

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 (Oroquieta) 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 philgpps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**

For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - DBM Central Office- for entities in the Central Office
 - DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCS
- The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
 - ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
- 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. X
Address: Top Source Bldg., mkauswagan Highway cagayan de oro City

Contact Person: NORHAYA D. GOLING
Position: Supply Officer
E-mail: nlrc_indg@yahoo.com
Telephone/Mobile Nos: 8572672

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	
COMMON ELECTRICAL SUPPLIES																					
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack				0				0					0				0	0	18.00	-
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				0				0					0				0	0	15.51	-
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0					0				0	0	80.26	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0					0				0	0	120.12	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube	2	2	2	6	2	2	2	6	2	2	2	2	6	2	2	2	6	24	43.58	1,045.80
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0					0				0	0	106.91	-
7 TAFE, electrical	roll	1	1	1	3	1	1	1	3	1	1	1	1	3	1	1	1	3	12	19.11	229.32
COMMON OFFICE SUPPLIES																					
1 ACETATE, gauge #3, 50m per roll	roll				0				0					0				0	0	655.20	-
2 AIR FRESHENER, 280ml/can	can	4	4	4	12	4	4	4	12	4	4	4	4	12	4	4	4	12	48	85.18	4,088.45
3 ALCOHOL, 70%, ethyl, 500ml	bottle	30	10	10	50	10	10	10	30	10	10	10	10	30	10	10	10	30	140	45.30	6,341.58
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0					0				0	0	234.78	-
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	4	4	4	12	4	4	4	12	4	4	4	4	12	4	4	4	12	48	266.62	12,797.57

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	Q4	
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0														0	632.00	-
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0															926.56	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0															717.66	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0															998.09	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0															599.46	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0															955.50	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0															22.44	-
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dial 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	2			2															3,247.61	6,495.22
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0															245.70	-
10 MOUSE, optical, USB connection type	unit	1			3															144.14	1,229.73
HANDBOOK ON PROCUREMENT																					
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-PA																					
1 9184(6th Edition), 6" x 9", 296 pages,	piece				0															30.35	-
CONSUMABLES																					
1 INK CART, BROTHER LC39BK, Black	cart				0															698.23	-
2 INK CART, BROTHER LC39C Cyan	cart				0															469.56	-
3 INK CART, BROTHER LC39M, Magenta	cart				0															469.56	-
4 INK CART, BROTHER LC39Y, Yellow	cart				0															469.56	-
5 INK CART, BROTHER LC67B, Black	cart				0															955.50	-
6 INK CART, BROTHER LC67C Cyan	cart				0															573.30	-
7 INK CART, BROTHER LC67M, Magenta	cart				0															573.30	-
8 INK CART, BROTHER LC67Y, Yellow	cart				0															573.30	-
9 INK CART, BROTHER LC67YBK, Black	cart				0															1,681.68	-
10 INK CART, BROTHER LC67HYC Cyan	cart				0															911.82	-
11 INK CART, BROTHER LC67HYM, Magenta	cart				0															911.82	-
12 INK CART, BROTHER LC67HY, Yellow	cart				0															650.83	-
13 INK CART, CANON PG-810, Black	cart				0															737.10	-
14 INK CART, CANON PG-740, Black	cart				0															516.52	-
15 INK CART, CANON PGI-725, Black	cart				0															488.12	-
16 INK CART, CANON CLI-726, Black	cart				0															860.50	-
17 INK CART, CANON CL-811, Colored	cart				0															860.50	-
18 INK CART, CANON CL-741, Colored	cart				0															860.50	-
19 INK CART, CANON CLI-726, Cyan	cart				0															562.38	-
20 INK CART, CANON CLI-726, Magenta	cart				0															562.38	-
21 INK CART, CANON CLI-726, Yellow	cart				0															516.52	-
22 INK CART, EPSON C31038190 (To 38), Black	cart				0															809.17	-
23 INK CART, EPSON C31039090 (To 39), Colored	cart				0															447.72	-
24 INK CART, EPSON C3105190(73N)(91N), Black	cart				0															447.72	-
25 INK CART, EPSON C3105290(73N)(91N), Cyan	cart				0															447.72	-
26 INK CART, EPSON C3105390(73N)(91N), Magenta	cart				0															447.72	-
27 INK CART, EPSON C3105490(73N)(91N), Yellow	cart				0															267.54	1,605.24
28 INK CART, EPSON C315664100 (T6641), Black	cart	2			2															267.54	-
29 INK CART, EPSON C315664200 (T6642), Cyan	cart				0															267.54	-
30 INK CART, EPSON C315664300 (T6643), Magenta	cart				0															267.54	-
31 INK CART, EPSON C315664400 (T6644), Yellow	cart				0															267.54	-

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	Q4	
MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(mn), 300 meters(mn), rechargeable, with built-in siren, red or blue color	unit				0				0									0	0	2,839.20	-
WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEEE 802.11n, IEEE 802.11a, 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	1,089.82	-
COMMON OFFICE SUPPLIES																					
1 CARTRIDGE, white, 20 pieces per pack	pack				0				0										0	54.60	-
2 CLIP, bulldog, 73mm (3")	piece				0				0										0	8.74	-
3 COLUMNAR PAD, 18 cols, 50 gsm min.	pad				0				0										0	68.80	-
4 ENVELOPE, P4V, 500 pieces per box	box				0				0										0	120.45	-
5 ILLUSTRATION BOARD, (30"x40")	piece				0				0										0	36.80	-
6 INDEX CARD BOX, 3"x5"	piece				0				0										0	38.22	-
7 INDEX CARD BOX, 5"x8"	piece				0				0										0	57.88	-
8 INDEX CARD, 3"x5", 500 pieces per pack	pack				2				6										24	53.83	1,292.00
9 INDEX CARD, 5"x8", 500 pieces per pack	pack				2				6										24	146.31	-
10 MANILA PAPER, 10 sheets per pack	pack				1				3										12	27.30	327.60
11 MAP PIN, round head, 100 pieces per case	case				1				3										3	42.37	508.41
12 OIL, for general purpose lubricant, 120 mL	bottle				1				1										1	38.75	77.49
13 PAPER, Thermal, 210mm x 30mm	roll				0				0										0	31.45	-
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case				2				6										6	26.21	628.99
15 RIBBON, for manual typewriter, in box, with each spool individually wrapped in plastic	spool				2				6										24	16.93	406.32
16 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle				0				0										0	158.34	-
17 RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle				0				0										0	305.58	-
18 STAPLE WIRE, Heavy duty, 23/17	box				0				0										0	43.55	-
19 TAPE DISPENSER, handheld	piece				0				0										0	30.56	-
20 TAPE, for adding machine	roll				0				0										0	8.52	-
21 TIME CARD, for Amamo Bundy Clock, 100 pieces bundle	bundle				0				0										0	72.94	-
COMMON JANITORIAL SUPPLIES																					
1 FLOOR WAX, Liquid type, natural	can				0				0										0	389.03	-
2 FLOOR WAX, Paste type, natural	can				0				0										0	234.78	-
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece				4				4										48	23.48	1,126.94
CONSUMABLES																					
1 INK CART, EPSON C31T03190 (103), Black	cart				0				0										0	909.64	-
2 INK CART, EPSON C31T03290 (103), Cyan	cart				0				0										0	606.06	-
3 INK CART, EPSON C31T03390 (103), Magenta	cart				0				0										0	606.06	-
4 INK CART, EPSON C31T03490 (103), Yellow	cart				0				0										0	606.06	-
5 INK CART, EPSON C31T143190 (143), Black	cart				0				0										0	616.98	-
6 INK CART, EPSON C31T143290 (143), Cyan	cart				0				0										0	489.22	-
7 INK CART, EPSON C31T143390 (143), Magenta	cart				0				0										0	489.22	-
8 INK CART, EPSON C31T143490 (143), Yellow	cart				0				0										0	489.22	-
9 INK CART, EPSON C31T166190 (166XL), Black	cart				0				0										0	185.64	-
10 INK CART, EPSON C31T166290 (166XL), Cyan	cart				0				0										0	349.44	-
11 INK CART, EPSON C31T166390 (166XL), Magenta	cart				0				0										0	349.44	-

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	Q4	
MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color	unit				0													0	0	2,839.20	-
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	1,089.82	-

COMMON OFFICE SUPPLIES

1 CARTOLINA, white, 20 pieces per pack	pack				0															0	54.60	-
2 CLIP, bulldog, 73mm (3")	piece				0															0	8.74	-
3 COLUMNAR PAD, 18 cols, 50 gsm min.	pad				0															0	68.80	-
4 ENVELOPE, P4V, 500 pieces per box	box				0															0	120.45	-
5 ILLUSTRATION BOARD, (30"x40")	piece				0															0	36.80	-
6 INDEX CARD BOX, 3"x5"	piece				0															0	38.22	-
7 INDEX CARD BOX, 5"x8"	piece				0															0	57.88	-
8 INDEX CARD, 3"x5", 500 pieces per pack	pack				2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	6	53.83	1,292.00
9 INDEX CARD, 5"x8", 500 pieces per pack	pack				0															0	146.31	-
10 MANILA PAPER, 10 sheets per pack	pack				1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	3	27.30	327.60
11 MAP PIN, round head, 100 pieces per case	case				1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	3	42.37	508.41
12 OIL, for general purpose lubricant, 120 ml	bottle				1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	3	38.75	77.49
13 PAPER, Thermal, 210mm x 30m	roll				0															0	31.45	-
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case				2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	6	26.21	628.99
15 RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool				2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	6	16.93	406.22
16 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle				0															0	158.34	-
17 RING BINDER, Plastic 30mm, 10 pieces per bundle	bundle				0															0	305.58	-
18 STAPLE WIRE, Heavy duty, 23/17	box				0															0	43.55	-
19 TAPE DISPENSER, handheld	piece				0															0	30.56	-
20 TAPE, for adding machine	roll				0															0	8.52	-
21 TIME CARD, for Amano Bundy Clock, 100 pieces bundle	bundle				0															0	72.94	-

COMMON JANITORIAL SUPPLIES

1 FLOOR WAX, Liquid type, natural	can				0															0	389.03	-
2 FLOOR WAX, Paste type, natural	can				0															0	234.78	-
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece				4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	12	23.48	1,226.94

CONSUMABLES

1 INK CART, EPSON C31T03190 (103), Black	cart				0															0	909.64	-
2 INK CART, EPSON C31T03290 (103), Cyan	cart				0															0	606.06	-
3 INK CART, EPSON C31T03390 (103), Magenta	cart				0															0	606.06	-
4 INK CART, EPSON C31T03490 (103), Yellow	cart				0															0	606.06	-
5 INK CART, EPSON C31T43190 (143), Black	cart				0															0	616.98	-
6 INK CART, EPSON C31T43290 (143), Cyan	cart				0															0	489.22	-
7 INK CART, EPSON C31T43390 (143), Magenta	cart				0															0	489.22	-
8 INK CART, EPSON C31T43490 (143), Yellow	cart				0															0	489.22	-
9 INK CART, EPSON C31T66190 (166XL), Black	cart				0															0	185.64	-
10 INK CART, EPSON C31T66290 (166XL), Cyan	cart				0															0	349.44	-
11 INK CART, EPSON C31T66390 (166XL), Magenta	cart				0															0	349.44	-

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		
Photographic or filming or video equipment																						
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	0	0			
6					0			0				0					0	0	0			
7					0			0				0					0	0	0			
8					0			0				0					0	0	0			
9					0			0				0					0	0	0			
10					0			0				0					0	0	0			
Cleaning Equipment and Supplies																						
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	0	0			
6					0			0				0					0	0	0			
7					0			0				0					0	0	0			
8					0			0				0					0	0	0			
9					0			0				0					0	0	0			
10					0			0				0					0	0	0			
Paper Materials and Products																						
1	PAPER BOND PREMIUM GRADE, LEGAL	REAM	12	12	12	36	12	12	12	12	36	12	12	12	12	36	12	12	12	144	111.75	16,092.00
2	PAPER MIMEOGRAPH GROUNDWOOD, LEGAL	REAM	12	12	12	36	12	12	12	12	36	12	12	12	12	36	12	12	12	144	94.77	13,646.88
3	PAPER MIMEOGRAPH, WHITEWOOL, LEGAL	REAM	12	12	12	36	12	12	12	12	36	12	12	12	12	36	12	12	12	144	115.66	16,655.04
4	PAPER, FOR PLAIN PAPER COPIER, LEGAL	REAM	2	2	2	6	2	2	2	2	6	2	2	2	2	6	2	2	2	24	115.81	2,779.44
5	PAPER MULTICOPY, LEGAL FOR LASE PRINTING	REAM	2	2	2	6	2	2	2	2	6	2	2	2	2	6	2	2	2	24	134.34	3,224.16
6					0			0				0					0	0	0			
7					0			0				0					0	0	0			
8					0			0				0					0	0	0			
9					0			0				0					0	0	0			
10					0			0				0					0	0	0			
Lighting and fixtures and accessories																						
1	STARTER 4-40W	PIECE	2	2	2	6	2	2	2	2	6	2	2	2	2	6	2	2	2	24	5.33	127.92
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			
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			

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9.2.05	TOTAL AMOUNT						
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity	
Computer Supplies																					
1 INK CART, EPSON C13T047490BLACK	CART	1																	4	656.66	2,626.64
2 RIBBON CART, EPSON C13S015506 (7753) PRINTER LQ 300	CART	4	4	4	12	4	4	4	12	4	4	4	4	4	4	4	4	12	48	124.72	5,986.56
3 LASER TONER CART FOR USE ON HP LASERJET PRINTER	CART	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	12	2,000.00	24,000.00
4 T2021 TOSHIBA TONER FOR E2025	CART	1			1	1			1				1					2	2	4,500.00	9,000.00
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		-
Computer Equipment and Accessories																					
1 PRINTHEAD HP11, CVAN6611A, 8ML HPP OFFICEJET 910	UNIT	1			1	1			1				1					2	2	1,657.63	3,315.26
2 EPSON L210	UNIT	1			1	1			1				1					1	1	8,500.00	8,500.00
3 COMPUTER DESK TOPT	UNIT	1			1	1			1				1					1	1	17,000.00	17,000.00
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		-
*Other Categories																					
1 TOILET DEODORANT CAKE	BOX	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	48	23.99	1,151.52
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		-
C. TOTAL (A + B):																					
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					
E. GRAND TOTAL (C + D)																					
F. APPROVED BUDGET BY THE AGENCY HEAD																					
In Figures and Words:																					
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores																					
G.2 Other Items not available at PS but regularly purchased from other sources																					
TOTAL MONTHLY CASH REQUIREMENTS																					
278,267.55																					
27,826.76																					
306,094.31																					

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
<p>*Other categories that are not indicated herein</p> <p>**Prices are FOB Manila/Applicable for items under A</p>																		

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:


NORHAYA D. GOLING
 Supply Officer
 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available


SITTIE MASAWAD TALON
 Accountant /
 Local Budget Officer

Approved by:


HERMYNTEJE CLARAND D. DAPITE
 Head of Office/Agency

Date Prepared: