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

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

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

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

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Region:	MAIN & NCR			Position:	Chief Admin Officer
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	Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
	COMMON ELECTRICAL SUPPLIES																			
1	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	14	10	28	52	8	10	28	46	8	10	28	46	8	10	28	46	190	19.50	3,705.00
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	13	10	24	47	7	10	24	41	7	10	24	41	7	10	24	41	170	18.46	3,138.20
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	1			1				0				0				0	1	88.40	88.40

4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	-
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	72.49	-
6	TAPE, ELECTRICAL, 18mm x 16M min	roll	2	20	50	72	10		50	60	10	1		11				0	143	18.20	2,602.60
	COMMON OFFICE SUPPLIES																				
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	2		2	4	1			1	1		2	3	1			1	9	737.24	6,635.16
2	AIR FRESHENER, aerosol, 280ml/150g min	can	70	40	9	119	66	40	9	115	70	40	9	119	66	40	9	115	468	85.28	39,911.04
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	117	60	33	210	110	60	33	203	117	60	33	210	110	60	33	203	826	47.82	39,499.32
4	CARBON FILM, PE, black, size 210mm x 297mm	box		1		1		1		1		1		1		1		1	4	197.58	790.32
5	CARBON FILM, PE, black, size 216mm x 330mm	box		1		1		1		1		1		1		1		1	4	202.80	811.20
6	CARTOLINA, assorted colors	pack	12	10	20	42	12		20	32	12	10	20	42	12		20	32	148	64.48	9,543.04
7	CHALK, molded, white, dustless, length: 78mm min	box				0				0				0				0	0	25.86	-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	62	30	10	102	57	30	10	97	62	30	10	102	57	30	10	97	398	36.72	14,614.56
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	58	20	10	88	53	20	10	83	58	20	10	88	53	20	10	83	342	38.91	13,307.22
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	149	100	4	253	136	100	4	240	159	100	4	263	136	100	4	240	996	7.57	7,539.72
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	167	100	4	271	134	100	4	238	157	100	4	261	134	100	4	238	1008	13.40	13,507.20
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	162	60	4	226	129	60	4	193	152	60	4	216	129	60	4	193	828	19.12	15,831.36
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	162	30	4	196	139	30	4	173	152	30	4	186	139	30	4	173	728	39.52	28,770.56
14	CORRECTION TAPE, film base type, UL 6m min	piece	183	60	65	308	136	60	65	261	143	60	65	268	129	60	65	254	1091	17.56	19,157.96
15	DATA FILE BOX, made of chipboard, with closed ends	box	169	30	15	214	104	30	15	149	124	30	15	169	72	30	15	117	649	69.78	45,287.22

16	DATA FOLDER, made of chipboard, taglia lock	piece	109	20		129	90	20	50	160	104	20	50	174	90	20	50	160	623	68.64	42,762.72
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	12	7	1	20	6	5	1	12	10	5	1	16	6	7	1	14	62	408.14	25,304.68
18	ENVELOPE, DOCUMENTARY, for legal size document	box	10	7	1	18	6	5	1	12	8	5	1	14	6	7	1	14	58	518.08	30,048.64
19	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	17	1	1	19	14	1	1	16	15	1	1	17	13	1	1	15	67	642.15	43,024.05
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	367	5	10	382	57	1	10	68	167	1	10	178	157	1	10	168	796	27.61	21,977.56
21	ENVELOPE, MAILING,white, 80gsm (-5%)	box	16	2	1	19	10		1	11	10	2	1	13	10		1	11	54	328.64	17,746.56
22	ENVELOPE, mailing, white, with window	box	5	2		7	3			3	3	2		5	3			3	18	410.80	7,394.40
23	ERASER, FELT, for blackboard/whiteboard	piece	32	3	1	36	7		1	8	11	3	1	15	7		1	8	67	11.11	744.37
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	68	5		73	21	5		26	53	5		58	21	5		26	183	5.99	1,096.17
25	FASTENER, METAL, 70mm between prongs	box	67		1	68	46			46	46		1	47	46			46	207	57.09	11,817.63
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	91	10	2	103	25	10	17	52	55	10	17	82	25	10	17	52	289	70.67	20,423.63
27	FILE TAB DIVIDER, bristol board, for A4	set	130	10	50	190	117	30	50	197	125	10	50	185	120	10	50	180	752	12.48	9,384.96
28	FILE TAB DIVIDER, bristol board, for legal	set	137	10	50	197	144	10	50	204	132	10	50	192	132	10	50	192	785	16.64	13,062.40
29	FOLDER, FANCY, for A4 size documents	bundle	16	5		21	5	5		10	10	5		15	5	5		10	56	248.56	13,919.36
30	FOLDER, FANCY, for legal size documents	bundle	21	5		26	10	5		15	15	5		20	10	5		15	76	291.20	22,131.20
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	23		10	33	4		10	14	13		10	23	4		10	14	84	171.08	14,370.72
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	28		5	33	9		5	14	18		5	23	9		5	14	84	213.72	17,952.48
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	15	2		17	8	2		10	12	2		14	8	2		10	51	746.72	38,082.72
34	FOLDER, TAGBOARD, for A4 size documents	pack	8	3	5	16	4	3	5	12	6	3	5	14	4	3	5	12	54	226.05	12,206.70
35	FOLDER, TAGBOARD, for legal size documents	pack	11	3	5	19	4	3	5	12	8	3	5	16	4	3	5	12	59	200.37	11,821.83

36	GLUE, all purpose, gross weight: 200 grams min	jar	44	15	3	62	15	15	3	33	16	15	3	34	15	15	3	33	162	47.82	7,746.84
37	INDEX TAB, self-adhesive, transparent	box	152	55	20	227	152	55	20	227	127	55	20	202	127	55	20	202	858	51.67	44,332.86
38	LOOSELEAF COVER, made of chipboard, for legal	bundle	11	2	4	17	5	2	4	11	6	2	4	12	5	2	4	11	51	650.00	33,150.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	129	15	60	204	54	10	60	124	84	15	60	159	54	10	60	124	611	41.60	25,417.60
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	106	10	41	157	60	10	41	111	70	10	41	121	57	10	41	108	497	35.55	17,668.35
41	MARKER, whiteboard, black, felt tip, bullet type	piece	93	5	2	100	28	5	2	35	56	5	2	63	28	5	2	35	233	10.28	2,395.24
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	91	5	2	98	26	5	2	33	54	5	2	61	26	5	2	33	225	10.28	2,313.00
43	MARKER, whiteboard, red, felt tip, bullet type	piece	91		2	93	26		2	28	54		2	56	26		2	28	205	10.28	2,107.40
44	MARKER, PERMANENT, bullet type, black	piece	112	15	2	129	43	15	2	60	75	15	2	92	43	15	2	60	341	9.65	3,290.65
45	MARKER, PERMANENT, bullet type, blue	piece	104	5	2	111	25	5	2	32	67	5	2	74	25	5	2	32	249	9.65	2,402.85
46	MARKER, PERMANENT, bullet type, red	piece	103	5	2	110	24		2	26	56	5	2	63	24		2	26	225	9.65	2,171.25
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	122	15	10	147	49	50	10	109	106	15	10	131	49	50	10	109	496	12.04	5,971.84
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	172	30	14	216	140	30	14	184	157	30	14	201	140	30	14	184	785	31.20	24,492.00
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	154	30	14	198	112	30	14	156	139	30	14	183	112	30	14	156	693	42.62	29,535.66
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	197	30	14	241	155	30	14	199	172	30	14	216	155	30	14	199	855	57.20	48,906.00
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	48			48	21			21	28			28	21			21	118	17.35	2,047.30
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	137	30	80	247	103	30	80	213	117	30	80	227	103	30	80	213	900	6.64	5,976.00
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	142	30	80	252	108	30	80	218	122	30	80	232	108	30	80	218	920	13.50	12,420.00
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	195	128	118	441	190	128	118	436	190	128	118	436	185	128	118	431	1744	132.37	230,853.28
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	159	13	18	190	149	13	18	180	149	13	18	180	149	13	18	180	730	154.75	112,967.50

56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	142	35	110	287	142	35	110	287	142	35	110	287	142	35	110	287	1148	114.51	131,457.48
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	114	10	10	134	113	10	10	133	114	10	10	134	113	10	10	133	534	118.35	63,198.90
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	71	3		74	68	3		71	69	3		72	68	3		71	288	114.51	32,978.88
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	2		10	12	2		10	12	2		10	12	2		10	12	48	32.97	1,582.56
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	47	15	1	63	13	15	1	29	36	15	1	52	19	15	1	35	179	19.62	3,511.98
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	2	2		4				0	1			1				0	5	306.80	1,534.00
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	23	10	12	45	7	10	12	29	10	10	12	32	7	10	12	29	135	60.32	8,143.20
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	52	10	15	77	18	10	15	43	26	10	15	51	18	10	15	43	214	93.60	20,030.40
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	59	13	10	82	32	13	10	55	29	13	10	52	29	13	10	52	241	256.87	61,905.67
65	RUBBER BAND, 70mm min lay flat length (#18)	box	24	2	1	27	17	2	1	20	20	2	1	23	17	2	1	20	90	93.31	8,397.90
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	99	20	8	127	29	30	8	67	22	20	8	50	22	30	8	60	304	15.48	4,705.92
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	348	132	142	622	343	132	142	617	348	132	142	622	343	132	142	617	2478	34.61	85,763.58
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	301	100	110	511	296	100	110	506	301	100	110	511	296	100	110	506	2034	34.61	70,396.74
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	222	40	110	372	207	40	110	357	212	40	110	362	207	40	110	357	1448	34.61	50,115.28
70	STAMP PAD INK, purple or violet	bottle	23	5	1	29	5			5	9	5	1	15	5			5	54	24.63	1,330.02
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	14	15	1	30	1			1	3		1	4	1	5		6	41	27.66	1,134.06
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	59	20		79	43			43	41	20		61	38			38	221	20.68	4,570.28
73	STAPLE WIRE, STANDARD, (26/6)	box	105	22	8	135	98	22	8	128	105	22	8	135	98	22	8	128	526	21.84	11,487.84
74	TAPE, MASKING, width: 24mm (±1mm)	roll	59	15	2	76	19	15	2	36	42	5	2	49	29	5	2	36	197	55.12	10,858.64
75	TAPE, MASKING, width: 48mm (±1mm)	roll	66	15	2	83	26	15	2	43	44	5	2	51	31	5	2	38	215	105.04	22,583.60

76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	55	10	1	66	3	10	1	14	27	10	1	38	6	10	1	17	135	27.96	3,774.60
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	89	15	52	156	31	15	52	98	72	15	52	139	31	15	52	98	491	10.92	5,361.72
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	100	10	22	132	39	10	22	71	80	10	22	112	39	10	22	71	386	26.52	10,236.72
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	165	15	44	224	165	15	44	224	165	15	44	224	165	15	44	224	896	67.60	60,569.60
80	TWINE, plastic, one (1) kilo per roll	roll	4	2		6	3			3	4	2		6	3			3	18	49.92	898.56
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	5			5	5			5	5			5	5			5	20	128.84	2,576.80
82	Airline Travel	ticket				0				0				0				0	0	0.00	-
	COMMON OFFICE DEVICES																				
1	CUTTER BLADE, for heavy duty cutter	tube	12			12	3	10		13	4	10		14	3			3	42	9.83	412.86
2	CUTTER KNIFE, for general purpose	piece	42			42		10		10	10	10		20				0	72	19.76	1,422.72
3	DATING AND STAMPING MACHINE, heavy duty	piece	32	50	2	84		50		50		50	2	52				0	186	478.38	88,978.68
4	PENCIL SHARPENER, manual, single cutter head	piece	49	10	2	61				0	10			10				0	71	187.20	13,291.20
5	PUNCHER, paper, heavy duty, with two hole guide	piece	65	20		85				0	13			13				0	98	114.28	11,199.44
6	SCISSORS, symmetrical, blade length: 65mm min	pair	83	20		103	10			10	15			15	10			10	138	13.73	1,894.74
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	113	20	10	143	10	50	5	65	10	50	5	65	10		5	15	288	82.16	23,662.08
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	14	2	1	17				0				0				0	17	878.80	14,939.60
9	STAPLE REMOVER, PLIER-TYPE	piece	91			91	10			10	15			15	10			10	126	21.84	2,751.84
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	79	15	1	95		50		50	15	50		65				0	210	49.59	10,413.90
11	WASTEBASKET, non-rigid plastic	piece	69	20	3	92	5	100		105	10	100		110	5			5	312	24.96	7,787.52

	COMMON JANITORIAL SUPPLIES																			
1	BROOM, soft (tambo)	piece		5		5		5		5		5		5		5		5	20	88.40	1,768.00
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece		3		3				0		3		3		3		3	9	23.92	215.28
3	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	41.60	1,497.60
4	CLEANSER, SCOURING POWDER, 350g min./can	can	10			10	10			10	10			10	10			10	40	21.27	850.80
5	DETERGENT POWDER, all purpose, 1kg	pouch	10			10	10			10	10			10	10			10	40	38.93	1,557.20
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	17	10	30	57	13	10	30	53	13	10	30	53	13	10	30	53	216	120.38	26,002.08
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	5	5		10	5			5	5	5		10	5			5	30	27.04	811.20
8	FLOOR WAX, PASTE, RED	can				0				0				0				0	0	269.36	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	3	10	20	33	10		20	30	10		20	30	10		20	30	123	87.36	10,745.28
10	INSECTICIDE, aerosol type, net content: 600ml min	can	10		10	20	10		10	20	10		10	20	10		10	20	80	137.28	10,982.40
11	MOP BUCKET, heavy duty, hard plastic	piece	5			5				0		5		5				0	10	1,911.00	19,110.00
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	5			5				0		5		5				0	10	142.48	1,424.80
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	5			5				0	5	5		10				0	15	106.08	1,591.20
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	1	10	10	21		10	10	20		10	10	20		10	10	20	81	49.69	4,024.89
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack		5		5		5		5		5		5		5		5	20	102.96	2,059.20
16	TRASHBAG, plastic, transparent	roll	20		20	40	20		20	40	20		20	40	20		20	40	160	139.88	22,380.80
17	DETERGENT BAR, 140 grams as packed	bar	10		5	15	10		5	15	10		5	15	10		5	15	60	7.28	436.80
	COMMON OFFICE EQUIPMENT																				

1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	4			4				0				0				0	4	10,400.00	41,600.00
2	CALCULATOR, compact, 12 digits	unit	31	5		36	10	5		15	10			10	10	5		15	76	135.20	10,275.20
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0				0				0	0	262.60	-
4	CHAIR,monobloc, white, with backrest, w/o armrest	piece				0		200		200				0				0	200	262.60	52,520.00
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	24			24				0				0				0	24	6,565.52	157,572.48
6	DOCUMENT CAMERA, 3.2M pixels	unit	3	2		5				0				0				0	5	25,376.00	126,880.00
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0				0				0				0	0	1,049.36	-
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0				0				0				0	0	1,319.76	-
9	ELECTRIC FAN, STAND type, plastic blade	unit	4	2	3	9				0				0				0	9	967.10	8,703.90
10	ELECTRIC FAN, WALL type, plastic blade	unit				0				0				0				0	0	751.92	-
11	FACSIMILE MACHINE, uses thermal paper	unit	3			3				0				0				0	3	3,502.72	10,508.16
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	7			7				0				0				0	7	1,080.56	7,563.92
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0				0	0	4,992.00	-
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	7			7				0				0				0	7	26,483.60	185,385.20
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	6			6				0				0				0	6	8,088.08	48,528.48
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	8			8				0				0				0	8	5,699.20	45,593.60
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	1			1				0				0				0	1	18,709.60	18,709.60
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0				0	0	5,831.52	-
19	PRINTER, LASER, monochrome, network-ready	unit	1			1				0				0				0	1	715.52	715.52
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit		1		1				0				0				0	1	1,379.04	1,379.04

21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-
22	Desktop Computer, branded	unit	8			8				0				0				0	8	35,887.49	287,099.92
23	Laptop Computer, branded	unit				0				0				0				0	0	35,916.40	-
	COMMON COMPUTER SUPPLIES																				
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0				0				0	0	682.24	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0				0				0	0	1,029.60	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0				0				0	0	765.44	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0				0				0	0	1,300.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	4		4	8	4		4	8	4		4	8	4		4	8	32	596.80	19,097.60
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0				0				0	0	1,034.80	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	20			20				0				0				0	20	21.79	435.80
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	72	10	10	92	10		10	20	10		10	20	10		10	20	152	3,031.60	460,803.20
9	FLASH DRIVE, 16 GB capacity	piece	95	20	8	123		20		20	5	20	8	33		20		20	196	251.68	49,329.28
10	MOUSE, optical, USB connection type	unit	45	10	5	60		10		10		10		10		10		10	90	127.80	11,502.00
	HANDBOOK ON PROCUREMENT																				
1	HANDBOOK (RA 9184), 7th Edition	piece	16	30	1	47		10		10		10		10		10		10	77	46.28	3,563.56
	CONSUMABLES																				
1	DRUM CART, BROTHER DR-3455	cart				0				0				0				0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart				0				0				0				0	0	1,041.58	-

3	INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0				0				0				0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart	32	4	5	41	32	3	6	41	30	1	3	34	16	4	4	24	140	254.80	35,672.00
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	21	2	3	26	20	1	4	25	21	1	3	25	19	2	2	23	99	254.80	25,225.20
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	21	2	3	26	20	1	4	25	21	1	3	25	19	2	2	23	99	254.80	25,225.20
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	21	2	3	26	20	1	4	25	21	1	3	25	19	2	2	23	99	254.80	25,225.20
10	INK CART, HP C2P04AA (HP62) Black	cart				0				0				0				0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0				0				0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0				0				0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0				0				0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0				0				0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0				0				0	0	0.00	-
19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0				0				0				0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0				0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	784.16	-

23	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0				0				0				0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0				0				0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0				0				0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0				0				0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0				0				0				0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	379.64	-

43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0				0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0				0	0	0.00	-
49	INK CART, HP L0S51AA (HP955) Cyan Original	cart				0				0				0				0	0	0.00	-
50	INK CART, HP L0S54AA (HP955) Magenta Original	cart				0				0				0				0	0	0.00	-
51	INK CART, HP L0S57AA (HP955) Yellow Original	cart				0				0				0				0	0	0.00	-
52	INK CART, HP L0S60AA (HP955) Black Original	cart				0				0				0				0	0	0.00	-
53	INK CART, HP L0S63AA (HP955XL) Cyan Original	cart				0				0				0				0	0	0.00	-
54	INK CART, HP L0S66AA (HP955XL) Magenta Original	cart				0				0				0				0	0	0.00	-
55	INK CART, HP L0S69AA (HP955XL) Yellow Original	cart				0				0				0				0	0	0.00	-
56	INK CART, HP L0S72AA (HP955XL) Black Original	cart				0				0				0				0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0				0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0				0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0				0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0				0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0				0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0				0	0	0.00	-

63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0				0				0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0				0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0				0				0				0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	753.88	-
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				0				0				0				0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	3,009.01	-
78	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	2,968.99	-

83	TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0				0				0				0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				0				0				0				0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0				0				0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0				0				0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0				0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0				0				0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0				0				0				0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0				0	0	0.00	-

103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0				0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0				0				0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0				0				0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0				0				0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0				0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0				0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0				0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0				0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0				0				0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0				0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0				0				0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0				0				0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0				0				0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0				0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0				0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0				0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0				0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0				0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0				0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0				0				0	0	0.00	-

123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0				0				0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0				0				0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0				0				0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0				0				0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0				0				0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0				0				0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0				0				0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0				0				0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0				0				0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0				0				0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0				0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0				0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,541.76	-

143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0				0				0				0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				0				0				0	0	13,935.33	-
B. OTHER ITEMS NOT AVALABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
	COMMON ELECTRICAL SUPPLIES																				
1	Extension Cord, 5 meters, 5 gang	piece	10		5	15				0				0				0	15	1,500.00	22,500.00
2	Extension Cord, 5 meters, 6 gang w/ individual switch	piece	10	10	5	25		10		10	10	5		15	10			10	60	1,500.00	90,000.00
3	Extension Wheel, 15 meters	unit	2			2	1			1				0				0	3	1,500.00	4,500.00
4	Universal Adaptor	unit	20		20	40	20		20	40	20		20	40	20		20	40	160	1,200.00	192,000.00
						0				0				0				0	0		-
						0				0				0				0	0		-
COMMON OFFICE EQUIPMENT																					

1	Wireless Mouse (Macbook)	unit	8		1	9				0				0				0	9	4,000.00	36,000.00
2	Power Bank, 20,000 mah	unit	5	15		20				0				0				0	20	3,000.00	60,000.00
3	Printer, Inkjet, wireless capable, 55pp/m speed, 512MB memory, duplex printing capable	unit	1			1				0				0				0	1	5,000.00	5,000.00
4	Laptop	unit	1			1				0				0				0	1	35,000.00	35,000.00
5	Macbook Laptop Cover	piece			3	3				0				0				0	3	2,500.00	7,500.00
6	Wireless Power Point Clicker w/ Laser Pointer	unit	4	3		7		10		10				0				0	17	2,500.00	42,500.00
7	Mac Adaptor (Projector)	unit	2		1	3				0				0				0	3	1,500.00	4,500.00
8	Vacuum Cleaner	unit	2		2	4				0				0				0	4	2,500.00	10,000.00
9	USB Hub (4-port)	unit	2			2		3		3				0				0	5	500	2,500.00
10	USB Adapter to VGA	unit	2			2				0				0				0	2	2,000.00	4,000.00
11	Flashlight	unit	3			3		10		10				0				0	13	400.00	5,200.00
12	Lateral Steel Filing Cabinet	unit				0	3			3	7			7				0	10	7,999.00	79,990.00
13	Vertical Steel Filing Cabinet	unit	3			3	2			2	5			5				0	10	12,733.00	127,330.00
14	Multifunctional Printer, Colored	unit	3			3				0				0				0	3	10,000.00	30,000.00
15	Coffee Maker, 8-10 cups	unit	1			1				0				0				0	1	5,000.00	5,000.00
16	Laminating Machine	unit	1			1				0				0				0	1	14,000.00	14,000.00
17	Keyboard	unit			10	10				0				0				0	10	400.00	4,000.00
18	Air Humidifier	unit	15			15				0				0				0	15	14,000.00	210,000.00
COMMON OFFICE SUPPLIES																					
1	Archfile Vertical Folder, Legal Size, 2 holes, 3in width	piece	65	30	50	145	65	30	50	145	65	30	50	145	65	30	50	145	580	200.00	116,000.00

2	Archfile Vertical Folder, Letter Size, 2 holes, 2.5in width	piece	15			15	15			15	15			15	15			15	60	200.00	12,000.00
3	Archfile Vertical Folder, Legal Size, 2 holes, 2.5in width	piece	15			15	15			15	15			15	15			15	60	200.00	12,000.00
4	Board Paper, White (10pcs./pack)	pack	6			6	6			6	6			6	6			6	24	50.00	1,200.00
5	Colored Paper, 10 sheets/pack, Assorted	pack	6		30	36	6		30	36	6		30	36	6		30	36	144	50.00	7,200.00
6	Special Paper (cream/dirty white), 10 sheets/pack	pack	6			6	6			6	6			6	6			6	24	50.00	1,200.00
7	Sticker Paper, Matt A4 size, 10 sheets/pack	pack	6		30	36	6		30	36	6		30	36	6		30	36	144	50.00	7,200.00
8	Sticker Paper, Glossy A4 size, 10 sheets/pack	pack	10	5	30	45	10	5	30	45	10	5	30	45	10	5	30	45	180	50.00	9,000.00
9	Post-it "SIGN HERE"	pack	58	50	50	158	46	50	50	146	46	50	50	146	46	50	50	146	596	200.00	119,200.00
10	Post-it Tab, Tape Flag	pack	26	50	50	126	26	50	50	126	26	50	50	126	26	50	50	126	504	150.00	75,600.00
11	Post-it Sticky Notes 1.5"x2"	pack	6			6	6			6	6			6	6			6	24	100.00	2,400.00
12	Post-it Sticky Notes 2"x2"	pack	6		50	56	6		50	56	6		50	56	6		50	56	224	100.00	22,400.00
13	Fastener, Plastic	box	22		50	72			50	50			50	50			50	50	222	60.00	13,320.00
14	Glue Stick, 7.08gms	piece	20			20				0				0				0	20	40.00	800.00
15	Paper, Multicopy A3, 80gsm	ream	4	3		7	3			3	1	3		4	3			3	17	400.00	6,800.00
16	Plastic Cover	meter	100			100				0				0				0	100	90.00	9,000.00
17	Ruler, Metal, 450mm	piece	10			10				0				0				0	10	30.00	300.00
18	Scissors, 21cm, softgel handle, stainless steel	piece	6		20	26				0				0				0	26	150.00	3,900.00
19	Double-Sided Tape, 24mm, 10meters	piece	10	10		20	10			10	5	10		15	10			10	55	60.00	3,300.00
20	Duct Tape, 48mm, 10meters	piece	5		10	15			10	10			10	10			10	10	45	75.00	3,375.00
21	Storage Box, 58 liters (L 66.5 x W 45 x H 26.5) clear	piece		1	3	4			3	3			3	3			3	3	13	2,000.00	26,000.00

22	Storage Box, 20 liters (L 40 x W 31 x H 22.5) clear	piece		1		1				0				0				0	1	1,200.00	1,200.00
23	Ring Binder, plastic, 8mm, Black	piece	30	30		60	30			30	30			30	30			30	150	10.00	1,500.00
24	Ring Binder, plastic, 12mm, Black	piece	30	30		60	30			30	30			30	30			30	150	15.00	2,250.00
25	Ring Binder, plastic, 25mm, Black	piece	30	30		60	30			30	30			30	30			30	150	20.00	3,000.00
26	Continuous Form, 4ply	box	5		5	10	5		5	10	5		5	10	5		5	10	40	1,000.00	40,000.00
27	PVC Binding Cover, A4	ream	1	2	2	5	2		2	4	2		2	4	2		2	4	17	600.00	10,200.00
28	Colored Paper, Blue, A4 80gsm	ream	5		5	10			5	5			5	5			5	5	25	300.00	7,500.00
29	Data Folder, 3-Ring binder, A4	piece				0	12			12				0				0	12	189.75	2,277.00
30	Push Pin, 100pcs/pack	pack	10	20	50	80	10	20	50	80	10	20	50	80	10	20	50	80	320	100.00	32,000.00
31	File Box, Black	piece	40	50	50	140	10	50	50	110	10	50	50	110	10	50	50	110	470	180.00	84,600.00
32	2-ring thin PP Cover file, 1in diameter, Letter	piece	15			15	15			15	15			15	15			15	60	150.00	9,000.00
33	2-ring thin PP Cover file, 1in diameter, Legal	piece	15			15	15			15	15			15	15			15	60	150.00	9,000.00
34	White Letter Envelope, No. 10	piece	500			500	100			100	500			500	100			100	1200	3.00	3,600.00
35	L-Type, Clear Plastic Folder, Short	piece	100			100				0	100			100				0	200	10.00	2,000.00
36	L-Type, Clear Plastic Folder, A4	piece	100			100	100			100	100			100	100			100	400	10.00	4,000.00
37	L-Type, Clear Plastic Folder, Long	piece	100			100	100			100	100			100	100			100	400	10.00	4,000.00
38	Multi-Tray, 5 Layer	piece	5			5				0				0				0	5	600.00	3,000.00
39	Key Tags, 10s	piece	5		5	10				0		5		5				0	15	50.00	750.00
40	Balikbayan Box	piece	20	100		120		100		100				0				0	220	120.00	26,400.00
41	Sticky Notes, Assorted Colors (small)	pad	20			20	20			20	20			20	20			20	80	50.00	4,000.00

42	Sticky Notes, Assorted Colors (medium)	pad	20		100	120	20		100	120	20		100	120	20		100	120	480	80.00	38,400.00
43	Sticky Notes, Assorted Colors (large)	pad	20			20	20			20	20			20	20			20	80	150.00	12,000.00
44	Microfiber Cloth	piece	5			5				0				0				0	5	500.00	2,500.00
45	Sharpie Fine Point, Permanent Marker, Black	pack	7			7	7			7	7			7	7			7	28	499.75	13,993.00
46	Document Clip Board D8D77, Lawanit, brown, Legal	piece	7		10	17				0				0				0	17	100.00	1,700.00
47	Photo Paper, High Glossy, A4 230gsm	pack	25	5	10	40	25	5	10	40	25	5	10	40	25	5	10	40	160	180.00	28,800.00
48	Vellum Board, White, A4 (White) 220gsm	pack	50			50	50			50	50			50	50			50	200	50.00	10,000.00
49	Vellum Board, Neon Blue A4	pack	15			15	15			15	15			15	15			15	60	60.00	3,600.00
50	Vellum Board, Neon Green A4	pack	15			15	15			15	15			15	15			15	60	60.00	3,600.00
51	Vellum Board, Neon Orange A4	pack	15			15	15			15	15			15	15			15	60	60.00	3,600.00
52	Vellum Board, Neon Pink A4	pack	15			15	15			15	15			15	15			15	60	60.00	3,600.00
53	Vellum Board, Neon Yellow A4	pack	15			15	15			15	15			15	15			15	60	60.00	3,600.00
54	Vellum Board, White, A4 (Legal) 220gsm	pack	12			12				0				0				0	12	60.00	720.00
55	Facial Tissue, interfolded	pack	60	50	200	310	60	50	200	310	60	50	200	310	60	50	200	310	1240	80.00	99,200.00
56	Ballpen, Ordinary Black	piece	20		200	220	10		200	210	10		200	210	10		200	210	850	7.00	5,950.00
57	Ballpen, Ordinary Blue	piece	20		200	220	10		200	210	10		200	210	10		200	210	850	7.00	5,950.00
58	Event Name Holders, Horizontal w/ String, Clear	piece	10			10	10			10	10			10	10			10	40	430.00	17,200.00
59	DTR Card (100pcs/pack)	pack	8			8				0				0				0	8	120.00	960.00
60	Expanding Zipper Bag, White Transparent, Long	piece	20			20				0				0				0	20	80.00	1,600.00
61	Index Card, White 5x8	pack	1		5	6				0	1	5		6				0	12	100.00	1,200.00

62	Document Clip Board, Plastic, Legal	piece	10		20	30		20		20				0				0	50	150.00	7,500.00
63	Self-Inking Dater, 6 digits	piece	15		20	35				0				0				0	35	300.00	10,500.00
64	Personalized Rubber Stamp	piece	15			15	15			15				0				0	30	150.00	4,500.00
65	Morocco Binding Cover, A4 (Blue)	ream	2		3	5	2		3	5	2		3	5	2		3	5	20	300.00	6,000.00
66	Tape, Transparent 24mm	piece	20		20	40	20		20	40	20		20	40	20		20	40	160	50.00	8,000.00
67	Bubble Wrap	roll	3		20	23				0				0				0	23	1,800.00	41,400.00
68	Chamois	piece	20			20	20			20	20			20	20			20	80	200.00	16,000.00
69	Umbrella, Ordinary (for Pooled Vehicle)	piece	20			20				0				0				0	20	150.00	3,000.00
70	Car Freshener	piece	20		20	40	20		20	40	20		20	40	20		20	40	160	200.00	32,000.00
71	Fastener, Plastic	box	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	60.00	7,200.00
72	Ballpen, retractable, Ordinary, black	piece	30			30	30			30	30			30	30			30	120	15.00	1,800.00
73	Pantry Utensils for BAC Meeting	set	1			1				0				0				0	1	50,000.00	50,000.00
74	DVD Rewrittable, DVD+R 4GB w/ case	piece	20			20				0	20			20				0	40	60.00	2,400.00
75	PCC Envelope, Legal Size	piece	100			100	100			100	100			100	100			100	400	8.00	3,200.00
76	Pen Marking, Flourescent, Yellow Green	piece	40			40	40		50	90	40			40	40		50	90	260	75.00	19,500.00
77	Pen Marking, Flourescent, Orange	piece	40			40	40		50	90	40			40	40		50	90	260	75.00	19,500.00
78	Pen Marking, Flourescent, Pink	piece	40			40	40		50	90	40			40	40		50	90	260	75.00	19,500.00
79	Pen Marking, Flourescent, Green	piece	40			40	40		50	90	40			40	40		50	90	260	75.00	19,500.00
80	Specialty Paper, 120gsm	pack	5		20	25	5		20	25	5		20	25	5		20	25	100	60.00	6,000.00
81	Humidifier Scent	piece	15			15	15			15	15			15	15			15	60	200.00	12,000.00

82	Calling Card Organizer	piece	3			3				0				0				0	3	500.00	1,500.00
83	Cutting Matt, A3	piece	1			1				0				0				0	1	350.00	350.00
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
COMMON JANITORIAL SUPPLIES																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
CONSUMABLES																					
1	Fuji Xerox Docuprint 3105 Toner, Black	cart	11	2		13	10	2		12	11	2		13	10			10	48	22,000.00	1,056,000.00
2	HP MFP M177fw Toner, Black	cart	1			1	1			1	1			1	1			1	4	3,000.00	12,000.00
3	HP MFP M177fw Toner, Magenta	cart	1			1	1			1	1			1	1			1	4	3,000.00	12,000.00
4	HP MFP M177fw Toner, Cyan	cart	1			1	1			1	1			1	1			1	4	3,000.00	12,000.00
5	HP MFP M177fw Toner, Yellow	cart	1			1	1			1	1			1	1			1	4	3,000.00	12,000.00
6	HP laserjet Pro M452nw Toner, Black	cart	2			2	2			2	2			2	2			2	8	7,000.00	56,000.00
7	HP laserjet Pro M452nw Toner, Magenta	cart	2			2	2			2	2			2	2			2	8	8,000.00	64,000.00
8	HP laserjet Pro M452nw Toner, Cyan	cart	2			2	2			2	2			2	2			2	8	8,000.00	64,000.00

9	HP laserjet Pro M452nw Toner, Yellow	cart	2			2	2			2	2			2	2			2	8	8,000.00	64,000.00
10	Coffee Bean, Ground	pack	4	9	4	17	4	9	4	17	4	9	4	17	4	9	4	17	68	450.00	30,600.00
11	Epson, Black C13T792190	cart	4			4	4			4	4			4	4			4	16	450.00	7,200.00
12	Epson, Cyan C13T792290	cart	4			4	4			4	4			4	4			4	16	450.00	7,200.00
13	Epson, Magenta C13T792390	cart	4			4	4			4	4			4	4			4	16	450.00	7,200.00
14	Epson, Yellow C13T792490	cart	4			4	4			4	4			4	4			4	16	450.00	7,200.00
15	CT201160, Black	cart	1			1	1		2	3	1			1	1		2	3	8	20,000.00	160,000.00
16	CT201161, Cyan	cart	1			1	1		2	3	1			1	1		2	3	8	26,000.00	208,000.00
17	CT201162, Magenta	cart	1			1	1		2	3	1			1	1		2	3	8	26,000.00	208,000.00
18	CT201163, Yellow	cart	1			1	1		2	3	1			1	1		2	3	8	26,000.00	208,000.00
19	Ink Cartridge, HP680, Black	cart	2			2	2			2	2			2	2			2	8	600.00	4,800.00
20	Ink Cartridge, HP860, Tri-Color	cart	2			2	2			2	2			2	2			2	8	600.00	4,800.00
21	Ink Cartridge, EPSON L1455	set	1			1	1			1	1			1	1			1	4	5,000.00	20,000.00
22	Ribbon, EPSON LQ2190	cart	2			2	2			2	2			2	2			2	8	1,200.00	9,600.00
23	Thermal Paste	tube	5			5				0				0				0	5	200.00	1,000.00
24	Precision Screw	piece	3			3				0				0				0	3	2,000.00	6,000.00
25	Gun Tacker w/ Staple Wire	piece	2			2				0				0				0	2	3,000.00	6,000.00
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-

						0				0				0				0	0		-
						0				0				0				0	0		-
Office Equipment and Accessories																					
1	Switch	piece				0			3	3				0				0	3	9,000.00	27,000.00
2	Wifi Access Point	piece				0			25	25				0				0	25	14,000.00	350,000.00
3	Velcro Straps	roll			2	2				0				0				0	2	600.00	1,200.00
4	LCD Monitor	piece			10	10				0				0				0	10	10,000.00	100,000.00
5	External Optical Drive	piece			2	2				0				0				0	2	2,000.00	4,000.00
6	UPS	piece				0	65			65				0				0	65	5,000.00	325,000.00
7	RJ-45	piece				0		400		400				0				0	400	15.00	6,000.00
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Office Supplies																					
1						0				0				0				0	0		-
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		-
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		-
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						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		-
***Other Categories**																				
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		-

C. TOTAL (A + B):		₱ 9,180,924.58
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱ 918,092.46
E. GRAND TOTAL (C + D)		₱ 10,099,017.04
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		
G. MONTHLY CASH REQUIREMENTS		

G.1 Available at Procurement Service Stores		1,988,487.15		659,333.20		664,179.42		564,609.81	₱ 3,876,609.58
G.2 Other Items not available at PS but regulary purchased from other sources		1,621,152.25		1,796,178.25		930,296.25		943,188.25	₱ 5,290,815.00
TOTAL MONTHLY CASH REQUIREMENTS		3,609,639.40		2,455,511.45		1,594,475.67		1,507,798.06	₱ 9,167,424.58

**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:

Mark Jayson Fajutnao
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

Lenet D. Laudencia
Accountant / Local Budget Officer

Approved by:

Arsenio M. Balisacan
Head of Office/Agency

Date: 11/15/2017