

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.gocc@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 2016 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016-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.

Department/Bureau/Office: DEPARTMENT OF BUDGET AND MANATEMENT
Region: REGIONAL OFFICE IX
Address: PETTIT BARRACKS, ZAMBOANGA CITY

Agency Account Code: 06-001-0300009

Contact Person: MARIA EVA G. CAMINS
Position: OIC-CHIEF ADMINISTRATIVE OFFICER
E-mail : mcamins@dbm.gov.ph
Telephone/Mobile Nos: 99-23109/0917-536-7899

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		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack			12	12				0				0	12			12	24	17.42	418.08
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack			12	12				0				0	12			12	24	15.03	360.72
3 BATTERY, dry cell D, 2 pieces per blister pack	pack				0				0				0				0	0	77.56	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	114.40	-
FLUORESCENT LAMP, tubular, 36 watts	tube	24			24	24			24	24			24	24			24	96	43.78	4,202.88
6 LED Linear Tube, 18 watts individually wrapped in carton	tube		24		24		24		24		24		24		24		24	96	36.30	3,484.80
7 Lighth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	93.29	-
8 TAPE, electrical	roll			3	3			3	3				0	3			3	9	18.20	163.80
COMMON OFFICE SUPPLIES																				
1 ACETATE, gauge #3, 50m per roll	roll			2	2				0				0				0	2	624.00	1,248.00
2 AIR FRESHENER, 280mL/150g min	can			4	4			4	4		4	4				4	4	16	83.20	1,331.20
AIR FRESHENER for CAR	can				0			12	12				0			12	12	24	85.58	2,053.92

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
3 ALCOHOL, 70%, ethyl, 500ml	bottle	12			12	12			12	12			12	12			12	48	47.82	2,295.36
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0	197.58	-
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0				0				0	0	202.80	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack	6			6	6			6	6			6	6			6	24	64.48	1,547.52
7 CHALK, white, enamel, 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			24	24				0			24	24				0	48	43.68	2,096.64
10 CLIP, backfold, 19mm, 12 pieces per box	box	6			6	6			6	6			6	6			6	24	7.28	174.72
11 CLIP, backfold, 25mm, 12 pieces per box	box	6			6	6			6	6			6	6			6	24	13.50	324.00
12 CLIP, backfold, 32mm, 12 pieces per box	box	6			6	6			6	6			6	6			6	24	19.12	458.88
13 CLIP, backfold, 50mm, 12 pieces per box	box	6			6	6			6	6			6	6			6	24	43.68	1,048.32
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	20			20	15			15	15			15	10			10	60	31.20	1,872.00
CORRECTION PEN, 7ml, newell rubermaid	piece	12			12				0		12		12				0	24	79.00	1,896.00
CORRECTION FLUID (water base)	piece	6			6	6			6				0	12			12	24	12.00	288.00
15 DATA FILE BOX, made with chipboard, with closed ends	box			25	25			25	25			25	25			25	25	100	69.78	6,978.00
DATA FILE BOX, color green & red	box	50			50			50	50			50	50			50	50	200	73.57	14,714.00
16 DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0	68.64	-
DATA FOLDER w/ finger ring , color green & red	piece	200			200		200		200		200		200			200	200	800	75.90	60,720.00
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	1			1	2			2			1	1			1	1	5	381.54	1,907.70
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	1			1	2			2			1	1			1	1	5	507.40	2,537.00
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	2			2	2			2	2			2	2			2	8	621.71	4,973.68
20 ENVELOPE, EXPANDING, plastic	piece	6			6				0				0				0	6	27.61	165.66
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	6			6				0	6			6				0	12	499.20	5,990.40
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box	8			8				0	8			8				0	16	561.60	8,985.60
23 ERASER, felt, for blackboard/whiteboard	piece	6			6				0	6			6				0	12	11.11	133.32
24 ERASER, plastic or rubber	piece	12			12				0				0				0	12	2.29	27.48
25 FASTENER, for paper, metal, 50 sets per box	box				0	24			24				0				0	24	57.09	1,370.16
FASTENER, for paper, plastic, 50 sets per box	box				0	24			24				0				0	24	60.23	1,445.52
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			24	24				0				0				0	24	12.48	299.52
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set			24	24				0				0				0	24	16.64	399.36
29 FOLDER, Fancy, A4, 50s/ bundle	bundle		1		1				0				0				0	1	234.00	234.00
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0				0	0	291.20	-
31 FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0				0	0	166.40	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0				0	0	203.84	-
33 FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box	2			2	2			2	2			2	2			2	8	746.72	5,973.76
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack		2		2				0		2		2				0	4	179.28	717.12
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack		2		2				0		2		2				0	4	200.37	801.48
36 GLUE, all purpose, 300 grams min.	jar			12	12				0			12	12				0	24	44.18	1,060.32
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	24			24				0	24			24	24			24	72	50.84	3,660.48
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			12	12			12	12			12	12				0	36	35.55	1,279.80
41 MARKER, whiteboard, bullet type, black	piece		12		12				0			12	12				0	24	10.28	246.72
42 MARKER, whiteboard, bullet type, blue	piece		12		12				0			12	12				0	24	10.28	246.72
43 MARKER, whiteboard, bullet type, red	piece		12		12				0			12	12				0	24	10.28	246.72
44 MARKER, permanent, bullet type, black	piece		12		12				0			12	12				0	24	9.65	231.60

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45 MARKER, permanent, bullet type, blue	piece		12		12				0			12	12				0	24	9.65	231.60
46 MARKER, permanent, bullet type, red	piece		12		12				0			12	12				0	24	9.65	231.60
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	12			12	6			6	12			12	12			12	42	31.20	1,310.40
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	6			6	6			6	6			6	6			6	24	40.54	972.96
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	6			6	6			6	6			6	6			6	24	54.06	1,297.44
51 PAD PAPER, Ruled	pad		12		12				0				0				0	12	18.26	219.12
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	12			12	6			6	12			12	12			12	42	12.85	539.70
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	10			10				0	10			10	10			10	30	6.43	192.90
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	75			75	75			75	75			75	75			75	300	112.32	33,696.00
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	50			50	50			50	50			50	50			50	200	132.02	26,404.00
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0				0				0	0	91.94	-
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0				0	0	114.35	-
PAPER, PPC, 254mm x 356mm (B-4)	ream	20			20				0				0				0	20	156.60	3,132.00
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream			2	2				0			2	2				0	4	88.40	353.60
59 PAPER, Thermal, 216mm x 30m	roll		24		24				0		24		24				0	48	31.15	1,495.20
PASTE, Redstone, 200 grms	piece	6			6			6	6				0	6			6	18	30.00	540.00
60 PENCIL, lead, w/eraser, one(1) dozen per box	box			3	3				0				0				0	3	19.62	58.86
61 PHILIPPINE NATIONAL FLAG	piece	6			6				0	6			6				0	12	278.72	3,344.64
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0	12			12			12	12				0	24	60.32	1,447.68
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0	12			12			12	12				0	24	86.85	2,084.40
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	6			6				0	6			6				0	12	256.87	3,082.44
65 RUBBER BAND, 70mm min lay flat length (#18)	box			12	12				0				0				0	12	93.31	1,119.72
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece	12			12				0	12			12				0	24	15.48	371.52
RULER, plastic, 12"	piece	4			4				0				0				0	4	12.40	49.60
67 SIGN PEN, black	piece		30		30	30			30		30		30	30			30	120	38.10	4,572.00
68 SIGN PEN, blue	piece	24			24				0		24		24	12			12	60	38.10	2,286.00
69 SIGN PEN, red	piece	12			12				0				0				0	12	38.10	457.20
70 STAMP PAD INK, violet, 50mL	bottle	6			6				0	6			6				0	12	24.63	295.56
71 STAMP PAD, felt pad, min 60mm x 100mm	piece			2	2				0			2	2				0	4	27.66	110.64
72 STAPLE WIRE, Heavy duty, 23/13	box				0				0				0				0	0	30.42	-
73 STAPLE WIRE, Standard	box	26			26				0	24			24				0	50	18.92	946.00
74 TAPE, masking, 24mm, 50 meters length	roll			6	6				0				0				0	6	55.12	330.72
75 TAPE, masking, 48mm, 50 meters length	roll			6	6				0				0				0	6	105.04	630.24
76 TAPE, transparent, 24mm, 50 meters	roll	26			26				0	24			24				0	50	17.37	868.50
77 TAPE, transparent, 48mm, 50 meters	roll	26			26				0	24			24				0	50	26.52	1,326.00
78 TAPE, packaging, 48mm, 50 meters length	roll	26			26				0	24			24				0	50	30.63	1,531.50
79 TOILET TISSUE, 12 rolls per pack	pack	10			10	10			10	10			10	10			10	40	67.60	2,704.00
80 TWINE, plastic, one kilo per roll	roll			3	3				0	3			3				0	6	49.92	299.52
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack	2			2				0	2			2				0	4	124.80	499.20
BALLPEN, Ballpoint, Black	piece	12			12			12	12			12	12			12	12	48	12.00	576.00
BALLPEN, Ballpoint, Blue	piece	12			12			6	6			6	6			12	12	36	12.00	432.00
BALLPEN, Ballpoint, Red	piece	12			12				0			12	12				0	24	12.00	288.00
KIT/BAG for Trainings	piece				0			50	50			2	2				0	52	60.00	3,120.00
RUBBER STAMP	piece				0			2	2			2	2				0	4	800.00	3,200.00
TYPEWRITER RIBBON	box		2		2			2	2			2	2				0	6	17.00	102.00
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				0				0				0				0	0	19.76	-

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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	2			2				0	2			2				0	4	187.20	748.80
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	2			2	2			2	2			2				0	6	114.28	685.68
6 SCISSORS, (6")	pair		6		6		6		6		6		6				0	18	13.73	247.14
7 STAPLER, standard	piece	6			6	6			6	6			6				0	18	82.16	1,478.88
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				0				0				0				0	0	18.18	-
10 TAPE DISPENSER, table top	piece				0				0				0				0	0	47.72	-
11 WASTE BASKET, non-rigid plastic	piece		24		24				0				0				0	24	23.90	573.60
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		3		3		3		3		3		3	12	23.92	287.04
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	12			12	12			12	12			12	12			12	48	41.60	1,996.80
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	12			12				0	12			12				0	24	37.43	898.32
6 DISINFECTANT SPRAY, 400-550 grams	can	12			12				0	12			12				0	24	119.60	2,870.40
7 DUST PAN, non-rigid plastic	piece		3		3				0		3		3				0	6	27.96	167.76
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300ml/can	can	6			6			6	6				0				0	12	84.76	1,017.12
10 INSECTICIDE, aerosol type, 600ml/can	can		12		12				0			12	12			6	6	30	124.80	3,744.00
11 MOPBUCKET	piece		1		1				0				0				0	1	1,820.00	1,820.00
12 MOPHANDLE, screw type, aluminum handle	piece		2		2				0				0				0	2	142.48	284.96
13 MOPHEAD, made of rayon	piece		12		12				0				0				0	12	98.80	1,185.60
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle	1			1				0	1			1				0	2	49.69	99.38
15 SCOURING PAD, 5 pieces per pack	pack			3	3				0	3			3				0	6	102.96	617.76
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll	2			2			2	2				0	2			2	6	139.88	839.28
17 DISINFECTANT, bleaching solution	cont		6		6	6			6	6			6	6			6	24	101.82	2,443.68
18 DETERGENT BAR, 140g as packed (-2.5%)	bar		6		6	6			6	6			6	6			6	24	7.28	174.72
DISWASHING PASTE/LIQUID	piece	6			6		6		6			6	6			6	6	24	75.00	1,800.00
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				0				0				0				0	0	142.36	-
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	328.64	-
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	254.68	-
5 CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	254.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0	6,229.60	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0				0				0	0	25,272.00	-
8 ELECTRIC FAN, industrial	unit				0				0				0				0	0	956.80	-
9 ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,248.00	-
10 ELECTRIC FAN, stand type	unit				0				0				0				0	0	967.10	-

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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		6		6				0				0				0	6	1,237.60	7,425.60
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	-
COMPUTER DESKTOP- acer veriton x411G	unit	1			1				0				0				0	1	26,510.00	26,510.00
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	1			1				0				0				0	1	950.30	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	12			12				0	12			12				0	24	571.80	13,723.20
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box		6		6				0				0				0	6	958.15	5,748.90
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, 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		1		1				0				0				0	1	2,818.40	2,818.40
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	6		6	12			6	6			12	12				0	30	194.48	5,834.40
10 MOUSE, optical, USB connection type	unit	6			6	6			6	6			6				0	18	127.80	2,300.40
KEYBOARD, USB connection type	unit	6			6				0				0	6			6	12	144.83	1,737.96

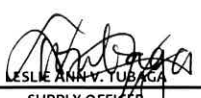
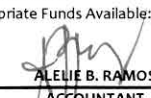
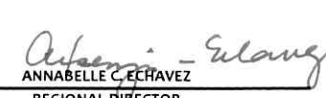
Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
HANDBOOK ON PROCUREMENT																				
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece	12			12				0				0				0	12	61.83	741.96
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 LC67HY, 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 C13T664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-
31 INK CART, EPSON C13T664400 (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	-

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		
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	-
86 INK CART, HP CZ107AA, (HP678), Black	cart	3			3	3			3	3			3	3			3	12	358.80	4,305.60
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart	3			3	3			3	3			3	3			3	12	360.88	4,330.56
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	-

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		
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, for HL5450DN	cart	4			4	4			4	4			4	4			4	16	3,354.00	53,664.00
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN(CU Printer)	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	6			6	6			6	6			6	6			6	24	3,218.80	77,251.20
105 TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,312.40	-
106 TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,984.80	-
107 TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,984.80	-
108 TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,984.80	-
109 TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,378.80	-
110 TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,402.80	-
111 TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,298.80	-
112 TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,298.80	-
113 TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,298.80	-
114 TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,754.80	-
115 TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,114.80	-
116 TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	2,756.00	-
117 TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,386.80	-
118 TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,490.80	-
119 TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,490.80	-
120 TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,490.80	-
121 TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,166.80	-
122 TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,010.80	-
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,010.80	-
124 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,010.80	-
125 TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,690.80	-
126 TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,754.80	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,978.80	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,978.80	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,978.80	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,790.80	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,402.80	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,402.80	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80	-
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80	-
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40	-
137 TONER CART, HP Q2613A, Black	cart	2			2			2	2				0	2			2	6	3,328.00	19,968.00
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	-

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		
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				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	6			6	6			6	6			6	6			6	24	724.88	17,397.12
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart			6	6				0				0				0	6	334.88	2,009.28
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart	6			6	6			6	6			6	6			6	24	75.92	1,822.08
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
COMMON ELECTRICAL SUPPLIES																				
1 BALLAST, 36 watts	piece	15			15				0	15			15				0	30	78.89	2,366.79
STARTER, 4-40 watts	piece	25			25	25			25			25	25			25	25	100	10.00	1,000.00
COMMON OFFICE EQUIPMENT																				
1 CALCULATOR, MINI-PRINTING, 1 unit per box	unit		9		9				0				0				0	9	981.99	8,837.95
5 WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEEE 802.3u, IEEE 802.3, interface: 4 x 10/100 ports, 1 x 10/100 WAN port, LED indicator: Power, WLAN, LAN(10/100), Internet Status, with patch cable and power adapter, warranty: one(1) year warranty, frequency band: 2.4 GHz, one(1) unit/box	unit			1	1				0				0				0	1	1,095.01	1,095.01
COMMON OFFICE SUPPLIES																				
CARTOLINA, white, 20 pieces per pack	pack			1	1				0				0				0	1	54.86	54.86
CARTOLINA, color Green, 20 pieces per pack	pack	3			3	3			3	3			3	3			3	12	54.86	658.32
CLIP, bulldog, 73mm (3")	piece			12	12	30		12	42			12	12	30		12	42	108	8.78	947.98
MANILA PAPER, 10sheets per pack	pack	10			10				0	2			2				0	12	27.43	329.16

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		
MAP PIN, round head, 100 pieces per case	case				0	2			2				0				0	2	42.57	85.14
PUSH PIN, flat head type, assorted colors, 100 pieces per case	case		1		1				0				0				0	1	26.33	26.33
RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle	6			6				0	6			6				0	12	159.09	1,909.13
RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle	6			6				0	6			6				0	12	307.04	3,684.44
TIME CARD, for Amano Bundy Clock, 100 pieces bundle	bundle		2		2		2		2		2		2		2		2	8	73.29	586.33
COMMON JANITORIAL SUPPLIES																				
SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece	12			12		12		12		12		12			12	12	48	23.59	1,132.31
CONSUMABLES																				
1 TONER CART, KYOCERA, FS-C5150DN TK-584, Yellow	cart	3			3			3	3				0		3		3	9	5,250.00	47,250.00
2 TONER CART, KYOCERA, FS-C5150DN TK-584, Cyan	cart	3			3			3	3				0		3		3	9	5,250.00	47,250.00
3 TONER CART, KYOCERA, FS-C5150DN TK-584, Magenta	cart	3			3			3	3				0		3		3	9	5,250.00	47,250.00
4 TONER CART, KYOCERA, FS-C5150DN TK-584, Black	cart	6			6			4	4				0		4		4	14	4,900.00	68,600.00
5 Toner Cartridge, Brother, MEC - 5430W, Black	cart	1			1	1			1	1			1	1			1	4	100.00	400.00
6 Toner Cartridge, Brother, MEC - 5430W, Yellow	cart	1			1	1			1	1			1	1			1	4	100.00	400.00
7 Toner Cartridge, Brother, MEC - 5430W, Cyan	cart	1			1	1			1	1			1	1			1	4	100.00	400.00
8 Toner Cartridge, Brother, MEC - 5430W, Magenta	cart	1			1	1			1	1			1	1			1	4	100.00	400.00
9 Toner cartridge, Printer for B4 paper with 1,200 dpi resolution	cart	1			1	1			1		1		1				0	3	8,800.00	26,400.00
10																				
Office Equipment and Accessories																				
1					0				0				0				0	0		-
2																				
Office Supplies																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
Audio and visual presentation and composing equipment																				
1					0				0				0				0	0		-
2																				
Photographic or filming or video equipment																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
Cleaning Equipment and Supplies																				
1					0				0				0				0	0		-
2					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			
Paper Materials and Products																					
1 PAPER, MULTI-COLOUR COPY 80, 8.5 X 13 in - Yellow (NAPPCO) 210 X 297	ream	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	375.00	13,500.00	
2																					
Lighting and fixtures and accessories																					
1					0				0				0				0	0		-	
2																					
Electrical equipment and components and supplies																					
1					0				0				0				0	0		-	
2																					
Computer Supplies																					
1					0				0				0				0	0		-	
2					0				0				0				0	0		-	
Computer Equipment and Accessories																					
1 SCANNER	unit		1		1				0				0				0	1	50,000.00	50,000.00	
2 WI-FI ROUTER DUAL BAND	unit	2			2				0				0				0	2	4,100.00	8,200.00	
3 UNINTERRUPTIBLE POWER SUPPLY (UPS)	unit				0	5			5				0				0	5	2,300.00	11,500.00	
4 PRINTER WITH SCANNER, print speed of A4: approx. 15/5.5ipm, on-demand ink jet print method, 360 nozzles black and 59 nozzles each colour, with 5760x1440 dpi resolution, with USB 2.0 connectivity	unit	2			2				0				0				0	2	18,995.00	37,990.00	
5 PRINTER FOR B4 PAPER, engine speed up to 35/17 pages per minute in A4/A3, 1,200 dpi resolution, approx. 9 seconds or less time to first page	unit	1			1				0				0				0	1	47,000.00	47,000.00	
*Other Categories																					
1					0				0				0				0	0		-	
					0				0				0				0	0		-	
					0				0				0				0	0		-	
C. TOTAL (A + B):																				960,214.22	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				96,021.42	
E. GRAND TOTAL (C + D)																				1,056,235.64	
F. APPROVED BUDGET BY THE AGENCY HEAD																					
In Figures and Words:																					
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores				164635				104050				129707				98750.2			497141.9583		
G.2 Other Items not available at PS but regularly purchased from other sources				146565				14875				3375				3375			168190		
TOTAL MONTHLY CASH REQUIREMENTS				311200				118925				133082				102125			665331.9583		
<i>*Other categories that are not indicated herein</i>																					
<i>**Prices are FOB Manila/Applicable for items under A.</i>																					
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.																					
Prepared by:				Certified Funds Available /				Certified Appropriate Funds Available:				Approved by:									
																					
LESLIE ANN Y. TUBAGA SUPPLY OFFICER				ALELIE B. RAMOS ACCOUNTANT								ANNABELLE C. ECHAVEZ REGIONAL DIRECTOR									