

Name & address of Requesting Agency: **NATIONAL COUNCIL ON DISABILITY AFFAIRS**
 Isidora St., Bgy. Holy Spirit, Quezon City, Tel. Nos.: 951-5925

Agency: **Acct. Code : A-077**
Agency Control No: 12020075

AGENCY PROCUREMENT REQUEST PS APR NO.

12-0519

To: **THE PROCUREMENT SERVICE**
 UP, Dilliman, Quezon City

January 12, 2012
 (Date Prepared)

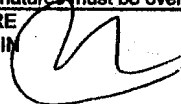


PLEASE CHECK (/) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW

- () Please issue common-use supplies/materials per Price List No. _____ dated _____
 Mode of delivery : () Pick-up (Fast lane) () Pick-up (Schedule) () Delivery (door-to-door)
- In case fund is not sufficient: () Reduce Quantity () Bill Us () Charge to Unutilized Deposit, APR No.: _____
 Date : _____
- () Please purchase for our agency non-common items. Attached herewith:
 () Complete Specifications () Obligation Request (ObR) Others, pls. Specify _____
 () Certificate of Budget Allocation (CBA) () Payment _____

ACTION REQUESTED ON THE ITEM/S LISTED BELOW

Item No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK NO.	QTY.	UNIT	UNIT PRICE	AMOUNT
COMMON ELECTRICAL SUPPLIES					
1	Ballast, 1x20 watts	5	pcs	67.20	336.00
2	Ballast, 1x40 watts	5	pcs	66.35	331.75
3	BATTERY, size AA, alkaline, 2 pcs./packet	17	packet	31.08	528.36
4	Battery, size AAA, Alkaline, 2 pcs./packet	8	packet	14.56	116.48
5	Compact fluorescent light, 17 watts	3	pcs	32.14	96.42
6	Fluorescent lighting fixture, 1x20w	2	pcs	332.54	665.08
7	Fluorescent lighting fixture, 1x40w	2	pcs	368.94	737.88
8	FLUORESCENT TUBE, 18 watts	3	each	32.14	96.42
9	FLUORESCENT TUBE, 36 watts	5	each	34.27	171.35
10	FUSE, 30 amprers	3	pcs	10.90	32.70
11	FUSE, 60 amprers	3	pcs	27.44	82.32
12	Rechargeable Battery AA Ni-MH (Sony)	10	pcs	500.00	5,000.00
13	Starter, 4-40 watts	5	pcs	5.10	25.50
14	TAPE, electrical	5	roll	16.64	83.20
15	UTP Cable	20	meters	1,200.00	24,000.00
16	RJ45	3	pcs	100.00	300.00
COMMON COMPUTER SUPPLIES					
1	Anti-Virus Scanner	14	pcs	1,000.00	14,000.00
2	CD Container Case (Medium)	100	pcs	12.00	1,200.00
3	CD Stickers	200	pcs	8.00	1,600.00
4	Compact Disk Case, w/ 25 individual plastic	4	piece	54.08	216.32
5	COMPACT DISK RECORDABLE, min. of 700MB, 70 min. running time	160	piece	8.79	1,406.40
6	COMPACT DISK REWRITABLE, 700MB/74 min. capacity	130	piece	17.16	2,230.80
7	DISKETTE, 3.5", DS, DD, 10s/box	3	box	180.00	540.00
8	DVD Recordable, 16x Speed, 4.7 GB Capacity	200	each	12.74	2,548.00
9	DVD Rewritable, 4 x Speed, 4.7 GB	100	each	20.70	2,070.00
10	External Hard Drive, 160GB	2	piece	2,000.00	4,000.00
11	Flash drive, 2 GB	8	piece	250.00	2,000.00
12	FLASH DRIVE, 4 GB	8	piece	320.32	2,562.56
13	Flash drive, 5 gb	7	pc	400.00	2,800.00
14	Flash drive, 8 GB		piece	468.00	
	Subtotal:				69,777.54

NOTE: All signatures must be over printer name.

STOCK REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM:  CERTIFIED FUNDS AVAILABLE:  APPROVED:  **LUCIA R. BALA**
 Chief Administrative Officer Accountant III Undersecretary/DSWD, OIC, Executive Director III

() Funds Deposited w/ PS () _____ Check No. _____ in the amount _____
 of _____ (Bank) _____ (P) _____ Enclosed.

PAID UNDER OR # **9935663**
 DATE **FEB 09 2012**
 AMOUNT **385,629.74**

Address: **NATIONAL COUNCIL ON DISABILITY AFFAIRS**
 Requesting Agency: **Isidora St., Bgy. Holy Spirit Quezon City**
 Tel. Nos.: **951-5925**

Agency: **Acct. Code : A-077**
 Agency Control No: **12020075**

AGENCY PROCUREMENT REQUEST PS APR NO. 12-0509

To: **THE PROCUREMENT SERVICE**
UP, Diliman, Quezon City

January 12, 2012
 (Date Prepared)

PLEASE CHECK (/) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW

- () Please issue common-use supplies/materials per Price List No. _____ dated _____
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 Date : _____
- () Please purchase for our agency non-common items. Attached herewith:
 () Complete Specifications () Obligation Request (ObR) Others, pls. Specify _____
 () Certificate of Budget Allocation (CBA) () Payment _____

ACTION REQUESTED ON THE ITEM/S LISTED BELOW

Item No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK NO.	QTY.	UNIT	UNIT PRICE	AMOUNT
COMMON COMPUTER SUPPLIES					
1	Ink Cartridge, HP 703, black	50	piece	322.32	16,116.00
2	Ink Cartridge, HP 703, colored	38	piece	322.32	12,248.16
3	Ink Canon CL-41, color, original	10	piece	350.00	3,500.00
4	Ink Canon PG-40, black, original	10	piece	350.00	3,500.00
5	INK CARTRIDGE, Hewlett Packard Black - HP 940	12	pc	1,346.40	16,156.80
6	INK CARTRIDGE, Hewlett Packard Cyan- HP 940	12	pc	973.08	11,676.96
7	INK CARTRIDGE, Hewlett Packard Magenta - HP 940	12	pc	973.08	11,676.96
8	INK CARTRIDGE, Hewlett Packard Yellow - HP 940	12	pc	973.08	11,676.96
9	Ink Cartridge, HP 1006 35 A	5	piece	2,631.20	13,156.00
10	INK CARTRIDGE, HP 51645A (HP 45)	10	piece	1,216.86	12,168.60
11	INK CARTRIDGE, HP C1823D (HP 23)	5	piece	1,489.20	7,446.00
12	INK CARTRIDGE, HP C8727A (HP 27)	40	piece	743.58	29,743.20
13	INK CARTRIDGE, HP C8728A (HP 28)	37	piece	873.12	32,305.44
14	INK CARTRIDGE, HP C9351A (HP 21)	50	piece	615.06	30,753.00
15	INK CARTRIDGE, HP C9352A (HP 22)	39	piece	708.90	27,647.10
16	Ink, HP 900, black, original	20	piece	256.02	5,120.40
17	Ink, HP 900, color, original	20	piece	329.46	6,589.20
18	Ink, Hp Laserjet 2300	5	piece	4,882.18	24,410.90
19	Keyboard USB	1	pc	250.00	250.00
20	Mouse USB	5	pc	197.50	987.50
21	RIBBON, Epson, LX300	4	piece	76.75	307.00
22	RIBBON, Epson, RN 8750	2	piece	124.28	248.56
23	Master Roll (3708)	3	roll	4850	14,550.00
24	Riso Ink	5	ink	600	3,000.00
Subtotal:					295,234.74

NOTE: All signatures must be over printer name.

STOCK REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM. **CERTIFIED FUNDS AVAILABLE:**

APPROVED:

ANDRES RHUDY B. RAVELO, JR.
Chief Administrative Officer

JOYCEL N. AGUILAR
Accountant III

ALICIA R. BALA
Undersecretary DSWD, OIC, Executive Director III

() Funds Deposited w/ PS () _____ Check No. _____ in the amount _____
 of _____ (Bank) _____ (P _____) Enclosed.

O.C. DEPT. -
 9955663
PAID UNDER ORP
DATE FEB 09 2012
AMOUNT 385,629.76

Address: **NATIONAL COUNCIL ON DISABILITY AFFAIRS**
 Quezonia St., Bgy. Holy Spirit
 Quezon City
 Tel. Nos.: 951-5925

Agency
 Acct. Code : A-077
 Agency Control No:

12020075

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To: **THE PROCUREMENT SERVICE**
 UP, Diliman, Quezon City
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 (Date Prepared)

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ACTION REQUESTED ON THE ITEM/S LISTED BELOW

Item No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK NO.	QTY.	UNIT	UNIT PRICE	AMOUNT
COMMON OFFICE SUPPLIES					
1	Acetate, gauge # 3, 50 m in length	4	roll	561.39	2,245.56
2	AIR FRESHENER, 280ml/can	30	can	92.56	2,776.80
3	ALCOHOL, 70% isopropyl	30	bottle	37.70	1,131.00
4	AUDIO CASSETTE TAPE, 90min.	100	each	15.08	1,508.00
5	Ballpen, Black	120	pc	5.00	600.00
6	Ballpen, Blue	6	pc	5.00	30.00
7	Ballpen, Red	6	pc	5.00	30.00
8	Carbon Paper legal	2		400.40	800.80
9	CARTOLINA, assorted color, 20s/pack	3	pack	72.80	218.40
10	CARTOLINA, white, 20s/pack	2	pack	72.80	145.60
11	Clear Book, long	3	pcs.	60.00	180.00
12	CLIP, backfold, 19mm, 12s/box	6	pc	7.54	45.24
13	CLIP, backfold, 25mm, 12s/box	13	box	15.60	202.80
14	CLIP, backfold, 32mm, 12s/box	13	box	17.42	226.46
15	CLIP, backfold, 50mm, 12s/box	13	box	43.68	567.84
16	Clip, bulldog (3")	10	pc	8.42	84.20
17	Cloth Tape 50 meters	4	pc	75.00	300.00
18	Columnar Notebook, 12 cols.	1	pc	18.72	18.72
19	Cork Board	1	pc	300.00	300.00
20	CORRECTION FLUID, 20ml.	50	bottle	9.82	491.00
21	Correction Tape	10	pc	50.00	500.00
22	Crayons (24pc/box)	7	box	30.00	210.00
23	DATA FILE BOX, (5"x9"x15-3/4")	20	box	74.36	1,487.20
24	DATA FOLDER, w/finger ring, (3" x 9" x 15")	50	each	77.26	3,863.00
25	Envelope, Documentary A4 size, 500s/box	15	box	526.24	7,893.60
26	ENVELOPE, expanding, legal size, 100s/box	4	box	675.86	2,703.44
27	ENVELOPE, mailing white, 500s/box	2	box	164.94	329.88
28	ENVELOPE, documentary (10"x15"), 500s/box	2	box	774.22	1,548.44
29	Envelope Brown Short	3	box	648.96	1,946.88
30	Envelope Brown Long	3	box	648.96	1,946.88
31	Eraser (BlackBoard/WhiteBoard)	1	pc	9.36	9.36
32	Eraser, rubber	10	pc	2.60	26.00
33	FILE ORGANIZER, expanding, legal	20	each	74.36	1,487.20
34	Folder, clear plastic, L-type, A4 size, 50s/pack	8	pack	247.52	1,980.16
35	FOLDER, clear plastic, L-type, legal size, 50a/pack	5	pack	207.98	1,039.90
36	Folder, Morocco/fancy A4 size, 50s/pack	1	pack	291.00	291.00
37	FOLDER, morocco/fancy, legal size, 50s/pack	1	pack	291.00	291.00
	Subtotal:				39,456.36

NOTE: All signatures must be over printer name.

STOCK REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM:

CERTIFIED FUNDS AVAILABLE:

APPROVED:

ANDRES RHODY B. RAVELO, JR.
 Chief Administrative Officer

JOYCEL N. AGUILAR
 Accountant III

LICIA R. BALA
 Undersecretary DSWD, OIC, Executive Director III

() Funds Deposited w/ PS () _____ in the amount _____
 of _____ (Bank) _____ Check No. _____
 (P) _____ Enclosed.

9935663

DATE FEB 09 2012
 AMOUNT 385, 629.74

Address: **NATIONAL COUNCIL ON DISABILITY AFFAIRS**
 Isidora St., Bgy. Holy Spirit
 Quezon City
 951-5925

Agency: **Acct. Code : A-077**
Agency Control No:

12020075

AGENCY PROCUREMENT REQUEST PS APR NO. 12-0509

To: **THE PROCUREMENT SERVICE** January 12, 2012
 UP, Dillman, Quezon City (Date Prepared)

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ACTION REQUESTED ON THE ITEM/S LISTED BELOW

Item No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK NO.	QTY.	UNIT	UNIT PRICE	AMOUNT
COMMON OFFICE SUPPLIES					
1	Folder, tagboard, A4 size, 100s/box	3	box	312.00	936.00
2	FOLDER, tagboard, legal size, 100s/box	5	box	358.80	1,794.00
3	FOLDER, pressboard, plain, legal, 100s/box	2	box	291.00	582.00
4	FOLDER, pressboard, plain, A4, 100s/box	1	box	715.52	715.52
5	Glue	8	jar	37.43	299.44
6	ILLUSTRATION BOARD, (30"x40")	6	each	33.07	198.42
7	Index Card Box, 4-3/8"x5-5/8"x4	2	box	59.38	118.76
8	INDEX CARD, 5" x 8", ruled both side, 500s/pack	2	pack	111.61	223.22
9	INDEX CARD, 3"x 5", ruled both sides, 500s/pack	2	pack	41.50	83.00
10	Ink for Olympia bundy clock	2	pc	300.00	600.00
11	Magazine File box, large	6	box	52.93	317.58
12	Magazine File Box, Medium	1	box	49.56	49.56
13	Magic Nail	1	pack	30.00	30.00
14	Manila Paper	1	roll	25.00	25.00
15	MAP PIN, round head, 100s/box	2	box	36.40	72.80
16	MARKER, fluorescent, 3 colors/set	20	set	41.60	832.00
17	MARKING PEN, permanent, black	52	each	15.08	784.16
18	MARKING PEN, permanent, blue	16	each	15.08	241.28
19	Marking Pen, Permanent, red	14	each	15.08	211.12
20	Marking Pen, Transparency Film	10	each	15.08	150.80
21	MARKING PEN, whiteboard, black	40	each	13.50	540.00
22	MARKING PEN, whiteboard, blue	20	each	13.50	270.00
23	Marking Pen, Whiteboard, red	14	each	13.50	189.00
24	NOTE BOOK, stenographer's	68	each	7.49	509.32
25	NOTE PAD, (3"x4")	30	pad	7.49	224.70
26	NOTE PAD, (4"x6")	20	pad	36.40	728.00
27	Onion skin	2	ream	100.00	200.00
28	NCDA Letterhead	14	rm.	520.00	7,280.00
29	NCDA Letterhead Envelope	14	rm.	550.00	7,700.00
30	NCDA Sticker (Property Number)	3	rm.	5,000.00	15,000.00
31	Paper Board Short	80	pack	35.00	2,800.00
32	Paper Board Short (Light Yellow)	3	pack	35.00	105.00
Subtotal:					43,810.68

NOTE: All signatures must be over printer name.

STOCK REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM.

CERTIFIED FUNDS AVAILABLE:

APPROVED:

ANDRES RHUDY B. RAVELO, JR.
Chief Administrative Officer

JOYCEL N. AGUILAR
Accountant III

LICIA R. BALA
Undersecretary DSWD, OIC, Executive Director III

() Funds Deposited w/ PS () _____ Check No. _____ in the amount _____
 of _____ (Bank) _____ (P) _____ Enclosed.

9935063
 DATE FEB 09 2012
 AMOUNT 285,629.74

Address: **NATIONAL COUNCIL ON DISABILITY AFFAIRS**
 Isidora St., Bgy. Holy Spirit
 Quezon City
 951-5925

Agency: **Acct. Code : A-077**
Agency Control No:

12020075
12-0509

AGENCY PROCUREMENT REQUEST PS APR NO.

To: **THE PROCUREMENT SERVICE**
 UP, Diliman, Quezon City

January 12, 2012
 (Date Prepared)

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 () Certificate of Budget Allocation (CBA) () Payment _____

ACTION REQUESTED ON THE ITEM/S LISTED BELOW

Item No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK NO.	QTY.	UNIT	UNIT PRICE	AMOUNT
COMMON OFFICE SUPPLIES					
1	Paper board, A4 light brown/dark cream 200GSM, 10 sheets/pack (50 docs x 2 = 100 pcs)	14	pack	35.00	490.00
2	Paper Board, Long, Assorted Color	20	pack	35.00	700.00
3	Paper board, Long light brown/dark cream 200GSM, 10 sheets/pack (50 docs x 2 = 100 pcs)	24	pack	35.00	840.00
4	Paper Board, Long, white	40	ream	35.00	1,400.00
5	PAPER CLIP, gem type, 33mm, 100s/box	20	box	8.84	176.80
6	PAPER CLIP, gem type jumbo, 50mm, 100s/box	16	box	15.60	249.60
7	PAPER FASTENER, non-rust metal, 50 sets/box	16	box	83.08	1,329.28
8	Paper Laid Long Light brown/dark cream	22	ream	35.00	770.00
9	Paper Laid, Short	45	ream	35.00	1,575.00
10	Paper lined, (yellow)	10	pack	35.00	350.00
11	Paper Linen	2	pack	35.00	70.00
12	Paper Mimeo, whitewove, legal	25	ream	35.00	875.00
13	Paper Mimeo, whitewove, A4	23	ream	65.86	1,514.78
14	PAPER, bond, Premium Grade legal	130	ream	62.92	8,179.60
15	Paper, Bond, Premium grade, A4	165	ream	104.80	17,292.00
16	Paper Bond, Short premium grade	4	ream	100.00	400.00
17	Paper Board with Tab	125	pack	62.92	7,865.00
18	PAPER, ruled pad, 216mmx330mm, 100s/pad	10	pad	23.61	236.10
19	PAPER, thermal, 210mmx30M	25	roll	36.40	910.00
20	PARCHMENT PAPER, A4 size, 75 gsm, 100/ream	6	ream	35.00	210.00
21	PASTE, solid, with water well, 200gms.	2	each	21.84	43.68
22	Pencil	4	box	20.26	81.04
23	Photo Album, Large	4	pc	200.00	800.00
24	Photo Paper, pack	30	pack	150.00	4,500.00
25	Plastic, Clear, resealable	28	pack	57.20	1,601.60
26	Acrylic Signs	52	pc	7.00	364.00
27	Popsicle Sticks	6	pc	200.00	1,200.00
28	Push Pin, hammer head type, 100s/box	2	pack	30.00	60.00
29	RECORD BOOK, 300 pages	25	book	51.88	1,297.00
30	RECORD BOOK, 500 pages	20	book	77.98	1,559.60
	Subtotal:				56,941.08

NOTE: All signatures must be over printer name.

STOCK REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM: _____

CERTIFIED FUNDS AVAILABLE: _____

APPROVED: _____

ANDRES RHUIDY B. RAVELO, JR.,
 Chief Administrative Officer

JOYCEL N. AGUILAR
 Accountant III

ALICIA R. BALA
 Undersecretary DSWD, OIC, Executive Director III

() Funds Deposited w/ PS () _____ Check No. _____ in the amount _____
 of _____ (Bank) _____ (P) _____ Enclosed

0035003

FEB 09 2012

AMOUNT 285,629.70

Address: **NATIONAL COUNCIL ON DISABILITY AFFAIRS**
 Isidora St., Bgy. Holy Spirit
 Quezon City
 951-5925

Agency
 Acct. Code : A-077
 Agency Control No:

12020075

AGENCY PROCUREMENT REQUEST PS APR NO.

12-25-12

To: **THE PROCUREMENT SERVICE**
 UP Diliman, Quezon City

January 12, 2012
 (Date Prepared)

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ACTION REQUESTED ON THE ITEM/S LISTED BELOW

Item No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK NO.	QTY.	UNIT	UNIT PRICE	AMOUNT
COMMON OFFICE SUPPLIES					
31	Ribbon, Electric Typewriter	2	roll	76.75	153.50
32	RIBBON, nylon, manual typewriter	3	spool	76.75	230.25
33	Ring binder, (1" x 44"), plastic	25	pc	12.40	310.00
34	RING BINDER, (1/2"x44"), plastic	40	each	4.45	178.00
35	Ring binder, (2" x 44"), plastic	20	pc	33.05	661.00
36	RING BINDER, (3/4"x44"), plastic	8	each	8.30	66.40
37	Ruler, plastic, 12"	2	pc	3.64	7.28
38	Ruler, Steel, 24"	4	pack	35.00	140.00
39	Self-Adhesive sticker, A4	1	pc	200.00	200.00
40	SIGN PEN, black	60	each	41.48	2,488.80
41	SIGN PEN, blue	25	each	41.48	1,037.00
42	STAMP PAD INK, violet, 50ml.	6	bottle	27.04	162.24
43	Stamp Pad	1	pc	27.40	27.40
44	Staple Wire No. 10	5	pc	30.00	150.00
45	STAPLE WIRE, standard, #35	25	box	25.98	649.50
46	Stock Card Form	1	pack	300.00	300.00
47	Tape, double adhesive, white, 1"	10	roll	25.00	250.00
48	Tape, double adhesive, white, 1/2"	7	roll	25.00	175.00
49	TAPE, masking (1"), 24mm, 50 meters length	13	roll	41.80	540.80
50	TAPE, masking (2"), 50mm, 50 meters length	15	roll	76.80	1,152.00
51	TAPE, packaging, 48mm, 50 meters length	7	roll	19.24	134.68
52	TAPE, transparent, (1"), 24mm, 50 meters	20	roll	10.87	217.40
53	Tape, Transparent, (1/2")	10	roll	27.38	273.80
54	Tape, Transparent, (2") 50 meters length	8	roll	20.36	162.88
55	TAPE, transparent, (2"), 48mm, 50 meters	8	roll	27.38	219.04
56	Timecard for Olympia Bundy Clock	3	pack	300.00	900.00
57	Magazine File, Medium	50	pcs.	16.00	800.00
58	TOILET TISSUE, 12 rolls/pack	45	pack	61.15	2,761.75
59	Transparency film, A4, 100s/box	4	box	206.96	827.84
60	TWINE, plastic, one kilo per roll	5	roll	57.20	286.00
61	White Board	1	pc	1,500.00	1,500.00
62	WRAPPING PAPER, kraft, 65gsm, approx.40M.	4	roll	162.24	648.96
Subtotal:					17,601.52

NOTE: All signatures must be over printer name.

STOCK REQUESTED ARE
 CERTIFIED TO BE WITHIN
 APPROVED PROGRAM:

CERTIFIED FUNDS
 AVAILABLE:

APPROVED:

ANDRES RHUDY B. RAVELO, JR.
 Chief Administrative Officer

JOYCEL N. AGUILAR
 Accountant III

ALICIA R. BALA
 Undersecretary DSWD, OIC, Executive Director III

() Funds Deposited w/ PS () _____ Check No. _____ in the amount
 of _____ (Bank) _____ (P) _____ Enclosed.

Q.C. DEPT. 9935663

PAID UNDER O.D. # _____
 DATE FEB 09 2012

AMOUNT 385,629.74

Address: **NATIONAL COUNCIL ON DISABILITY AFFAIRS**
 Isidora St., Bgy. Holy Spirit
 Quezon City
 951-5925

Agency
 Acct. Code : A-077
 Agency Control No:

12020075

AGENCY PROCUREMENT REQUEST PS APR NO.

12-0509

To: **THE PROCUREMENT SERVICE** January 12, 2012
 UP, Diliman, Quezon City (Date Prepared)

PLEASE CHECK (/) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW

- () Please issue common-use supplies/materials per Price List No. _____ dated _____
 Mode of delivery: () Pick-up (Fast lane) () Pick-up (Schedule) () Delivery (door-to-door)
- In case fund is not sufficient: () Reduce Quantity () Bill Us () Charge to Unutilized Deposit, APR No. _____
 Date: _____
- () Please purchase for our agency non-common items. Attached herewith:
 () Complete Specifications () Obligation Request (ObR) Others, pls. Specify _____
 () Certificate of Budget Allocation (CBA) () Payment _____

9935063
 FEB 09 2012

ACTION REQUESTED ON THE ITEM/S LISTED BELOW

Item No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK NO.	QTY.	UNIT	UNIT PRICE	AMOUNT
COMMON OFFICE DEVICES					
1	BLADE, heavy duty cutter(L500), 10 pcs./pack	4	pack	7.51	30.04
2	CUTTER, heavy duty, L500, Pointer	4	each	18.80	75.20
3	PUNCHER, heavy duty, Joy	5	each	93.60	468.00
4	Scissors, (6")	8	pc	18.72	149.76
5	SHARPENER, single cutterhead	2	each	146.33	292.66
6	Staple wire remover, twin jaws	12	pc	18.36	220.32
7	Stapler, heavy duty	10	pc	159.00	1,590.00
8	Tape Dispenser, heavy duty, 24mm (1")	6	pc	43.68	262.08
COMMON JANITORIAL SUPPLIES					
1	Rubber Boots (for Cleaning)	7	pair	300.00	2,100.00
2	BROOM, soft (tambo)	7	each	72.80	509.60
3	BROOM, STICK (tingting)	10	each	16.64	166.40
4	Cleaner, powder, 350gms	20	pack	17.42	348.40
5	Cleaning Liquid for Venetian Blinds	17	bottle	300.00	5,100.00
6	CLEANSER, powder, 350gms., Gleam	8	canister	35.00	280.00
7	DETERGENT BAR	5	bar	23.92	119.60
8	DETERGENT powder, 200gms	10	pcks	17.16	171.60
9	DISINFECTANT SPRAY, 340 gm.	10	can	239.20	2,392.00
10	Dust Pan Tin with Handle	5	pc	30.00	150.00
11	DUST PAN, plastic w.handle,large	8	each	30.00	240.00
12	Floor Brush, plastic w/ handle (for CR)	10	pc	30.00	300.00
13	Furniture Cleaner, 400ML/CAN	4	bottle	133.64	534.56
14	Insecticide, aerosol	5	btl	116.48	582.40
15	Liquid Handwashing Soap	4	pc	60.00	240.00
16	MOPHANDLE, screw type, wooden handle	5	each	78.00	390.00
17	MOPHEAD, all cotton, twisted	10	each	61.38	613.80
18	Pail	12	kle	10.00	120.00
19	RAG, COTTON, (8") in diameter	5	pcs.	200.00	1,000.00
20	SCOURING PAD,economy size	10	pc	136.24	1,362.40
21	TOILET BOWL & URINAL CLEANER, 900ML	8	pc	70.75	566.00
22	TRASHBAG,plastic,black, (XL)	10	pc	86.85	868.50
23	TRASHBAG,plastic,black, (L)	5	pc	86.85	434.25
24	Umbrella (for Car)	2	pc	300.00	600.00
25	Waste Basket Plastic	2	pc	22.33	44.66
26	Dishwashing Liquid	50	pc	35.00	1,750.00
27	Dishwashing Pad	3	pc	10.00	30.00
28	Rechargeable Flashlight	2	pc	40.00	80.00
29	Electrical Pliers	1	pc	70.00	70.00
30	Sandpaper	3	pc	10.00	30.00
31	Bedsheets	2	pc	200.00	400.00
32	Blankets	1	unit	161.08	161.08
	Subtotal				24,843.11

NOTE: All signatures must be over printer name.

STOCK REQUESTED ARE
 CERTIFIED TO BE WITHIN
 APPROVED PROGRAM:

CERTIFIED FUNDS
 AVAILABLE:

APPROVED:

ANDRES RHODY B. RAVELO, JR.
 Chief Administrative Officer

JOYCEL N. AGUILAR
 Accountant III

AJICIA R. BALA
 Undersecretary DSWD, OIC, Executive Director III

() Funds Deposited w/ PS () _____ Check No. _____ in the amount
 of _____ (Bank) (P _____) Enclosed.

Address: **NATIONAL COUNCIL ON DISABILITY AFFAIRS**
 Isidora St., Bgy. Holy Spirit
 Quezon City
 951-5925

Agency
 Acct. Code : A-077
 Agency Control No:

12020075
 12-019

AGENCY PROCUREMENT REQUEST PS APR NO.

To: **THE PROCUREMENT SERVICE**
 UP, Diliman, Quezon City

January 12, 2012
 (Date Prepared)

PLEASE CHECK (/) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW

- () Please issue common-use supplies/materials per Price List No. _____ dated _____
 Mode of delivery: () Pick-up (Fast lane) () Pick-up (Schedule) () Delivery (door-to-door)
- In case fund is not sufficient: () Reduce Quantity () Bill Us () Charge to Unutilized Deposit, APR No.: _____
 Date: _____
- () Please purchase for our agency non-common items. Attached herewith:
 () Complete Specifications () Obligation Request (OR) Others, pls. Specify _____
 () Certificate of Budget Allocation (CBA) () Payment

ACTION REQUESTED ON THE ITEM/S LISTED BELOW

Item No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK NO.	QTY.	UNIT	UNIT PRICE	AMOUNT
COMMON OFFICE EQUIPMENT					
1	AIRPOT, 4.0 liters, w/ dispenser, Garant	1	each	1,144.00	1,144.00
2	CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	2	pc	300.00	600.00
3	CALCULATOR, scientific, 10 digits, dot, matrix display, programmable, with case, Canon	5	unit	316.04	1,580.20
4	CCTV Camera	2	pc	15,000.00	30,000.00
5	Chair	2	pc	228.80	457.60
6	Table	2	pc	500.00	1,000.00
7	ELECTRIC FAN, with stand, Hanabishi	1	piece	1,000.00	1,000.00
8	Exhaust Fan	1	pc	800.00	800.00
9	FACSIMILE TRANSCIEVER, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic, paper cutter, redial, and fax/tel switchover	1		4,139.20	4,139.20
10	FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxD) body, 6" x 16" x 32" (H x W x L), gauge 20	3	unit	9,399.52	28,198.56
11	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	2	each	4,726.80	9,453.60
12	Folding Bed	2	pc	700.00	1,400.00
13	Frame Stand	1	pc	500.00	500.00
14	Vehicle Garage	1		60,000.00	60,000.00
15	Hanging Cabinets	2	set	35,000.00	70,000.00
16	Pillowcases	2	pc	200.00	400.00
17	Pillows	2	pc	300.00	600.00
Subtotal:					211,273.16

NOTE: All signatures must be over printer name.

STOCK REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM: _____

CERTIFIED FUNDS AVAILABLE: _____

APPROVED: _____

ANDRES RHUDY B. RAVELO, JR.
 Chief Administrative Officer

JOYCEL N. AGUILAR
 Accountant III

ALICIA R. BALA
 Undersecretary DSWD, OIC, Executive Director III

() Funds Deposited w/ PS () _____ Check No. _____ In the amount _____
 of _____ (Bank) _____ (P _____) Enclosed.

Q.C. DEPT
 9935003
 PAID UNDER ~~IN~~ FEB 04 2012
 385,624.74

NATIONAL COUNCIL ON DISABILITY AFFAIRS
 Isidora St., Bgy. Holy Spirit
 Quezon City
 951-5925

Agency
 Acct. Code : A-077
 Agency Control No:

AGENCY PROCUREMENT REQUEST PS APR NO.

12020075

THE PROCUREMENT SERVICE
 UP, Diliman, Quezon City

January 12, 2012
 (Date Prepared)

PLEASE CHECK (/) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW

- () Please issue common-use supplies/materials per Price List No. dated _____
 Mode of delivery: () Pick-up (Fast lane) () Pick-up (Schedule) () Delivery (door-to-door)
- In case fund is not sufficient: () Reduce Quantity () Bill Us () Charge to Unutilized Deposit, APR No.: _____
 Date: _____
- () Please purchase for our agency non-common items. Attached herewith:
 () Complete Specifications () Obligation Request () Others, Attach _____
 () Certificate of Budget Allocation (CBA) () Payment

PLANNED
 DATE FEB 09, 2012
 AMOUNT

ACTION REQUESTED ON THE ITEM/S LISTED BELOW

Item No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK NO.	QTY.	UNIT	UNIT PRICE	AMOUNT
COMMON OFFICE EQUIPMENT					
1	Printer Inkjet, for A3 paper, 36 secs for 4"x6" picture	1	pc	10,000.00	10,000.00
2	Printer, deskjet, black & colored	1	pc	10,000.00	10,000.00
3	Desktop Computer, with LCD monitor, Vista/Window 7	2	pc.	20,000.00	40,000.00
4	TV Wall mounted LCD/LED 32"	1		32,000.00	32,000.00
5	Cutting Board, green, 2' x 3'	1	pc	800.00	800.00
6	Remote Control for LCD	1		300.00	300.00
7	LCD Bracket	1		5,000.00	5,000.00
8	Wide Screen with stand	1	each	6,000.00	6,000.00
9	VIDEOCAM, Prof AVCHD hand-held camcorder	1	unit	5,000.00	5,000.00
10	Pull-out Bed	1	set	20,000.00	20,000.00
11	RADIO CASSETTE RECORDER/CD Component	2	each	3,000.00	6,000.00
12	Roof Roll-up Ceiling	1	set	2,000.00	2,000.00
13	Uninterrupted Power Supply (UPS), line interactive, topology, with sealed maintenance free batteries, 520VA-600VA,	5	pc	1,669.20	8,346.00
14	Extension Wire	1	set	300.00	300.00
15	Universal Adaptor	1	set	2,000.00	2,000.00
16	Desktop Computer Set with Printer	2	unit	20,000.00	40,000.00
17	Vacuum Cleaner	1		2,500.00	2,500.00
18	Hand Dryer	9	set	8,000.00	72,000.00
19	Car Compressor	1	unit	2,000.00	2,000.00
20	HD Jack	1	pc.	3,000.00	3,000.00
21	Tissue Dispenser		set	5,000.00	-
22	Tool Box	2	set	3,000.00	6,000.00
23	Plumbing Tools	1		4,000.00	4,000.00
24	GARDEN SUPPLIES				
25	Garden tools	1	set	2,000.00	2,000.00
26	Grass Mower	1	pc	5,000.00	5,000.00
	Subtotal				266,246.00
	TOTAL				1,025,183.19

NOTE: All signatures must be over printer name.

STOCK REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM:

CERTIFIED FUNDS AVAILABLE:

APPROVED:

ANDRES RHODY B. RAVELO, JR.
 Chief Administrative Officer

JOYCEL N. AGUILAR
 Accountant III

LICIA R. BALA
 Undersecretary DSWD, OIC, Executive Director III

() Funds Deposited w/ PS () _____ Check No. _____ in the amount _____
 of _____ (Bank) _____ (P _____) Enclosed.

PROCUREMENT SERVICE
 NCR DEPOT
 RECEIVED
 07 FEB 2012
 BY: _____ 2/7/12

Name & address of Requesting Agency: **NATIONAL COUNCIL ON DISABILITY AFFAIRS**
 Isidora St., Bgy. Holy Spirit
 Quezon City
 Tel. Nos.: 951-5925

Agency Acct. Code : A-077
 Agency Control No:

12100973

AGENCY PROCUREMENT REQUEST PS APR NO. 12-4103

To: **THE PROCUREMENT SERVICE** September 7, 2012
 UP, Diliman, Quezon City (Date Prepared)

PLEASE CHECK (/) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW

- () Please issue common-use supplies/materials per Price List No. _____ dated _____
 Mode of delivery : () Pick-up (Fast lane) () Pick-up (Schedule) () Delivery (door-to-door)
- In case fund is not sufficient: () Reduce Quantity () Bill Us () Charge to Unutilized Deposit, APR No.: _____
 Date : _____
- () Please purchase for our agency non-common items. Attached herewith:
 () Complete Specifications () Obligation Request (Obr) Others, pls. Specify _____
 () Certificate of Budget Allocation (CBA) () Payment _____

ACTION REQUESTED ON THE ITEM/S LISTED BELOW

Item No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK NO.	QTY.	UNIT	UNIT PRICE	AMOUNT
COMMON ELECTRICAL SUPPLIES					
1	Ballast, 1x20 watts	5	pcs	67.20	336.00
2	Ballast, 1x40 watts	5	pcs	66.35	331.75
3	BATTERY, size AA, alkaline, 2 pcs./packet	17	packet	36.40	618.80
5	Compact fluorescent light, 17 watts	10	pcs	32.14	321.40
6	Fluorescent lighting fixture, 1x20w	2	pcs	327.60	655.20
7	Fluorescent lighting fixture, 1x40w	2	pcs	416.00	832.00
8	FLUORESCENT TUBE, 18 watts	5	each	32.14	160.70
9	FLUORESCENT TUBE, 36 watts	5	each	34.27	171.35
10	Starter, 4-40 watts	20	pcs	3.90	78.00
11	TAPE, electrical	5	roll	18.20	91.00
COMMON COMPUTER SUPPLIES					
1	CD Container Case (Medium)	100	pcs	12.00	1,200.00
2	CD Stickers	200	pcs	8.00	1,600.00
3	COMPACT DISK RECORDABLE, min. of 700MB, 70 min. running time	100	piece	10.40	1,040.00
4	COMPACT DISK REWRITABLE, 700MB/74 min. capacity	100	piece	18.18	1,818.00
5	DISKETTE, 3.5", DS, DD, 10s/box	2	box	180.00	360.00
6	DVD Recordable, 16x Speed, 4.7 GB Capacity	100	each	14.02	1,402.00
7	DVD Rewritable, 4 x Speed, 4.7 GB	100	each	22.34	2,234.00
8	FLASH DRIVE, 4 GB	8	piece	372.32	2,978.56
Subtotal:					16,228.76

NOTE: All signatures must be over printer name.

STOCK REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM.

CERTIFIED FUNDS AVAILABLE:

APPROVED:

ANDRES RHODY B. RAVELO, JR.
 Chief Administrative Officer

CARMEN REYES-ZUBIAGA
 Acting Executive Director III

() Funds Deposited w/ PS () _____ Check No. _____ in the amount
 of _____ (Bank)
 (P _____) Enclosed.

Name & address of Requesting Agency: **NATIONAL COUNCIL ON DISABILITY AFFAIRS**
 Isidora St., Bgy. Holy Spirit, Quezon City
 Tel. Nos.: 951-5925

Agency: **Acct. Code : A-077**
 Agency Control No: **12100973**

AGENCY PROCUREMENT REQUEST PS APR NO.

To: **THE PROCUREMENT SERVICE** September 7, 2012
 UP, Diliman, Quezon City (Date Prepared)

PLEASE CHECK (/) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW

- () Please issue common-use supplies/materials per Price List No. _____ dated _____
 Mode of delivery : () Pick-up (Fast lane) () Pick-up (Schedule) () Delivery (door-to-door)
- In case fund is not sufficient: () Reduce Quantity () Bill Us () Charge to Unutilized Deposit, APR No.: _____
 Date : _____
- () Please purchase for our agency non-common items. Attached herewith:
 () Complete Specifications () Obligation Request (QoR) Others, pls. Specify _____
 () Certificate of Budget Allocation (CBA) () Payment _____

ACTION REQUESTED ON THE ITEM/S LISTED BELOW

Item No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK NO.	QTY.	UNIT	UNIT PRICE	AMOUNT
COMMON COMPUTER SUPPLIES					
1	Ink Cartridge, HP 703, black	30	piece	322.32	9,669.60
2	Ink Cartridge, HP 703, colored	20	piece	322.32	6,446.40
3	Ink Canon CL-41, color, original	5	piece	350.00	1,750.00
4	Ink Canon PG-40, black, original	5	piece	350.00	1,750.00
5	INK CARTRIDGE, Hewlett Packard Black - HP 940	5	pc	81.24	406.20
6	INK CARTRIDGE, Hewlett Packard Cyan- HP 940	5	pc	981.24	4,906.20
7	INK CARTRIDGE, Hewlett Packard Magenta - HP 940	5	pc	981.24	4,906.20
8	INK CARTRIDGE, Hewlett Packard Yellow - HP 940	5	pc	981.24	4,906.20
9	Ink Cartridge, HP 1008 35 A	4	piece	2,009.40	8,037.60
10	INK CARTRIDGE, HP C8727A (HP 27)	30	piece	743.58	22,307.40
11	INK CARTRIDGE, HP C8728A (HP 28)	20	piece	873.12	17,462.40
12	INK CARTRIDGE, HP C9351A (HP 21)	20	piece	615.06	12,301.20
13	INK CARTRIDGE, HP C9352A (HP 22)	20	piece	708.90	14,178.00
14	Ink, HP 900, black, original	5	piece	256.02	1,280.10
15	Ink, HP 900, color, original	5	piece	329.46	1,647.30
16	Ink HP 704 Black	20	piece	330.00	6,600.00
17	Ink Hp 704 Colored	20	piece	330.00	6,600.00
18	Ink HP 920 xd Black	5	piece	747.66	3,738.30
19	Ink HP 920 xd Magenta	5	piece	561.00	2,805.00
20	Ink HP 920 xd Cyan	5	piece	561.00	2,805.00
21	Ink HP 920 xd Yellow	5	piece	561.00	2,805.00
Subtotal:					137,308.10

NOTE: All signatures must be over printer name.

STOCK REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM: **ANDRES RHODY B. RAVELO, JR.**
 Chief Administrative Officer

CERTIFIED FUNDS AVAILABLE: **Accountant III**

APPROVED: **CARMEN REYES ZUBIAGA**
 Acting executive Director III

() Funds Deposited w/ PS () _____ Check No. _____ in the amount
 of _____ (Bank) (P _____) Enclosed.

12100973

Name & address of Requesting Agency NATIONAL COUNCIL ON DISABILITY AFFAIRS Isidora St., Bgy. Holy Spirit Quezon City Tel. Nos.: 951-5925	Agency Acct. Code : A-077 Agency Control No:
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AGENCY PROCUREMENT REQUEST PS APR NO.

To: THE PROCUREMENT SERVICE September 7, 2012
 UP, Diliman, Quezon City (Date Prepared)

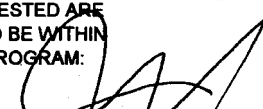

PLEASE CHECK (/) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW

- () Please issue common-use supplies/materials per Price List No. _____ dated _____
 Mode of delivery : () Pick-up (Fast lane) () Pick-up (Schedule) () Delivery (door-to-door)
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 Date : _____
- () Please purchase for our agency non-common items. Attached herewith:
 () Complete Specifications () Obligation Request (CpR) Others, pls. Specify _____
 () Certificate of Budget Allocation (CBA) () Payment _____

ACTION REQUESTED ON THE ITEM/S LISTED BELOW

Item No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK NO.	QTY.	UNIT	UNIT PRICE	AMOUNT
COMMON OFFICE SUPPLIES					
1	AIR FRESHENER, 280ml/can	20	can	89.44	1,788.80
2	ALCOHOL, 70% isopropyl	20	bottle	38.48	769.60
3	AUDIO CASSETTE TAPE, 90min.	100	each	15.08	1,508.00
4	Ballpen, Black	90	pc	5.00	450.00
5	Ballpen, Blue	60	pc	5.00	300.00
6	Ballpen, Red	30	pc	5.00	150.00
7	Pencil, Lead, w/ Eraser	20	pk	20.53	410.60
8	Carbon Paper legal	2		400.40	800.80
9	CARTOLINA, assorted color, 20s/pack	6	pack	69.89	419.34
10	CARTOLINA, white, 20s/pack	2	pack	43.68	87.36
11	CLIP, backfold, 19mm, 12s/box	20	pc	7.59	151.80
12	CLIP, backfold, 25mm, 12s/box	20	box	14.56	291.20
13	CLIP, backfold, 32mm, 12s/box	20	box	16.64	332.80
14	CLIP, backfold, 50mm, 12s/box	20	box	40.02	800.40
15	CORRECTION FLUID, 20ml.	20	bottle	9.82	196.40
16	DATA FILE BOX, BIG	80	box	61.36	4,908.80
17	DATA FOLDER, w/finger ring, (3" x 9" x 15")	40	each	66.56	2,662.40
18	Envelope Brown Short, A4	3	box	436.56	1,309.68
19	Envelope Brown Long	3	box	555.36	1,666.08
20	Eraser (BlackBoard/WhiteBoard)	2	pc	11.44	22.88
21	Folder, clear plastic, L-type, A4 size, 50s/pack	30	pack	197.60	5,928.00
22	FOLDER, clear plastic, L-type, legal size, 50s/pack	30	pack	213.20	6,396.00
	Subtotal:				31,350.84

NOTE: All signatures must be over printer name.

STOCK REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM:  ANDRES RHUDY B. RAVELO, JR. Chief Administrative Officer	CERTIFIED FUNDS AVAILABLE:  CARMEN REYES ZUBIAGA Acting Executive Director III
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() Funds Deposited w/ PS () _____ Check No. _____ in the amount
 of _____ (Bank) _____ (P _____) Enclosed.

12100973

Name & address of Requesting Agency Tel. Nos.:	NATIONAL COUNCIL ON DISABILITY AFFAIRS Isidora St., Bgy. Holy Spirit Quezon City 951-5925	Agency Acct. Code : A-077 Agency Control No:
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AGENCY PROCUREMENT REQUEST PS APR NO.

To: THE PROCUREMENT SERVICE
UP, Dilliman, Quezon City

September 7, 2012
(Date Prepared)

PLEASE CHECK (/) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW

- () Please issue common-use supplies/materials per Price List No. _____ dated _____
Mode of delivery : () Pick-up (Fast lane) () Pick-up (Schedule) () Delivery (door-to-door)
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Date: _____
- () Please purchase for our agency non-common items. Attached herewith:
() Complete Specifications () Obligation Request (Obr) Others, pls. Specify _____
() Certificate of Budget Allocation (CBA) () Payment _____

ACTION REQUESTED ON THE ITEM/S LISTED BELOW

Item No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK NO.	QTY.	UNIT	UNIT PRICE	AMOUNT
COMMON OFFICE SUPPLIES					
1	Folder, tagboard, A4 size, 100s/box	4	box	312.00	1,248.00
2	FOLDER, tagboard, legal size, 100s/box	4	box	327.60	1,310.40
3	FOLDER, pressboard, plain, legal, 100s/box	2	box	851.64	1,703.28
4	Glue	8	jar	49.92	399.36
5	ILLUSTRATION BOARD, (30"x40")	6	each	32.76	196.56
6	lnk for Olympia bundy clock	2	pc	300.00	600.00
7	MAP PIN, round head, 100s/box	2	box	36.40	72.80
8	MARKER, fluorescent, 3 colors/set	20	set	41.08	821.60
9	MARKING PEN, permanent, black	50	each	12.25	612.50
10	MARKING PEN, permanent, blue	40	each	12.25	490.00
11	Marking Pen, Permanent, red	20	each	12.25	245.00
12	MARKING PEN, whiteboard, black	40	each	11.86	474.40
13	MARKING PEN, whiteboard, blue	20	each	11.86	237.20
14	Marking Pen, Whiteboard, red	20	each	11.86	237.20
15	NOTE BOOK, stenographer's	50	each	7.70	385.00
16	NOTE PAD, (3"x4")	20	pad	57.20	1,144.00
17	NOTE PAD, (4"x6")	20	pad	34.32	686.40
18	NOTE PAD, (2"x3")	20	pad	31.20	624.00
	Subtotal:				11,487.70

NOTE: All signatures must be over printer name.

STOCK REQUESTED ARE
CERTIFIED TO BE WITHIN
APPROVED PROGRAM:CERTIFIED FUNDS
AVAILABLE:

APPROVED:


ANDRES RIVALDY B. RAVELO, JR.
Chief Administrative Officer

Accountant III


CARMEN REYES-ZUBIAGA
Acting executive Director III

() Funds Deposited w/ PS () _____ Check No. _____ in the amount
of _____ (Bank) _____ (P _____) Enclosed.

12100973

Name & address of Requesting Agency Tel. Nos.:	NATIONAL COUNCIL ON DISABILITY AFFAIRS Isidora St., Bgy. Holy Spirit Quezon City 951-5925	Agency Acct. Code : A-077 Agency Control No:
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AGENCY PROCUREMENT REQUEST PS APR NO.

To: THE PROCUREMENT SERVICE
UP, Diliman, Quezon City

September 7, 2012
(Date Prepared)

PLEASE CHECK (/) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW

() Please issue common-use supplies/materials per Price List No. _____ dated _____
Mode of delivery : () Pick-up (Fast lane) () Pick-up (Schedule) () Delivery (door-to-door)

In case fund is not sufficient: () Reduce Quantity () Bill Us () Charge to Unutilized Deposit, APR No.: _____
Date : _____

() Please purchase for our agency non-common items. Attached herewith:
() Complete Specifications () Obligation Request (QoR) Others, pls. Specify _____
() Certificate of Budget Allocation (CBA) () Payment _____

ACTION REQUESTED ON THE ITEM/S LISTED BELOW

Item No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK NO.	QTY.	UNIT	UNIT PRICE	AMOUNT
COMMON OFFICE SUPPLIES					
1	PAPER CLIP, gem type, 32mm, 100s/box	20	box	7.80	156.00
2	PAPER CLIP, gem type, jumbo, 50mm, 100s/box	10	box	13.00	130.00
3	PAPER FASTENER, non-rust metal, 50 sets/box	15	box	83.08	1,246.20
4	Paper Mimeo, whitewove, legal	25	ream	119.60	2,990.00
5	Paper Mimeo, whitewove, A4	25	ream	106.83	2,670.75
6	PAPER, bond, Premium Grade legal	120	ream	123.86	14,863.20
7	Paper, Bond, Premium grade, A4	120	ream	114.22	13,706.40
9	PAPER, thermal, 210mmx30M	10	roll	36.40	364.00
10	PARCHMENT PAPER, A4 size, 75 gm, 100/ream	10	ream	35.00	350.00
11	PASTE, solid, with water well, 200gms.	5	each	21.84	109.20
12	Push Pin, flat type, 100s/box	5	pack	37.44	187.20
Subtotal:					36,772.95

NOTE: All signatures must be over printer name.

STOCK REQUESTED ARE
CERTIFIED TO BE WITHIN
APPROVED PROGRAM:

CERTIFIED FUNDS
AVAILABLE:

APPROVED:

ANDRES RHUDY B. RAVELO, JR.
Chief Administrative Officer

Accountant III

CARMEN REYES-ZUBIAGA
Acting Executive Director III

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Name & address of Requesting Agency Tel. Nos.:	NATIONAL COUNCIL ON DISABILITY AFFAIRS Isidora St., Bgy. Holy Spirit Quezon City 951-5925	Agency Acct. Code : A-077 Agency Control No:
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AGENCY PROCUREMENT REQUEST PS APR NO.

