

## ANNUAL PROCUREMENT PLAN FOR 2017 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 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -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: EDPARTMENT OF BUDGET AND MANAGEMENT  
Region: 1  
Address: Government Center, Brgy. Sevilla, City of San Fernando, La Union

Agency Account Code: \_\_\_\_\_

Contact Person: VILMA T. JAVILLONAR  
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Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of Aug 15, 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
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																								
<b>COMMON ELECTRICAL SUPPLIES</b>																								
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack		15		15	261.3		15		15	261.3		5		5	87.1		15		15	261.3	50	17.42	871.00
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack		5		5	75.15		5		5	75.15		5		5	75.15		5		5	75.15	20	15.03	300.60

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		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
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0	0				0	0				0	0				0	0	0	77.56	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube		4		4	457.6		3		3	343.2		4		4	457.6		4		4	457.6	15	114.40	1,716.00
5 FLUORESCENT LAMP, tubular, 36 watts	tube		4		4	145.2		3		3	108.9		4		4	145.2		4		4	145.2	15	36.30	544.50
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece		8		8	746.32		8		8	746.32		8		8	746.3		8		8	746.32	32	93.29	2,985.28
7 TAPE, electrical	roll		3		3	54.6		2		2	36.4		3		3	54.6		2		2	36.4	10	18.20	182.00
<b>COMMON OFFICE SUPPLIES</b>																								
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		2		2	166.4		2		2	166.4		2		2	166.4		2		2	166.4	8	83.20	665.60
3 ALCOHOL, 70%, ethyl, 500ml	bottle		45		45	2151.9		25		25	1195.5	25			25	1196		45		45	2151.9	140	47.82	6,694.80
4 CARBON FILM, A4 size, 100 sheets per box	box				0	0				0	0				0	0				0	0	0	197.58	-
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0				0	0				0	0				0	0	0	202.80	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack		5		5	322.4		5		5	322.4		5		5	322.4		5		5	322.4	20	64.48	1,289.60
7 CHALK, white, dustless, 100 pieces per box	box		2		2	51.72		2		2	51.72		2		2	51.72		1		1	25.86	7	25.86	181.02
8 CLEARBOOK, A4 size	piece				0	0				0	0				0	0				0	0	0	39.52	-
9 CLEARBOOK, Legal size	piece				0	0				0	0				0	0				0	0	0	43.68	-
10 CLIP, backfold, 19mm, 12 pieces per box	box		5		5	36.4		5		5	36.4		5		5	36.4		5		5	36.4	20	7.28	145.60
11 CLIP, backfold, 25mm, 12 pieces per box	box		5		5	67.5		5		5	67.5		5		5	67.5		5		5	67.5	20	13.50	270.00
12 CLIP, backfold, 32mm, 12 pieces per box	box		5		5	95.6		5		5	95.6		5		5	95.6		5		5	95.6	20	19.12	382.40
13 CLIP, backfold, 50mm, 12 pieces per box	box		5		5	218.4		5		5	218.4		5		5	218.4		5		5	218.4	20	43.68	873.60
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece		80		80	2496		70		70	2184		75		75	2340		70		70	2184	295	31.20	9,204.00
15 DATA FILE BOX, made with chipboard, with closed ends	box		30		30	2093.4		30		30	2093.4		30		30	2093		30		30	2093.4	120	69.78	8,373.60
16 DATA FOLDER, made with chipboard, taglia lock	piece		25		25	1716		25		25	1716		25		25	1716		25		25	1716	100	68.64	6,864.00
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box		7		7	2670.78		5		5	1907.7		5		5	1908		8		8	3052.3	25	381.54	9,538.50
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box		7		7	3551.8		5		5	2537		5		5	2537		8		8	4059.2	25	507.40	12,685.00
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size	box		10		10	6217.1		8		8	4973.7		7		7	4352		7		7	4352	32	621.71	19,894.72
20 ENVELOPE, EXPANDING, plastic	piece				0	0				0	0				0	0				0	0	0	27.61	-

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21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box		15		15	7488		20		20	9984		20		20	9984		20		20	9984	75	499.20	37,440.00
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box		15		15	8424		20		20	11232		20		20	11232		20		20	11232	75	561.60	42,120.00
23 ERASER, felt, for blackboard/whiteboard	piece		7		7	77.77		5		5	55.55		5		5	55.55		8		8	88.88	25	11.11	277.75
24 ERASER, plastic or rubber	piece		25		25	57.25		25		25	57.25		25		25	57.25		25		25	57.25	100	2.29	229.00
25 FASTENER, for paper, metal, 50 sets per box	box		30		30	1712.7		30		30	1712.7		30		30	1713		30		30	1712.7	120	57.09	6,850.80
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece		9		9	636.03		5		5	353.35		6		6	424		5		5	353.35	25	70.67	1,766.75
27 FILE TAB DIVIDER, A4, five (5) colors	set				0	0				0	0				0	0				0	0	0	12.48	-
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0	0				0	0				0	0				0	0	0	16.64	-
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0	0				0	0				0	0				0	0	0	234.00	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0	0				0	0				0	0				0	0	0	291.20	-
31 FOLDER, L-type, A4, 50 pieces pack	pack		2		2	332.8		2		2	332.8		2		2	332.8		2		2	332.8	8	166.40	1,331.20
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack		10		10	2038.4		10		10	2038.4		10		10	2038		10		10	2038.4	40	203.84	8,153.60
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box		10		10	7467.2		10		10	7467.2		10		10	7467		10		10	7467.2	40	746.72	29,868.80
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack		10		10	1792.8		10		10	1792.8		10		10	1793		10		10	1792.8	40	179.28	7,171.20
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack		15		15	3005.55		15		15	3005.6		15		15	3006		15		15	3005.6	60	200.37	12,022.20
36 GLUE, all purpose, 300 grams min.	jar		10		10	441.8		15		15	662.7		15		15	662.7		10		10	441.8	50	44.18	2,209.00
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box		10		10	508.4		15		15	762.6		15		15	762.6		10		10	508.4	50	50.84	2,542.00
38 LOOSELEAF COVER, 50sets per bundle	bundle				0	0				0	0				0	0				0	0	0	539.76	-
39 MAGAZINE FILE BOX, LARGE	piece				0	0				0	0				0	0				0	0	0	41.60	-
40 MARKER, fluorescent, 3 colors per set	set		30		30	1066.5		25		25	888.75		30		30	1067		35		35	1244.3	120	35.55	4,266.00
41 MARKER, whiteboard, bullet type, black	piece		30		30	308.4		30		30	308.4		30		30	308.4		30		30	308.4	120	10.28	1,233.60
42 MARKER, whiteboard, bullet type, blue	piece		30		30	308.4		30		30	308.4		30		30	308.4		30		30	308.4	120	10.28	1,233.60
43 MARKER, whiteboard, bullet type, red	piece		30		30	308.4		30		30	308.4		30		30	308.4		30		30	308.4	120	10.28	1,233.60
44 MARKER, permanent, bullet type, black	piece		30		30	289.5		30		30	289.5		30		30	289.5		30		30	289.5	120	9.65	1,158.00
45 MARKER, permanent, bullet type, blue	piece		30		30	289.5		30		30	289.5		30		30	289.5		30		30	289.5	120	9.65	1,158.00
46 MARKER, permanent, bullet type, red	piece		30		30	289.5		30		30	289.5		30		30	289.5		30		30	289.5	120	9.65	1,158.00

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47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	0				0	0				0	0				0	0	0	10.40	-
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad		50		50	1560		50		50	1560		50		50	1560		30		30	936	180	31.20	5,616.00
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad		55		55	2229.7		65		65	2635.1		55		55	2230		65		65	2635.1	240	40.54	9,729.60
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad		55		55	2973.3		65		65	3513.9		55		55	2973		65		65	3513.9	240	54.06	12,974.40
51 PAD PAPER, Ruled	pad		10		10	182.6		10		10	182.6		10		10	182.6		10		10	182.6	40	18.26	730.40
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box		55		55	706.75		65		65	835.25		55		55	706.8		65		65	835.25	240	12.85	3,084.00
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box		55		55	353.65		65		65	417.95		55		55	353.7		65		65	417.95	240	6.43	1,543.20
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream		65		65	7900.75		65		65	7900.8		60		60	7293		60		60	7293	250	121.55	30,387.50
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream		30		30	4237.5		25		25	3531.3		30		30	4238		35		35	4943.8	120	141.25	16,950.00
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream		30		30	3135		30		30	3135		30		30	3135		70		70	7315	160	104.50	16,720.00
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream		20		20	2472		15		15	1854		15		15	1854		10		10	1236	60	123.60	7,416.00
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream		2		2	176.8		2		2	176.8		2		2	176.8		2		2	176.8	8	88.40	707.20
59 PAPER, Thermal, 216mm x 30m	roll		20		20	623		15		15	467.25		15		15	467.3		20		20	623	70	31.15	2,180.50
60 PENCIL, lead, w/eraser, one(1) dozen per box	box		20		20	392.4		20		20	392.4		20		20	392.4		20		20	392.4	80	19.62	1,569.60
61 PHILIPPINE NATIONAL FLAG	piece				0	0		1		1	278.72		1		1	278.7				0	0	2	278.72	557.44
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book		15		15	904.8		10		10	603.2		10		10	603.2		13		13	784.16	48	60.32	2,895.36
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book		12		12	1042.2		12		12	1042.2		12		12	1042		12		12	1042.2	48	86.85	4,168.80
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		5		5	466.55		5		5	466.55		5		5	466.6		5		5	466.55	20	93.31	1,866.20
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece		25		25	387		25		25	387		25		25	387		25		25	387	100	15.48	1,548.00
67 SIGN PEN, black	piece		45		45	1714.5		45		45	1714.5		50		50	1905		52		52	1981.2	192	38.10	7,315.20
68 SIGN PEN, blue	piece		45		45	1714.5		45		45	1714.5		50		50	1905		52		52	1981.2	192	38.10	7,315.20
69 SIGN PEN, red	piece		45		45	1714.5		45		45	1714.5		50		50	1905		52		52	1981.2	192	38.10	7,315.20
70 STAMP PAD INK, violet, 50mL	bottle		10		10	246.3		8		8	197.04		8		8	197		2		2	49.26	28	24.63	689.64
71 STAMP PAD, felt pad, min 60mm x 100mm	piece		10		10	276.6		8		8	221.28		8		8	221.3		2		2	55.32	28	27.66	774.48
72 STAPLE WIRE, Heavy duty, 23/13	box		1		1	30.42		1		1	30.42		2		2	60.84		1		1	30.42	5	30.42	152.10
73 STAPLE WIRE, Standard	box		35		35	662.2		25		25	473		10		10	189.2		10		10	189.2	80	18.92	1,513.60
74 TAPE, masking, 24mm, 50 meters length	roll		30		30	1653.6		10		10	551.2		10		10	551.2		10		10	551.2	60	55.12	3,307.20
75 TAPE, masking, 48mm, 50 meters length	roll				0	0				0	0				0	0				0	0	0	105.04	-

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76 TAPE, transparent, 24mm, 50 meters	roll		40		40	694.8		35		35	607.95		30		30	521.1		15		15	260.55	120	17.37	2,084.40
77 TAPE, transparent, 48mm, 50 meters	roll				0	0				0	0				0	0				0	0	0	26.52	-
78 TAPE, packaging, 48mm, 50 meters length	roll		2		2	61.26		1		1	30.63		1		1	30.63		1		1	30.63	5	30.63	153.15
79 TOILET TISSUE, 12 rolls per pack	pack		25		25	1690		25		25	1690		25		25	1690		25		25	1690	100	67.60	6,760.00
80 TWINE, plastic, one kilo per roll	roll		5		5	249.6		5		5	249.6		5		5	249.6		5		5	249.6	20	49.92	998.40
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0	0				0	0				0	0				0	0	0	124.80	-
<b>COMMON OFFICE DEVICES</b>																								
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube		5		5	45.95		5		5	45.95		5		5	45.95		5		5	45.95	20	9.19	183.80
2 CUTTER KNIFE, heavy duty	piece		15		15	296.4		15		15	296.4		10		10	197.6		10		10	197.6	50	19.76	988.00
3 DATING AND STAMPING MACHINE	piece				0	0				0	0				0	0				0	0	0	478.38	-
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece		5		5	936		5		5	936		5		5	936		5		5	936	20	187.20	3,744.00
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece		5		5	571.4		5		5	571.4		5		5	571.4		5		5	571.4	20	114.28	2,285.60
6 SCISSORS, (6")	pair		25		25	343.25		25		25	343.25		25		25	343.3		25		25	343.25	100	13.73	1,373.00
7 STAPLER, standard	piece		25		25	2054		25		25	2054		25		25	2054		25		25	2054	100	82.16	8,216.00
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	0				0	0	0	878.80	-
9 STAPLE REMOVER, plier type	piece		25		25	454.5		25		25	454.5		25		25	454.5		25		25	454.5	100	18.18	1,818.00
10 TAPE DISPENSER, table top	piece		10		10	477.2		10		10	477.2		10		10	477.2		10		10	477.2	40	47.72	1,908.80
11 WASTE BASKET, non-rigid plastic	piece		25		25	597.5		25		25	597.5		25		25	597.5		25		25	597.5	100	23.90	2,390.00
<b>COMMON JANITORIAL SUPPLIES</b>																								
1 BROOM, soft (tambo)	piece		5		5	442		5		5	442		5		5	442		5		5	442	20	88.40	1,768.00
2 BROOM, stick (tingting)	piece		5		5	119.6		5		5	119.6		5		5	119.6		5		5	119.6	20	23.92	478.40
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle		10		10	416		10		10	416		10		10	416		10		10	416	40	41.60	1,664.00
4 CLEANSER, scouring powder, 350grams/can	can		12		12	255.24		12		12	255.24		12		12	255.2		14		14	297.78	50	21.27	1,063.50
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch		15		15	561.45		15		15	561.45		10		10	374.3		12		12	449.16	52	37.43	1,946.36
6 DISINFECTANT SPRAY, 400-550 grams	can		10		10	1196		10		10	1196		10		10	1196		10		10	1196	40	119.60	4,784.00
7 DUST PAN, non-rigid plastic	piece		15		15	419.4		15		15	419.4		15		15	419.4		15		15	419.4	60	27.96	1,677.60
8 FLOOR WAX, Paste, red	can		1		1	202.8				0	0		1		1	202.8				0	0	2	202.80	405.60

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of Aug 15, 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
9 FURNITURE CLEANER, aerosol, 300mL/can	can		8		8	678.08		10		10	847.6		8		8	678.1		10		10	847.6	36	84.76	3,051.36
10 INSECTICIDE, aerosol type, 600mL/can	can		10		10	1248		10		10	1248		10		10	1248		10		10	1248	40	124.80	4,992.00
11 MOPBUCKET	piece		1		1	1820				0	0	1			1	1820				0	0	2	1,820.00	3,640.00
12 MOPHANDLE, screw type, aluminum handle	piece		5		5	712.4		5		5	712.4		5		5	712.4		5		5	712.4	20	142.48	2,849.60
13 MOPHEAD, made of rayon	piece		5		5	494		5		5	494		5		5	494		5		5	494	20	98.80	1,976.00
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle		10		10	496.9		10		10	496.9		10		10	496.9		10		10	496.9	40	49.69	1,987.60
15 SCOURING PAD, 5 pieces per pack	pack		5		5	514.8		5		5	514.8		5		5	514.8		5		5	514.8	20	102.96	2,059.20
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll		45		45	6294.6		45		45	6294.6		45		45	6295		45		45	6294.6	180	139.88	25,178.40
17 DISINFECTANT, bleaching solution	cont		12		12	1221.84		10		10	1018.2		13		13	1324		15		15	1527.3	50	101.82	5,091.00
<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 5" thick all metal construction	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		25		25	3559		10		10	1423.6		10		10	1424		35		35	4982.6	80	142.36	11,388.80
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0	0				0	0				0	0				0	0	0	328.64	-
4 CHAIR, monobloc, without armrest, beige	piece				0	0				0	0				0	0				0	0	0	254.68	-
5 CHAIR, monobloc, without armrest, white	piece				0	0				0	0				0	0				0	0	0	254.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0	0				0	0				0	0				0	0	0	6,229.60	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%)	unit				0	0				0	0				0	0				0	0	0	25,272.00	-
8 ELECTRIC FAN, industrial	unit				0	0				0	0				0	0				0	0	0	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		2		2	1934.2		2		2	1934.2		1		1	967.1				0	0	5	967.10	4,835.50
11 ELECTRIC FAN, wall type	unit		1		1	790.4		1		1	790.4				0	0				0	0	2	790.40	1,580.80

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of Aug 15, 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
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	0				0	0	0	3,502.72	-
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical	unit				0	0				0	0				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	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 SXGA,	unit				0	0				0	0				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	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	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	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	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	0				0	0	0	10,000.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	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	unit				0	0				0	0				0	0				0	0	0	1,289.60	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for	unit				0	0				0	0				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		1		1	630.76				0	0				0	0				0	0	1	630.76	630.76
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box		1		1	950.3				0	0				0	0				0	0	1	950.30	950.30

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of Aug 15, 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
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box		5		5	3580.2		5		5	3580.2		5		5	3580		5		5	3580.2	20	716.04	14,320.80
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box		1		1	1220.96				0	0				0	0				0	0	1	1,220.96	1,220.96
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0	0				0	0				0	0				0	0	0	571.80	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0	0				0	0				0	0				0	0	0	958.15	-
7 DVD REWRITABLE, 4x speed, 4.7GB	piece				0	0				0	0				0	0				0	0	0	21.79	-
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product	piece			1	1	2818.4		1		1	2818.4		1		1	2818		1		1	2818.4	4	2,818.40	11,273.60
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece		25		25	4862		15		10	1944.8		25		25	4862		15		15	2917.2	75	194.48	14,586.00
10 MOUSE, optical, USB connection type	unit		5		5	639		5		5	639		5		5	639		5		5	639	20	127.80	2,556.00
<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	0				0	0	0	61.83	-
<b>CONSUMABLES</b>																								
1 INK CART, BROTHER LC39BK, Black	cart				0	0				0	0				0	0				0	0	0	681.20	-
2 INK CART, BROTHER LC39C, Cyan	cart				0	0				0	0				0	0				0	0	0	447.20	-
3 INK CART, BROTHER LC39M,	cart				0	0				0	0				0	0				0	0	0	447.20	-
4 INK CART, BROTHER LC39Y, Yellow	cart				0	0				0	0				0	0				0	0	0	447.20	-
5 INK CART, BROTHER LC67B, Black	cart				0	0				0	0				0	0				0	0	0	910.00	-
6 INK CART, BROTHER LC67C, Cyan	cart				0	0				0	0				0	0				0	0	0	546.00	-
7 INK CART, BROTHER LC67M,	cart				0	0				0	0				0	0				0	0	0	546.00	-
8 INK CART, BROTHER LC67Y, Yellow	cart				0	0				0	0				0	0				0	0	0	546.00	-
9 INK CART, BROTHER LC67HYBK,	cart				0	0				0	0				0	0				0	0	0	1,538.16	-
10 INK CART, BROTHER LC67HYC,	cart				0	0				0	0				0	0				0	0	0	868.40	-
11 INK CART, BROTHER LC67HYM,	cart				0	0				0	0				0	0				0	0	0	868.40	-



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		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	
12 INK CART, BROTHER LC67HYH,	cart				0	0					0	0				0	0				0	0	0	868.40	-
13 INK CART, CANON PG-810, Black	cart				0	0					0	0				0	0				0	0	0	737.36	-
14 INK CART, CANON PG-740, Black	cart				0	0					0	0				0	0				0	0	0		-
15 INK CART, CANON PGI-725, Black	cart				0	0					0	0				0	0				0	0	0	574.08	-
16 INK CART, CANON CLI-726, Black	cart				0	0					0	0				0	0				0	0	0	534.56	-
17 INK CART, CANON CL-811, Colored	cart				0	0					0	0				0	0				0	0	0	970.32	-
18 INK CART, CANON CL-741, Colored	cart				0	0					0	0				0	0				0	0	0	945.36	-
19 INK CART, CANON CLI-726, Cyan	cart				0	0					0	0				0	0				0	0	0	535.60	-
20 INK CART, CANON CLI-726,	cart				0	0					0	0				0	0				0	0	0	535.60	-
21 INK CART, CANON CLI-726, Yellow	cart				0	0					0	0				0	0				0	0	0	535.60	-
22 INK CART, EPSON C13T038190 (To	cart				0	0					0	0				0	0				0	0	0	491.92	-
23 INK CART, EPSON C13T039090 (To	cart				0	0					0	0				0	0				0	0	0	770.64	-
24 INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0					0	0				0	0				0	0	0	426.40	-
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0					0	0				0	0				0	0	0	426.40	-
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0					0	0				0	0				0	0	0	426.40	-
27 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0					0	0				0	0				0	0	0	426.40	-
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0	0					0	0				0	0				0	0	0	254.80	-
29 INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0	0					0	0				0	0				0	0	0	254.80	-
30 INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0	0					0	0				0	0				0	0	0	254.80	-
31 INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0	0					0	0				0	0				0	0	0	254.80	-
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	-

Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue as of Aug 15, 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		
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		5		5	6188		5		5	6188		5		5	6188		5		5	6188	20	1,237.60	24,752.00
45 INK CART, HP C6625AA, (HP17), Tri-color	cart		2		2	2693.6		2		2	2693.6		2		2	2694		2		2	2693.6	8	1,346.80	10,774.40
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				0	0				0	0				0	0				0	0	0	826.80	-
49 INK CART, HP C8765WA, (HP94),	cart				0	0				0	0				0	0				0	0	0	930.80	-
50 INK CART, HP C8766WA, (HP95), Tri-	cart				0	0				0	0				0	0				0	0	0	1,133.60	-
51 INK CART, HP C8767WA, (HP96),	cart				0	0				0	0				0	0				0	0	0	1,430.00	-
52 INK CART, HP C9351AA, (HP21),	cart				0	0				0	0				0	0				0	0	0	650.00	-
53 INK CART, HP C9352AA, (HP22), Tri-	cart				0	0				0	0				0	0				0	0	0	751.92	-
54 INK CART, HP C9361WA, (HP93), Tri-	cart				0	0				0	0				0	0				0	0	0	1,346.80	-
55 INK CART, HP C9362WA, (HP92),	cart				0	0				0	0				0	0				0	0	0	600.08	-
56 INK CART, HP C9363WA, (HP97), Tri-	cart				0	0				0	0				0	0				0	0	0	1,492.40	-
57 INK CART, HP C9364WA, (HP98),	cart				0	0				0	0				0	0				0	0	0	826.80	-
58 INK CART, HP CB314A, (HP900),	cart				0	0				0	0				0	0				0	0	0	296.40	-
59 INK CART, HP CB315A, (HP900), Tri-	cart				0	0				0	0				0	0				0	0	0	379.60	-
60 INK CART, HP CB335WA, (HP74),	cart				0	0				0	0				0	0				0	0	0	696.80	-
61 INK CART, HP CB336WA, (HP74XL),	cart				0	0				0	0				0	0				0	0	0	1,508.00	-
62 INK CART, HP CB337WA, (HP75), Tri-	cart				0	0				0	0				0	0				0	0	0	803.92	-
63 INK CART, HP CB338WA, (HP75XL),	cart				0	0				0	0				0	0				0	0	0	1,606.80	-
64 INK CART, HP CC640WA, (HP60), Black	cart		45		45	28782		40		40	25584		40		40	25584		25		25	15990	150	639.60	95,940.00
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0				0	0	0	1,445.60	-
66 INK CART, HP CC643WA, (HP60), Tri-color	cart		15		15	11310		10		10	7540		10		10	7540			15	15	11310	50	754.00	37,700.00
67 INK CART, HP CC644WA, (HP60XL),	cart				0	0				0	0				0	0				0	0	0	1,658.80	-
68 INK CART, HP CC653AA, (HP901),	cart				0	0				0	0				0	0				0	0	0	639.60	-
69 INK CART, HP CC656AA, (HP901),	cart				0	0				0	0				0	0				0	0	0	1,019.20	-
70 INK CART, HP CC660AA, (HP702),	cart				0	0				0	0				0	0				0	0	0	1,086.80	-
71 INK CART, HP CD887AA, (HP703),	cart				0	0				0	0				0	0				0	0	0	358.80	-
72 INK CART, HP CD888AA, (HP703),	cart				0	0				0	0				0	0				0	0	0	358.80	-
73 INK CART, HP CD971AA, (HP 920),	cart				0	0				0	0				0	0				0	0	0	792.48	-
74 INK CART, HP CD972AA, (HP	cart				0	0				0	0				0	0				0	0	0	629.20	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0				0	0	0	629.20	-
76 INK CART, HP CD974AA, (HP	cart				0	0				0	0				0	0				0	0	0	629.20	-

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77 INK CART, HP CD975AA, (HP	cart				0	0				0	0				0	0				0	0	0	1,242.80	-
78 INK CART, HP CH561WA, (HP61),	cart				0	0				0	0				0	0				0	0	0	644.80	-
79 INK CART, HP CH562WA, (HP61),	cart				0	0				0	0				0	0				0	0	0	826.80	-
80 INK CART, HP CN045AA,	cart				0	0				0	0				0	0				0	0	0	1,554.80	-
81 INK CART, HP CN046AA, (HP951XL),	cart				0	0				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	0	0	1,180.40	-
83 INK CART, HP CN048AA, (HP951XL). Yellow	cart				0	0				0	0				0	0				0	0	0	1,180.40	-
84 INK CART, HP CN692AA, (HP704), Black	cart		75		75	26910		75		75	26910		100		100	35880		100		100	35880	350	358.80	125,580.00
85 INK CART, HP CN693AA, (HP704), Tri-color	cart		50		50	17940		50		50	17940		50		50	17940		50		50	17940	200	358.80	71,760.00
86 INK CART, HP CZ107AA, (HP678), Black	cart		30		30	10764		30		30	10764		35		35	12558		55		55	19734	150	358.80	53,820.00
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart		10		10	3608.8		15		15	5413.2		15		15	5413		10		10	3608.8	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	0				0	0	0	1,196.00	-
95 TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0				0	0	0	2,556.32	-
96 TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0				0	0	0	1,820.00	-
97 TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0				0	0	0	2,860.00	-
98 TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0				0	0	0	3,354.00	-
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0				0	0				0	0				0	0	0	4,992.00	-
100 TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0				0	0	0	2,741.44	-
101 TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0				0	0	0	5,352.88	-
102 TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0				0	0	0	2,971.28	-
103 TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0				0	0	0	2,802.80	-
104 TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0				0	0	0	3,218.80	-
105 TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0				0	0	0	3,312.40	-

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of Aug 15, 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	
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0				0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0				0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0				0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0				0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0				0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0				0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0				0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0				0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0				0	0				0	0				0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0				0	0				0	0				0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0				0	0				0	0				0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0				0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0				0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0				0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0				0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0				0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0				0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0				0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0				0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0				0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0				0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0				0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0				0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0				0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0				0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0				0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0				0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0				0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0				0	0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0				0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0				0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0				0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0				0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0				0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0				0	0	0	7,644.00	-

Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue as of Aug 15, 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		
141 TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0				0	0	0	10,845.12	-
142 TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0				0	0	0	10,845.12	-
143 TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0				0	0	0	10,845.12	-
144 TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0				0	0	0	3,317.60	-
145 TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0				0	0	0	3,614.00	-
146 TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0				0	0	0	3,614.00	-
147 TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0				0	0	0	3,614.00	-
148 TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0				0	0	0	5,526.56	-
149 TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0				0	0	0	5,495.36	-
150 TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0				0	0	0	5,844.80	-
151 TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0				0	0	0	5,844.80	-
152 TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0				0	0	0	3,894.80	-
153 TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0				0	0	0	8,874.32	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0				0	0	0	9,630.40	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0				0	0	0	4,992.00	-
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0				0	0	0	2,600.00	-
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				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		1		1	4368				0	0		1		1	4368				0	0	2	4,368.00	8,736.00
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-D6555A, Black	cart				0	0				0	0				0	0				0	0	0	4,212.00	-

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of Aug 15, 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
169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0	0				0	0				0	0				0	0	0	76.75	-
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart		25		25	18122		15		15	10873		25		25	18122		15		15	10873	80	724.88	57,990.40
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				0	0				0	0				0	0				0	0	0	75.92	-
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																								
<b>COMMON ELECTRICAL SUPPLIES</b>																								
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
<b>COMMON OFFICE EQUIPMENT</b>																								
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
<b>COMMON OFFICE SUPPLIES</b>																								
1	Battery,9 volts	pc.	7		7	1106		7		7	1106		7		7	1106		7		7	1106	28	158.00	4,424.00
2	Ballpen, black	pc.	10		10	110		10		10	110		10		10	110		10		10	110	40	11.00	440.00
3	Ballpen, blue	pc.	10		10	110		10		10	110		10		10	110		10		10	110	40	11.00	440.00
4	Ballpen, red	pc.	5		5	55		5		5	55		5		5	55		5		5	55	20	11.00	220.00
5	Calculator, Mini printing, 12 digits	pc.	10		10	2450		5		5	1225		5		5	1225		5		5	1225	25	245.00	6,125.00
6	Tape, for adding machine	roll	15		15	525		10		10	350		10		10	350		10		10	350	45	35.00	1,575.00
<b>COMMON JANITORIAL SUPPLIES</b>																								
1	Floor Wax, paste type, natural	can	1		1	210				0	0		1		1	210				0	0	2	210.00	420.00
2	Soap, Bathroom	pc.	5		5	130		5		5	130		5		5	130		5		5	130	20	26.00	520.00
3	Liquid Hand soap	bottle	3		3	195		3		3	195		3		3	195		3		3	195	12	65.00	780.00
<b>CONSUMABLES</b>																								
1	Ink, cart, HP No. 680 black	cart	50		50	22500		50		50	22500		50		50	22500		50		50	22500	200	450.00	90,000.00
2	Ink, cart, HP No. 680 color	cart	20		20	9000		20		20	9000		20		20	9000		20		20	9000	80	450.00	36,000.00
3	Ink, CZ black for digital printer	tube	3		3	4200		3		3	4200		3		3	4200		3		3	4200	12	1,400.00	16,800.00
4	Master for CZ 180	roll	2		2	5600		2		2	5600		2		2	5600		2		2	5600	8	2,800.00	22,400.00
5	Toner, TaskAlfa 180	pc.	3		3	20850		3		3	20850		3		3	20850		3		3	20850	12	6,950.00	83,400.00
6	Toner, for kyocera 6970DN (TK454)	pc.	3		3	25200		3		3	25200		2		2	16800		3		3	25200	11	8,400.00	92,400.00
7	Toner, TK-584Cyan	pc.	3		3	15120		3		3	15120		1		1	5040		3		3	15120	10	5,040.00	50,400.00
8	Toner, TK-584Yellow	pc.	3		3	15120		2		2	10080		1		1	5040		3		3	15120	9	5,040.00	45,360.00
9	Toner, TK-584Magenta	pc.	3		3	15120		2		2	10080		1		1	5040		3		3	15120	9	5,040.00	45,360.00

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of Aug 15, 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
10 Toner, TK-584K	pc.		4		4	19064		3		3	14298		3		3	14298		3		3	14298	13	4,766.00	61,958.00
11 Toner, for Fuji Copiers	unit		3		3	13500		3		3	13500		3		3	13500		3		3	13500	12	4,500.00	54,000.00
<b>Office Equipment and Accessories</b>																								
1 Aircondition, floor mounted toner	units				0	0				0	0				0	0	2			2	230000	2	115,000.00	230,000.00
2 Aircondition, window type	units				0	0				0	0				0	0	3			3	90000	3	30,000.00	90,000.00
3 CCTV	package	1			1	80000				0	0				0	0				0	0	1	80,000.00	80,000.00
4 Biometric Finger Scanner	unit	1			1	35000				0	0				0	0				0	0	1	35,000.00	35,000.00
5 Television set	unit	1			1	40000				0	0				0	0	1			1	40000	2	40,000.00	80,000.00
6 Typewriter, Olympia, 24 carriage	unit	2			2	40000				0	0				0	0				0	0	2	20,000.00	40,000.00
					0	0				0	0				0	0				0	0	0		
<b>Office Supplies</b>																								
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
<b>Audio and visual presentation and</b>																								
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
<b>Photographic or filming or video</b>																								
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
<b>Cleaning Equipment and Supplies</b>																								
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
<b>Paper Materials and Products</b>																								
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
<b>Lighting and fixtures and accessories</b>																								
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
<b>Electrical equipment and components</b>																								
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
<b>Computer Supplies</b>																								
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
<b>Computer Equipment and Accessories</b>																								
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
<b>*Other Categories</b>																								
1 Office Table - Modular/cubicles	units				0	0				0	0				0	0	1			1	200000	1	200,000.00	200,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of Aug 15, 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
2 Office Table - Tables	units				0	0				0	0				0	0	4			4	100000	4	25,000.00	100,000.00
3 Mini Conference Table - 12 seater	set				0	0				0	0				0	0	1			1	60000	1	60,000.00	60,000.00
4 Motor Vehicle - Passenger Van	unit				0	0				0	0	1			1	2E+06				0	0	1	1,500,000.00	1,500,000.00
5					0	0				0	0				0	0				0	0	0		-
<b>C. TOTAL (A + B):</b>																							<b>4,090,089.83</b>	
<b>D. ADDITIONAL PROVISION FOR</b>																							409,008.98	
<b>E. GRAND TOTAL (C + D)</b>																							<b>4,499,098.81</b>	
<b>F. APPROVED BUDGET BY THE</b>																								
<b>G. MONTHLY CASH</b>																								
G.1 Available at Procurement Service					445596.7					401408.9					397440.5					430643.78				0
G.2 Other Items not available at PS but					195000					0					1500000					720000				0
<b>TOTAL MONTHLY CASH</b>					640596.7					401408.9					1897441					1150643.78				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:

Approved by:

VILMA T. JAVILLONAR  
 Administrative Officer III  
 Property/Supply Officer

MAE CHERIN T. DASALLA  
 Accountant III  
 Accountant /

NENITA A. FAILON  
 Director IV  
 Head of Office/Agency

Date Prepared: