



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE NO. XIII (CARAGA)  
J. ROSALES AVE., BUTUAN CITY

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November 29, 2016

**MEMORANDUM**

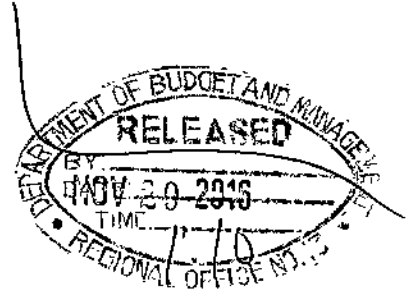
**F OR** : Secretary Benjamin E. Diokno

**ATTENTION** : Director Lorenzo C. Drapete  
Bureau C

**F R O M** : The OIC-Regional Director, DBM RO XIII

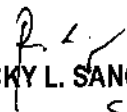
**SUBJECT** : Submission of the Annual Procurement Plan for Common-Use Supplies and Equipment (APP CSE) for FY 2017

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Submitted herewith is Annual Procurement Plan for Common-Use Supplies and Equipment (APP CSE) for FY 2017 pursuant to Circular Letter No. 2016-09 dated October 27, 2016

In compliance.

  
**RICKY L. SANCHEZ**

Encl.: a/s

**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 ps-phillgeps.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 Circular Letter No.2016-09 dated October 27, 2016, 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 Corporate Planning and Business Development 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 ROXIII**

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

Region: **CARAGA**

Address: **J. Rosales Ave., Butuan City**

Contact Person: **FREXIBELLE C. JABLA**

Position: **ADMINISTRATIVE OFFICER III**

E-mail: **fjabla@dbm.gov.ph**

Telephone/Mobile Nos: **3428977/09157210272**

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																					
<b>COMMON ELECTRICAL SUPPLIES</b>																					
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack			10	10			10	10			10	10				10	10	40	17.42	696.80
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack			10	10			10	10			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	280.80	-
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece			12	12			8	8			8	8				12	12	40		-
7 TAPE, electrical	roll	2		2	4			2	2			2	2				2	2	10	18.20	182.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
<b>COMMON OFFICE SUPPLIES</b>																						
1 ACETATE, gauge #3, 50m per roll	roll	1		1	2	1		1			1	1					0	4	624.00	2,496.00		
2 AIR FRESHENER, 280ml/can	can			11	11			11	11		1	6	7				6	6	83.20	2,912.00		
3 ALCOHOL, 70%, ethyl, 500ml	bottle	10		19	29			19	19		1	18	19				10	10	47.82	3,682.14		
4 CARBON FILM, A4 size, 100 sheets per box	box	2			2				0				0					0	2	197.58	395.16	
5 CARBON FILM, PE, black, 210mm x 30mm, 100 sheets per box	box				0				0				0					0	0	202.80	-	
6 CARTOLINA, assorted color, 20 pieces per pack	pack		3		3				0				0					0	3	64.48	193.44	
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0					0	0	25.86	-	
8 CLEARBOOK, A4 size	piece				0				0				0					0	0	39.52	-	
9 CLEARBOOK, Legal size	piece				0				0				0					0	0	43.68	-	
10 CLIP, backfold, 19mm, 12 pieces per box	box				0				0				0					0	0	7.28	-	
11 CLIP, backfold, 25mm, 12 pieces per box	box				0				0				0					0	0	10.40	-	
12 CLIP, backfold, 32mm, 12 pieces per box	box				0				0				0					0	0	19.12	-	
13 CLIP, backfold, 50mm, 12 pieces per box	box				0				0				0					0	0	36.38	-	
14 CORRECTION TAPE, 6 meters/min, 1 piece in individual package	piece	12	5	15	32	12		8	20		8		8				5	5	65	31.20	2,028.00	
15 DATA FILE BOX, made with chipboard, with closed ends	box	4		5	9	4			4				0					0	13	69.78	907.14	
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				0				0				0					0	0	381.54	-	
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0				0				0					0	0	507.40	-	
19 ENVELOPE, EXPANDING, Kraftboard, for legal size document, 500 pieces per box	box				0				0				0					0	0	621.71	-	
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0					0	0	27.61	-	
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box			1	1			1	1				1	1			1	1	4	499.20	1,996.80	
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box	2	1	1	4	2	1	1	4				1	1			1	1	10	561.60	5,616.00	
23 ERASER, felt, for blackboard/whiteboard	piece				0				0				0					0	0	11.11	-	
24 ERASER, plastic or rubber	piece	12			12	12			12				0					0	24	2.29	54.96	
25 FASTENER, for paper, metal, 50 sets per box	box	13		5	18	13		5	18				5	5			6	6	47	57.09	2,683.23	
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(s) 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	15	10	3	28	7		3	10				2	2			2	3	5	45	746.72	33,602.40
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0				0					0	0	179.28	-	
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0				0				0					0	0	200.37	-	
36 GLUE, all purpose, 300 grams min.	jar	1	2	1	4	1		1	2				1	1			1	1	8	44.18	353.44	
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0				0					0	0	47.90	-	
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0					0	0	539.76	-	
39 MAGAZINE FILE BOX, LARGE	piece				0				0				0					0	0	41.60	-	
40 MARKER, fluorescent, 3 colors per set	set	8		5	13	8		5	13				3	3	5		2	7	36	35.55	1,279.80	
41 MARKER, whiteboard, bullet type, black	piece			2	2			2	2				4	4			2	2	10	10.28	102.80	
42 MARKER, whiteboard, bullet type, blue	piece	1			1	1		1	1				0					0	2	10.28	20.56	
43 MARKER, whiteboard, bullet type, red	piece	1			1	1		1	1				0					0	2	10.28	20.56	

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44 MARKER, permanent, bullet type, black	piece	3			3	3			3				0				0	6	9.65	57.90	
45 MARKER, permanent, bullet type, blue	piece	2			2	2			2		1		1				0	5	9.65	48.25	
46 MARKER, permanent, bullet type, red	piece	2			2	2			2				0				0	4	9.65	38.60	
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0				0				0				0	0	10.40	-	
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	6			6	6			6				0				0	12	31.20	374.40	
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	6	4	6	16	6	4	6	16		4	6	10			3	3	45	40.54	1,824.30	
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	6			6	6			6				0				0	12	54.06	648.72	
51 PAD PAPER, Ruled	pad				0				0				0				0	0	18.26	-	
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	5		2	7	5		2	7				2	2			3	3	19	12.85	244.15
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	5		2	7	5		2	7				2	2			3	3	19	6.43	122.17
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0					0	0	127.50	-
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0					0	0	153.68	-
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	24		60	84	14		60	74	4		65	69	4		60	64	291	116.95	34,032.45	
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	10	10	20	40	5	5	20	30	3	10	20	33	3	5	20	28	131	127.27	16,672.37	
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream				0				0				0					0	0	88.40	-
59 PAPER, Thermal, 216mm x 30m	roll				0				0				0					0	0	31.15	-
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	1			1	1			1				0					0	2	19.62	39.24
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0					0	0	278.72	-
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0				0				0					0	0	60.32	-
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book			6	6			6	6			3	3			6	6	21	86.85	1,823.85	
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0					0	0	256.87	-
65 RUBBER BAND, 70mm min lay flat length (#18)	box	1		1	2	1		1	2				0					0	4	93.31	373.24
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece			2	2			2	2				1	1		1	1	6	15.48	92.88	
67 SIGN PEN, black	piece	6		10	16	6		10	16	6		10	16	6		10	16	64	38.10	2,438.40	
68 SIGN PEN, blue	piece	7		10	17	7		10	17	7		10	17	7		10	17	68	38.10	2,590.80	
69 SIGN PEN, red	piece	1		5	6	1		5	6	1		5	6	1		5	6	24	38.10	914.40	
70 STAMP PAD INK, violet, 50ml	bottle	2			2	2			2	1			1					0	5	24.63	123.15
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	1			1	1			1				0					0	2	27.66	55.32
72 STAPLE WIRE, Heavy duty, 23/13	box				0				0				0					0	0	23.40	-
73 STAPLE WIRE, Standard	box	7		4	11	7		4	11				4	4		4	4	30	18.92	567.60	
74 TAPE, masking, 24mm, 50 meters length	roll	1			1	1			1				0					0	2	55.12	110.24
75 TAPE, masking, 48mm, 50 meters length	roll	1			1	1			1				0					0	2	105.04	210.08
76 TAPE, transparent, 24mm, 50 meters	roll	5		8	13	5		8	13			9	9			8	8	43	10.92	469.56	
77 TAPE, transparent, 48mm, 50 meters	roll				0				0				0					0	0	26.52	-
78 TAPE, packaging, 48mm, 50 meters length	roll			6	6			6	6				4	4		6	6	22	32.74	720.28	
79 TOILET TISSUE, 12 rolls per pack	pack	2		10	12	2		10	12			12	12			10	10	46	67.60	3,109.60	
80 TWINE, plastic, one kilo per roll	roll				0				0				0					0	0	49.92	-
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0					0	0	128.84	-
82 Software					0				0				0					0	0	-	-
83 Airline Travel					0				0				0					0	0	-	-
COMMON OFFICE DEVICES																					
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube			1	1				0				1	1				0	2	9.19	18.38
2 CUTTER KNIFE, heavy duty	piece			1	1				0				1	1				0	2	19.76	39.52
3 DATING AND STAMPING MACHINE	piece				0				0				0					0	0	478.38	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT			
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity					
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0					0	0	187.20	-		
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0				0				0					0	0	114.28	-		
6 SCISSORS, (6")	patr	1			1				0				0					0	1	13.73	13.73		
7 STAPLER, standard	piece				0				0				0					0	0	82.16	-		
8 STAPLER, binder type, heavy duty for high volume printing, 20 sheets of 20cm bond paper stapler	piece				0				0				0					0	0	878.80	-		
9 STAPLE REMOVER, plier type	piece	2			2				0				0					0	2	18.18	36.36		
10 TAPE DISPENSER, table top	piece				0				0				0					0	0	47.72	-		
11 WASTE BASKET, non-rigid plastic	piece				0				0				0					0	0	23.90	-		
COMMON JANITORIAL SUPPLIES																							
1 BROOM, soft (tambo)	piece			3	3			3	3			3	3			3	3	12	88.40	1,060.80			
2 BROOM, stick (tingting)	piece			3	3				0			3	3					0	6	23.92	143.52		
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0					0	0	41.60	-		
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0					0	0	21.27	-		
5 DETERGENT POWDER, all purpose, 5kilo/pouch	pouch			15	15			15	15			15	15			15	15	60	37.43	2,245.80			
6 DISINFECTANT SPRAY, 400-550 grams	can				0				0				0					0	0	119.60	-		
7 DUST PAN, non-rigid plastic	piece				0				0				0					0	0	24.96	-		
8 FLOOR WAX, Paste, red	can				0				0				0					0	0	202.80	-		
9 FURNITURE CLEANER, aerosol, 300ml/can	can			6	6			6	6			6	6			6	6	24	84.76	2,034.24			
10 INSECTICIDE, aerosol type, 600ml/can	can			8	8			8	8			8	8			8	8	32	124.80	3,993.60			
11 MOPBUCKET	piece				0				0				0					0	0	1,911.00	-		
12 MOPHANDLE, screw type, aluminum handle	piece			2	2				0			2	2					0	4	142.48	569.92		
13 MOPHEAD, made of rayon	piece			3	3				0			3	3					0	6	98.80	592.80		
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0					0	0	49.69	-		
15 SCOURING PAD, 5 pieces per pack	pack			2	2			2	2			2	2			2	2	8	102.96	823.68			
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll			5	5			5	5			5	5			5	5	20	139.88	2,797.60			
17 DISINFECTANT, bleaching solution	cont				0				0				0					0	0	101.82	-		
COMMON OFFICE EQUIPMENT																							
1 BINDING AND PUNCHING MACHINE, two(2) hand lever	unit				0				0				0					0	0	10,400.00	-		
2 CALCULATOR, COMPACT, electronic, 12 digit cap, 1 unit in individual box	unit				0				0				0					0	0	135.20	-		
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0					0	0	258.84	-		
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	unit				0				0				0					0	0	25,272.00	-		
8 ELECTRIC FAN, industrial	unit				0				0				0					0	0	956.80	-		
9 ELECTRIC FAN, orbit type	unit				0				0				0					0	0	1,248.00	-		
10 ELECTRIC FAN, stand type	unit				0				0				0					0	0	967.10	-		
11 ELECTRIC FAN, wall type	unit				0				0				0					0	0	790.40	-		
12 PARCHMENT MACHINE, uses thermal paper, 50x70cm, for fire extinguisher	unit				0				0				0					0	0	3,502.72	-		
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, 1kg	unit				0				0				0					0	0	1,080.56	-		
14 FIRE EXTINGUISHER, pure water, 15, with the rating of 1A, 10C for ABC class of fire, stand capacity 100	unit				0				0				0					0	0	4,992.00	-		

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
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15 MULTIMEDIA PROJECTOR, 4000 ANSI LUMENS, 3600 HOURS	unit				0				0				0					0	0	26,483.60	-
16 PAPER TRIMMER, CUTTING FORCE, max paper size: 64"	unit				0				0				0					0	0	7,488.00	-
17 PAPER SHREDDER, 0.001/sec sheet speed, class 6	unit				0				0				0					0	0	5,699.20	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480	unit				0				0				0					0	0	18,709.60	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 60 column, 337	unit				0				0				0					0	0	5,831.52	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512x18	unit				0				0				0					0	0	10,000.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x	unit				0				0				0					0	0	1,237.60	-
22 TABLE, monochrome, square, 36" x 36", white, 100(4)	unit				0				0				0					0	0	1,289.60	-
23 TABLE, monochrome, square, 36" x 36", beige, 100(4)	unit				0				0				0					0	0	1,289.60	-
24 Desktop and Laptop	unit				0				0				0					0	0		-
<b>COMMON COMPUTER SUPPLIES</b>																					
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000	box				0				0				0					0	0	630.76	-
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8",	box				0				0				0					0	0	950.30	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000	box				0				0				0					0	0	716.04	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8",	box				0				0				0					0	0	1,220.96	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 9-1/2", 500	box				0				0				0					0	0	596.80	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8",	box				0				0				0					0	0	958.15	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0				0					0	0	21.79	-
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0,	piece				0				0				0					0	0	2,818.40	-
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0				0				0					0	0	194.48	-
10 MOUSE, optical, USB connection type	unit			3	3				2	2			2	2			2	2	9		-
<b>HANDBOOK ON PROCUREMENT</b>																					
1 HANDBOOK ON PHILIPPINE GOVERNMENT	piece				0				0				0					0	0	61.83	-
<b>CONSUMABLES</b>																					
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0					0	0	681.20	-
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0					0	0	447.20	-
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0					0	0	447.20	-
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0					0	0	447.20	-
5 INK CART, BROTHER LC67B, Black	cart				0				0				0					0	0	910.00	-
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0					0	0	546.00	-
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0					0	0	546.00	-
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 LC67HYU, Yellow	cart				0				0				0					0	0	868.40	-
13 INK CART, CANON PG-810, Black	cart				0				0				0					0	0	774.80	-
14 INK CART, CANON PG-740, Black	cart				0				0				0					0	0	754.00	-
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	1,022.32	-
18 INK CART, CANON CL-741, Colored	cart				0				0				0					0	0	1,001.52	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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	-
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			2	2			2	2			2	2			2	2	8	751.92	6,015.36
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	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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, (HP90), Black	cart				0				0				0				0	0	639.60	-
69 INK CART, HP CC656AA, (HP90), Tri-color	cart				0				0				0				0	0	1,019.20	-
70 INK CART, HP CC660AA, (HP70), Black	cart			2	2				0	1			1	2			2	2	3,086.80	6,520.80
71 INK CART, HP CD887AA, (HP70), Black	cart				0				0				0				0	0	358.80	-
72 INK CART, HP CD888AA, (HP70), 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, (HP70), Black	cart			4	6			6	6			6	6			5	6	24	358.80	8,611.20
85 INK CART, HP CN693AA, (HP70), Tri-color	cart				0				0				0				0	0	358.80	-
86 INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	358.80	-
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	360.88	-
88 INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	366.08	-
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60	-
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60	-
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60	-
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	930.80	-
93 INK CART, LEXMARK 10N0217 (#17), Black	cart				0				0				0				0	0	1,003.60	-
94 INK CART, LEXMARK 10N0227 (#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				0				0				0				0	0	3,354.00	-
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (ZLL Option)	cart	5		1	6			2	2	3			3	2			2	13	4,992.00	64,896.00
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			2	2	1		2	2			2	2			2	2	8	3,218.80	25,750.40
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	-



Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
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	4			4	4			4	4			2	6	2	2		4	18	2,756.00	49,608.00
117 TONER CART, HP CE310A, Black	cart				0				0				0					0	0	2,386.80	-
118 TONER CART, HP CE311A, Cyan	cart				0				0				0					0	0	2,490.80	-
119 TONER CART, HP CE312A, Yellow	cart				0				0				0					0	0	2,490.80	-
120 TONER CART, HP CE313A, Magenta	cart				0				0				0					0	0	2,490.80	-
121 TONER CART, HP CE320A, Black	cart				0				0				0					0	0	3,166.80	-
122 TONER CART, HP CE321A, Cyan	cart				0				0				0					0	0	3,010.80	-
123 TONER CART, HP CE322A, Yellow	cart				0				0				0					0	0	3,010.80	-
124 TONER CART, HP CE323A, Magenta	cart				0				0				0					0	0	3,010.80	-
125 TONER CART, HP CE390A, Black	cart				0				0				0					0	0	7,690.80	-
126 TONER CART, HP CE400A, Black	cart				0				0				0					0	0	6,754.80	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0					0	0	9,978.80	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0					0	0	9,978.80	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0					0	0	9,978.80	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0					0	0	3,790.80	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0					0	0	5,402.80	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0					0	0	5,402.80	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0					0	0	5,402.80	-
134 TONER CART, HP CE505A, Black	cart				0				0				0					0	0	3,998.80	-
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0					0	0	7,066.80	-
136 TONER CART, HP Q2612A, Black	cart				0				0				0					0	0	3,104.40	-
137 TONER CART, HP Q2613A, Black	cart				0				0				0					0	0	3,328.00	-
138 TONER CART, HP Q5942A, Black	cart				0				0				0					0	0	7,482.80	-
139 TONER CART, HP Q5949A, Black	cart				0				0				0					0	0	3,530.80	-
140 TONER CART, HP Q5950A, Black	cart				0				0				0					0	0	7,644.00	-
141 TONER CART, HP Q5951A, Cyan	cart				0				0				0					0	0	10,845.12	-
142 TONER CART, HP Q5952A, Yellow	cart				0				0				0					0	0	10,845.12	-
143 TONER CART, HP Q5953A, Magenta	cart				0				0				0					0	0	10,845.12	-
144 TONER CART, HP Q6000A, Black	cart				0				0				0					0	0	3,317.60	-
145 TONER CART, HP Q6001A, Cyan	cart				0				0				0					0	0	3,614.00	-
146 TONER CART, HP Q6002A, Yellow	cart				0				0				0					0	0	3,614.00	-
147 TONER CART, HP Q6003A, Magenta	cart				0				0				0					0	0	3,614.00	-
148 TONER CART, HP Q6470A, Black	cart				0				0				0					0	0	5,526.56	-
149 TONER CART, HP Q6471A, Cyan	cart				0				0				0					0	0	5,495.36	-
150 TONER CART, HP Q6472A, Yellow	cart				0				0				0					0	0	5,844.80	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
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				0				0				0					0	0	2,600.00	-
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 Battery 9 volts		30			30				30	30									0	60	180.00	10,800.00
2 Bulb LED 12 w		100			100				100	100									0	200	265.00	53,000.00
3 Male plug		1			1	2			1	3			1	1			1	1	6	35.00	210.00	
4 Female socket		1			1				1	1			1	1			1	1	4	100.00	400.00	
5 Electrical wire # 16		1			1	2			2				0					0	3	2,600.00	7,800.00	
6 Universal adaptor		1			1				0				1	1				0	2	55.00	110.00	
COMMON OFFICE EQUIPMENT																						
1 Toner TN-513 for INEO copier 54e					1	1			1	1			1	1			1	1	4	4,300.00	17,200.00	
2 Toner for INEO copier 163					1	1			1	1			0					0	2	3,125.00	6,250.00	
COMMON OFFICE SUPPLIES																						
1 Laminating film				4	4				1	1								0	5	1,600.00	8,000.00	
2 Paper colored				4	4				4	4	10		4	14			4	4	26	150.00	3,900.00	
3 RING BINDER, Plastic 1/2				4	4			5	4	9			4	4			4	4	21	150.00	3,150.00	
4 RING BINDER, Plastic 3/4				4	4				4	4			4	4			4	4	16	200.00	3,200.00	
5 RING BINDER, Plastic 1"				1	1				4	4			4	4			4	4	13	250.00	3,250.00	
COMMON JANITORIAL SUPPLIES																						

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
1 Toilet deodorant				35	35			30	30			30	30			30	30	125	25.00	3,125.00
2 Bath soap				25	25			25	25			25	25			25	25	100	16.00	1,600.00
3 Dishwashing liquid 750 ml.				12	12			12	12			12	12	10		12	22	58	105.00	6,090.00
4 Beach solution				2	2			3	3			3	2			3	2	9	124.00	1,116.00
<b>CONSUMABLES</b>																				
1 Printer Toner Kyocera TK 454		2		2	4			1	1			2	2		1	2	3	10	8,400.00	84,000.00
2 Printer Toner, Brother TN 3320		2		2	4			2	2			2	2			2	2	10	4,350.00	43,500.00
<b>Office Equipment and Accessories</b>																				
1					0				0				0					0	0	-
2					0				0				0					0	0	-
<b>Office Supplies</b>																				
1					0				0				0					0	0	-
2					0				0				0					0	0	-
<b>Audio and visual presentation and composing equipment</b>																				
1					0				0				0					0	0	-
2					0				0				0					0	0	-
<b>Photographic or filming or video equipment</b>																				
1					0				0				0					0	0	-
2					0				0				0					0	0	-
<b>Cleaning Equipment and Supplies</b>																				
1					0				0				0					0	0	-
2					0				0				0					0	0	-
<b>Paper Materials and Products</b>																				
1					0				0				0					0	0	-
2					0				0				0					0	0	-
<b>Lighting and fixtures and accessories</b>																				
1					0				0				0					0	0	-
2					0				0				0					0	0	-
<b>Electrical equipment and components and supplies</b>																				
1					0				0				0					0	0	-
2					0				0				0					0	0	-
<b>Computer Supplies</b>																				
1					0				0				0					0	0	-
2					0				0				0					0	0	-
<b>Computer Equipment and Accessories</b>																				
1					0				0				0					0	0	-
2					0				0				0					0	0	-
<b>*Other Categories</b>																				
1					0				0				0					0	0	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 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		
<b>C. TOTAL (A + B):</b>																			559,999.09	
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																			55,999.91	
<b>E. GRAND TOTAL (C + D)</b>																			615,999.00	
<b>F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>																				
<b>G. MONTHLY CASH REQUIREMENTS</b>																				
G.1 Available at Procurement Service Stores					108,882.39				67,586.61				69,083.71					57,745.38		0
G.2 Other Items not available at PS but regularly purchased from other sources					104,548.00				69,962.00				37,148.00					45,043.00		0
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					213,430.39				137,548.61				106,231.71					102,788.38		0

\*Other categories that are not indicated herein

\*\*Prices are FOB Manila/Applicable for Items under A.

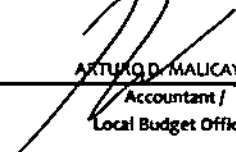
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


  
 FREXIBELLE C. JABELA  
 Property/Supply Officer

Certified Funds Available /

Certified Appropriate Funds Available:

  
 ARTURO D. MALICAY, JR.  
 Accountant /  
 Local Budget Officer

Approved by:

  
 RICKY L. SANCHEZ  
 Head of Office/Agency

Date Prepared: November 28, 2016