

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/OI DEPARTMENT OF BUDGET AND MANAGEMENT - REGION IV-A

Region: MAIN & NCR

Address: 2/F PLJ BUILDING, 755 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

Agency Account Code: Eo87

Contact Person: MA. ROWENA P. GONZALES

Position: Chief Administrative Officer/Designated Supply Officer

E-mail: mgonzales@dbm.gov.ph

Telephone/Mobile Nos: 7361284

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	3			3		3		3			3	3			3	3	12	20.28	243.36
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	6			6			4	4			4	4		4		4	18	19.20	345.60
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			3	3				0			3	3				0	6	40.97	245.82
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece	2			2				0	3			3				0	5	75.39	376.95
6	TAPE, ELECTRICAL, 18mm x 16M min	roll		2		2				0				0				0	2	18.93	37.86
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	3			3	3			3	3			3	3			3	12	88.69	1,064.28

3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	6			6	6			6	6			6	6			6	24	49.73	1,193.52
4	CARBON FILM, PE, black, size 210mm x 297mm	box	2			2				0	2			2				0	4	205.48	821.92
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0				0	0	210.91	-
6	CARTOLINA, assorted colors	pack				0				0				0				0	0	67.06	-
7	CHALK, molded, white, dustless, length: 78mm min	box				0				0				0				0	0	26.89	-
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				0				0				0				0	0	7.87	-
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box				0				0				0				0	0	13.94	-
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box				0				0				0				0	0	19.88	-
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box				0				0				0				0	0	41.10	-
14	CORRECTION TAPE, film base type, UL 6m min	piece	25			25	25			25	25			25	25			25	100	18.26	1,826.00
15	DATA FILE BOX, made of chipboard, with closed ends	box			3	3				0			3	3				0	6	72.57	435.42
16	DATA FOLDER, made of chipboard, taglia lock	piece	10			10				0	10			10				0	20	71.39	1,427.80
17	ENVELOPE, DOCUMENTARY, for A4 size document	box			3	3				0			3	3				0	6	424.47	2,546.82
18	ENVELOPE, DOCUMENTARY, for legal size document	box				0				0				0				0	0	538.80	-
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	-3			3				0	3			3				0	6	667.84	4,007.04
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0				0				0				0	0	28.71	-
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	3			3				0	3			3				0	6	341.79	2,050.74
22	ENVELOPE, mailing, white, with window	box	5			5				0	5			5				0	10	427.23	4,272.30
23	ERASER, FELT, for blackboard/whiteboard	piece				0				0				0				0	0	11.55	-
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece			6	6				0			6	6				0	12	6.23	74.76
25	FASTENER, METAL, 70mm between prongs	box	10			10	5			5	5			5	5			5	25	59.37	1,484.25
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0				0				0				0	0	73.59	-
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		2	2			0		1		1			0	3	177.92	533.76
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack			2	2		0			1	1			0	3	222.27	666.81
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	2		2			0	2			2			0	4	776.59	3,106.36
34	FOLDER, TAGBOARD, for A4 size documents	pack	2		2	1		1	1			1	1		1	5	226.05	1,130.25
35	FOLDER, TAGBOARD, for legal size documents	pack		2	2		1	1		1		1		1	1	5	208.38	1,041.90
36	GLUE, all purpose, gróss weight: 200 grams min	jar			0			0				0			0	0	49.73	-
37	INDEX TAB, self-adhesive, transparent	box			0			0				0			0	0	53.74	-
38	LOOSELEAF COVER, made of chipboard, for legal	bundle	3		3		2	2				0	2		2	7	676.00	4,732.00
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		2	2			0		2		2			0	4	36.97	147.88
41	MARKER, whiteboard, black, felt tip, bullet type	piece		1	1		1	1				0		1	1	3	10.69	32.07
42	MARKER, whiteboard, blue, felt tip, bullet type	piece			0			0				0			0	0	10.69	-
43	MARKER, whiteboard, red, felt tip, bullet type	piece			0			0				0			0	0	10.69	-
44	MARKER, PERMANENT, bullet type, black	piece		2	2			0		2	2				0	4	10.04	40.16
45	MARKER, PERMANENT, bullet type, blue	piece			0			0				0			0	0	10.04	-
46	MARKER, PERMANENT, bullet type, red	piece			0			0				0			0	0	10.04	-
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	25		25			0	25			25			0	50	12.52	626.00
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	6		6	6		6	6			6	6		6	24	32.45	778.80
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad			0			0				0			0	0	44.32	-
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad			0			0				0			0	0	59.49	-
51	PAPER, PAD, ruled, size: 216mm x 330mm ($\pm$ 2mm)	pad			0			0				0			0	0	18.99	-
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	5		5		5			5	5				0	15	6.91	103.65
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	5		5			0	5			5			0	10	14.04	140.40
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	80	50	130		60	60	60			60	80		80	330	137.66	45,427.80

55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	3			3			0	3		3			0	6	160.94	965.64
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream			0				0			0			0	0	119.09	-
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream			0				0			0			0	0	123.08	-
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	1		1				0	1		1			0	2	95.18	190.36
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	20		20		10		10			10	10		0	40	34.29	1,371.60
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box		3	3				0			2	2		0	5	20.40	102.00
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece			0				0			0			0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book			0				0			0			0	0	62.73	-
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book		3	3				0			0		5	5	8	97.34	778.72
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle			0				0			0			0	0	267.14	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box			0				0			0			0	0	97.04	-
66	RULER, plastic, 450mm (18"), width: 38mm min	piece			0				0			0			0	0	16.10	-
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	30		30	60	30		30	30		30	60		30	180	35.99	6,478.20
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	30		30	60	30		30	30		30	60		30	180	35.99	6,478.20
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	30		30				0	30			30		0	60	35.99	2,159.40
70	STAMP PAD INK, purple or violet	bottle		3	3				0		3		3		0	6	25.62	153.72
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece		3	3				0			0			0	3	28.77	86.31
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box			0				0			0			0	0	21.51	-
73	STAPLE WIRE, STANDARD, (26/6)	box		6	6				0			0	6		6	12	19.68	236.16
74	TAPE, MASKING, width: 24mm (±1mm)	roll	5		5		5		5		5			5	5	20	57.32	1,146.40
75	TAPE, MASKING, width: 48mm (±1mm)	roll	4		4				0	4			4		4	4	109.24	1,310.88
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	3		3				0	3			3		3	3	29.08	261.72
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	10		10	10			10	10		10	6		10	16	11.36	522.56
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll			0	6			6			0	6		6	12	27.58	330.96
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	10		10	10			10	10		10	20		20	50	70.30	3,515.00
80	TWINE, plastic, one (1) kilo per roll	roll	1		1				0			0	1		1	2	51.92	103.84

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																			
1	CUTTER BLADE, for heavy duty cutter	tube				0			0			0				0	0	10.22	-
2	CUTTER KNIFE, for general purpose	piece				0			0			0				0	0	20.55	-
3	DATING AND STAMPING MACHINE, heavy duty	piece				0			0			0				0	0	497.52	-
4	PENCIL SHARPENER, manual, single cutter head	piece				0			0			0				0	0	194.69	-
5	PUNCHER, paper, heavy duty, with two hole guide	piece		3	3				0			0				0	3	123.42	370.26
6	SCISSORS, symmetrical, blade length: 65mm min	pair				0			0			0				0	0	14.28	-
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece		2	2				0	2		2				0	4	85.45	341.80
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0			0			0				0	0	913.95	-
9	STAPLE REMOVER, PLIER-TYPE	piece				0			0			0				0	0	18.91	-
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece				0			0			0				0	0	51.57	-
11	WASTEBASKET, non-rigid plastic	piece				0	3		3			0				0	3	25.96	77.88
COMMON JANITORIAL SUPPLIES																			
1	BROOM, soft (tambo)	piece	2			2	2		2	2		2	3			3	9	91.94	827.46
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0			0			0				0	0	24.88	-
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	3			3	3		3	3		3	3			3	12	43.26	519.12
4	CLEANSER, SCOURING POWDER, 350g min./can	can				0			0			0				0	0	24.88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch	1			1			0	1		1			1	1	3	38.93	116.79
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can		4		4			0	6		6				0	10	125.20	1,252.00
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0			0			0				0	0	28.12	-
8	FLOOR WAX, PASTE, RED	can				0			0			0				0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	3			3	3		3	3		3	4			4	13	90.85	1,181.05
10	INSECTICIDE, aerosol type, net content: 600ml min	can				0			0			0				0	0	142.77	-
11	MOP BUCKET, heavy duty, hard plastic	piece				0			0			0				0	0	1,987.44	-

12	MOPHANDLE, heavy duty, aluminum, screw type	piece			3	3			0				0	3			3	6	148.18	889.08
13	MOPHEAD, made of rayon, weight: 400 grams min	piece			3	3			0				0	3			3	6	110.32	661.92
14	RAGS, all cotton, 32 pieces per kilogram min	bundle		1		1			0			1	1				0	2	51.68	103.36
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	3			3		3			3	3				2	2	11	107.08	1,177.88
16	TRASHBAG, plastic, transparent	roll	6			6	6		6	6			6	8			8	26	145.48	3,782.48
17	DETERGENT BAR, 140 grams as packed	bar	4			4	4		4	4			4	4			4	16	7.57	121.12
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		2		2			0				0				0	2	140.61	281.22
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				0			0				0				0	0	1,046.65	-
10	ELECTRIC FAN, WALL type, plastic blade	unit				0			0				0				0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit				0			0				0				0	0	3,642.83	-
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0			0				0				0	0	1,123.78	-
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				0				0	2			2			0	2	709.53	1,419.06
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	1			1				0	1		1	2	1,070.78	2,141.56
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0				0			0	0	796.06	-
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				0				0				0			0	0	620.67	-
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				0				0				0			0	0	3,152.86	-
9	FLASH DRIVE, 16 GB capacity	piece	3			3				0				0			0	3	261.75	785.25
10	MOUSE, optical, USB connection type	unit				0				0				0			0	0	140.39	-
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	-
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				0				0				0			0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0			0	0	784.16	-
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	-
38	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0			0			0			0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart				0			0			0			0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0			0			0			0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart				0			0			0			0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0			0			0			0	0	379.64	-
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				0			0			0			0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0			0			0			0	0	0.00	-
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	-
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				0	4			4				0	4		4	8	753.88	6,031.04
67	RIBBON CART, EPSON C13S015632, Black, for LX-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	3			3	2			2	3			3	3		3	11	2,914.91	32,064.01
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	3			3		2		2				0	3		3	8	3,009.01	24,072.08
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	-	
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	-
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	-
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	-
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	-
151	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						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 EQUIPMENT																				
1						0				0				0			0	0		-
2						0				0				0			0	0		-
3						0				0				0			0	0		-
4						0				0				0			0	0		-

5					0				0				0				0	0		-
COMMON OFFICE SUPPLIES																				
1	Laminating Film, A4 size	pack		1		1			0		2		2				0	3	151.00	453.00
2	Paper, multi-copy, 80 gsm, B4 size	ream			0	2			2				0	2			2	4	320.00	1,280.00
3	Paper, multi-copy, 80 gsm, 8.5" x 14"	ream		3		3			0				0	3			3	6	230.00	1,380.00
4	Paper, multi-copy, 80 gsm, letter size	ream	3			3			0	2			2				0	5	275.00	1,375.00
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
11					0				0				0				0	0		-
12					0				0				0				0	0		-
13					0				0				0				0	0		-
14					0				0				0				0	0		-
15					0				0				0				0	0		-
16					0				0				0				0	0		-
17					0				0				0				0	0		-
18					0				0				0				0	0		-
19					0				0				0				0	0		-
20					0				0				0				0	0		-
COMMON JANITORIAL SUPPLIES																				
1	Trashbag, medium size, 100 pieces/pack	pack		3		3		3		3		3		5		5	14	220.00	3,080.00	
2					0				0				0				0	0		-
3					0				0				0				0	0		-

4					0				0				0				0	0		-
5					0				0				0				0	0		-
CONSUMABLES																				
1	TONER CART, KYOCERA, TK-454, black	cartridge	4			4		3		3		3			4		4	14	8,800.00	123,200.00
2	TONER CART, KYOCERA, TK-584C	cartridge	1			1		1		1		1	1			1	1	4	5,250.00	21,000.00
3	TONER CART, KYOCERA, TK-584M	cartridge	1			1		1		1		1	1			1	1	4	5,250.00	21,000.00
4	TONER CART, KYOCERA, TK-584Y	cartridge	1			1		1		1		1	1			1	1	4	5,250.00	21,000.00
5	TONER CART, KYOCERA, TK-584K	cartridge	3			3	3			3	3		3	3			3	12	4,900.00	58,800.00
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
11					0				0				0				0	0		-
12					0				0				0				0	0		-
13					0				0				0				0	0		-
14					0				0				0				0	0		-
15					0				0				0				0	0		-
16					0				0				0				0	0		-
17					0				0				0				0	0		-
18					0				0				0				0	0		-
19					0				0				0				0	0		-
20					0				0				0				0	0		-
21					0				0				0				0	0		-
22					0				0				0				0	0		-
23					0				0				0				0	0		-

24					0				0				0				0	0			-
25					0				0				0				0	0			-
26					0				0				0				0	0			-
27					0				0				0				0	0			-
28					0				0				0				0	0			-
29					0				0				0				0	0			-
30					0				0				0				0	0			-

Office Equipment and Accessories

1					0				0				0				0	0			-
2					0				0				0				0	0			-
3					0				0				0				0	0			-
4					0				0				0				0	0			-
5					0				0				0				0	0			-
6					0				0				0				0	0			-
7					0				0				0				0	0			-
8					0				0				0				0	0			-
9					0				0				0				0	0			-
10					0				0				0				0	0			-

Office Supplies

1	Arrow Sticker/Stick-On Index Tabs	pack	30			30	30			30	30			30	30			30	120	25.00	3,000.00
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		-

1	Zonrox	bottle		2		2		2		2		2		2		2		2		2		2		8	80.00	640.00
2	Cleanser, liquid, for glass	bottle		2		2			2	2				0	3				3		7	130.00		910.00		
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						

Paper Materials and Products

1	File storage box, heavy duty, 12" x 10" x 15"	pair			0	10		10			0	10		0	10		10	20	275.00	5,500.00	
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				

Lighting and fixtures and accessories

1					0			0			0			0			0	0						
2					0			0			0			0			0	0						
3					0			0			0			0			0	0						
4					0			0			0			0			0	0						

5						0						0						0		0		
6						0						0						0		0		
7						0						0						0		0		
8						0						0						0		0		
9						0						0						0		0		
10						0						0						0		0		

Electrical equipment and components and supplies

1						0						0						0		0		
2						0						0						0		0		
3						0						0						0		0		
4						0						0						0		0		
5						0						0						0		0		
6						0						0						0		0		
7						0						0						0		0		
8						0						0						0		0		
9						0						0						0		0		
10						0						0						0		0		

Computer Supplies

1						0						0						0		0		
2						0						0						0		0		
3						0						0						0		0		
4						0						0						0		0		
5						0						0						0		0		
6						0						0						0		0		
7						0						0						0		0		
8						0						0						0		0		

[illegible]

E. GRAND TOTAL (C + D)								P	492,787.21
F. APPROVED BUDGET BY THE AGENCY HEAD									
G. MONTHLY CASH REQUIREMENTS									
G.1 Available at Procurement Service Stores		65,317.02		33,335.02		42,028.36		44,689.97	P 185,370.37
G.2 Other Items not available at PS but regularly purchased from other sources		69,146.00		62,070.00		59,272.00		72,130.00	P 262,618.00
TOTAL MONTHLY CASH REQUIREMENTS		134,463.02		95,405.02		101,300.36		116,819.97	P 447,988.37

*Other categories that are not indicated herein

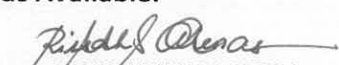
**Prices are FOB Manila/Applicable for Items under A.

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:


MA. ROWENA P. GONZALES
Property/Supply Officer

Certified Funds Available / Certified
Appropriate Funds Available:


RISSAH MARYELLE S. ARENAS
Accountant / Local Budget Officer

Approved by:


RUBY P. MURO
Head of Office/Agency

Date: 11/17/2017

DEPARTMENT OF BUDGET AND MANAGEMENT					
Office of the Secretary					
REGIONAL OFFICES					
FY 2018 BUDGET per NEP					
Particulars	General Administration & Support Services	Operations			TOTAL
		Budget Operations and Performance Management Program	Local Expenditure Management Policy Development Program	Sub-total	
REGIONAL OFFICE IVA					
PERSONNEL SERVICES	7,388	5,838	2,341	8,179	15,567
Salaries and Wages	5,031	4,477	1,846	6,323	11,354
Salaries (Permanent Positions)	4,478	4,477	1,846	6,323	10,801
Salaries (Non-Permanent Positions)	553			-	553
Other Compensation Common to All	2,303	1,309	469	1,778	4,081
PERA	120	192	96	288	408
Representation Allowance	270	120	-	120	390
Transportation Allowance	270	120	-	120	390
Clothing Allowance	25	40	20	60	85
Honoraria	74			-	74
Overtime Pay	737			-	737
Mid-Year Bonus	373	373	154	527	900
Year-End Bonus	373	373	154	527	900
Cash Gift	25	40	20	60	85
Productivity Enhancement Incentive	25	40	20	60	85
Step Increments for Length of Service	11	11	5	16	27
Other Benefits	54	52	26	78	132
Pag-I.B.I.G. Contributions	6	10	5	15	21
Health Insurance Premiums	22	32	16	48	70
Employees Compensation Insurance Premium	6	10	5	15	21
Other Personnel Benefits	20			-	20
MAINTENANCE AND OTHER OPERATING EXPENSES	5,035	2,025	-	2,025	7,060
Travelling Expenses					
Local Travel	104	316		316	420
Training and Scholarship Expenses				-	-
Training Expenses	229	203		203	432
Supplies and Materials Expenses	359	357	-	357	716
Office Supplies Expenses	137	136		136	273
Petroleum Oil and Lubricant Expenses	100	100		100	200
Other Supplies & Materials Expenses	122	121		121	243
Utility Expenses	656	57	-	57	713
Water Expenses	39	57		57	96
Electricity Expenses	617			-	617
Communication Expenses	118	258	-	258	376
Postage and Courier Services	50	-	-	-	50
Telephone Expenses	68	182	-	182	250
Mobile	18	82		82	100
Landline	50	100		100	150
Internet Expenses		76		76	76
Confidential, Intelligence & Extraordinary Expenses					
Extraordinary and Miscellaneous Expenses	118				118
Professional Services	490	-	-	-	490
Other Professional Services	490			-	490
General Services	775	451	-	451	1,226
Janitorial Services	109	451		451	560
Security Services	643			-	643

DEPARTMENT OF BUDGET AND MANAGEMENT						
Office of the Secretary						
REGIONAL OFFICES						
FY 2018 BUDGET per NEP						
Particulars		General Administration & Support Services	Operations			TOTAL
			Budget Operations and Performance Management Program	Local Expenditure Management Policy Development Program	Sub-total	
	Other General Services	23			-	23
Repairs and Maintenance		270	127	-	127	397
	Machinery and Equipment	207	90	-	90	297
	Office Equipment	75			-	75
	Furniture and Fixtures	90				90
	ICT Equipment	42	90		90	132
	Transportation Equipment	63	37		37	100
Taxes, Insurance Premiums and Other Fees		131	-	-	-	131
	Taxes, Duties and Licenses	4	-		-	4
	Fidelity Bond Premiums	61			-	61
	Insurance Expenses	66	-	-	-	66
	Building	20			-	20
	Transportation Equipment	46			-	46
					-	-
Other Maintenance and Operating Expenses		1,785	256	-	256	2,041
Amort	Representation Expenses	444	200		200	644
	Rent/Lease Expenses	1,305	-	-	-	1,305
	Rents - Building and Structures	1,254			-	1,254
	Rents - Equipment	51			-	51
	Subscription Expenses	20			-	20
W	Other Maintenance & Other Operating Expenses	16	56		56	72
as Party Amort						
FINANCIAL EXPENSES		5	-	-	-	5
	Bank Charges	5			-	5
TOTAL		12,428	7,863	2,341	10,204	22,632
AUTOMATIC APPROPRIATION - RLIP		537	537	222	759	1,296
GRAND TOTAL		12,965	8,400	2,563	10,963	23,928