

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

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

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)-Region XIII
 - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)-Regions VI, VII, VIII, X, & XI
 - Surigao Del Norte - Surigao Del Norte
 - Zamboanga Sibugay- Zamboanga Sibugay
 - Camiguin - Camiguin
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per Item and the Grand Total.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.
- For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - DBM Central Office- for entities in the Central Office
 - DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

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

 - ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - ps.app.goccc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
 - ps.app.lgu@gmail.com- For Local Government Units
- Consistent with National Budget Circular No. 555, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017-PS- Central Office).
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

partment/Bureau/Office: DEPARTMENT OF BUDGET AND MANAGEMENT
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Item & Specifications	Unit of Measure	Quantity Requirement																Total Quantity	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			
AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	35	0	0	35	0	0	10	10	0	0	0	0	15	0	0	15	60	17.42	1,045.20
BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	40	0	0	40	0	0	15	15	0	0	0	0	15	0	0	15	70	15.03	1,052.10
BATTERY, size D, alkaline, 2 pieces per blister pack	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	77.56	
FLUORESCENT LAMP, tubular, 28 watts	tube	40	0	0	40	0	0	20	20	0	0	0	0	20	0	0	20	80	114.40	9,152.00
FLUORESCENT LAMP, tubular, 36 watts	tube	50	0	0	50	0	0	30	30	0	0	0	0	30	0	0	30	110	36.30	3,993.00

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MPACT FLUORESCENT LAMP, 18 watts, 1 piece in	piece	40	0	0	40	0	0	20	20	0	0	0	0	20	0	0	20	80	93.29	7,463.20
PE, electrical	roll	10	0	0	10	0	0	5	5	0	5	0	5	5	0	0	5	25	18.20	455.00
COMMON OFFICE SUPPLIES																				
STATE, gauge #3, 50m per roll	roll				0				0				0				0	0	624.00	-
FRESHENER, 280ml/can	can	20	0	0	20	0	0	10	10	0	10	0	10	0	0	10	10	50	83.20	4,160.00
ISOPROPYL ALCOHOL, 70% ethyl, 500ml	bottle	300	0	0	300	0	0	100	100	0	0	100	100	0	0	50	50	550	47.82	26,301.00
3BON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0	197.58	-
3BON FILM, PE, black, 216mm x 30mm, 100 sheets	box				0				0				0				0	0	202.80	-
ARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0				0	0	64.48	-
ALK, white, dustless, 100 pieces per box	box				0				0				0				0	0	25.86	-
3ARBOOK, A4 size	piece				0				0				0				0	0	39.52	-
3ARBOOK, Legal size	piece				0				0				0				0	0	43.68	-
P, backfold, 19mm, 12 pieces per box	box				0				0				0				0	0	7.28	-
P, backfold, 25mm, 12 pieces per box	box	100	0	0	100	0	25	0	25	0	0	75	75	0	0	25	25	225	13.50	3,037.50
P, backfold, 32mm, 12 pieces per box	box	80	0	0	80	0	0	75	75	0	0	75	75	0	0	25	25	255	19.12	4,875.60
P, backfold, 50mm, 12 pieces per box	box	100	0	0	100	0	25	0	25	0	0	75	75	0	0	25	25	225	43.68	9,828.00
RECTION TAPE, 6 meters(min), 1 piece in	piece	100	0	0	100	0	0	0	0	50	0	0	50	0	0	0	0	150	31.20	4,680.00
TA FILE BOX, made with chipboard, with closed	box	100	0	0	100	0	0	0	0	50	0	0	50	0	0	0	0	150	69.78	10,467.00
TA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0	68.64	-
VELOPE, DOCUMENTARY, for A4 size document,	box	100	0	0	100	0	0	0	0	50	0	0	50	0	0	0	0	150	381.54	57,231.00
VELOPE, DOCUMENTARY, for Legal size document,	box	100	0	0	100	0	0	0	0	50	0	0	50	0	0	0	0	150	507.40	76,110.00
VELOPE, EXPANDING, KRAFTBOARD, for legal size	box	100	0	0	100	0	0	0	0	50	0	0	50	0	0	0	0	150	621.71	93,256.50
VELOPE, EXPANDING, plastic	piece				0				0				0				0	0	27.61	-
VELOPE, MAILING, 500 pieces per box, 80 gsm	box	100	0	0	100	0	0	0	0	60	0	0	60	0	0	0	0	160	499.20	79,872.00
VELOPE, MAILING, with window, 500 pieces per	box	100	0	0	100	0	0	0	0	60	0	0	60	0	0	0	0	160	561.60	89,856.00
ASER, felt, for blackboard/whiteboard	piece	10	0	0	10	0	0	0	0	10	0	0	10	0	0	0	0	20	11.11	222.20
ASER, plastic or rubber	piece				0				0				0				0	0	2.29	-
STENER, for paper, metal, 50 sets per box	box	50	0	0	50	0	0	0	0	0	0	25	25	0	0	0	0	75	57.09	4,281.75
3E ORGANIZER, expanding, legal, plastic, assorted	piece				0				0				0				0	0	70.67	-
3E TAB DIVIDER, A4, five (5) colors per set	set				0				0				0				0	0	12.48	-
3E TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0				0	0	16.64	-
3LDER, Fancy, A4, 50s/ bundle	bundle				0				0				0				0	0	234.00	-
3LDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0				0	0	291.20	-
3LDER, L-type, A4, 50 pieces pack	pack				0				0				0				0	0	166.40	-
3LDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0				0	0	203.84	-
3LDER, Pressboard, size 210mm x 370mm, 100s/box	box	100	0	0	100	0	0	0	0	70	0	0	70	0	0	0	0	170	746.72	126,942.40
3LDER, Tagboard, A4, 100 pieces per pack	pack	100	0	0	100	0	0	0	0	70	0	0	70	0	0	0	0	170	179.28	30,477.60
3LDER, Tagboard, Legal size, 100 pieces per pack	pack	100	0	0	100	0	0	0	0	70	0	0	70	0	0	0	0	170	200.37	34,062.90
3UE, all purpose, 300 grams min.	jar	50	0	0	50	0	0	0	0	20	0	0	20	50	0	0	50	120	44.18	5,301.60
DEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0				0				0	0	50.84	-

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5 SELEAF COVER, 50 sets per bundle	bundle				0				0				0				0	0	539.76	-
GAZINE FILE BOX, LARGE	piece				0				0				0				0	0	41.60	-
RKER, fluorescent, 3 colors per set	set	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	35.55	3,555.00
RKER, whiteboard, bullet type, black	piece	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	10.28	1,028.00
RKER, whiteboard, bullet type, blue	piece	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	10.28	1,028.00
RKER, whiteboard, bullet type, red	piece	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	10.28	1,028.00
RKER, permanent, bullet type, black	piece	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	9.65	965.00
RKER, permanent, bullet type, blue	piece	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	9.65	965.00
RKER, permanent, bullet type, red	piece	50	0	0	50	0	0	0	0	50	0	0	50	0	0	0	0	100	9.65	965.00
TE BOOK, stenographer's, 40 leaves, spiral	piece				0				0				0				0	0	10.40	-
TE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	40	0	0	40	0	0	0	0	0	0	0	0	20	0	0	20	60	31.20	1,872.00
TE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	40	0	0	40	0	0	0	0	0	0	0	0	20	0	0	20	60	40.54	2,432.40
TE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	40	0	0	40	0	0	0	0	0	0	0	0	20	0	0	20	60	54.06	3,243.60
3 PAPER, Ruled	pad				0				0				0				0	0	18.26	-
PER CLIP, gem type, 48mm, 100 pieces per box	box	150	0	0	150	0	0	0	0	0	0	0	0	50	0	0	50	200	12.85	2,570.00
PER CLIP, gem type, 32mm, 100 pieces per box	box	150	0	0	150	0	0	0	0	0	0	0	0	50	0	0	50	200	6.43	1,286.00
PER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	100	0	0	100	0	0	0	0	0	0	0	0	0	0	0	0	100	112.32	11,232.00
PER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	100	0	0	100	0	0	0	0	0	0	0	0	0	0	0	0	100	132.02	13,202.00
PER, Multi-Purpose (COPY) A4, 70gsm	ream	250	0	0	250	0	0	250	250	0	200	0	200	200	0	0	200	900	91.94	82,746.00
PER, Multi-Purpose (COPY), Legal size, 70gsm	ream	100	0	0	100	0	0	0	0	0	100	0	100	0	0	0	0	200	114.35	22,870.00
RCHMENT PAPER, A4 size, 80 gsm, 100 sheets per	ream				0				0				0				0	0	88.40	-
PER, Thermal, 216mm x 30m	roll	300	0	0	300	0	0	100	100	0	0	100	100	0	0	100	100	600	31.15	18,690.00
NCIL, lead, w/eraser, one(1) dozen per box	box				0				0				0				0	0	19.62	-
ILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	278.72	-
CORD BOOK, 300 pages, size: 214mm x 278mm min	book	100	0	0	100	0	0	0	0	50	0	0	50	0	0	0	0	150	60.32	9,048.00
CORD BOOK, 500 pages, size: 214mm x 278mm min	book	100	0	0	100	0	0	0	0	50	0	0	50	0	0	0	0	150	86.85	13,027.50
CG BINDER, Plastic 32mm, 10 pieces per bundle	bundle	20	0	0	20	0	0	0	0	10	0	0	10	0	0	0	0	30	256.87	7,706.10
BBER BAND, 70mm min lay flat length (#18)	box	5	0	0	5	0	0	0	0	5	0	0	5	0	0	0	0	10	93.31	933.10
LER, plastic, 450mm, 1 piece in individual plastic	piece	25	0	0	25	10	0	0	10	0	0	10	10	0	0	10	10	55	15.48	851.40
JN PEN, black	piece	50	0	0	50	25	0	0	25	0	25	0	25	25	0	0	25	125	38.10	4,762.50
JN PEN, blue	piece	50	0	0	50	25	0	0	25	0	25	0	25	25	0	0	25	125	38.10	4,762.50
JN PEN, red	piece	50	0	0	50	25	0	0	25	0	25	0	25	25	0	0	25	125	38.10	4,762.50
AMP PAD INK, violet, 50mL	bottle	10	0	0	10	0	0	5	5	0	0	5	5	0	0	5	5	25	24.63	615.75
AMP PAD, felt pad, min 60mm x 100mm	piece	10	0	0	10	0	0	5	5	0	0	5	5	0	0	5	5	25	27.66	691.50
APLE WIRE, Heavy duty, 23/13	box	10	0	0	10	10	0	0	10	10	0	0	10	10	0	0	10	40	30.42	1,216.80
APLE WIRE, Standard	box	20	0	0	20	20	0	0	20	10	0	0	10	10	0	0	10	60	18.92	1,135.20
PE, masking, 24mm, 50 meters length	roll	20	0	0	20	20	0	0	20	10	0	0	10	10	0	0	10	60	55.12	3,307.20
PE, masking, 48mm, 50 meters length	roll	20	0	0	20	20	0	0	20	10	0	0	10	10	0	0	10	60	105.04	6,302.40
PE, transparent, 24mm, 50 meters	roll	20	0	0	20	20	0	0	20	10	0	0	10	10	0	0	10	60	17.37	1,042.20
PE, transparent, 48mm, 50 meters	roll	20	0	0	20	20	0	0	20	10	0	0	10	10	0	0	10	60	26.52	1,591.20
PE, packaging, 48mm, 50 meters length	roll	10	0	0	10	10	0	0	10	10	0	0	10	10	0	0	10	40	30.63	1,225.20

