

ANNUAL PROCUREMENT PLAN FOR 2016
For Common-Use Supplies and Equipment

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

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Ororquieta) and Southern Leyte (Maasin) - **Region XIII**
 - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataman) - **Regions VI, VII, VIII, X, & XI**
 - Surigao Del Norte - **Surigao Del Norte**
 - Zamboanga Sibugay - **Zamboanga Sibugay**
 - Camiguin - **Camiguin**
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total. **APPS are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
- For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - DBM Central Office- for entities in the Central Office
 - DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCS
- The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
 - ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - ps.app.goccc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
- Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
- Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -PS- Central Office).
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: NATIONAL LABOR RELATIONS COMMISSION
Region: REGIONAL ARBITRATION BRANCH NO. 1
Address: SAN FERNANDO CITY, LA UNION

Contact Person: JUNAR N. OLPINDO
Position: Administrative Officer I
E-mail:
Telephone/Mobile Nos: 072 6078362

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT			
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec
A. AVAILABLE AT PROCUREMENT SERVICE STORES																			
COMMON ELECTRICAL SUPPLIES																			
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	2	2	2	6	2	2	2	6	2	2	2	6	2	2	6	24	17.57	421.64
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				0				0				0			0	0	15.14	-
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0				0			0	0	78.35	-
4 FLUORESCENT LAMP, tubular, 28 warts	tube				0				0				0			0	0	117.26	-
5 FLUORESCENT LAMP, tubular, 36 warts	tube				0				0				0			0	0	42.54	-
6 COMPACT FLUORESCENT LAMP, 18 warts, 1 piece in individual box	piece				0				0				0			0	0	104.37	-
7 TAPE, electrical	roll				0				0				0			0	0	18.66	-
COMMON OFFICE SUPPLIES																			
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0			0	0	639.60	-
2 AIR FRESHENER, 280ml/can	can	4	4	4	12	4	4	4	12	4	4	4	12	4	4	12	48	83.15	3,991.10
3 ALCOHOL, 70%, ethyl, 500ml	bottle	17	17	17	51	17	17	17	51	17	17	17	51	17	17	51	204	44.22	9,020.57
4 CARBON FILM, A4 size, 100 sheets per box	box	2			2				2				2			2	4	229.19	916.76
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0				0			0	0	260.27	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0			0	0	72.26	-
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0			0	0	26.51	-

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8] CLEARBOOK, A4 size	piece				0														0	0	38.38	-
9] CLEARBOOK, Legal size	piece				0														0	0	42.64	-
10] CLIP, backfold, 19mm, 12 pieces per box	box				0														0	0	7.46	-
11] CLIP, backfold, 25mm, 12 pieces per box	box		2		6				2										6	6	17.06	409.34
12] CLIP, backfold, 32mm, 12 pieces per box	box				0														0	0	21.20	-
13] CLIP, backfold, 50mm, 12 pieces per box	box		2		6				2										6	6	44.77	1,074.53
14] CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece		12		36				12										36	36	42.11	6,063.41
15] DATA FILE BOX, made with chipboard, with closed ends	box				0														0	0	71.47	-
16] DATA FOLDER, made with chipboard, legla lock	piece				0														0	0	78.87	-
17] ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0														0	0	413.61	-
18] ENVELOPE, DOCUMENTARY, 10T Legal size document, 500 pieces per box	box				0														0	0	520.09	-
19] ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0														0	0	637.25	-
20] ENVELOPE, EXPANDING, plastic	piece				0														0	0	35.91	-
21] ENVELOPE, MAILING, 500 pieces per box	box				0														0	0	142.84	-
22] ENVELOPE, MAILING, with window, 500 pieces per box	box				0														0	0	200.24	-
23] ERASER, felt, for blackboard/whiteboard	piece				0														0	0	10.32	-
24] ERASER, plastic or rubber	piece				0														0	0	2.21	-
25] FASTENER, for paper, metal, 50 sets per box	box		4		12				4										12	12	58.52	2,808.83
26] FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0														0	0	84.94	-
27] FILE TAB DIVIDER, A4, five (5) colors per set	set				0														0	0	12.79	-
28] FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0														0	0	17.06	-
29] FOLDER, Fancy, A4, 50s/ bundle	bundle				0														0	0	239.85	-
30] FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0														0	0	298.48	-
31] FOLDER, L-type, A4, 50 pieces per pack	pack				0														0	0	170.56	-
32] FOLDER, L-type, Legal size, 50 pieces per pack	pack				0														0	0	186.55	-
33] FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0														0	0	959.29	-
34] FOLDER, Tagboard, A4, 100 pieces per pack	pack				0														0	0	254.77	-
35] FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0														0	0	307.48	-
36] GLUE, all purpose, 300 grams min.	jar		4		12				4										12	12	50.10	2,404.90
37] INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0														0	0	52.11	-
38] LOOSELEAF COVER, sockets per bundle	bundle				0														0	0	553.25	-
39] MAGAZINE FILE BOX, LARGE	piece				0														0	0	44.94	-
40] MARKER, fluorescent, 3 colors per set	set				0														0	0	36.44	-
41] MARKER, whiteboard, bullet type, black	piece				0														0	0	12.10	-
42] MARKER, whiteboard, bullet type, blue	piece				0														0	0	12.10	-
43] MARKER, whiteboard, bullet type, red	piece				0														0	0	12.10	-
44] MARKER, permanent, bullet type, black	piece				0														0	0	9.89	-
45] MARKER, permanent, bullet type, blue	piece				0														0	0	9.89	-
46] MARKER, permanent, bullet type, red	piece				0														0	0	9.89	-
47] NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0														0	0	10.56	-
48] NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0														0	0	39.34	-
49] NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0														0	0	39.34	-
50] NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0														0	0	55.41	-
51] PAD PAPER, Ruled	pad		5		15				5										15	15	17.91	1,074.41
52] PAPER CLIP, gem type, 48mm, 100 pieces per box	box		6		18				6										18	18	13.86	997.78
53] PAPER CLIP, gem type, 31mm, 100 pieces per box	box				0														0	0	6.93	-
54] PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0														0	0	120.78	-
55] PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0														0	0	135.32	-
56] PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0														0	0	104.95	-
57] PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0														0	0	117.74	-
58] PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0														0	0	94.34	-
59] PAPER, Thermal, 216mm x 30m	roll				0														0	0	36.56	-

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14. BAG, all cotton, 32 pieces per kilo per bundle	bundle	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	44.77	537.26
15. SCOURING PAD, 5 pieces per pack	pack	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	122.59	1,471.08
16. TASHIBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0	143.38	-
COMMON OFFICE EQUIPMENT																				
BINDING AND PUNCHING MACHINE, two(2) hand lever system, 1 3/4cm or 1 1/2" (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	10,658.93	-
CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit		1		1				1				1				1	4	157.77	631.07
CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	424.27	-
CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	287.82	-
CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	287.82	-
DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0	6,385.34	-
DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600x) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit		1		1				0				0				0	1	25,797.20	25,797.20
ELECTRIC FAN, industrial	unit				0				0				0				0	0	1,172.60	-
ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,279.20	-
ELECTRIC FAN, stand type	unit		1		1				0				0				0	2	1,062.80	2,125.60
ELECTRIC FAN, wall type	unit				0				0				0				0	0	957.27	-
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/td switchover	unit				0				0				0				0	0	3,590.29	-
FIRE EXTINGUISHER, dry chemical, 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	1,328.24	-
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	4,038.01	-
MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit		1		1				0				0				0	1	42,144.62	42,144.62
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationary blade guard, A4/A6 format indicators	unit				0				0				0				0	0	8,154.90	-
PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0				0	0	5,628.48	-
PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,877.60	-
PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	5,977.31	-
PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing, capable	unit				0				0				0				0	0	10,250.00	-
PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	1,694.94	-
TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,263.21	-
TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,264.24	-
COMMON COMPUTER SUPPLIES																				
COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	616.95	-
COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	904.50	-
COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	700.58	-

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4 COMPUTER CONTINUOUS FORMS, 2 ply., 11" x 14-7/8", 1000 sets/box	box				0				0									0	0	974.32	-	
5 COMPUTER CONTINUOUS FORMS, 3 ply., 11 x 9-1/2", 500 sets/box	box				0				0									0	0	585.18	-	
6 COMPUTER CONTINUOUS FORMS, 3 ply., 11" x 14-7/8", 500 sets/box	box				0				0									0	0	932.75	-	
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0									0	0	21.90	-	
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//MacOSX 10.4 or above, with USB 3.0 cable and product guide	piece				0				0									0	0	3,170.28	-	
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	1			3	1			1									3	12	239.85	2,878.20	
10 MOUSE, optical, USB connection type	unit				0				0									0	0	140.71	-	
HANDBOOK ON PROCUREMENT																						
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0									0	0	29.62	-	
CONSUMABLES																						
1 INK CART, BROTHER LC39BK, Black	cart				0				0									0	0	608.23	-	
2 INK CART, BROTHER LC39C, Cyan	cart				0				0									0	0	458.38	-	
3 INK CART, BROTHER LC39M, Magenta	cart				0				0									0	0	458.38	-	
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0									0	0	458.38	-	
5 INK CART, BROTHER LC67B, Black	cart				0				0									0	0	932.75	-	
6 INK CART, BROTHER LC67C, Cyan	cart				0				0									0	0	559.65	-	
7 INK CART, BROTHER LC67M, Magenta	cart				0				0									0	0	559.65	-	
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0									0	0	559.65	-	
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0									0	0	1,641.64	-	
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0									0	0	890.11	-	
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0									0	0	890.11	-	
12 INK CART, BROTHER LC67HYV, Yellow	cart				0				0									0	0	890.11	-	
13 INK CART, CANON PG-810, Black	cart	4			12	4			4									12	48	635.34	30,496.13	
14 INK CART, CANON PG-740, Black	cart				0				0									0	0	719.55	-	
15 INK CART, CANON PG-I725, Black	cart				0				0									0	0	504.22	-	
16 INK CART, CANON CL-I726, Black	cart				0				0									0	0	476.50	-	
17 INK CART, CANON CL-811, Colored	cart	4			12	4			4									12	48	840.01	40,320.38	
18 INK CART, CANON CL-741, Colored	cart				0				0									0	0	840.01	-	
19 INK CART, CANON CL-I726, Cyan	cart				0				0									0	0	548.99	-	
20 INK CART, CANON CL-I726, Yellow	cart				0				0									0	0	548.99	-	
21 INK CART, CANON CL-I726, Magenta	cart				0				0									0	0	548.99	-	
22 INK CART, EPSON C13T038190 (T0 38), Black	cart				0				0									0	0	504.22	-	
23 INK CART, EPSON C13T039090 (T0 39), Colored	cart				0				0									0	0	789.91	-	
24 INK CART, EPSON C13T059073N((91N),Black	cart				0				0									0	0	437.06	-	
25 INK CART, EPSON C13T059073N((91N),Cyan	cart				0				0									0	0	437.06	-	
26 INK CART, EPSON C13T059073N((91N),Magenta	cart				0				0									0	0	437.06	-	
27 INK CART, EPSON C13T0549073N((91N),Yellow	cart				0				0									0	0	437.06	-	
28 INK CART, EPSON C13T664100 (T6641), Black	cart				0				0									0	0	261.17	-	
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0									0	0	261.17	-	
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0									0	0	261.17	-	
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0									0	0	261.17	-	
32 INK CART, HP 51645A, (HP45), Black	cart				0				0									0	0	1,343.16	-	
33 INK CART, HP C1833A, (HP33), Tri-color	cart				0				0									0	0	1,652.30	-	
34 INK CART, HP C4844A, (HP10), Black	cart				0				0									0	0	1,529.71	-	
35 INK CART, HP C4966AA, (HP940XL), Black	cart				0				0									0	0	1,561.69	-	
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0									0	0	1,055.34	-	

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WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEEE 802.3u, IEEE 802.3; interface: 4 x 10/100 ports, 1 x 10/100 WAN port, LED indicator; Power, WLAN, LAN(10/100), Internet Status, with patch cable and power adapter, warranty: one(1) year warranty, frequency band: 2.4 GHz, one(1) unit/box	unit				0				0									0	0	1,063.87	-
COMMON OFFICE SUPPLIES																					
1 CARTOLINA, white, 20 pieces per pack	pack				0				0									0	0	53.30	-
2 CLIP, bulldog, 73mm (3")	piece				0				0									0	0	8.53	-
3 COLUMNAR PAD, 18 cols, 50 gsm min.	pad				0				0									0	0	67.16	-
4 ENVELOPE, PAV, 500 pieces per box	box				0				0									0	0	117.58	-
5 ILLUSTRATION BOARD, (30"x40")	piece				0				0									0	0	35.93	-
6 INDEX CARD BOX, 3"x5"	piece				0				0									0	0	37.31	-
7 INDEX CARD BOX, 5"x8"	piece				0				0									0	0	56.50	-
8 INDEX CARD, 3"x5", 500 pieces per pack	pack				0				0									0	0	52.55	-
9 INDEX CARD, 5"x8", 500 pieces per pack	pack				0				0									0	0	142.82	-
10 MANILA PAPER, 10sheets per pack	pack				0				0									0	0	26.65	-
11 MAP PIN, round head, 100 pieces per case	case				0				0									0	0	41.36	-
12 OIL, for general purpose lubricant, 120 mL	bottle				0				0									0	0	37.82	-
13 PAPER, Thermal, 210mm x 30m	roll				0				0									0	0	30.70	-
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case				0				0									0	0	25.58	-
15 RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool				1				1									1	1	16.52	198.28
16 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle				0				0									0	0	154.57	-
17 RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle				0				0									0	0	298.31	-
18 STAPLE WIRE, Heavy duty, 23/17	box				0				0									0	0	42.52	-
19 TAPE DISPENSER, handheld	piece				0				0									0	0	29.83	-
20 TAPE, for adding machine	roll				0				0									0	0	8.31	-
21 TIME CARD, for Amano Bundy Clock, 100 pieces bundle	bundle				1				1									1	1	71.21	71.21
COMMON JANITORIAL SUPPLIES																					
1 FLOOR WAX, Liquid type, natural	can				0				0									0	0	379.76	-
2 FLOOR WAX, Paste type, natural	can				0				0									0	0	229.19	-
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece				1				1									1	1	22.92	275.03
4																					
5																					
6																					
7																					
8																					
9																					
10																					
CONSUMABLES																					
1 INK CART, EPSON C31T0390 (103), Black	cart				0				0									0	0	887.98	-
2 INK CART, EPSON C31T0390 (103), Cyan	cart				0				0									0	0	591.63	-

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9,2015	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
Electrical equipment and components and supplies																				
1 AIRCON CARRIER 1.5 HP MANUAL	UNIT			1	1													2	23,000.00	46,000.00
2					0													0		
3					0													0		
4					0													0		
5					0													0		
6					0													0		
7					0													0		
8					0													0		
9					0													0		
10					0													0		
Computer Supplies																				
1 COMPACT DISK REWRITABLE	PCS	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	17.04	408.96
2 INK CART CANON PG88	CART	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	595.00	14,280.00
3 INK CART CANON PG98	CART	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	695.00	8,340.00
4 INK CART CANON PG40	CART	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	1,005.00	12,060.00
5 INK CART CANON PG41	CART	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	1,240.00	14,880.00
6 INK CART CANON PG97	CART	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	565.00	6,780.00
7 INK CART CANON PG57	CART	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	1,190.00	14,280.00
8 INK CART CANON PG705	CART	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	500.00	6,000.00
9 INK CART CANON CL706	CART	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	500.00	6,000.00
10 INK REFILL 100ML BLACK	CART	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	65.00	2,340.00
11 INK REFILL 100ML RED	CART	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	65.00	780.00
12 INK REFILL 100ML YELLOW	CART	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	65.00	780.00
13 INK REFILL 100ML BLUE	CART	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	780.00	9,360.00
14 TONER CART, CANON 319	CART	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	4,280.00	51,360.00
15																				
16																				
17																				
18																				
19																				
20					0				0				0				0	0		
Computer Equipment and Accessories																				
1 UNINTERRUPTIBLE POWER SUPPLY	UNIT	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	4	2,089.36	8,357.44
2 PRINTER CANON PIXMA INK EFFICIENT E510	UNIT	1	1	1	3	1	1	1	0				0				0	3	3,995.00	11,985.00
3 BIOMETRIC TIME RECORDER	UNIT	1	1	1	3	1	1	1	0				0				0	3		
4 COMPUTER SET	SET	1	3	3	4				0				1				5	33,000.00	165,000.00	
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		
*Other Categories																				
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 as of Sept 9, 2015	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
C. TOTAL (A + B):																			686,406.37	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			68,640.64	
E. GRAND TOTAL (C + D)																			755,047.01	
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores																			109720	
G.2 Other Items not available at PS but regular purchased from other sources																			241969	
TOTAL MONTHLY CASH REQUIREMENTS																			351688	

*Other categories that are not indicated herein
**Prices are FOB Month/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.

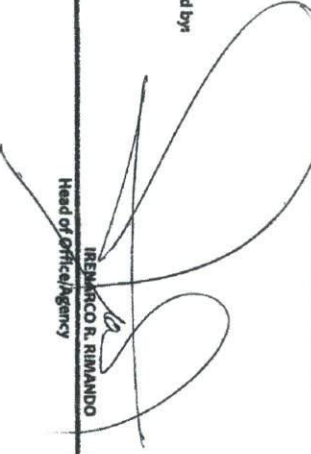
Prepared by:


JUNARA OLPIINDO
 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:

MARIE GRACE P. NAVA Accountant /
 Local Budget Officer

Approved by:


IREMARICO R. RIMANDO
 Head of Office/Agency

Date Prepared: