

ANNUAL PROCUREMENT PLAN FOR 2018 For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCsThe accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

RECEIVED
DATE 7/15/18

Department/Bureau/Offi Partido Development Administration
Region: V - Legazpi
Address: Caraycayon, Tigaon, Camarines Sur

Agency Account Code: No Code

Contact Person: Catherine C. Padin
Position: Acting Property Officer
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Telephone/Mobile Nos: 9331128871

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	35	5	8	48	6	8	2	16	27	2	10	39	4	1		5	108	20.28	2,190.24	
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack				0				0				0				0	0	19.20	-	
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-	
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	-	
5 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	75.39	-	
6 TAPE, ELECTRICAL, 18mm x 16M min	roll	2			2	1			1	1			1				0	4	18.93	75.72	

COMMON OFFICE SUPPLIES																					
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	5	2		7	1			1	3		1	4				0	12	766.73	9,200.76
2	AIR FRESHENER, aerosol, 280ml/150g min	can	8		1	9	6	1		7	4		1	5	1	1		2	23	88.69	2,039.87
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	1			1	1			1	1			1	1			1	4	49.73	198.92
4	CARBON FILM, PE, black, size 210mm x 297mm	box	1			1				0				0				0	1	205.48	205.48
5	CARBON FILM, PE, black, size 216mm x 330mm	box			1	1		1		1	1		1	2		1		1	5	210.91	1,054.55
6	CARTOLINA, assorted colors	pack	1			1				0				0				0	1	67.06	67.06
7	CHALK, molded, white, dustless, length: 78mm min	box				0				0				0				0	0	26.89	-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	6			6				0				0				0	6	38.19	229.14
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	6			6				0				0				0	6	40.47	242.82
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	11	2	4	17	7	4	2	13	9	4	2	15	4	2	2	8	53	7.87	417.11
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	14	2	8	24	9	3	2	14	12	2	2	16	4	2	2	8	62	13.94	864.28
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	9	2	4	15	7	4	1	12	7	3	2	12	3	1	2	6	45	19.88	894.60
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	17	2	11	30	8	6	2	16	7	10	2	19	2	2	3	7	72	41.10	2,959.20
14	CORRECTION TAPE, film base type, UL 6m min	piece	55	2	45	102	24	11	12	47	36	7	51	94	25	5	12	42	285	18.26	5,204.10
15	DATA FILE BOX, made of chipboard, with closed ends	box	36	4	4	44	5		15	20	15	4	5	24	5			5	93	72.57	6,749.01
16	DATA FOLDER, made of chipboard, taglia lock	piece	10			10				0	4			4				0	14	71.39	999.46
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	2			2	0.75			0.75	1.274			1.274	0.25			0.25	4.048	424.47	1,718.25
18	ENVELOPE, DOCUMENTARY, for legal size document	box	5		0.5	5	1.75	1	1	3.75	1.274			1.274	1.89		1	2.89	13.188	538.80	7,105.69
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	4			4	1			1			1	1				0	6	667.84	4,007.04
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0				0				0				0	0	28.71	-
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	4	2		6	1	2		3	2	2		4		2		2	14.5	341.79	4,955.96
22	ENVELOPE, mailing, white, with window	box				0				0				0				0	0	427.23	-

23	ERASER, FELT, for blackboard/whiteboard	piece	2			2				0				0			0	2	11.55	23.10	
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece				0				0				0			0	0	6.23	-	
25	FASTENER, METAL, 70mm between prongs	box	11		2	13	2	1		3	5			5			0	21	59.37	1,246.77	
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	3			3				0				0			0	3	73.59	220.77	
27	FILE TAB DIVIDER, bristol board, for A4	set				0				0				0			0	0	12.98	-	
28	FILE TAB DIVIDER, bristol board, for legal	set				0				0				0			0	0	17.31	-	
29	FOLDER, FANCY, for A4 size documents	bundle	2			2	1			1	1			1	1		1	5	258.50	1,292.50	
30	FOLDER, FANCY, for legal size documents	bundle	3		1	4	2			2	2			2	2		1	3	11	302.85	3,331.35
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	2			2				0	2			2			0	4	177.92	711.68	
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	3	1	1	5	1		1	2	2.2			2.2		1	1	10.4	222.27	2,311.61	
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	6			6				0	1			1			0	7	776.59	5,436.13	
34	FOLDER, TAGBOARD, for A4 size documents	pack	2	1	1	4	1.25		1	2.25	1.37		1	2.37	1.25		1	2.25	11.24	226.05	2,540.80
35	FOLDER, TAGBOARD, for legal size documents	pack	11	1	7	19	6.25		1	7.25	8.47	1	1	10.47	3.25		1	4.25	41.44	208.38	8,635.27
36	GLUE, all purpose, gross weight: 200 grams min	jar	14		7	21	6		6	12	4		2	6	2		2	41	49.73	2,038.93	
37	INDEX TAB, self-adhesive, transparent	box				0				0				0			0	0	53.74	-	
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0				0			0	0	676.00	-	
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0				0				0			0	0	43.26	-	
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	13		14	27	6	2		8	10	3	1	14	1	1		2	51	36.97	1,885.47
41	MARKER, whiteboard, black, felt tip, bullet type	piece	14		22	36	8			8	13			13	3		3	60	10.69	641.40	
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	17		22	39	8			8	16			16	3		3	66	10.69	705.54	
43	MARKER, whiteboard, red, felt tip, bullet type	piece	13		22	35	8			8	13			13	2		2	58	10.69	620.02	
44	MARKER, PERMANENT, bullet type, black	piece	23	2	22	47	15	6	22	43	13	2		15	8		8	113	10.04	1,134.52	
45	MARKER, PERMANENT, bullet type, blue	piece	29	6	22	57	17		20	37	22			22	14		14	130	10.04	1,305.20	

46	MARKER, PERMANENT, bullet type, red	piece	8		22	30	6		20	26	5			5				0	61	10.04	612.44
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	5			5				0				0				0	5	12.52	62.60
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	4			4	3			3	3			3	1			1	11	32.45	356.95
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	6	2	5	13	6		2	8	6	2		8	4			4	33	44.32	1,462.56
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	2			2	2			2	2			2	2			2	8	59.49	475.92
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	2			2	2			2	2			2	2			2	8	18.99	151.92
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	21		5	26	11	3		14	12			12	3			3	55	6.91	380.05
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	24	5	8	37	13	1	10	24	14	12		26	16	1	17	34	121	14.04	1,698.84
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	54	7	11	72	44	22	22	88	49	22	16	87	26	1	1	28	275	137.66	37,856.50
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	35			35	30			30	35			35	23			23	123	160.94	19,795.62
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	85	10	60	155	58	15	9	82	69	15	6	90	42	10	2	54	381	119.09	45,373.29
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	54	10	32	96	44	10	10	64	50	5	10	65	33	10	5	48	273	123.08	33,600.84
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0				0				0				0	0	95.18	-
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	2			2	2			2	2			2	2			2	8	34.29	274.32
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	9	1	6	16	3			3	3			3				0	22	20.40	448.80
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0				0				0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	16	1	30	47	1		1	2	6	1		7	1			1	57	62.73	3,575.61
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	6		25	31				0				0				0	31	97.34	3,017.54
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	2	1		3	2		9	11	1		6	7				0	21	267.14	5,609.94
65	RUBBER BAND, 70mm min lay flat length (#18)	box	12	5	5	22	5	5	5	15	12	5	5	22	5		5	10	69	97.04	6,695.76
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	7			7				0				0				0	7	16.10	112.70
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	38	3	25	66	19	25	8	52	22	28	3	53	20	1	3	24	195	35.99	7,018.05
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	12		13	25	9	1		10	12		1	13	7	1		8	56	35.99	2,015.44

69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0			0				0				0	0	35.99	-	
70	STAMP PAD INK, purple or violet	bottle	6			6	2		2	6			6		1		1	15	25.62	384.30	
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	2			2	2		2	2			2		1		1	7	28.77	201.39	
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	10	5	5	20	10	5	5	20	5	5	5	15	9	5	5	19	74	21.51	1,591.74
73	STAPLE WIRE, STANDARD, (26/6)	box	16		2	18	4		5	9	11			11	7			7	45	19.68	885.60
74	TAPE, MASKING, width: 24mm (±1mm)	roll	26		20	46	25			25	25			25	23			23	119	57.32	6,821.08
75	TAPE, MASKING, width: 48mm (±1mm)	roll	14		15	29	5			5	4			4	4			4	42	109.24	4,588.08
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	13		5	18	4			4	5			5	2			2	29	29.08	843.32
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	16		11	27	3		1	4	11		1	12	4		1	5	48	11.36	545.28
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	15	3	5	23	6		5	11	8	5		13	7	5		12	59	27.58	1,627.22
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack				0				0				0				0	0	70.30	-
80	TWINE, plastic, one (1) kilo per roll	roll				0				0				0				0	0	51.92	-
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0				0				0				0	0	133.99	-
82	Airline Travel	ticket				0				0				0				0	0	0.00	-
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, for heavy duty cutter	tube	15			15	3			3	7			7				0	25	10.22	255.50
2	CUTTER KNIFE, for general purpose	piece	11			11	1			1	6			6	1			1	19	20.55	390.45
3	DATING AND STAMPING MACHINE, heavy duty	piece	2			2				0				0				0	2	497.52	995.04
4	PENCIL SHARPENER, manual, single cutter head	piece	3		3	6	2			2	2			2	1			1	11	194.69	2,141.59
5	PUNCHER, paper, heavy duty, with two hole guide	piece	4		3	7			1	1	3			3	1			1	12	123.42	1,481.04
6	SCISSORS, symmetrical, blade length: 65mm min	pair	18	1	4	23			1	1	2			2		1		1	27	14.28	385.56
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	9	1	1	11		2		2	4	1	1	6		1		1	20	85.45	1,709.00
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece			2	2				0				0				0	2	913.95	1,827.90

9	STAPLE REMOVER, PLIER-TYPE	piece	4		1	5	1			1	2		1	3			0	9	18.91	170.19
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	1			1			1	1				0			0	2	51.57	103.14
11	WASTEBASKET, non-rigid plastic	piece				0				0				0			0	0	25.96	-
COMMON JANITORIAL SUPPLIES																				
1	BROOM, soft (tambo)	piece	1		10	11	1			1	1			1			0	13	91.94	1,195.22
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	1		10	11	1			1	1			1			0	13	24.88	323.44
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0				0				0			0	0	43.26	-
4	CLEANSER, SCOURING POWDER, 350g min./can	can	6			6	6			6	6			6	6		6	24	24.88	597.12
5	DETERGENT POWDER, all purpose, 1kg	pouch	16			16	12			12	12			12	12		12	52	38.93	2,024.36
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	1			1				0	1			1			0	2	125.20	250.40
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0				0				0			0	0	28.12	-
8	FLOOR WAX, PASTE, RED	can	1			1	1			1	1			1	1		1	4	280.13	1,120.52
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can				0				0				0			0	0	90.85	-
10	INSECTICIDE, aerosol type, net content: 600ml min	can				0				0				0			0	0	142.77	-
11	MOP BUCKET, heavy duty, hard plastic	piece				0				0				0			0	0	1,987.44	-
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	2			2				0				0			0	2	148.18	296.36
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	2			2				0				0			0	2	110.32	220.64
14	RAGS, all cotton, 32 pieces per kilogram min	bundle				0				0				0			0	0	51.68	-
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0				0				0			0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll				0				0				0			0	0	145.48	-
17	DETERGENT BAR, 140 grams as packed	bar				0				0				0			0	0	7.57	-
COMMON OFFICE EQUIPMENT																				
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0				0	1			1			0	1	10,816.00	10,816.00

2	CALCULATOR, compact, 12 digits	unit	2		2	4	1		2	3					0				0				0		7	140.61	984.27
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0					0				0				0		0	273.10	-
4	CHAIR,monobloc, white, with backrest, w/o armrest	piece				0				0					0				0				0		0	273.10	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0	1			1	1				1				1				0	2	6,828.14	13,656.28	
6	DOCUMENT CAMERA, 3.2M pixels	unit				0				0					0				0				0	0	26,391.04	-	
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0				0					0				0				0	0	1,091.33	-	
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0				0					0				0				0	0	1,372.55	-	
9	ELECTRIC FAN, STAND type, plastic blade	unit				0				0					0				0				0	0	1,046.65	-	
10	ELECTRIC FAN, WALL type, plastic blade	unit				0				0					0				0				0	0	782.00	-	
11	FACSIMILE MACHINE, uses thermal paper	unit				0				0					0				0				0	0	3,642.83	-	
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0				0					0				0				0	0	1,123.78	-	
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0					0				0				0	0	5,191.68	-	
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0					0				0				0	0	27,542.94	-	
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0				0					0				0				0	0	8,411.60	-	
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit				0				0					0				0				0	0	5,927.17	-	
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0					0				0				0	0	19,457.98	-	
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	3			3				0					0				0				0	3	6,064.78	18,194.34	
19	PRINTER, LASER, monochrome, network-ready	unit				0				0					0				0				0	0	744.14	-	
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0					0				0				0	0	1,379.04	-	
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0					0				0				0	0	1,379.04	-	
22	Desktop Computer, branded	unit				0				0					0				0				0	0	35,887.49	-	
23	Laptop Computer, branded	unit				0				0					0				0				0	0	36,587.28	-	

COMMON COMPUTER SUPPLIES

1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	3			3	3			3	3			3			0	9	709.53	6,385.77
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0				0			0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	7		4	11		4		4	7		5	12		5	5	32	796.06	25,473.92
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0				0			0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0				0				0			0	0	620.67	-
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0				0			0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	13	50	5	68	6	50		56	11	5	50	66	56		56	246	22.66	5,574.36
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	2			2				0				0			0	2	3,152.86	6,305.72
9	FLASH DRIVE, 16 GB capacity	piece	14	1	6	21	1			1	2			2			0	24	261.75	6,282.00
10	MOUSE, optical, USB connection type	unit	9			9				0	5			5			0	14	140.39	1,965.46
HANDBOOK ON PROCUREMENT																				
1	HANDBOOK (RA 9184), 7th Edition	piece				0				0				0			0	0	48.13	-
CONSUMABLES																				
1	DRUM CART, BROTHER DR-3455	cart				0				0				0			0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart				0				0				0			0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0				0				0			0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0				0				0			0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0				0				0			0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart				0				0				0			0	0	264.99	-
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0			0	0	264.99	-
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0			0	0	264.99	-
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0			0	0	264.99	-
10	INK CART, HP C2P04AA (HP62) Black	cart				0				0				0			0	0	0.00	-

11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0					0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				0				0					0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0					0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0					0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0					0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0					0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0					0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0					0	0	0.00	-
19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0				0					0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0					0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0				0					0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0					0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0				0					0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0					0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0					0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0					0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0					0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0					0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0				0					0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0					0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0				0					0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0					0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0					0	0	0.00	-

[illegible]

57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0				0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0				0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0				0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0				0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0				0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0				0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0				0				0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0				0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0				0				0				0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	753.88	-
67	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart	4	4	5	13	5	5	5	15	5	5	5	15	5	4	3	12	55	78.96	4,342.80
68	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	3,009.01	-
78	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,590.43	-

[illegible]

103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0					0			0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0					0			0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0					0			0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0					0			0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0					0			0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0					0			0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0					0			0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0					0			0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0					0			0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0					0			0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0					0			0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0					0			0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0					0			0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0					0			0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0					0			0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0					0			0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0					0			0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0					0			0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0					0			0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0					0			0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0					0			0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0					0			0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0					0			0	0	0.00	-

126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0					0		0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0					0		0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0					0		0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0					0		0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0					0		0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0					0		0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0					0		0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0					0		0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0					0		0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0					0		0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0					0		0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0					0		0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0					0		0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart				0				0					0		0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0					0		0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0					0		0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0					0		0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0					0		0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0					0		0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0					0		0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0					0		0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0					0		0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0					0		0	9,572.16	-

149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0			0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0			0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0				0				0			0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				0				0			0	0	13,935.33	-

B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON ELECTRICAL SUPPLIES

1	Rechargeable Battery, AA Battery, 1.5V	packet	4			4				0				0			0	4	650.00	2,600.00
2						0				0				0			0	0		-
3						0				0				0			0	0		-
4						0				0				0			0	0		-
5						0				0				0			0	0		-

COMMON OFFICE EQUIPMENT

1	Junior Executive Chair	unit	4			4				0				0			0	4	5,000.00	20,000.00
2	Junior Swivel Chair	unit	3			3	3			3	3			3			0	9	3,500.00	31,500.00
3	Uninterrupted Power Supply, 625VA	unit	9			9	1		1	2	3			3			0	14	3,500.00	49,000.00
4	Swivel Chair	unit	7		1	8			1	1				0			0	9	3,500.00	31,500.00
5	Bundy Clock	unit	1			1				0				0			0	1	8,000.00	8,000.00
6	Filling Cabinet, 2door	unit	1			1				0				0			0	1	11,000.00	11,000.00
7	AVR, 500w	unit	4			4	4			4	4			4			0	12	2,100.00	25,200.00

COMMON OFFICE SUPPLIES

1	Arc File	pcs.	35			35				0				0			0	35	100.00	3,500.00	
2	Ballpen, black	pcs.	143	4	215	362	78	29	4	111	81	129	60	270	18	28	4	50	793	5.00	3,965.00
3	Ballpen, red	pcs.				0				0				0			0	0	5.00	-	

4	Ballpen, blue	pcs.	71	34	2	107	46	22	2	70	42	22	32	96	8	2	2	12	285	5.00	1,425.00
5	Cord, Nylon	roll	3			3	2			2	3			3	4			4	12	48.36	580.32
6	Plastic Cover	piece				0				0				0				0	0	447.20	-
7	Double Adhesive Tape, 1"	roll	24	2		26	17			17	24			24	3			3	70	23.66	1,656.20
8	Morocco Paper	pcs.	7			7	7			7	7			7	5			5	26	69.00	1,794.00
9	Padding Glue	bottle	4			4				0	2			2				0	6	93.60	561.60
10	Push Pin,, flat head type, assorted colors, 100s/box	box	2			2				0	1			1				0	3	40.10	120.30
11	PVC Cover, Legal	box	1			1				0	1			1				0	2	642.00	1,284.00
12	PVC Cover, A4	box	1			1				0	1			1				0	2	448.50	897.00
13	Date Stamp	piece	4			4				0				0				0	4	98.00	392.00
14	Ring Binder, 12.7mm x 1.12mm (1/2" x 44"), plastic	pcs.	20		2	22	15	2		17	17		7	24	5	2		7	70	4.85	339.50
15	Ring Binder, 19mm x 1.12mm (3/4" x 44"), plastic	pcs.	22			22	18			18	18		5	23	3	2		5	68	12.20	829.60
16	Ring Binder, 25mm x 1.12mm (1" x 44"), plastic	pcs.	20			20	17			17	29		5	34	9	5		14	85	13.09	1,112.65
17	Ring Binder, 50mm x 1.12mm (2" x 44"), plastic	pcs.	18			18	7			7	18		5	23	1			1	49	31.19	1,528.31
18	Ring Binder, 160mm x 1.12mm, plastic, 10pcs/bundle	box				0				0	4			4		4		4	8	105.82	846.56
19	Photo Paper, Legal Size	pack	15			15	4			4	1			1	1			1	21	312.00	6,552.00
20	Photo Paper, A4 Size	piece	6		33	39	5	10	5	20	3	10	10	23	10			10	92	150.00	13,800.00
COMMON JANITORIAL SUPPLIES																					
1	Plastic Brush with Handle	piece	2		12	14				0	2			2				0	16	312.00	4,992.00
2	Spray Gun	piece	1			1				0	1			1				0	2	98.80	197.60
3	Chemical Hand Gloves	piece	2		50	52	2			2	2			2	2			2	58	137.28	7,962.24
4	Belt Bag	piece	2			2				0				0				0	2	140.40	280.80
5	Grasscutter Blade	piece			10	10				0				0				0	10	374.40	3,744.00

6	Dust Pan, non-rigid plastic with detachable handle	piece	1				1				0	1			1			0	2	28.12	56.24
CONSUMABLES																					
1	Ink Refill (Bottomless), Black, 70ml	bottle	13	6	7	26	7		3	10	7		3	10	4			4	50	312.00	15,600.00
2	Ink Refill (Bottomless), Cyan, 70ml	bottle	13	5	5	23	4		4	8	4	1	1	6	2			2	39	312.00	12,168.00
3	Ink Refill (Bottomless), Magenta, 70ml	bottle	11	5	5	21	5		4	9	4	1	1	6	2			2	38	312.00	11,856.00
4	Ink Refill (Bottomless), Yellow, 70ml	bottle	13	5	5	23	5		4	9	4	1	1	6	2			2	40	312.00	12,480.00
5	Ink Refill (Bottomless), Black, 1 Liter	bottle	10		2	12	1			1	4			4				0	17	728.00	12,376.00
6	Ink Refill (Bottomless), Cyan, 1 Liter	bottle	7		2	9				0	3	1		4				0	13	728.00	9,464.00
7	Ink Refill (Bottomless), Magenta, 1 Liter	bottle	7		2	9				0	3	1		4				0	13	728.00	9,464.00
8	Ink Refill (Bottomless), Yellow, 1 Liter	bottle	6		2	8				0	3	1		4				0	12	728.00	8,736.00
9	Ribbon, Cartridge, LX300	cart	1	2	1	4	2	1	2	5	1	2	1	4	2	1	1	4	17	78.96	1,342.32
10	Ink Refill, Bottomless, CANON 1800, Black	cart	1			1				0	1			1				0	2	300.00	600.00
11	Ink Refill, Bottomless, CANON 1800, Yellow	cart	1			1				0	1			1				0	2	300.00	600.00
12	Ink Refill, Bottomless, CANON 1800, Magenta	cart	1			1				0	1			1				0	2	300.00	600.00
13	Ink Refill, Bottomless, CANON 1800, Cyan	cart	1			1				0	1			1				0	2	300.00	600.00
14	Epson L550 Ink Cart replacement, Magenta, Cyan, Yellow	cart	3		2	5				0				0				0	5	1,200.00	6,000.00
15	Epson L550 Ink Cart replacement, Mblack	cart	1		2	3				0				0				0	3	900.00	2,700.00
16	Toner, Copier Konika Minolta Bizhub 164	unit	1			1				0				0				0	1	4,500.00	4,500.00
17	Toner, HP Laser Jet P1102	piece	1			1	1			1				0				0	2	3,702.40	7,404.80
18	Ribbon Cartridge, EPSON FX 2175/2190	cart	3			3				0	3			3	1			1	7	410.80	2,875.60
19	Brother TN261, Black	pcs.	4			4	5			5				0				0	9	4,350.00	39,150.00
20	Brother TN261, Magenta	pcs.	2			2	5			5				0				0	7	4,350.00	30,450.00
21	Brother TN261, Cyan	pcs.	2			2	5			5				0				0	7	4,350.00	30,450.00

22	Brother TN261, Yellow	pcs.	2			2	5			5				0			0	7	4,350.00	30,450.00	
23	Cork Board with Frame,	piece	2			2				0				0			0	2	700.00	1,400.00	
24	Certificate Frame	piece	10		14	24	10			10	5			5			0	39	150.00	5,850.00	
25	CM Box with ego brown cover (small)	piece	7	3		10	10		5	15	5	5		10			0	35	210.00	7,350.00	
26	Certificate Holder (Frame), 8.5" x 11"	piece	4			4	4			4	3			3	3		3	14	130.00	1,820.00	
27	Index Card	pack	1			1				0	1			1			0	2	43.90	87.80	
28	Tape, Adding machine	roll	1			1				0				0			0	1	8.68	8.68	
29	Printer, Epson with Bottomles Ink kit	unit	1			1	1			1	1			1	1		1	4	5,720.00	22,880.00	
30	Sign Pen, Green	piece	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	8.68	312.48
31						0				0				0			0	0		-	
32																				-	

Office Equipment and Accessories

1	Printer, Single Function, Bottomless	unit	4		3	7				0				0			0	7	5,200.00	36,400.00
2	Printer, Multi-function, bottmless	unit	1	1		2	1			1	1		1	2			0	5	7,400.00	37,000.00
3	Printer, 3-in-1, Bottomless	unit	2			2	1		1	2	1			1			0	5	8,500.00	42,500.00
4	Laminating Machine	unit	1			1	1			1				0			0	2	4,500.00	9,000.00
5	Book Shelf	unit	1		1	2				0				0			0	2	1,800.00	3,600.00
6	Tables, Chairs	set	1			1				0				0			0	1	15,000.00	15,000.00
7	Document Stand	piece	1			1				0	1			1			0	2	5,000.00	10,000.00
8	Digital Voice Recorder	piece	1			1				0	1			1			0	2	3,500.00	7,000.00
9	Printer, 3-in-1, Bottomless	piece				0				0	1			1			0	1	13,000.00	13,000.00
11	Metal Paper Cutter	piece				0	1			1	1			1			0	2	1,600.00	3,200.00
12						0				0				0			0	0		

Office Supplies																						
1	Cork Board (1/8 size)	pcs.	1			1				0				0			0	1	41.60	41.60		
2	Desk Tray	pcs.	2			2				0	1			1			0	3	156.00	468.00		
3	Detergent Powder, All Purpose, 65grms	sachet	90			90	90			90	90			90	90		90	360	6.00	2,160.00		
4	Ruler, metal, 18"	piece	4			4				0				0	1		1	5	104.00	520.00		
5	Time Card for Amano Bundy Clock, 100/bndl	bundle	4			4				0	4			4			0	8	100.00	800.00		
6	Paper, Specialty, Legal, 10 pcs/pack	pack	15		1	16	5	1		6	6			6			0	28	46.80	1,310.40		
7	Paper, Specialty, short, 10 pcs./pack	pack	43		61	104	10	1		11	11		1	12		1	1	128	36.40	4,659.20		
8	Envelope, Pay Kraft, (4" x 7 1/2"), 500s/box	box	2			2				0				0			0	2	163.46	326.92		
9	Crocodile Paper	piece	4			4	150		10	160	4	150	10	164			0	328	41.60	13,644.80		
10	Laminating Film	roll	1			1	2			2			1	1			0	4	3,500.00	14,000.00		
11	Laminating Film	Box	1			1				0	1			1					0	2	679.68	1,359.36
11	Illustration Board, 30" x 40", 2 ply	piece	43			43	40			40	42			42	42				42	167	37.54	6,269.18
Audio and visual presentation and composing equipment																						
1	Lazer Pointer	piece				0	1			1				0			0	1	2,000.00	2,000.00		
2	Wireless, Telephone Set	unit	1			1				0				0			0	1	1,000.00	1,000.00		
3	Microphone, dual, wireless	piece	1			1				0				0			0	1	7,500.00	7,500.00		
4	Microphone Stand, 6 incs	piece	1			1				0				0			0	1	500.00	500.00		
5	Headphone	piece	1			1				0				0			0	1	1,000.00	1,000.00		
6	Wireless Microphone, double	unit	2			2				0				0			0	2	3,000.00	6,000.00		
7	Lapel Microphone	piece	2			2				0				0			0	2	2,501.98	5,003.96		
8	Lapel Microphone				1	1				0				0			0	1	3,040.90	3,040.90		
9	Microphone	piece	2			2				0				0			0	2	1,000.00	2,000.00		

