

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

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

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

 - ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
 - ps.app.lgu@gmail.com. For Local Government Units
- Consistent with National Budget Circular No. 555, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
- For further assistance/clarification, agencies may call the Planning 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 - CAR
Region: Cordillera Administrative Region
Address: Cabinet Hill, Baguio City

Agency Account Code: _____

Contact Person: Venus L. Guinjica
Position: Administrative Officer V
E-mail : venusbaguio06@yahoo.com
Telephone/Mobile Nos: 074-443-5339

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of Aug 15, 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	42			42		42		42		42			42			42	168	17.42	2,926.56
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	30			30	30		30	30			30	30				30	120	15.03	1,803.60
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack	10			10		10		10			0					0	20	77.56	1,551.20
4 FLUORESCENT LAMP, tubular, 28 watts	tube	30			30			0		30		30					0	60	114.40	6,864.00
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0			0		0		0					0	0	36.30	-
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece	30			30		30		30		30		30				0	90	93.29	8,396.10
7 TAPE, electrical	roll		10		10			0		10		10					0	20	18.20	364.00

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
		COMMON OFFICE SUPPLIES																			
1 ACETATE, gauge #3, 50m per roll	roll				0			0				0					0	0	624.00	-	
2 AIR FRESHENER, 280ml/can	can	30			30		30	30		30		30		30		30	120	83.20	9,984.00		
3 ALCOHOL, 70%, ethyl, 500ml	bottle		50		50			50	50			50	50			50	200	47.82	9,564.00		
4 CARBON FILM, A4 size, 100 sheets per box	box				0	20			20				0				0	20	197.58	3,951.60	
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	50			50				0				0	50	202.80	10,140.00	
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0			60	60				0				0	60	64.48	3,868.80	
7 CHALK, white, dustless, 100 pieces per box	box				0		60		60				0				0	60	25.86	1,551.60	
8 CLEARBOOK, A4 size	piece				0		60		60				0				0	60	39.52	2,371.20	
9 CLEARBOOK, Legal size	piece				0		60		60				0				0	60	43.68	2,620.80	
10 CLIP, backfold, 19mm, 12 pieces per box	box		100		100		100		100		100		100				0	300	7.28	2,184.00	
11 CLIP, backfold, 25mm, 12 pieces per box	box		100		100		100		100		100		100				0	300	13.50	4,050.00	
12 CLIP, backfold, 32mm, 12 pieces per box	box		100		100		100		100		100		100				0	300	19.12	5,736.00	
13 CLIP, backfold, 50mm, 12 pieces per box	box		100		100		100		100		100		100				0	300	43.68	13,104.00	
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	150			150	150			150	150			150	150				150	600	31.20	18,720.00
15 DATA FILE BOX, made with chipboard, with closed ends	box			60	60			60	60				0				0	120	69.78	8,373.60	
16 DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0	68.64	-	
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	5		5	10	5		5	10				0	5				5	25	381.54	9,538.50
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	10			10				0	10			10					0	20	507.40	10,148.00
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	10			10	10			10	10			10	10				10	40	621.71	24,868.40
20 ENVELOPE, EXPANDING, plastic	piece		200		200		200		200		100		100					0	500	27.61	13,805.00
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	10			10		20		20		10		10		10			10	50	499.20	24,960.00
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box		5		5				0				0					0	5	561.60	2,808.00
23 ERASER, felt, for blackboard/whiteboard	piece				0		10		10				0					0	10	11.11	111.10
24 ERASER, plastic or rubber	piece		30		30				0				0					0	30	2.29	68.70
25 FASTENER, for paper, metal, 50 sets per box	box				0		10		10				0					0	10	57.09	570.90
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece		100		100				0				0					0	100	70.67	7,067.00
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0		20		20			20	20					0	40	12.48	499.20
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set		20		20				0				0		20			20	40	16.64	665.60
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0					0	0	234.00	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0	2			2				0					0	2	291.20	582.40
31 FOLDER, L-type, A4, 50 pieces pack	pack				0	2			2				0					0	2	166.40	332.80
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	2			2				0					0	2	203.84	407.68
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0	2			2				0					0	2	746.72	1,493.44
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack			10	10				0				0	10				10	20	179.28	3,585.60
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	10		10	20	10		10	20	10		10	20	10		10	20	80	200.37	16,029.60	
36 GLUE, all purpose, 300 grams min.	jar		20		20		20		20		20		20					0	60	44.18	2,650.80
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box			10	10				0				0				10	10	20	50.84	1,016.80
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0					0	0	539.76	-
39 MAGAZINE FILE BOX, LARGE	piece			50	50			100	100			100	100					0	250	41.60	10,400.00
40 MARKER, fluorescent, 3 colors per set	set				0				0				0					0	0	35.55	-
41 MARKER, whiteboard, bullet type, black	piece			60	60				0	60			60		60			60	180	10.28	1,850.40
42 MARKER, whiteboard, bullet type, blue	piece			60	60				0	60			60		60			60	180	10.28	1,850.40
43 MARKER, whiteboard, bullet type, red	piece			24	24				0	24			24		24			24	72	10.28	740.16
44 MARKER, permanent, bullet type, black	piece		60		60		60		60				60		60			60	240	9.65	2,316.00
45 MARKER, permanent, bullet type, blue	piece		60		60		60		60				60		60			60	240	9.65	2,316.00
46 MARKER, permanent, bullet type, red	piece		24		24		24		24				24		24			24	96	9.65	926.40
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece			200	200			200	200				0			200		200	600	10.40	6,240.00

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity	
		48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad		40		40				0		40		40					0
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad		40		40				0		40		40			0	80	40.54	3,243.20	
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad		40		40				0		40		40			0	80	54.06	4,324.80	
51	PAD PAPER, Ruled	pad				0		40		40		40			40		40	120	18.26	2,191.20	
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box		40		40		40		40		40		40		40		160	12.85	2,056.00	
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box		40		40				0							0	40	6.43	257.20	
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	50			50	50			50	50			50	50			200	121.30	24,260.00	
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	50			50	50			50	50			50	50			200	141.00	28,200.00	
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	100			100	100			100	100			100	100			400	104.25	41,700.00	
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	100			100	100			100	100			100	100			400	123.35	49,340.00	
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0	20			20				0				20	88.40	1,768.00	
59	PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	31.15	-	
60	PENCIL, lead, w/eraser, one(1) dozen per box	box		10		10		10		10		10			10		10	40	19.62	784.80	
61	PHILIPPINE NATIONAL FLAG	piece		3		3				0				0				3	278.72	836.16	
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	20			20			20	20				0		20		60	60.32	3,619.20	
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	20			20			20	20				0		20		60	86.85	5,211.00	
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle			50	50				0				0				50	256.87	12,843.50	
65	RUBBER BAND, 70mm min lay flat length (#18)	box		10		10				0		10		10				20	93.31	1,866.20	
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece			10	10				0			5				5	15	15.48	232.20	
67	SIGN PEN, black	piece	36		36	72		36		36		36	36		36		72	216	38.10	8,229.60	
68	SIGN PEN, blue	piece	36		36	72		36		36		36	36		36		72	216	38.10	8,229.60	
69	SIGN PEN, red	piece	12		12	24		12		12		12	12		12		24	72	38.10	2,743.20	
70	STAMP PAD INK, violet, 50mL	bottle				0	20			20			0					20	24.63	492.60	
71	STAMP PAD, felt pad, min 60mm x 100mm	piece				0	5			5			0					5	27.66	138.30	
72	STAPLE WIRE, Heavy duty, 23/13	box			5	5				0				0				5	30.42	152.10	
73	STAPLE WIRE, Standard	box	30			30		30		30		30			30		30	120	18.92	2,270.40	
74	TAPE, masking, 24mm, 50 meters length	roll	24	24	24	72	24	24	24	72			0	24	24	24	72	216	55.12	11,905.92	
75	TAPE, masking, 48mm, 50 meters length	roll	24	23	24	71	24	23	24	71			0	24	23	24	71	213	105.04	22,373.52	
76	TAPE, transparent, 24mm, 50 meters	roll	24	24	24	72	24	24	24	72			0	24	24	24	72	216	17.37	3,751.92	
77	TAPE, transparent, 48mm, 50 meters	roll	24	23	24	71	24	23	24	71			0	24	23	24	71	213	26.52	5,648.76	
78	TAPE, packaging, 48mm, 50 meters length	roll	24	24	24	72	24	24	24	72	24	24	48		24		24	216	30.63	6,616.08	
79	TOILET TISSUE, 12 rolls per pack	pack		36		36		36		36		36		36		36		144	67.60	9,734.40	
80	TWINE, plastic, one kilo per roll	roll	12			12		12		12			0	12				36	49.92	1,797.12	
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0			5	5				0				5	124.80	624.00	
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube			10	10				0			0	10				10	20	9.19	183.80
2	CUTTER KNIFE, heavy duty	piece		10		10				0		10		10				0	20	19.76	395.20
3	DATING AND STAMPING MACHINE	piece				0				0			0					0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece			5	5				0			0					0	5	187.20	936.00
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece		4		4				0		4		4			6	6	14	114.28	1,599.92
6	SCISSORS, (6")	pair				0				0			0					0	0	13.73	-
7	STAPLER, standard	piece			10	10				0			0					0	10	82.16	821.60
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0			3	3			0					0	3	878.80	2,636.40
9	STAPLE REMOVER, plier type	piece		5		5				0			0	5				5	10	18.18	181.80
10	TAPE DISPENSER, table top	piece			5	5				0			5	5				0	10	47.72	477.20
11	WASTE BASKET, non-rigid plastic	piece				0		5		5			0					0	5	23.90	119.50

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
COMMON JANITORIAL SUPPLIES																					
1 BROOM, soft (tambo)	piece		6		6		6		6		6		6		6		6	24	88.40	2,121.60	
2 BROOM, stick (tingting)	piece			6	6				0				0				0	6	23.92	143.52	
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	41.60	-	
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27	-	
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	15	15	15	45	15	15	15	45	10	15	15	40	10	15	15	40	170	37.43	6,363.10	
6 DISINFECTANT SPRAY, 400-550 grams	can		30		30		30		30		30		30		30		30	120	119.60	14,352.00	
7 DUST PAN, non-rigid plastic	piece			5	5				0			5	5				0	10	27.96	279.60	
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-	
9 FURNITURE CLEANER, aerosol, 300mL/can	can		20		20		20		20		20		20		20		20	80	84.76	6,780.80	
10 INSECTICIDE, aerosol type, 600mL/can	can	40			40	40			40	40			40	40			40	160	124.80	19,968.00	
11 MOPBUCKET	piece			3	3				0			3	3				0	6	1,820.00	10,920.00	
12 MOPHANDLE, screw type, aluminum handle	piece		5		5				0		5		5				0	10	142.48	1,424.80	
13 MOPHEAD, made of rayon	piece		5		5				0		5		5				0	10	98.80	988.00	
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle			10	10				0			10	10				0	20	49.69	993.80	
15 SCOURING PAD, 5 pieces per pack	pack		10		10		10		10		10		10				0	30	102.96	3,088.80	
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll	30			30	30			30	30			30	30			30	120	139.88	16,785.60	
17 DISINFECTANT, bleaching solution	cont		10		0				0		10		0			10	0	0	101.82	-	
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			2	2				0				0	1				1	3	10,400.00	31,200.00
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit			10	10				0				0					0	10	142.36	1,423.60
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0		10		10				0					0	10	328.64	3,286.40
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0					0	0	254.68	-
5 CHAIR, monobloc, without armrest, white	piece				0				0				0					0	0	254.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0					0	0	6,229.60	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0				0					0	0	25,272.00	-
8 ELECTRIC FAN, industrial	unit				0				0				0					0	0	956.80	-
9 ELECTRIC FAN, orbit type	unit				0		6		6				0					0	6	1,248.00	7,488.00
10 ELECTRIC FAN, stand type	unit				0		6		6				0					0	6	967.10	5,802.60
11 ELECTRIC FAN, wall type	unit				0		6		6				0					0	6	790.40	4,742.40
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 switchove	unit				0				0				0					0	0	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				0				0				0					0	0	1,080.56	-
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				0					0	0	4,992.00	-
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0					0	0	26,483.60	-
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0					0	0	7,488.00	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0		1		1				0					0	1	5,699.20	5,699.20

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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				0				0				0				0	0	10,000.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	1,237.60	-
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				0				0				0				0	0	1,242.80	-
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	571.80	-
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				0			6	6				0				0	6	2,818.40	16,910.40
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0				0	20			20				0	20	194.48	3,889.60
10 MOUSE, optical, USB connection type	unit				0			10	0				0				0	0	127.80	-
HANDBOOK ON PROCUREMENT																				
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RAG 184(6th Edition), 6" x 9", 296 pages,	piece	15			15				0				0				0	15	61.83	927.45
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	10			10	10			10	10			10	10			10	40	737.36	29,494.40
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0		-
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	-

	Item & Specifications	Unit of Measure	Quantity Requirement															Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT		
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec			Q4	Total Quantity
17	INK CART, CANON CL-811, Colored	cart	6			6	6			6	6			6	6			6	24	970.32	23,287.68
18	INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	945.36	-
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 C13To38190 (To 38), Black	cart				0				0				0				0	0	491.92	-
23	INK CART, EPSON C13To39090 (To 39), Colored	cart				0				0				0				0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0				0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0				0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0				0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0				0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart	5			5				0				0	5			5	10	254.80	2,548.00
29	INK CART, EPSON C13T6664200 (T6642), Cyan	cart	5			5				0				0	5			5	10	254.80	2,548.00
30	INK CART, EPSON C13T6664300 (T6643), Magenta	cart	5			5				0				0	5			5	10	254.80	2,548.00
31	INK CART, EPSON C13T6664400 (T6644), Yellow	cart	5			5				0				0	5			5	10	254.80	2,548.00
32	INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-
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				0				0				0				0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-
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	10			10				0	10			10				0	20	1,445.60	28,912.00
66	INK CART, HP CC643WA, (HP60), Tri-color	cart	10			10				0				0	10			10	20	754.00	15,080.00
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
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	3			3	3			3	3			3	3				3	12	629.20	7,550.40
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart	3			3	3			3	3			3	3				3	12	629.20	7,550.40
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart	3			3	3			3	3			3	3				3	12	629.20	7,550.40
77 INK CART, HP CD975AA, (HP 920XL), Black	cart	5			5	5			5	5			5	5				5	20	1,242.80	24,856.00
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				0				0				0					0	0	358.80	-
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0					0	0	358.80	-
86 INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0					0	0	358.80	-
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0					0	0	360.88	-
88 INK CART, HP CZ121A (HP685A), Black	cart				0				0				0					0	0	366.08	-
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0					0	0	249.60	-
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0					0	0	249.60	-
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0					0	0	249.60	-
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0					0	0	930.80	-
93 INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0					0	0	1,003.60	-
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0					0	0	1,196.00	-
95 TONER CART, BROTHER TN-2025, Black	cart				0				0				0					0	0	2,556.32	-
96 TONER CART, BROTHER TN-2130, Black	cart				0				0				0					0	0	1,820.00	-
97 TONER CART, BROTHER TN-2150, Black	cart				0				0				0					0	0	2,860.00	-
98 TONER CART, BROTHER TN-3320, Black	cart				0				0				0					0	0	3,354.00	-
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0					0	0	4,992.00	-
100 TONER CART, HP C4092A, Black	cart				0				0				0					0	0	2,741.44	-
101 TONER CART, HP C4096A, Black	cart				0				0				0					0	0	5,352.88	-
102 TONER CART, HP C7115A, Black	cart				0				0				0					0	0	2,971.28	-
103 TONER CART, HP CB435A, Black	cart				0				0				0					0	0	2,802.80	-
104 TONER CART, HP CB436A, Black	cart				0				0				0					0	0	3,218.80	-
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				0				0				0					0	0	3,114.80	-
116 TONER CART, HP CE285A (HP85A), Black	cart		10		10			10				10				10		10	40	2,756.00	110,240.00
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	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
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 E360H11P, Black	cart				0				0				0					0	0	8,874.32	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0					0	0	9,630.40	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0					0	0	4,992.00	-
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0					0	0	2,600.00	-
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0					0	0	2,912.00	-
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0					0	0	2,912.00	-
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0					0	0	2,392.00	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0					0	0	2,704.00	-
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0					0	0	2,631.20	-
162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0					0	0	3,120.00	-
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0					0	0	7,280.00	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0					0	0	4,368.00	-
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0					0	0	9,464.00	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0					0	0	8,736.00	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0					0	0	4,888.00	-
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0					0	0	4,212.00	-
169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0				0				0					0	0	76.75	-

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity	
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 Electric bulb - led - 15 watts	pc		38		38				0		38		38			38		38	114	300.00	34,200.00
2					0				0				0					0	0		-
3					0				0				0					0	0		-
COMMON OFFICE EQUIPMENT																					
1																					-
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 SUPPLIES																					
1 ballpen - black	pc		60		60		60		60		60		60		60		60	240	22.00	5,280.00	
2 ball pen - blue	pc	60			60		60		60		60		60	60		60		60	240	22.00	5,280.00
3 stabillo	pc		30		30			30				0			30		30	90	17.00	1,530.00	
4 bundy card - amano 500 - 100pcs/pk	pack	10			10				0		10		10				10	20	78.00	1,560.00	
5 CD recordable w/ case - 700 MB	pc			100	100				0			100	100				0	200	20.00	4,000.00	
6 CD rewritable w/ case - 700mb	pc			100	100				0	100			100		100		100	300	20.00	6,000.00	
7 columnar notebook 8 cols	pc	15			15				0				0				0	15	48.00	720.00	
8 columnar notebook 12 cols	pc	6			6				0				0				0	6	75.00	450.00	
9 fax paper 210 x 30mm	pc	10			10				0	10			10				0	20	70.00	1,400.00	
10 file screw 1"	pc			200	200				0	200			200		200		200	600	3.50	2,100.00	
11 file screw 1 1/2"	pc			200	200				0	200			200		200		200	600	4.75	2,850.00	
12 file screw 2 "	pc			200	200				0	200			200		200		200	600	6.00	3,600.00	
13 file screw 3"	pc			200	200				0	200			200		200		200	600	7.50	4,500.00	
14 fastener - plastic	box			36	36				0	36			36		36		36	108	25.00	2,700.00	
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			-
21					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			-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
CONSUMABLES																				
1 Trodat ink					0		25		25				0				0	25	250.00	6,250.00
2 Ink cart - Epzon 200 - 137			6		6		6		6		6		6				0	18	1,100.00	19,800.00
3 Ink Cart - canon - 88 -black	10				0				0	10			10				0	10	730.00	7,300.00
4 Ink cart - canon 99-colored		6			6			6	6				0		6		6	18	800.00	14,400.00
5 ink - refill - canon G-300 black	6				0	6			6	6			6	6			6	18	350.00	6,300.00
6 Ink refill - canon G-300 yellow	6				0	6			6	6			6	6			6	18	350.00	6,300.00
7 Ink refill - canon G- 300 magenta	6				0	6			6	6			6	6			6	18	350.00	6,300.00
8 Ink refill canon G- 300 cyan	6				0	6			6	6			6	6			6	18	350.00	6,300.00
9 Ink cart canon 678 colored	2				0	2			2	2			2		2		2	6	430.00	2,580.00
10 Ink cart canon 678 black		3			3		3		3		3		3		3		3	12	430.00	5,160.00
11 Ink cart canon 680 black		3			3		3		3		3		3		3		3	12	450.00	5,400.00
12 Ink cart canon 680 colored		2			2				0		2		2		2		2	6	450.00	2,700.00
13 Ink for duplicator machine - A) 3880					0		6		6				0	5			5	11	750.00	8,250.00
14 Master for duplicator machine AD 3880					0		6		6				0				0	6	3,200.00	19,200.00
15 Toner - xerox machine SC2020 - black					0	10			10				0	10			10	20	3,300.00	66,000.00
16 Toner - xerox machine SC2020 - yellow		5			5				0		5		5				0	10	3,700.00	37,000.00
17 Toner - xerox machine SC2020 - magenta		5			5				0		5		5				0	10	3,700.00	37,000.00
18 Toner - xerox machine SC2020 - cyan		5			5				0		5		5				0	10	3,700.00	37,000.00
19 Toner -xerox machine - 1500		10			10		10		10		5		5		10		10	35	2,500.00	87,500.00
20 Toner - xerox machine MP2001		10			5				0		10		10				0	15	2,750.00	41,250.00
21 Toner copier machine TNP 22 black		10			10				0				0		5		5	15	1,950.00	29,250.00
22 Toner copier machine TNP 22 yellow		3			3				0				0		3		3	6	4,500.00	27,000.00
23 Toner copier machine TNP 22 magenta		3			3				0				0		3		3	6	4,500.00	27,000.00
24 Toner copier machine TNP 22 cyan		3			3				0				0		3		3	6	4,500.00	27,000.00
25 Toner cart brother - 1615		10			10				0		10		10		5		5	25	2,210.00	55,250.00
26 Toner cart brother - 2280			5		5				0				0		5		5	10	3,500.00	35,000.00
27					0				0				0				0	0		-
28					0				0				0				0	0		-
29					0				0				0				0	0		-
30					0				0				0				0	0		-
31					0				0				0				0	0		-
32					0				0				0				0	0		-
33					0				0				0				0	0		-
Office Equipment 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		-
Office Supplies																				
1 scissors					0	10			10				0				0	10	90.00	900.00
2 sharpener					0				0		3		3				0	3	185.00	555.00
3					0				0				0				0	0		-
4					0				0				0				0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT			
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity					
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			-
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					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			-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity							
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							-
8					0				0				0				0	0							-
9					0				0				0				0	0							-
10					0				0				0				0	0							-
Computer Equipment and Accessories																									-
1	UPS - 600 VA				0		5		5				0				0	5					2,500.00		12,500.00
2	AVR				0				0		10		10				0	10					500.00		5,000.00
3	Keyboard				0				0				0		5		5	5					1,500.00		7,500.00
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							-
*Other Categories																									-
1					0				0				0				0	0							-
2					0				0				0				0	0							-
3					0				0				0				0	0							-

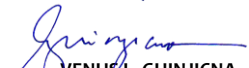
Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity							
4					0				0				0				0	0							-
5					0				0				0				0	0							-
6					0				0				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):																									1,698,669.89
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																									169,866.99
E. GRAND TOTAL (C + D)																									1,868,536.88
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		ONE MILLION EIGHT HUNDRED NINETY SEVEN THOUSAND PESOS ONLY																					1,897,000.00		
G. MONTHLY CASH REQUIREMENTS																									
G.1 Available at Procurement Service Stores					533217				404860.8				373461				374076								0
G.2 Other Items not available at PS but regular purchased from other sources					0				13400				5555				7500								0
TOTAL MONTHLY CASH REQUIREMENTS					533217				418260.8				379016				381576								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:


VENUS L. GUINJICNA
 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:


GENELYN G. CAHID
 Accountant /
 Local Budget Officer

Approved by:


EXEQUIEL RONIE A. GUZMAN
 Head of Office/Agency

Date Prepared:

November 14, 2016