

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataraman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:

 - a. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com - For Local government units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017-PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: BULACAN AGRICULTURAL STATE COLLEGE
Region: III
Address: PINAOD, SAN ILDEFONSO, BULACAN

Agency Account Code: E097

Contact Person: MARINA F. INTAL
Position: Administrative Officer IV/Supply Officer II
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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	9			9	7			7	2			2	7			7	25	17.42	435.50
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	13			13	13			13	13			13	13			13	52	15.03	781.56
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	77.56	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	114.40	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0				0				0				0	0	280.80	-
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0				0	0		-

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
7 TAPE, electrical	roll				0				0				0				0	0	18.20	-
COMMON OFFICE SUPPLIES																				
1 ACETATE, gauge #3, 50m per roll	roll	2	1.5		3.5		1	1	2	1	1		2	1	1		2	9.5	624.00	5,928.00
2 AIR FRESHENER, 280ml/can	can	11	10	10	31	9	8	8	25	9	9	8	26	9	8	8	25	107	83.20	8,902.40
3 ALCOHOL, 70%, ethyl, 500ml	bottle	15	15	15	45	10	15	14	39	14	15	15	44	17	10	10	37	165	47.82	7,890.30
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	2	2	2	6	2	2		4	2	2	2	6	2	2		4	20	202.80	4,056.00
6 CARTOLINA, assorted color, 20 pieces per pack	pack	2	1		3	1			1	1			1	1			1	6	64.48	386.88
7 CHALK, white, dustless, 100 pieces per box	box	7	7	9	23	7	7	9	23	7	7	9	23	7	7	9	23	92	25.86	2,379.12
8 CLEARBOOK, A4 size	piece				0				0				0				0	0	39.52	-
9 CLEARBOOK, Legal size	piece				0				0				0				0	0	43.68	-
10 CLIP, backfold, 19mm, 12 pieces per box	box				0				0				0				0	0	7.28	-
11 CLIP, backfold, 25mm, 12 pieces per box	box	5			5				0	5			5	5			5	15	10.40	156.00
12 CLIP, backfold, 32mm, 12 pieces per box	box				0				0				0				0	0	19.12	-
13 CLIP, backfold, 50mm, 12 pieces per box	box	5			5				0		5		5		5		5	15	36.38	545.70
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	30	30	31	91	61			61	40	43		83	30	29		59	294	31.20	9,172.80
15 DATA FILE BOX, made with chipboard, with closed ends	box	43	45	45	133	59	61	59	179	30	30	34	94	50	50	47	147	553	69.78	38,588.34
16 DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0	68.64	-
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	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	2	1		3	2	2	1	5	1	1		2	1	1	1	3	13	507.40	6,596.20
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	1			1	1			1	1			1				0	3	621.71	1,865.13
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0				0	0	27.61	-
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	1			1	3	3	3	9				0	3	3	3	9	19	499.20	9,484.80
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0				0				0	0	561.60	-
23 ERASER, felt, for blackboard/whiteboard	piece	13	12	12	37	16	16	15	47	7			7	7			7	98	11.11	1,088.78
24 ERASER, plastic or rubber	piece	6	6	6	18	5	5	3	13	4	4	4	12	4	3	3	10	53	2.29	121.37
25 FASTENER, for paper, metal, 50 sets per box	box	13	13	13	39	10	10	9	29	10	10	10	30	8	10	10	28	126	57.09	7,193.34
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	70.67	-
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0				0	0	12.48	-
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0				0	0	16.64	-
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0				0	0	234.00	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	1			1				0				0				0	1	291.20	291.20
31 FOLDER, L-type, A4, 50 pieces pack	pack	1			1				0				0				0	1	166.40	166.40
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0				0	0	203.84	-
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box	1	1		2	1			1				0	1			1	4	746.72	2,986.88
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	1			1				0				0				0	1	179.28	179.28
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	2	2	1	5	2	1	1	4	1	2	2	5	2	2	1	5	19	200.37	3,807.03
36 GLUE, all purpose, 300 grams min.	jar	9	8	8	25	7	7	7	21	7	5	5	17	7	7	7	21	84	44.18	3,711.12
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	6	5	7	18	3			3	6	6	6	18		3		3	42	47.90	2,011.80
38 LOOSELEAF COVER, 50sets per bundle	bundle	1			1				0	1			1				0	2	539.76	1,079.52
39 MAGAZINE FILE BOX, LARGE	piece	5	5		10	5	5		10	5	5		10	5	5		10	40	41.60	1,664.00

