

ANNUAL PROCUREMENT PLAN FOR 2018 For Common-Use Supplies and Equipment

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

1. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs
 The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Office:	NATIONAL LABOR RELATIONS COMMISSION	Agency Account Code:	N037	Contact Person:	AMALIA A CELINO
Region:	MAIN & NCR			Position:	OIC/LAA
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Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON-ELECTRICAL SUPPLIES																					
1	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	40	40	40	120	40	40	40	120	40	40	40	120	40	40	40	120	480	20.28	9,734.40
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	19.20	2,304.00
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-
4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	-
5	Light Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	75.39	-
6	TAPE, ELECTRICAL, 18mm x 16M min	roll	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	18.93	2,271.60
COMMON OFFICE SUPPLIES																					

1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	1			1	1			1				0				0	2	766.73	1,533.46
2	AIR FRESHENER, aerosol, 280ml/150g min	can	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	88.69	21,285.60
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	49.73	14,919.00
4	CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0				0	0	205.48	-
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0				0	0	210.91	-
6	CARTOLINA, assorted colors	pack	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	67.06	20,118.00
7	CHALK, molded, white, dustless, length: 78mm min	box				0				0				0				0	0	26.89	-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0				0				0				0	0	38.19	-
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	40.47	485.64
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	5	5	5	15	5	10	10	25	10	10	10	30	10	10	10	30	100	7.87	787.00
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	5	5	5	15	5	10	10	25	10	10	10	30	10	10	10	30	100	13.94	1,394.00
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	5	5	5	15	5	10	10	25	10	10	10	30	10	10	10	30	100	19.88	1,988.00
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	5	5	5	15	5	10	10	25	10	10	10	30	10	10	10	30	100	41.10	4,110.00
14	CORRECTION TAPE, film base type, UL 6m min	piece	66	66	66	198	66	66	66	198	66	66	66	198	66	66	72	204	798	18.26	14,571.48
15	DATA FILE BOX, made of chipboard, with closed ends	box	33	33	33	99	33	33	33	99	33	33	33	99	33	33	42	108	405	72.57	29,390.85
16	DATA FOLDER, made of chipboard, taglia lock	piece	72	72	72	216	72	72	72	216	72	72	72	216	72	72	72	216	864	71.39	61,680.96
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	424.47	5,093.64
18	ENVELOPE, DOCUMENTARY, for legal size document	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	538.80	6,465.60
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	667.84	8,014.08
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0				0				0				0	0	28.71	-
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	341.79	205,074.00
22	ENVELOPE, mailing, white, with window	box				0				0				0				0	0	427.33	-
23	ERASER, FELT, for blackboard/whiteboard	piece				0				0				0				0	0	11.55	-
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece				0				0				0				0	0	6.23	-

25	FASTENER, METAL, 70mm between prongs	box	100	100	100	300	100	100	100	300	50	50	50	150	50	50	50	150	900	59.37	53,433.00
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0				0				0				0	0	73.59	-
27	FILE TAB DIVIDER, bristol board, for A4	set				0				0				0				0	0	12.98	-
28	FILE TAB DIVIDER, bristol board, for legal	set				0				0				0				0	0	17.31	-
29	FOLDER, FANCY, for A4 size documents	bundle				0				0				0				0	0	258.50	-
30	FOLDER, FANCY, for legal size documents	bundle				0				0				0				0	0	302.85	-
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0				0				0				0	0	177.92	-
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0				0				0				0	0	222.27	-
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box				0				0				0				0	0	776.59	-
34	FOLDER, TAGBOARD, for A4 size documents	pack	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	226.05	8,137.80
35	FOLDER, TAGBOARD, for legal size documents	pack	50	50	50	150	50	50	50	150	40	40	40	120	40	40	40	120	540	208.38	112,525.20
36	GLUE, all purpose, gross weight: 200 grams min	jar				0				0				0				0	0	49.73	-
37	INDEX TAB, self-adhesive, transparent	box	18	18	18	54	18	18	2	38	18	18	18	54	18	18	22	58	204	53.74	10,962.96
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0				0				0	0	676.00	-
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0				0				0				0	0	43.26	-
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	36.97	4,436.40
41	MARKER, whiteboard, black, felt tip, bullet type	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	10	20	65	10.69	694.85
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	10	20	65	10.69	694.85
43	MARKER, whiteboard, red, felt tip, bullet type	piece				0				0				0				0	0	10.69	-
44	MARKER, PERMANENT, bullet type, black	piece	100	100	100	300	100	100	100	300	100	100	50	250	50	50	50	150	1000	10.04	10,040.00
45	MARKER, PERMANENT, bullet type, blue	piece	100	100	100	300	100	100	100	300	100	100	50	250	50	50	50	150	1000	10.04	10,040.00
46	MARKER, PERMANENT, bullet type, red	piece	20	20	20	60	20	20	20	60	20	20	20	60	20	20	23	63	243	10.04	2,439.72
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	8	8	8	24	8	8	8	24	8	8	8	24	8	8	11	27	99	12.52	1,239.48
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				0				0				0				0	0	32.45	-

49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	44.32	7,977.60
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	12	12	12	36	12	12	12	36	12	12	12	36	12	12	13	37	145	59.49	8,626.05
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	50	50	50	150	50	50	50	150	50	30	30	110	30	30	30	90	500	18.99	9,495.00
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	50	50	50	150	50	50	50	150	50	30	30	110	30	30	30	90	500	6.91	3,455.00
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	50	50	50	150	50	50	50	150	50	30	30	110	30	30	30	90	500	14.04	7,020.00
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	500	500	500	1500	500	500	500	1500	500	500	500	1500	500	500	500	1500	6000	137.66	825,960.00
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	200	200	200	600	200	200	200	600	200	200	200	600	200	200	200	600	2400	160.94	386,256.00
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				0				0				0				0	0	119.09	-
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream				0				0				0				0	0	123.08	-
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0				0				0				0	0	95.18	-
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	28	82	34.29	2,811.78
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	20.40	2,937.60
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0				0				0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	50	50	50	150	50	30	30	90	30	30	30	90	30	30	30	90	420	62.73	26,346.60
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	97.34	58,404.00
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0				0				0				0	0	267.14	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	97.04	58,224.00
66	RULER, plastic, 450mm (18"), w/dth: 38mm min	piece				0				0				0				0	0	16.10	-
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	35.99	43,188.00
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	35	35	35	105	35	35	35	105	35	35	35	105	35	35	35	105	420	35.99	15,115.80
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	15	15	15	45	15	15	15	45	15	15	15	45	15	15	21	51	186	35.99	6,694.14
70	STAMP PAD INK, purple or violet	bottle	17	17	17	51	17	17	17	51	17	17	17	51	17	17	20	54	207	25.62	5,303.34
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	11	11	11	33	11	11	11	33	11	11	11	33	11	11	22	44	143	28.77	4,114.11
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0				0				0				0	0	21.51	-

73	STAPLE WIRE, STANDARD, (26/6)	box	47	47	47	141	47	47	47	141	47	47	47	141	47	47	49	143	566	19.68	11,138.88
74	TAPE, MASKING, width: 24mm (±1mm)	roll	14	14	14	42	14	14	14	42	14	14	14	42	14	14	20	48	174	57.32	9,973.68
75	TAPE, MASKING, width: 48mm (±1mm)	roll	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	109.24	2,621.76
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	16	16	16	48	16	16	16	48	16	16	16	48	16	16	17	49	193	29.08	5,612.44
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	11.36	6,816.00
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	27.58	16,548.00
79	TOILET TISSUE PAPER 2-ply sheets, 150 pulls	pack				0				0				0				0	0	70.30	-
80	TWINE, plastic, one (1) kilo per roll	roll	10	10	10	30	10	10	10	30	5	7	7	19	7	7	7	21	100	51.92	5,192.00
81	WRAPPING PAPER, kraft, 65gsm (±5%)	pack	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	133.99	8,039.40
82	Airline Travel	ticket				0				0				0				0	0	0.00	-