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LET TISSUE, 12 rolls per pack	pack	10	0	0	10	5	0	0	5	5	0	0	5	5	0	0	5	25	67.60	1,690.00
INE, plastic, one kilo per roll	roll	5	0	0	5	5	0	0	5	5	0	0	5	5	0	0	5	20	49.92	998.40
APPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	124.80	
COMMON OFFICE DEVICES																				
FTER BLADE, heavy duty cutter, 10 pieces per tube	tube	10	0	0	10	0	5	0	5	10	0	0	10	0	5	0	5	30	9.19	275.70
FTER KNIFE, heavy duty	piece	25	0	0	25	0	0	10	10	0	0	10	10	0	0	10	10	55	19.76	1,086.80
TING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	
ICIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0				0	0	187.20	
NCHER, paper, heavy duty, with two hole guide, 1	piece	25	0	0	25	0	0	5	0	0	0	0	0	5	0	0	5	30	114.28	3,428.40
SSORS, (6")	pair	25	0	0	25	0	0	5	5	0	0	0	0	5	0	0	5	35	13.73	480.55
PLER, standard	piece	25	0	0	25	0	0	5	5	0	0	0	0	5	0	0	5	35	82.16	2,875.60
PLER, binder type, heavy duty for high volume	piece				0				0				0				0	0	878.80	
PLE REMOVER, plier type	piece	10	0	0	10	5	0	0	5	5	0	0	5	5	0	0	5	25	18.18	454.50
PE DISPENSER, table top	piece				0				0				0				0	0	47.72	
STE BASKET, non-rigid plastic	piece	5	0	0	5	5	0	0	5	5	0	0	5	5	0	0	5	20	23.90	478.00
COMMON JANITORIAL SUPPLIES																				
OOM, soft (tambo)	piece	20	0	0	20	10	0	0	10	10	0	0	10	10	0	0	10	50	88.40	4,420.00
OOM, stick (tingting)	piece				0				0				0				0	0	23.92	
EANER, TOILET BOWL AND URINAL, 900-1000ml	bottle	150	0	0	150	0	0	50	50	0	0	50	50	0	0	50	50	300	41.60	12,480.00
EANSER, scouring powder, 350grams/can	can	25	0	0	25	15	0	0	15	15	0	0	15	15	0	0	15	70	21.27	1,488.90
TERGENT POWDER, all purpose, 1kilo/pouch	pouch	75	0	0	75	0	0	50	50	0	0	50	50	0	0	20	20	195	37.43	7,298.85
SINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	119.60	
IST PAN, non-rigid plastic	piece				0				0				0				0	0	27.96	
DOR WAX, Paste, red	can				0				0				0				0	0	202.80	
RNITURE CLEANER, aerosol, 300ml/can	can				0				0				0				0	0	84.76	
SECTICIDE, aerosol type, 600ml/can	can				0				0				0				0	0	124.80	
DPBUCKET	piece				0				0				0				0	0	1,820.00	
DPHANDLE, screw type, aluminum handle	piece	25	0	0	25	10	0	0	10	10	0	0	10	10	0	0	10	55	142.48	7,836.40
DPHEAD, made of rayon	piece	25	0	0	25	10	0	0	10	10	0	0	10	10	0	0	10	55	98.80	5,434.00
IG, all cotton, 32 pieces per kilo per bundle	bundle	5	0	0	5	5	0	0	5	5	0	0	5	5	0	0	5	20	49.69	993.80
OURING PAD, 5 pieces per pack	pack	5	0	0	5	5	0	0	5	5	0	0	5	5	0	0	5	20	102.96	2,059.20
ASHBAG, plastic, transparent, 10pcs/roll	roll	10	0	0	10	10	0	0	10	10	0	0	10	10	0	0	10	40	139.88	5,595.20
SINFECTANT, bleaching solution	cont				0				0				0				0	0	101.82	
COMMON OFFICE EQUIPMENT																				
NDING AND PUNCHING MACHINE, two(2) hand	unit				0				0				0				0	0	10,400.00	
LCULATOR, COMPACT, electronic, 12 digits cap, 1	unit	10	0	0	10	5	0	0	5	10	0	0	10	5	0	0	5	30	142.36	4,270.80

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CULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0					0	0	328.64	-
IR, monobloc, without armrest, beige	piece				0				0				0					0	0	254.68	-
IR, monobloc, without armrest, white	piece				0				0				0					0	0	254.80	-
ITAL VOICE RECORDER, 4GB (expandable), 1 unit in	unit				0				0				0					0	0	6,229.60	-
UMENT CAMERA, four(4) reference points	unit				0				0				0					0	0	25,272.00	-
CTRIC FAN, Industrial	unit				0				0				0					0	0	956.80	-
CTRIC FAN, orbit type	unit				0				0				0					0	0	1,248.00	-
CTRIC FAN, stand type	unit				0				0				0					0	0	967.10	-
CTRIC FAN, wall type	unit				0				0				0					0	0	790.40	-
SIMILE MACHINE, uses thermal paper, 50m/roll,	unit				0				0				0					0	0	3,502.72	-
E EXTINGUISHER, dry chemical, for ABC class of	unit				0				0				0					0	0	1,080.56	-
E EXTINGUISHER, pure HCFC 123, with fire rating of	unit				0				0				0					0	0	4,992.00	-
ILTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600	unit				0				0				0					0	0	26,483.60	-
PER TRIMMER/CUTTING MACHINE, max paper size:	unit				0				0				0					0	0	7,488.00	-
PER SHREDDER, 0.06m/sec shred speed, cuts 6-8	unit				0				0				0					0	0	5,699.20	-
INTER, IMPACT DOT MATRIX, 24 pins, 136 column,	unit				0				0				0					0	0	18,709.60	-
INTER, IMPACT DOT MATRIX, 9 pins, 80 column,	unit				0				0				0					0	0	5,831.52	-
INTER, INKJET, wireless capable, 55ppm speed,	unit				0				0				0					0	0	10,000.00	-
INTER, LASER, monochrome, 24ppm speed, 1200 x	unit				0				0				0					0	0	1,237.60	-
BLE, monobloc, square, 36" X 36", white, four(4)	unit				0				0				0					0	0	1,289.60	-
BLE, monobloc, square, 36" X 36", beige, four(4)	unit				0				0				0					0	0	1,242.80	-
COMMON COMPUTER SUPPLIES																					
MPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2",	box				0				0				0					0	0	630.76	-
MPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8",	box				0				0				0					0	0	950.30	-
MPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2",	box	25	0	0	25	15	0	0	15	10	0	0	10	10	0	0	10	60	716.04	43,962.40	
MPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8",	box				0				0				0					0	0	1,220.96	-
MPUTER CONTINUOUS FORMS, 3 ply, 11" x 9-1/2",	box				0				0				0					0	0	571.80	-
MPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8",	box				0				0				0					0	0	958.15	-
D REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0				0					0	0	21.79	-
TERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0,	piece				0				0				0					0	0	2,818.40	-
ASH DRIVE, 16GB, USB 2.0, plug and play	piece				0				0				0					0	0	194.48	-
OUSE, optical, USB connection type	unit				0				0				0					0	0	127.80	-
HANDBOOK ON PROCUREMENT																					
UNDBOOK ON PHILIPPINE GOVERNMENT	piece				0				0				0					0	0	61.83	-
CONSUMABLES																					
K CART, BROTHER LC39BK, Black	cart				0				0				0					0	0	681.20	-
K CART, BROTHER LC39C, Cyan	cart				0				0				0					0	0	447.20	-
K CART, BROTHER LC39M, Magenta	cart				0				0				0					0	0	447.20	-

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		
CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	447.20	-
CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00	-
CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00	-
CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00	-
CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00	-
CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,538.16	-
CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	868.40	-
CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	868.40	-
CART, BROTHER LC67HY, Yellow	cart				0				0				0				0	0	868.40	-
CART, CANON PG-810, Black	cart				0				0				0				0	0	737.36	-
CART, CANON PG-740, Black	cart				0				0				0				0	0	574.08	-
CART, CANON PGI-725, Black	cart				0				0				0				0	0	534.56	-
CART, CANON CLI-726, Black	cart				0				0				0				0	0	970.32	-
CART, CANON CL-811, Colored	cart				0				0				0				0	0	945.36	-
CART, CANON CL-741, Colored	cart				0				0				0				0	0	535.60	-
CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60	-
CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60	-
CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60	-
CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92	-
CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64	-
CART, EPSON C13T105190(73N)/(91N), Black	cart				0				0				0				0	0	426.40	-
CART, EPSON C13T105290(73N)/(91N), Cyan	cart				0				0				0				0	0	426.40	-
CART, EPSON C13T105390(73N)/(91N), Magenta	cart				0				0				0				0	0	426.40	-
CART, EPSON C13T105490(73N)/(91N), Yellow	cart				0				0				0				0	0	426.40	-
CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0	254.80	-
CART, EPSON C13T6664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-
CART, EPSON C13T6664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-
CART, EPSON C13T6664400 (T6644), Yellow	cart				0				0				0				0	0	254.80	-
CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,346.80	-
CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-
CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,554.80	-
CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,554.80	-
CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,034.80	-
CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,034.80	-
CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,034.80	-
CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80	-
CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60	-
CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60	-
CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60	-
CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80	-
CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-

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		
CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-
CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44	-
CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-
CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	826.80	-
CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	-
CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60	-
CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	-
CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	650.00	-
CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	751.92	-
CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,346.80	-
CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08	-
CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40	-
CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	826.80	-
CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	296.40	-
CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	379.60	-
CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80	-
CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00	-
CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92	-
CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80	-
CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	639.60	-
CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,445.60	-
CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	754.00	-
CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	-
CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60	-
CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20	-
CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,086.80	-
CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	358.80	-
CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80	-
CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	792.48	-
CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	629.20	-
CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20	-
CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20	-
CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80	-
CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	644.80	-
CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80	-
CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	-
CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	-
CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	-
CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,180.40	-
CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	358.80	-
CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	358.80	-

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		
NER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,978.80	-
NER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,978.80	-
NER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,978.80	-
NER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,790.80	-
NER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,402.80	-
NER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,402.80	-
NER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80	-
NER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80	-
NER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
NER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40	-
NER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
NER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,482.80	-
NER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,530.80	-
NER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-
NER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-
NER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
NER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
NER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
NER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
NER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
NER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
NER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
NER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
NER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
NER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
NER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,894.80	-
NER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
NER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
NER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,992.00	-
NER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,600.00	-
NER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
NER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-
NER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,392.00	-
NER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,704.00	-
NER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,631.20	-
NER CART, SAMSUNG MLT-D119S(ML-2010D3),	cart				0				0				0				0	0	3,120.00	-
NER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,280.00	-
NER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,368.00	-
NER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
NER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,736.00	-
NER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,888.00	-

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		
NER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
IBON CART, EPSON C135015516 (#8750), Black, for	cart				0				0				0				0	0	76.75	-
IBON CART, EPSON C135015531 (5015086), Black	cart				0				0				0				0	0	724.88	-
IBON CART, EPSON C135015584 (5015327), Black	cart				0				0				0				0	0	334.88	-
IBON CART, EPSON C135015692, Black, for. LX-310	cart				0				0				0				0	0	75.92	-
HER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				-
COMMON ELECTRICAL SUPPLIES																				-
					0				0				0				0	0		-
					0				0				0				0	0		-
					0				0				0				0	0		-
COMMON OFFICE EQUIPMENT																				-
					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		-
COMMON OFFICE SUPPLIES																				-
					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		-
COMMON JANITORIAL SUPPLIES																				-
					0				0				0				0	0		-
					0				0				0				0	0		-
					0				0				0				0	0		-
CONSUMABLES																				-
					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																				-
					0				0				0				0	0		-
					0				0				0				0	0		-
					0				0				0				0	0		-
					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
Office Supplies					0				0				0				0	0	
					0				0				0				0	0	
					0				0				0				0	0	
					0				0				0				0	0	
and visual presentation and composing equipment					0				0				0				0	0	
					0				0				0				0	0	
					0				0				0				0	0	
Photographic or filming or video equipment					0				0				0				0	0	
					0				0				0				0	0	
					0				0				0				0	0	
					0				0				0				0	0	
Cleaning Equipment and Supplies					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	
Paper Materials and Products					0				0				0				0	0	
Yellow Paper Subs. 24 A4 500 sheets	ream	40	0	0	0	25	0	0	20	0	0	0	20	15	0	0	15	100	24,000.00
					0				0				0				0	0	
					0				0				0				0	0	
					0				0				0				0	0	
					0				0				0				0	0	
Lighting and fixtures and accessories					0				0				0				0	0	
					0				0				0				0	0	
					0				0				0				0	0	
Electrical equipment and components and supplies					0				0				0				0	0	
					0				0				0				0	0	
					0				0				0				0	0	
Computer Supplies					0				0				0				0	0	
Printer, copier, Develop Inco 200 - Black	unit	1	0	0	1	0	1	0	1	0	0	0	1	0	0	1	1	4	6,000.00
Printer, copier, Develop Inco 163	unit	1	0	0	1	0	1	0	1	0	0	0	1	0	0	1	1	4	3,125.00
Printer, Printer, Pagepro 9100	unit	1	0	0	1	0	1	0	1	0	0	0	1	0	0	1	1	4	10,136.00
					0				0				0				0	0	
					0				0				0				0	0	
Computer Equipment and Accessories					0				0				0				0	0	
					0				0				0				0	0	

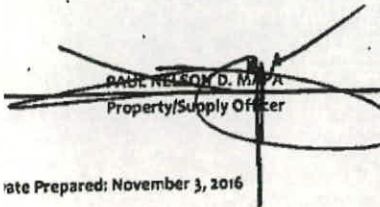
Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
					0				0				0				0	0		
					0				0				0				0	0		
*Other Categories					0				0				0				0	0		
					0				0				0				0	0		
					0				0				0				0	0		
					0				0				0				0	0		
TAL (A + B):																			1,454,093.30	
DITIONAL PROVISION FOR INFLATION (if TOTAL)																			145,409.33	
AND TOTAL (C + D)																			1,599,502.63	
PROVED BUDGET BY THE AGENCY HEAD (ures and Words:																				
MONTHLY CASH REQUIREMENTS																				
available at Procurement Service Stores					720148				148068				369870				114963			0
her Items not available at PS but regularly purchased other sources					28861				25261				24061				22861			0
VL MONTHLY CASH REQUIREMENTS					749009				173329				393931				137824			0

Other categories that are not indicated herein

Prices are FOB Manila/Applicable for Items under A.

I 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.

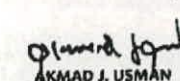
Prepared by:


PAUL NELSON D. MAPA
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:


ARLYN E. ADAJAR
Accountant /
Local Budget Officer

Approved by:


AKMAD J. USMAN
Head of Office/Agency

Date Prepared: November 3, 2016