UNIVERSITY OF SOUTHERN MINDANAO

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT

ACCOUNTANCY DEPARTMENT

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING





AACCUP LEVEL 1 ACCREDITATION

AREA X
ADMINISTRATION

I.3. The administrative officials, faculty, staff and student representatives participate in the budget preparation and in the procurement program of the institution.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Email address: op@usm.edu.ph

OFFICE OF THE UNIVERSITY PRESIDENT

Memorandum No.: 025
Series of 2026

TO: **ALL END USERS**

SUBJECT: **COMPLIANCE WITH THE SUBMISSION OF PURCHASE REQUESTS (PRs) FOR ALL QUARTERS OF CY 2026; REQUIRED MARKET SCOPING/MARKET REFERENCES; AND LEAD TIMES FOR MEALS AND SNACKS**

DATE: **March 05, 2026**

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You are hereby reminded to observe the current Implementing Rules and Regulations (IRR) and provisions of the New Government Procurement Act (NGPA) or Republic Act No. 12009, to help ensure our effective and timely procurement planning for the Calendar Year (CY) 2026. The relevant guidelines are provided below for your reference.

I. Legal Basis and Policy Basis

1. **Market scoping/pre-canvass as part of procurement planning.** Procuring Entities are required to conduct **market scoping** as a preliminary undertaking in preparing the PPMP, covering cost estimation, specifications, selection criteria, delivery/time requirements, and other market information. — RA 12009 (2024), Sec. 10.

   "To ensure proper and strategic procurement planning, a Procuring Entity shall conduct market scoping as a preliminary undertaking in preparing its Project Procurement Management Plan (PPMP)..." — RA 12009 (2024), Sec. 10

2. **Standardization and compliance.** The procurement process and forms shall be standardized as practicable, with mandatory use of standard forms once issued. — RA 12009 (2024), Sec. 6. All forms can be downloaded at the www.gppb.ph/ngpa-standard-form

3. **Procurement timelines.** The procurement process from opening of bids up to award shall not exceed **60 calendar days** (subject to limited adjustment), supporting the need for timely PR submission and complete documentation. — IRR of RA 12009 (2025), Sec. 67

4. **Accountability and risk of disallowance for procurement noncompliance.** COA disallowances and liability may arise where mandatory procurement procedures are not followed, including improper resort to alternative modes and other planning failures. — Avanceña v. COA, G.R. No. 254337, June 18, 2024

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
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OFFICE OF THE VICE PRESIDENT FOR
RESEARCH, DEVELOPMENT AND EXTENSION

MEMORANDUM No. 42
Series of 2026

TO	**: USM PERMANENT FACULTY, RDE FULL-TIME STAFF, JO/COS RDE STAFF**
SUBJECT	**: DEADLINES FOR SUBMISSION OF RDE PROJECT PROPOSALS FOR 2027 FUNDING AND PROCUREMENT WORKSHOP**
FROM	**: DEBBIE MARIE B. VERZOSA**
DATE	**: April 21, 2026**

Verzosa Debbie Marie Bautista 2026.04.21 07:24:13 +08'00'

The deadline for the call for proposals for research and extension projects for 2027, to be funded through GAA has been extended to **April 30, 2026**. This is a strict deadline, to allow all project leaders to finalize their PPMP in time for **May 15, 2026**, another strict deadline, for inclusion of the budget proposal in the 2nd Quarter BOR meeting.

Research proposals must be driven by community needs rather than personal interest. Proponents are expected to consult stakeholders directly to ensure project adoption. URDEC will share additional agency-sourced needs as they become available.

Important activities:

- Submit your capsule proposal via the submission link or QR code on the next page on or before April 30, 2026. Budget in the range of PhP 50,000 to PhP 150,000 are expected, but in some warranted cases, a higher budget may be proposed.
- Projects will be evaluated by the URDEC, and shortlisted project leaders will be informed by May 4 or 5, 2026.
- All shortlisted project leaders are required to attend the procurement workshop on **May 7, 2026** (venue to be announced). If the project leader is on travel, a knowledgeable member of the research team may attend. The workshop will present the new PPMP forms, strategies for market scoping, and other important information. The output of the workshop will be the PPMP for 2027.
- ***Attendance to the procurement workshop is required. Only proposals whose PPMP are prepared and signed by May 15, 2026 would qualify for 2027 funding.***
- ***All permanent or JO/COS staff of RDE who are involved in preparing PPMP are also required to attend the procurement workshop.***
- **RDE full-time personnel are reminded that of the requirement to implement projects as part of your load.** Please submit proposals to ensure you have sufficient units for RDE.

"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."

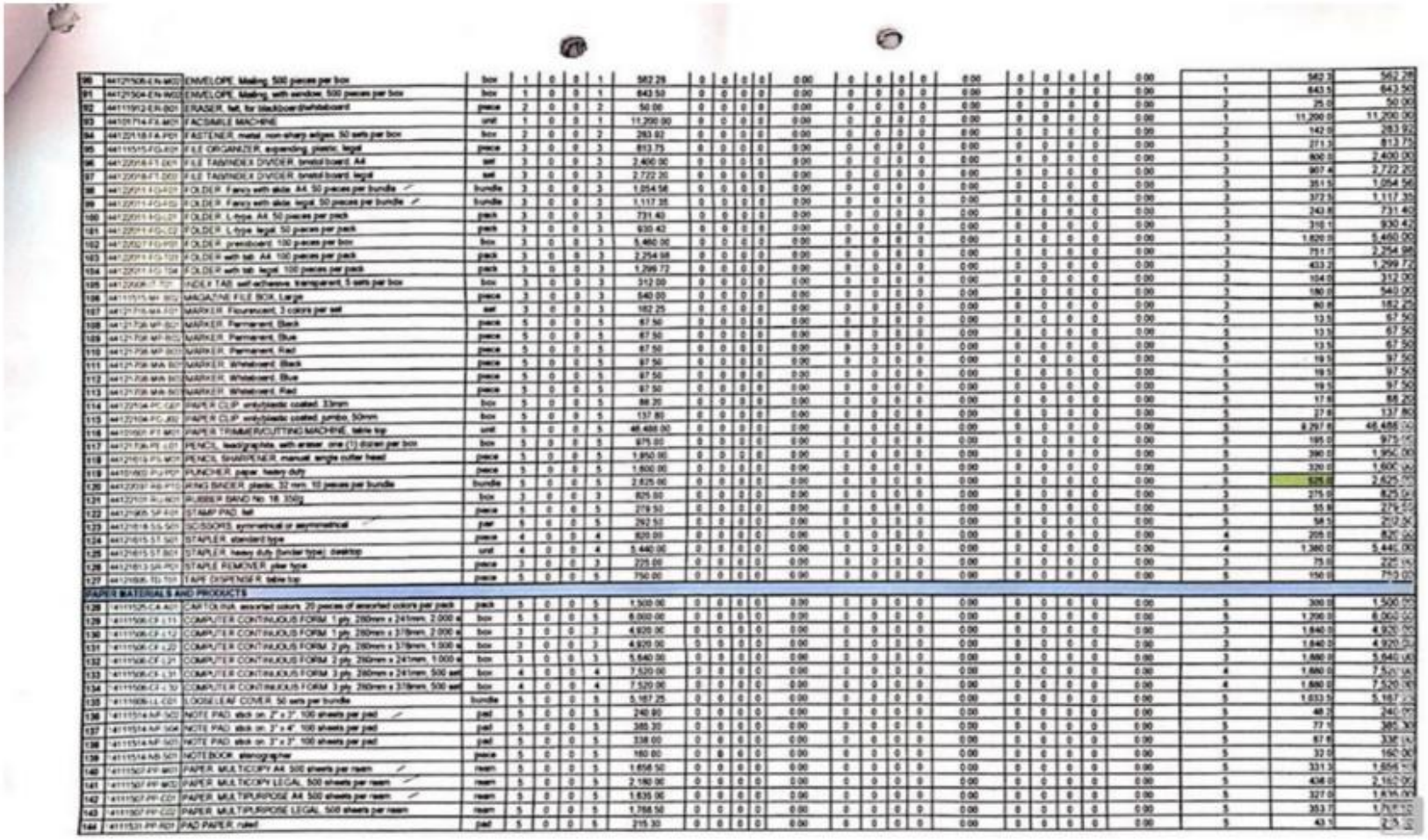
UNIVERSITY OF SOUTHERN MINDANAO
PROJECT PROCUREMENT MANAGEMENT PLAN 2024

NOTE: PLEASE HIDE COLUMNS WITH NO "TOTAL AMOUNT FOR THE YEAR" ENTRIES BEFORE PRINTING

Department/College/Project:
Department Head/College Dean/Project Leader:
Contact Person (if different from Head):

Funding Agency (External): _____
Contact Number: _____
Contact Number: _____

	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 28 July 2023)	Total Amount for the year
			Jan	Feb	Mar	Q1	Q1 AMOUNT	Apr	May	Jun	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																								
MOOE																								
Office Supplies																								
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																								
3	1601214130 CB-H01 CLEARBOOK, 20 transparent pockets, A4	piece	5	0	5	10	550.00	5	0	0	5	275.00	5	0	0	5	275.00	5	0	0	5	275.00	25	55.0	1,375.00
4	1601214130 CB-P01 CLEARBOOK, 20 transparent pockets, legal	piece	5	0	0	5	325.00	5	0	0	5	325.00	5	0	0	5	325.00	5	0	0	5	325.00	20	65.0	1,300.00
5	1601215340 ER-P01 ERASER, plastic/ rubber	piece	5	0	0	5	50.00	5	0	0	5	50.00	5	0	0	5	50.00	5	0	0	5	50.00	20	10.0	200.00
6	1601215240 SP-G01 SIGN PEN, Black, liquid or gel	piece	5	5	0	10	450.00	10	0	0	10	450.00	10	0	0	10	450.00	10	0	0	10	450.00	40	45.0	1,800.00
7	1601215240 SP-G02 SIGN PEN, Blue, liquid or gel	piece	5	5	0	10	450.00	5	0	0	5	225.00	5	0	0	5	225.00	5	0	0	5	225.00	25	45.0	1,125.00
8	1601215240 SP-G03 SIGN PEN, Red, liquid or gel	piece	5	0	0	5	225.00	5	0	0	5	225.00	5	0	0	5	225.00	5	0	0	5	225.00	20	45.0	900.00
9	1601215240 WR-P01 WRAPPING PAPER, kraft, 50 sheets per pack	pack	5	0	0	5	1,047.80	5	0	0	5	1,047.80	0	0	0	0	0.00	5	0	0	5	1,047.80	15	209.6	3,143.40
MANUFACTURING COMPONENTS AND SUPPLIES																								
62	3120101010 GL-J01 GLUE, all purpose, 200 grams	jar	5	0	0	5	530.40	5	0	0	5	530.40	5	0	0	5	530.40	5	0	0	5	530.40	20	106.1	2,121.92
63	3115180402 SW-H01 STAPLE WIRE, heavy duty (binder type), 23/13	box	5	0	0	5	286.00	5	0	0	5	286.00	5	0	0	5	286.00	5	0	0	5	286.00	20	57.2	1,144.00
64	3115180402 SW-S01 STAPLE WIRE, standard	box	5	0	0	5	345.00	5	0	0	5	345.00	5	0	0	5	345.00	5	0	0	5	345.00	20	69.0	1,380.00
65	3120150201 TA-E01 TAPE, electrical	roll	5	0	0	5	194.50	5	0	0	5	194.50	5	0	0	5	194.50	5	0	0	5	194.50	20	38.9	778.00
66	3120150301 TA-M01 TAPE, masking, 24mm	roll	5	0	0	5	402.20	5	0	0	5	402.20	5	0	0	5	402.20	5	0	0	5	402.20	20	80.4	1,608.80
67	3120150301 TA-M02 TAPE, masking, 48 mm	roll	5	0	0	5	787.50	5	0	0	5	787.50	5	0	0	5	787.50	5	0	0	5	787.50	20	157.5	3,150.00
68	3120151F7 TA-P01 TAPE, packaging, 48 mm	roll	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	20	44.7	894.40
69	3120151217 TA-T01 TAPE, transparent, 24mm	roll	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	20	44.7	894.40
70	3120151217 TA-T02 TAPE, transparent, 48 mm	roll	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	20	44.7	894.40
71	3115150716 TW-P01 TWINE, plastic	roll	5	0	0	5	442.00	2	0	0	2	176.80	2	0	0	2	176.80	2	0	0	2	176.80	11	88.4	973.40
MEASURING AND OBSERVING AND TESTING EQUIPMENT																								
72	4111160401 RU-P01 RULER, plastic, 450 mm	piece	5	0	0	5	227.50	5	0	0	5	227.50	0	5	0	5	227.50	0	0	0	0	0.00	15	45.5	682.50
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																								
73	4412181202 BL-H01 BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	3	0	0	3	165.00	3	0	0	3	165.00	3	0	0	3	165.00	3	0	0	3	165.00	12	55.0	660.00
74	4410180201 PB-M01 BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	2	0	0	2	24,700.00	2	0	0	2	24,700.00	0	0	0	0	0.00	0	0	0	0	0.00	4	12,350.0	49,400.00
75	4412171001 CH-W01 CHALK, white enamel, 100 pieces per box	box	1	0	0	1	120.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	120.0	120.00
77	4412210502 BF-C01 CLIP, backfold, 19mm	box	5	0	0	5	117.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	23.4	117.00
78	4412210502 BF-C02 CLIP, backfold, 25mm	box	5	0	0	5	130.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	26.0	130.00
79	4412210502 BF-C03 CLIP, backfold, 32mm	box	5	0	0	5	195.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	39.0	195.00
80	4412210502 BF-C04 CLIP, backfold, 50mm	box	5	0	0	5	392.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	78.4	392.10
81	4412180102 CT-R02 CORRECTION TAPE, 8 meters	piece	4	0	0	4	140.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	35.0	140.00
82	4412181202 CU-H01 CUTTER/UTILITY KNIFE, for general purpose	piece	5	0	0	5	206.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	41.2	206.20
83	4411151505 DF-B01 DATA FILE BOX	piece	5	0	0	5	2,918.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	583.7	2,918.50
84	4412200102 DF-F01 DATA FOLDER	piece	10	0	0	10	1,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	180.0	1,800.00
85	4410202002 DS-M01 DATING AND STAMPING MACHINE	piece	2	0	0	2	1,534.06	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	767.0	1,534.06
86	4412150601 EN-D01 ENVELOPE, Documentary, A4, 500 pieces per box	box	3	0	0	3	3,607.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,202.5	3,607.50
87	4412150601 EN-D02 ENVELOPE, Documentary, legal, 500 pieces per box	box	3	0	0	3	4,387.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,462.5	4,387.50
88	4412150601 EN-K01 ENVELOPE, Expanding, Kraft, 100 pieces per box	box	3	0	0	3	5,265.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,755.0	5,265.00
89	4412150601 EN-K02 ENVELOPE, Expanding, Plastic	piece	5	0	0	5	292.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	58.5	292.50



90	4412215OR-EN-M03	ENVELOPE, Mailing, 500 pieces per box	box	1	0	0	1	562.29	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	562.3	562.29
91	4412215O4-EN-M03	ENVELOPE, Mailing, with window, 500 pieces per box	box	1	0	0	1	843.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	843.5	843.50
92	4411191Z-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	2	0	0	2	50.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	25.0	50.00
93	4410171Y-FX-M01	FACSIMILE MACHINE	unit	1	0	0	1	11,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	11,200.0	11,200.00
94	4412118T-FA-P01	FASTENER, metal, non-sharp edges, 50 sets per box	box	2	0	0	2	283.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	142.0	283.92
95	4411151S-FG-B01	FILE ORGANIZER, expanding, plastic, legal	piece	3	0	0	3	813.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	271.3	813.75
96	4412001R-FT-D01	FILE TABINDEX DIVIDER, tinted board, A4	set	3	0	0	3	2,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	800.0	2,400.00
97	4412001R-FT-D02	FILE TABINDEX DIVIDER, tinted board, legal	set	3	0	0	3	2,722.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	907.4	2,722.20
98	4412001Y-FO-H01	FOLDER, Fancy with slide, A4, 50 pieces per bundle	bundle	3	0	0	3	1,054.56	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	351.5	1,054.56
99	4412001Y-FO-H02	FOLDER, Fancy with slide, legal, 50 pieces per bundle	bundle	3	0	0	3	1,117.35	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	372.5	1,117.35
100	4412001Y-FO-L01	FOLDER, L-type, A4, 50 pieces per pack	pack	3	0	0	3	731.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	243.8	731.40
101	4412001Y-FO-L02	FOLDER, L-type, legal, 50 pieces per pack	pack	3	0	0	3	930.42	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	310.1	930.42
102	4412005Z-FO-P01	FOLDER, pressboard, 100 pieces per box	box	3	0	0	3	5,460.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,820.0	5,460.00
103	4412001Y-FO-T01	FOLDER with tab, A4, 100 pieces per pack	pack	3	0	0	3	2,254.98	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	751.7	2,254.98
104	4412001Y-FO-T04	FOLDER with tab, legal, 100 pieces per pack	pack	3	0	0	3	1,299.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	433.2	1,299.72
105	4412008Y-TI-T01	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	3	0	0	3	312.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	104.0	312.00
106	4411151S-MF-B01	MAGAZINE FILE BOX, Large	piece	3	0	0	3	540.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	180.0	540.00
107	4412170I-MA-F01	MARKER, Flourescent, 3 colors per set	set	3	0	0	3	182.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	60.8	182.25
108	4412170R-MP-B01	MARKER, Permanent, Black	piece	5	0	0	5	67.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	13.5	67.50
109	4412170R-MP-B02	MARKER, Permanent, Blue	piece	5	0	0	5	67.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	13.5	67.50
110	4412170R-MP-B03	MARKER, Permanent, Red	piece	5	0	0	5	67.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	13.5	67.50
111	4412170R-MA-B01	MARKER, Whiteboard, Black	piece	5	0	0	5	97.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	19.5	97.50
112	4412170R-MA-B02	MARKER, Whiteboard, Blue	piece	5	0	0	5	97.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	19.5	97.50
113	4412170R-MA-B03	MARKER, Whiteboard, Red	piece	5	0	0	5	97.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	19.5	97.50
114	4412210A-PC-C01	PAPER CLIP, vinylcoated, coated, 33mm	box	5	0	0	5	88.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	17.6	88.20
115	4412210A-PC-J02	PAPER CLIP, vinylcoated, coated, jumbo, 50mm	box	5	0	0	5	137.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	27.6	137.80
116	4412190T-PT-M01	PAPER TRIMMER/CUTTING MACHINE, table top	unit	5	0	0	5	48,488.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	9,697.6	48,488.00
117	4412170A-PE-L01	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	5	0	0	5	975.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	195.0	975.00
118	4412161S-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	5	0	0	5	1,950.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	390.0	1,950.00
119	4412160Z-PU-P01	PUNCHER, paper, heavy duty	piece	5	0	0	5	1,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	320.0	1,600.00
120	4412203Y-RB-P10	RING BINDER, plastic, 32 mm, 10 pieces per bundle	bundle	5	0	0	5	2,625.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	525.0	2,625.00
121	4412210Y-RU-N01	RUBBER BAND No. 18, 350g	box	3	0	0	3	825.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	275.0	825.00
122	4412160S-SP-F01	STAMP PAD, felt	piece	5	0	0	5	279.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	55.9	279.50
123	4412181S-SS-S01	SCISSORS, symmetrical or asymmetrical	pair	5	0	0	5	292.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	58.5	292.50
124	4412161S-ST-S01	STAPLER, standard type	piece	4	0	0	4	820.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	205.0	820.00
125	4412161S-ST-B01	STAPLER, heavy duty (binder type), desktop	unit	4	0	0	4	5,440.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	1,360.0	5,440.00
126	4412161S-SR-P01	STAPLE REMOVER, plier type	piece	3	0	0	3	225.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	75.0	225.00
127	4412160R-TD-T01	TAPE DISPENSER, table top	piece	5	0	0	5	750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	150.0	750.00
PAPER MATERIALS AND PRODUCTS																													
128	4111525-CA-A01	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	pack	3	0	0	3	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	300.0	1,500.00
129	4111508-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 s	box	5	0	0	5	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,200.0	6,000.00
130	4111508-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm, 2,000 s	box	3	0	0	3	4,920.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,640.0	4,920.00
131	4111508-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,500 s	box	3	0	0	3	4,920.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,640.0	4,920.00
132	4111508-CF-L31	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 s	box	3	0	0	3	5,640.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,880.0	5,640.00
133	4111508-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 set	box	4	0	0	4	7,520.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	1,880.0	7,520.00
134	4111508-CF-L33	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 set	box	4	0	0	4	7,520.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	1,880.0	7,520.00
135	4111509-LL-C01	LOOSE LEAF COVER, 50 sets per bundle	bundle	5	0	0	5	5,167.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,033.5	5,167.25
136	4111514-NP-S03	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	5	0	0	5	240.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	48.2	240.90
137	4111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	5	0	0	5	385.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	77.1	385.30
138	4111514-NP-S05	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	5	0	0	5	338.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	67.6	338.00
139	4111514-NS-S01	NOTEBOOK, stenographer	piece	5	0	0	5	160.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	32.0	160.00
140	4111507-PP-M01	PAPER, MULTICOPY, A4, 500 sheets per ream	ream	5	0	0	5	1,656.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	331.3	1,656.50
141	4111507-PP-M02	PAPER, MULTICOPY, LEGAL, 500 sheets per ream	ream	5	0	0	5	2,180.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	436.0	2,180.00
142	4111507-PP-C01	PAPER, MULTIPURPOSE, A4, 500 sheets per ream	ream	5	0	0	5	1,635.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	327.0	1,635.00
143	4111507-PP-C02	PAPER, MULTIPURPOSE, LEGAL, 500 sheets per ream	ream	5	0	0	5	1,768.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	353.7	1,768.50
144	4111531-PP-R01	PAD PAPER, ruled	pad	5	0	0	5	215.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	43.1	215.30