

National Privacy Commission Annual Procurement Plan for FY 2017

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Procurement Process										Source of Funds	Estimated Budget (P1P)			Remarks (Brief description of Program/Project)	
				Pre-Proc Conference	Adapt of IAB	Pre-Bid Conf	Sub-Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Accept		Acceptance Turn over	PS	MOOE		CO
<b>Travel Expenses</b>																			
	Local Travel - Bus Rental/Airfare	National Privacy Commission	Public Bidding/Negotiated Procurement (Agency to Agency/Small Value Procurement)													General Appropriations Act 2017	4,000,000.00		Aggregate budget for Campus Caravan-Private/Movees in Lucan, Visayas and Mindanao and other Local Travel - Bus Rental and Airfare. Procurement by Electronic Means (Philgeps)
	Foreign Travel	National Privacy Commission	Public Bidding/Negotiated Procurement (Small Value Procurement)													General Appropriations Act 2017	950,000.00		Aggregate, Travel-Foreign-Employees participation/balance in and conduct of trainings, conventions and seminars/workshops, IECs outside the Philippines.
<b>Supplies and Materials</b>																			
	Common Office Supplies and Materials	National Privacy Commission	Public Bidding/Negotiated Procurement (Agency to Agency/Small Value Procurement)/Shopping													General Appropriations Act 2017	2,980,000.00		Common Office Supplies and Materials. Procurement by Electronic Means (Philgeps)
	Semi-Expandable Office Equipment	National Privacy Commission	Public Bidding/Negotiated Procurement (Agency to Agency/Small Value Procurement)/Shopping													General Appropriations Act 2017	800,000.00		Semi-expandable office equipment. Procurement by Electronic Means (Philgeps)
	Other Office Supplies-Office Supplies for Tokens and USB Gateways	National Privacy Commission	Negotiated Procurement (Small Value Procurement)													General Appropriations Act 2017	200,000.00		Office Supplies for Tokens and USB Gateways for PIADs Events
	Accountable Forms	National Privacy Commission	Negotiated Procurement (Agency to Agency)													General Appropriations Act 2017	150,000.00		Procurement for Printing Services
	Fuel Oil, Lubricants	National Privacy Commission	Public Bidding													General Appropriations Act 2017	1,134,000.00		Provision for Fuel Oil and Lubricants
<b>Utilities</b>																			
	Water Expenses	National Privacy Commission	Direct Contracting													General Appropriations Act 2017	112,000.00		Water consumed in agency's operations/projects
	Electricity Expenses	National Privacy Commission	Direct Contracting													General Appropriations Act 2017	4,500,000.00		Electricity consumed in agency's operations/projects
<b>Communication Services</b>																			
	Postage and Courier Services	National Privacy Commission	Negotiated Procurement (Agency to Agency/Small Value Procurement)													General Appropriations Act 2017	200,000.00		Postage and Courier Services for office use (Philpost/LBC)
	Mobile Communication Services	National Privacy Commission	Public Bidding/Negotiated Procurement (Small Value Procurement)													General Appropriations Act 2017	600,000.00		Mobile subscription for office use
	Landline Communication services	National Privacy Commission	Public Bidding/Negotiated Procurement (Small Value Procurement)													General Appropriations Act 2017	444,000.00		Landline subscription for office use
	Internet Subscription	National Privacy Commission	Public Bidding/Negotiated Procurement (Small Value Procurement)													General Appropriations Act 2017	408,000.00		Internet subscription for office use
	Cable, Satellite, Telegraph & Radio	National Privacy Commission	Negotiated Procurement (Small Value Procurement)													General Appropriations Act 2017	56,000.00		Cable, Satellite, Telegraph & Radio for office use

Other Professional Services

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Photo & Video Documentation	Public Information and Assistance Division	Public Bidding	Delegated to Public Information and Assistance Division	General Appropriations Act 2017	4,000,000.00	Photo & video documentation for PIAD Projects
AV Production	Public Information and Assistance Division	Public Bidding	Delegated to Public Information and Assistance Division	General Appropriations Act 2017	1,050,000.00	AV Production for PIAD Projects
Professional Services	National Privacy Commission	Negotiated Procurement (Scientific, Scholarly or Artistic Work, Exclusive Technology and Media services/Highly Technical Consultants)	Delegated to Administrative Service Division	General Appropriations Act 2017	11,500,000.00	Professional Services for Consultants and other experts
<b>General Services</b>						
Janitorial Services	Administrative Services Division	Public Bidding	Delegated to Administrative Services Division	General Appropriations Act 2017	946,000.00	Provisions for Janitorial Services
Security Services	Administrative Services Division	Public Bidding	Delegated to Administrative Services Division	General Appropriations Act 2017	1,480,000.00	Provisions for Security Services
<b>Repair and Maintenance</b>						
Motor Vehicle Repair Services	National Privacy Commission	Negotiated Procurement (Small Value Procurement)	Delegated to Administrative Services Division	General Appropriations Act 2017	200,000.00	Motor Vehicle Repair Services
Lease Asset Improvements	National Privacy Commission	Public Bidding	Delegated to Administrative Services Division	General Appropriations Act 2017	24,000,000.00	Building Improvements
<b>Other Maintenance &amp; Operating Expense</b>						
Advertising Services	Public Information and Assistance Division	Negotiated Procurement (Scientific, Scholarly or Artistic Work, Exclusive Technology and Media services)	Delegated to Public Information and Assistance Division	General Appropriations Act 2017	5,000,000.00	Advertising Expenses-Privacy Awareness and Other PIAD Projects
Printing and Publication Services	National Privacy Commission	Negotiated Procurement (Agency to Agency)	Delegated to Administrative Service Division	General Appropriations Act 2017	1,050,000.00	Printing and Publication Services - Commission Circular and IRR
Printing Services - Collaterals and Customized Planners	Public Information and Assistance Division	Negotiated Procurement (Small Value Procurement)	Delegated to Public Information and Assistance Division	General Appropriations Act 2016	210,000.00	Printing Services - Collaterals and Customized Planners for Caravans
Transportation & Delivery Services	National Privacy Commission	Negotiated Procurement (Small Value Procurement)	Delegated to Administrative Service Division	General Appropriations Act 2016	100,000.00	Transportation & Delivery
Rent/Lease Expenses-Building and Structures	Administrative Services Division	Negotiated Procurement (Lease of Real Property and Venue)	Delegated to Administrative Service Division	General Appropriations Act 2017	22,400,000.00	Rent/Lease Expenses-Building and Structures
Rent/Lease Expenses-Equipment	Administrative Services Division	Public Bidding/Shopping	Delegated to Administrative Service Division	General Appropriations Act 2017	700,000.00	Rent/Lease Expenses-Equipment (Printer and other equipments for PIAD Caravans)
<b>Subscription Expense</b>						
ICT Software Available in Procurement Service	National Privacy Commission	Negotiated Procurement (Agency to Agency/Direct Contracting)	Delegated to Administrative Service Division	General Appropriations Act 2017	1,200,000.00	Cloud Storage, Prezi, Official account and Other ICT Subscription, Procurement by Electronic Means (Phloggs)
Other Subscription Expenses	National Privacy Commission	Direct Contracting/Negotiated Procurement (Scientific, Scholarly or Artistic Work, Exclusive Technology and Media services/Small Value Procurement)	Delegated to Administrative Service Division	General Appropriations Act 2017	100,000.00	Other Subscription Expenses-LEVINEXIS, WESTLAW, LEX LIBRES and other books subscription
<b>Other MOOE</b>						