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Cleaning Equipment and Supplies

1	bathroom soap	piece	6							0	5					5				0	11	21.16	232.76
2	Muriatic Acid	bottle	3							1	2					2	1			1	7	208.00	1,456.00
3	Detergent Bar	bar	6							6	7					7	6			6	25	30.00	750.00
4	Dishwashing Liquid, 20ml	bottle	390							390	390					390	390			390	1560	6.00	9,360.00
5	Liquid Bleach	Gallon	7							1	7					7	1			1	16	170.00	2,720.00
6	Lysol Spray	piece	6							3	3					3	1			1	13	375.00	4,875.00
7	Soft & Scent Fabric Conditioner	pack	90							90	90					90	90			90	360	11.00	3,960.00
8	Sponge Scrub	piece	9							9	9					9	9			9	36	11.00	396.00
9	Keyboard Duster	piece	1							0	1					1				0	2	83.20	166.40
10	Broom, Soft (Tambo)	piece	3							0	3					3				0	6	91.94	551.64

11	Broom, Stick (Tingting)	piece	3			3				0	3			3				0	6	24.88	149.28
12	Air Freshener	piece	9			9	9			9	9			9	9			9	36	60.00	2,160.00
13	Mop with Handle	piece	2			2				0	2			2				0	4	500.00	2,000.00
14	Rag Cotton, in kilos	piece	5			5				0	5			5				0	10	51.68	516.80
15	Trash Bag Plastic, Black, (XL)	roll	10			10				0	10			10				0	20	153.74	3,074.80
16	Liquid Hand Soap	bottle	6			6	6			6	6			6	6			6	24	95.00	2,280.00
Paper Materials and Products																					
1	Paper Bond, short size	ream			4	4				0				0				0	4	166.40	665.60
2	Paper, Bond (Colored), Legal Size	ream	17	1	1	19	6	1	1	8	11	1	4	16	4	1	1	6	49	187.20	9,172.80
3	Paper, Bond (Colored),short Size	ream	10		15	25	3			3	9		10	19	3			3	50	156.00	7,800.00
4	Paper, Sticker, A4 size	pack	21		3	24	14			14	21		10	31	8			8	77	33.80	2,602.60
5	Paper, Mimeo, Groundwood	ream	1			1	1			1				0				0	2	83.05	166.10
6	Paper, Mimeo, Whitewove(Legal)	ream	11		30	41	11			11	10			10				0	62	121.16	7,511.92
7	Paper, Mimeo, Whitewove, short	ream	12		1	13	5		1	6	12		5	17	1			1	37	130.00	4,810.00
8	Paper, Mimeo, Whitewove (A4)	ream	22		24	46	10			10	17			17	5			5	78	151.42	11,810.76
9	Cardboard, double face, groundwood	pcs.	45			45	45		6	51	45			45	45		6	51	192	20.80	3,993.60
10	Board Paper	pack	1		2	3	2	1		3	2		1	3		2		2	11	51.00	561.00
Lighting and fixtures and accessories																					
1	Flourescent Lighting Fixture, 1 x 40w	set	1		25	26	1			1				0				0	27	367.22	9,914.94
2	Flourescent Lamp, tubular, 18watts	piece	2			2	2			2	2			2				0	6	43.42	260.52
3	Compact Flourescent Light, 18 watts	piece	2			2	1			1				0				0	3	111.18	333.54
4	Starter, 4-40 watts	piece	7			7	7			7	6			6	5			5	25	5.56	139.00

5	SL Bulb/Lamp, 18watts	piece	33		150	183	27		27	33		33	25		25	268	192.40	51,563.20
6	Flourescent Bulb, 40 watts	piece	9		50	59	5		5	9		9	5		5	78	80.00	6,240.00
7	Li-on Battery Charger, universal, dual slot	piece	6			6			0			0			0	6	500.00	3,000.00
8	Battery, size AA, Li-on, 2 pcs./packet, rechargeable	packet	4			4			0	4		4			0	8	500.00	4,000.00
9	Extension wires, 10 mters	lot	4			4			0			0			0	4	1,000.00	4,000.00
10	Extension wires, 15 mters, heavy duty (generator	lot	2			2			0			0			0	2	1,500.00	3,000.00
Electrical equipment and components and supplies																		
1	Battery, size 9V	pack	6		2	8	5	5	10		3	3			0	21	81.12	1,703.52
2	Flourescent Lighting Fixture, 1 x 40w	set				0			0			0			0	0	389.48	-
3	Dust/Respiratory Mask	piece			50	50			0			0			0	50	68.64	3,432.00
4	Rain Coats	pcs.	10			10			0			0			0	10	832.00	8,320.00
5	Cup & Saucer	pcs.	50			50			0			0			0	50	50.00	2,500.00
6	Drinking Glass	pcs.	50			50			0			0			0	50	30.00	1,500.00
7	Plates	pcs.	50			50			0			0			0	50	70.00	3,500.00
8	Spoon & Fork	pcs.	50			50			0			0			0	50	25.00	1,250.00
9						0			0			0			0	0		-
10						0			0			0			0	0		-
Computer Supplies																		
1	Compact Disk Recordable, min. of 700 mb	piece	16			16	6		6	16		16	6		6	44	11.14	490.16
2	Compact Disk Re-writable, 700mb, 80 mins recording time	piece	10			10	15		15	15		15			0	40	24.00	960.00
3	Keyboard, USB type	piece	4			4			0	2		2			0	6	350.00	2,100.00
4	Compact Disk Case, 50 CDs capacity	piece	1			1			0			0			0	1	56.82	56.82
5	Numeric Keypad	piece	2			2			0			0			0	2	500.00	1,000.00

6	Mouse Pad	piece	1			1	3			3	2			2			0	6	40.00	240.00
7	Flash Drive, 32 GB, USB 2.0, Plug and Play	piece	1			1				0				0			0	1	1,500.00	1,500.00
8	Clip Board, Folder, Brown, legal	piece	24			24				0				0			0	24	100.00	2,400.00
9						0				0				0			0	0		-
10						0				0				0			0	0		-
Computer Equipment and Accessories																				
1	Flash Drive, 32 GB, USB 2.0, Plug and Play	piece	2			2				0				0			0	2	1,000.00	2,000.00
2	Flash Drive, 64 GB, USB 2.0, Plug and Play	piece				0	5			5	5			5			0	10	1,000.00	10,000.00
3	Flash Drive, 128 GB, USB 2.0, Plug and Play	piece			1	1				0				0			0	1	1,303.00	1,303.00
4	Mouse, wireless	piece			1	1				0				0			0	1	1,251.65	1,251.65
5	LTE Mobile Wifi	piece	2			2				0	2			2			0	4	2,000.00	8,000.00
6	hard Drive, 2 TB	piece			1	1	1			1	1			1			0	3	4,000.00	12,000.00
7	Clicker wireless presenter with laser pointer	piece				0				0	3			3			0	3	1,500.00	4,500.00
8	4 port VGA Splitter (for projector)	piece				0	2			2				0			0	2	2,000.00	4,000.00
9	HDMI Cable, 10 meter	meter				0	2			2	2			2			0	4	1,200.00	4,800.00
10	Mouse Pad	piece	1			1				0				0			0	1	41.72	41.72
*Other Categories																				
1	Certificate Holder	piece	24	15	61	100				0	12			12			0	112	50.00	5,600.00
2	Stamp Pad, green, replacment	piece	1			1				0	1			1			0	2	156.00	312.00
3	Duct tape	roll				0			40	40	10			10	40		40	90	55.00	4,950.00
4	Thread	roll				0		50		50			50	50			0	100	40.00	4,000.00
5	IEC and Workshop Materials	set			1	1				0				0			0	1	5,271.40	5,271.40
6	Reference Handbooks (GPPB, COA, etc.)	piece	2			2				0	2			2			0	4	300.00	1,200.00

7	Coffee	pack		1	18	19	6	6	2	14	1	1	10	12	1	1	2	4	49	190.00	9,310.00
8	Rugby	btl				0	12			12			12	12				0	24	83.20	1,996.80
9	T-Shirt	piece				0			160	160				0				0	160	200.00	32,000.00
10	Polo Shirt	piece			65	65				0				0				0	65	280.00	18,200.00
C. TOTAL (A + B):																				P	1,494,692.76
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				P	149,469.28
E. GRAND TOTAL (C + D)																				P	1,644,162.04
F. APPROVED BUDGET BY THE AGENCY HEAD																					
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores					165,917.97				78,025.98				103,860.85				41,207.62		P	389,012.41	
G.2 Other Items not available at PS but regulary purchased from other sources					522,156.88				202,461.42				150,214.85				33,383.20		P	908,216.35	
TOTAL MONTHLY CASH REQUIREMENTS					688,074.85				280,487.40				254,075.70				74,590.82		P	1,297,228.76	

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Catherine C. Padin
Property/Supply Officer

Certified Funds Available / Certified
Appropriate Funds Available:

Edwin C. San Juan
Accountant / Local Budget Officer

Approved by:

Ramon F. Fuentebella
Head of Office/Agency

Date: 1/5/2018