

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

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

- 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.
- 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.**
- 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.
- The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - DBM Central Office- for entities in the Central Office
 - 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:

 - app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - app.deped.ps@gmail.com- For primary and secondary schools
 - app.lgu.ps@gmail.com - For Local government units
- 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**.
- Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
- 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.

Department/Bureau/Office: DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT REGION XII
 Region: XII- Koronadal
 Address: PRIME REGIONAL GOVERNMENT CENTER, CARPENTER HILL,
KORONADAL CITY

Agency Account Code: No Code

Contact Person: ALLAMEN TOM S. PANGILAMEN
 Position: AO IV
 E-mail: dilg_ro12@yahoo.com
 Telephone/Mobile Nos: 2287960

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	20			20	20			20	20			20	20			20	80	20.28	1,622.40	
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	20			20	20			20	20			20	20			20	80	19.20	1,536.00	
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	40.97	-		
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0						0	0	75.39	-		
6	TAPE, ELECTRICAL, 18mm x 16M min	roll	2			2	2			2	2					2	8	18.93	151.44		
COMMON OFFICE SUPPLIES																					
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll		1		1				0						0	1	766.73	766.73		
2	AIR FRESHENER, aerosol, 280ml/150g min	can				0				0						0	0	88.69	-		
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	40			40	40			40	40					40	160	49.73	7,956.80		
4	CARBON FILM, PE, black, size 210mm x 297mm	box				0				0						0	0	205.48	-		
5	CARBON FILM, PE, black, size 216mm x 330mm	box	5			5	5			5	5					5	20	210.91	4,218.20		
6	CARTOLINA, assorted colors	pack				0				0						0	0	67.06	-		
7	CHALK, molded, white, dustless, length: 78mm min	box				0				0						0	0	26.89	-		
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0				0						0	0	38.19	-		
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	2			2	3			3						0	5	40.47	202.35		
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	5	2	2	9	2	2	2	6	2	2	2	6	2	2	1	5	26	7.87	204.62
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	5	3	2	10	5	3	2	10	5	2	2	9	1	3	3	7	36	13.94	501.84
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	5			5	5			5	5			5	5			5	20	19.88	397.60
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box				0				0				0				0	0	41.10	-
14	CORRECTION TAPE, film base type, UL 6m min	piece	30			30	10			10	10			10	10			10	60	18.26	1,095.60
15	DATA FILE BOX, made of chipboard, with closed ends	box				0				0				0				0	0	72.57	-
16	DATA FOLDER, made of chipboard, taglia lock	piece	50			50	50			50	50			50	50			50	200	71.39	14,278.00

17	ENVELOPE, DOCUMENTARY, for A4 size document	box	1			1	1			1	1			1	1		1	4	424.47	1,697.88
18	ENVELOPE, DOCUMENTARY, for legal size document	box	1			1	1			1	1			1	1		1	4	538.80	2,155.20
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	2			2	2			2	2			2	2		2	8	667.84	5,342.72
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0				0				0			0	0	28.71	-
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	1			1	1			1				0	2		2	4	341.79	1,367.16
22	ENVELOPE, mailing, white, with window	box				0				0				0			0	0	427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece				0				0				0			0	0	11.55	-
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	3			3	3			3	3			3			0	9	6.23	56.07
25	FASTENER, METAL, 70mm between prongs	box	10			10	6			6	6			6	6		6	28	59.37	1,662.36
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	2			2				0	2			2			0	4	73.59	294.36
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	2			2	2			2	2			2	2		2	8	17.31	138.48
29	FOLDER, FANCY, for A4 size documents	bundle				1	1			0				0			0	1	258.50	258.50
30	FOLDER, FANCY, for legal size documents	bundle				1	1			0				0			0	1	302.85	302.85
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0				0				0			0	0	177.92	-
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	2			2				0	1			1			0	3	222.27	666.81
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	1			1	1			1	1			1	1		1	4	776.59	3,106.36
34	FOLDER, TAGBOARD, for A4 size documents	pack	2			2	2			2	2			2	2		2	8	226.05	1,808.40
35	FOLDER, TAGBOARD, for legal size documents	pack	2			2	2			2	2			2	2		2	8	208.38	1,667.04
36	GLUE, all purpose, gross weight: 200 grams min	jar	2			2	2			2	2			2	2		2	8	49.73	397.84

37	INDEX TAB, self-adhesive, transparent	box	2			2	2			2	2			2	2			2	8	53.74	429.92
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	50		50	10				10	10			10				0	70	43.26	3,028.20
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	10		10	10				10	10			10	10			10	40	36.97	1,478.80
41	MARKER, whiteboard, black, felt tip, bullet type	piece	10		10	10				10	10			10	10			10	40	10.69	427.60
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	10		10	10				10	10			10	10			10	40	10.69	427.60
43	MARKER, whiteboard, red, felt tip, bullet type	piece	5		5	5				5	5			5	5			5	20	10.69	213.80
44	MARKER, PERMANENT, bullet type, black	piece	10		10	10				10	10			10	10			10	40	10.04	401.60
45	MARKER, PERMANENT, bullet type, blue	piece	5		5	5				5	5			5	5			5	20	10.04	200.80
46	MARKER, PERMANENT, bullet type, red	piece			0					0				0				0	0	10.04	-
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece			0					0				0				0	0	12.52	-
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad			0					0				0				0	0	32.45	-
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	15		15	15				15	15			15	15			15	60	44.32	2,659.20
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad			0					0				0				0	0	59.49	-
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad			0					0				0				0	0	18.99	-
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	25		25	25				25	6			6	6			6	62	6.91	428.42
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	20		20	20				20	6			6	6			6	52	14.04	730.08
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream			0					0				0				0	0	137.66	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream			0					0				0				0	0	160.94	-
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	70	10	80	70		10	80	70		10	80	70		10	80	320	119.09	38,108.80	

57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	70		10	80	70		10	80	70		10	80	70		10	80	320	123.08	39,385.60
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream			1	1				0	1			1				0	2	95.18	190.36
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0				0				0				0	0	34.29	-
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	10			10	5			5	5			5	5			5	25	20.40	510.00
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece			2	2			10	10				0				0	12	319.07	3,828.84
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	10			10	5			5	5			5	5			5	25	62.73	1,568.25
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	15			15	5			5	5			5	5			5	30	97.34	2,920.20
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0				0	10			10	10			10	20	267.14	5,342.80
65	RUBBER BAND, 70mm min lay flat length (#18)	box			5	5	3			3				0	5			5	13	97.04	1,261.52
66	RULER, plastic, 450mm (18"), width: 38mm min	piece				0	6			6				0				0	6	16.10	96.60
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	12			12	12			12	12			12	12			12	48	35.99	1,727.52
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	12			12	12			12	12			12	12			12	48	35.99	1,727.52
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	5			5	5			5	5			5	5			5	20	25.62	512.40
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	2			2	2			2				0				0	4	28.77	115.08
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0				0				0				0	0	21.51	-
73	STAPLE WIRE, STANDARD, (26/6)	box	15			15	5			5	5			5	5			5	30	19.68	590.40
74	TAPE, MASKING, width: 24mm (±1mm)	roll	5			5	5			5	5			5	5			5	20	57.32	1,146.40
75	TAPE, MASKING, width: 48mm (±1mm)	roll	6			6	6			6	6			6	6			6	24	109.24	2,621.76
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	10			10	10			10	10			10	10			10	40	29.08	1,163.20

77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	5			5	5			5	5			5	5			5	20	11.36	227.20
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	10			10				0	10			10	10			10	30	27.58	827.40
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	25			25	25			25	25			25	25			25	100	70.30	7,030.00
80	TWINE, plastic, one (1) kilo per roll	roll	2			2	2			2	2			2	2			2	8	51.92	415.36
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	2			2				0	2			2				0	4	10.22	40.88
2	CUTTER KNIFE, for general purpose	piece	1			1	1			1				0				0	2	20.55	41.10
3	DATING AND STAMPING MACHINE, heavy duty	piece				0				0				0				0	0	497.52	-
4	PENCIL SHARPENER, manual, single cutter head	piece				0				0				0				0	0	194.69	-
5	PUNCHER, paper, heavy duty, with two hole guide	piece				0	1			1				0				0	1	123.42	123.42
6	SCISSORS, symmetrical, blade length: 65mm min	pair	2			2				0	2			2				0	4	14.28	57.12
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece				0				0				0				0	0	85.45	-
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0				0				0	0	913.95	-
9	STAPLE REMOVER, PLIER-TYPE	piece				0				0				0				0	0	18.91	-
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	2			2	1			1	1			1				0	4	51.57	206.28
11	WASTEBASKET, non-rigid plastic	piece	5			5	2			2	2			2	2			2	11	25.96	285.56
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece	3			3	3			3	3			3	3			3	12	91.94	1,103.28

2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	3			3			0	3			3			0	6	24.88	149.28
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				0			0				0			0	0	24.88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch				0			0				0			0	0	38.93	-
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can				0			0				0			0	0	125.20	-
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	2			2	2		2				0			0	4	28.12	112.48
8	FLOOR WAX, PASTE, RED	can				0			0				0			0	0	280.13	-
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	1			1	1		1	3			3			0	5	148.18	740.90
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	6			6	3		3	3			3	3		3	15	110.32	1,654.80
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	3			3			0	3			3			0	6	51.68	310.08
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0			0				0			0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll	15			15	15		15	15			15			0	45	145.48	6,546.60
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				0			0	0	10,816.00	-
2	CALCULATOR, compact, 12 digits	unit				0			0				0			0	0	140.61	-
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0			0				0			0	0	273.10	-

8

4	CHAIR, monobloc, white, with backrest, w/o armrest	piece			0	50			50				0			0	50	273.10	13,655.00
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit			0				0				0			0	0	6,828.14	-
6	DOCUMENT CAMERA, 3.2M pixels	unit			0				0				0			0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit			0				0				0			0	0	1,091.33	-
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit			0				0				0			0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit			0				0				0			0	0	1,046.65	-
10	ELECTRIC FAN, WALL type, plastic blade	unit			0				0				0			0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit			0				0				0			0	0	3,642.83	-
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit			0				0				0			0	0	1,123.78	-
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit			0	3			3				0			0	3	5,191.68	15,575.04
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit			0				0				0			0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit			0				0				0			0	0	8,411.60	-
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit		1	1				0				0			0	1	5,927.17	5,927.17
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit			0				0				0			0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit			0				0				0			0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit			0				0				0			0	0	744.14	-
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit			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	1,379.04	-
22	Desktop Computer, branded	unit			0				0				0			0	0	35,887.49	-
23	Laptop Computer, branded	unit			0				0				0			0	0	36,587.28	-

COMMON COMPUTER SUPPLIES																				
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0				0			0	0	709.53	-
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				0				0				0			0	0	796.06	-
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				0				0				0			0	0	22.66	-
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece				0				0				0			0	0	3,152.86	-
9	FLASH DRIVE, 16 GB capacity	piece				0	5			5				0			0	5	261.75	1,308.75
10	MOUSE, optical, USB connection type	unit				0	2			2	2			2	2		2	6	140.39	842.34
HANDBOOK ON PROCUREMENT																				
1	HANDBOOK (RA 9184), 7th Edition	piece	6			6				0				0			0	6	48.13	288.78
CONSUMABLES																				
1	DRUM CART, BROTHER DR-3455	cart			5	5				0				0			0	5	7,138.56	35,692.80
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	264.99	-
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0					0	0	264.99	-
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0					0	0	264.99	-
10	INK CART, HP C2P04AA (HP62) Black	cart				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	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0					0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0					0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0					0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0					0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0					0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart				0				0					0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0					0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart				0				0					0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0					0	0	379.64	-
43	INK CART, HP CZ121A (HP685A), Black	cart				0				0					0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0					0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0					0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0					0	0	259.58	-

8

47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0					0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0					0	0	0.00	-
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0					0	0	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0					0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0					0	0	0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart				0				0					0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0					0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0					0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0					0	0	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0					0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0					0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0					0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0					0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0					0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0					0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0					0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0					0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0					0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0				0					0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0					0	0	753.88	-

67	RIBBON CART, EPSON C13So15632, Black, forLX-310	cart				0				0					0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0				0					0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0				0					0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0					0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0					0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0					0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0				0					0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0				0					0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0					0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0					0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				0				0					0	0	3,009.01	-
78	TONER CART, HP CE310A, Black	cart				0				0					0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0				0					0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0				0					0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0				0					0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0				0					0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0				0					0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0				0					0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0				0					0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0				0					0	0	7,998.43	-

8

87	TONER CART, HP CE400A, Black	cart				0				0					0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0					0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0					0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0				0					0	0	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart				0				0					0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0					0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0					0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0					0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				0				0					0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				0				0					0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0					0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0					0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0					0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0					0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0				0					0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0					0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0					0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0					0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0					0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0					0	0	0.00	-

107	TONER CART, HP CF311AC (HP826) cyan	cart			0				0					0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart			0				0					0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart			0				0					0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart			0				0					0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart			0				0					0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart			0				0					0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart			0				0					0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart			0				0					0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart			0				0					0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart			0				0					0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart			0				0					0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart			0				0					0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart			0				0					0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart			0				0					0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart			0				0					0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart			0				0					0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart			0				0					0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart			0				0					0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart			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	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				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	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				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	BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	8			8	8			8	8				8	32	120.00	3,840.00
2	BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	8			8	8			8	8				8	32	85.00	2,720.00
3	Electrical Tape	roll	1			1				0					0	1	73.00	73.00
4						0				0					0	0		-
5						0				0					0	0		-

COMMON OFFICE EQUIPMENT

1	CALCULATOR, SCIENTIFIC, 1 unit per box	box	2			2	2			2	1				1	1	288.84	1,733.04	
2	Office Tables	pc	70			70				0					0	70	6,500.00	455,000.00	
3	Office Chairs	pc	115			115				0					0	115	4,500.00	517,500.00	
4	Visitors Chairs	pc		2		2				0					0	2	8,500.00	17,000.00	
5	All-in-one Computer	unit				0	3		1	4	1				1	0	5	60,000.00	300,000.00

COMMON OFFICE SUPPLIES

14	EPSON L200, L210, L220, MAGENTA	bottle	35			35	10			10	10			10	10			10	65	1,000.00	65,000.00
15	EPSON L200, L210, L220, CYAN	bottle	35			35	10			10	10			10	10			10	65	1,000.00	65,000.00
16	HP 704, BLACK	cart				0				0				0				0	0	750.00	-
17	HP 704, TRI-COLOR	cart				0				0				0				0	0	550.00	-
18	HP 678 INK, BLACK	cart				0				0				0				0	0	730.00	-
19	HP 678 INK, TRI-COLOR	cart				0				0				0				0	0	630.00	-
20	HP 85	toner				0				0				0				0	0	4,000.00	-
21	HP LASER JET 85A	toner	5	5		10	5			5	5			5	5			5	25	3,000.00	75,000.00
22	GREEN LIFE HUB TNER	kl	1			1	1			1	1			1	1			1	4	2,800.00	11,200.00
23	UV INK, BLACK	bottle	34			34	34			34	34			34	10			10	112	150.00	16,800.00
24	UV INK, YELLOW	bottle	15			15	15			15	15			15	10			10	55	150.00	8,250.00
25	UV INK, MAGENTA	bottle	15			15	15			15	15			15	10			10	55	150.00	8,250.00
26	UV INK, CYAN	bottle	15			15	15			15	15			15	10			10	55	150.00	8,250.00
27						0				0				0				0	0		
28						0				0				0				0	0		-
29						0				0				0				0	0		-
30						0				0				0				0	0		-
Office Equipment and Accessories																					
1	Epson Printer L220	unit				0			5		5			0				0	5	10,000.00	50,000.00
2	Executive Chair	pc			5	5				0				0				0	5	13,000.00	65,000.00

3	Executive Table	pc			5	5				0				0			0	5	18,000.00	90,000.00
4	Plastic Foldable Utility Table	pc			6	6				0				0			0	6	2,200.00	13,200.00
5	Fire Extinguisher	pc			2	2				0				0			0	2	3,250.00	6,500.00
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	EXPANDED FOLDER, GREEN	pc	120			120	120			120	120			120	120			120	480	55.00	26,400.00
2	BALLPEN, BLACK/BLUE	box	30			30	30			30	30			30	30			30	120	154.00	18,480.00
3	PENCIL #2	box	25			25	25			25	25			25	25			25	100	102.00	10,200.00
4	PVC, LONG	box	2			2	2			2	2			2	2			2	8	890.00	7,120.00
5	PVC, A4	box	2			2	2			2	2			2	2			2	8	775.00	6,200.00
6	BOND PAPER, A4	ream	100			100	100			100	100			100				0	300	200.00	60,000.00
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

8

1	Mic & lape, 1 receiver, 2 wireless microphone	set			1	1			0				0			0	1	4,000.00	4,000.00
2	Rechargable Emergency Light	pc	6			6			0				0			0	6	1,200.00	7,200.00
3	Rechargable Flashlight	pc	10		1	11			0				0			0	11	1,000.00	11,000.00
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		-
Photographic or filming or video equipment																			
1	LAMINATING FILM	pc	1			1			0				0			0	1	10,500.00	10,500.00
2	BIOMETRIC MACHINE/ FACE SCANNER	pc				0	6		6				0			0	6	18,000.00	108,000.00
3	SCANNER-STAND ALONE	pc		1		1			0				0			0	1	27,000.00	27,000.00
4	VOICE RECORDER	unit				0			0	1			1			0	1	5,500.00	5,500.00
5	HANDHELD RADIO	unit	10			10			0				0			0	10	3,500.00	35,000.00
6	RADIO BASE	unit	1			1			0				0			0	1	7,000.00	7,000.00
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	POLISHER BRUSH, HEAVY DUTY, 406	pc			0				0				0	2			2	2	7,500.00	15,000.00	
2	POWDER SOAP, 1KG	pack	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	180.00	12,960.00
3	BAR SOAP	bar	5			5	5			5	5			5	5			5	20	35.00	700.00
4	LIQUID SOSA	bottle	5			5	5			5	5			5	5			5	20	230.00	4,600.00
5	AIR FRESHENER	can	5			5	5			5	5			5	5			5	20	360.00	7,200.00
6	INSECTICIDE KILLER	can	7			7	7			7	7			7	7			7	28	380.00	10,640.00
7	ALBATROS	pc	10			10	10			10	10			10	10			10	40	40.00	1,600.00
8	DOORMAT	pc	2			2	2			2	2			2	2			2	8	130.00	1,040.00
9	STICK BROOM (TINGTING)	pc	2			2	2			2	2			2	2			2	8	60.00	480.00
10	ALCOHOL, 70%	bottle	15			15	15			15	15			15	15			15	60	180.00	10,800.00
Paper Materials and Products																					
1	PHOTO PAPER	pack	5			5	5			5	5			5	5			5	20	100.00	2,000.00
2	CONSTRUCTION PAPER	pack	5			5	5			5	5			5	5			5	20	100.00	2,000.00
3	STICKER PAPER	pack	5			5	5			5	5			5	5			5	20	95.00	1,900.00
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

8					0				0				0			0	0		-
9					0				0				0			0	0		-
10					0				0				0			0	0		-

Lighting and fixtures and accessories

1	FLOURESCENT TUBE, 40W	set	15		15				0				0			0	15	330.00	4,950.00
2	FLOURESCENT BULB, 18 WATTS, 3U	bulb	10		10				0				0			0	10	370.00	3,700.00
3	FLOURESCENT BULB, 20 WATTS, SPIRL	bulb	5		5				0				0			0	5	2,800.00	14,000.00
4	CIRCULAR TUBE, 20 WATTS	tube	4		4				0				0			0	4	170.00	680.00
5	BALLAST, 40 WATTS	pc	5		5				0				0			0	5	170.00	850.00
6	FLOURESCENT BULB LED 9 WATTS	pc	10		10				0				0			0	10	200.00	2,000.00
7	STARTER	pc	15		15				0				0			0	15	55.00	825.00
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	CIRCUIT BREAKER, 30mm w/ case	pc			0				0	5		5	10			0	10	520.00	5,200.00
2	HACKSAW	pc			0				0	2			2			0	2	2,000.00	4,000.00
3	LACQUER THINNER	gal			0				0	10			10			0	10	520.00	5,200.00
4	PLYBOARD, MARINE #3/4"x4'X8'	sheet			0				0	6			6			0	6	1,600.00	9,600.00
5	PLYWOOD, 4X8, 5MM	sheet			0				0	10			10			0	10	500.00	5,000.00

2

6	THIN WIRE #22mm	meter				0				0	50			50			0	50	200.00	10,000.00
7	THIN WIRE #12, STRANDED 12/7	box				0				0	2			2			0	2	3,000.00	6,000.00
8	THIN WIRE #14, STRANDED 14/7	box				0				0	2			2			0	2	3,000.00	6,000.00
9	PIPE #1 1/4	pipe				0				0	10			10			0	10	630.00	6,300.00
10	2X3X12 LUMBER	pc				0				0	15			15			0	15	270.00	4,050.00

Computer Supplies

1	ANTI VIRUS, INTERNET SECURITY	pc	1		2	3		1		1	3			3	3		3	10	3,000.00	30,000.00
2	SODIMMS for DDR3	pc			1	1		2		2	2			2	5		5	10	3,200.00	32,000.00
3	500 GB-1 TB HDD	pc		1		1		1		1	3			3	3		3	8	4,000.00	32,000.00
4	MINI TOWER CASING	pc		1	1	2	2			2	2			2	2		2	8	4,300.00	34,400.00
5	1 TB 5, 400rpm SATA2	pc		1		1	2			2	2			2	2		2	7	4,500.00	31,500.00
6	NETWORK CARD ADAPTER	pc	3	1		4	3			3	3			3	3		3	13	2,600.00	33,800.00
7	DRUM KIT	pc	3		1	4	3			3	3			3	3		3	13	3,000.00	39,000.00
8	DEVELOPER	pc	3		1	4	3			3	3			3	3		3	13	5,800.00	75,400.00
9	CLEANING BLADE	pc	2		1	3	2			2	2			2	2		2	9	3,500.00	31,500.00
10	EXTERNAL DRIVE, 500MB, 1TB	pc	4			4	8			8	8			8	8		8	28	5,500.00	154,000.00

Computer Equipment and Accessories

1	CORE i3 PROCESSOR	pc			3	3		2		5	3			3	5		5	16	3,500.00	56,000.00
2	4GB DDR3 RAM	pc		2		2	2			2	3			3	5		5	12	4,500.00	54,000.00
3	GENUINE WINDOWS 8 (64-bit)	pc		1	1	2	3			3	3			3	3		3	11	8,500.00	93,500.00

8

4	CORE 3D, E7600	pc			1	1		1		1	2		1	3	3			3	8	8,900.00	71,200.00
5	8GB- 32GB DDR3 SDRAM	pc		1		1	3			3	3			3	3			3	10	8,800.00	88,000.00
6	23" COLOR MONITOR	pc		2		2	2		2	4	2			2	3			3	11	8,000.00	88,000.00
7	INTEGRATED INTEL HD GRAPHICS 4000	pc		3		3	3			3	2			2	3			3	11	6,200.00	68,200.00
8	UNINTERRUPTIBLE POWER SUPPLY	pc		2		2	2		2	4			2	2	2			2	10	5,200.00	52,000.00
9	POWER BANK RECHARGEABLE	pc		2	1	3	3			3	3			3	3			3	12	3,400.00	40,800.00
10	802.11B/G/N WI-FI, BLUETOOTH DEVICE	pc		2	1	3	3			3	3			3	3			3	12	2,500.00	30,000.00

***Other Categories**

1	COMMUNICATIONS (CELL CARDS)	PC	100			100	100			100	100			100	100		50	150	450	350.00	157,500.00
2	TARPAULIN	SQFT	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	15.00	18,000.00
3	PLAQUES	PC	2			2	1	1	3	5	5		25	30	25			25	62	1,500.00	93,000.00
4	PRINTING/REPRODUCTION OF MAGAZINE	BOOKS			200	200	150			150	250			250	150			150	750	350.00	262,500.00
5	GARMENTS	PC				0	300			300	200			200				0	500	350.00	175,000.00
6	VEHICLE TIRE	PC			4	4	8			8			8	8			8	8	28	6,000.00	168,000.00
7	BATTERY- FREE MAINTENANCE	UNIT				0	5			5			6	6	6			6	17	6,500.00	110,500.00
8	MOTOR OIL/ ENGINE OIL	QRTS			35	35	42			42	63			63	49			49	189	450.00	85,050.00
9	ENGINE OIL FILTER	PC	1		5	6	5		4	9			12	12	14			14	41	400.00	16,400.00
10	GASOLINE	PHP	50,000	50000	100,000	200000	100,000	50000	50,000	200000	50,000	100,000	50000	200000	100000	50000	50000	200000	800000		800,000.00

C. TOTAL (A + B):																					
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					P 6,035,796.24
																					P 603,579.62

