

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

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
  - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
  - c. Surigao Del Norte - **Surigao Del Norte**
  - d. Zamboanga Sibugay- **Zamboanga Sibugay**
  - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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 SUCs

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:

  - a. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
  - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
  - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
  - d. ps.app.deped@gmail.com- For primary and secondary schools
  - e. ps.app.lgu@gmail.com - For Local government units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017-PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **Department of Labor and Employment**

Region: **Central Luzon**

Address: **SWLC Bldg. cor. Matalino & Mahusay Sts., Diosdado Macapagal Government Center, Brgy. Maimpis, City of San Fernando, Pampanga 2000**

Agency Account Code: \_\_\_\_\_

Contact Person: **Renato S. Pacheco**

Position: **Administrative Officer V (Supply Officer III)**

E-mail: **dolero3@gmail.com**

Telephone/Mobile Nos: **(045) 455 1617 / (045) 861 4383**

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																					
<b>COMMON ELECTRICAL SUPPLIES</b>																					
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	11	16	6	33	4	16	6	26	4	3	2	9	5	2	3	10	78	17.42	1,358.76	
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	11	2	16	29	4	16	10	30	6	2	2	10	4	2	11	17	86	15.03	1,292.58	
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack	2	2		4	2	2		4	2	2		4		2		2	14	77.56	1,085.84	
4 FLUORESCENT LAMP, tubular, 28 watts	tube	6	2	10	18	2	2	10	14	2	6	2	10	2	2	2	6	48	114.40	5,491.20	
5 FLUORESCENT LAMP, tubular, 36 watts	tube	12	15	19	46	15	13	13	41	11	13	5	29	5	5	5	15	131	280.80	36,784.80	
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece			3	3		2	1	3				0	3			3	9		-	
7 TAPE, electrical	roll	4	5	6	15	8		6	14	5			6	11	4	1		5	45	18.20	819.00
<b>COMMON OFFICE SUPPLIES</b>																					
1 ACETATE, gauge #3, 50m per roll	roll	1	2	1	4	1			1	1			1					0	6	624.00	3,744.00
2 AIR FRESHENER, 280mL/can	can	8	16	9	33	8	9	8	25	8	9	4	21	8	7	4	19	98	83.20	8,153.60	
3 ALCOHOL, 70%, ethyl, 500ml	bottle	8	13	30	51	14	7	30	51	9	7	9	25	5	7	6	18	145	47.82	6,933.90	
4 CARBON FILM, A4 size, 100 sheets per box	box			1	1				0	1			1				0	2	197.58	395.16	
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box			1	1	1			1	1			1	1			1	4	202.80	811.20	

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
6	CARTOLINA, assorted color, 20 pieces per pack	pack	2	6	2	10	5	2	1	8	2		1	3	2	1	1	4	25	64.48	1,612.00
7	CHALK, white, dustless, 100 pieces per box	box	1			1		1		1		1		1				0	3	25.86	77.58
8	CLEARBOOK, A4 size	piece	6	3	4	13	2	3	4	9	2	1	4	7	2	4	1	7	36	39.52	1,422.72
9	CLEARBOOK, Legal size	piece	6	4	7	17	2	4	7	13	2	1	1	4	2	1	1	4	38	43.68	1,659.84
10	CLIP, backfold, 19mm, 12 pieces per box	box	68	33	27	128	30	33	27	90	90	21	20	131	30	21	70	121	470	7.28	3,421.60
11	CLIP, backfold, 25mm, 12 pieces per box	box	33	71	32	136	43	106	27	176	40	21	20	81	30	27	20	77	470	10.40	4,888.00
12	CLIP, backfold, 32mm, 12 pieces per box	box	82	21	26	129	80	28	26	134	40	28	56	124	30	21	20	71	458	19.12	8,756.96
13	CLIP, backfold, 50mm, 12 pieces per box	box	82	21	26	129	81	21	26	128	40	21	21	82	30	56	21	107	446	36.38	16,225.48
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	45	95	122	262	37	32	20	89	30	175	37	242	35	15	107	157	750	31.20	23,400.00
15	DATA FILE BOX, made with chipboard, with closed ends	box	16	60	5	81	9	45	22	76	9	36	22	67	4	5	2	11	235	69.78	16,398.30
16	DATA FOLDER, made with chipboard, taglia lock	piece	20	4	15	39	5	4	25	34	5	4	5	14	5	6	2	13	100	68.64	6,864.00
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	4	2	5	11	1	2	2	5	3	1	1	5	1	2	2	5	26	381.54	9,920.04
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	3	2	7	12	2		2	4	2	1	2	5	1	1	2	4	25	507.40	12,685.00
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	2	10	102	114	1	2	101	104	1	102	1	104	1	101	1	103	425	621.71	264,226.75
20	ENVELOPE, EXPANDING, plastic	piece	21	12	36	69	30	24		54	20	24		44	20		24	44	211	27.61	5,825.71
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	4	9	2	15	2	3	3	8	2	2	2	6	2	2	2	6	35	499.20	17,472.00
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box	2	2	2	6	1		2	3			1	1			1	1	11	561.60	6,177.60
23	ERASER, felt, for blackboard/whiteboard	piece	5	8	8	21	4	8	3	15	9	2	2	13	3	2	2	7	56	11.11	622.16
24	ERASER, plastic or rubber	piece	7	24	38	69	9	43	13	65	29	13	8	50	24	3	8	35	219	2.29	501.51
25	FASTENER, for paper, metal, 50 sets per box	box	16	61	37	114	19	45	61	125	18	45	31	94	16	46	31	93	426	57.09	24,320.34
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	5	13	7	25	3	13	6	22	2	7	12	21	2	12	6	20	88	70.67	6,218.96
27	FILE TAB DIVIDER, A4, five (5) colors per set	set	1	5	26	32	5	1	12	18	6	12		18	5		12	17	85	12.48	1,060.80
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	25	2	5	32	13	5	1	19	12	5		17	12	5		17	85	16.64	1,414.40
29	FOLDER, Fancy, A4, 50s/ bundle	bundle	4	2	3	9	4	3	2	9	3	3	1	7	3	3		6	31	234.00	7,254.00
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	3	3	10	16	4	3	11	18	3	3	11	17	3	11	3	17	68	291.20	19,801.60
31	FOLDER, L-type, A4, 50 pieces pack	pack	12	10	8	30	22	5	8	35	8	5	8	21	5	5	8	18	104	166.40	17,305.60
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack	13	35	15	63	12	38	12	62	16	15	12	43	12	15	12	39	207	203.84	42,194.88
33	FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box	5	2	1	8	5	2	1	8	5	2		7	1	1	1	3	26	746.72	19,414.72
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack	2	2	14	18	3	13	2	18	12	3	3	18	3	3	2	8	62	179.28	11,115.36
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	6	23	4	33	25	5	2	32	5	25	1	31	5	2	4	11	107	200.37	21,439.59
36	GLUE, all purpose, 300 grams min.	jar	10	12	16	38	13	16	7	36	7	10	7	24	7	8	4	19	117	44.18	5,169.06
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	6	9	2	17	9	2	2	13	2	2	2	6	2	2	2	6	42	47.90	2,011.80
38	LOOSELEAF COVER, 50sets per bundle	bundle	1	6		7				0				0				0	7	539.76	3,778.32
39	MAGAZINE FILE BOX, LARGE	piece	3	25	1	29	1	1	24	26	1		1	1	1			1	57	41.60	2,371.20
40	MARKER, fluorescent, 3 colors per set	set	15	42	17	74	37	12	2	51	22	11	2	35	7	11	2	20	180	35.55	6,399.00
41	MARKER, whiteboard, bullet type, black	piece	33	39	34	106	18	63	34	115	18	38	64	120	18	14	16	48	389	10.28	3,998.92
42	MARKER, whiteboard, bullet type, blue	piece	8	31	28	67	33	28	4	65	9	10	4	23	9	10	6	25	180	10.28	1,850.40
43	MARKER, whiteboard, bullet type, red	piece	35	8	25	68	32	7	25	64	8	7	10	25	8	7	10	25	182	10.28	1,870.96
44	MARKER, permanent, bullet type, black	piece	66	50	74	190	36	80	19	135	36	39	19	94	60	15	19	94	513	9.65	4,950.45
45	MARKER, permanent, bullet type, blue	piece	18	41	38	97	18	17	28	63	18	17	4	39	18	17	4	39	238	9.65	2,296.70
46	MARKER, permanent, bullet type, red	piece	81	12	32	125	21	42	28	91	21	12	4	37	21	12	4	37	290	9.65	2,798.50
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece	77	13	2	92	19	4	2	25	19	4	2	25	14	4	2	20	162	10.40	1,684.80
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	53	12	34	99	2	12	34	48	2	9	30	41	2	9	30	41	229	31.20	7,144.80
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	52	16	30	98	6	12	30	48	2	9	30	41	2	30	9	41	228	40.54	9,243.12
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	52	7	76	135	2	7	6	15	2	76		78	2	6		8	236	54.06	12,758.16
51	PAD PAPER, Ruled	pad	54	9	6	69	4	4	9	17	4	4	9	17	4	4	9	17	120	18.26	2,191.20
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box	37	34	49	120	39	17	32	88	9	17	2	28	7	19	2	28	264	12.85	3,392.40
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box	42	34	50	126	12	36	17	65	12	17	2	31	12	17	32	61	283	6.43	1,819.69
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	282	70	78	430	76	70	78	224	74	70	60	204	72	70	78	220	1078	109.50	118,041.00
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	118	35	29	182	39	35	29	103	38	35	29	102	37	35	29	101	488	135.65	66,197.20

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	231	27	79	337	148	28	46	222	148	28	46	222	148	27	46	221	1002	98.90	99,097.80		
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	131	38	159	328	54	153	38	245	54	153	38	245	174	38	32	244	1062	109.24	116,012.88		
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	91	12	11	114	8	10	12	30	7	12	6	25	5	7	12	24	193	88.40	17,061.20		
59 PAPER, Thermal, 216mm x 30m	roll	7	6		13	6			6				0				0	19	31.15	591.85		
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	29	7	21	57	6	8	18	32	5	6	4	15	5	6	4	15	119	19.62	2,334.78		
61 PHILIPPINE NATIONAL FLAG	piece	2			2				0				0				0	2	278.72	557.44		
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	68	28	34	130	24	28	32	84	3	27	4	34	2	7	5	14	262	60.32	15,803.84		
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	77	49	35	161	23	13	27	63	2	31	2	35	2	9	5	16	275	86.85	23,883.75		
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	7	3		10	1	2		3	1			1	1			1	15	256.87	3,853.05		
65 RUBBER BAND, 70mm min lay flat length (#18)	box	42	36	30	108	21	15	14	50	27	10	8	45	8	16	8	6	209	93.31	19,501.79		
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece	21	12	21	54	11	8	15	34	5	5	5	15	5	5		10	113	15.48	1,749.24		
67 SIGN PEN, black	piece	174	47	150	371	80	45	140	265	50	47	140	237	40	35	60	135	1008	38.10	38,404.80		
68 SIGN PEN, blue	piece	110	30	110	250	37	137	30	204	25	110	15	150	25	55	30	110	714	38.10	27,203.40		
69 SIGN PEN, red	piece	66	13	21	100	18	10	20	48	18	11	8	37	18	10	8	36	221	38.10	8,420.10		
70 STAMP PAD INK, violet, 50mL	bottle	20	5	11	36	5	11	2	18	5	2	2	9	5	2	2	9	72	24.63	1,773.36		
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	20	7	5	32	9	3	4	16	6	2	2	10	2	2	2	6	64	27.66	1,770.24		
72 STAPLE WIRE, Heavy duty, 23/13	box	81	69	23	173	5	28	68	101	4	8	3	15	4	3	8	15	304	23.40	7,113.60		
73 STAPLE WIRE, Standard	box	102	18	94	214	18	33	74	125	18	14	13	45	18	15	7	40	424	18.92	8,022.08		
74 TAPE, masking, 24mm, 50 meters length	roll	48	19	24	91	18	34	37	89	20	14	18	52	20	14	12	46	278	55.12	15,323.36		
75 TAPE, masking, 48mm, 50 meters length	roll	43	18	25	86	16	16	16	48	16	11	13	40	10	10	13	33	207	105.04	21,743.28		
76 TAPE, transparent, 24mm, 50 meters	roll	43	17	39	99	23	35	23	81	20	17	14	51	20	17	8	45	276	10.92	3,013.92		
77 TAPE, transparent, 48mm, 50 meters	roll	49	20	20	89	13	20	11	44	19	17	29	65	13	17	29	59	257	26.52	6,815.64		
78 TAPE, packaging, 48mm, 50 meters length	roll	46	8	4	58	9	9	3	21	6	8	9	23	6	8	3	17	119	32.74	3,896.06		
79 TOILET TISSUE, 12 rolls per pack	pack	74	34	34	142	2	10	8	20	2	34	2	38	2	10	2	14	214	67.60	14,466.40		
80 TWINE, plastic, one kilo per roll	roll	5	9	13	27	4	3	13	20	3	3	1	7	3	3	1	7	61	49.92	3,045.12		
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack	2	5	1	8	2	1		3	1			1	1			1	13	128.84	1,674.92		
82 Software					0				0				0				0	0		-		
83 Airline Travel					0				0				0				0	0		-		
<b>COMMON OFFICE DEVICES</b>																						
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	11	12	7	30	4	7	1	12	4			4	4			4	50	9.19	459.50		
2 CUTTER KNIFE, heavy duty	piece	12	25	7	44	25	2	1	28	10	2	1	13	10			10	95	19.76	1,877.20		
3 DATING AND STAMPING MACHINE	piece	2	4	1	7				0				0				0	7	478.38	3,348.66		
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece	4	4	3	11	1	1		2	1	1		2				0	15	187.20	2,808.00		
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	12	11	14	37	5	12	1	18	2	3	5	10	3	2	1	6	71	114.28	8,113.88		
6 SCISSORS, (6")	pair	21	24	12	57	4	11	5	20	10	5	5	20		5		5	102	13.73	1,400.46		
7 STAPLER, standard	piece	16	12	29	57	3	10	22	35	2	5	1	8		6		6	106	82.16	8,708.96		
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece	2	3	3	8	1	1	1	3				0				0	11	878.80	9,666.80		
9 STAPLE REMOVER, plier type	piece	3	14	17	34	6	11	2	19	6	1	2	9	5	1		6	68	18.18	1,236.24		
10 TAPE DISPENSER, table top	piece	12	6	8	26	3	4		7	2	2	1	5	2	1		3	41	47.72	1,956.52		
11 WASTE BASKET, non-rigid plastic	piece	23	14	30	67	2	23	1	26	3	2	1	6	2	2	1	5	104	23.90	2,485.60		
<b>COMMON JANITORIAL SUPPLIES</b>																						
1 BROOM, soft (tambo)	piece	2	5	9	16	2	1	10	13	1	1	1	3	1	1	1	3	35	88.40	3,094.00		
2 BROOM, stick (tingting)	piece	2	4	9	15	2	1	4	7	1			1	1		1	2	25	23.92	598.00		
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	6	29	14	49	26	129	4	159	2	129	24	155	6	9	4	19	382	41.60	15,891.20		
4 CLEANSER, scouring powder, 350grams/can	can	3	44	21	68	3	5	7	15	3	29	1	33	5	3	1	9	125	21.27	2,658.75		
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	1	13	20	34	7	4	3	14	1	4	9	14	4	1	3	8	70	37.43	2,620.10		
6 DISINFECTANT SPRAY, 400-550 grams	can	9	34	24	67	2	30	9	41	2	6	3	11	2	6	3	11	130	119.60	15,548.00		

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7 DUST PAN, non-rigid plastic	piece	8	10	7	25	1	1	8	10	1	1		2				0	37	24.96	923.52
8 FLOOR WAX, Paste, red	can			3	3			3	3				0				0	6	202.80	1,216.80
9 FURNITURE CLEANER, aerosol, 300mL/can	can	1	5	5	11	1	4	2	7	1	1	2	4	1	1		2	24	84.76	2,034.24
10 INSECTICIDE, aerosol type, 600mL/can	can	8	9	8	25	8	9	2	19	2	3	1	6	2	3	1	6	56	124.80	6,988.80
11 MOPBUCKET	piece	2	1	3	6		1	2	3				0				0	9	1,911.00	17,199.00
12 MOPHANDLE, screw type, aluminum handle	piece	1	1	4	6	1	1		2			1	1				0	9	142.48	1,282.32
13 MOPHEAD, made of rayon	piece	2	1	5	8	2	3		5	2	3	1	6	2			2	21	98.80	2,074.80
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle	1	2	9	12	1	1	2	4	2	1	6	9		6		6	31	49.69	1,540.39
15 SCOURING PAD, 5 pieces per pack	pack	2	1	13	16	1	1	1	3	1	12		13	12	1		13	45	102.96	4,633.20
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll	22	28	149	199	22	133	14	169	22	13	14	49	22	13	15	50	467	139.88	65,323.96
17 DISINFECTANT, bleaching solution	cont	1	7	12	20	7	3		10	3		1	4	3		1	4	38	101.82	3,869.16
																			7.28	
<b>COMMON OFFICE EQUIPMENT</b>																				
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0				0				0	0	10,400.00	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	3	2	1	6	3	2	1	6	3	1	2	6	3	20	3	26	44	135.20	5,948.80
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit	4	1	1	6	3	1	1	5	3			3	3			3	17	258.84	4,400.28
4 CHAIR, monobloc, without armrest, beige	piece	24	5		29		5		5		5		5				0	39	254.68	9,932.52
5 CHAIR, monobloc, without armrest, white	piece	12	2		14		2		2		1		1				0	17	254.80	4,331.60
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit	2	1	1	4		1		1				0				0	5	6,229.60	31,148.00
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit	1	1		2				0				0				0	2	25,272.00	50,544.00
8 ELECTRIC FAN, industrial	unit				0				0				0				0	0	956.80	-
9 ELECTRIC FAN, orbit type	unit	1			1				0				0				0	1	1,248.00	1,248.00
10 ELECTRIC FAN, stand type	unit	1	1	1	3	1	2	1	4	1	2	1	4	1			1	12	967.10	11,605.20
11 ELECTRIC FAN, wall type	unit				0				0				0				0	0	790.40	-
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit	1			1				0				0				0	1	3,502.72	3,502.72
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit	1			1				0		1		1				0	2	1,080.56	2,161.12
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0				0		1		1				0	1	4,992.00	4,992.00
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit	1	1		2	1			1		1		1				0	4	26,483.60	105,934.40
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit	1	1		2	2			2				0				0	4	7,488.00	29,952.00
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0				0	0	5,699.20	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,709.60	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	5,831.52	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit	2	1	1	4	1	1	1	3		1		1				0	8	10,000.00	80,000.00
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit	3	1		4		1		1		1		1				0	6	1,237.60	7,425.60
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit	1			1				0				0				0	1	1,289.60	1,289.60
24 Desktop and Laptop	unit				0				0				0				0	0		-
<b>COMMON COMPUTER SUPPLIES</b>																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	630.76	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	950.30	-		
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	716.04	-		
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	1,220.96	-		
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	596.80	-		
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	958.15	-		
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0				0				0	0	21.79	-		
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece	1	1	3	5	1	1	3	5	1	1	3	5	1				1	16	2,818.40	45,094.40	
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	5	2	11	18	11	5	2	18	12	5	2	19	1	5	3	9	64	194.48	12,446.72		
10 MOUSE, optical, USB connection type	unit	2	1	5	8	2	2	5	9	1	1	3	5	5	2	5	12	34	127.80	4,345.20		
<b>HANDBOOK ON PROCUREMENT</b>																						
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece		3	1	4		3		3		1	1	2	1				1	10	61.83	618.30	
<b>CONSUMABLES</b>																						
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0					0	0	681.20	-	
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0					0	0	447.20	-	
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0					0	0	447.20	-	
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0					0	0	447.20	-	
5 INK CART, BROTHER LC67B, Black	cart				0				0				0					0	0	910.00	-	
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0					0	0	546.00	-	
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0					0	0	546.00	-	
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0					0	0	546.00	-	
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0					0	0	1,538.16	-	
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0					0	0	868.40	-	
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0					0	0	868.40	-	
12 INK CART, BROTHER LC67HYY, Yellow	cart				0				0				0					0	0	868.40	-	
13 INK CART, CANON PG-810, Black	cart				0				0				0					0	0	774.80	-	
14 INK CART, CANON PG-740, Black	cart				0				0				0					0	0	754.00	-	
15 INK CART, CANON PGI-725, Black	cart				0				0				0					0	0	574.08	-	
16 INK CART, CANON CLI-726, Black	cart				0				0				0					0	0	534.56	-	
17 INK CART, CANON CL-811, Colored	cart				0				0				0					0	0	1,022.32	-	
18 INK CART, CANON CL-741, Colored	cart				0				0				0					0	0	1,001.52	-	
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0					0	0	535.60	-	
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0					0	0	535.60	-	
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0					0	0	535.60	-	
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0					0	0	491.92	-	
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0					0	0	770.64	-	
24 INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0					0	0	426.40	-	
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0					0	0	426.40	-	
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0					0	0	426.40	-	
27 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0					0	0	426.40	-	
28 INK CART, EPSON C13T6664100 (T6641), Black	cart	21	2	15	38	2	21	2	25	2	3	2	7	3	2	2	7	77	254.80	19,619.60		
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart	3	12	13	28	3	12	1	16	3	1	1	5	3	1	1	5	54	254.80	13,759.20		
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart	2	2	13	17	2	2	12	16	2	2	12	16	2	2	1	5	54	254.80	13,759.20		
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart	2	2	13	17	2	2	1	5	2	2	12	16	2	2	12	16	54	254.80	13,759.20		
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0					0	0	1,346.80	-	
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0					0	0	1,612.00	-	

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			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
34	INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart	1			1	1			1	1			1	1			1	4	921.44	3,685.76
47	INK CART, HP C6657AA, (HP57), Tri-color	cart	1	1		2	1	1		2	1	1		2	1	1		2	8	1,466.40	11,731.20
48	INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80	-
80	INK CART, HP CNo45AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	-
81	INK CART, HP CNo46AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	-
82	INK CART, HP CNo47AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	-
83	INK CART, HP CNo48AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart	2	1	11	14	2	1	11	14	2	1	11	14	2	1	10	13	55	358.80	19,734.00

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
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85	INK CART, HP CN693AA, (HP704), Tri-color	cart	1	0	2	3	1	0	2	3	1	0	2	3	1	1	1	3	12	358.80	4,305.60
86	INK CART, HP CZ107AA, (HP678), Black	cart	9	29	9	47	9	24	9	42	9	19	9	37	9	14	9	32	158	358.80	56,690.40
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart	6	26	6	6	6	21	6	33	6	16	6	28	6	11	6	23	90	360.88	32,479.20
88	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0				0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0				0				0				0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0				0				0				0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart	2	4	2	8	2	4	2	8	2	4	2	8	2	4	2	8	32	2,802.80	89,689.60
104	TONER CART, HP CB436A, Black	cart	3	6	18	27	3	6	12	21	2	7	3	12	3	4	7	14	74	3,218.80	238,191.20
105	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart	2	1	1	4	2	1	1	4	2	1	1	4	2	1	1	4	16	3,114.80	49,836.80
116	TONER CART, HP CE285A (HP85A), Black	cart	12	18	19	49	13	8	12	33	13	8	12	33	13	17	12	42	157	2,756.00	432,692.00
117	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-



Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40	-
137 TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,482.80	-
139 TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,530.80	-
140 TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-
141 TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-
142 TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
143 TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144 TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145 TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146 TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147 TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
148 TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
149 TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
150 TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
151 TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
152 TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,894.80	-
153 TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,992.00	-
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,600.00	-
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,392.00	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,704.00	-
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,631.20	-
162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	3,120.00	-
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,280.00	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,368.00	-
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,736.00	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,888.00	-
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0				0				0				0	0	76.75	-
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	724.88	-
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	334.88	-
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0				0				0	0	75.92	-
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																				
<b>COMMON ELECTRICAL SUPPLIES</b>																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
<b>COMMON OFFICE EQUIPMENT</b>																				
1	Uninterruptible Power Service, iLogic Blazer 650va Uninterruptible Power Supply with Built-in Automatic Voltage Regulator	unit	1		1	1			1	1			1	1			1	4	2,050.00	8,200.00
2	Photocopying Machine, Kyocera Ecosys M2535dn/L Multi-functional A4 format	unit	1		1				0				0				0	1	48,995.00	48,995.00



Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
3 Eureka MWD-132 Mitsui Tech Hot & Cold Water Dispenser (White)	unit	1			1				0				0				0	1	4,159.00	4,159.00		
4 Epson L220 Continuous Ink Printer	unit	1			1				0				0				0	1	7,500.00	7,500.00		
5					0				0				0				0	0				
<b>COMMON OFFICE SUPPLIES</b>																						
1 Illustration Board, (30" x 40")	piece	1			1	1			1	1			1	1			1	4	35.58	142.32		
2 Manila Paper, 10 sheets per pack	pack	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	26.39	1,583.40		
3 Map Pin, round head, 100 pieces per case	case	1			1	1			1	1			1	1			1	4	40.96	163.84		
4 Push Pin, flat head type, assorted colors, 100 pieces per case	case	1			1	1			1	1			1	1			1	4	25.33	101.32		
5 Ring Binder, Plastic 25mm, 10 pieces per bundle	bundle	1			1	1			1	1			1	1			1	4	153.06	612.24		
6 Ring Binder, Plastic 50mm, 10 pieces per bundle	bundle	1			1	1			1	1			1	1			1	4	295.40	1,181.60		
7 Staple Wire, Heavy Duty, 23/17	box	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	42.10	1,010.40		
8 Fastener, for paper, plastic, 50 sets per box	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	57.09	685.08		
9 Ball Point Pen, black, Pilot BP-S Fine, per dozen	box	2			2	2			2				2	2			2	8	120.00	960.00		
10 Tape, double-sided	roll	2	2	1	5	2	2	1	5	2	2	1	5	2	2	1	5	20	140.00	2,800.00		
11 Sticker Paper, A4 Size, 10 pieces	pack	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	220.00	13,200.00		
12 Photo Paper, A4 Size, 10 pieces	pack	2	7	8	17	2	6	3	11	2	9	4	15	2	5	2	9	52	350.00	18,200.00		
13 Specialty Paper, Letter Size, 10 pieces	pack	3	20	50	73	3	14	12	29	3	18	22	43	3	66	43	112	257	38.00	9,766.00		
14 Specialty Paper, Legal Size, 10 pieces	pack	3	21	44	68	3	24	16	43	6	67	11	84	13	43	56	112	307	39.00	11,973.00		
15 Columnar Notebook, 22 columns	piece	1	1		2				0				0				0	2	54.75	109.50		
16 Columnar Notebook, 10 columns	piece	1	1	1	3				0				0				0	3	28.75	86.25		
17 Bond Paper, A4, 500 pcs/ream	ream	30	20	60	110	35	33	12	80	14	12	5	31	30	15	16	61	282	167.00	47,094.00		
18 Bond Paper, F4, 1 box	box	31	40	15	86	12	3	5	20	6	3	5	14	7	4	8	19	139	1,200.00	166,800.00		
19 Clip, Bulldog (3")	piece	5	5	5	15	5	5	5	15	5	5	5	15	5			5	50	7.18	359.00		
20 Lead, for mechanical pencil, 0.5mm, 12 pcs/tube	tube	2	2	1	5	2	2	1	5	2	2	1	5	2	2	1	5	20	9.36	187.20		
21 Notepad, (2"x2"), 400 sheets/pad	pad			2	2				2	2			2	2			2	8	91.52	732.16		
<b>COMMON JANITORIAL SUPPLIES</b>																						
1 Disinfectant	cont	2			2	2			2	2			2	2			2	8	101.42	811.36		
2 Soap, Bathroom, 90 grams, 1 piece in individual box	piece	5	3	2	10	5	3	2	10	5	3	2	10	5	3	2	10	40	22.70	908.00		
3 Doormat	piece	2			2	2			2	1			1				0	5	150.00	750.00		
<b>CONSUMABLES</b>																						
1 Kyocera TK-1147		1	1	2	4	1	1	2	4	1	1	2	4	1	1		2	14	6,160.00	86,240.00		
2 Canon Cartridge 337	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	5,000.00	120,000.00		
3 Kyocera TK-135	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	3,696.00	88,704.00		
4 Ink Cart, Epson L210, Black	bottle	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	250.00	3,000.00		
5 Ink Cart, Epson L210, Cyan	bottle	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	250.00	3,000.00		
6 Ink Cart, Epson L210, Yellow	bottle	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	250.00	3,000.00		
7 Ink Cart, Epson L210, Magenta	bottle	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	250.00	3,000.00		
8 Ink Cart, Epson L220, Black	bottle	1	1	31	33	1	1	1	3	1	1	1	3	1	1	1	3	42	250.00	10,500.00		
9 Ink Cart, Epson L220, Cyan	bottle	1	1	31	33	1	1	1	3	1	1	1	3	1	1	1	3	42	250.00	10,500.00		
10 Ink Cart, Epson L220, Yellow	bottle	1	1	31	33	1	1	1	3	1	1	1	3	1	1	1	3	42	250.00	10,500.00		
11 Ink Cart, Epson L220, Magenta	bottle	1	1	31	33	1	1	1	3	1	1	1	3	1	1	1	3	42	250.00	10,500.00		
12 HP 36A, Black	cart	1	1	1	3	1	1		2				0				0	5	4,067.00	20,335.00		

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
13 HP 678, Colored	cart	1	1	1	3	1	1		2			0					0	5	486.00	2,430.00
14 HP 678, Black	cart	1	1	1	3	1	1		2			0					0	5	486.00	2,430.00
15 Kyocera Xerox Toner		1	1		2	1	1		2	1	1	2	1	1	1		3	9	6,160.00	55,440.00
16 HP Laserjet 1505 Printer Ink				3	3			3	3			0					0	6	1,416.00	8,496.00
17 Deskjet Advantage 2515				3	3			3	3			0					0	6	4,790.00	28,740.00
18 Epson L220 664, Black & Colored	set			2	2		2		2		2	2					0	6	1,200.00	7,200.00
19 HP Laser 85A	piece			1	1		1		1	1	1	2	1	1			2	6	3,500.00	21,000.00
20 Samsung IOIS	piece			2	2		2		2		2	2					0	6	3,200.00	19,200.00
21					0				0			0					0	0		-
22					0				0			0					0	0		-
23					0				0			0					0	0		-
24					0				0			0					0	0		-
25					0				0			0					0	0		-
26					0				0			0					0	0		-
27					0				0			0					0	0		-
28					0				0			0					0	0		-
29					0				0			0					0	0		-
30					0				0			0					0	0		-
31					0				0			0					0	0		-
32					0				0			0					0	0		-
33					0				0			0					0	0		-
<b>Office Equipment and Accessories</b>																				
1 Bulletin Board, Cork Board 4' X 6' with aluminum frame	piece	1			1				0			0					0	1	7,461.00	7,461.00
2 Ergonomic Chair, Tilting Back with Arm Rest	unit	12			12				0			0					0	12	2,500.00	30,000.00
3					0				0			0					0	0		-
4					0				0			0					0	0		-
5					0				0			0					0	0		-
6					0				0			0					0	0		-
7					0				0			0					0	0		-
8					0				0			0					0	0		-
9					0				0			0					0	0		-
10					0				0			0					0	0		-
<b>Office Supplies</b>																				
1 Letterhead, A4	ream	16			16	16			16	16		16	16				16	64	2,000.00	128,000.00
2 Letterhead, Legal Size	ream	16			16	16			16	16		16	16				16	64	2,400.00	153,600.00
3 Mailing Envelope with Clear Window	box	8			8	8			8	8		8	8				8	32	3,500.00	112,000.00
4					0				0			0					0	0		-
5					0				0			0					0	0		-
6					0				0			0					0	0		-
7					0				0			0					0	0		-
8					0				0			0					0	0		-
9					0				0			0					0	0		-
10					0				0			0					0	0		-
<b>Audio and visual presentation and composing equipment</b>																				
1					0				0			0					0	0		-
2					0				0			0					0	0		-
3					0				0			0					0	0		-
4					0				0			0					0	0		-
5					0				0			0					0	0		-
6					0				0			0					0	0		-
7					0				0			0					0	0		-
8					0				0			0					0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
9					0				0				0				0	0		-
10					0				0				0				0	0		-
<b>Photographic or filming or video equipment</b>																				
1	Digital Camera, Canon EOS 1200D 18MP DSLR Camera with EF-S18-55mm III Lens Kit (Black) with Free 8GB SD Card and Camera Bag	piece	1		1				0				0				0	1	16,695.00	16,695.00
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
<b>Cleaning Equipment and Supplies</b>																				
1	Handsoap, Body Treats Sweet Pea Hand Soap 750 ml	bottle	1	2	3	1	2		3	1	2		3	1	2		3	12	189.00	2,268.00
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
<b>Paper Materials and Products</b>																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
<b>Lighting and fixtures and accessories</b>																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
<b>Electrical equipment and components and supplies</b>																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
7					0				0				0				0	0			-
8					0				0				0				0	0			-
9					0				0				0				0	0			-
10					0				0				0				0	0			-
<b>Computer Supplies</b>																					
1					0				0				0				0	0			-
2					0				0				0				0	0			-
3					0				0				0				0	0			-
4					0				0				0				0	0			-
5					0				0				0				0	0			-
6					0				0				0				0	0			-
7					0				0				0				0	0			-
8					0				0				0				0	0			-
9					0				0				0				0	0			-
10					0				0				0				0	0			-
<b>Computer Equipment and Accessories</b>																					
1	Port Switch, TP-Link TL-SF1008D 8Port 10/100Mbps Switch	unit	1			1			0				0				0	1		850.00	850.00
2	Converter, Acer Micro HDMI to VGA Converter Adapter	piece	1			1			0				0				0	1		550.00	550.00
3	Mouse Pad, CD-R King Mousepad with Gel Wrist Pad, Blue	piece	6			6			0				0				0	6		100.00	600.00
4	Computer Table, with printer stand and drawer	unit	1			1			0				0				0	1		4,500.00	4,500.00
5					0				0				0				0	0			-
6					0				0				0				0	0			-
7					0				0				0				0	0			-
8					0				0				0				0	0			-
9					0				0				0				0	0			-
10					0				0				0				0	0			-
<b>*Other Categories</b>																					
1	Starter Sets (Platters, cups and saucers)		1			1	1		1				0				0	2		1,200.00	2,400.00
2	Spoons/Forks per doz		1	1	1	3			0				0				0	3		350.00	1,050.00
3	Drinking Glasses per doz		1	1	1	3			0				0				0	3		220.00	660.00
4					0				0				0				0	0			-
5					0				0				0				0	0			-
6					0				0				0				0	0			-
7					0				0				0				0	0			-
8					0				0				0				0	0			-
9					0				0				0				0	0			-
10					0				0				0				0	0			-
<b>C. TOTAL (A + B):</b>																			<b>4,294,000.27</b>		
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																			429,400.03		
<b>E. GRAND TOTAL (C + D)</b>																			<b>4,723,400.30</b>		
<b>F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>		Four Million Two Hundred Ninety Four Thousand Pesos																	4,294,000.00		
<b>G. MONTHLY CASH REQUIREMENTS</b>																					
G.1 Available at Procurement Service Stores					1120726.7				743056				593961				508467.5				0
G.2 Other Items not available at PS but regularly purchased from other sources					705				374				365				475				0
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					1121431.7				743430				594326				508942.5				0

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		

\*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:



**RENATO S. PACHECO**  
Administrative Officer V (Supply Officer III)

Certified Funds Available /  
Certified Appropriate Funds Available:



**ALBERT B. MANLAPAZ**  
Accountant III



**CÉCILIA D. MALIT**  
Administrative Officer V (Budget Officer III)

Approved by:



**Atty. ANA C. DIONE, CPA**  
Regional Director

Date Prepared: 31 January 2017