

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

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

1. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

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

 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Offi DEPED DIVISION OF PAMPANGA
 Region: III - Pampanga
 Address: HIGH SCHOOL, BLVD., BRGY. LOURDES, CITY OF SAN FERNANDO, PAMPANGA, 2000

Agency Account Code: No Code

Contact Person: SHARON M. CATANGAL
 Position: ADMINISTRATIVE OFFICER IV
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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	27	6	4	37	7	4	4	15	10	5	3	18	6	3	5	14	84	20.28	1,703.52
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	6	1	1	8	1	1	1	3	1	1	1	3	1	1	1	3	17	19.20	326.40
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	11		6	17				0				0				0	17	40.97	696.49
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	75.39	-
6	TAPE, ELECTRICAL, 18mm x 16M min	roll	4	2		6				0				0				0	6	18.93	113.58
COMMON OFFICE SUPPLIES																					

1	ACETATE, thickness: 0.075mm min (gauge #3)	roll		1		1				Pages 2 of 46 0	1		1				0	2	766.73	1,533.46	
2	AIR FRESHENER, aerosol, 280ml/150g min	can	45	9	9	63	22	7	7	36	25	8	9	42	23	9	8	40	181	88.69	16,052.89
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	147	63	68	278	105	79	65	249	127	67	76	270	102	68	60	230	1027	49.73	51,072.71
4	CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0				0	0	205.48	-
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0				0	0	210.91	-
6	CARTOLINA, assorted colors	pack	1			1	1			1	1			1	1	5		6	9	67.06	603.54
7	CHALK, molded, white, dustless, length: 78mm min	box				0				0				0				0	0	26.89	-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	26		2	28	15	2		17	22		2	24	15	1		16	85	38.19	3,246.15
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	25	1	3	29	2	2	2	6	8	1	2	11	3	2		5	51	40.47	2,063.97
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	6	1	3	10	2	2	2	6	5	1	2	8	3	1	1	5	29	7.87	228.23
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	6	1	2	9	1	2	2	5	4	1	1	6	1	1	2	4	24	13.94	334.56
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	20	1	3	24	1	3	2	6	4	2	1	7	1	1	3	5	42	19.88	834.96
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	21	1	2	24	13	2	2	17	13	1	1	15	11	1	1	13	69	41.10	2,835.90
14	CORRECTION TAPE, film base type, UL 6m min	piece	131	76	93	300	103	93	77	273	129	76	91	296	102	91	76	269	1138	18.26	20,779.88
15	DATA FILE BOX, made of chipboard, with closed ends	box	201	23	4	228	24	31	1	56	130	23	3	156	51	3	1	55	495	72.57	35,922.15
16	DATA FOLDER, made of chipboard, taglia lock	piece	81	2	4	87	17	5	2	24	75	2	4	81	17	2	2	21	213	71.39	15,206.07
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	5	3	2	10	2	1	3	6	2	2	2	6	2	1	2	5	27	424.47	11,460.69
18	ENVELOPE, DOCUMENTARY, for legal size document	box	36	1	1	38	26	1	2	29	29	1	1	31	26	1	1	28	126	538.80	67,888.80
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	17	11	11	39	12	11	11	34	12	11	12	35	11	12	11	34	142	667.84	94,833.28
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	111	1	1	113	91	1	1	93	46	1	1	48	61	1	1	63	317	28.71	9,101.07
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	4			4				0	1			1				0	5	341.79	1,708.95
22	ENVELOPE, mailing, white, with window	box				0				0				0				0	0	427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece	7			7	1			1	1			1	1			1	10	11.55	115.50
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	30			30	6		2	8	18			18	6		1	7	63	6.23	392.49

25	FASTENER, METAL, 70mm between prongs	box	47	17	12	76	18	10	5	33	41	3	9	53	20	8	3	31	193	59.37	11,458.41
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	15	2	2	19	2	6	3	11	4	2	6	12	2	2	3	7	49	73.59	3,605.91
27	FILE TAB DIVIDER, bristol board, for A4	set	3			3				0				0				0	3	12.98	38.94
28	FILE TAB DIVIDER, bristol board, for legal	set	3			3				0				0				0	3	17.31	51.93
29	FOLDER, FANCY, for A4 size documents	bundle	8			8	6			6	6			6	6			6	26	258.50	6,721.00
30	FOLDER, FANCY, for legal size documents	bundle	42	3	3	48	9	3	3	15	8	2	2	12	8	2	2	12	87	302.85	26,347.95
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	31	25	25	81	26	25	27	78	26	25	25	76	30	25	25	80	315	177.92	56,044.80
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	13		4	17	5	4	5	14	6	2	3	11		2		2	44	222.27	9,779.88
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	2			2				0				0				0	2	776.59	1,553.18
34	FOLDER, TAGBOARD, for A4 size documents	pack	27	25	25	77	25	25	25	75	27	25	25	77	25	25	25	75	304	226.05	68,719.20
35	FOLDER, TAGBOARD, for legal size documents	pack	92	50	51	193	76	51	50	177	84	51	51	186	76	50	51	177	733	208.38	152,742.54
36	GLUE, all purpose, gross weight: 200 grams min	jar	73	4	2	79	4	2	2	8	64	2	1	67	2	3	1	6	160	49.73	7,956.80
37	INDEX TAB, self-adhesive, transparent	box	8			8	6			6	7			7	6			6	27	53.74	1,450.98
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	91	1	1	93	16	1	2	19	17	5	1	23	16	1	1	18	153	43.26	6,618.78
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	70	0	3	73	0	1	3	4	60	1	1	62	5	0	0	5	144	36.97	5,323.68
41	MARKER, whiteboard, black, felt tip, bullet type	piece	76	54	54	184	57	55	54	166	68	54	55	177	56	54	54	164	691	10.69	7,386.79
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	64	54	54	172	54	54	54	162	60	54	54	168	54	54	54	162	664	10.69	7,098.16
43	MARKER, whiteboard, red, felt tip, bullet type	piece	65	54	54	173	54	54	54	162	60	54	54	168	54	54	54	162	665	10.69	7,108.85
44	MARKER, PERMANENT, bullet type, black	piece	127	60	61	248	72	62	66	200	103	59	64	226	68	59	63	190	864	10.04	8,674.56
45	MARKER, PERMANENT, bullet type, blue	piece	72	54	54	180	54	54	54	162	64	54	54	172	54	54	54	162	676	10.04	6,787.04
46	MARKER, PERMANENT, bullet type, red	piece	70	54	54	178	54	54	54	162	64	54	54	172	54	54	54	162	674	10.04	6,766.96
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	150			150				0				0				0	150	12.52	1,878.00
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	4	8		12	2			2	2			2	2			2	18	32.45	584.10

49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	8	2		10	1	3	2	Pages 4 of 46 6	1	2	1	4	1	3		4	24	44.32	1,063.68
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	18			18			1	1	15			15			1	1	35	59.49	2,082.15
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	73	54	54	181	54	54	54	162	54	54	54	162	54	54	54	162	667	18.99	12,666.33
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	107	60	65	232	68	62	66	196	72	62	61	195	67	62	59	188	811	6.91	5,604.01
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	95	61	59	215	62	59	61	182	64	60	59	183	62	59	60	181	761	14.04	10,684.44
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	81	78	72	231	72	72	71	215	79	71	72	222	70	70	69	209	877	137.66	120,727.82
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	80	74	68	222	70	68	68	206	76	68	68	212	70	68	68	206	846	160.94	136,155.24
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	261	118	122	501	160	129	123	412	222	123	123	468	179	118	119	416	1797	119.09	214,004.73
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	221	105	105	431	143	115	110	368	180	108	103	391	159	97	99	355	1545	123.08	190,158.60
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	10			10	1		1	2		1		1	1			1	14	95.18	1,332.52
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	54	0	0	54	0	0	0	0	54	0	0	54	0	0	0	0	108	34.29	3,703.32
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	87	57	55	199	58	58	58	174	61	57	56	174	58	58	55	171	718	20.40	14,647.20
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0				0				0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	39	5	12	56	5	5	8	18	5	5	4	14	4	4	4	12	100	62.73	6,273.00
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	60	8	8	76	24	9	8	41	31	8	9	48	25	9	9	43	208	97.34	20,246.72
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	1			1			1	1				0			1	1	3	267.14	801.42
65	RUBBER BAND, 70mm min lay flat length (#18)	box	49	5	5	59	14	5	6	25	14	6	5	25	11	5	6	22	131	97.04	12,712.24
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	93		1	94			1	1	1	2		3				0	98	16.10	1,577.80
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	251	128	125	504	124	142	125	391	194	117	124	435	134	126	114	374	1704	35.99	61,326.96
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	74	54	54	182	60	54	54	168	72	54	54	180	60	54	54	168	698	35.99	25,121.02
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	9	3	3	15	9	3	3	15	9	3	3	15	9	3	3	15	60	35.99	2,159.40
70	STAMP PAD INK, purple or violet	bottle	25	2	2	29	5	2	2	9	6	2	2	10	1		1	2	50	25.62	1,281.00
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	15			15				0	1			1				0	16	28.77	460.32
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	19	5	5	29	8	4	4	16	4	5	4	13	4	4	4	12	70	21.51	1,505.70

73	STAPLE WIRE, STANDARD, (26/6)	box	49	11	14	74	21	14	13	48	28	10	21	59	14	13	12	39	220	19.68	4,329.60
74	TAPE, MASKING, width: 24mm (±1mm)	roll	36	4	4	44	10	4	4	18	24	4	4	32	8	3	3	14	108	57.32	6,190.56
75	TAPE, MASKING, width: 48mm (±1mm)	roll	51	4	4	59	9	4	4	17	37	4	4	45	9	3	3	15	136	109.24	14,856.64
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	55	8	11	74	13	13	10	36	31	10	12	53	9	9	8	26	189	29.08	5,496.12
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	43	20	7	70	10	7	7	24	29	7	7	43	10	5	5	20	157	11.36	1,783.52
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	35	7	7	49	8	8	6	22	30	7	7	44	6	7	5	18	133	27.58	3,668.14
79	TOILET TISSUE PAPER 2-ply sheets, 150 pulls	pack	115	7	10	132	25	14	9	48	101	6	10	117	39	9	6	54	351	70.30	24,675.30
80	TWINE, plastic, one (1) kilo per roll	roll	5			5				0	3			3				0	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	17			17	2		1	3	5			5	2			2	27	10.22	275.94
2	CUTTER KNIFE, for general purpose	piece	18			18				0	2			2				0	20	20.55	411.00
3	DATING AND STAMPING MACHINE, heavy duty	piece	3			3				0				0				0	3	497.52	1,492.56
4	PENCIL SHARPENER, manual, single cutter head	piece	76		1	77		1	1	2	3			3				0	82	194.69	15,964.58
5	PUNCHER, paper, heavy duty, with two hole guide	piece	87		1	88				0	3			3				0	91	123.42	11,231.22
6	SCISSORS, symmetrical, blade length: 65mm min	pair	89	2	3	94	1	4		5	1			1				0	100	14.28	1,428.00
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	88			88			2	2	5			5				0	95	85.45	8,117.75
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	67			67				0	1			1				0	68	913.95	62,148.60
9	STAPLE REMOVER, PLIER-TYPE	piece	98			98				0	5			5			1	1	104	18.91	1,966.64
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	89			89				0	6			6				0	95	51.57	4,899.15
11	WASTEBASKET, non-rigid plastic	piece	57		1	58	30	1		31	30		1	31	31	1		32	152	25.96	3,945.92

COMMON JANITORIAL SUPPLIES

1	BROOM, soft (tambo)	piece	21	2		23	3		2	5	4	2		6	2		1	3	37	91.94	3,401.78
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2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	11	2		13	2	2	4	2	2		4	2			2	23	24.88	572.24	
3	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	37	5	15	57	12	13	4	29	29	3	13	45	11	14	2	27	158	43.26	6,835.08
4	CLEANSER, SCOURING POWDER, 350g min./can	can	16	5	5	26	5	3	4	12	12	3	3	18	4	3	2	9	65	24.88	1,617.20
5	DETERGENT POWDER, all purpose, 1kg	pouch	22	17	7	46	24	6	16	46	18	15	5	38	23	5	1	29	159	38.93	6,189.87
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	27	4	3	34	13	2	9	24	14	3	7	24	10	1	8	19	101	125.20	12,645.20
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	14	2		16	2		3	5	3	2		5	2			2	28	28.12	787.36
8	FLOOR WAX, PASTE, RED	can	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	280.13	3,361.56
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	3	1		4	1		1	2	2	1		3	1			1	10	90.85	908.50
10	INSECTICIDE, aerosol type, net content: 600ml min	can	11	3	6	20	4	6	3	13	13	3	5	21	3	5	2	10	64	142.77	9,137.28
11	MOP BUCKET, heavy duty, hard plastic	piece	1	1		2	1	1		2	1	1		2	1	1		2	8	1,987.44	15,899.52
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	3	1		4		1		1	1	1		2		1		1	8	148.18	1,185.44
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	4	1		5		1		1		1		1				0	7	110.32	772.24
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	5	1	1	7	1	1		2				0				0	9	51.68	465.12
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	8	1	1	10	4	1	1	6	4	1	1	6	4	1	1	6	28	107.08	3,998.24
16	TRASHBAG, plastic, transparent	roll	84	9	19	112	70	9	20	99	79	9	20	108	69	19	10	98	417	145.48	60,665.16
17	DETERGENT BAR, 140 grams as packed	bar	3	3	2	8	3	2	3	8	2	3	2	7	3	2	2	7	30	7.57	227.10

COMMON OFFICE EQUIPMENT

1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	1			1				0				0				0	1	10,816.00	10,816.00
2	CALCULATOR, compact, 12 digits	unit	62			62				0	1			1				0	63	140.61	8,858.43
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
4	CHAIR,monobloc, white, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	1			1				0				0				0	1	6,828.14	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	2			2				0				0				0	2	1,091.33	2,182.66

8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	4			4				Pages 7 of 0				0				0	4	1,372.55	5,490.20
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				0				0				0	0	5,191.68	-
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	1			1				0				0				0	1	27,542.94	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	3			3				0				0				0	3	5,927.17	17,781.51
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	1	1	1	3	1	1	1	3	1	1	1	3				0	9	1,076.19	9,685.71
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	126	59	64	249	8	10	4	22	66	4	10	80	12	9	4	25	376	22.66	8,520.16

8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	21			21				Pages 8 of 0	2			2			0	23	3,152.86	72,515.78	
9	FLASH DRIVE, 16 GB capacity	piece	122			122		1	5	6	3			3			18	18	149	261.75	39,000.75
10	MOUSE, optical, USB connection type	unit	63			63				0	1			1			1	1	65	140.39	9,125.35

HANDBOOK ON PROCUREMENT

1	HANDBOOK (RA 9184), 7th Edition	piece	2			2				0				0			0	2	48.13	96.26
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CONSUMABLES

1	DRUM CART, BROTHER DR-3455	cart				0				0				0			0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart				0				0				0			0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0				0				0			0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0				0				0			0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0				0				0			0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart				0				0				0			0	0	264.99	-
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0			0	0	264.99	-
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0			0	0	264.99	-
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0			0	0	264.99	-
10	INK CART, HP C2P04AA (HP62) Black	cart				0				0				0			0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0				0			0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0			0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0			0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0			0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0				0			0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0				0			0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0				0			0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0				0			0	0	0.00	-

19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0			Pages 9 of 0				0			0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0			0				0			0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0			0				0			0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0			0				0			0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0			0				0			0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0			0				0			0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0			0				0			0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0			0				0			0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0			0				0			0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0			0				0			0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0			0				0			0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0			0				0			0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0			0				0			0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0			0				0			0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0			0				0			0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0			0				0			0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0			0				0			0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0			0				0			0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0			0				0			0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0			0				0			0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart	12			12			0	12			12			0	24	373.15	8,955.60
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	6			6			0	6			6			0	12	373.15	4,477.80
41	INK CART, HP CZ107AA, (HP678), Black	cart				0			0				0			0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0			0				0			0	0	379.64	-

43	INK CART, HP CZ121A (HP685A), Black	cart				o			pages 10 d o				o			o	o	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				o			o				o			o	o	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				o			o				o			o	o	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				o			o				o			o	o	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				o			o				o			o	o	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				o			o				o			o	o	0.00	-
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				o			o				o			o	o	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				o			o				o			o	o	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				o			o				o			o	o	0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart				o			o				o			o	o	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				o			o				o			o	o	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				o			o				o			o	o	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				o			o				o			o	o	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				o			o				o			o	o	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				o			o				o			o	o	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				o			o				o			o	o	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				o			o				o			o	o	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				o			o				o			o	o	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				o			o				o			o	o	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				o			o				o			o	o	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				o			o				o			o	o	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				o			o				o			o	o	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				o			o				o			o	o	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				o			o				o			o	o	753.88	-

67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				0			pages 11 d 0				0			0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0			0				0			0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0			0				0			0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0			0				0			0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0			0				0			0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0			0				0			0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0			0				0			0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0			0				0			0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0			0				0			0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0			0				0			0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				0			0				0			0	0	3,009.01	-
78	TONER CART, HP CE310A, Black	cart				0			0				0			0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0			0				0			0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0			0				0			0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0			0				0			0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0			0				0			0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0			0				0			0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0			0				0			0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0			0				0			0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0			0				0			0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0			0				0			0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0			0				0			0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0			0				0			0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0			0				0			0	0	10,377.95	-

91	TONER CART, HP CE410A, (HP305), Black	cart				0			pages 12 d 0				0			0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0			0				0			0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0			0				0			0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0			0				0			0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				0			0				0			0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				0			0				0			0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0			0				0			0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0			0				0			0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0			0				0			0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0			0				0			0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0			0				0			0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0			0				0			0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0			0				0			0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0			0				0			0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0			0				0			0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0			0				0			0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0			0				0			0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0			0				0			0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0			0				0			0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0			0				0			0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0			0				0			0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0			0				0			0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0			0				0			0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0			0				0			0	0	0.00	-

115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0			pages 13 d 0				0			0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0			0				0			0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0			0				0			0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0			0				0			0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0			0				0			0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0			0				0			0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0			0				0			0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0			0				0			0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0			0				0			0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0			0				0			0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0			0				0			0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0			0				0			0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0			0				0			0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0			0				0			0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0			0				0			0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0			0				0			0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0			0				0			0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0			0				0			0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0			0				0			0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0			0				0			0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0			0				0			0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0			0				0			0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0			0				0			0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0			0				0			0	0	9,229.29	-

139	TONER CART, LEXMARK T650A11P, Black	cart				0			pages 14 d 0				0			0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0			0				0			0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0			0				0			0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0			0				0			0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0			0				0			0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0			0				0			0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0			0				0			0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0			0				0			0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0			0				0			0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0			0				0			0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0			0				0			0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0			0				0			0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0			0				0			0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0			0				0			0	0	13,935.33	-

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

COMMON ELECTRICAL SUPPLIES

1	Extension Cord	piece	2			2			0				0			0	2	583.00	1,166.00
2						0			0				0			0	0		-
3						0			0				0			0	0		-
4						0			0				0			0	0		-
5						0			0				0			0	0		-

COMMON OFFICE EQUIPMENT

1	Portable High Speed USB Book Image Document Camera Scanner 10 Mega-pixel HD High-Definition Max. Legal Scanning Size	unit	1			1			0				0			0	1	5,000.00	5,000.00
2	Photocopier Machine	unit	1			1			0				0			0	1	150,000.00	150,000.00

3	Executive Table	unit	1			1				0				0			0	1	14,500.00	14,500.00
4	Junior Executive Chair	unit	8			8				0				0		2	2	10	6,000.00	60,000.00
5	Office Workstation Desk(4 seater workstation on standard size 2800wx2400dx75oh)	unit	2			2				0				0			0	2	32,999.00	65,998.00

