper Cutter with extra blades, Heavy duty	lot	150.00	16	2,400.00	0	0.00	0	0.00	0	0.00	16	2,400.00	Various CC	
605	Paper Fastener, metal	box	60.00	12	720.00	0	0.00	0	0.00	0	0.00	12	720.00	Various CC	
606	Paper fastener, plastic	box	50.00	16	800.00	6	300.00	0	0.00	0	0.00	22	1,100.00	Various CC	
607	Paper Fastener, Plastic, 50 sets/box	Box	55.00	76	4,180.00	1	55.00	0	0.00	0	0.00	77	4,235.00	Various CC	
608	Paper fastener, plastic, 7cm, 50pcs per box	box	100.00	25	2,500.00	0	0.00	0	0.00	0	0.00	25	2,500.00	Various CC	
609	Paper, manila	piece	5.00	192	960.00	0	0.00	0	0.00	0	0.00	192	960.00	Various CC	
610	Paper Manila	roll	7.00	332	2,324.00	12	84.00	0	0.00	0	0.00	344	2,408.00	Various CC	
611	Paper, Parchment A4 size	pack	50.00	60	3,000.00	0	0.00	0	0.00	0	0.00	60	3,000.00	Other Purpose Fund OVCS	
612	PAPER, PARCHMENT, 100 sheets per box	box	210.00	13	2,730.00	0	0.00	0	0.00	0	0.00	13	2,730.00	Various CC	
613	Paper, Photo Paper	pack	30.00	10	300.00	0	0.00	0	0.00	0	0.00	10	300.00	Office of Res & Food Services	
614	Paper, specialty legal	pack	70.00	20	1,400.00	0	0.00	0	0.00	0	0.00	20	1,400.00	OVCRE	
615	Paper, specialty letter	pack	60.00	35	2,100.00	0	0.00	0	0.00	0	0.00	35	2,100.00	Various CC	
616	Paper, Stationary, cornfield cream 85GSM A4 with MSU-IIT Seal	ream	1,600.00	14	22,400.00	0	0.00	0	0.00	0	0.00	14	22,400.00	Various CC	
617	Paper, Stationary, cornfield cream 85GSM legal with MSU-IIT Seal	ream	1,750.00	18	31,500.00	0	0.00	0	0.00	0	0.00	18	31,500.00	Various CC	
618	Paper, Stationary, cornfield cream 85GSM letter with MSU-IIT Seal	ream	1,500.00	12	18,000.00	0	0.00	0	0.00	0	0.00	12	18,000.00	Various CC	
619	paper, tissue, 2ply	roll	15.00	185	2,775.00	0	0.00	0	0.00	0	0.00	185	2,775.00	Various CC	
620	Paper Towel	piece	80.00	63	5,040.00	0	0.00	0	0.00	0	0.00	63	5,040.00	Various CC	
621	Parchment paper 8.5 x11"	pack	150.00	2	300.00	0	0.00	0	0.00	0	0.00	2	300.00	IPIL/CLGS	
622	Parchment paper A4	pack	180.00	70	12,600.00	0	0.00	0	0.00	0	0.00	70	12,600.00	Various CC	
623	Paste, adhesive, 200grams, with applicator	bottle	150.00	5	750.00	0	0.00	0	0.00	0	0.00	5	750.00	Sports Development Office	
624	Paste, adhesive glue, 40 gms.	tube	20.00	13	260.00	0	0.00	0	0.00	0	0.00	13	260.00	Various CC	
625	Paste, glue, 130 gms	bottle	22.00	13	286.00	0	0.00	0	0.00	0	0.00	13	286.00	Various CC	
626															



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

ANNUAL PROCUREMENT PLAN
GAA 1st to 4th Quarter 2025 (PRIMARY)
Office Supplies Expenses(5020301000-001)

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		
627	Pen, ballpoint, black	piece	10.00	4	40.00	0	0.00	0	0.00	0	0.00	4	40.00	OQUAMS	
628	Pen, ballpoint black 0.5 mm	pc.	8.00	70	560.00	32	256.00	0	0.00	0	0.00	102	816.00	Various CC	
629	Pen, ballpoint blue 0.5 mm	pc.	8.00	81	648.00	30	240.00	0	0.00	0	0.00	111	888.00	Various CC	
630	Pen, ballpoint, high quality, black	pc.	20.00	170	3,400.00	24	480.00	24	480.00	0	0.00	218	4,360.00	Various CC	
631	Pen, ballpoint, high quality, blue	pc.	20.00	147	2,940.00	24	480.00	24	480.00	0	0.00	195	3,900.00	Various CC	
632	Pen, ballpoint, high quality, red	pc.	20.00	50	1,000.00	0	0.00	0	0.00	0	0.00	50	1,000.00	Gender and Development Center	
633	Pen, ballpoint, red	pc.	10.00	100	1,000.00	0	0.00	0	0.00	0	0.00	100	1,000.00	College of Engineering	
634	Pencil # 2	box	144.00	5	720.00	0	0.00	0	0.00	0	0.00	5	720.00	Various CC	
635	Pencil, #2 (12 pcs/doz)	dozen	144.00	32	4,608.00	2	288.00	0	0.00	0	0.00	34	4,896.00	Various CC	
636	Pencil Eraser, Staedler	pc	40.00	6	240.00	0	0.00	0	0.00	0	0.00	6	240.00	Center for Advanced Education	
637	PENCIL, LEAD WITH ERASER, 12 dozens per box	box	98.00	3	294.00	3	294.00	0	0.00	0	0.00	6	588.00	Various CC	
638	PENCIL, MECHANICAL, push-type, for 0.5mm lead	piece	20.00	5	100.00	0	0.00	0	0.00	0	0.00	5	100.00	Natural Science Museum	
639	Pencil, Mechanical push-type for 0.7mm lead	piece	120.00	10	1,200.00	0	0.00	0	0.00	0	0.00	10	1,200.00	Institute Library	
640	Pencil, Original No. 2, with Non-Smudge eraser, 12 pcs/box	box	144.00	49	7,056.00	4	576.00	0	0.00	0	0.00	53	7,632.00	Various CC	
641	PENCIL SHARPENER, 1 piece in individual plastic case	piece	15.00	30	450.00	0	0.00	0	0.00	0	0.00	30	450.00	Various CC	
642	Pen, Highlighter (3colors/pack)	pack	400.00	13	5,200.00	0	0.00	0	0.00	0	0.00	13	5,200.00	Various CC	
643	Pen, Highlighter, Multicolor, Neon Colors, Branded and Original highlighter pen and text marker, 4 hours Anti-Dry-Out, water based ink, odorless (7pcs	Pack	385.00	38	14,630.00	14	5,390.00	0	0.00	0	0.00	52	20,020.00	Various CC	
644	Pen, highlighter (neon green)	piece	28.00	12	336.00	0	0.00	0	0.00	0	0.00	12	336.00	College of Engineering	
645	Pen, highlighter neon green	piece	35.00	10	350.00	10	350.00	0	0.00	0	0.00	20	700.00	Various CC	
646	Pen, Highlighter, original highlighter pen and text marker, 4 hours Anti-Dry-out, water based ink, odorless (Green)	piece	35.00	10	350.00	0	0.00	0	0.00	0	0.00	10	350.00	Security Office	
647	Pen, Highlighter, original highlighter pen and text marker, 4 hours Anti-Dry-out, water based ink, odorless (Green)	piece	55.00	22	1,210.00	0	0.00	0	0.00	0	0.00	22	1,210.00	Various CC	
648	Pen, Highlighter, yellow	piece	35.00	12	420.00	10	350.00	0	0.00	0	0.00	22	770.00	Various CC	
649	Pen Holder	piece	70.00	5	350.00	0	0.00	0	0.00	0	0.00	5	350.00	School of Interdisciplinary	
650	Pen Holder	piece	85.00	10	850.00	0	0.00	0	0.00	0	0.00	10	850.00	Security Office	
651	Pen Organizer >metal mesh	piece	100.00	8	800.00	0	0.00	0	0.00	0	0.00	8	800.00	Cashiering Section	
652	Pen Organizer Metal Mesh Pen Holder, Desk Organizer for Desk Pencil Holder with 8 Compartments and 1 Drawer Desk Supplies for Office Home, Product Dimensions4.4D x 8.6W x 4.2H	piece	825.00	8	6,600.00	0	0.00	0	0.00	0	0.00	8	6,600.00	IPIL/CLGS	
653	Pen, permanent marker bullet type black refillable (12 pcs/box)	box	480.00	7	3,360.00	0	0.00	0	0.00	0	0.00	7	3,360.00	Various CC	
654	Pen, permanent marker bullet type blue refillable (12 pcs/box)	box	480.00	6	2,880.00	0	0.00	0	0.00	0	0.00	6	2,880.00	Various CC	



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ANNUAL PROCUREMENT PLAN
GAA 1st to 4th Quarter 2025 (PRIMARY)
Office Supplies Expenses(5020301000-001)

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		
655	Pen, permanent marker bullet type red refillable (12 pcs/box)	box	480.00	5	2,400.00	0	0.00	0	0.00	0	0.00	5	2,400.00	OVC-Student Services	
656	Pen, permanent marker chisel type black refillable (12 pcs/box)	box	480.00	10	4,800.00	0	0.00	0	0.00	0	0.00	10	4,800.00	Various CC	
657	Pen, permanent marker chisel type blue refillable (12 pcs/box)	box	480.00	6	2,880.00	0	0.00	0	0.00	0	0.00	6	2,880.00	Various CC	
658	Pen, permanent marker chisel type red refillable (12 pcs/box)	box	480.00	3	1,440.00	0	0.00	0	0.00	0	0.00	3	1,440.00	OVC-Student Services	
659	Pen, Sign black 0.7mm	piece	50.00	134	6,700.00	5	250.00	0	0.00	0	0.00	139	6,950.00	Various CC	
660	Pen, Sign black 1.0mm Color: 15pcs Black	piece	40.00	30	1,200.00	0	0.00	0	0.00	0	0.00	30	1,200.00	NSTP Unit	
	with high quality ink sign pen														
661	Pen, Sign black 1.0mm	piece	40.00	20	800.00	0	0.00	0	0.00	0	0.00	20	800.00	Institute Library	
662	Pen, Sign black 1.0mm	piece	50.00	10	500.00	0	0.00	0	0.00	0	0.00	10	500.00	AEFC/Alumni	
663	Pen, Sign black 1.0mm	piece	100.00	10	1,000.00	0	0.00	0	0.00	0	0.00	10	1,000.00	Legal Office	
664	Pen, Sign black 1.0mm	piece	130.00	30	3,900.00	0	0.00	0	0.00	0	0.00	30	3,900.00	OVC-Student Services	
665	Pen, Sign blue 0.7mm	piece	50.00	144	7,200.00	5	250.00	0	0.00	0	0.00	149	7,450.00	Various CC	
666	Pen, sign pen, black, 0.3mm	piece	55.00	21	1,155.00	0	0.00	0	0.00	0	0.00	21	1,155.00	Various CC	
667	Pen, sign pen, black, 0.4mm	piece	55.00	141	7,755.00	0	0.00	0	0.00	0	0.00	141	7,755.00	Various CC	
668	Pen, sign pen, blue, 0.3mm	piece	55.00	62	3,410.00	0	0.00	0	0.00	0	0.00	62	3,410.00	Various CC	
669	Pen, sign pen, blue, 0.4mm	piece	55.00	5	275.00	5	275.00	0	0.00	0	0.00	10	550.00	DEV. TECH. APPL. & PROMO	
670	Pen, sign pen, blue, 0.5mm	piece	55.00	141	7,755.00	5	275.00	0	0.00	0	0.00	146	8,030.00	Various CC	
671	Pen, sign pen, red, 0.5mm	piece	40.00	121	4,840.00	0	0.00	0	0.00	0	0.00	121	4,840.00	Various CC	
672	Pentelpen, Black pentelpen round	box	430.00	1	430.00	1	430.00	0	0.00	0	0.00	2	860.00	DEV. TECH. APPL. & PROMO	
673	Pentelpen, Black	box	430.00	6	2,580.00	0	0.00	0	0.00	0	0.00	6	2,580.00	Various CC	
674	Pentelpen, Blue	pc	50.00	12	600.00	0	0.00	0	0.00	0	0.00	12	600.00	OVCRE	
675	Pentelpen, Red	pc	50.00	12	600.00	0	0.00	0	0.00	0	0.00	12	600.00	OVCRE	
676	Pen, whiteboard marker, black (12pcs/box)	box	530.00	25	13,250.00	15	7,950.00	0	0.00	0	0.00	40	21,200.00	Various CC	
677	Pen, whiteboard marker, black (12pcs/box)	box	900.00	10	9,000.00	0	0.00	0	0.00	0	0.00	10	9,000.00	College of Business Adm. & Acc	
678	Pen, whiteboard marker, blue (12pcs/box)	box	530.00	7	3,710.00	0	0.00	0	0.00	0	0.00	7	3,710.00	Various CC	
679	Pen, whiteboard marker, refillable, black (12pcs/box)	box	530.00	68	36,040.00	0	0.00	0	0.00	0	0.00	68	36,040.00	Various CC	
680	Pen, whiteboard marker, refillable, blue (12pcs/box)	box	530.00	24	12,720.00	15	7,950.00	0	0.00	0	0.00	39	20,670.00	Various CC	
681	Pen, whiteboard marker, refillable, red (12pcs/box)	box	530.00	5	2,650.00	0	0.00	0	0.00	0	0.00	5	2,650.00	Various CC	
682	Pen, whiteboard marker bullet type black refillable (12pcs/box)	box	530.00	2	1,060.00	0	0.00	0	0.00	0	0.00	2	1,060.00	Various CC	



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GAA 1st to 4th Quarter 2025 (PRIMARY)
Office Supplies Expenses(5020301000-001)

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		
707	Push Pin Assorted 50's	box	30.00	20	600.00	0	0.00	0	0.00	0	0.00	20	600.00	Office of the Budget Mgmt.	
708	Push pins 50 pcs/box	box	40.00	5	200.00	0	0.00	0	0.00	0	0.00	5	200.00	Human Resource Mgmt. Division	
709	Push pins	box	25.00	5	125.00	0	0.00	0	0.00	0	0.00	5	125.00	Various CC	
710	PVC cover, A4 Size, 300mic, 100 pcs per box	box	900.00	0	0.00	1	900.00	0	0.00	0	0.00	1	900.00	Office of The Campus Secretary	
711	PVC Cover, legal size, 100 pcs per box	box	1,000.00	0	0.00	1	1,000.00	0	0.00	0	0.00	1	1,000.00	Office of The Campus Secretary	
712	Record book	piece	300.00	29	8,700.00	0	0.00	0	0.00	0	0.00	29	8,700.00	Various CC	
713	Ribbon - TR4F010SAA VMCKo Color Ribbon, 500P - RTCL009NAA Clear RT Film, 500images	rolls	18,999.00	3	56,997.00	0	0.00	0	0.00	0	0.00	3	56,997.00	Office of the Client Services	
714	Ribbon cartridge, Computer FX 2175	piece	400.00	6	2,400.00	0	0.00	0	0.00	0	0.00	6	2,400.00	Human Resource Mgmt. Division	
715	Ribbon, Cartridge LX 310	cart	595.00	20	11,900.00	0	0.00	0	0.00	0	0.00	20	11,900.00	Cashiering Section	
716	Ribbon Cartridges (LQ-310) 24 pins	pcs	350.00	5	1,750.00	0	0.00	0	0.00	0	0.00	5	1,750.00	Purchasing Office	
717	Ring Binder (A4, 3 inches Thick)	pcs	500.00	8	4,000.00	0	0.00	0	0.00	0	0.00	8	4,000.00	College of Engineering	
718	RING BINDER, PLASTIC, 32MM, 10 pieces per bundle A4 Short	bundle	200.00	3	600.00	0	0.00	0	0.00	0	0.00	3	600.00	Other Purpose Fund OVCS	
719	RING BINDER, PLASTIC, 50MM, 10 pieces per bundle	bundle	300.00	1	300.00	0	0.00	0	0.00	0	0.00	1	300.00	Other Purpose Fund OVCS	
720	Roller Ball Pen G-Tec C3, 0.3mm, Black, G-Tec C3, 0.3mm pen thickness, micro fine	pc	95.00	20	1,900.00	0	0.00	0	0.00	0	0.00	20	1,900.00	Legal Office	
721	Room air freshener, bottle of 360ml	bottle	200.00	27	5,400.00	0	0.00	0	0.00	0	0.00	27	5,400.00	Various CC	
722	Rubber band >Big, #18 >High Quality	box	395.00	10	3,950.00	0	0.00	0	0.00	0	0.00	10	3,950.00	Cashiering Section	
723	Rubber band >Small, #16 >Assorted Colors >High Quality	box	155.00	25	3,875.00	0	0.00	0	0.00	0	0.00	25	3,875.00	Cashiering Section	
724	Rubber band	box	136.40	2	272.80	0	0.00	0	0.00	0	0.00	2	272.80	College of Computer Studies	
725	Rubber band 70mm, min lay flat length no. 18	box	375.00	3	1,125.00	0	0.00	0	0.00	0	0.00	3	1,125.00	Human Resource Mgmt. Division	
726	Rubber Band, strong flat thick, 350 grams per box	box	250.00	2	500.00	0	0.00	0	0.00	0	0.00	2	500.00	College of Engineering	
727	Ruler, Plastic, 12"	Piece	60.00	19	1,140.00	0	0.00	0	0.00	0	0.00	19	1,140.00	Various CC	
728	Ruler, stainless steel, 12"	piece	50.00	2	100.00	0	0.00	0	0.00	0	0.00	2	100.00	Property & Supply Office	
729	Ruler, stainless steel, 12"	piece	160.00	12	1,920.00	0	0.00	0	0.00	0	0.00	12	1,920.00	Various CC	
730	Ruler stainless steel, 18"	piece	78.00	2	156.00	0	0.00	0	0.00	0	0.00	2	156.00	Property & Supply Office	
731	Ruler stainless steel, 18"	piece	230.00	0	0.00	5	1,150.00	0	0.00	0	0.00	5	1,150.00	Purchasing Office	
732	Scissor, 6", Heavy Duty Stainless steel cutting blades, with plastic Handle	piece	75.00	21	1,575.00	0	0.00	0	0.00	0	0.00	21	1,575.00	Various CC	
733	Scissor, 7.5", Heavy Duty Stainless steel cutting blades, with plastic Handle	piece	80.00	24	1,920.00	0	0.00	0	0.00	0	0.00	24	1,920.00	Various CC	
734	Scissor Iris type	pc	200.00	5	1,000.00	7	1,400.00	0	0.00	0	0.00	12	2,400.00	Various CC	



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

ANNUAL PROCUREMENT PLAN
GAA 1st to 4th Quarter 2025 (PRIMARY)
Office Supplies Expenses(5020301000-001)

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		
735	Scissors Heavy Duty 9"	pc	200.00	33	6,600.00	9	1,800.00	0	0.00	0	0.00	42	8,400.00	Various CC	
736	Scissors Heavy Duty 9"	pc	250.00	6	1,500.00	0	0.00	0	0.00	0	0.00	6	1,500.00	Cashiering Section	
737	Sharpener, Pencil, Heavy Duty	pc	250.00	1	250.00	0	0.00	0	0.00	0	0.00	1	250.00	(OUR) University Registrar	
738	Sharpener, Pencil, Heavy Duty	pc	400.00	1	400.00	0	0.00	0	0.00	0	0.00	1	400.00	Cashiering Section	
739	Sharpener, Pencil mechanical rotating-type	unit	400.00	2	800.00	0	0.00	0	0.00	0	0.00	2	800.00	Property & Supply Office	
740	Short Bondpaper, sub 20	ream	220.00	20	4,400.00	0	0.00	0	0.00	0	0.00	20	4,400.00	Medical Services	
741	Short Bondpaper, sub 20 Bondpaper (white), letter size, substance 20	ream	215.00	20	4,300.00	0	0.00	0	0.00	0	0.00	20	4,300.00	Human Resource Mgmt. Division	
742	Short Bond paper (white), substance 20	ream	300.00	55	16,500.00	0	0.00	0	0.00	0	0.00	55	16,500.00	Various CC	
743	Sign Here Tab	piece	25.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	College of Computer Studies	
744	Sign Pen, 0.4mm, High Quality Ink Pen, Black (12pcs/box)	Box	480.00	25	12,000.00	15	7,200.00	0	0.00	0	0.00	40	19,200.00	Various CC	
745	Sign Pen, 0.4mm, High Quality Ink Pen, Blue (12pcs/box)	Box	480.00	45	21,600.00	0	0.00	0	0.00	0	0.00	45	21,600.00	Various CC	
746	Sign Pen (0.5, Blue)	Box	40.00	24	960.00	0	0.00	0	0.00	0	0.00	24	960.00	Center for Advanced Education	
747	Sign Pen (0.5, Blue)	Box	400.00	9	3,600.00	0	0.00	0	0.00	0	0.00	9	3,600.00	Various CC	
748	Sign Pen (0.5, Blue)	Box	480.00	20	9,600.00	0	0.00	0	0.00	0	0.00	20	9,600.00	Various CC	
749	Sign Pen, 0.5mm, High quality Ink Pen, Black (12pcs/box)	Box	40.00	28	1,120.00	0	0.00	0	0.00	0	0.00	28	1,120.00	Various CC	
750	Sign Pen, 0.5mm, High quality Ink Pen, Black (12pcs/box)	Box	400.00	1	400.00	0	0.00	0	0.00	0	0.00	1	400.00	Integrated Developmental Sch.	
751	Sign Pen, 0.5mm, High quality Ink Pen, Black (12pcs/box)	Box	480.00	63	30,240.00	0	0.00	0	0.00	0	0.00	63	30,240.00	Various CC	
752	Sign Pen, 0.5mm, High quality Ink Pen, Blue (12pcs/box)	Box	480.00	16	7,680.00	0	0.00	0	0.00	0	0.00	16	7,680.00	Various CC	
753	Sign Pen 0.5 Red	pc	40.00	189	7,560.00	0	0.00	0	0.00	0	0.00	189	7,560.00	Various CC	
754	Sign Pen 0.7mm, Black	pc	35.00	110	3,850.00	40	1,400.00	0	0.00	0	0.00	150	5,250.00	Various CC	
755	Sign Pen 0.7mm, Black	pc	40.00	25	1,000.00	0	0.00	0	0.00	0	0.00	25	1,000.00	OME	
756	Sign Pen 0.7mm Blue	pc	35.00	110	3,850.00	40	1,400.00	0	0.00	0	0.00	150	5,250.00	Various CC	
757	Sign Pen 1.00mm hi-tech point, Blue	pcs.	110.00	122	13,420.00	0	0.00	0	0.00	0	0.00	122	13,420.00	Various CC	
758	Sign Pen 1.00mm hi-tech point, Green 12pcs/box	Box	1,320.00	1	1,320.00	0	0.00	0	0.00	0	0.00	1	1,320.00	Property & Supply Office	
759	Sign Pen, 1.0mm, High quality Ink Pen, Blue (12pcs/box)	Box	400.00	4	1,600.00	0	0.00	0	0.00	0	0.00	4	1,600.00	OVC-Adm. & Finance	
760	Sign Pen, 1.0mm, High quality Ink Pen, Blue (12pcs/box)	Box	480.00	2	960.00	0	0.00	0	0.00	0	0.00	2	960.00	RICO	
761	Sign Pen, 1.0mm, High quality Ink Pen, Blue (12pcs/box)	Box	1,320.00	9	11,880.00	0	0.00	0	0.00	0	0.00	9	11,880.00	Various CC	
762	Sign Pen, Black, 0.3mm	bo	55.00	36	1,980.00	0	0.00	0	0.00	0	0.00	36	1,980.00	Institute Library	
763	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	pcs	50.00	62	3,100.00	24	1,200.00	0	0.00	0	0.00	86	4,300.00	Various CC	
764	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	pcs	50.00	74	3,700.00	12	600.00	0	0.00	0	0.00	86	4,300.00	Various CC	
765	Soap, bath	piece	42.00	12	504.00	0	0.00	0	0.00	0	0.00	12	504.00	Accounting Division	
766	Soap, Hand wash, liquid, with moisturizer, 1L/bot	bot	175.00	10	1,750.00	0	0.00	0	0.00	0	0.00	10	1,750.00	College of Business Adm. & Acc	
767	Soap, Hand wash, liquid, with moisturizer, 1L/bot	bot	180.00	5	900.00	0	0.00	0	0.00	0	0.00	5	900.00	Office of Res & Food Services	
768	Special Paper Golden yellow A4	pack	50.00	20	1,000.00	0	0.00	0	0.00	0	0.00	20	1,000.00	OVC-Adm. & Finance	
769	Special Paper Golden yellow A4	pack	185.00	10	1,850.00	0	0.00	0	0.00	0	0.00	10	1,850.00	College of Business Adm. & Acc	
770	Special paper White Color long	pack	70.00	31	2,170.00	0	0.00	0	0.00	0	0.00	31	2,170.00	Various CC	



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GAA 1st to 4th Quarter 2025 (PRIMARY)
Office Supplies Expenses(5020301000-001)

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		
771	Special paper/White Color Short	pack	60.00	5	300.00	0	0.00	0	0.00	0	0.00	5	300.00	IDEYA	
772	Specialty Paper, 220gsm, 10's/pack, size: legal, color: Beige/Ivory	pack	70.00	33	2,310.00	0	0.00	0	0.00	0	0.00	33	2,310.00	Various CC	
773	Specialty Paper, 220gsm, 10's/pack, size: legal, color: Beige/Ivory Color: Cream White A4	pack	70.00	10	700.00	0	0.00	0	0.00	0	0.00	10	700.00	NSTP Unit	
774	Specialty Paper, 220gsm, 10's/pack, size: letter, color: Beige/Ivory	pk	60.00	32	1,920.00	0	0.00	0	0.00	0	0.00	32	1,920.00	Various CC	
775	Specialty Paper, 220gsm, 10's/pack, size: letter, color: Beige/Ivory	pack	75.00	45	3,375.00	0	0.00	0	0.00	0	0.00	45	3,375.00	Various CC	
776	Specialty paper, A4 25pcs/pack	pack	185.00	108	19,980.00	0	0.00	0	0.00	0	0.00	108	19,980.00	Various CC	
777	Specialty Paper Legal thick, cream color, 10pc/pack	pack	80.00	31	2,480.00	0	0.00	0	0.00	0	0.00	31	2,480.00	Various CC	
778	Specialty Paper Legal thick, cream color, 10pc/pack	pack	325.00	5	1,625.00	0	0.00	0	0.00	0	0.00	5	1,625.00	College of Business Adm. & Acc	
779	Specialty Paper long 30pcs/pack	pk	60.00	25	1,500.00	0	0.00	0	0.00	0	0.00	25	1,500.00	Various CC	
780	Specialty Paper long 30pcs/pack	pack	185.00	50	9,250.00	0	0.00	0	0.00	0	0.00	50	9,250.00	Various CC	
781	Specialty Paper, long, thick, beige, color, 10pc/pack	pack	75.00	5	375.00	0	0.00	0	0.00	0	0.00	5	375.00	CFSS	
782	Specialty Paper, long, thick, beige, color, 10pc/pack A4, cream/off white, and white	pack	200.00	5	1,000.00	0	0.00	0	0.00	0	0.00	5	1,000.00	Other Purpose Fund OVCSS	
783	Specialty paper, off-white/yellow (Legal)	packs	60.00	65	3,900.00	0	0.00	0	0.00	0	0.00	65	3,900.00	Various CC	
784	Specialty paper short 30pcs/pack	pack	150.00	40	6,000.00	0	0.00	0	0.00	0	0.00	40	6,000.00	MSU-IIT Center for Resiliency	
785	Specialty paper Silver A4	pack	70.00	2	140.00	0	0.00	0	0.00	0	0.00	2	140.00	School of Interdisciplinary	
786	Sponge, dishwashing	pc	12.00	36	432.00	10	120.00	0	0.00	0	0.00	46	552.00	Various CC	
787	Sponge, for dishwashing	piece	45.00	15	675.00	0	0.00	0	0.00	0	0.00	15	675.00	WE CARE Office	
788	Stainless ruler (12 inch/30 cm)	pc	66.00	14	924.00	0	0.00	0	0.00	0	0.00	14	924.00	Various CC	
789	Stainless steel household scissors (7.5 inches)	pcs	110.00	17	1,870.00	3	330.00	0	0.00	0	0.00	20	2,200.00	Various CC	
790	Stainless Steel Ruler 18", good quality thick	pc	500.00	5	2,500.00	0	0.00	0	0.00	0	0.00	5	2,500.00	Various CC	
791	Stamp Pad	piece	70.00	10	700.00	5	350.00	0	0.00	0	0.00	15	1,050.00	Various CC	
792	Stamp Pad stam pad, metal case, no. 3 (3x4)	piece	70.00	5	350.00	0	0.00	0	0.00	0	0.00	5	350.00	Human Resource Mgmt. Division	
793	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	60.00	16	960.00	6	360.00	0	0.00	0	0.00	22	1,320.00	Various CC	
794	Stamp, rubber CUSTOMIZED RUBBER STAMP 1 LINE (See end-user for specifications)	unit	550.00	5	2,750.00	0	0.00	0	0.00	0	0.00	5	2,750.00	Institute Library	
795	Stamp, rubber CUSTOMIZED RUBBER STAMP 5 Lines (See end-user for specifications)	unit	1,000.00	2	2,000.00	0	0.00	0	0.00	0	0.00	2	2,000.00	Institute Library	
796	Stamp, Self Inking (Names)	piece	1,250.00	5	6,250.00	0	0.00	0	0.00	0	0.00	5	6,250.00	Various CC	
797	Stamp, Self Inking (Office Received)	piece	1,250.00	1	1,250.00	0	0.00	0	0.00	0	0.00	1	1,250.00	NSTP Unit	



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GAA 1st to 4th Quarter 2025 (PRIMARY)
Office Supplies Expenses(5020301000-001)

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		
798	Stamp, Self-inking rubber stamp (max 3 lines); Customizable and re-usable rubber type containing letters (A-Z), numbers (0-9) and symbols (@ = * % + _)	set	1,500.00	1	1,500.00	0	0.00	0	0.00	0	0.00	1	1,500.00	CLASS	
799	Stamp, Self-inking stamp, (Please refer to the end-user for the exact details) >Self-inking stamp CERTIFIED TRUE COPY - MSU-IIT CASHIERING SERVICES DIVISION with extra ink bottle >Self-inking stamp Signature of the Head of Office)	piece	1,250.00	3	3,750.00	0	0.00	0	0.00	0	0.00	3	3,750.00	Cashiering Section	
800	Stamp, Self-inking stamp, (Please refer to the end-user for the exact details)	piece	700.00	1	700.00	0	0.00	0	0.00	0	0.00	1	700.00	CFSS	
801	Stamp, Self-inking stamp, (Please refer to the end-user for the exact details) Stamp, Self-inking rubber stamp (max 3 lines); Customizable and re-usable rubber type containing letters (A-Z), numbers (0-9) and symbols (@ = * % + _): 1mm x 4mm - 264 characters; Integrated black inkpad; with Tweezers for setting type; Size: 23mm x 59mm; Color: Black	piece	1,500.00	3	4,500.00	0	0.00	0	0.00	0	0.00	3	4,500.00	Cashiering Section	
802	Stapler #10	pc	150.00	5	750.00	0	0.00	0	0.00	0	0.00	5	750.00	College of Engineering	
803	Stapler, 12-Inch Reach, heavy duty, 20-Sheet Capacity, Black	unit	250.00	3	750.00	0	0.00	0	0.00	0	0.00	3	750.00	Office of Communications	
804	Stapler # 20	pc	150.00	5	750.00	0	0.00	0	0.00	0	0.00	5	750.00	College of Engineering	
805	Stapler, 7" long heavy duty	pc	750.00	2	1,500.00	2	1,500.00	0	0.00	0	0.00	4	3,000.00	Various CC	
806	Stapler, heavy duty	unit	2,000.00	1	2,000.00	0	0.00	0	0.00	0	0.00	1	2,000.00	Other Purpose Fund OVCSS	
807	Stapler, Heavy Duty, 12" reach, at least 20 sheets capacity	pc	250.00	0	0.00	6	1,500.00	0	0.00	0	0.00	6	1,500.00	Purchasing Office	
808	Stapler, Heavy Duty, 12" reach, at least 20 sheets capacity Staple wire No. 35 (heavy-duty, galvanized, 26/6 5,000pcs.	box	60.00	20	1,200.00	0	0.00	0	0.00	0	0.00	20	1,200.00	Medical Services	
809	stapler, heavy duty #35	piece	200.00	4	800.00	0	0.00	0	0.00	0	0.00	4	800.00	Various CC	
810	Stapler, heavy duty #35	pcs	250.00	31	7,750.00	0	0.00	0	0.00	0	0.00	31	7,750.00	Various CC	
811	Stapler, heavy duty 7"	piece	900.00	6	5,400.00	0	0.00	0	0.00	0	0.00	6	5,400.00	Cashiering Section	
812	Stapler, Heavy Duty Big, at least 80-sheets Capacity	piece	400.00	4	1,600.00	0	0.00	0	0.00	0	0.00	4	1,600.00	Security Office	
813	Stapler, Heavy Duty Big, at least 80-sheets Capacity	piece	700.00	5	3,500.00	2	1,400.00	0	0.00	0	0.00	7	4,900.00	Various CC	
814	Stapler, Heavy Duty, Capacity: 210-sheets, uses 23/6-23/23 staples	unit	1,500.00	2	3,000.00	0	0.00	0	0.00	0	0.00	2	3,000.00	NSTP Unit	
815	Stapler, Heavy Duty, Capacity: 210-sheets, uses 23/6-23/23 staples Effortless Desktop Stapler and can staple 40 sheets	pc	700.00	5	3,500.00	0	0.00	0	0.00	0	0.00	5	3,500.00	Office of the Budget Mgmt.	
816	Stapler No. 10 Heavy duty	pc	220.00	3	660.00	0	0.00	0	0.00	0	0.00	3	660.00	Cashiering Section	
817	Stapler No.35 with staple wire remover no. 405, HEAVY DUTY	pc	250.00	40	10,000.00	0	0.00	0	0.00	0	0.00	40	10,000.00	Office of Student Dev't Servs.	



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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		
818	Stapler No.35 with staple wire remover no. 405, HEAVY DUTY	pc	350.00	14	4,900.00	0	0.00	0	0.00	0	0.00	14	4,900.00	Various CC	
819	Stapler with Remover #35 heavy duty	pc	130.00	22	2,860.00	0	0.00	0	0.00	0	0.00	22	2,860.00	Various CC	
820	Staple Wire (10mm; size 23/10)	box	50.00	11	550.00	2	100.00	0	0.00	0	0.00	13	650.00	Various CC	
821	Staple wire 5000 standard No. 35	box	10.00	20	200.00	0	0.00	0	0.00	0	0.00	20	200.00	Cashiering Section	
822	Staple wire 5000 standard No. 35	box	12.00	25	300.00	0	0.00	0	0.00	0	0.00	25	300.00	CFS	
823	Staple wire No. 35	box	30.00	110	3,300.00	0	0.00	0	0.00	0	0.00	110	3,300.00	Various CC	
824	Staple wire No. 35	box	60.00	41	2,460.00	6	360.00	0	0.00	0	0.00	47	2,820.00	Various CC	
825	Staple Wire (No.35, sizw: 26/6)	box	50.00	76	3,800.00	9	450.00	0	0.00	0	0.00	85	4,250.00	Various CC	
826	Staple wire remover, Push type	piece	95.00	5	475.00	0	0.00	0	0.00	0	0.00	5	475.00	Cashiering Section	
827	Staple Wire Remover, stainless steel, (plier type) heavy duty	piece	250.00	10	2,500.00	0	0.00	0	0.00	0	0.00	10	2,500.00	Various CC	
828	staple wires #35	box	200.00	42	8,400.00	4	800.00	0	0.00	0	0.00	46	9,200.00	Various CC	
829	Steel Cabinet	pc	25,000.00	1	25,000.00	0	0.00	0	0.00	0	0.00	1	25,000.00	College of Education	
830	Stencil, Riso Master KZ type B4	roll	1,400.00	6	8,400.00	0	0.00	0	0.00	0	0.00	6	8,400.00	Integrated Developmental Sch.	
831	Sticker Paper (10sheets per pack)	pack	50.00	10	500.00	0	0.00	0	0.00	0	0.00	10	500.00	(OUR) University Registrar	
832	Sticker Paper, matte, A4, 50sheets per pack	packs	350.00	22	7,700.00	0	0.00	0	0.00	0	0.00	22	7,700.00	Various CC	
833	Sticker Paper, matte, A4, 50sheets per pack	packs	450.00	2	900.00	0	0.00	0	0.00	0	0.00	2	900.00	College of Business Adm. & Acc	
834	Sticker Paper White Long (10sheets per pack)	pack	100.00	19	1,900.00	12	1,200.00	0	0.00	0	0.00	31	3,100.00	Various CC	
835	Storage Box, Large > Heavy duty and high quality > with handle and lid cover for filling and organizing documents and accessories > Made with thick chipboard and bookbinding cover for a matte finish > size: at least L 39.69cm x W 27.94cm x H 29.21cm	pc	456.00	25	11,400.00	0	0.00	0	0.00	0	0.00	25	11,400.00	Cashiering Section	
836	Strip Tabbings	box	125.00	5	625.00	0	0.00	0	0.00	0	0.00	5	625.00	Cashiering Section	
837	Tabbing Numbers	pad	200.00	3	600.00	0	0.00	0	0.00	0	0.00	3	600.00	IPIL/CLGS	
838	Table Cloth(transparent,2x3mtrs)	mtr	350.00	10	3,500.00	0	0.00	0	0.00	0	0.00	10	3,500.00	Graduate Dormitory	
839	Tape	roll	40.00	8	320.00	0	0.00	0	0.00	0	0.00	8	320.00	Various CC	
840	Tape	roll	50.00	8	400.00	0	0.00	0	0.00	0	0.00	8	400.00	Inst. Of Peace & Devt. Mindanao	
841	Tape, cellophane 1x50	roll	35.00	44	1,540.00	5	175.00	0	0.00	0	0.00	49	1,715.00	Various CC	
842	Tape, clear cellophane, 2" Packaging Tape Clear 2 inches x 100 meters	roll	50.00	10	500.00	0	0.00	0	0.00	0	0.00	10	500.00	Guidance Office	
843	TAPE DISPENSER, TABLE TOP	piece	200.00	2	400.00	0	0.00	0	0.00	0	0.00	2	400.00	NSTP Unit	
844	TAPE DISPENSER, TABLE TOP 18mm/24mm Big Roll Tape	piece	200.00	1	200.00	0	0.00	0	0.00	0	0.00	1	200.00	CLASS	
845	Tape, double sided, 1x50 w/out foam	roll	50.00	23	1,150.00	5	250.00	0	0.00	0	0.00	28	1,400.00	Various CC	
846	Tape, double sided with foam	roll	150.00	25	3,750.00	0	0.00	0	0.00	0	0.00	25	3,750.00	Various CC	
847	Tape, magic 1" transparent	roll	50.00	26	1,300.00	2	100.00	0	0.00	0	0.00	28	1,400.00	Various CC	



Mindanao State University
ILIGAN INSTITUTE OF TECHNOLOGY
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ANNUAL PROCUREMENT PLAN
GAA 1st to 4th Quarter 2025 (PRIMARY)
Office Supplies Expenses(5020301000-001)

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		
848	Tape, Masking 1/2"	roll	20.00	10	200.00	0	0.00	0	0.00	0	0.00	10	200.00	College of Engineering	
849	Tape, masking 2"	roll	70.00	17	1,190.00	10	700.00	0	0.00	0	0.00	27	1,890.00	Various CC	
850	Tape, Masking 3"	roll	90.00	25	2,250.00	0	0.00	0	0.00	0	0.00	25	2,250.00	Various CC	
851	Tape, masking tape 1x50	roll	40.00	85	3,400.00	10	400.00	0	0.00	0	0.00	95	3,800.00	Various CC	
852	Tape, masking tape, 2", 48mm	roll	110.00	3	330.00	0	0.00	0	0.00	0	0.00	3	330.00	OVC-Adm. & Finance	
853	Tape, masking tape 2x50, 3m	roll	50.00	22	1,100.00	0	0.00	0	0.00	0	0.00	22	1,100.00	Various CC	
854	Tape, masking tape 3/4"	roll	35.00	12	420.00	0	0.00	0	0.00	0	0.00	12	420.00	PRISM	
855	Tape, Packaging 2" brown	roll	45.00	13	585.00	13	585.00	0	0.00	0	0.00	26	1,170.00	Various CC	
856	Tape, transparent 3"	pcs	35.00	70	2,450.00	50	1,750.00	0	0.00	0	0.00	120	4,200.00	Various CC	
857	Tape, Transparent, High quality tape, 1"	roll	20.00	72	1,440.00	40	800.00	0	0.00	0	0.00	112	2,240.00	Various CC	
858	Tape, Transparent, High quality tape, 1"	roll	25.00	195	4,875.00	5	125.00	0	0.00	0	0.00	200	5,000.00	Various CC	
859	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	15.00	40	600.00	10	150.00	0	0.00	0	0.00	50	750.00	Various CC	
860	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	45.00	7	315.00	0	0.00	0	0.00	0	0.00	7	315.00	Human Resource Mgmt. Division	
861	Thumbtacks, ordinary	box	6.50	10	65.00	10	65.00	0	0.00	0	0.00	20	130.00	DEV. TECH. APPL. & PROMO	
862	Thumbtacks Vinyl coated	Box	20.00	13	260.00	0	0.00	0	0.00	0	0.00	13	260.00	Graduate Dormitory	
863	Tissue paper, 2ply roll (pack of 12)	pack	180.00	96	17,280.00	26	4,680.00	0	0.00	0	0.00	122	21,960.00	Various CC	
864	Tissue paper, 3 ply (individual pack)	roll	30.00	135	4,050.00	0	0.00	0	0.00	0	0.00	135	4,050.00	Medical Services	
865	Tissue paper, 3 ply (individual pack)	roll	35.00	50	1,750.00	0	0.00	0	0.00	0	0.00	50	1,750.00	College of Business Adm. & Acc	
866	Tissue paper, 3ply, interfolded 180 pulls	pack	195.00	80	15,600.00	0	0.00	0	0.00	0	0.00	80	15,600.00	Accounting Division	
867	Tissue paper 3ply interfolded 180pulls, set of 3small packs	pack/set	130.00	42	5,460.00	12	1,560.00	0	0.00	0	0.00	54	7,020.00	Various CC	
868	Toner for Gestetner M2701	pc	3,500.00	1	3,500.00	1	3,500.00	0	0.00	0	0.00	2	7,000.00	College of Computer Studies	
869	Toner Ink Toner for Riso K2 30	pc	1,250.00	6	7,500.00	0	0.00	0	0.00	0	0.00	6	7,500.00	Integrated Developmental Sch.	
870	Toner Toner for Toshiba 3 Studio 2506 (T2507P)	pc	2,500.00	1	2,500.00	0	0.00	0	0.00	0	0.00	1	2,500.00	Institute Library	
871	Toner Ineo 165	pc	3,450.00	0	0.00	3	10,350.00	2	6,900.00	0	0.00	5	17,250.00	KITTO	
872	Toner Ink TONER for Ineo 225i	tube/cart	3,600.00	3	10,800.00	0	0.00	0	0.00	0	0.00	3	10,800.00	Integrated Developmental Sch.	
873	Toner Black, for Gestetner Color Copier MPC2003	Tube	4,520.00	1	4,520.00	0	0.00	0	0.00	0	0.00	1	4,520.00	College of Sci. & Math.	
874	Toner cartridge, 12A for HP	cartridge	3,100.00	0	0.00	0	0.00	1	3,100.00	0	0.00	1	3,100.00	College of Arts & Soc. Sci.	
875	Toner Cartridge for HP 215A Black Original Laser Jet	ctg.	3,500.00	3	10,500.00	0	0.00	0	0.00	0	0.00	3	10,500.00	WE CARE Office	
876	Toner Cartridge for HP 215A Cyan Original Laser Jet	Ctg.	3,500.00	3	10,500.00	0	0.00	0	0.00	0	0.00	3	10,500.00	WE CARE Office	
877	Toner Cartridge for HP 215A Magenta Original Laser Jet	ctg.	3,500.00	3	10,500.00	0	0.00	0	0.00	0	0.00	3	10,500.00	WE CARE Office	
878	Toner Cartridge for HP 215A Yellow Original Laser Jet	ctg.	3,500.00	3	10,500.00	0	0.00	0	0.00	0	0.00	3	10,500.00	WE CARE Office	
879	Toner, Cartridge OPT 321AU (cyan)	cartridge	3,500.00	2	7,000.00	0	0.00	0	0.00	0	0.00	2	7,000.00	OVC-Academic Affairs	
880	Toner, Cartridge OPT-322AU (yellow)	ctg.	3,500.00	2	7,000.00	0	0.00	0	0.00	0	0.00	2	7,000.00	OVC-Academic Affairs	
881	Toner, Cartridge OPT-323AU (Magenta)	ctg.	3,500.00	2	7,000.00	0	0.00	0	0.00	0	0.00	2	7,000.00	OVC-Academic Affairs	
882	Toner cartridge Optimum (OPT-CRG054C) Cyan	cartridge	3,400.00	5	17,000.00	0	0.00	0	0.00	0	0.00	5	17,000.00	OVC-Academic Affairs	
883	Toner cartridge Optimum (OPT-CRG054K) Black	cartridge	3,400.00	5	17,000.00	0	0.00	0	0.00	0	0.00	5	17,000.00	OVC-Academic Affairs	



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GAA 1st to 4th Quarter 2025 (PRIMARY)
Office Supplies Expenses(5020301000-001)

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		
884	Toner cartridge Optimum (OPT-CRG-054M) Magenta	cartridge	3,400.00	5	17,000.00	0	0.00	0	0.00	0	0.00	5	17,000.00	OVC-Academic Affairs	
885	Toner cartridge Optimum (OPT-CRG054Y) Yellow	cartridge	3,400.00	5	17,000.00	0	0.00	0	0.00	0	0.00	5	17,000.00	OVC-Academic Affairs	
886	Toner Cartridge TN323 Develop Ineo 287 Expiration Date: at least 3 years	cartridge	8,250.00	4	33,000.00	0	0.00	0	0.00	0	0.00	4	33,000.00	Property & Supply Office	
887	Toner for HP Laserjet 206A Black	toner	3,700.00	0	0.00	0	0.00	3	11,100.00	0	0.00	3	11,100.00	College of Arts & Soc. Sci.	
888	Toner for HP Laserjet 206A Magenta	toner	3,250.00	0	0.00	0	0.00	1	3,250.00	0	0.00	1	3,250.00	College of Arts & Soc. Sci.	
889	Toner for HP Laserjet 206A Yellow	toner	3,250.00	0	0.00	0	0.00	1	3,250.00	0	0.00	1	3,250.00	College of Arts & Soc. Sci.	
890	Toner for INEO+ 226 Black	toner	15,000.00	1	15,000.00	0	0.00	0	0.00	0	0.00	1	15,000.00	Office of Student Dev't Servs.	
891	Toner for INEO+ 226 Cyan	toner	18,000.00	1	18,000.00	0	0.00	0	0.00	0	0.00	1	18,000.00	Office of Student Dev't Servs.	
892	Toner for INEO+ 226 Magenta	toner	18,000.00	1	18,000.00	0	0.00	0	0.00	0	0.00	1	18,000.00	Office of Student Dev't Servs.	
893	Toner for INEO+ 226 Yellow	toner	18,000.00	1	18,000.00	0	0.00	0	0.00	0	0.00	1	18,000.00	Office of Student Dev't Servs.	
894	Toner, for MP2014AD copier Machine	bottle	3,750.00	8	30,000.00	2	7,500.00	0	0.00	0	0.00	10	37,500.00	Office of Student Dev't Servs.	
895	Toner HP Laserjet 206A Cyan	toner	3,250.00	0	0.00	0	0.00	1	3,250.00	0	0.00	1	3,250.00	College of Arts & Soc. Sci.	
896	Toner HP Laserjet 215A (W2310A)	pc	4,500.00	2	9,000.00	0	0.00	0	0.00	0	0.00	2	9,000.00	Center for Pedagogical Innov.	
897	Toner HP Laserjet 215A (W2311A)	pc	4,500.00	2	9,000.00	0	0.00	0	0.00	0	0.00	2	9,000.00	Center for Pedagogical Innov.	
898	Toner HP Laserjet 215A (W2312A)	pc	4,500.00	2	9,000.00	0	0.00	0	0.00	0	0.00	2	9,000.00	Center for Pedagogical Innov.	
899	Toner HP Laserjet 215A (W2313A)	pc	4,500.00	1	4,500.00	0	0.00	0	0.00	0	0.00	1	4,500.00	Center for Pedagogical Innov.	
900	Toner, HP Laserjet 35A	pc	2,910.00	4	11,640.00	4	11,640.00	0	0.00	0	0.00	8	23,280.00	Purchasing Office	
901	Toner, HP Laserjet 85A	piece	3,004.00	14	42,056.00	0	0.00	0	0.00	0	0.00	14	42,056.00	Various CC	
902	Toner, Laserjet 12A	pc	3,100.00	2	6,200.00	0	0.00	0	0.00	0	0.00	2	6,200.00	Center for Pedagogical Innov.	
903	Toner, MP 2014H, Gestetner	tube	4,000.00	1	4,000.00	0	0.00	0	0.00	0	0.00	1	4,000.00	PRISM	
904	Toner TN619 Black	piece	10,000.00	1	10,000.00	0	0.00	0	0.00	0	0.00	1	10,000.00	Office of Communications	
905	Toner TN619 Cyan	piece	17,000.00	1	17,000.00	0	0.00	0	0.00	0	0.00	1	17,000.00	Office of Communications	
906	Toner TN619 Magenta	piece	12,000.00	1	12,000.00	0	0.00	0	0.00	0	0.00	1	12,000.00	Office of Communications	
907	Toner TN619 Yellow	piece	15,000.00	1	15,000.00	0	0.00	0	0.00	0	0.00	1	15,000.00	Office of Communications	
908	Trash Bins with cover	pcs	300.00	5	1,500.00	0	0.00	0	0.00	0	0.00	5	1,500.00	FabLab MSU-IIT	
909	Trash Can, Big	pc	385.00	6	2,310.00	0	0.00	0	0.00	0	0.00	6	2,310.00	Graduate Dormitory	
910	Vellum Board 180gsm; A4	ream	300.00	0	0.00	0	0.00	15	4,500.00	0	0.00	15	4,500.00	College of Arts & Soc. Sci.	
911	Vellum Board 180gsm; A4	ream	500.00	4	2,000.00	0	0.00	0	0.00	0	0.00	4	2,000.00	Various CC	
912	Vellum Board Paper 180gsm 8.5x13	pack	50.00	20	1,000.00	0	0.00	0	0.00	0	0.00	20	1,000.00	Office of Student Dev't Servs.	
913	Vellum Board Paper 180gsm 8.5x13	pack	80.00	25	2,000.00	0	0.00	0	0.00	0	0.00	25	2,000.00	AEFC/Alumni	
914	Wet Wipes	piece	65.00	30	1,950.00	0	0.00	0	0.00	0	0.00	30	1,950.00	WE CARE Office	
915	Whiteboard eraser, big	pcs	50.00	53	2,650.00	0	0.00	0	0.00	0	0.00	53	2,650.00	Various CC	
916	Whiteboard, Magnetic, walltype/wall mounted, 4ftx 8ft Mobile	unit	6,000.00	1	6,000.00	0	0.00	0	0.00	0	0.00	1	6,000.00	CLASS	
917	Whiteboard, Magnetic, walltype/wall mounted, 4ftx 8ft	unit	6,000.00	2	12,000.00	0	0.00	0	0.00	0	0.00	2	12,000.00	Various CC	



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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		
918	Whiteboard Marker black with ink (cartridge system)	pc	900.00	14	12,600.00	0	0.00	0	0.00	0	0.00	14	12,600.00	College of Sci. & Math.	
919	Whiteboard Marker blue with ink (cartridge system)	pc	900.00	7	6,300.00	0	0.00	0	0.00	0	0.00	7	6,300.00	College of Sci. & Math.	
920	Whiteboard Marker red with ink (cartridge system)	pc	900.00	7	6,300.00	0	0.00	0	0.00	0	0.00	7	6,300.00	College of Sci. & Math.	
921	Whiteboard Marker, red refillable	box	900.00	3	2,700.00	0	0.00	0	0.00	0	0.00	3	2,700.00	College of Business Adm. & Acc	
922	Whiteboard, wall-mountable, 18 in x 24 in	pc	1,100.00	2	2,200.00	0	0.00	0	0.00	0	0.00	2	2,200.00	College of Engineering	
923	White Folder, Glossy white, Long	ream	500.00	4	2,000.00	6	3,000.00	0	0.00	0	0.00	10	5,000.00	Various CC	
924	Whiteboard Pen Black	piece	70.00	3	210.00	7	490.00	0	0.00	0	0.00	10	700.00	Various CC	
925	Yellowpad Paper, 100 sheets	pad	48.00	12	576.00	2	96.00	0	0.00	0	0.00	14	672.00	Various CC	

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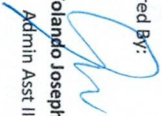
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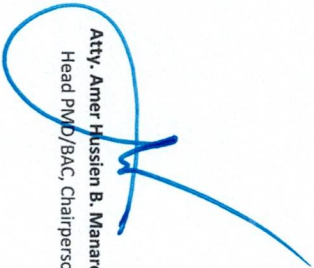
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				Qty	Amount		Qty	Amount		Qty	Amount		Qty	Amount		Qty	Amount		
330	Expandable envelope (legal) box	pack	1,700.00	1	1,700.00		0	0.00		0	0.00		0	0.00		1	1,700.00	College of Business Adm. & Acc	
331	Expandable folder Size: Long, Color: Maroon/Red	pc	25.00	50	1,250.00		0	0.00		0	0.00		0	0.00		50	1,250.00	Human Resource Mgmt. Division	
332	Expanded Portfolio Envelope with Garter, Long Blue	pc	15.00	500	7,500.00		0	0.00		0	0.00		0	0.00		500	7,500.00	MSU-IIT Center for Resiliency	
333	Expanding Envelope, garterized, long, glossy, Orange	pc	50.00	10	500.00		0	0.00		0	0.00		0	0.00		10	500.00	College of Engineering	
334	Extension Wire 4 Universal Outlets	piece	700.00	5	3,500.00		0	0.00		0	0.00		0	0.00		5	3,500.00	Various CC	
335	External hard disk 1TB	piece	4,000.00	1	4,000.00		0	0.00		0	0.00		0	0.00		1	4,000.00	Institute Library	
336	External hard disk Type: Hard Disk Drive Capacity: 2TB USB Type: USB 3.0(compatible usb2.0) Support System: Windows and MAC OS Size: 2.5 inch Format:ExFAT(Not support NTFS foramt) Features: Portable, High Speed, External, Slim	piece	2,950.00	1	2,950.00		0	0.00		0	0.00		0	0.00		1	2,950.00	CLASS	
337	Extra large size trash bags pack of 10	pack	100.00	31	3,100.00		0	0.00		0	0.00		0	0.00		31	3,100.00	Graduate Dormitory	
338	Facial Tissue Facial Tissue 4-Ply Fine Embossing Paper Tissue Paper High quality Tissue	pack	70.00	100	7,000.00		0	0.00		0	0.00		0	0.00		100	7,000.00	Guidance Office	
339	Facial Tissue	pack	70.00	38	2,660.00		0	0.00		0	0.00		0	0.00		38	2,660.00	Various CC	
340	Fastener, Plastic	box	35.00	12	420.00		0	0.00		0	0.00		0	0.00		12	420.00	PRISM	
341	Filing Tray 3 level, metal	piece	450.00	1	450.00		0	0.00		0	0.00		0	0.00		1	450.00	College of Engineering	
342	Flash Drive	pcs	1,000.00	10	10,000.00		0	0.00		0	0.00		0	0.00		10	10,000.00	Various CC	
343	Flying insert killer odorless, anti dengue (500ml spray)	bottle ml	500.00	10	5,000.00		0	0.00		0	0.00		0	0.00		10	5,000.00	Natural Science Museum	
344	Folder, Brown, Glossy, White Inner, (A4), 100pcs per pack	pack	660.00	3	1,980.00		0	0.00		0	0.00		0	0.00		3	1,980.00	Various CC	
345	Folder, Brown, Glossy, White Inner, (A4), 100pcs per pack	pack	1,000.00	2	2,000.00		0	0.00		0	0.00		0	0.00		2	2,000.00	Various CC	
346	Folder, Brown, Glossy, White Inner, (long), 100pcs per pack	pack	550.00	6	3,300.00		4	2,200.00		0	0.00		0	0.00		10	5,500.00	Various CC	
347	Folder, Brown, Glossy, White Inner, (long), 100pcs per pack	pack	1,000.00	1	1,000.00		0	0.00		0	0.00		0	0.00		1	1,000.00	AEFC / Alumni	
348	Folder, Brown, Glossy, White Inner, (long), 100pcs per pack	pack	1,029.00	1	1,029.00		0	0.00		0	0.00		0	0.00		1	1,029.00	Guidance Office	
349	Folder, Expandable, Maroon or Red	pack	500.00	12	6,000.00		0	0.00		0	0.00		0	0.00		12	6,000.00	Various CC	
350	Folder, Expandable, Maroon or Red	pack	1,000.00	6	6,000.00		0	0.00		0	0.00		0	0.00		6	6,000.00	Cashiering Section	
351	Folder, Expandable, Maroon or Red	pc	25.00	50	1,250.00		0	0.00		0	0.00		0	0.00		50	1,250.00	OVC-Academic Affairs	
352	Folder, Kraft, Brown, Long 100pcs/pack	pack	420.00	8	3,360.00		0	0.00		0	0.00		0	0.00		8	3,360.00	Various CC	
353	Folder Long, Brown	pc	10.00	50	500.00		0	0.00		0	0.00		0	0.00		50	500.00	Center for Advanced Education	
354	Folder Long, Brown with plastic cover	pc	12.00	61	732.00		0	0.00		0	0.00		0	0.00		61	732.00	College of Sci. & Math.	
355	Folder, plastic with sliding strip A4 @12pcs/pack	pack	80.00	4	320.00		0	0.00		0	0.00		0	0.00		4	320.00	Various CC	
356	Folder, Plastic with sliding strip, A4, 12pcs/pack	pack	150.00	3	450.00		0	0.00		0	0.00		0	0.00		3	450.00	Guidance Office	
357	Folder, plastic with sliding strip legal @12pcs/pack	pack	90.00	1	90.00		0	0.00		0	0.00		0	0.00		1	90.00	PRISM	