

ANNUAL PROCUREMENT PLAN FOR 2018 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, 2017**.
8. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018-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			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
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
COMMON OFFICE SUPPLIES																					
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
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					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	2	5	26	381.54	9,920.04

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			
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		-	
83 Airline Travel					0				0				0					0		-	
COMMON OFFICE DEVICES																					
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	11	12	7	30	4	7	1	12	4			4	4				4	50	459.50	
2 CUTTER KNIFE, heavy duty	piece	12	25	7	44	25	2	1	28	10	2	1	13	10				10	95	1,877.20	
3 DATING AND STAMPING MACHINE	piece	2	4	1	7				0				0					0	7	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	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	
COMMON JANITORIAL SUPPLIES																					
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	
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			4	3		1	4	38	101.82	3,869.16	
COMMON OFFICE EQUIPMENT																					
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	

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					
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		-		
COMMON COMPUTER SUPPLIES																							
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0					0	0	630.76	-		
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		
HANDBOOK ON PROCUREMENT																							
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		
CONSUMABLES																							
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 LC67HY, 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 C13T664100 (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	-		

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-	
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 CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	-	
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	-	
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	-	
83 INK CART, HP CN048AA, (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	
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	-	

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			
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	-	
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 E360H1P, 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	-	

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			
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. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
COMMON ELECTRICAL SUPPLIES																					
1					0				0				0				0	0		-	
2					0				0				0				0	0		-	
3					0				0				0				0	0		-	
COMMON OFFICE EQUIPMENT																					
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	
3	Eureka MWD-132 Mitsu 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			
COMMON OFFICE SUPPLIES																					
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	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	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	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			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	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	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	15	5	5	5	15	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	2	8	91.52	732.16
COMMON JANITORIAL SUPPLIES																					
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	
CONSUMABLES																					

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				
1 Kyocera TK-1147		1	1	2	4	1	1	2	4	1	1	2	4	1	1	2	4	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		
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					0	6	1,200.00	7,200.00		
19 HP Laser 85A	piece			1	1			1		1		1		1			2	6	3,500.00	21,000.00		
20 Samsung IOIS	piece			2	2			2		2		2		1	1		0	6	3,200.00	19,200.00		
21				0	0				0			0					0	0		-		
22				0	0				0			0					0	0		-		
23				0	0				0			0					0	0		-		
24				0	0				0			0					0	0		-		
25				0	0				0			0					0	0		-		
26				0	0				0			0					0	0		-		
27				0	0				0			0					0	0		-		
28				0	0				0			0					0	0		-		
29				0	0				0			0					0	0		-		
30				0	0				0			0					0	0		-		
31				0	0				0			0					0	0		-		
32				0	0				0			0					0	0		-		
33				0	0				0			0					0	0		-		
Office Equipment and Accessories																						
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		-	
Office Supplies																						
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		-	
Audio and visual presentation and composing equipment																						
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			-	
Photographic or filming or video equipment																							
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			-	
Cleaning Equipment and Supplies																							
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			-	
Paper Materials and Products																							
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			-	
Lighting and fixtures and accessories																							
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			-	
Electrical equipment and components and supplies																							
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			-	
Computer Supplies																							
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			-	

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					
8					0				0				0					0	0		-		
9					0				0				0					0	0		-		
10					0				0				0					0	0		-		
Computer Equipment and Accessories																							
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		-		
*Other Categories																							
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		-		
C. TOTAL (A + B):																				4,294,000.27			
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				429,400.03			
E. GRAND TOTAL (C + D)																				4,723,400.30			
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		Four Million Two Hundred Ninety Four Thousand Pesos																		4,294,000.00			
G. MONTHLY CASH REQUIREMENTS																							
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		
TOTAL MONTHLY CASH REQUIREMENTS					1121431.7				743430				594326					508942.5			0		

*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


CECILIA D. MALIT

Administrative Officer V (Budget Officer III)

Approved by:



Atty. ANA C. DIONE, CPA
Regional Director