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40 MARKER, fluorescent, 3 colors per set	set	7	7	8	22	2		3	5	5	5		10	2		3	5	42	35.55	1,493.10
41 MARKER, whiteboard, bullet type, black	piece	47			47	37			37	41			41	36			36	161	10.28	1,655.08
42 MARKER, whiteboard, bullet type, blue	piece				0				0				0				0	0	10.28	-
43 MARKER, whiteboard, bullet type, red	piece				0				0				0				0	0	10.28	-
44 MARKER, permanent, bullet type, black	piece	11	11	11	33	10	10	12	32	12	11	11	34	9	9	9	27	126	9.65	1,215.90
45 MARKER, permanent, bullet type, blue	piece	4	4	4	12	1	1	1	3	2	2	2	6	2	2	2	6	27	9.65	260.55
46 MARKER, permanent, bullet type, red	piece	2	2	2	6	1	1	1	3	1	1	1	3	1	2	2	5	17	9.65	164.05
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				0				0				0				0	0	31.20	-
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	20	19	20	59	18	19	17	54	19	19	19	57	18	19	17	54	224	40.54	9,080.96
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	5			5	5			5	5			5	5			5	20	54.06	1,081.20
51 PAD PAPER, Ruled	pad	6	6	6	18	4	4		8	10	3	3	16	4	2	2	8	50	18.26	913.00
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	13	12	14	39	8	6	6	20	9	9	9	27	7	7	8	22	108	12.85	1,387.80
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	12		10	22	7	7	6	20	7	7	7	21	6	6	8	20	83	6.43	533.69
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	10	7		17	5	4	4	13	5	4	4	13	6	6	2	14	57	109.50	6,241.50
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	75	50	57	182	75	71	50	196	75	50	34	159	72	75	50	197	734	135.65	99,567.10
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	1			1				0	1			1				0	2	98.90	197.80
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	68	50	50	168	70	75	50	195	50	65	50	165	70	70	49	189	717	109.24	78,325.08
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	10	10	10	30				0				0				0	30	88.40	2,652.00
59 PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	0	31.15	-
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	2	6	6	14	3	4	4	11	4	4	5	13	2	5	5	12	50	19.62	981.00
61 PHILIPPINE NATIONAL FLAG	piece	3	3	3	9	3	3	3	9	10	3	3	16	3	3	3	9	43	278.72	11,984.96
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	14	14	13	41	4	3	4	11	8	9	9	26	4	4	3	11	89	60.32	5,368.48
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	2	2	1	5	3	2		5				0				0	10	86.85	868.50
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	9	8	2	19		3		3	8	3	1	12	3	1		4	38	256.87	9,761.06
65 RUBBER BAND, 70mm min lay flat length (#18)	box	4	4	4	12	2	2	2	6	1	2	2	5	2	2	1	5	28	93.31	2,612.68
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece	6	3	5	14		1		1	2	4	2	8	1			1	24	15.48	371.52
67 SIGN PEN, black	piece	18	19	18	55	18	18	13	49	17	17	18	52	16	16	16	48	204	38.10	7,772.40
68 SIGN PEN, blue	piece				0				0				0				0	0	38.10	-
69 SIGN PEN, red	piece				0				0				0				0	0	38.10	-
70 STAMP PAD INK, violet, 50mL	bottle	2	2	1	5				0		1		1				0	6	24.63	147.78
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	2	2	2	6	1	1	1	3	2	2		4	1	1	1	3	16	27.66	442.56
72 STAPLE WIRE, Heavy duty, 23/13	box				0				0				0				0	0	23.40	-
73 STAPLE WIRE, Standard	box	15	15	20	50	15	15	15	45	15	13	13	41	15	15	15	45	181	18.92	3,424.52
74 TAPE, masking, 24mm, 50 meters length	roll	5	5	6	16	9	10	10	29	8	8	8	24	4	3	4	11	80	55.12	4,409.60
75 TAPE, masking, 48mm, 50 meters length	roll	5	5	5	15	8	8	7	23	3	2	2	7	8	8	7	23	68	105.04	7,142.72
76 TAPE, transparent, 24mm, 50 meters	roll	20	20	23	63	20	20	19	59	17	17	19	53	20	20	17	57	232	10.92	2,533.44
77 TAPE, transparent, 48mm, 50 meters	roll	1	2	2	5	4			4	5			5	4			4	18	26.52	477.36
78 TAPE, packaging, 48mm, 50 meters length	roll	3	3	4	10	2	2	1	5	2	2	1	5	1	2	2	5	25	32.74	818.50
79 TOILET TISSUE, 12 rolls per pack	pack	5	5	3	13	4	4	4	12	4	4	4	12	4	4	3	11	48	67.60	3,244.80
80 TWINE, plastic, one kilo per roll	roll	2			2	2			2	2			2	2			2	8	49.92	399.36
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	128.84	-
82 Software					0				0				0				0	0		-
83 Airline Travel					0				0				0				0	0		-

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	2	1	1	4		1	1	2				0	3	3	3	9	15	9.19	137.85
2	CUTTER KNIFE, heavy duty	piece	9	7	7	23	2	2	2	6	2	4	4	10	2	2	2	6	45	19.76	889.20
3	DATING AND STAMPING MACHINE	piece	2			2				0				0				0	2	478.38	956.76
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece	4	4	3	11	2		1	3	1		1				0	15	187.20	2,808.00	
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	6	5	5	16	2	2	1	5	2	2	1	5	2	1	1	4	30	114.28	3,428.40
6	SCISSORS, (6")	pair	12	12	12	36	3	3	3	9	6	4	3	13	2	3	2	7	65	13.73	892.45
7	STAPLER, standard	piece	10	10	9	29		4		4	3	2	1	6		2	3	5	44	82.16	3,615.04
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets 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	12	12	12	36				0	5			5				0	41	18.18	745.38
10	TAPE DISPENSER, table top	piece	3	3	3	9	1	1	1	3	2	2	2	6	1	1	1	3	21	47.72	1,002.12
11	WASTE BASKET, non-rigid plastic	piece	15	15	8	38	17	10	13	40	12	12	12	36	8	13	13	34	148	23.90	3,537.20
12	Glue gun	pc	5				5				5				5				20	150.00	3,000.00
13	Extension cord	unit	2	2	1	5	2	2	1	5	2	2	1	5	2	2	1	5	20	400.00	8,000.00
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece	50	26	1	77	47	2		49	50	32	1	83	39	2		41	250	88.40	22,100.00
2	BROOM, stick (tingting)	piece	27	27	27	81	20	20	14	54	29	25	25	79	17	20	17	54	268	23.92	6,410.56
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	30	30	21	81	40	19	20	79	31	25	24	80	31	25	24	80	320	41.60	13,312.00
4	CLEANSER, scouring powder, 350grams/can	can	5	5	6	16	10	6		16	10	6		16	10	6		16	64	21.27	1,361.28
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	41	40	7	88	40	41	7	88	40	41	7	88	40	41	7	88	352	37.43	13,175.36
6	DISINFECTANT SPRAY, 400-550 grams	can	8	8	8	24	7	7	8	22	8	8	8	24	7	7	8	22	92	119.60	11,003.20
7	DUST PAN, non-rigid plastic	piece	14	14	13	41	9	10	10	29	9	9	9	27	9	9	10	28	125	24.96	3,120.00
8	FLOOR WAX, Paste, red	can	2	2		4	1	2		3	1	2		3	1			1	11	202.80	2,230.80
9	FURNITURE CLEANER, aerosol, 300mL/can	can	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	84.76	2,034.24
10	INSECTICIDE, aerosol type, 600mL/can	can	4	4	4	12	1	1	1	3	2	2	2	6	1	1	1	3	24	124.80	2,995.20
11	MOPBUCKET	piece	1	1	1	3	1	1		2				0				0	5	1,911.00	9,555.00
12	MOPHANDLE, screw type, aluminum handle	piece	5	5	7	17		5	5	10	10	7		17	3	3	3	9	53	142.48	7,551.44
13	MOPHEAD, made of rayon	piece	9	9	8	26	6	6	6	18	7	8	8	23	7		10	17	84	98.80	8,299.20
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle	3	2	2	7	2	1	1	4	2	2	3	7	2	1	1	4	22	49.69	1,093.18
15	SCOURING PAD, 5 pieces per pack	pack	1	1	1	3				0	1	1	1	3				0	6	102.96	617.76
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll	18	16	18	52	19	16	16	51	19	16	16	51	19	16	16	51	205	139.88	28,675.40
17	DISINFECTANT, bleaching solution	cont	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	101.82	6,109.20
18	Detrgent bar,	bar	10			10	10			10	10			10	10			10	40	22.00	880.00
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	3	3	2	8	1			1		1	1	2		1		1	12	135.20	1,622.40
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	258.84	-
4	CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	254.68	-
5	CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	254.80	-

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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	5	4	1	10				0				0				0	10	1,248.00	12,480.00
10 ELECTRIC FAN, stand type	unit	3	3	3	9				0		2		2				0	11	967.10	10,638.10
11 ELECTRIC FAN, wall type	unit	6	5	5	16				0				0				0	16	790.40	12,646.40
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	3			3	1			1	2			2		1		1	7	26,483.60	185,385.20
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0				0	0	7,488.00	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0				0	0	5,699.20	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,709.60	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	5,831.52	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0				0	0	10,000.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	1,237.60	-
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-
24 Desktop and Laptop	unit	3	3	2	8	2	1	2	5	3			3	1			1	17	25,000.00	425,000.00
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				0				0				0				0	0	950.30	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	716.04	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	1,220.96	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box	9	9	9	27	5	5	5	15	4	3	3	10	5	5	4	14	66	596.80	39,388.80
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box	1		1	2	1		1	2	1		1	2				0	6	958.15	5,748.90

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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				0				0				0				0	0	2,818.40	-
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	14			14	2			2	2			2				0	18	194.48	3,500.64
10 MOUSE, optical, USB connection type	unit	5			5				0	5			5				0	10	127.80	1,278.00
11 FLASH DRIVE, 8GB USB 2.0, plug and play	piece	5			5													5	291.35	1,456.75
HANDBOOK ON PROCUREMENT																				
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RAG 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0	61.83	-
CONSUMABLES																				
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	681.20	-
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	447.20	-
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	447.20	-
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	447.20	-
5 INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00	-
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00	-
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00	-
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00	-
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,538.16	-
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	868.40	-
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	868.40	-
12 INK CART, BROTHER LC67HYY, Yellow	cart				0				0				0				0	0	868.40	-
13 INK CART, CANON PG-810, Black	cart				0				0				0				0	0	774.80	-
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	754.00	-
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	574.08	-
16 INK CART, CANON CLI-726, Black	cart	3	2	2	7	3	2	2	7	3	2	2	7	3	2	2	7	28	534.56	14,967.68
17 INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,022.32	-
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	1,001.52	-
19 INK CART, CANON CLI-726, Cyan	cart	2			2		1		1	2			2	1			1	6	535.60	3,213.60
20 INK CART, CANON CLI-726, Magenta	cart	2			2		1		1	2			2				0	5	535.60	2,678.00
21 INK CART, CANON CLI-726, Yellow	cart	2			2		1		1	2			2	1			1	6	535.60	3,213.60
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92	-
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64	-
24 INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0				0	0	426.40	-
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0				0	0	426.40	-
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0				0	0	426.40	-
27 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0				0	0	426.40	-
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0	254.80	-
29 INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-
30 INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-
31 INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0				0				0				0	0	254.80	-

	Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
32	INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				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	-

Item & Specifications		Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
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	3	3	4	10	4	3	3	10	3	3	4	10	3	3	4	10	40	358.80	14,352.00
85	INK CART, HP CN693AA, (HP704), Tri-color	cart	2	2		4	2	1	1	4	2	2		4	2	1	1	4	16	358.80	5,740.80
86	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0				0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,354.00	-
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	1			1				0				0				0	1	2,741.44	2,741.44
101	TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0				0				0				0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,490.80	-

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

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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	12	11	11	34	12	11	11	34	8	8	8	24	12	11	11	34	126	76.75	9,670.50
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart	3			3	3			3	3			3	3			3	12	724.88	8,698.56
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	334.88	-
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart	14	10	10	34	10	10	14	34	8	8	8	24	14	10	10	34	126	75.92	9,565.92
Toner Cart., Kyocera TK-120, original for Kyocera Laser Printer	cart	1			1	1			1	1			1	1			1	4	5,437.40	21,749.60
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		-
COMMON OFFICE EQUIPMENT																				
1 Visitors chair	unit	4			4				0				0				0	4	2,500.00	10,000.00
2 Magazine Rack	unit	2			2				0				0				0	2	3,000.00	6,000.00
3 Armchair	unit	100			100				0				0				0	100	500.00	50,000.00
4 Filing cabinet, 4 drawers, plain finish, gauge 20	unit				3				0	2			2				0	5	13,497.12	67,485.60
5 Typewriter, manual 18"	unit	1			1				0				0				0	1	25,000.00	25,000.00
6 Water dispenser	unit	1			1													1	6,000.00	6,000.00
7 Aircon 2Hp	unit	4			4	2			2			1	1	5			5	12	30,000.00	360,000.00
8 CD Player	unit					1			1									1	10,000.00	10,000.00
9 Overhead Projector	unit	1			1													1	50,000.00	50,000.00
10 Scanner	unit	1			1													1	8,000.00	8,000.00
11 Teacher's table	unit	7			7													7	3,000.00	21,000.00
12 Printer L350	unit	10			10	1			1	1			1					12	9,500.00	114,000.00
13 Laptop Acer	unit	1			1					1			1					2	35,000.00	70,000.00
14 Bookcart	unit	2			2													2	7,000.00	14,000.00
15 Cabinet wooden	unit	2			2													2	4,500.00	9,000.00
16 Computer table	unit	5			5													5	3,000.00	15,000.00
17 Barcode	unit	1			1													1	5,000.00	5,000.00
18 Slide Projector	unit									1			1					1	30,000.00	30,000.00
19 Carrel	unit	5			5													5	8,000.00	40,000.00
20 DVD Player	unit					1			1									1	10,000.00	10,000.00
COMMON OFFICE SUPPLIES																				
1 Cartolina, white, 20s/pack	pack	1			1				0				0				0	1	52.78	52.78
2 Columnar pad, 14 cols. 50 gsm min.	pad	2	1	1	4	1		1	2	2	1	1	4				0	10	45.00	450.00
3 Columnar pad, 16 cols. 50 gsm min.	pad	1			1			1	1			1	1	1	1	1	3	6	46.00	276.00
4 CLIP, bulldog, 73mm (3")	piece				0	2	9	9	20				0				0	20	8.44	168.80
5 Illustration board, (30" x 40"), 2ply	piece	3	3	2	8	2			2	3	3	2	8	2			2	20	39.59	791.80
6 Index card, 3" x 5". Ruled both sides, 500s/pack	pack	1	1		2	1	1		2	1	1		2	1	1		2	8	52.04	416.32
7 Index card, 5" x 8", ruled both sides, 500s/pack	pack	1	1	1	3	1	1	1	3	1	1		2	1	1		2	10	141.43	1,414.30
8 Index card box, 5-3/8"x8-7/8" x 6" (5" x 8")	box	2	2	2	6				0				0				0	6	100.00	600.00

Item & Specifications	Unit of Measur e	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
9 Push pin	case	5	5	6	16	4	4	3	11	3	4	3	10		2	2	4	41	25.00	1,025.00
10 Ballpen	pc	63			63	15	15	15	45	15	15	21	51	15	15	15	45	204	5.00	1,020.00
11 Marking pen ink	btl	2			2	3			3		2		2		2		2	9	150.00	1,350.00
12 Paper, bond, Premium Grade	ream	2	1	1	4	2	1	1	4	2	1	1	4	2	1	1	4	16	110.66	1,770.56
13 Paper, mimeograph, Whitewove	ream	10	10	5	25	8	6	6	20	8	8	9	25	9	9	2	20	90	114.53	10,307.70
14 Paper A3	roll	2			2	3			3	2			2		3		3	10	300.00	3,000.00
15 Double adhesive tape 1"	roll	7	7	8	22	5	5	5	15	7	7	7	21	5	5	5	15	73	33.00	2,409.00
16 Clearbook blue	piece	10			10	65			65	10			10	10			10	95	15.00	1,425.00
17 Paste	jar	7	7	7	21	7	6	6	19	7	7	6	20	6	6	7	19	79	40.00	3,160.00
18 Linen board A4 (10pcs/pck)	pack	15	12	11	38	7	6	5	18	6	7	5	18	18			18	92	55.00	5,060.00
19 Accession Recordbook	book	2			2	2			2	1			1	1			1	6	250.00	1,500.00
20 Hightechpoint V5	pc	28	30	25	83	22	20	23	65	25	24	30	79	22	20	23	65	292	54.00	15,768.00
21 Filebox w/cover, large	pc	2	2	1	5					1	1		2					7	300.00	2,100.00
22 Paper multi copy, short	ream	23			23	17			17	17			17	19			19	76	200.00	15,200.00
23 Acetate A4	rm	1	1		2	1	1	1	3	1	1	1	3	1	1		2	10	250.00	2,500.00
24 Corkboard 2' x 2'	pc	1	1		2					1			1					3	600.00	1,800.00
25 Paper tray	pc	2	2	3	7	1	1	1	3	1	1	1	3					13	400.00	5,200.00
26 Folder transparent	pc	70	70	27	167	79	50	50	179	79	50	50	179	23	66	66	155	680	15.00	10,200.00
27 Laminating plastic	pc	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	14.00	3,360.00
28 Documentary stamp	pc	167	167	166	500	20	15	15	50	15	20	15	50					600	10.00	6,000.00
29 Ballpen, pilot	pc	65	68	40	173	50	37	36	123	50	50	53	153	45	35	38	118	567	30.00	17,010.00
30 Marking pen ink, WB	btl	3	4	3	10	8	7	7	22	2	2	2	6	8	7	7	22	60	100.00	6,000.00
31 Specialty paper	pck	3			3	5			5	5			5	3			3	16	38.00	608.00
32 Fax paper	roll	3			3	1			1	1			1	1			1	6	65.00	390.00
33																				-
COMMON JANITORIAL SUPPLIES																				
1 Toilet Deodorant cake	box	15	15	15	45	15	15	14	44	15	15	14	44	15	15	16	46	179	23.75	4,251.25
2 Glass cleaner	bottle	5	6		11	8			8		9		9	8			8	36	150.00	5,400.00
3 Diswashing liquid	bottle	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	50.00	3,600.00
CONSUMABLES																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
11					0				0				0				0	0		-
12					0				0				0				0	0		-
13					0				0				0				0	0		-
14					0				0				0				0	0		-

Item & Specifications		Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
15						0				0				0				0	0		-
16						0				0				0				0	0		-
17						0				0				0				0	0		-
18						0				0				0				0	0		-
19						0				0				0				0	0		-
20						0				0				0				0	0		-
21						0				0				0				0	0		-
22						0				0				0				0	0		-
23						0				0				0				0	0		-
24						0				0				0				0	0		-
25						0				0				0				0	0		-
26						0				0				0				0	0		-
27						0				0				0				0	0		-
28						0				0				0				0	0		-
29						0				0				0				0	0		-
30						0				0				0				0	0		-
31						0				0				0				0	0		-
32						0				0				0				0	0		-
33						0				0				0				0	0		-
Office Equipment and Accessories																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Office Supplies																					
1						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	Television LCD	set				0	5			5	1			1	1			1	7	30,000.00	210,000.00
2	U P S	unit	8			8				0				0				0	8	3,500.00	28,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
3 Aluminum cabinet w/glass	unit	1			1				0				0				0	1	8,500.00	8,500.00
4 Network connection	unit	1			1				0				0				0	1	5,000.00	5,000.00
5 Dictionary stand	unit	1			1				0				0				0	1	3,000.00	3,000.00
6 A V R	unit	1			1				0	2			2				0	3	2,000.00	6,000.00
7 Dlink DFS-1024-24 ports	unit	1			1	2			2				0				0	3	3,600.00	10,800.00
8 Microphone battery 9V	unit	4			4				0	4			4				0	8	200.00	1,600.00
9 Microphone battery 12V	unit	8			8	8			8	8			8	8			8	32	70.00	2,240.00
10 Whiteboard 18" x 18"	unit	1			1												0	1	700.00	700.00
11 Corkboard 18" x 18"	unit	1			1													1	1,000.00	1,000.00
12 Corkboard 1' x 1'	unit				0				0	5			5					5	300.00	1,500.00
Photographic or filming or video equipment																				
1 Epson L210 printer	unit		3		3	1			1	1			1				0	5	8,000.00	40,000.00
2 Curtain	set				0				0	2			2				0	2	50,000.00	100,000.00
3 Swivel chair	unit	4			4				0				0				0	4	4,000.00	16,000.00
4 Art paper	pck	20			20				0	20			20				0	40	8.00	320.00
5 Calendar Planner	pck	12			12				0				0				0	12	200.00	2,400.00
6 Colored tucks	pck	4			4				0				0				0	4	30.00	120.00
7 Printer					0				0				0	1			1	1	8,313.86	8,313.86
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
Cleaning Equipment and Supplies																				
1 Doormat	pck	29	29	10	68	27	27	27	81	25	25	25	75	25	24	25	74	298	50.00	14,900.00
2 Toilet bowl brush	pck	7	7	6	20	5	5	6	16	7	7	6	20	5	5	6	16	72	150.00	10,800.00
3 Floor brush w/handle	pck	6	6	6	18	6	6	6	18	2	2	2	6	3	3	2	8	50	250.00	12,500.00
4 Plastic pail	pck	3	3	4	10	4	3	3	10	3	3	4	10	4	3	3	10	40	200.00	8,000.00
5 Water drum, big	pck	5	5		10	5	5		10	5	5		10				0	30	600.00	18,000.00
6 Dipper	pck	10	8	5	23	1			1	4	3	3	10				0	34	20.00	680.00
7 Liquid soap	bottle	8			8	7			7	8			8	7			7	30	70.00	2,100.00
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
Paper Materials and Products																				
1 Photo paper	pck	4	4	2	10	2	2	2	6	3	3	4	10	2	2	2	6	32	50.00	1,600.00
2 Reimbursement Expense Receipt	pad	2	2	1	5	2	2	1	5	2	2	1	5	2	2	1	5	20	32.25	645.00
3 Official Receipt, Personalized	box	4	3	3	10	4	3	3	10	4	3	3	10	4	3	3	10	40	3,950.00	158,000.00
4 General Ledger	pieces	500	500	100	1100	100			100	100			100	200			200	1500	3.50	5,250.00
5 Subsidiary ledger	pieces	500	500	500	1500				0				0				0	1500	3.50	5,250.00
6 Felt paper	pack				0	3	3	3	9				0	3	3	3	9	18	15.00	270.00
7 Thumbtacks	box	2			2				0				0	2			2	4	20.00	80.00
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
Lighting and fixtures and accessories																				
1 Circular Fluorescent lamp 32W	set	8	6	6	20	3	3	4	10	4	3	3	10	4	3	3	10	50	450.00	22,500.00
2					0				0				0				0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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		-
Electrical equipment and components and supplies																				
1 Power Sprayer	unt	1			1				0				0				0	1	6,000.00	6,000.00
2 Motorpump	unit	1			1				0				0				0	1	15,000.00	15,000.00
3 Multi tester					0	5			5				0				0	5	500.00	2,500.00
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
Computer Supplies																				
1 DVD Recordable, 16x speed, 4.7GB capacity	piece	30	30	25	85	20	20	20	60	30	25	25	80	20	20	20	60	285	11.36	3,237.60
2 DISKETTE, floppy disk, 3.5", double sided, high density, formatted 10s/pack	pack	1			1	1			1	1			1	1			1	4	54.68	218.72
3 Computer Ink refill, black and color	btI	20	25	20	65	10	10	10	30	10	10	10	30	6	6	6	18	143	800.00	114,400.00
4 Netbook cleaning kit	pck	2	2	1	5				0	2	2	1	5				0	10	100.00	1,000.00
5 D-link DI-704 DSL Router/Print server	unit				0	2			2				0				0	2	3,500.00	7,000.00
6 Toner photo copoy	tube	2			2	2			2	2			2	2			2	8	2,900.00	23,200.00
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 USB Hub Port	unit	2			2				0				0				0	2	200.00	400.00
2 Desktop computer	unit	25			25				0				0				0	25	18,000.00	450,000.00
3 External Hardisk	unit	4			4	1			1	1			1				0	6	3,500.00	21,000.00
4 Index drill 0.05	set	1			1				0				0				0	1	1,500.00	1,500.00
5 Wi-Fi Pocket	unit	1			1													1	1,800.00	1,800.00
6 AVR fused	piece	1			1				0	2			2				0	3	100.00	300.00
7 UTP Cable CAT JE 100MHZ	box				0	4			4				0				0	4	1,100.00	4,400.00
8 Keyboard (PS2)	pck				0	7	7	6	20				0	7	7	6	20	40	350.00	14,000.00
9 Wi-Fi Receiver	unit	1			1				0				0				0	1	1,800.00	1,800.00
10 Computer set	unit	2			2				0				0				0	2	30,000.00	60,000.00
*Other Categories																				
1 Padlock	pck	8	3		11	2	2	2	6	10			10	7			7	34	200.00	6,800.00
2 Glue stick	pck	5			5	5			5	5			5	5			5	20	10.00	200.00
3 Pay envelope	box	1	1		2	1	1	1	3		1	1	2	1	1	1	3	10	1,250.00	12,500.00

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
4	Styrofoam	pck		5	5	10	3	3	4	10		5	5	10	4	3	3	10	40	100.00	4,000.00		
5	Higgins black ink	bottle	2	2	3	7	2	2	3	7	2	2	3	7	4	3	3	10	31	50.00	1,550.00		
6	Thickler	pck	20	20	15	55	20	20	15	55	20	20	15	55	20	20	15	55	220	125.00	27,500.00		
7	Class Record	pck	31			31				0	45			45				0	76	35.00	2,660.00		
8	Transcript of Record	sht	2000			2000				0	3000			3000				0	5000	8.00	40,000.00		
9	Gold Notarial Seal #23	box	20			20				0				0				0	20	47.00	940.00		
10	Stock card	pck	50			50	100			100	50			50				25	200	3.50	700.00		
11	Official Receipt	pad	8	8	9	25	8	8	9	25	8	8	9	25	8	8	9		100	100.00	10,000.00		
						0				0				0				0	0		-		
C. TOTAL (A + B):																				3,952,925.60			
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				395,292.56			
E. GRAND TOTAL (C + D)																				4,348,218.16			
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				4,348,218.16			
G. MONTHLY CASH REQUIREMENTS																				362,351.51			
G.1 Available at Procurement Service Stores						316865					192253					205617					176707		0
G.2 Other Items not available at PS but regularly purchased from other sources						1089217					310188					318918					145771		0
TOTAL MONTHLY CASH REQUIREMENTS						1406083					502441					524535					322478		0

*Other categories that are not indicated herein

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

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

Prepared by:

MARINA F. INTAL
Property/Supply Officer

Certified Funds Available /

Certified Appropriate Funds Available:

MA. MARITA P. DE GUZMAN
Accountant /
Local Budget Officer

Approved by:

GERARDO I. MENDOZA, Ph. D.
Head of Office/Agency