

ANNUAL PROCUREMENT PLAN FOR 2016
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 (Orquieta) and Southern Leyte (Maasin) - Region XIII
 - b. Misamis Oriental, Bacolod, Cebu, Bontoc and Northern Samar (Cataman) - 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 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
6. 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.goccc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps-app.depded@gmail.com- For primary and secondary schools
7. Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
8. Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016-PS- Central Office).
9. 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 XIII
Address: 2F Veterans Bank Bldg., J.C. Aquino Ave. Butuan City

Contact Person: FLORENCE B. LABRADOR
Position: Administrative Officer I
E-mail: robertayng@yahoo.com, nirchutuan@yahoo.com
Telephone/Mobile Nos: (085) 342-50-06/815-10-10

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
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	4	40	18.17	726.74
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	2	20	15.66	313.12
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0				0					0	81.03	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0					0	121.26	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0				0				0					0	43.99	-
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0					0	107.93	-
7 TAPE, electrical	roll				0				0				0					0	19.29	-
COMMON OFFICE SUPPLIES																				
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0					0	661.44	-
2 AIR FRESHENER, 280ml/can	can	1			1	1			1	1			1	1				4	85.99	343.95
3 ALCOHOL, 70% ethyl, 500ml bottle	bottle	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	2	20	45.73	914.57
4 CARBON FLUM, A4 size, 100 sheets per box	box				0				0				0					0	237.02	-

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5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	3	3	3	9	3	3	9	3	3	3	8	2	2	2	6	32	269.16	8,612.97	
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0			0				0				0	0	74.73	-	
7 CHALK, white, dustless, 100 pieces per box	box				0			0				0				0	0	27.41	-	
8 CLEARBOOK, A4 size	piece				0			0				0				0	0	39.69	-	
9 CLEARBOOK, Legal size	piece				0			0				0				0	0	44.10	-	
10 CLIP, backfold, 19mm, 12 pieces per box	box				0			0				0				0	0	7.72	-	
11 CLIP, backfold, 25mm, 12 pieces per box	box				0			0				0				0	0	17.64	-	
12 CLIP, backfold, 32mm, 12 pieces per box	box				0			0				0				0	0	21.92	-	
13 CLIP, backfold, 50mm, 12 pieces per box	box				0			0				0				0	0	46.30	-	
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	1			1	1		1	1			1	1			1	4	43.54	174.18	
15 DATA FILE BOX, made with chipboard, with closed ends	box				0			0				0				0	0	73.91	-	
16 DATA FOLDER, made with chipboard, tag/la lock	piece				0			0				0				0	0	81.57	-	
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0			0				0				0	0	427.73	-	
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0			0				0				0	0	537.84	-	
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0			0				0				0	0	659.01	-	
20 ENVELOPE, EXPANDING, plastic	piece				0			0				0				0	0	37.13	-	
21 ENVELOPE, MAILING, 500 pieces per box	box	1	1	1	3	1	1	3	1	1	1	3	1	1	1	3	12	147.72	1,172.66	
22 ENVELOPE, MAILING, with window, 500 pieces per box	box				0			0				0				0	0	207.08	-	
23 ERASER, felt, for blackboard/whiteboard	piece				0			0				0				0	0	10.67	-	
24 ERASER, plastic or rubber	piece				0			0				0				0	0	2.29	-	
25 FASTENER, for paper, metal, 50 sets per box	box	4	4	4	12	4	4	12	4	4	4	12	4	4	4	12	48	60.52	3,904.74	
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0			0				0				0	0	87.84	-	
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0			0				0				0	0	13.23	-	
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0			0				0				0	0	17.64	-	
29 FOLDER, Fancy, A4, 50/ bundle	bundle				0			0				0				0	0	248.04	-	
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0			0				0				0	0	308.67	-	
31 FOLDER, L-type, A4, 50 pieces per pack	pack				0			0				0				0	0	176.38	-	
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0			0				0				0	0	192.92	-	
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0			0				0				0	0	992.04	-	
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				0			0				0				0	0	263.47	-	
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0			0				0				0	0	317.98	-	
36 GLUE, all purpose, 300 grams min.	jar				0			0				0				0	0	51.81	-	
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0			0				0				0	0	53.89	-	
38 LOOSELEAF COVER, 50sets per bundle	bundle				0			0				0				0	0	572.15	-	
39 MAGAZINE FILE BOX, LARGE	piece				0			0				0				0	0	46.47	-	
40 MARKER, fluorescent, 3 colors per set	set				0			0				0				0	0	37.68	-	
41 MARKER, whiteboard, bullet type, black	piece	1	1	1	3	1	1	3	1	1	1	3	1	1	1	3	12	12.51	150.10	
42 MARKER, whiteboard, bullet type, blue	piece				0			0				0				0	0	12.51	-	
43 MARKER, whiteboard, bullet type, red	piece				0			0				0				0	0	12.51	-	
44 MARKER, permanent, bullet type, black	piece	7	7	7	21	7	7	21	7	7	7	21	6	6	6	18	80	10.23	818.32	
45 MARKER, permanent, bullet type, blue	piece				0			0				0				0	0	10.23	-	
46 MARKER, permanent, bullet type, red	piece				0			0				0				0	0	10.23	-	
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0			0				0				0	0	10.92	-	
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	1	1	1	3	1	1	3	1	1	1	3	1	1	1	3	8	33.07	264.58	
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0			0				0				0	0	40.68	-	
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0			0				0				0	0	57.30	-	
51 PAD PAPER, Ruled	pad	5	5	5	15	5	5	15	5	5	5	15	5	5	5	15	60	18.52	1,111.09	
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0			0				0				0	0	14.33	-	
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	4	4	4	12	4	4	12	4	4	4	12	4	4	4	12	40	7.17	286.62	
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0			0				0				0	0	124.90	-	

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55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0					0	0	139.94	-
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0				0					0	0	108.53	-
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0					0	0	121.76	-
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream				0				0				0					0	0	97.56	-
59 PAPER, Thermal, 216mm x 30m	roll				0				0				0					0	0	37.81	-
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	1	1	1	3	1	1	2	0				0					0	5	20.80	103.99
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0					0	0	317.49	-
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0				0				0					0	0	63.94	-
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	2	2	2	6	2	2	2	0				6	2	2	2	2	6	24	92.06	2,209.46
64 RING BINDER, Plastic 32mm, 10 Pieces per bundle	bundle				0				0				0					0	0	272.28	-
65 RUBBER BAND, 70mm min lay flat length (#18)	box	1	1	1	3	1	1	1	0				3	1	1	1	3	0	12	112.20	1,346.41
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0				0					0	0	16.54	-
67 SIGN PEN, black	piece				0				0				0					0	0	46.65	-
68 SIGN PEN, blue	piece				0				0				0					0	0	46.65	-
69 SIGN PEN, red	piece				0				0				0					0	0	46.65	-
70 STAMP PAD INK, violet, 50ml	bottle	1	1	1	3	1	1	1	0				2					0	8	24.25	194.02
71 STAMP PAD, felt pad, min 60mm x 100mm	piece				0				0				0					0	0	32.94	-
72 STAPLE WIRE, Heavy duty, 23/13	box				0				0				0					0	0	32.25	-
73 STAPLE WIRE, Standard	box	2	2	2	6	2	2	2	0				6	2	2	2	2	2	20	20.06	401.10
74 TAPE, masking, 24mm, 50 meters length	roll				0				0				0					0	0	58.43	-
75 TAPE, masking, 48mm, 50 meters length	roll				0				0				0					0	0	11.34	-
76 TAPE, transparent, 24mm, 50 meters	roll	2	2	2	6	2	2	2	0				6	2	2	2	6	0	24	18.41	441.89
77 TAPE, transparent, 48mm, 50 meters	roll				0				0				0					0	0	35.28	-
78 TAPE, packaging, 48mm, 50 meters length	roll				0				0				0					0	0	35.28	-
79 TOILET TISSUE, 12 rolls per pack	pack	3	3	3	9	3	3	3	0				9	3	3	3	9	0	36	80.10	2,883.75
80 TWINE, plastic, one kilo per roll	roll				0				0				0					0	0	57.32	-
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0					0	0	119.48	-
COMMON OFFICE DEVICES																					
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0				0					0	0	8.32	-
2 CUTTER KNIFE, heavy duty	piece				0				0				0					0	0	20.60	-
3 DATING AND STAMPING MACHINE	piece				0				0				0					0	0	507.08	-
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0					0	0	198.43	-
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0				0				0					0	0	130.84	-
6 SCISSORS, (6")	pair				0				0				0					0	0	16.46	-
7 STAPLER, standard	piece				0				0				0					0	0	97.76	-
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0				0				0					0	0	1,123.35	-
9 STAPLE REMOVER, plier type	piece				0				0				0					0	0	18.69	-
10 TAPE DISPENSER, table top	piece				0				0				0					0	0	50.58	-
11 WASTE BASKET, non-rigid plastic	piece				0				0				0					0	0	32.52	-
COMMON JANITORIAL SUPPLIES																					
1 BROOM, soft (tambo)	piece	2			2	2			0				2					2	8	110.24	881.92
2 BROOM, stick (tingting)	piece				0				0				0					0	0	25.36	-

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	2			2	2		2	2			2	2				2	8	44.10	352.77
4 CLEANER, scouring powder, 350grams/can	can				0			0				0					0	0	19.29	-
5 DETERGENT POWDER, all purpose, kilo/pouch	pouch				0			0				0					0	0	44.10	-
6 DISINFECTANT SPRAY, 400-550 grams	can				0			0				0					0	0	121.26	-
7 DUST PAN, non-rigid plastic	piece				0			0				0					0	0	38.46	-
8 FLOOR WAX, Paste, red	can				0			0				0					0	0	242.53	-
9 FURNITURE CLEANER, aerosol, 300ml/can	can				0			0				0					0	0	89.85	-
10 INSECTICIDE, aerosol type, 600ml/can	can				0			0				0					0	0	124.57	-
11 MOPBUCKET	piece				0			0				0					0	0	1,984.32	-
12 MOPHANDLE screw type, aluminum handle	piece				0			0				0					0	0	137.80	-
13 MOPHEAD, made of rayon	piece				0			0				0					0	0	104.73	-
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0			0				0					0	0	46.30	-
15 SCOURING PAD, 5 pieces per pack	pack				0			0				0					0	0	126.78	-
16 TRASHBAG, plastic, transparent, tops/roll	roll				0			0				0					0	0	148.27	-
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	11,022.90	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0			0				0					0	0	163.16	-
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0			0				0					0	0	438.76	-
4 CHAIR, monobloc, without armrest, beige	piece				0			0				0					0	0	297.65	-
5 CHAIR, monobloc, without armrest, white	piece				0			0				0					0	0	297.65	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0			0				0					0	0	6,603.38	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16k(1600x) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0			0				0					0	0	26,678.08	-
8 ELECTRIC FAN, industrial	unit				0			0				0					0	0	1,212.64	-
9 ELECTRIC FAN, orbit type	unit				0			0				0					0	0	1,322.88	-
10 ELECTRIC FAN, stand type	unit				0			0				0					0	0	1,099.09	-
11 ELECTRIC FAN, wall type	unit				0			0				0					0	0	989.96	-
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 208mm, document feeder holds 10 pages, with automatic paper cutter, fedral, and fax/fel switchove	unit				0			0				0					0	0	3,712.88	-
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	1,373.59	-
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 18C, 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	4,175.89	-
15 MULTIMEDIA PROJECTOR, 4000 ansi lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0			0				0					0	0	43,583.70	-
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationary blade guard, A4-A6 format indications	unit				0			0				0					0	0	8,433.36	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of Z05m paper	unit				0			0				0					0	0	5,820.67	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0			0				0					0	0	19,522.20	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0			0				0					0	0	6,181.41	-

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129 TONER CART, HP CE403A, Magenta	cart				0															0						10,234.68	-	
130 TONER CART, HP CE410A, (HP305), Black	cart				0																0						3,858.40	-
131 TONER CART, HP CE41A, (HP305), Cyan	cart				0																0						5,715.94	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0																0						5,715.94	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0																0						5,715.94	-
134 TONER CART, HP CE505A, Black	cart				0																0						3,880.45	-
135 TONER CART, HP CE505X, Black, high cap	cart				0																0						7,124.81	-
136 TONER CART, HP Q2612A, Black	cart				0																0						3,149.56	-
137 TONER CART, HP Q2613A, Black	cart				0																0						3,527.68	-
138 TONER CART, HP Q5942A, Black	cart				0																0						7,716.80	-
139 TONER CART, HP Q5949A, Black	cart				0																0						3,742.65	-
140 TONER CART, HP Q5950A, Black	cart				0																0						8,102.64	-
141 TONER CART, HP Q5951A, Cyan	cart				0																0						11,495.83	-
142 TONER CART, HP Q5952A, Yellow	cart				0																0						11,495.83	-
143 TONER CART, HP Q5953A, Magenta	cart				0																0						11,495.83	-
144 TONER CART, HP Q6000A, Black	cart				0																0						3,516.66	-
145 TONER CART, HP Q6001A, Cyan	cart				0																0						3,830.84	-
146 TONER CART, HP Q6002A, Yellow	cart				0																0						3,830.84	-
147 TONER CART, HP Q6003A, Magenta	cart				0																0						3,830.84	-
148 TONER CART, HP Q6470A, Black	cart				0																0						5,858.15	-
149 TONER CART, HP Q6471A, Cyan	cart				0																0						5,825.08	-
150 TONER CART, HP Q6472A, Yellow	cart				0																0						6,195.49	-
151 TONER CART, HP Q6473A, Magenta	cart				0																0						6,195.49	-
152 TONER CART, HP Q7553A, Black	cart				0																0						9,406.78	-
153 TONER CART, LEXMARK E560HP, Black	cart				0																0						3,989.59	-
154 TONER CART, LEXMARK T650AHP, Black	cart				0																0						9,208.22	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0																0						5,126.16	-
156 TONER CART, SAMSUNG ML-T-D1015, Black	cart				0																0						2,756.00	-
157 TONER CART, SAMSUNG ML-T-D103L, Black	cart				0																0						3,086.72	-
158 TONER CART, SAMSUNG ML-T-D103S, Black	cart				0																0						3,086.72	-
159 TONER CART, SAMSUNG ML-T-D104S, Black	cart				0																0						2,700.88	-
160 TONER CART, SAMSUNG ML-T-D105L, Black	cart				0																0						3,031.60	-
161 TONER CART, SAMSUNG ML-T-D108S, Black	cart				0																0						2,756.00	-
162 TONER CART, SAMSUNG ML-T-D195S(ML-2010D3), Black	cart				0																0						3,307.20	-
163 TONER CART, SAMSUNG ML-T-D203E, Black	cart				0																0						7,716.80	-
164 TONER CART, SAMSUNG ML-T-D203L, Black	cart				0																0						5,842.72	-
165 TONER CART, SAMSUNG ML-T-D203U, Black	cart				0																0						10,031.84	-
166 TONER CART, SAMSUNG ML-T-D205E, Black	cart				0																0						8,488.48	-
167 TONER CART, SAMSUNG ML-T-D205L, Black	cart				0																0						5,071.04	-
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0																0						4,464.72	-
169 RIBBON CART, EPSON C135015516 (#8750), Black, for LX-300	cart	2	2	2	6	2	1	1	1	1	1	3	1	1	1	3	16										81.36	1,301.68
170 RIBBON CART, EPSON C135015531 (5015086), Black	cart				0																0						768.37	-
171 RIBBON CART, EPSON C135015584 (5015327), Black	cart				0																0						354.97	-
172 RIBBON CART, EPSON C135015632, Black, for LX-310	cart				0																0						80.48	-
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																												
COMMON ELECTRICAL SUPPLIES																												
1 BAL LAST, 36 watts	piece				0																0						79.27	-
2 FLUORESCENT LAMP, tubular, 14 watts	tube				0																0						93.70	-
3 FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set				0																0						385.84	-
COMMON OFFICE EQUIPMENT																												

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	
1 CALCULATOR, MINI-PRINTING., 1 unit per box	unit				0				0									0	0	986.65	-
2 CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit				0				0										0	2,083.54	-
3 ELECTRONIC TIME RECORDER OR BUNDLY CLOCK, electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts	unit				0				0										0	3,514.45	-
4 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	2,866.24	-
5 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	1,100.20	-
COMMON OFFICE SUPPLIES																					
1 CARTOLINA, white, 20 pieces per pack	pack				0				0										0	55.12	-
2 CLIP, bulldog, 73mm (3")	piece				0				0										0	8.82	-
3 COLUMNAR PAD, 88 cols, 50 gsm min.	pad				0				0										0	69.45	-
4 ENVELOPE, P4V, 500 pieces per box	box				0				0										0	121.59	-
5 ILLUSTRATION BOARD, (30"x40")	piece				0				0										0	37.15	-
6 INDEX CARD BOX, 3"x5"	piece				0				0										0	38.58	-
7 INDEX CARD BOX, 5"x8"	piece				0				0										0	58.43	-
8 INDEX CARD, 3"x5", 500 pieces per pack	pack				0				0										0	54.35	-
9 INDEX CARD, 5"x8", 500 pieces per pack	pack				0				0										0	147.70	-
10 MANILA PAPER, 10sheets per pack	pack				0				0										0	27.56	-
11 MAP PIN, round head, 100 pieces per case	case				0				0										0	42.77	-
12 OIL, for general purpose lubricant, 120 ml	bottle				0				0										0	39.11	-
13 PAPER, Thermal, 210mm x 30m	roll				0				0										0	31.75	-
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case				0				0										0	26.46	-
15 RIBBON, for manual typewriter, in box., with each spool individually wrapped in plastic	spool	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	17.09	205.05	-
16 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle				0				0										0	159.85	-
17 RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle				0				0										0	308.49	-
18 STAPLE WIRE, Heavy duty, 23/17	box				0				0										0	43.97	-
19 TAPE DISPENSER, handheld	piece				0				0										0	30.85	-
20 TAPE, for adding machine	roll				0				0										0	8.60	-
21 TIME CARD, for Amano Bundy Clock, 100 pieces bundle	bundle				0				0										0	73.64	-
COMMON JANITORIAL SUPPLIES																					
1 FLOOR WAX, Liquid type, natural	can				0				0										0	392.73	-
2 FLOOR WAX, Paste type, natural	can				0				0										0	237.02	-
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece				0				0										0	23.70	-
CONSUMABLES																					
1 INK CART, EPSON C31T03190 (103), Black	cart				0				0										0	918.30	-
2 INK CART, EPSON C31T03290 (103), Cyan	cart				0				0										0	611.83	-
3 INK CART, EPSON C31T03390 (103), Magenta	cart				0				0										0	611.83	-
4 INK CART, EPSON C31T03490 (103), Yellow	cart				0				0										0	611.83	-
5 INK CART, EPSON C31T143190 (143), Black	cart				0				0										0	622.86	-
6 INK CART, EPSON C31T143290 (143), Cyan	cart				0				0										0	493.88	-
7 INK CART, EPSON C31T143390 (143), Magenta	cart				0				0										0	493.88	-
8 INK CART, EPSON C31T143490 (143), Yellow	cart				0				0										0	493.88	-

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
15 PAV ENVELOPE	PCS	10	10	10	30	10	10	10	0									100	0.40	40.00
16 MOROCCO BOARD A4	PCS	2	2	2	6	2	2	2	0									20	14.00	280.00
Audio and visual presentation and composing equipment																				
1					0				0									0		-
2					0				0									0		-
3					0				0									0		-
4					0				0									0		-
5					0				0									0		-
6					0				0									0		-
7					0				0									0		-
8					0				0									0		-
9					0				0									0		-
10					0				0									0		-
Photographic or filming or video equipment																				
1					0				0									0		-
2					0				0									0		-
3					0				0									0		-
4					0				0									0		-
5					0				0									0		-
6					0				0									0		-
7					0				0									0		-
8					0				0									0		-
9					0				0									0		-
10					0				0									0		-
Cleaning Equipment and Supplies																				
1 MURIATIC ACID	GAL	1			1				1									1	150.00	150.00
2 ZONROX	GAL	2			2				2									2	150.00	300.00
3 DETERGENT SOAP	BAR	2			6				2									24	25.00	600.00
4					0				0									0		-
5					0				0									0		-
6					0				0									0		-
7					0				0									0		-
8					0				0									0		-
9					0				0									0		-
10					0				0									0		-
Paper Materials and Products																				
1 BOOK PAPER SHORT S-20	REAM	10	10	10	30	10	10	10	0									120	180.00	21,600.00
2 BOOK PAPER LONG 5-20	PCS	15	15	15	45	15	15	15	0									180	195.00	35,100.00
3 ONION SKIN LONG	REAM	4	4	4	12	4	4	4	0									40	130.00	5,200.00
4 PVC COVER SHORT	REAM	1			1	1	1	1	0									4	700.00	2,800.00
5 FORM 48	PACK	1	1	1	3	1	1	1	0									8	20.00	160.00
6					0				0									0		-
7					0				0									0		-
8					0				0									0		-
9					0				0									0		-
10					0				0									0		-
Lighting and fixtures and accessories																				
1					0				0									0		-
2					0				0									0		-
3					0				0									0		-
4					0				0									0		-
5					0				0									0		-
6					0				0									0		-
7					0				0									0		-
8					0				0									0		-
9					0				0									0		-
10					0				0									0		-

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
Electrical equipment and components and supplies																			
1 TONER 160	BTL	1	1	1	3	1	1	3	1	1	1	3	1	1	1	3	12	2,900.00	34,800.00
2 DRUM KIT	PCS	1			1	1		1	1			1	1			1	4	3,414.00	13,556.00
3					0			0				0				0	0		-
4					0			0				0				0	0		-
5					0			0				0				0	0		-
6					0			0				0				0	0		-
7					0			0				0				0	0		-
8					0			0				0				0	0		-
9					0			0				0				0	0		-
10					0			0				0				0	0		-
Computer Supplies																			
5 COMPUTER RIBBON EPSON REFILL	PCS	5	5	5	15	5	5	15	5	5	5	15	5	5	5	15	60	60.00	3,600.00
2 DISKETTE	BOX	1	1	1	3	1	1	3	1	1	1	2	1	1	1	3	8	150.00	1,200.00
3 CDR	PCS	1	1	1	3	1	1	3	1	1	1	3	1	1	1	3	8	20.00	160.00
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 Equipment and Accessories																			
1					0			0				0				0	0		-
2					0			0				0				0	0		-
3					0			0				0				0	0		-
4					0			0				0				0	0		-
5					0			0				0				0	0		-
6					0			0				0				0	0		-
7					0			0				0				0	0		-
8					0			0				0				0	0		-
9					0			0				0				0	0		-
10					0			0				0				0	0		-
*Other Categories																			
1					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		-
C. TOTAL (A + B):																			
189,989.68																			
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			
18,998.97																			
E. GRAND TOTAL (C + D)																			
208,988.64																			
F. APPROVED BUDGET BY THE AGENCY HEAD																			
In Figures and Words:																			

