



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE I
CITY OF SAN FERNANDO, LA UNION

November 20, 2017

MEMORANDUM

For : **THE DIRECTOR**
Administrative Service

From : The Director IV
Regional Office I

Subject : **DBM RO I – FY 2018 ANNUAL PROCUREMENT PLAN
(APP) FOR COMMON-USE SUPPLIES AND EQUIPMENT**

We are submitting the FY 2018 Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) of this Regional Office per Circular Letter (CL) No. 2011-6 dated August 25, 2011, as amended by CL No. 2011-6 A dated September 28, 2011.

For your reference. Thank you.


NENITA A. FAILON
cf

ANNUAL PROCUREMENT PLAN FOR 2018 For Common-Use Supplies and Equipment

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

1. 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.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-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.**
3. 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.
4. 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. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Office: DBM-REGION I (LA UNION)

Region: I - La Union

Address: Government Center, Sevilla, City of San Fernando, La Union

Agency Account Code: E084

Contact Person:

VILMA T. JAVILLONAR

Position:

ADMINISTRATIVE ASSISTANT III

E-mail:

vjavillonar@dbm.gov.ph

Telephone/Mobile Nos:

7002194

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	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		15		15		15		15		6		6		15		15	51	20.28	1,034.28
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack		6		6		6		6		4		4		4		4	20	19.20	383.97
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-
4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube		5		5		5		5		5		5		5		5	20	40.97	819.31
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece		10		10		10		10		10		10		10		10	40	75.39	3,015.58
6	TAPE, ELECTRICAL, 18mm x 16M min	roll		3		3		2		2		2		2		2		2	9	18.93	170.35

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
COMMON OFFICE SUPPLIES																					
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				0				0				0	0	766.73	-
2	AIR FRESHENER, aerosol, 280ml/150g min	can		12		12		6		6		6		6		6		6	30	88.69	2,660.74
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle		45		45				0		45		45				0	90	49.73	4,475.95
4	CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0				0	0	205.48	-
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0				0	0	210.91	-
6	CARTOLINA, assorted colors	pack		5		5				0		5		5		5		5	15	67.06	1,005.89
7	CHALK, molded, white, dustless, length: 78mm min	box		2		2		1		1		2		2		1		1	6	26.89	161.37
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0				0				0				0	0	38.19	-
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece				0				0				0				0	0	40.47	-
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box		5		5		5		5		5		5		5		5	20	7.87	157.46
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box		5		5		5		5		5		5		5		5	20	13.94	278.72
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box		5		5		5		5		5		5		5		5	20	19.88	397.70
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box		10		10		10		10		10		10		10		10	40	41.10	1,644.03
14	CORRECTION TAPE, film base type, UL 6m min	piece		75		75		75		75		75		75		75		75	300	18.26	5,478.72
15	DATA FILE BOX, made of chipboard, with closed ends	box		30		30		30		30		30		30		30		30	120	72.57	8,708.54
16	DATA FOLDER, made of chipboard, taglia lock	piece		25		25		25		25		25		25		25		25	100	71.39	7,138.56
17	ENVELOPE, DOCUMENTARY, for A4 size document	box		5		5		5		5		5		5		5		5	20	424.47	8,489.31
18	ENVELOPE, DOCUMENTARY, for legal size document	box		5		5		5		5		5		5		5		5	20	538.80	10,776.06
19	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box		10		10		10		10		10		10		10		10	40	667.84	26,713.44
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0				0				0				0	0	28.71	-

Item & Specifications		Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
21	ENVELOPE, MAILING,white, 8ogsm (-5%)	box		5		5		5		5		5		5		5		5	20	341.79	6,835.71
22	ENVELOPE, mailing, white, with window	box		10		10		10		10		10		10		10		10	40	427.23	17,089.28
23	ERASER, FELT, for blackboard/whiteboard	piece		5		5		5		5		5		5		5		5	20	11.55	231.09
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece		30		30		30		30			0					0	60	6.23	373.78
25	FASTENER, METAL, 70mm between prongs	box		40		40		40		40		40		40		40		40	160	59.37	9,499.78
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece		30		30				0		30		30				0	60	73.59	4,415.42
27	FILE TAB DIVIDER, bristol board, for A4	set				0				0				0				0	0	12.98	-
28	FILE TAB DIVIDER, bristol board, for legal	set				0				0				0				0	0	17.31	-
29	FOLDER, FANCY, for A4 size documents	bundle				0				0				0				0	0	258.50	-
30	FOLDER, FANCY, for legal size documents	bundle				0				0				0				0	0	302.85	-
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack		3		3				0		3		3				0	6	177.92	1,067.54
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack		3		3				0		3		3				0	6	222.27	1,333.61
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box		15		15		15		15		15		15		15		15	60	776.59	46,595.33
34	FOLDER, TAGBOARD, for A4 size documents	pack		10		10		10		10		10		10		10		10	40	226.05	9,042.18
35	FOLDER, TAGBOARD, for legal size documents	pack		15		15		15		15		15		15		15		15	60	208.38	12,503.09
36	GLUE, all purpose, gross weight: 200 grams min	jar		10		10		10		10		10		10		10		10	40	49.73	1,989.31
37	INDEX TAB, self-adhesive, transparent	box		15		15		15		15		15		15		15		15	60	53.74	3,224.21
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0				0				0	0	676.00	-
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0				0				0				0	0	43.26	-
40	MARKER, FLUORESCENT, 3 assorted colors per set	set		35		35		30		30		35		35		30		30	130	36.97	4,806.36
41	MARKER, whiteboard, black, felt tip, bullet type	piece		36		36		36		36		36		36		36		36	144	10.69	1,539.53

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
42	MARKER, whiteboard, blue, felt tip, bullet type	piece		36		36		36		36		36		36		36		36	144	10.69	1,539.53
43	MARKER, whiteboard, red, felt tip, bullet type	piece		36		36		36		36		36		36		36		36	144	10.69	1,539.53
44	MARKER, PERMANENT, bullet type, black	piece		36		36		36		36		36		36		36		36	144	10.04	1,445.18
45	MARKER, PERMANENT, bullet type, blue	piece		36		36		36		36		36		36		36		36	144	10.04	1,445.18
46	MARKER, PERMANENT, bullet type, red	piece		36		36		36		36		36		36		36		36	144	10.04	1,445.18
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece		15		15		15		15		15		15		15		15	60	12.52	751.30
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad		50		50		50		50		50		50		50		50	200	32.45	6,489.60
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad		50		50		50		50		50		50		50		50	200	44.32	8,864.96
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad		60		60		60		60		60		60		60		60	240	59.49	14,277.12
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad		10		10		5		5		10		10		5		5	30	18.99	569.71
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box		55		55		65		65		55		55		65		65	240	6.91	1,657.34
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box		55		55		65		65		55		55		65		65	240	14.04	3,369.60
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream		75		75		75		75		75		75		75		75	300	137.66	41,299.44
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream		30		30		30		30		30		30		30		30	120	160.94	19,312.80
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream		20		20		20		20		20		20		20		20	80	119.09	9,527.23
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream		10		10		10		10		10		10		10		10	40	123.08	4,923.36
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream		5		5				0		5		5				0	10	95.18	951.81
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll		25		25		20		20		25		25		20		20	90	34.29	3,085.99
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box		15		15		15		15		15		15		15		15	60	20.40	1,224.29
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0		2		2				0				0	2	319.07	638.14
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book		20		20		20		20		20		20		20		20	80	62.73	5,018.62

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book		10		10		10		10		10		10		10		10	40	97.34	3,893.76
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle		1		1				0		1		1				0	2	267.14	534.29
65	RUBBER BAND, 70mm min lay flat length (#18)	box		5		5		5		5		5		5		5		5	20	97.04	1,940.85
66	RULER, plastic, 450mm (18"), width: 38mm min	piece		35		35		20		20		35		35				0	90	16.10	1,448.93
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece		45		45		45		45		45		45		45		45	180	35.99	6,478.99
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece		45		45		45		45		45		45		45		45	180	35.99	6,478.99
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece		45		45		45		45		45		45		45		45	180	35.99	6,478.99
70	STAMP PAD INK, purple or violet	bottle		10		10		10		10		10		10		10		10	40	25.62	1,024.61
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece		6		6		6		6		6		6		6		6	24	28.77	690.39
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box		2		2		2		2		2		2		2		2	8	21.51	172.06
73	STAPLE WIRE, STANDARD, (26/6)	box		35		35		35		35		35		35		35		35	140	19.68	2,754.75
74	TAPE, MASKING, width: 24mm (±1mm)	roll		30		30		20		20		30		30		20		20	100	57.32	5,732.48
75	TAPE, MASKING, width: 48mm (±1mm)	roll				0				0				0				0	0	109.24	-
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll		5		5				0		5		5				0	10	29.08	290.78
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll		30		30		30		30		30		30		30		30	120	11.36	1,362.82
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll				0				0				0				0	0	27.58	-
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack		16		16		16		16		16		16		16		16	64	70.30	4,499.46
80	TWINE, plastic, one (1) kilo per roll	roll		5		5		3		3		5		5		3		3	16	51.92	830.67
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0				0				0				0	0	133.99	-
82	Airline Travel	ticket				0				0				0				0	0	0.00	-
COMMON OFFICE DEVICES																					

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
1	CUTTER BLADE, for heavy duty cutter	tube		5		5		5		5		5		5		5		5	20	10.22	204.46
2	CUTTER KNIFE, for general purpose	piece		15		15		15		15		15		15		15		15	60	20.55	1,233.02
3	DATING AND STAMPING MACHINE, heavy duty	piece				0				0				0				0	0	497.52	-
4	PENCIL SHARPENER, manual, single cutter head	piece		5		5		5		5		5		5		50		50	65	194.69	12,654.72
5	PUNCHER, paper, heavy duty, with two hole guide	piece		10		10		10		10		10		10		10		10	40	123.42	4,936.67
6	SCISSORS, symmetrical, blade length: 65mm min	pair		25		25		25		25		25		25		25		25	100	14.28	1,427.92
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece		20		20		20		20		20		20		20		20	80	85.45	6,835.71
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0				0				0	0	913.95	-
9	STAPLE REMOVER, PLIER-TYPE	piece		10		10		10		10		10		10		10		10	40	18.91	756.29
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece		10		10		10		10		10		10		10		10	40	51.57	2,062.94
11	WASTEBASKET, non-rigid plastic	piece		10		10		10		10		10		10		10		10	40	25.96	1,038.34
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece		5		5		5		5		5		5		5		5	20	91.94	1,838.72
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece		5		5		5		5		5		5		5		5	20	24.88	497.54
3	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle		10		10		10		10		10		10		10		10	40	43.26	1,730.56
4	CLEANSER, SCOURING POWDER, 350g min./can	can		10		10		10		10		10		10		10		10	40	24.88	995.07
5	DETERGENT POWDER, all purpose, 1kg	pouch		15		15		15		15		15		15		15		15	60	38.93	2,335.63
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can		5		5		5		5		5		5		5		5	20	125.20	2,503.90
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece		10		10		10		10		10		10		10		10	40	28.12	1,124.86
8	FLOOR WAX, PASTE, RED	can				0				0				0				0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can		12		12		12		12		12		12		12		12	48	90.85	4,361.01

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
10	INSECTICIDE, aerosol type, net content: 600ml min	can		12		12		12		12		12		12		12		12	48	142.77	6,853.02
11	MOP BUCKET, heavy duty, hard plastic	piece				0				0				0				0	0	1,987.44	-
12	MOPHANDLE, heavy duty, aluminum, screw type	piece		8		8		8		8		8		8		8		8	32	148.18	4,741.73
13	MOPHEAD, made of rayon, weight: 400 grams min	piece		15		15		15		15		15		15		15		15	60	110.32	6,619.39
14	RAGS, all cotton, 32 pieces per kilogram min	bundle		10		10		5		5		10		10		10		10	35	51.68	1,808.72
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack		5		5		5		5		55		55		5		5	70	107.08	7,495.49
16	TRASHBAG, plastic, transparent	roll		12		12		12		12		12		12		12		12	48	145.48	6,982.81
17	DETERGENT BAR, 140 grams as packed	bar		3		3		3		3		3		3		3		3	12	7.57	90.85
COMMON OFFICE EQUIPMENT																					
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0				0				0				0	0	10,816.00	-
2	CALCULATOR, compact, 12 digits	unit		5		5		5		5		5		5		5		5	20	140.61	2,812.16
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0				0				0				0	0	6,828.14	-
6	DOCUMENT CAMERA, 3.2M pixels	unit				0				0				0				0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0				0				0				0	0	1,091.33	-
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0				0				0				0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit		3		3				0		3		3				0	6	1,046.65	6,279.87
10	ELECTRIC FAN, WALL type, plastic blade	unit				0				0				0				0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit				0		1		1				0				0	1	3,642.83	3,642.83
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0				0				0				0	0	1,123.78	-

Item & Specifications		Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0				0	0	5,191.68	-
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0				0				0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0				0				0				0	0	8,411.60	-
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit				0				0				0				0	0	5,927.17	-
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0				0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0				0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit				0				0				0				0	0	744.14	-
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-
22	Desktop Computer, branded	unit				0				0				0				0	0	35,887.49	-
23	Laptop Computer, branded	unit				0				0				0				0	0	36,587.28	-
COMMON COMPUTER SUPPLIES																					
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box		2		2				0		2		2				0	4	709.53	2,838.12
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box		1		1				0		1		1				0	2	1,070.78	2,141.57
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box		2		2				0		2		2				0	4	796.06	3,184.23
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0				0				0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box		2		2				0		2		2				0	4	620.67	2,482.69
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0				0				0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece				0				0				0				0	0	22.66	-
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece		5		5				0		5		5				0	10	3,152.86	31,528.64
9	FLASH DRIVE, 16 GB capacity	piece		20		20				0		20		20				0	40	261.75	10,469.89

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
10	MOUSE, optical, USB connection type	unit		10		10				0		10		10				0	20	140.39	2,807.79
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK (RA 9184), 7th Edition	piece				0				0				0				0	0	48.13	-
CONSUMABLES																					
1	DRUM CART, BROTHER DR-3455	cart				0				0				0				0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart				0				0				0				0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0				0				0				0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart				0				0				0				0	0	264.99	-
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0				0	0	264.99	-
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0	0	264.99	-
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0	0	264.99	-
10	INK CART, HP C2P04AA (HP62) Black	cart				0				0				0				0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0				0				0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0				0				0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0				0				0	0	0.00	-

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0				0				0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0				0				0	0	0.00	-
19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0				0				0				0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0				0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart		10		10		5		5		5		5		5		5	25	665.18	16,629.60
22	INK CART, HP CC643WA, (HP60), Tri-color	cart		3		3				0		3		3				0	6	784.16	4,704.96
23	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0				0				0				0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0				0				0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0				0				0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0				0				0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,227.62	-

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0				0				0				0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart		35		35		30		30		35		35		30		30	130	373.15	48,509.76
40	INK CART, HP CN693AA, (HP704), Tri-color	cart		5		5		5		5		5		5		5		5	20	373.15	7,463.04
41	INK CART, HP CZ107AA, (HP678), Black	cart		30		30		30		30		30		30		30		30	120	379.64	45,556.99
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart		10		10		10		10		10		10		10		10	40	379.64	15,185.66
43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart		7		7		7		7		7		7		7		7	28	450.00	12,600.00
48	INK CART, HP F6V27AA (HP680) Black	cart		40		40		40		40		40		40		40		40	160	450.00	72,000.00
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0				0				0	0	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0				0				0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0				0				0	0	0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart				0				0				0				0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0				0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0				0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0				0	0	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0				0				0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0				0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0				0	0	0.00	-

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0				0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0				0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0				0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0				0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0				0				0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0				0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0				0				0				0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart		20		20		20		20		20		20		20		20	80	753.88	60,310.02
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				0				0				0				0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	3,009.01	-
78	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,590.43	-

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
80	TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0				0				0				0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				0				0				0				0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0				0				0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0				0				0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0				0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0				0				0	0	0.00	-

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
101	TONER CART, HP CF280XC	cart				0				0				0				0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0				0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0				0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0				0				0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0				0				0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0				0				0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0				0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0				0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0				0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0				0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0				0				0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0				0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0				0				0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0				0				0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0				0				0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0				0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0				0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0				0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0				0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0				0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0				0	0	0.00	-

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0				0				0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0				0				0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0				0				0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0				0				0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0				0				0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0				0				0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0				0				0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0				0				0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0				0				0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0				0				0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0				0				0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0				0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0				0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,541.76	-

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0				0				0				0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				0				0				0	0	13,935.33	-

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

COMMON ELECTRICAL SUPPLIES																					
1	Bulb, LED, 13 watts	pc.		15		15		5		5		15		15		5		5	40	200.00	8,000.00
2	Flourescent Tube, LED, 36watts	pc.		10		10		5		5		10		10		5		5	30	315.00	9,450.00
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
COMMON OFFICE EQUIPMENT																					
1		pc.				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	Battery, 9 volts	pc.		5		5		5		5		5		5		5		5	20	165.00	3,300.00
2	Ballpen, black	pc.		60		60				0		60		60				0	120	24.00	2,880.00
3	Ballpen, blue	pc.		60		60				0		60		60				0	120	24.00	2,880.00
4	Ballpen, red	pc.		40		40				0		40		40				0	80	24.00	1,920.00
5	Calculator, mini printing, 12 digits	pc.		3		3		5		5				0		5		5	13	270.00	3,510.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
6 Tape, for adding machine	roll		10		10		15		15		10		10		10		10	45	40.00	1,800.00
7 Paper, bond, yellow, short	ream		15		15				0		15		15				0	30	270.00	8,100.00
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		-
COMMON JANITORIAL SUPPLIES																				
1 Carpet Sha,poo, 1 gallon	bot.		10		10				0		5		5				0	15	350.00	5,250.00
2 Liquid Hand Soap, 500ml	pouch		5		5		5		5		5		5		5		5	20	255.00	5,100.00
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
CONSUMABLES																				
1 Ink, CZ black for digital printer	tube		2		2				0		2		2				0	4	1,500.00	6,000.00
2 Master for CZ 180	roll		2		2				0		2		2				0	4	3,000.00	12,000.00
3 Toner, TaskAlfa 180	pc.		2		2				0		2		2				0	4	7,000.00	28,000.00
4 Toner, kyocera 6970DN (TK454)	pc.		3		3				0		3		3				0	6	8,500.00	51,000.00
5 Toner. TK-584Cyan	pc.		3		3				0		3		3				0	6	5,050.00	30,300.00
6 Toner. TK-584Yellow	pc.		3		3				0		3		3				0	6	5,050.00	30,300.00
7 Toner. TK-584Magenta	pc.		3		3				0		3		3				0	6	5,050.00	30,300.00
8 Toner, TK-584K	pc.		3		3				0		3		3				0	6	7,800.00	46,800.00
9 Toner, for Fuji Copiers	unit		2		2				0		2		2				0	4	4,500.00	18,000.00
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		-

Item & Specifications		Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
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		-
Office Equipment and Accessories																					
1	Airconditioning Unit - Split-type 1.5 hp	unit				0	2			2				0	3			3	5	70,000.00	350,000.00
2	Duplicating Machine	unit				0	1			1				0				0	1	100,000.00	100,000.00
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						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		-
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		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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 Floor Polisher	unit	1			1				0				0				0	1	45,000.00	45,000.00
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		-
Paper Materials and Products																				
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		-
Lighting and fixtures 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		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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					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 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		-
*Other Categories																				
1	Communication Equipment	unit			0				0	1			1				0	1	40,000.00	40,000.00
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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		-
C. TOTAL (A + B):																				1,650,212.16
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				165,021.22
E. GRAND TOTAL (C + D)																				1,815,233.38
F. APPROVED BUDGET BY THE AGENCY HEAD																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores					222680				179684				223749				184210			810322.1608
G.2 Other Items not available at PS but regularly purchased from other sources					192200				246625				184640				216425			839890
TOTAL MONTHLY CASH REQUIREMENTS					414880				426309				408389				400635			1650212.161

*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:


VILMA T. JAVILLONAR
Property/Supply Officer

Certified Funds Available / Certified
Appropriate Funds Available:


MAE CHERIN DASALLA-CUDIAMAT
Accountant / Local Budget Officer

Approved by:


NENITA A. FAILON
Head of Office/Agency

Date: 11/13/2017