

**ANNUAL PROCUREMENT PLAN FOR 2016  
For Common-Use Supplies and Equipment**

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
  - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataraman)- **Regions VI, VII, VIII, X, & XI**
  - c. Surigao Del Norte - **Surigao Del Norte**
  - d. Zamboanga Sibugay- **Zamboanga Sibugay**
  - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
  - a. DBM Central Office- for entities in the Central Office
  - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCS

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

  - a. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
  - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
  - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
  - d. ps.app.deped@gmail.com- For primary and secondary schools
  - e. ps.app.lgu@gmail.com - For Local government units
7. Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
8. Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: Department of Budget and Management  
 Region: National Capital Region  
 Address: 3rd Floor 757 PLJ Building General Solano Street  
 San Miguel, Metro Manila

Agency Account Code: E100

Contact Person: Janice F. Pineda  
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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																					
<b>COMMON ELECTRICAL SUPPLIES</b>																					
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack	4			4	4			4	4			4	4				4	16	17.42	278.72
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	4			4	4			4	4			4	4				4	16	15.03	240.48
3 BATTERY, dry cell D, 2 pieces per blister pack	pack				0				0				0					0	0	77.56	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0					0	0	114.40	-
5 LED Linear Tube, 18 watts individually wrapped in carton	tube	10			10	10			10	10			10	10				10	40	36.30	1,452.00
6 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece	10			10				0	10			10					0	20	93.29	1,865.80
7 TAPE, electrical	roll	5			5				0	5			5	5				5	15	18.20	273.00
<b>COMMON OFFICE SUPPLIES</b>																					
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0					0	0	624.00	-
1 AIR FRESHENER, 280mL/150g min	can	12			12				0	12			12					0	24	83.20	1,996.80

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
3 ALCOHOL, 70%, ethyl, 500ml	bottle	20			20				0	20			20				0	40	47.82	1,912.80
4 CARBON FILM, A4 size, 100 sheets per box	box	1			1				0				0				0	1	197.58	197.58
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0				0				0	0	202.80	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack	10			10				0	10			10				0	20	64.48	1,289.60
7 CHALK, white, enamel, 100 pieces per box	box				0				0				0				0	0	25.86	-
8 CLEARBOOK, A4 size	piece	5			5				0	5			5				0	10	39.52	395.20
9 CLEARBOOK, Legal size	piece	5			5				0	5			5				0	10	43.68	436.80
10 CLIP, backfold, 19mm, 12 pieces per box	box	5			5				0	5			5				0	10	7.28	72.80
11 CLIP, backfold, 25mm, 12 pieces per box	box	20			20	20			20	20			20	20			20	80	13.50	1,080.00
12 CLIP, backfold, 32mm, 12 pieces per box	box	20			20	20			20	20			20	20			20	80	19.12	1,529.60
13 CLIP, backfold, 50mm, 12 pieces per box	box	20			20	20			20	20			20	20			20	80	43.68	3,494.40
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	10			10	10			10	10			10	10			10	40	31.20	1,248.00
15 DATA FILE BOX, made with chipboard, with closed ends	box	25			25	25			25	25			25	25			25	100	69.78	6,978.00
16 DATA FOLDER, made with chipboard, taglia lock	piece	60			60	60			60	60			60	60			60	240	68.64	16,473.60
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	2			2				0	2			2				0	4	381.54	1,526.16
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	2			2				0	2			2				0	4	507.40	2,029.60
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	2			2				0	2			2				0	4	621.71	2,486.84
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0				0	0	27.61	-
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0				0				0				0	0	499.20	-
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0				0				0	0	561.60	-
23 ERASER, felt, for blackboard/whiteboard	piece				0				0				0				0	0	11.11	-
24 ERASER, plastic or rubber	piece	10			10				0	10			10				0	20	2.29	45.80
25 FASTENER, for paper, metal, 50 sets per box	box				0				0				0				0	0	57.09	-
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	70.67	-
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0				0	0	12.48	-
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	5			5				0	5			5				0	10	16.64	166.40
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0				0	0	234.00	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0				0	0	291.20	-
31 FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0				0	0	166.40	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0				0	0	203.84	-
33 FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box	3			3				0	3			3				0	6	746.72	4,480.32
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	2			2				0	2			2				0	4	179.28	717.12
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	2			2				0	2			2				0	4	200.37	801.48
36 GLUE, all purpose, 300 grams min.	jar				0				0				0				0	0	44.18	-
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0				0				0	0	50.84	-
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0				0	0	539.76	-
39 MAGAZINE FILE BOX, LARGE	piece				0				0				0				0	0	41.60	-
40 MARKER, fluorescent, 3 colors per set	set	10			10				0	10			10				0	20	35.55	711.00
41 MARKER, whiteboard, bullet type, black	piece	5			5				0	5			5				0	10	10.28	102.80
42 MARKER, whiteboard, bullet type, blue	piece	5			5				0	5			5				0	10	10.28	102.80
43 MARKER, whiteboard, bullet type, red	piece	5			5				0	5			5				0	10	10.28	102.80
44 MARKER, permanent, bullet type, black	piece	5			5				0	5			5				0	10	9.65	96.50
45 MARKER, permanent, bullet type, blue	piece	5			5				0	5			5				0	10	9.65	96.50
46 MARKER, permanent, bullet type, red	piece	5			5				0	5			5				0	10	9.65	96.50
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	40			40				0	40			40				0	80	10.40	832.00
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0				0				0				0	0	31.20	-

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	40			40				0	40			40				0	80	40.54	3,243.20	
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0				0				0				0	0	54.06	-	
51 PAD PAPER, Ruled	pad				0				0				0				0	0	18.26	-	
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	50			50				0	50			50				0	100	12.85	1,285.00	
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	50			50				0	50			50				0	100	6.43	643.00	
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	200			200				0	200			200				0	400	112.32	44,928.00	
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	150			150				0	150			150				0	300	132.02	39,606.00	
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0				0				0	0	91.94	-	
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0				0	0	114.35	-	
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0				0				0				0	0	88.40	-	
59 PAPER, Thermal, 216mm x 30m	roll	20			20				0	20			20				0	40	31.15	1,246.00	
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	5			5				0	5			5				0	10	19.62	196.20	
61 PHILIPPINE NATIONAL FLAG	piece				0				0	10			10				0	10	278.72	2,787.20	
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	10			10				0	10			10				0	20	60.32	1,206.40	
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	10			10				0	10			10				0	20	86.85	1,737.00	
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	10			10				0	10			10				0	20	256.87	5,137.40	
65 RUBBER BAND, 70mm min lay flat length (#18)	box	10			10				0	10			10				0	20	93.31	1,866.20	
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0				0				0	0	15.48	-	
67 SIGN PEN, black	piece	120			120				0	120			120				0	240	38.10	9,144.00	
68 SIGN PEN, blue	piece	120			120				0	120			120				0	240	38.10	9,144.00	
69 SIGN PEN, red	piece	120			120				0	120			120				0	240	38.10	9,144.00	
70 STAMP PAD INK, violet, 50mL	bottle				0				0				0				0	0	24.63	-	
71 STAMP PAD, felt pad, min 60mm x 100mm	piece				0				0				0				0	0	27.66	-	
72 STAPLE WIRE, Heavy duty, 23/13	box	5			5				0	5			5				0	10	30.42	304.20	
73 STAPLE WIRE, Standard	box	30			30				0	30			30				0	60	18.92	1,135.20	
74 TAPE, masking, 24mm, 50 meters length	roll	20			20				0	20			20				0	40	55.12	2,204.80	
75 TAPE, masking, 48mm, 50 meters length	roll	20			20				0	20			20				0	40	105.04	4,201.60	
76 TAPE, transparent, 24mm, 50 meters	roll	50			50				0	50			50				0	100	17.37	1,737.00	
77 TAPE, transparent, 48mm, 50 meters	roll	50			50				0	50			50				0	100	26.52	2,652.00	
78 TAPE, packaging, 48mm, 50 meters length	roll	20			20				0	20			20				0	40	30.63	1,225.20	
79 TOILET TISSUE, 12 rolls per pack	pack	100			100	100			100	100			100	100			100	400	67.60	27,040.00	
80 TWINE, plastic, one kilo per roll	roll	5			5				0	5			5				0	10	49.92	499.20	
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	124.80	-	
<b>COMMON OFFICE DEVICES</b>																					
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0				0				0	0	9.19	-	
2 CUTTER KNIFE, heavy duty	piece				0				0				0				0	0	19.76	-	
3 DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	-	
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0				0	0	187.20	-	
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0				0				0				0	0	114.28	-	
6 SCISSORS, (6")	pair				0				0				0				0	0	13.73	-	
7 STAPLER, standard	piece	3			3				0				0				0	3	82.16	246.48	
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0				0				0				0	0	878.80	-	
9 STAPLE REMOVER, plier type	piece	10			10				0				0				0	10	18.18	181.80	
10 TAPE DISPENSER, table top	piece	5			5				0				0				0	5	47.72	238.60	

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		11 WASTE BASKET, non-rigid plastic	piece	5			5				0				0						0
<b>COMMON JANITORIAL SUPPLIES</b>																					
1 BROOM, soft (tambo)	piece	5			5				0				0				0	5	88.40	442.00	
2 BROOM, stick (tingting)	piece				0				0				0				0	0	23.92	-	
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	30			30				0	30			30				0	60	41.60	2,496.00	
4 CLEANSER, scouring powder, 350grams/can	can	30			30				0	30			30				0	60	21.27	1,276.20	
5 DE IERGENT POWDER, all purpose, 1kilo/pouch	pouch	25			25				0	25			25				0	50	37.43	1,871.50	
6 DISINFECTANT SPRAY, 400-550 grams	can	10			10				0	10			10				0	20	119.60	2,392.00	
7 DUST PAN, non-rigid plastic	piece	5			5				0				0				0	5	27.96	139.80	
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-	
9 FURNITURE CLEANER, aerosol, 300ml/can	can	15			15				0	15			15				0	30	84.76	2,542.80	
10 INSECTICIDE, aerosol type, 600ml/can	can	30			30				0	30			30				0	60	124.80	7,488.00	
11 MOPBUCKET	piece				0				0				0				0	0	1,820.00	-	
12 MOPHANDLE, screw type, aluminum handle	piece	5			5				0				0				0	5	142.48	712.40	
13 MOPHEAD, made of rayon	piece	5			5	5			5	5			5	5			5	20	98.80	1,976.00	
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle	5			5				0	5			5				0	10	49.69	496.90	
15 SCOURING PAD, 5 pieces per pack	pack	10			10				0	10			10				0	20	102.96	2,059.20	
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll	8			8	8			8	8			8	8			8	32	139.88	4,476.16	
17 DISINFECTANT, bleaching solution	cont	10			10	10			10	10			10	10			10	40	101.82	4,072.80	
18 DE IERGENT BAR, 140g as packed (-2.5%)	bar	5			5	5			5	5			5	5			5	20	7.28	145.60	
<b>COMMON OFFICE EQUIPMENT</b>																					
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0				0					0	0	10,400.00	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0				0				0					0	0	142.36	-
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0					0	0	328.64	-
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0					0	0	254.68	-
5 CHAIR, monobloc, without armrest, white	piece				0				0				0					0	0	254.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0					0	0	6,229.60	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0				0					0	0	25,272.00	-
8 ELECTRIC FAN, industrial	unit				0				0				0					0	0	956.80	-
9 ELECTRIC FAN, orbit type	unit				0				0				0					0	0	1,248.00	-
10 ELECTRIC FAN, stand type	unit				0				0				0					0	0	967.10	-
11 ELECTRIC FAN, wall type	unit				0				0				0					0	0	790.40	-
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit				0				0				0					0	0	3,502.72	-
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0				0				0					0	0	1,080.56	-
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0				0				0					0	0	4,992.00	-

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15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0				0	0	26,483.60	-
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0				0	0	7,488.00	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0				0	0	5,699.20	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,709.60	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	5,831.52	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0				0	0	10,000.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit	4			4				0				0				0	4	1,237.60	4,950.40
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,242.80	-
<b>COMMON COMPUTER SUPPLIES</b>																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	630.76	-
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box	5			5				0	5			5				0	10	950.30	9,503.00
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	716.04	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	1,220.96	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	571.80	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box	3			3				0	3			3				0	6	958.15	5,748.90
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	25			25				0	25			25				0	50	21.79	1,089.50
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista//MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				0				0				0				0	0	2,818.40	-
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0				0				0				0	0	194.48	-
10 MOUSE, optical, USB connection type	unit				0				0				0				0	0	127.80	-
<b>HANDBOOK ON PROCUREMENT</b>																				
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0	61.83	-
<b>CONSUMABLES</b>																				
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	681.20	-
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	447.20	-
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	447.20	-
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	447.20	-
5 INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00	-
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00	-
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00	-
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,538.16	-
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	868.40	-
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	868.40	-
12 INK CART, BROTHER LC67HYV, Yellow	cart				0				0				0				0	0	868.40	-
13 INK CART, CANON PG-810, Black	cart				0				0				0				0	0	737.36	-
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	574.08	-
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	534.56	-
16 INK CART, CANON CLI 726, Black	cart				0				0				0				0	0	970.32	-
17 INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	945.36	-
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	535.60	-
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60	-
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60	-
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60	-
22 INK CART, EPSON C131038190 (1038), Black	cart				0				0				0				0	0	491.92	-
23 INK CART, EPSON C131039090 (1039), Colored	cart				0				0				0				0	0	770.64	-
24 INK CART, EPSON C131105190(73N)(91N),Black	cart				0				0				0				0	0	426.40	-
25 INK CART, EPSON C131105290(73N)(91N),Cyan	cart				0				0				0				0	0	426.40	-
26 INK CART, EPSON C131105390(73N)(91N),Magenta	cart				0				0				0				0	0	426.40	-
27 INK CART, EPSON C131105490(73N)(91N),Yellow	cart				0				0				0				0	0	426.40	-
28 INK CART, EPSON C1316664100 (16641), Black	cart				0				0				0				0	0	254.80	-
29 INK CART, EPSON C131664200 (16642), Cyan	cart				0				0				0				0	0	254.80	-
30 INK CART, EPSON C131664300 (16643), Magenta	cart				0				0				0				0	0	254.80	-
31 INK CART, EPSON C131664400 (16644), Yellow	cart				0				0				0				0	0	254.80	-
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,346.80	-
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,554.80	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,554.80	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,034.80	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,034.80	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,034.80	-
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80	-
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-
48 INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	826.80	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60	-
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	-
52 INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	650.00	-
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	751.92	-
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,346.80	-
55 INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40	-
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	826.80	-
58 INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	296.40	-
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	379.60	-
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80	-
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00	-
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92	-
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80	-
64 INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	639.60	-
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,445.60	-
66 INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	754.00	-
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	-
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60	-
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20	-
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,086.80	-
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	358.80	-
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80	-
73 INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	792.48	-
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	629.20	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20	-
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20	-
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80	-
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	644.80	-
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80	-
80 INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	-
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	-
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	-
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,180.40	-
84 INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	358.80	-
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	358.80	-
86 INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	358.80	-
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	360.88	-
88 INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	366.08	-
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60	-
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60	-
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60	-
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	930.80	-
93 INK CART, LEXMARK 10NO217 (#17), Black	cart	6			6				0	6			6				0	12	1,003.60	12,043.20
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart	6			6				0	6			6				0	12	1,196.00	14,352.00
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	10			10				0	10			10				0	20	3,354.00	67,080.00
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU	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	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
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	-









Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of August 16, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
9					0				0				0				0	0		-
10					0				0				0				0	0		-
<b>Cleaning Equipment and Supplies</b>																				-
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		-
<b>Paper Materials and Products</b>																				-
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		-
<b>Lighting and fixtures and accessories</b>																				-
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		-
<b>Electrical equipment and components and supplies</b>																				-
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		-
<b>Computer Supplies</b>																				-
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-


Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT			
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity					
5					0				0				0					0	0				
6					0				0				0					0	0				
7					0				0				0					0	0				
8					0				0				0					0	0				
9					0				0				0					0	0				
10					0				0				0					0	0				
<b>Computer Equipment and Accessories</b>																							
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				
<b>*Other Categories</b>																							
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				
<b>C. TOTAL (A + B):</b>																					<b>507,103.34</b>		
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																					<b>50,710.33</b>		
<b>E. GRAND TOTAL (C + D)</b>																					<b>557,813.67</b>		
<b>F. APPROVED BUDGET BY THE AGENCY HEAD</b>																							
<b>In Figures and Words:</b>																				<b>Five Hundred Sixty Thousand Pesos Only</b>			<b>560,000.00</b>
<b>G. MONTHLY CASH REQUIREMENTS</b>																							
G.1 Available at Procurement Service Stores		X			238106	X			17621.3	X			233664	X			17712.3		507103.34				
G.2 Other Items not available at PS but regularly purchased from other sources					0				0				0				0						
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					238106				17621.3				233664				17712.3		<b>507103.34</b>				

\*Other categories that are not indicated herein  
 \*\*Prices are FOB Manila/Applicable for items under A.

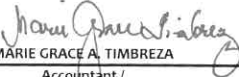
Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		

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:

  
 \_\_\_\_\_  
 JANICE F. PINEDA  
 Property/Supply Officer

Certified Funds Available /  
 Certified Appropriate Funds Available:

  
 \_\_\_\_\_  
 MARIE GRACE A. TIMBREZA  
 Accountant /

Approved by:

  
 \_\_\_\_\_  
 RUBY R. ESTEBAN  
 Head of Office/Agency