COMMON OFFICE SUPPLIES

1	ARch file	piece	11	30	10	51	11	10	30	51	11	10	10	31	31	10	10	51	184	227.50	41,860.00
2	mouse pad	piece	2			2				0				0				0	2	100.00	200.00
3	IN OUT TRAY	piece	24			24				0				0				0	24	300.00	7,200.00
4	THROW DOT	piece	8			8				0				0				0	8	319.75	2,558.00
5	Lever Arch File	piece	10			10				0				0				0	10	200.00	2,000.00
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		-
11						0				0				0				0	0		-
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	Liquid Soap	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	45.00	2,700.00
2	Toilet Brush (bowl)	piece	4			4				0				0				0	4	300.00	1,200.00
3	Dishwashing Liquid	bottle	4			4			4	4				0	4			4	12	300.00	3,600.00
4						0				0				0				0	0		-
5						0				0				0				0	0		-
CONSUMABLES																					
1	SIGN PEN - GREEN, DONG A - FINE TECH (0.3mm)	piece	32	15	22	69	19	23	15	57	26	15	21	62	26	21	16	63	251	24.75	6,212.25
2	SIGN PEN, black (Retractable)	piece	1		1	2		2		2	1		1	2		1		1	7	24.75	173.25
3	SIGN PEN, Dong-A U+knock, 0.50mm retractable, green	piece	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24		-
4	XEROX INK(TK-439)	piece	6			6				0				0				0	6	7,500.00	45,000.00
5	Ballpen Red	piece	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	13.00	312.00
6	BALLPEN-BLACK	piece	13	13	13	39	13	14	14	41	13	13	13	39	13	13	13	39	158	13.00	2,054.00
7	CD RW 700mb 80min 4x12 speed	piece	5		5	10		5		5	5		5	10		5		5	30	37.00	1,110.00
8	CORRECTION PEN	piece	2	1	2	5	1	2	1	4	2		3	5		3		3	17	30.00	510.00
9	FASTENER PLASTIC	box	2			2	1			1	2			2	1			1	6	74.00	444.00
10	push pins	box	3			3		1		1			1	1				0	5	100.00	500.00
11	CD-R	spindle	2	1		3	2	1		3	1	1		2		1		1	9	32.00	288.00
12	DVD-R	spindle	2	1		3	2	1		3	1	1		2		1		1	9	32.00	288.00
13	Mechanical pencil	piece	10			10				0				0				0	10	107.00	1,070.00
14	SIGN PEN, green	piece	1			1				0				0				0	1	24.75	24.75
15	Plastic Ring Binding Comb Black Wire Size 2' - 51mm			10		10				0		10		10				0	20	800.00	16,000.00
16	Plastic Ring Binding Comb Black 1 1/2" 38mm			10		10				0		10		10				0	20	660.00	13,200.00
17	Plastic Ring Binding Comb Black Wire Size 1 1/4 - 32mm			10		10				0		10		10				0	20	580.00	11,600.00

18	Plastic Ring Binding Comb Black Wire Size 1' - 25mm			10		10				0		10		10				0	20	440.00	8,800.00
19	Plastic Ring Binding Comb Black Wire Size 1/2' - 12mm			10		10				0		10		10				0	20	150.00	3,000.00
20	Plastic Ring Binding Comb Black Wire size 1/4' - 6mm			10		10				0		10		10				0	20	80.00	1,600.00
21	CDR-W with envelope					0				0				0				0	0		-
22	INK CART, HP 932, Black	cart	3	2	3	8	2	3	2	7	3	2	3	8	2	3	2	7	30	921.00	27,630.00
23	INK CART, HP 933 Tri-color	cart	4	3	3	10	4	3	3	10	4	3	3	10	4	3	3	10	40	1,466.00	58,640.00
24	PAPER, Multi purpose (Copy) A3 size 70gsm	reams	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	407.00	4,884.00
25	STAMP PAD INK, GREEN, 50mL	bottles	1		1	2				1	1			1				0	4	24.63	98.52
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		-

Office Equipment and Accessories

1	Split Type Air Conditioner 1.5HP	unit	2			2				0				0				0	2	25,450.00	50,900.00
2	Water Dispenser	unit	1			1				0				0				0	1	7,725.00	7,725.00
3	Vision Blinds(3 panle standard sizeo	unit	1			1				0				0				0	1	700.00	700.00
4	WINDOW GRILLS	unit	0			0				0				0				0	0		-
5	HANGING CABINET	unit	0			0				0				0				0	0		-
6	Aircon	unit	2			2				0				0				0	2	25,450.00	50,900.00
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-

Office Supplies

1					0				0				0				0	0	35.00	-
2					0				0				0				0	0	13.50	-
3					0				0				0				0	0	11.50	-
4					0				0				0				0	0	8.00	-
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		-

Audio and visual presentation and composing equipment

1	POINTER / CLICKER	piece	4		4				0				0				0	4		-
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		-

Photographic or filming or video 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		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-

Cleaning Equipment 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		-

Paper Materials and Products

1	Photopaper	piece	3		3	3			3	3			3				0	9	35.00	315.00
2	yellow pad	piece	28	5	33				0	28			28				0	61	13.50	823.50
3	Specialty paper	piece	10		10	10			10	10			10	10			10	40	11.50	460.00

4	Sticker paper	piece	10			10	10			10	10			10	10			10	40	8.00	320.00
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		-

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	Ink EPSON 664, Black	pcs	94	22	18	134	52	21	41	114	53	23	22	98	63	19	23	105	451	254.80	114,914.80
2	Ink EPSON 664, Cyan	pcs	87	17	14	118	38	22	33	93	47	15	22	84	50	16	14	80	375	254.80	95,550.00
3	Ink EPSON 664, Magenta	pcs	87	14	14	115	38	22	30	90	47	15	22	84	50	16	10	76	365	254.80	93,002.00
4	Ink EPSON 664, Yellow	pcs	93	20	20	133	44	28	39	111	53	21	28	102	56	22	24	102	448	254.80	114,150.40
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 Equipment and Accessories

1	Desktop	unit	15			15			10	10			5	5			5	5	35	14,999.00	524,965.00
2	All-in-one PRINTER with tank system	unit	4	2		6	1		1	2		1		1	1		2	3	12	6,840.00	82,080.00
3	SCANNER	unit	1			1				0				0				0	1	133,995.00	133,995.00
4	PAPER CUTTER	pieces	5			5				0				0				0	5		-
5	DESKTOP COMPUTER	unit	2			2	1			1				0				0	3	25,000.00	75,000.00
6	OFFICE CHAIR	unit			1	1				0				0				0	1	6,000.00	6,000.00
7	Epson Printer LX 350	unit	2			2				0				0				0	2	9,575.00	19,150.00

8	EPSON PRINTER 360	unit	2		2			0			0			0	2	9,575.00	19,150.00
9	LAPTOP	unit	3		3			0			0			0	3	25,000.00	75,000.00
10					0			0			0			0	0		-
*Other Categories																	
1	32 GB MicroSD Memory Card	piece	1		1			0			0			0	1	970.00	970.00
2	Installation of faucet and sink (inclusive of labor and materials)	piece	1		1			0			0			0	1		-
3	Crimping Tool	piece	2		2			0			0			0	2		-
4	LAN Tester	piece	1		1			0			0			0	1		-
5	REPAIR OF SINK IN AO OFFICE	piece	1		1			0			0			0	1		-
6	Drugs and Medicines			1	1		1	1	1	1	1	1	1	1	4	20,000.00	80,000.00
7	Cofta Bench 4 Seater	unit	1		1			0			0			0	1	2,779.00	2,779.00
8	PRINTER, INKJET, EPSON L220	unit	1		1			0			0			0	1	10,000.00	10,000.00
9	HP Officejet 7110 Wide Format	unit	1		1			0			0			0	1	18,118.33	18,118.33
10					0			0			0			0	0		-
C. TOTAL (A + B):																P	4,261,280.89
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																P	426,128.09
E. GRAND TOTAL (C + D)																P	4,687,408.97
F. APPROVED BUDGET BY THE AGENCY HEAD																	
G. MONTHLY CASH REQUIREMENTS																	
G.1 Available at Procurement Service Stores				848,168.64			406,637.26			475,468.76				392,617.42		P	2,122,892.08
G.2 Other Items not available at PS but regularly purchased from other sources				1,270,852.60			351,500.78			257,445.53				258,589.90		P	2,138,388.81
TOTAL MONTHLY CASH REQUIREMENTS				2,119,021.24			758,138.04			732,914.29				651,207.32		P	4,261,280.89

*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:

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

Approved by:

SHARON M. CATANGAL

Property/Supply Officer

REMEDIOS M. BACANI

Accountant / Local Budget Officer

LEONARDO D. ZAPANTA

Head of Office/Agency

Date: 13/11/2017