8

1	ILLUSTRATION BOARD, (30"x40")	piece				0				0	10			10			0	10	71.52	715.20	
2	INDEX CARD, 3"x5", 500 pieces per pack	pack	1			1	1			1	1			1	1			1	4	39.40	157.60
3	INDEX CARD, 5"x8", 500 pieces per pack	pack	1			1	1			1	1			1	1			1	4	58.12	232.48
4	MANILA PAPER, 10 sheets per pack	pack		2	1	3	1		1	2				0	1			1	6	53.27	319.62
5	MAP PIN, round head, 100 piece per case	case	1		1	2	1			1	1			1	1			1	5	145.34	726.70
6	OIL, for general purpose lubricant, 120 mL	bottle				0	1			1				0				0	1	30.00	30.00
7	PUSH PIN, flat head type, assorted colors, 100 pieces per case	cse	6			6	1			1				0	3			3	10	29.50	295.00
8	RING BINDER, Plastic 25mm, 10 piece per bundle	bundle	10			10	10			10	10			10	10			10	40	168.09	6,723.60
9	RING BINDER, Plastic 50mm, 10 piece per bundle	bundle	10			10	10			10	10			10	10			10	40	320.04	12,801.60
10	STAPLE WIRE, Heavy duty, 23/17	box	20			20	20			20	20			20	20			20	80	46.76	3,740.80
11	TAPE DISPENSER, handheld	piece	1			1				0	2			2				0	3	32.70	98.10
12						0				0				0				0	0		-
13						0				0				0				0	0		-
14						0				0				0				0	0		-
15						0				0				0				0	0		-
16						0				0				0				0	0		-
17						0				0				0				0	0		-
18						0				0				0				0	0		-
19						0				0				0				0	0		-
20						0				0				0				0	0		-

COMMON JANITORIAL 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			-
CONSUMABLES																				
1	INK CART, BROTHER LC39BK, Black	cart	5		5	5			5	5			5	5			5	20	701.20	14,024.00
2	INK CART, BROTHER LC39C, Cyan	cart	5		5	5			5	5			5	5			5	20	467.20	9,344.00
3	INK CART, BROTHER LC39M, Magenta	cart	5		5	5			5	5			5	5			5	20	467.20	9,344.00
4	INK CART, BROTHER LC39Y, Yellow	cart	5		5	5			5	5			5	5			5	20	467.20	9,344.00
5	BROTHER, LC40, BLACK	cart	4		4	4			4	4			4	4			4	16	1,000.00	16,000.00
6	BROTHER, LC40, YELLOW	cart	4		4	4			4	4			4	4			4	16	900.00	14,400.00
7	BROTHER, LC40, MAGENTA	cart	4		4	4			4	4			4	4			4	16	900.00	14,400.00
8	BROTHER, LC40, CYAN	cart	4		4	4			4	4			4	4			4	16	900.00	14,400.00
9	BROTHER TN-2280	toner	5		5	5			5	5			5	5			5	20	2,000.00	40,000.00
10	CANON 810, BLACK	cart	10		10	10			10	10			10	10			10	40	650.00	26,000.00
11	CANON 811 COLOR	cart	10		10	10			10	10			10	10			10	40	3,500.00	140,000.00
12	EPSON L200, L210, L220, BLACK	bottle	15		15	15			15	15			15	15			15	60	1,000.00	60,000.00
13	EPSON L200, L210, L220, YELLOW	bottle	35		35	10			10	10			10	10			10	65	1,200.00	78,000.00


E. GRAND TOTAL (C + D)										P	6,639,375.86
F. APPROVED BUDGET BY THE AGENCY HEAD											
G. MONTHLY CASH REQUIREMENTS											
G.1 Available at Procurement Service Stores	X	92,928.10	X	77,485.48	X	46,292.40	X	43,552.52		P	260,258.50
G.2 Other Items not available at PS but regularly purchased from other sources	X	1,980,263.89	X	1,211,087.08	X	1,341,612.80	X	792,573.97		P	5,325,537.74
TOTAL MONTHLY CASH REQUIREMENTS		2,073,191.99		1,288,572.56		1,387,905.20		836,126.49		P	5,585,796.24

*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:


 ALLAN M. PANGLAMEN
 Property/Supply Officer

**Certified Funds Available / Certified
 Appropriate Funds Available:**


 KATHERINE M. LLANO
 Accountant / Local Budget Officer

Approved by:


 REYNALDO M. BUNCUBUNG, CESO IV
 Head of Office/Agency

Date: