

**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 (Catarman)- **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: Department of Budget and Management
 Region: III
 Address: Government Center, Maimpis, City of San Fernando, Pampanga

Agency Account Code: 030003

Contact Person: Marry Diana S. Rago
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Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack				5				5				5				5	20	17.42	348.40
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				10				10				10				10	40	15.03	601.20
3 BATTERY, size D, alkaline, 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 FLUORESCENT LAMP, tubular, 36 watts	tube				0				0				0				0	0	36.30	-
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0				0	0	93.29	-
7 TAPE, electrical	roll				5				0				5				0	10	18.20	182.00

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
COMMON OFFICE SUPPLIES																					
1 ACETATE, gauge #3, 50m per roll	roll				1				0				1					0	2	624.00	1,248.00
2 AIR FRESHENER, 280mL/can	can				25				25				25					25	100	83.20	8,320.00
3 ALCOHOL, 70%, ethyl, 500ml	bottle				20				20				20					20	80	47.82	3,825.60
4 CARBON FILM, A4 size, 100 sheets per box	box				1				0				1					0	2	197.58	395.16
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				0				0				0					0	0	64.48	-
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0					0	0	25.86	-
8 CLEARBOOK, A4 size	piece				5				3				2					0	10	39.52	395.20
9 CLEARBOOK, Legal size	piece				5				3				2					0	10	43.68	436.80
10 CLIP, backfold, 19mm, 12 pieces per box	box				5				0				5					0	10	7.28	72.80
11 CLIP, backfold, 25mm, 12 pieces per box	box				10				5				10					5	30	13.50	405.00
12 CLIP, backfold, 32mm, 12 pieces per box	box				10				5				5					5	25	19.12	478.00
13 CLIP, backfold, 50mm, 12 pieces per box	box				2				0				2					0	4	43.68	174.72
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				25				25				25					25	100	31.20	3,120.00
15 DATA FILE BOX, made with chipboard, with closed ends	box				0				0				0					0	0	69.78	-
16 DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0					0	0	68.64	-
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				3				0				3					0	6	381.54	2,289.24
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces	box				2				1				2					1	6	507.40	3,044.40
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				5				0				5					0	10	621.71	6,217.10
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				4				0				4					0	8	11.11	88.88
24 ERASER, plastic or rubber	piece				0				0				0					0	0	2.29	-
25 FASTENER, for paper, metal, 50 sets per box	box				25				20				15					10	70	57.09	3,996.30
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				0				0				0					0	0	16.64	-
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 210mm x 370mm, 100s/box	box				20				5				0					5	30	746.72	22,401.60
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				10				5				5					5	25	179.28	4,482.00
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				5				5				5					5	20	200.37	4,007.40
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				5				3				2					0	10	539.76	5,397.60
39 MAGAZINE FILE BOX, LARGE	piece				0				0				0					0	0	41.60	-
40 MARKER, fluorescent, 3 colors per set	set				0				0				0					0	0	35.55	-
41 MARKER, whiteboard, bullet type, black	piece				2				2				2					2	8	10.28	82.24

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3 DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	-
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				10				0				5				0	15	187.20	2,808.00
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				5				0				5				0	10	114.28	1,142.80
6 SCISSORS, (6")	pair				20				0				10				0	30	13.73	411.90
7 STAPLER, standard	piece				15				0				15				0	30	82.16	2,464.80
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				20				0				20				0	40	18.18	727.20
10 TAPE DISPENSER, table top	piece				5				0				5				0	10	47.72	477.20
11 WASTE BASKET, non-rigid plastic	piece				20				0				10				0	30	23.90	717.00
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece				5				0				5				0	10	88.40	884.00
2 BROOM, stick (tingting)	piece				5				0				5				0	10	23.92	239.20
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				10				0				5				0	15	41.60	624.00
4 CLEANSER, scouring powder, 350grams/can	can				10				0				10				0	20	21.27	425.40
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				20				20				20				20	80	37.43	2,994.40
6 DISINFECTANT SPRAY, 400-550 grams	can				15				15				15				15	60	119.60	7,176.00
7 DUST PAN, non-rigid plastic	piece				5				0				5				0	10	27.96	279.60
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300mL/can	can				15				15				15				15	60	84.76	5,085.60
10 INSECTICIDE, aerosol type, 600mL/can	can				15				15				15				15	60	124.80	7,488.00
11 MOPBUCKET	piece				1				0				1				0	2	1,820.00	3,640.00
12 MOPHANDLE, screw type, aluminum handle	piece				6				0				6				0	12	142.48	1,709.76
13 MOPHEAD, made of rayon	piece				10				10				10				10	40	98.80	3,952.00
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				10				5				5				10	30	49.69	1,490.70
15 SCOURING PAD, 5 pieces per pack	pack				2				2				2				2	8	102.96	823.68
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				25				25				25				25	100	139.88	13,988.00
17 DISINFECTANT, bleaching solution	cont				10				10				10				10	0	101.82	-
COMMON OFFICE EQUIPMENT																				
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				10				0				10				0	20	142.36	2,847.20
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	-

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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	-
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				0				0				0				0	0	1,237.60	-
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				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	-
COMMON COMPUTER SUPPLIES																				
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				0				0				0				0	0	950.30	-
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				5				0				5				0	10	958.15	9,581.50
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				25				10				10				15	60	21.79	1,307.40
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 guide	piece				0				0				0				0	0	2,818.40	-
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				5				0				5				0	10	194.48	1,944.80

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10 MOUSE, optical, USB connection type	unit				10				0				10				0	20	127.80	2,556.00		
HANDBOOK ON PROCUREMENT																						
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RAG 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0	61.83	-		
CONSUMABLES																						
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	-		
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 LC67HYY, 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	-	-		
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	574.08	-		
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	534.56	-		
17 INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	970.32	-		
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	945.36	-		
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 C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92	-		
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64	-		
24 INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0				0	0	426.40	-		
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0				0	0	426.40	-		
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0				0	0	426.40	-		
27 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0				0	0	426.40	-		
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0	254.80	-		
29 INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-		
30 INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-		
31 INK CART, EPSON C13T6664400 (T6644), 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	-		

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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	-
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	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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				0				0			0				0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0			0				0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0				0			0				0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0				0			0				0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0				0			0				0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				12				12			12				12	48	3,354.00	160,992.00
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	-
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	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,402.80	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80	-
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80	-
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40	-
137 TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,482.80	-
139 TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,530.80	-
140 TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-
141 TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-
142 TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
143 TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144 TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145 TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146 TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147 TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
148 TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
149 TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
150 TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
151 TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
152 TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,894.80	-
153 TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,992.00	-
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				1				0				1				0	2	2,600.00	5,200.00
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,392.00	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,704.00	-
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,631.20	-
162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	3,120.00	-
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,280.00	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,368.00	-
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,736.00	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,888.00	-
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0				0				0				0	0	76.75	-
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	724.88	-
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	334.88	-
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0				0				0	0	75.92	-

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

COMMON ELECTRICAL SUPPLIES																				
1					0													0	0	-
2					0													0	0	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
3					0				0				0				0	0			-	
COMMON OFFICE EQUIPMENT																						
1					0				0				0				0	0			-	
2					0				0				0				0	0			-	
3					0				0				0				0	0			-	
4					0				0				0				0	0			-	
5					0				0				0				0	0			-	
COMMON OFFICE SUPPLIES																						
1					0				0				0				0	0			-	
2					0				0				0				0	0			-	
3					0				0				0				0	0			-	
4					0				0				0				0	0			-	
5					0				0				0				0	0			-	
6					0				0				0				0	0			-	
7					0				0				0				0	0			-	
8					0				0				0				0	0			-	
9					0				0				0				0	0			-	
10					0				0				0				0	0			-	
11					0				0				0				0	0			-	
12					0				0				0				0	0			-	
13					0				0				0				0	0			-	
14					0				0				0				0	0			-	
15					0				0				0				0	0			-	
16					0				0				0				0	0			-	
17					0				0				0				0	0			-	
18					0				0				0				0	0			-	
19					0				0				0				0	0			-	
20					0				0				0				0	0			-	
21					0				0				0				0	0			-	
COMMON JANITORIAL SUPPLIES																						
1					0				0				0				0	0			-	
2					0				0				0				0	0			-	
3					0				0				0				0	0			-	
CONSUMABLES																						
1					0				0				0				0	0			-	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT						
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity								
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							-	
11					0				0				0				0	0							-	
12					0				0				0				0	0							-	
13					0				0				0				0	0							-	
14					0				0				0				0	0							-	
15					0				0				0				0	0							-	
16					0				0				0				0	0							-	
17					0				0				0				0	0							-	
18					0				0				0				0	0							-	
19					0				0				0				0	0							-	
20					0				0				0				0	0							-	
21					0				0				0				0	0							-	
22					0				0				0				0	0							-	
23					0				0				0				0	0							-	
24					0				0				0				0	0							-	
25					0				0				0				0	0							-	
26					0				0				0				0	0							-	
27					0				0				0				0	0							-	
28					0				0				0				0	0							-	
29					0				0				0				0	0							-	
30					0				0				0				0	0							-	
31					0				0				0				0	0							-	
32					0				0				0				0	0							-	
33					0				0				0				0	0							-	
Office Equipment and Accessories																										
1					0				0				0				0	0							-	
2					0				0				0				0	0							-	
3					0				0				0				0	0							-	
4					0				0				0				0	0							-	
5					0				0				0				0	0							-	
6					0				0				0				0	0							-	
7					0				0				0				0	0							-	
8					0				0				0				0	0							-	
9					0				0				0				0	0							-	
10					0				0				0				0	0							-	
Office Supplies																										
1 Shear ball point, Sign pen, blue	piece				2				0				2				0	4							1,795.00	7,180.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
2 Shear ball point, Sign pen, black	piece				2				0				2				0	4	1,795.00	7,180.00
3 Shear ballpoint, ink refill	piece				2				2				2				2	8	235.00	1,880.00
4 Computer sticker, A4 size	pad				10				5				10				5	30	85.00	2,550.00
5 Post-it Page makers, 1/2 in x 1 3/4 in, assorted colors, 50s/pack	pack				10				10				10				10	40	240.00	9,600.00
6 Self-stick- on notes 14 x 50mm 100s/pad	pack				5				5				0				5	15	460.00	6,900.00
7 Mouse pad	piece				30				0				0				0	30	100.00	3,000.00
8 Permanent marker, fine point, black	pack				5				0				5				0	10	487.00	4,870.00
9					0				0				0				0	0		-
10					0				0				0				0	0		-
Audio and visual presentation and composing equipment																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
Photographic or filming or video equipment																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
Cleaning Equipment and Supplies																				
1 Dishwashing paste	piece				6				6				6				6	24	30.00	720.00
2 Broom, stick w/handle	piece				10				10				10				10	40	45.00	1,800.00
3 Hand liquid soap	bottle				3				2				3				2	10	100.00	1,000.00
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
Paper Materials and Products																				
1 Photo Paper, A4	pack				5				5				5				5	20	90.00	1,800.00
2 Colored Paper, A4	ream				30				5				0				10	45	400.00	18,000.00
3 Board paper, A4	pack				10				10				10				10	40	100.00	4,000.00
4 Specialty paper 10 sheets/pack	pack				20				5				5				20	50	35.00	1,750.00
5					0				0				0				0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
6					0				0				0				0	0			-
7					0				0				0				0	0			-
8					0				0				0				0	0			-
9					0				0				0				0	0			-
10					0				0				0				0	0			-
Lighting and fixtures and accessories																					
1	Flourescent, LED tube lights, 15watts	piece			5				0				5				0	10		270.00	2,700.00
2	Flourescent, LED tube lights, 7watts	piece			6				0				0				0	6		180.00	1,080.00
3	Bulb, LED, 15 watts	piece			10				0				10				0	20		360.00	7,200.00
4					0				0				0				0	0			-
5					0				0				0				0	0			-
6					0				0				0				0	0			-
7					0				0				0				0	0			-
8					0				0				0				0	0			-
9					0				0				0				0	0			-
10					0				0				0				0	0			-
Electrical equipment and components and supplies																					
1					0				0				0				0	0			-
2					0				0				0				0	0			-
3					0				0				0				0	0			-
4					0				0				0				0	0			-
5					0				0				0				0	0			-
6					0				0				0				0	0			-
7					0				0				0				0	0			-
8					0				0				0				0	0			-
9					0				0				0				0	0			-
10					0				0				0				0	0			-
Computer Supplies																					
1	Toner, Kyocera, TK -454 (black)	cart			2				1				1				2	6		8,400.00	50,400.00
2	Toner, Kyocera, TK -584 (black)	cart			4				2				2				2	10		4,760.00	47,600.00
3	Toner, Kyocera, TK -584 (cyan)	cart			2				1				2				1	6		5,040.00	30,240.00
4	Toner, Kyocera, TK-584 (yellow)	cart			2				1				2				1	6		5,040.00	30,240.00
5	Toner, Kyocera, TK-584 (magenta)	cart			2				1				2				1	6		5,040.00	30,240.00
6																					
7																					
8					0				0				0				0	0			-
9					0				0				0				0	0			-
10					0				0				0				0	0			-
Computer Equipment and Accessories																					
1					0				0				0				0	0			-
2					0				0				0				0	0			-
3					0				0				0				0	0			-
4					0				0				0				0	0			-
5					0				0				0				0	0			-
6					0				0				0				0	0			-
7					0				0				0				0	0			-
8					0				0				0				0	0			-
9					0				0				0				0	0			-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
10					0				0				0				0	0		-
*Other Categories																				-
1	Toner, NPG-32 for Canon Copier machine	toner			2				2				2				2	8	3,937.00	31,496.00
2	Toner, for Kyocera MITA copier model TASKALFA 180	toner			2				1				1				2	6	6,944.00	41,664.00
3	KS Black Ink, for Risograph machine	piece			2				1				1				2	6	1,286.00	7,716.00
4	KS Master, for Risograph machine	piece			2				1				1				2	6	1,476.00	8,856.00
5	Laminating film	pack			1				0				1				0	2	1,975.00	3,950.00
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
C. TOTAL (A + B):																			815,477.77	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			81,547.78	
E. GRAND TOTAL (C + D)																			897,025.55	
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores					150586				92524.1				116103				90651.8			0
G.2 Other Items not available at PS but regularly purchased from other sources					135086				60670				88555				81301			0
TOTAL MONTHLY CASH REQUIREMENTS					285672				153194				204658				171953			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 / Approved by: _____
 Certified Appropriate Funds Available:

MARRY DIANA S. RAGO
 Property/Supply Officer

KIMBERLY DC. FERNANDEZ
 Accountant /
 Local Budget Officer

ELISA D. SALON
 Head of Office/Agency

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		

Date Prepared: