

**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 (Catarman)- **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: _____
 Region: _____
 Address: _____

Agency Account Code: _____

Contact Person: _____
 Position: _____
 E-mail : _____
 Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																			Price Catalogue as of August 16, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4			Q4 AMOUNT	Total Quantity
A. AVAILABLE AT PROCUREMENT SERVICE STORES																								
COMMON ELECTRICAL SUPPLIES																								
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	1198	16	105	1319	22977	31	106	5	142	2473.6	29	16	5	50	871	28	6	5	39	679.38	1550	17.42	27,001.00
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	103	6	45	154	2314.6	1	6	45	52	781.56	3	6	45	54	811.62	1	6	45	52	781.56	312	15.03	4,689.36
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack	2			2	155.12	2			2	155.12	2			2	155.12	2			2	155.12	8	77.56	620.48
4 FLUORESCENT LAMP, tubular, 28 watts	tube	2	15	10	27	3088.8	2	15	10	27	3088.8	2	15	10	27	3088.8	2	15	10	27	3088.8	108	114.40	12,355.20
5 FLUORESCENT LAMP, tubular, 36 watts	tube	3	10	10	23	834.9		10	10	20	726		10	10	20	726		10	10	20	726	83	36.30	3,012.90
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece	11			11	1026.2	11			11	1026.2	6			6	559.74	9			9	839.61	37	93.29	3,451.73
7 TAPE, electrical	roll	242	1		243	4422.6	24	1		25	455	22	1		23	418.6	12	1		13	236.6	304	18.20	5,532.80
COMMON OFFICE SUPPLIES																								
1 ACETATE, gauge #3, 50m per roll	roll				0	0				0	0				0	0				0	0	0	624.00	-
2 AIR FRESHENER, 280ml/can	can	69	36	6	111	9235.2	44	1	7	52	4326.4	45	15	1	61	5075.2	43	9	1	53	4409.6	277	83.20	23,046.40
3 ALCOHOL, 70%, ethyl, 500ml	bottle	106	49	110	265	12672	109	20	49	178	8512	78	25	49	152	7268.6	94	20	49	163	7794.7	758	47.82	36,247.56

4	CARBON FILM, A4 size, 100 sheets per box	box	16			16	3161.3	9		9	1778.2	10		10	1975.8	4		4	790.32	39	197.58	7,705.62			
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	8			8	1622.4	3		3	608.4	3		3	608.4	3		3	608.4	17	202.80	3,447.60			
6	CARTOLINA, assorted color, 20 pieces per pack	pack	75	2	2	79	5093.9	7	2	2	11	709.28	10	2	2	14	902.72	7	2	1	10	644.8	114	64.48	7,350.72
7	CHALK, white, dustless, 100 pieces per box	box	5		1	6	155.16	2		1	3	77.58	5		1	6	155.16	2		1	3	77.58	18	25.86	465.48
8	CLEARBOOK, A4 size	piece	4	24		28	1106.6	4			4	158.08	4			4	158.08	4			4	158.08	40	39.52	1,580.80
9	CLEARBOOK, Legal size	piece	18	24		42	1834.6	18			18	786.24	18			18	786.24	18			18	786.24	96	43.68	4,193.28
10	CLIP, backfold, 19mm, 12 pieces per box	box	27			27	196.56	17			17	123.76	17			17	123.76	17			17	123.76	78	7.28	567.84
11	CLIP, backfold, 25mm, 12 pieces per box	box	19			19	256.5	9			9	121.5	7			7	94.5	7			7	94.5	42	13.50	567.00
12	CLIP, backfold, 32mm, 12 pieces per box	box	41			41	783.92	7			7	133.84	7			7	133.84	7			7	133.84	62	19.12	1,185.44
13	CLIP, backfold, 50mm, 12 pieces per box	box	11			11	480.48	6			6	262.08	6			6	262.08	6			6	262.08	29	43.68	1,266.72
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	1206	23	103	1332	4155.8	147	15	91	253	7893.6	189	17	91	297	9266.4	136	17	91	244	7612.8	2126	31.20	66,331.20
15	DATA FILE BOX, made with chipboard, with closed ends	box	11	6	24	41	2861	8	2	2	12	837.36	10	2	2	14	976.92	8	2	2	12	837.36	79	69.78	5,512.62
16	DATA FOLDER, made with chipboard, taglia lock	piece	31	20	24	75	5148	10			10	686.4	10			10	686.4	10			10	686.4	105	68.64	7,207.20
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	3	2	1	6	2289.2	6	2		8	3052.3	6	2		8	3052.3	6	2		8	3052.3	30	381.54	11,446.20
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	15	2	1	18	9133.2	2	2	2	6	3044.4	2	2	1	5	2537	1	2	1	4	2029.6	33	507.40	16,744.20
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	7	2	1	10	6217.1		2	1	3	1865.1	1	2	1	4	2486.8		2	1	3	1865.1	20	621.71	12,434.20
20	ENVELOPE, EXPANDING, plastic	piece	28			28	773.08	17			17	469.37	17			17	469.37	12			12	331.32	74	27.61	2,043.14
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	19	15		34	16973	6		1	7	3494.4	8			8	3993.6	6			6	2995.2	55	499.20	27,456.00
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box	2			2	1123.2	2			2	1123.2	1			1	561.6	1			1	561.6	6	561.60	3,369.60
23	ERASER, felt, for blackboard/whiteboard	piece	11	4		15	166.65	7	1		8	88.88	6	4		10	111.1	5	1		6	66.66	39	11.11	433.29
24	ERASER, plastic or rubber	piece	40			40	91.6	23			23	52.67	36			36	82.44	18			18	41.22	117	2.29	267.93
25	FASTENER, for paper, metal, 50 sets per box	box	53	87	3	143	8163.9	18	5	3	26	1484.3	27	7	3	37	2112.3	24	5	4	33	1884	239	57.09	13,644.51
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	49			49	3462.8	10			10	706.7	10			10	706.7				0	0	69	70.67	4,876.23
27	FILE TAB DIVIDER, A4, five (5) colors p	set		5		5	62.4				0	0			0	0					0	0	5	12.48	62.40
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	26	5		31	515.84				0	0			0	0					0	0	31	16.64	515.84
29	FOLDER, Fancy, A4, 50s/ bundle	bundle	17	6	2	25	5850			1	1	234	1	1	1	3	702	1		1	2	468	31	234.00	7,254.00
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	14	11	13	38	11066	3	5	2	10	2912	4	6	4	14	4076.8	3	5	2	10	2912	72	291.20	20,966.40
31	FOLDER, L-type, A4, 50 pieces pack	pack	7	5	1	13	2163.2	2	5	1	8	1331.2	2	5	1	8	1331.2	2	5	1	8	1331.2	37	166.40	6,156.80
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack	13		2	15	3057.6	3		2	5	1019.2	6		2	8	1630.7	3		2	5	1019.2	33	203.84	6,726.72
33	FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box	21			21	15681	2			2	1493.4	3			3	2240.2	2			2	1493.4	28	746.72	20,908.16
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack	5			5	896.4				0	0	2			2	358.56				0	0	7	179.28	1,254.96
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	11			11	2204.1	4			4	801.48	4			4	801.48				0	0	19	200.37	3,807.03
36	GLUE, all purpose, 300 grams min.	jar	41	13	1	55	2429.9	20	7	1	28	1237	21	7	1	29	1281.2	17	7	1	25	1104.5	137	44.18	6,052.66
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	1			1	50.84				0	0	1			1	50.84				0	0	2	50.84	101.68
38	LOOSELEAF COVER, 50sets per bundle	bundle				0	0				0	0			0	0					0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece	1			1	41.6	1			1	41.6	1			1	41.6	1			1	41.6	4	41.60	166.40
40	MARKER, fluorescent, 3 colors per set	set	75	6	8	89	3164	33	7	6	46	1635.3	54	5	8	67	2381.9	28	7	6	41	1457.6	243	35.55	8,638.65
41	MARKER, whiteboard, bullet type, black	piece	63	26	12	101	1038.3	54	26		80	822.4	58	26		84	863.52	62	26		88	904.64	353	10.28	3,628.84

42	MARKER, whiteboard, bullet type, blue	piece	18	1	12	31	318.68	11	2		13	133.64	8	1		9	92.52	9	1		10	102.8	63	10.28	647.64	
43	MARKER, whiteboard, bullet type, red	piece	27	1	12	40	411.2	9	1	1	11	113.08	8	1		9	92.52	9	1		10	102.8	70	10.28	719.60	
44	MARKER, permanent, bullet type, black	piece	106	10	30	146	1408.9	53	10	19	82	791.3	61	10	18	89	858.85	48	10	18	76	733.4	393	9.65	3,792.45	
45	MARKER, permanent, bullet type, blue	piece	34		12	46	443.9	29		1	30	289.5	27			27	260.55	19			19	183.35	122	9.65	1,177.30	
46	MARKER, permanent, bullet type, red	piece	35		12	47	453.55	13		1	14	135.1	21			21	202.65	13			13	125.45	95	9.65	916.75	
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece	46			46	478.4	12			12	124.8	26			26	270.4	12			12	124.8	96	10.40	998.40	
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	19	20		39	1216.8	4			4	124.8	19			19	592.8	4			4	124.8	66	31.20	2,059.20	
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	9	20	2	31	1256.7	6			6	243.24	9			9	364.86	8			8	324.32	54	40.54	2,189.16	
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	14	20		34	1838	9			9	486.54	9			9	486.54	9			9	486.54	61	54.06	3,297.66	
51	PAD PAPER, Ruled	pad	52	24		76	1387.8	32	2		34	620.84	36	2		38	693.88	25			25	456.5	173	18.26	3,158.98	
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box	111	26	9	146	1876.1	67	10	9	86	1105.1	63	13	9	85	1092.3	60	10	11	81	1040.9	398	12.85	5,114.30	
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box	54	9		63	405.09	31	6		37	237.91	33	6		39	250.77	31	6		37	237.91	176	6.43	1,131.68	
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	21	90	6	117	15216	16	90	6	112	14566	16	90	6	112	14566	16	90	6	112	14566	453	130.05	58,912.65	
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	97	8	8	113	16922	97	8	8	113	16922	97	8	8	113	16922	97	8	8	113	16922	452	149.75	67,687.00	
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	207	110	10	327	36951	85	30	10	125	14125	88	30	10	128	14464	70	30	10	110	12430	690	113.00	77,970.00	
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	272	125	12	409	54008	131	25	12	168	22184	129	25	12	166	21920	110	25	10	145	19147	888	132.05	117,260.40	
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0	0				0	0				0	0				0	0	0	88.40	-	
59	PAPER, Thermal, 216mm x 30m	roll	8	5		13	404.95	2			2	62.3	3	5		8	249.2	2			2	62.3	25	31.15	778.75	
60	PENCIL, lead, w/eraser, one(1) dozen per box	box	53	9	5	67	1314.5	21	4	4	29	568.98	21	4	5	30	588.6	19	4	4	27	529.74	153	19.62	3,001.86	
61	PHILIPPINE NATIONAL FLAG	piece	3			3	836.16				0	0				0	0				0	0	3	278.72	836.16	
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	50	3	4	57	3438.2	34	3	3	40	2412.8	18	3	2	23	1387.4	41	3		44	2654.1	164	60.32	9,892.48	
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	82	17	5	104	9032.4	89	5	4	98	8511.3	56	17	4	77	6687.5	43	5	4	52	4516.2	331	86.85	28,747.35	
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0	0				0	0				0	0				0	0	0	256.87	-	
65	RUBBER BAND, 70mm min lay flat length (#18)	box	21	20	4	45	4199	10	1	4	15	1399.7	10	5	4	19	1772.9	11			3	14	1306.3	93	93.31	8,677.83
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece	46	17		63	975.24	9			9	139.32	9			9	139.32	7			7	108.36	88	15.48	1,362.24	
67	SIGN PEN, black	piece	421	75	38	534	20345	185	65	38	288	10973	252	65	38	355	13526	181	65	38	284	10820	1461	38.10	55,664.10	
68	SIGN PEN, blue	piece	79	46	7	132	5029.2	10	31	7	48	1828.8	24	26	7	57	2171.7	13	26	7	46	1752.6	283	38.10	10,782.30	
69	SIGN PEN, red	piece	92	25	6	123	4686.3	1	25	6	32	1219.2	30	25	6	61	2324.1	1	25	6	32	1219.2	248	38.10	9,448.80	
70	STAMP PAD INK, violet, 50mL	bottle	38	4	2	44	1083.7	13	2	2	17	418.71	16	4	2	22	541.86	11	2	2	15	369.45	98	24.63	2,413.74	
71	STAMP PAD, felt pad, min 60mm x 100mm	piece	42	6	9	57	1576.6	17		6	23	636.18	23	1	6	30	829.8	16		6	22	608.52	132	27.66	3,651.12	
72	STAPLE WIRE, Heavy duty, 23/13	box	29		4	33	1003.9	19		4	23	699.66	17		4	21	638.82	13		4	17	517.14	94	30.42	2,859.48	
73	STAPLE WIRE, Standard	box	51	2	5	58	1097.4	29	14	5	48	908.16	32	14	5	51	964.92	29	14	5	48	908.16	205	18.92	3,878.60	
74	TAPE, masking, 24mm, 50 meters length	roll	45	13	3	61	3362.3	47	5	3	55	3031.6	46	5	3	54	2976.5	47	5	3	55	3031.6	225	55.12	12,402.00	
75	TAPE, masking, 48mm, 50 meters length	roll	57	7	6	70	7352.8	36	8	6	50	5252	40	2	6	48	5041.9	34	5	6	45	4726.8	213	105.04	22,373.52	
76	TAPE, transparent, 24mm, 50 meters	roll	110	8	3	121	2101.8	40	8	3	51	885.87	47	8	3	58	1007.5	38	5	3	46	799.02	276	17.37	4,794.12	
77	TAPE, transparent, 48mm, 50 meters	roll	80	5	3	88	2333.8	38	5	3	46	1219.9	61	5	3	69	1829.9	35	5	3	43	1140.4	246	26.52	6,523.92	
78	TAPE, packaging, 48mm, 50 meters length	roll	62	7	4	73	2236	34	7	4	45	1378.4	45	7	4	56	1715.3	25	5	4	34	1041.4	208	30.63	6,371.04	

79	TOILET TISSUE, 12 rolls per pack	pack	133	36	13	182	12303	50	16	13	79	5340.4	55	16	13	84	5678.4	36	15	13	64	4326.4	409	67.60	27,648.40		
80	TWINE, plastic, one kilo per roll	roll	182			182	9085.4	3			3	149.76	1			1	49.92	2			2	99.84	188	49.92	9,384.96		
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack	180			180	22464				0	0				0	0				0	0	180	124.80	22,464.00		
COMMON OFFICE DEVICES																											
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	24	7	2	33	303.27	6	4		10	91.9	10	9		19	174.61	5	2		7	64.33	69	9.19	634.11		
2	CUTTER KNIFE, heavy duty	piece	51	2	4	57	1126.3	19	4		23	454.48	16	4		20	395.2	17	4		21	414.96	121	19.76	2,390.96		
3	DATING AND STAMPING MACHINE	piece	8	5		13	6218.9				0	0	6	3		9	4305.4				0	0	22	478.38	10,524.36		
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece	8		5	13	2433.6	1			1	187.2	4	5		9	1684.8	1			1	187.2	24	187.20	4,492.80		
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in	piece	30	6	4	40	4571.2	11			11	1257.1	9	6		15	1714.2	5			5	571.4	71	114.28	8,113.88		
6	SCISSORS, (6")	pair	48	8	8	64	878.72	7	2		9	123.57	23	2		25	343.25				0	0	98	13.73	1,345.54		
7	STAPLER, standard	piece	43	10	7	60	4929.6	12			12	985.92	15	4		19	1561	5			5	410.8	96	82.16	7,887.36		
8	STAPLER, binder type, heavy duty for high volume stapling, 25-	piece	6	2	3	11	9666.8				0	0				0	0				0	0	11	878.80	9,666.80		
9	STAPLE REMOVER, plier type	piece	50	4	6	60	1090.8	11			11	199.98	18	4		22	399.96	10			10	181.8	103	18.18	1,872.54		
10	TAPE DISPENSER, table top	piece	27	2	6	35	1670.2	4	1		5	238.6	6			6	286.32	4			4	190.88	50	47.72	2,386.00		
11	WASTE BASKET, non-rigid plastic	piece	46	4	12	62	1481.8	13			13	310.7	31			31	740.9	13			13	310.7	119	23.90	2,844.10		
COMMON JANITORIAL SUPPLIES																											
1	BROOM, soft (tambo)	piece	58	9	12	79	6983.6	23			23	2033.2	43	4	6	53	4685.2	24			24	2121.6	179	88.40	15,823.60		
2	BROOM, stick (tingting)	piece	79	5	5	89	2128.9	67			67	1602.6	72			72	1722.2	69			69	1650.5	297	23.92	7,104.24		
3	CLEANER, TOILET BOWL AND URINAL, 400-1000ml cap	bottle	97	34	3	134	5574.4	35		4	39	1622.4	37		4	41	1705.6	36		4	40	1664	254	41.60	10,566.40		
4	CLEANSER, scouring powder, 350grams/can	can	16	3	3	22	467.94	9		3	12	255.24	9	3	3	15	319.05	4			3	7	148.89	56	21.27	1,191.12	
5	DETERGENT POWDER, all purpose, 4kilo/pouch	pouch	158	42	28	228	8534	50	12	4	66	2470.4	57	12	4	73	2732.4	57	12	28	97	3630.7	464	37.43	17,367.52		
6	DISINFECTANT SPRAY, 400-550 grams	can	55	26	30	111	13276	14	4	2	20	2392	25	6	2	33	3946.8	14	4	2	20	2392	184	119.60	22,006.40		
7	DUST PAN, non-rigid plastic	piece	46	5	6	57	1593.7	18			18	503.28	22	4		26	726.96	18			18	503.28	119	27.96	3,327.24		
8	FLOOR WAX, Paste, red	can	22		6	28	5678.4	4			4	811.2	3			3	608.4	2			2	405.6	37	202.80	7,503.60		
9	FURNITURE CLEANER, aerosol, 300ml/can	can	45	14	29	88	7458.9	16	4		20	1695.2	19	4		23	1949.5	15	4		19	1610.4	150	84.76	12,714.00		
10	INSECTICIDE, aerosol type, 600ml/can	can	42	10	30	82	10234	23	5		28	3494.4	30	10		40	4992	23	5	1	29	3619.2	179	124.80	22,339.20		
11	MOPBUCKET	piece	3		4	7	12740	2			2	3640	3			3	5460	2			2	3640	14	1,820.00	25,480.00		
12	MOPHANDLE, screw type, aluminum handle	piece	18	18	4	40	5699.2	4	6		10	1424.8	14	6		20	2849.6	4	6		10	1424.8	80	142.48	11,398.40		
13	MOPHEAD, made of rayon	piece	70	7	6	83	8200.4	38			38	3754.4	31		1	32	3161.6	30			30	2964	183	98.80	18,080.40		
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle	16		2	18	894.42	5			5	248.45	13			13	645.97	5			5	248.45	41	49.69	2,037.29		
15	SCOURING PAD, 5 pieces per pack	pack	6		3	9	926.64	3			3	308.88	5			5	514.8	3			3	308.88	20	102.96	2,059.20		
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll	57	7	5	69	9651.7	28	3		31	4336.3	41	8		49	6854.1	21	3		24	3357.1	173	139.88	24,199.24		
17	DISINFECTANT, bleaching solution	cont	14		2	0		4			0		8	4		0		4			0		0	101.82	-		
COMMON OFFICE EQUIPMENT																											
1	BINDING AND PUNCHING MACHINE, two(2) hand lever	unit				0	0				0	0				0	0				0	0	0	10,400.00	-		
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	27	4		31	4413.2	2			2	284.72	6	2		8	1138.9				0	0	41	142.36	5,836.76		
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit	7	3		10	3286.4	3			3	985.92		3		3	985.92		3		3	985.92	19	328.64	6,244.16		

4	CHAIR, monobloc, without armrest, beige	piece	1		1	254.68	5		5	1273.4				0	0			0	0	6	254.68	1,528.08		
5	CHAIR, monobloc, without armrest, white	piece	502	2	504	128419	2		2	509.6		2		2	509.6			0	0	508	254.80	129,438.40		
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit	3	1	4	24918			0	0				0	0			0	0	4	6,229.60	24,918.40		
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%)	unit		1	1	25272			0	0				0	0			0	0	1	25,272.00	25,272.00		
8	ELECTRIC FAN, industrial	unit	1		1	956.8			0	0				0	0			0	0	1	956.80	956.80		
9	ELECTRIC FAN, orbit type	unit			0	0			0	0				0	0			0	0	0	1,248.00	-		
10	ELECTRIC FAN, stand type	unit	8	2	10	9671			0	0	3		3	2901.3	1		1	967.1	14	967.10	13,539.40			
11	ELECTRIC FAN, wall type	unit			0	0			0	0				0	0			0	0	0	790.40	-		
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm	unit			0	0			0	0				0	0			0	0	0	3,502.72	-		
13	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type non	unit	3		3	3241.7			0	0				0	0			0	0	3	1,080.56	3,241.68		
14	HFC123, with fire rating of 1A, 1BC, for ABC class of fire	unit			0	0			0	0				0	0			0	0	0	4,992.00	-		
15	MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to 1280x800	unit	2		2	52967			0	0				0	0			0	0	2	26,483.60	52,967.20		
16	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 20 sheets cutting cap	unit			0	0			0	0				0	0			0	0	0	7,488.00	-		
17	PAPER SHREDDER, 0.05m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit	1		1	5699.2			0	0				0	0			0	0	1	5,699.20	5,699.20		
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, prints print speed	unit	2	1	3	56129			0	0				0	0			0	0	3	18,709.60	56,128.80		
19	PRINTER, INK JET wireless, 9 pins, 80 column, capable, 55ppm speed, 512MB	unit	1		1	5831.5	1		1	5831.5				0	0			0	0	2	5,831.52	11,663.04		
20	PRINTER, INK JET, monochrome, 24ppm speed, 1280x800 resolution	unit	2		2	20000			0	0				0	0			0	0	2	10,000.00	20,000.00		
21	PRINTER, LASER, monochrome, 24ppm speed, 1280x800 resolution	unit			0	0			0	0				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	2		2	2579.2			0	0				0	0			0	0	2	1,289.60	2,579.20		
23	TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit	1		1	1242.8			0	0				0	0			0	0	1	1,242.80	1,242.80		
COMMON COMPUTER SUPPLIES																								
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000	box	11	5	5	13246	11	5	5	21	13246	11	5	5	21	13246	11	5	5	21	13246	84	630.76	52,983.84
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8",	box	2	2	2	5701.8	2	2	2	6	5701.8	2	2	2	6	5701.8	2	2	2	6	5701.8	24	950.30	22,807.20
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000	box	5	4		6444.4	5	4		9	6444.4	5	4		9	6444.4	5	4		9	6444.4	36	716.04	25,777.44
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8",	box	2		2	2441.9			0	0	2			2	2441.9			0	0	4	1,220.96	4,883.84		
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500	box	11		11	6289.8	8		8	4574.4	11			11	6289.8	8		8	4574.4	38	571.80	21,728.40		
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8",	box			0	0			0	0				0	0			0	0	0	958.15	-		
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	100	50	150	3268.5			0	0				0	0			0	0	150	21.79	3,268.50		
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward	piece	5	1	6	16910			0	0				0	0			0	0	6	2,818.40	16,910.40		
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	45	7	52	1013	1		1	194.48	6			6	1166.9	2		2	388.96	61	194.48	11,863.28		
10	MOUSE, optical, USB connection type	unit	30	6	36	4600.8	2		2	255.6	3	3		6	766.8	1		1	127.8	45	127.80	5,751.00		

HANDBOOK ON PROCUREMENT																										
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 0184/6th	piece		4		4	247.32													0	0	0	0	4	61.83	247.32
CONSUMABLES																										
1	INK CART, BROTHER LC39BK, Black	cart				0	0													0	0	0	0	0	681.20	-
2	INK CART, BROTHER LC39C, Cyan	cart				0	0													0	0	0	0	0	447.20	-
3	INK CART, BROTHER LC39M, Magenta	cart				0	0													0	0	0	0	0	447.20	-
4	INK CART, BROTHER LC39Y, Yellow	cart				0	0													0	0	0	0	0	447.20	-
5	INK CART, BROTHER LC67B, Black	cart				0	0													0	0	0	0	0	910.00	-
6	INK CART, BROTHER LC67C, Cyan	cart				0	0													0	0	0	0	0	546.00	-
7	INK CART, BROTHER LC67M, Magenta	cart				0	0													0	0	0	0	0	546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart				0	0													0	0	0	0	0	546.00	-
9	INK CART, BROTHER LC67HYBK, Black	cart				0	0													0	0	0	0	0	1,538.16	-
10	INK CART, BROTHER LC67HYC, Cyan	cart				0	0													0	0	0	0	0	868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart				0	0													0	0	0	0	0	868.40	-
12	INK CART, BROTHER LC67HY, Yellow	cart				0	0													0	0	0	0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart				0	0													0	0	0	0	0	737.36	-
14	INK CART, CANON PG-740, Black	cart				0	0													0	0	0	0	0		-
15	INK CART, CANON PGI-725, Black	cart				0	0													0	0	0	0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart				0	0													0	0	0	0	0	534.56	-
17	INK CART, CANON CL-811, Colored	cart				0	0													0	0	0	0	0	970.32	-
18	INK CART, CANON CL-741, Colored	cart				0	0													0	0	0	0	0	945.36	-
19	INK CART, CANON CLI-726, Cyan	cart				0	0													0	0	0	0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0	0													0	0	0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0	0													0	0	0	0	0	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0	0													0	0	0	0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0	0													0	0	0	0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)(91N),Black	cart	2			2	852.8								2	852.8				0	0	0	4	426.40	1,705.60	
25	INK CART, EPSON C13T105290(73N)(91N),Cyan	cart	1			1	426.4								1	426.4				0	0	0	2	426.40	852.80	
26	INK CART, EPSON C13T105390(73N)(91N),Magenta	cart	1			1	426.4								1	426.4				0	0	0	2	426.40	852.80	
27	INK CART, EPSON C13T105490(73N)(91N),Yellow	cart	3			3	1279.2	2		2	852.8	3		3	1279.2	2			2	852.8	10			426.40	4,264.00	
28	INK CART, EPSON C13T6664100 (T6641), Black	cart	14	25	16	55	14014	14	10	16	40	10192	29	7	16	52	13250	29	5	16	50	12740	197	254.80	50,195.60	
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart	12	20	15	47	11976	12	5	15	32	8153.6	12	17	15	44	11211	12	5	15	32	8153.6	155	254.80	39,494.00	

30	INK CART, EPSON C13T664300 (T6643), Magenta	cart	12	20	14	46	11721	12	5	14	31	7898.8	12	17	14	43	10956	12	5	14	31	7898.8	151	254.80	38,474.80
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart	10	20	14	44	11211	10	5	14	29	7389.2	10	17	14	41	10447	10	5	14	29	7389.2	143	254.80	36,436.40
32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0				0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0				0	0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0				0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0				0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0				0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0				0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0				0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0				0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0				0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0				0	0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0				0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0				0	0				0	0				0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart	3			3	2480.4	1			1	826.8	3			3	2480.4	3			3	2480.4	10	826.80	8,268.00
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0				0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0				0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0				0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart	2			2	1503.8				0	0	2			2	1503.8				0	0	4	751.92	3,007.68
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0				0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0				0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0				0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0				0	0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0				0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0				0	0	0	1,508.00	-

62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0			0	0					0	0	0	803.92	-						
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0			0	0					0	0	0	1,606.80	-						
64	INK CART, HP CC640WA, (HP60), Black	cart	1		1	639.6	1		1	639.6	1		1	639.6		0	0	3	639.60	1,918.80						
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0			0	0					0	0	0	1,445.60	-						
66	INK CART, HP CC643WA, (HP60), Tri-color	cart	1		1	754	1		1	754						0	0	2	754.00	1,508.00						
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0			0	0					0	0	0	1,658.80	-						
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0			0	0					0	0	0	639.60	-						
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0			0	0					0	0	0	1,019.20	-						
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0			0	0					0	0	0	1,086.80	-						
71	INK CART, HP CD887AA, (HP703), Black	cart				0	0			0	0					0	0	0	358.80	-						
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0			0	0					0	0	0	358.80	-						
73	INK CART, HP CD971AA, (HP920), Black	cart				0	0			0	0					0	0	0	792.48	-						
74	INK CART, HP CD972AA, (HP920XL), Cyan	cart				0	0			0	0					0	0	0	629.20	-						
75	INK CART, HP CD973AA, (HP920XL), Magenta	cart				0	0			0	0					0	0	0	629.20	-						
76	INK CART, HP CD974AA, (HP920XL), Yellow	cart				0	0			0	0					0	0	0	629.20	-						
77	INK CART, HP CD975AA, (HP920XL), Black	cart				0	0			0	0					0	0	0	1,242.80	-						
78	INK CART, HP CH561WA, (HP61), Black	cart				0	0			0	0					0	0	0	644.80	-						
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0			0	0					0	0	0	826.80	-						
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0			0	0					0	0	0	1,554.80	-						
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0			0	0					0	0	0	1,175.20	-						
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0			0	0					0	0	0	1,180.40	-						
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart	3		3	3541.2	3		3	3541.2	3		3	3541.2	3	3541.2	12	1,180.40	14,164.80							
84	INK CART, HP CN692AA, (HP704), Black	cart	99	89	29	217	77860	17	19	29	65	23322	18	19	29	66	23681	17	15	29	61	21887	409	358.80	146,749.20	
85	INK CART, HP CN693AA, (HP704), Tri-color	cart	43	23	29	95	34086	12	5	29	46	16505	12	5	29	46	16505	12	8	29	49	17581	236	358.80	84,676.80	
86	INK CART, HP CZ107AA, (HP678), Black	cart	50	30		80	28704				0	0				0	0		0	0	80			358.80	28,704.00	
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart	30	20		50	18044				0	0				0	0		0	0	50			360.88	18,044.00	
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0				0	0		0	0	0				366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0		0	0	0				249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0		0	0	0				249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0		0	0	0				249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0				0	0				0	0		0	0	0				930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				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 (Full Page)	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					0	0							0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart					0	0							0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart					0	0							0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart					0	0							0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart					0	0							0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart					0	0							0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart					0	0							0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart					0	0							0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart					0	0							0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart					0	0							0	0	0	7,690.80	-

126	TONER CART, HP CE400A, Black	cart								0	0								0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart								0	0								0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart								0	0								0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart								0	0								0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart								0	0								0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart								0	0								0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart								0	0								0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart								0	0								0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart								0	0								0	0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart								0	0								0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart								0	0								0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart								0	0								0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart								0	0								0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart								0	0								0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart								0	0								0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart								0	0								0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart								0	0								0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart								0	0								0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart								0	0								0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart								0	0								0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart								0	0								0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart								0	0								0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart								0	0								0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart								0	0								0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart								0	0								0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart								0	0								0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart								0	0								0	0	0	3,894.80	-
153	TONER CART, LEXMARK 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	0			0	0	0	2,912.00	-	
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0				0	0			0	0	0	2,392.00	-	
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0				0	0				0	0			0	0	0	2,704.00	-	
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0				0	0				0	0			0	0	0	2,631.20	-	
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0				0	0				0	0			0	0	0	3,120.00	-	
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0				0	0				0	0			0	0	0	7,280.00	-	
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0				0	0				0	0			0	0	0	4,368.00	-	
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0				0	0				0	0			0	0	0	9,464.00	-	
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0				0	0				0	0			0	0	0	8,736.00	-	
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0				0	0				0	0			0	0	0	4,888.00	-	
168	TONER CART, SAMSUNG SCX-D655A, Black	cart				0	0				0	0				0	0			0	0	0	4,212.00	-	
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart	46	5	5	56	4298	26	5	5	36	2763	46	5	5	56	4298	15	5	5	25	1918.8	173	76.75	13,277.75
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart	4	4	4	12	8698.6	4	4	4	12	8698.6	4	4	4	12	8698.6	4	4	4	12	8698.6	48	724.88	34,794.24
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	0				0	0				0	0			0	0	0	334.88	-	
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart	4	5	1	10	759.2	4	5	1	10	759.2	4	5	1	10	759.2	4	5	1	10	759.2	40	75.92	3,036.80

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

COMMON ELECTRICAL SUPPLIES																									
1	Staple Nail GUN TACKER 4-14mm		1			1	750				0	0				0	0			0	0	1	750.00	750.00	
2	Office Chair (Heavy Duty)					0	0	2			2	10000				0	0	2		0	0	2	5,000.00	10,000.00	
3	Office Table					0	0	3			3	19200				0	0	3		0	0	3	6,400.00	19,200.00	
4						0	0				0	0				0	0			0	0	0	-	-	
5						0	0				0	0				0	0			0	0	0	-	-	
6						0	0				0	0				0	0			0	0	0	-	-	
7						0	0				0	0				0	0			0	0	0	-	-	
8						0	0				0	0				0	0			0	0	0	-	-	
9						0	0				0	0				0	0			0	0	0	-	-	
						0	0				0	0				0	0			0	0	0	-	-	

COMMON OFFICE EQUIPMENT																									
1	Ballpen, Black		45			45	315	13			13	91	43			43	301	13			13	91	114	7.00	798.00
2	Ballpen, Red		6			6	36	5			5	30	5			5	30	5			5	30	21	6.00	126.00
3	Staple wire , Heavy Duty 23/17		52			52	2264.6	50			50	2177.5	40			40	1742	50			50	2177.5	192	43.55	8,361.60
4	DRAFTING TRIANGLE		1			1	200				0	0				0	0			0	0	1	200.00	200.00	
5	DRAFTING TRIANGLE		1			1	200				0	0				0	0			0	0	1	200.00	200.00	
6	Filing Cabinet (4 drawers) Steel, black		1			1	8351.6				0	0				0	0			0	0	1	8,351.62	8,351.62	
7	UPS		2			2	4280.6				0	0				0	0			0	0	2	2,140.32	4,280.64	
8	Toner (For 1K 135 Photocopier)		1			1	3600				0	0	1			1	3600			0	0	2	3,600.00	7,200.00	
9	Laptop		1			1	38000				0	0				0	0			0	0	1	38,000.00	38,000.00	
10	PRINTER EPSON LX 310		7			7	70000				0	0				0	0			0	0	7	10,000.00	70,000.00	
11	PRINTER with CISS 3 in 1		1			1	8000				0	0				0	0			0	0	1	8,000.00	8,000.00	
12	Ballpen 50's/pack	pack	1			1	65				0	0				0	0			0	0	1	65.00	65.00	
13	Printer , Epson 368 3-in-1		2			2	14000				0	0				0	0			0	0	2	7,000.00	14,000.00	
14	Staple Nail GUN TACKER 4-14 MM		1			1	750				0	0				0	0			0	0	1	750.00	750.00	

27						0	0					0	0						0	0	0			-	
28						0	0					0	0						0	0	0			-	
29						0	0					0	0						0	0	0			-	
30						0	0					0	0						0	0	0			-	
31						0	0					0	0						0	0	0			-	
32						0	0					0	0						0	0	0			-	
33						0	0					0	0						0	0	0			-	
34						0	0					0	0						0	0	0			-	
35						0	0					0	0						0	0	0			-	
36						0	0					0	0						0	0	0			-	
37						0	0					0	0						0	0	0			-	
38						0	0					0	0						0	0	0			-	
39						0	0					0	0						0	0	0			-	
40						0	0					0	0						0	0	0			-	
41						0	0					0	0						0	0	0			-	
42						0	0					0	0						0	0	0			-	
43						0	0					0	0						0	0	0			-	
44						0	0					0	0						0	0	0			-	
45						0	0					0	0						0	0	0			-	
46						0	0					0	0						0	0	0			-	
47						0	0					0	0						0	0	0			-	
48						0	0					0	0						0	0	0			-	
49						0	0					0	0						0	0	0			-	
50						0	0					0	0						0	0	0			-	
51						0	0					0	0						0	0	0			-	
52						0	0					0	0						0	0	0			-	
53						0	0					0	0						0	0	0			-	
54						0	0					0	0						0	0	0			-	
55						0	0					0	0						0	0	0			-	
56						0	0					0	0						0	0	0			-	
57						0	0					0	0						0	0	0			-	
58						0	0					0	0						0	0	0			-	
59						0	0					0	0						0	0	0			-	
60						0	0					0	0						0	0	0			-	
61						0	0					0	0						0	0	0			-	
62						0	0					0	0						0	0	0			-	
						0	0					0	0						0	0	0			-	
Audio and visual presentation and composing equipment						0																			
1						110	60	10	180	4323.6	10	10	10	30	720.6	10	10	10	30	720.6	270	24.02	6,485.40		
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						0																			
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	0	0			-	
9					0	0				0	0					0	0	0			-	
10					0	0				0	0					0	0	0			-	
Cleaning Equipment and Supplies						0																
1	Glass Cleaner		1		1	148	1		1	148	1		1	148			0	0	3	148.00	444.00	
2	Oxalic		26		26	2470	1		1	95	1		1	95	1		1	95	29	95.00	2,755.00	
3	Diswashing Liquid (500ml)		1		1	93.75	1		1	93.75	1		1	93.75	1		1	93.75	4	93.75	375.00	
4	Toilet Deodorant Cake deodorizer/moth 3pcs/pck.		60		60	1474.2			0	0			0	0			0	0	60	24.57	1,474.20	
5	Flanel Cloth		6		6	570			0	0			0	0			0	0	6	95.00	570.00	
6	Oxalic Powder		3		3	285			0	0			0	0			0	0	3	95.00	285.00	
7	Fabric Conditioner (Downy)		2		2	130			0	0			0	0			0	0	2	65.00	130.00	
8	Muriatic Acid 500ml		3		3	105			0	0			0	0			0	0	3	35.00	105.00	
9	Scouring PAD, Green Color 5 pcs./pack		2		2	60			0	0			0	0			0	0	2	30.00	60.00	
10	Cleanser Powder		3		3	135			0	0			0	0			0	0	3	45.00	135.00	
11	Toilet Bowl Cleaner		6		6	600			0	0			0	0			0	0	6	100.00	600.00	
12	Toilet Deodorant Cake		5		5	250			0	0			0	0			0	0	5	50.00	250.00	
13	Chlorine		5		5	475			0	0			0	0			0	0	5	95.00	475.00	
14	Rain Coat		3		3	450	3		3	450	3		3	450	3		3	450	12	150.00	1,800.00	
15	Rubber Boots		3		3	600	3		3	600	3		3	600	3		3	600	12	200.00	2,400.00	
16					0	0			0	0			0	0			0	0	0		-	
17					0	0			0	0			0	0			0	0	0		-	
					0	0			0	0			0	0			0	0	0		-	
Paper Materials and Products						0																
1	Book Paper White A4 210x297mm S-20	reams	50		50	9000	20		20	3600	38		38	6840	28		28	5040	136	180.00	24,480.00	
2	A3 L PAPER 297x420mm	reams	1		1	600			0	0	1		1	600			0	0	2	600.00	1,200.00	
3	COLUMNAR Book 20 Columns	pcs.	6		6	450	6		6	450	6		6	450	6		6	450	24	75.00	1,800.00	
4	BondPaper Legal Size S-20	reams	9		9	1890	9		9	1890	9		9	1890	9		9	1890	36	210.00	7,560.00	
5	Glossy Professional PHOTO PAPER A4 180 GSM	packs	1		1	400	1		1	400			0	0			0	0	2	400.00	800.00	
6	Book Paper White Legal		10	25	35	21000	10		10	6000	30		30	18000	20		20	12000	95	600.00	57,000.00	
7	Carbon Paper		50	50	100	7500	50		50	3750	50		50	3750	50		50	3750	250	75.00	18,750.00	
8	Colored Book Paper Yellow (Long)		10		10	2100	5		5	1050	10		10	2100			0	0	25	210.00	5,250.00	
9	Colored Book Paper Green (Long)		10		10	2100	5		5	1050	10		10	2100			0	0	25	210.00	5,250.00	
10					0	0			0	0			0	0			0	0	0		-	
11					0	0			0	0			0	0			0	0	0		-	
12					0	0			0	0			0	0			0	0	0		-	
13					0	0			0	0			0	0			0	0	0		-	
14					0	0			0	0			0	0			0	0	0		-	
					0	0			0	0			0	0			0	0	0		-	
Lighting and fixtures and accessories						0																
1	Swivel Chair	pcs.	23		23	69000			0	0			0	0			0	0	23	3,000.00	69,000.00	
2	LED Bulb 7 Watts	pcs.	10		10	2600			0	0	9		9	2340			0	0	19	260.00	4,940.00	
3	Compact Fluorescent Lamp (daylight -23 watts)	pc.	11		11	1375			0	0	11		11	1375			0	0	22	125.00	2,750.00	
4					0	0			0	0			0	0			0	0	0		-	
5					0	0			0	0			0	0			0	0	0		-	
6					0	0			0	0			0	0			0	0	0		-	
7					0	0			0	0			0	0			0	0	0		-	
8					0	0			0	0			0	0			0	0	0		-	
9					0	0			0	0			0	0			0	0	0		-	
10					0	0			0	0			0	0			0	0	0		-	
Electrical equipment and components and supplies																						
1	Extension Cord	meter	15		15	6750			0	0			0	0			0	0	15	450.00	6,750.00	

2						0	0								0	0	0			-						
3						0	0								0	0	0			-						
4						0	0								0	0	0			-						
5						0	0								0	0	0			-						
6						0	0								0	0	0			-						
7						0	0								0	0	0			-						
8						0	0								0	0	0			-						
9						0	0								0	0	0			-						
10						0	0								0	0	0			-						
Computer Supplies																										
1	Computer Keyboard (USB)	pcs.	3			3	0					3	3	0				0	0	6	-					
2	Epson Ribbon LQ-2180	pcs.	2			2	560		2			2	2	560		2		2	560	8	280.00	2,240.00				
3	Inkjet Printer Ink M,Y,C canon PGBK	pcs.	4			4	4800							0	0					0	0	4	1,200.00	4,800.00		
4	Inkjet Printer Ink epson L110 C,M,Y,BK	pcs.	3			3	3600		2			2	2	2400		2				0	0	7	1,200.00	8,400.00		
5	Computer Ink (For Epson L120-Refill ; Black)	pcs.	7			7	2065		4			4	4	1180		4		4	1180	19	295.00	5,605.00				
6	Computer Ink (For Epson L120-Refill ; Blue)	pcs.	2			2	590		2			2	2	590		2		2	590	8	295.00	2,360.00				
7	Computer Ink (For Epson L120-Refill ; Yellow)	pcs.	2			2	590		2			2	2	590		2		2	590	8	295.00	2,360.00				
8	Computer Ink (For Epson L120-Refill ; Pink)	pcs.	2			2	590		2			2	2	590		2		2	590	8	295.00	2,360.00				
9	Computer ribbon (For Epson LX-310 & Epson LQ-310 Refill)	pcs.	3			3	150		3			3	3	150		3		3	150	12	50.00	600.00				
10	Epson Computer Ribbon FX-2175	pcs.	1			1	380					1	1	380				0	0	2	380.00	760.00				
11	Ink for Brother MFC -J430W		1			1	75		1			1	1	75		1		1	75	4	75.00	300.00				
12						0	0								0	0				0	0	0				
13						0	0								0	0				0	0	0				
14						0	0								0	0				0	0	0				
15						0	0								0	0				0	0	0				
16						0	0								0	0				0	0	0				
17						0	0								0	0				0	0	0				
18						0	0								0	0				0	0	0				
19						0	0								0	0				0	0	0				
20						0	0								0	0				0	0	0				
21						0	0								0	0				0	0	0				
22						0	0								0	0				0	0	0				
23						0	0								0	0				0	0	0				
24						0	0								0	0				0	0	0				
						0	0								0	0				0	0	0				
Computer Equipment and Accessories																										
1	UPS		5			5	30000		3			3	3	18000		3		3	18000			0	0	11	6,000.00	66,000.00
2	Keyboard (USB Type)					0	0		1					500				0	0			0	0	1	500.00	500.00
3	Printer (Inkjet)		2			2	10000							0	0					0	0	2	5,000.00	10,000.00		
4	UPS 650 VA		3			3	7800							0	0					0	0	3	2,600.00	7,800.00		
5						0	0							0	0					0	0	0			38,597.78	-
6						0	0							0	0					0	0	0			8,100.00	-
7						0	0							0	0					0	0	0			-	-
8						0	0							0	0					0	0	0			-	-
9						0	0							0	0					0	0	0			-	-
10						0	0							0	0					0	0	0			-	-
*Other Categories																										
1	Office Swivel Chair		9			9	40500							0	0					0	0	9	4,500.00	40,500.00		
2	Abaca Rope		60			60	7080							0	0					0	0	60	118.00	7,080.00		
3	Bead (circle , square, multi coored)		30			30	1350							0	0					0	0	30	45.00	1,350.00		
4	Capiz Shells (Polished Square)		30			30	6000							0	0					0	0	30	200.00	6,000.00		

5	Capiz Shells (Polished Round)		50			50	10000				0	0				0	0			0	0	50	200.00	10,000.00	
6	5 Gallons water Refill (For Dispenser)		20	20	20	60	2100	20	20	20	60	2100	20	20	20	60	2100	20	20	20	60	2100	240	35.00	8,400.00
7						0	0				0	0				0	0				0	0	0		-
8						0	0				0	0				0	0				0	0	0		-
9						0	0				0	0				0	0				0	0	0		-
10						0	0				0	0				0	0				0	0	0		-
C. TOTAL (A + B):																							3,523,619.83		
D. ADDITIONAL PROVISION																							352,361.98		
E. GRAND TOTAL (C + D)																							3,875,981.81		
F. APPROVED BUDGET BY																									
G. MONTHLY CASH																									
G.1 Available at Procurement					2E+06						449934					506656						386249		0	
G.2 Other Items not available at PS					377562						47399					93934						31269		0	
TOTAL MONTHLY CASH					2E+06						497334					600591						417518		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:

Certified Funds Available /
 Certified Appropriate Funds Available:


 DR. ENRIQUE MA. SANTIAGO B. BARCELONA
 BAC-CHAIRMAN


 Accountant /
 Local Budget Officer

Approved by:


 MARK ANDREW ARTHUR J. GOLEZ
 CITY MAYOR
 Head of Office/Agency

Date Prepared: