

Actual Procurement Activities														ABC (PWP)			Contract Cost (PWP)			Date of Receipt of Invitation										Remarks			
Code (PAP)	Procurement Project	PMO/End-User	Is this an Early Procurement Activity?	Mode of Procurement	Pre-Proc Conference	Ads/Post of IB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Date of BAC Resolution Recommending Award	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Inspection & Acceptance	Source of Funds	Total	MOOE	CO	Total	MOOE	CO	List of Invited Observers	Pre-bid Conf	Eligibility Check	Sub/ Open of Bids	Bid Evaluation	Post Qual	Delivery/ Completion/ Acceptance (If applicable)	(Explaining changes from the APP)	
COMPLETED PROCUREMENT ACTIVITIES																																	
50203010	Office Supplies	Administrative/ Technical	No	NP-53.9 - Agency to Agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4,200.00	4,200.00		3,202.85	3,202.85		N/A	N/A	N/A	N/A	N/A	N/A	18-04-2024	Completed
	AIR FRESHENER, Aerosol type, 150g	Administrative/ Technical	No	NP-53.9 - Agency to Agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1,400.00	1,400.00		1,109.46	1,109.46		N/A	N/A	N/A	N/A	N/A	N/A	01-03-2024	Completed
	Ballpen (Black)	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1,650.00	1,650.00		1,350.00	1,350.00		N/A	N/A	N/A	N/A	N/A	N/A	01-03-2024	Completed
	Bond Paper Short - Letter Size	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2,000.00	2,000.00		1,800.00	1,800.00		N/A	N/A	N/A	N/A	N/A	N/A	19-02-2024	Completed
	Brother Refill Ink, BT5000 (Magenta, Cyan, Yellow)	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1,600.00	1,600.00		1,520.00	1,520.00		N/A	N/A	N/A	N/A	N/A	N/A	24-05-2024	Completed
	Clan Paper (short size: 8.5" x 11", gsm:85, color: Brilliant	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3,000.00	3,000.00		2,625.00	2,625.00		N/A	N/A	N/A	N/A	N/A	N/A	24-01-2024	Completed
	CLIP, BACKFOLD, all metal, clamping: 15mm (-1mm)	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	300.00	300.00		270.00	270.00		N/A	N/A	N/A	N/A	N/A	N/A	24-01-2024	Completed
	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	300.00	300.00		250.00	250.00		N/A	N/A	N/A	N/A	N/A	N/A	24-01-2024	Completed
	Detergent Powder (1KL)	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1,500.00	1,500.00		1,100.00	1,100.00		N/A	N/A	N/A	N/A	N/A	N/A	24-04-2024	Completed
	DISINFECTANT SPRAY, Aerosol type, 500ml	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2,750.00	2,750.00		1,980.00	1,980.00		N/A	N/A	N/A	N/A	N/A	N/A	24-01-2024	Completed
Epson 003 (Black)	Epson 003 (Black)	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3,620.00	3,620.00		2,300.00	2,300.00		N/A	N/A	N/A	N/A	N/A	N/A	24-04-2024	Completed
	Epson 664 (Black) Refill Ink	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2,800.00	2,800.00		1,840.00	1,840.00		N/A	N/A	N/A	N/A	N/A	N/A	24-04-2024	Completed
	Epson 143 - Black - Ink Cartridge	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3,000.00	3,000.00		2,700.00	2,700.00		N/A	N/A	N/A	N/A	N/A	N/A	24-04-2024	Completed
	Epson 143-Magenta - Ink Cartridge	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1,400.00	1,400.00		1,350.00	1,350.00		N/A	N/A	N/A	N/A	N/A	N/A	24-04-2024	Completed
	Epson 143-Yellow - Ink Cartridge	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1,400.00	1,400.00		1,350.00	1,350.00		N/A	N/A	N/A	N/A	N/A	N/A	24-04-2024	Completed
	ENVELOPE, Size Long, Color: Brown, Ordinary	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3,000.00	3,000.00		600.00	600.00		N/A	N/A	N/A	N/A	N/A	N/A	01-03-2024	Completed
	FURNITURE CLEANER, Aerosol type, 300ml	Administrative/ Technical	No	NP-53.9 - Agency to Agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1,500.00	1,500.00		1,924.67	1,924.67		N/A	N/A	N/A	N/A	N/A	N/A	16-04-2024	Completed
	GLUE, all-purpose, 200 grams	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	320.00	320.00		224.00	224.00		N/A	N/A	N/A	N/A	N/A	N/A	01-03-2024	Completed
	Logbook/Records Book size: 8.5 x 11 inches	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2,000.00	2,000.00		1,575.00	1,575.00		N/A	N/A	N/A	N/A	N/A	N/A	01-03-2024	Completed
	Mobile Load Card	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2,700.00	2,700.00		2,446.00	2,446.00		N/A	N/A	N/A	N/A	N/A	N/A	01-03-2024	Completed
Epson 003 (Color)	Epson 003 (Color)	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	450.00	450.00		400.00	400.00		N/A	N/A	N/A	N/A	N/A	N/A	01-03-2024	Completed
	Envelope, Size Long, Color: Brown, Ordinary	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1,700.00	700.00		540.00	540.00		N/A	N/A	N/A	N/A	N/A	N/A	19-02-2024	Completed
	PAPER CLIP, vinyl/plastic, color, length: 32mm min	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	800.00	800.00		814.00	814.00		N/A	N/A	N/A	N/A	N/A	N/A	01-03-2024	Completed
	PAPER CLIP, vinyl/plastic, color, length: 48mm min	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1,050.00	1,050.00		840.00	840.00		N/A	N/A	N/A	N/A	N/A	N/A	01-03-2024	Completed
	PAPER, 80 GSM, A4, 500 sheets per pack	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2,100.00	2,100.00		1,500.00	1,500.00		N/A	N/A	N/A	N/A	N/A	N/A	01-03-2024	Completed
	PAPER, MULTICOPI LEGAL, 500 sheets per pack	Administrative/ Technical	No	NP-53.9 - Agency to Agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	21,700.00	21,700.00		19,242.00	19,242.00		N/A	N/A	N/A	N/A	N/A	N/A	19-02-2024	Completed
	PENCIL, lead, w/ eraser, wood cased, hardness: HB	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	420.00	420.00		210.00	210.00		N/A	N/A	N/A	N/A	N/A	N/A	01-03-2024	Completed
	PROT. COVER, Letter size (Color)	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1,000.00	1,000.00		960.00	960.00		N/A	N/A	N/A	N/A	N/A	N/A	01-03-2024	Completed
	SIGN PEN, liquid or gel, (.5 ink black)	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	880.00	880.00		880.00	880.00		N/A	N/A	N/A	N/A	N/A	N/A	19-02-2024	Completed
	SIGN PEN, liquid or gel, (.5 ink blue)	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	880.00	880.00		880.00	880.00		N/A	N/A	N/A	N/A	N/A	N/A	19-02-2024	Completed
Epson 003 (White)	Epson 003 (White)	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	660.00	660.00		660.00	660.00		N/A	N/A	N/A	N/A	N/A	N/A	19-02-2024	Completed
	SIGN PEN, liquid or gel, (.7 ink black)	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	330.00	330.00		330.00	330.00		N/A	N/A	N/A	N/A	N/A	N/A	19-02-2024	Completed
	SIGN PEN, liquid or gel, (.7 ink blue)	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1,800.00	1,800.00		1,800.00	1,800.00		N/A	N/A	N/A	N/A	N/A	N/A	19-02-2024	Completed
	SIGN PEN, liquid or gel, (1.0 ball point ink blue)	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	700.00	700.00		700.00	700.00		N/A	N/A	N/A	N/A	N/A	N/A	19-02-2024	Completed
	STAPLE WIND, standard	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1,800.00	1,800.00		1,800.00	1,800.00		N/A	N/A	N/A	N/A	N/A	N/A	19-02-2024	Completed
	Sticker Paper	Administrative/ Technical	No	Shipping 52.1(0) - Regular Office Supplies and Equipment no available in PS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	385.00	385.00		225.00	225									

[illegible]

*Alma Sy-Patron*  
ALMA SY-PATRON, PhD, LI.B., RSW  
**Head of the Procuring Entity**