To: **THE PROCUREMENT SERVICE** September 7, 2012
UP, Diliman, Quezon City (Date Prepared)

PLEASE CHECK (/) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW

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ACTION REQUESTED ON THE ITEM/S LISTED BELOW

Item No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK NO.	QTY.	UNIT	UNIT PRICE	AMOUNT
	COMMON OFFICE SUPPLIES				
1	Ribbon, Electric Typewriter	10	roll	76.75	767.50
2	RIBBON, nylon, manual typewriter	3	spool	76.75	230.25
3	Ring binder, 1/2 plastic	100	pc	12.40	1,240.00
4	Self-Adhesive sticker, A4	1	pc	200.00	200.00
5	SIGN PEN, black	60	each	41.48	2,488.80
6	SIGN PEN, blue	25	each	41.48	1,037.00
7	STAMP PAD INK, violet, 50ml.	5	bottle	27.04	135.20
8	Stamp Pad	5	pc	27.40	137.00
9	Staple Wire No. 10	5	pc	30.00	150.00
10	STAPLE WIRE, standard, #35	30	box	25.98	779.40
11	Tape, double adhesive, white, 1"	10	roll	25.00	250.00
12	Tape, double adhesive, white, 1/2"	10		25.00	250.00
13	TAPE, masking (1"), 24mm, 50 meters length	5	roll	41.60	208.00
14	TAPE, masking (2"), 50mm, 50 meters length	5	roll	76.80	384.00
15	TAPE, packaging, 48mm, 50 meters length	5	roll	19.24	96.20
16	TAPE, transparent, (1"), 24mm, 50 meters	20	roll	10.87	217.40
17	Tape, Transparent, (1/2")	10	roll	27.38	273.80
18	Tape, Transparent, (2") 50 meters length	8	roll	20.36	162.88
19	TAPE, transparent, (2"), 48mm, 50 meters	8	roll	27.38	219.04
20	Timecard for Olympia Bundy Clock	3	pack	300.00	900.00
21	TOILET TISSUE, 12 rolls/pack	30	pack	61.15	1,834.50
22	TWINE, plastic, one kilo per roll	15	roll	57.20	858.00
23	WRAPPING PAPER, kraft, 65gsm, approx. 40M.	10	roll	162.24	1,622.40
	Subtotal:				14,441.37

NOTE: All signatures must be over printer name.

STOCK REQUESTED ARE
CERTIFIED TO BE WITHIN
APPROVED PROGRAM:

CERTIFIED FUNDS
AVAILABLE:

APPROVED:

ANDRES RHUDY B. RAVELÓ, JR.
Chief Administrative Officer

Accountant III

CARMEN REYES ZUBIAGA
Acting Executive Director III

() Funds Deposited w/ PS () _____ Check No. _____ in the amount

(Bank)

of _____ (P _____) Enclosed.

Name & address of Requesting Agency: **NATIONAL COUNCIL ON DISABILITY AFFAIRS**
 Isidora St., Bgy. Holy Spirit, Quezon City
 Tel. Nos.: 951-5925

Agency: _____
 Acct. Code : A-077
 Agency Control No: _____

AGENCY PROCUREMENT REQUEST PS APR NO.

To: THE PROCUREMENT SERVICE
 UP, Diliman, Quezon City

September 7, 2012
 (Date Prepared)

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ACTION REQUESTED ON THE ITEM/S LISTED BELOW

Item No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK NO.	QTY.	UNIT	UNIT PRICE	AMOUNT
COMMON OFFICE DEVICES					
1	BLADE, heavy duty cutter(L500), 10 pcs./pack	4	pack	7.51	30.04
2	CUTTER, heavy duty, L500, Pointer	10	each	18.80	188.00
3	PUNCHER, heavy duty, Joy	5	each	93.60	468.00
4	Scissors, (6")	10	pc	18.72	187.20
5	Staple wire remover, twin jaws	12	pc	18.36	220.32
6	Stapler, heavy duty	12	pc	159.00	1,908.00
7	Tape Dispenser, heavy duty, 24mm (1")	6	pc	43.68	262.08
COMMON JANITORIAL SUPPLIES					
1	BROOM, soft (tambo)	2	each	72.80	145.60
2	BROOM, STICK (tingting)	2	each	16.64	33.28
3	CLEANSER, powder,	30	canister	35.00	1,050.00
4	DETERGENT BAR	30	bar	23.92	717.60
5	DETERGENT powder, 200gms	30	pcks	17.16	514.80
6	DISINFECTANT SPRAY, 340 gm.	10	can	239.20	2,392.00
7	Floor Brush, plastic w/ handle (for CR)	10	pc	30.00	300.00
8	Furniture Cleaner, 400ML/CAN	4	bottle	133.64	534.56
9	Insecticide, aerosol	5	btl	116.48	582.40
11	MOPHANDLE, screw type, wooden handle	2	each	78.00	156.00
12	MOPHEAD, all cotton, twisted	10	each	61.36	613.60
13	RAG, COTTON	5	pcs.	200.00	1,000.00
14	SCOURING PAD, economy size	10	pc	136.24	1,362.40
15	TOILET BOWL & URINAL CLEANER, 900ML	10	pc	70.75	707.50
16	TRASHBAG, plastic, black	30	pc	86.85	2,605.50
17	Dishwashing Liquid	50	pc	35.00	1,750.00
18	Dishwashing Pad	10	pc	10.00	100.00
	Subtotal				17,828.88

NOTE: All signatures must be over printer name.

STOCK REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM:

CERTIFIED FUNDS AVAILABLE:

APPROVED:

ANDRES RHODYB. RAVELO, JR.
 Chief Administrative Officer

Accountant III

CARMEN REYES-ZUBIAGA
 Acting Executive Director III

() Funds Deposited w/ PS () _____ Check No. _____ in the amount
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12100973

Name & address of Requesting Agency Tel. Nos.:	NATIONAL COUNCIL ON DISABILITY AFFAIRS Isidora St., Bgy. Holy Spirit Quezon City 951-5925	Agency Acct. Code : A-077 Agency Control No:
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AGENCY PROCUREMENT REQUEST PS APR NO.

To: THE PROCUREMENT SERVICE
UP, Diliman, Quezon City

September 7, 2012
(Date Prepared)



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ACTION REQUESTED ON THE ITEM/S LISTED BELOW

Item No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK NO.	QTY.	UNIT	UNIT PRICE	AMOUNT
COMMON OFFICE EQUIPMENT					
1	AIRPOT, 4.0 liters, w/ dispenser, Garant	4	each	1,144.00	4,576.00
2	CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	4	pc	300.00	1,200.00
3	ELECTRIC FAN, with stand, Hanabishi	1	piece	1,000.00	1,000.00
4	FACSIMILE TRANSCEIVER, uses thermal paper, 50m/roll, for documents 218mm x 600mm, 15 sec, transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic, paper cutter, redial, and fax/tel switchover	1	unit	4,139.20	4,139.20
5	Uninterrupted Power Supply (UPS), line interactive, topology, with sealed maintenance free batteries, 520VA-600VA,	5	pc	2,200.00	11,000.00
6	Extension Wire	5	unit	300.00	1,500.00 *
7	FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20	5	unit	9,399.52	46,997.60
Subtotal:					70,412.80
TOTAL:					335,831.50

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STOCK REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM:	CERTIFIED FUNDS AVAILABLE:	APPROVED:
 ANDRES RHUDY B. RAVELO, JR. Chief Administrative Officer	Accountant III	 CARMEN REYES ZUBIAGA Acting Executive Director III

() Funds Deposited w/ PS () _____ Check No. _____ in the amount
 of _____ (Bank) (P _____) Enclosed.