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Other MOOE	Public Information and Assistance Division	Alternative Method Shopping/Direct Contracting/Negotiated Procurement (Small Value Procurement/Scientific, Scholarly or Artistic Work, End-use, Technology and Media services/Emergency Cases/Agency to Agency)	Delegated to Public Information and Assistance Division	General Appropriations Act 2017	380,000.00	Egov/Innovation Projects and Other Operating Expenses
Capital Outlay						
Information and Communication Technology Equipment-Server	Administrative Services Division	Public Bidding	Delegated to Administrative Service Division	General Appropriations Act 2017	1,800,000.00	Server
Information and Communication Technology Equipment-Laptop/Desktop	Administrative Services Division	Negotiated Procurement (Agency to Agency)	Delegated to Administrative Service Division	General Appropriations Act 2017	4,720,000.00	Laptop/Desktop, Procurement by Electronic Means (Philgeps)
Information and Communication Technology Equipment-NPC Resources Center	National Privacy Commission	Public Bidding	Delegated to Public Information and Assistance Division	General Appropriations Act 2017	2,000,000.00	National Privacy Resource Center
Forensic Laboratory Equipment	National Privacy Commission	Public Bidding	Delegated to Administrative Service Division	General Appropriations Act 2017	17,000,000.00	Equipment for Forensic Laboratory
Information and Communication Technology Equipment	National Privacy Commission	Public Bidding	Delegated to Administrative Service Division	General Appropriations Act 2017	2,260,000.00	Printers and other equipments
Motor Vehicles	National Privacy Commission	Public Bidding	Delegated to Administrative Service Division	General Appropriations Act 2017	12,000,000.00	Motor Vehicles
Furniture and Fixtures	National Privacy Commission	Public Bidding	Delegated to Administrative Service Division	General Appropriations Act 2017	10,000,000.00	Furniture and Fixtures
Computer Software	National Privacy Commission	Public Bidding	Delegated to Administrative Service Division	General Appropriations Act 2017	1,666,000.00	Adobe Creative Suite licensed, Mac for and Windows and other Computer Software

Prepared By: REY VERDOLAGA (Head), BAC Secretariat

Recommending Approval

  
 ROSMIEU DE MESA  
 Budget Officer

  
 MARILOU M. SUPIT  
 Head Exec. Asst.  
 BAC Member

  
 BELVA G. MARTINEZ  
 Chief Admin. Officer  
 BAC Member


  
 JEROME E. ILAGAN  
 Chief Admin. Officer  
 BAC Member

  
 MICHELLE C. SAQUIDO  
 Info. Officer V  
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 REYVALDO L. FLORES  
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 BAC Vice Chairperson

  
 DAMIAN DOMINGO MAFA  
 Deputy Privacy Commissioner  
 BAC Chairperson

Approved  
 Disapproved

APPROVED BY:   
 RAYMUND E. LIBORO  
 PRIVACY COMMISSIONER and CHAIRMAN  
 Date: \_\_\_\_\_

**ANNUAL PROCUREMENT PLAN FOR 2017  
For Common-Use Supplies and Equipment**

Department/Bureau/Office: National Privacy Commission  
 Region: National Capital Region  
 Address: B-02 DICT Bldg., C.P. Garcia Ave.  
 U.P. Dilliman, Quezon City

Agency Account Code: 26039

Contact Person: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Telephone/Mobile Nos: \_\_\_\_\_

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack	25			25			0	25				25				0	50	17.42	871.00
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	25			25			0	25				25				0	50	15.03	751.50
3 BATTERY, dry cell D, 2 pieces per blister pack	pack				0								0					0	77.56	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0								0					0	114.40	-
5 LED Linear Tube, 18 watts individually wrapped in carton	tube	15			15			0	15				15				0	30	36.30	1,089.00
6 Light Bulb, LED, 7 watts 1 pc in individual box	piece	15			15			0	15				15				0	30	93.29	2,798.70
7 TAPE, electrical	roll	5			5								0					5	18.20	91.00
1 ACETATE, gauge #3, 50m per roll	roll	13			13								0						624.00	8,112.00
2 AIR FRESHENER, 280ml/150g min	can	40			40			35	74				74				0	149	83.20	12,396.80
3 ALCOHOL, 70%, ethyl, 500ml	bottle	70			70			33	100				100				0	203	47.82	9,707.46
4 CARBON FILM, A4 size, 100 sheets per box	box	7			7			0	7				7				0	14	197.58	2,766.12
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	3			3			0					0				0	3	201.80	608.40
6 CARTOLINA, assorted color, 20 pieces per pack	pack	18			18			0	15				15				0	33	64.48	2,127.84
7 CHALK, white, enamel, 100 pieces per box	box	6			6								0				0	6	25.86	155.16
8 CLEARBOOK, A4 size	piece	70			70			63	133				133				0	266	39.52	10,512.32
9 CLEARBOOK, Legal size	piece	70			70			66	135				135				0	271	43.68	11,837.28
10 CLIP, backfold, 19mm, 12 pieces per box	box	74			74			0	74				74				0	148	7.28	1,077.44
11 CLIP, backfold, 25mm, 12 pieces per box	box	74			74			0	74				74				0	148	13.50	1,998.00
12 CLIP, backfold, 32mm, 12 pieces per box	box	68			68			0	68				68				0	136	19.12	2,600.32
13 CLIP, backfold, 50mm, 12 pieces per box	box	71			71			0	71				71				0	142	43.68	6,202.56
14 CORRECTION TAPE, 6 meters (min), 1 piece in individual plastic	piece	85			85			0	85				85				0	170	31.20	5,304.00
15 DATA FILE BOX, made with chipboard, with closed ends	box	173			173			0	173				173				0	346	69.78	24,143.88
16 DATA FOLDER, made with chipboard, tagfile lock	piece	242			242			0	242				242				0	484	68.64	33,221.76
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	45			45			44	89				89				0	178	384.54	67,914.12
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	70			70			72	142				142				0	284	507.40	144,101.60
19 ENVELOPE, EXPANDING, KRAFT BOARD, for legal size documents, 100 pieces per box	box	40			40			32	72				72				0	144	621.71	89,526.24
20 ENVELOPE, EXPANDING, plastic	piece	150			150			93	243				243				0	486	27.61	13,418.46
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	16			16			10	26				26				0	52	499.20	25,958.40
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box	6			6			4	10				10				0	20	561.60	11,232.00
23 ERASER, felt, for blackboard/whiteboard	piece	13			13			0	13				13				0	26	11.11	288.86
24 ERASER, plastic or rubber	piece	37			37			0	37				37				0	74	2.29	169.46

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT										
		Jan	Feb	March	Qt	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity					
35 FASTENER, for paper, metal, 50 sets per box	box	50			50													50					50	57.09	5,709.00
36 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	75			75													75					75	70.67	10,600.50
37 FILE TAB DIVIDER, A4, five (5) colors per set	set	50			50													50					50	12.48	1,248.00
38 FILE TAB DIVIDER, Legal size, five(5) colors per set	set	50			50													50					50	16.84	1,684.00
39 FOLDER, Fancy, A4, 50sf bundle	bundle	41			41													41					41	234.00	19,188.00
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	41			41													41					41	291.20	23,878.40
31 FOLDER, L-type, A4, 50 pieces pack	pack	26			26													26					26	166.40	8,652.80
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack	36			36													36					36	203.84	14,676.48
33 FOLDER, Pressboard, size 240mm x 370mm, 100sf/box	box	12			12													12					12	746.72	17,921.28
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	22			22													22					22	179.28	7,888.32
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	20			20													20					20	200.37	8,014.80
36 GLUE, all purpose, 300 grams min.	jar	34			34													34					34	44.18	6,008.48
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	46			46													46					46	50.84	4,677.28
38 LOOSELEAF COVER, 50sets per bundle	bundle	15			15													15					15	539.76	16,192.80
39 MAGAZINE FILE BOX, LARGE	piece	67			67													67					67	41.60	5,574.40
40 MARKER, fluorescent, 3 colors per set	set	54			54													54					54	35.55	3,839.40
41 MARKER, whiteboard, bullet type, black	piece	86			86													86					86	10.28	1,768.16
42 MARKER, whiteboard, bullet type, blue	piece	75			75													75					75	10.28	1,768.16
43 MARKER, whiteboard, bullet type, red	piece	76			76													76					76	10.28	1,768.16
44 MARKER, permanent, bullet type, black	piece	70			70													70					70	9.65	1,351.00
45 MARKER, permanent, bullet type, blue	piece	73			73													73					73	9.65	1,408.90
46 MARKER, permanent, bullet type, red	piece	71			71													71					71	9.65	1,370.30
47 NOTE BOOK, stenographer's, 40 leaves/spiral	piece	123			123													123					123	10.40	2,558.40
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	113			113													113					113	31.20	7,051.20
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	142			142													142					142	40.54	11,513.36
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	108			108													108					108	54.06	11,676.96
51 PAD PAPER, Ruled	pad	38			38													38					38	18.26	1,387.76
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	108			108													108					108	12.85	2,775.60
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	104			104													104					104	6.43	1,337.44
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	260			260													260					260	112.32	58,406.40
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	190			190													194					194	132.02	50,695.68
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	205			205													205					205	91.94	37,695.40
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	150			150													150					150	114.35	34,305.00
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream	100			100													90					90	88.40	16,796.00
59 PAPER, Thermal, 216mm x 30m	roll	40			40													40					40	31.15	2,492.00
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	39			39													39					39	19.62	1,530.36
61 PHILIPPINE NATIONAL FLAG	piece	1			1													1					1	278.72	557.44
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	34			34													34					34	60.32	4,101.76
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	35			35													35					35	86.85	6,679.50
64 RING BINDER, Plastic 30mm, 10 pieces per bundle	bundle	150			150													150					150	256.87	54,970.18
65 RUBBER BAND, 70mm min lay flat length (#18)	box	10			10													10					10	93.31	1,866.20
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece	35			35													35					35	15.48	1,083.60
67 SIGN PEN, black	piece	278			278													278					278	38.10	21,183.60
68 SIGN PEN, blue	piece	254			254													254					254	38.10	19,354.80
69 SIGN PEN, red	piece	228			228													228					228	38.10	17,373.60
70 STAMP PAD INK, Violet, 50mL	bottle	15			15													15					15	24.63	738.90
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	22			22													22					22	27.66	1,217.04
72 STAPLE WIRE, Heavy duty, 3313	box	73			73													73					73	30.42	4,441.32

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT						
		Jan	Feb	March	April	May	June	Q2	July	Aug	Sept	Q3	Oct			Nov	Dec	Q4	Total Quantity		
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 134cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit	2																	2	10,400.00	20,800.00
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	54																	0	142.36	7,687.44
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit	10																	0	328.64	3,286.40
4 CHAIR, monobloc, without armrest, beige	piece	150																	0	254.68	38,202.00
5 CHAIR, monobloc, without armrest, white	piece	0																	0	254.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit	19																	0	6,229.60	118,362.40
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit	3																	0	25,272.00	75,816.00
8 ELECTRIC FAN, industrial	unit	0																	0	956.80	-
9 ELECTRIC FAN, orbit type	unit	0																	0	1,248.00	-
10 ELECTRIC FAN, stand type	unit	15																	0	967.10	14,506.50
11 ELECTRIC FAN, wall type	unit	0																	0	790.40	-
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec. transmission speed, running width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/fel switchover	unit	4																	0	3,502.72	14,010.88
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-corrosive, 4.5kg (10lbs.), brand new	unit	0																	0	1,080.56	-
14 FIRE EXTINGUISHER, pure HCFC-123, with fire rating of A, B, C, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs.), brand new	unit	30																	0	4,992.00	149,760.00
15 MULTIMEDIA PROJECTOR, 4000 ansi lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit	8																	0	26,483.60	211,868.80
16 PAPER TRIMMERCUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit	2																	0	7,488.00	14,976.00
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit	8																	0	5,699.20	45,593.60
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit	1																	0	18,709.60	18,709.60
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit	1																	0	5,831.52	5,831.52
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit	4																	0	10,000.00	40,000.00
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit	0																	0	1,237.60	-
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit	0																	0	1,289.60	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit	43																	0	1,242.80	53,440.40
COMPUTER CONTINUOUS FORMS, 1 ply, 11" X 9-1/2", 2000 sheets/box	box	5																	0	630.76	3,153.80
COMPUTER CONTINUOUS FORMS, 1 ply, 11" X 14-7/8", 2000 sheets/box	box	5																	0	950.30	4,751.50
COMPUTER CONTINUOUS FORMS, 2 ply, 11" X 9-1/2", 1000 sets/box	box	0																	0	716.04	-