COMMON OFFICE DEVICES

1	CUTTER BLADE, for heavy duty cutter	tube	1			1	1			1				0				0	2	10.22	20.44
2	CUTTER KNIFE, for general purpose	piece	1			1	1			1				0				0	2	20.55	41.10
3	DATING AND STAMPING MACHINE, heavy duty	piece				0				0				0				0	0	497.52	-
4	PENCIL SHARPENER, manual, single cutter head	piece	3	3	3	9	3	3	3	9	3	3	3	9	3	3	6	12	39	194.69	7,592.91
5	PUNCHER, paper, heavy duty, with two hole guide	piece	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	123.42	14,810.40
6	SCISSORS, symmetrical, blade length: 65mm min	pair	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	14.28	1,713.60
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	85.45	10,254.00
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0				0				0	0	913.95	-
9	STAPLE REMOVER, PLIER-TYPE	piece	15	15	15	45	15	15	15	45	15	15	15	45	15	15	18	48	183	18.91	3,460.53
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	51.57	4,950.72
11	WASTEBASKET, non-rigid plastic	piece	7	7	7	21	7	7	7	21	7	7	7	21	7	7	7	21	84	25.96	2,180.64

COMMON JANITORIAL SUPPLIES

1	BROOM, soft (tambo)	piece				0				0				0				0	0	91.94	-
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2	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0				0				0				0	0	24.88	-
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0				0				0				0	0	43.26	-
4	CLEANSER, SCOURING POWDER, 350g min./can	can				0				0				0				0	0	24.88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch				0				0				0				0	0	38.93	-
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can				0				0				0				0	0	125.20	-
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0				0				0				0	0	28.12	-
8	FLOOR WAX, PASTE, RED	can				0				0				0				0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	90.85	21,804.00
10	INSECTICIDE, aerosol type, net content: 600ml min	can	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	142.77	34,264.80
11	MOP BUCKET, heavy duty, hard plastic	piece				0				0				0				0	0	1,987.44	-
12	MOPHANDLE, heavy duty, aluminum, screw type	piece				0				0				0				0	0	148.18	-
13	MOPHEAD, made of rayon, weight: 400 grams min	piece				0				0				0				0	0	110.32	-
14	RACS, all cotton, 32 pieces per kilogram min	bundle	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	51.68	6,201.60
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0				0				0				0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll				0				0				0				0	0	145.48	-
17	DETERGENT BAR, 140 grams as packed	bar				0				0				0				0	0	7.57	-
COMMON OFFICE EQUIPMENT																					
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0				0				0				0	0	10,816.00	-
2	CALCULATOR, compact, 12 digits	unit	3	3	3	9	3	3	3	9	3	3	3	9	3	3	14	20	47	140.61	6,608.67
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0				0				0				0	0	6,828.14	-
6	DOCUMENT CAMERA, 3.2M pixels	unit				0				0				0				0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0				0				0				0	0	1,091.33	-

8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0				0				0				0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit				0				0				0				0	0	1,046.65	-
10	ELECTRIC FAN, WALL type, plastic blade	unit				0				0				0				0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	3,642.83	43,713.96
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0				0				0				0	0	1,123.78	-
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0				0	0	5,191.68	-
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0				0				0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: 84	unit				0				0				0				0	0	8,411.60	-
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	1	1	1	3	1	1	1	3				0				0	6	5,927.17	35,563.02
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0				0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0				0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit				0				0				0				0	0	744.14	-
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-
22	Desktop Computer, branded	unit				0				0				0				0	0	35,887.49	-
23	Laptop Computer, branded	unit				0				0				0				0	0	36,587.28	-
COMMON COMPUTER SUPPLIES																					
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0				0				0	0	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0				0				0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0				0				0	0	796.06	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0				0				0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0				0				0				0	0	620.67	-
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0				0				0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	88	88	88	264	88	88	88	264	88	88	88	264	88	88	96	272	1064	22.66	24,110.24

8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece				0				0				0				0	0	3,152.86	-
9	FLASH DRIVE, 16 GB capacity	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	21	45	153	261.75	40,047.75
10	MOUSE, optical, USB connection type	unit	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	140.39	8,423.40
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK (RA 9184), 7th Edition	piece	2	2	2	6	2	2	2	6	2	2	2	6	6	6	6	18	36	48.15	1,732.68
CONSUMABLES																					
1	DRUM CART, BROTHER DR-3455	cart				0				0				0				0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart				0				0				0				0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0				0				0				0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart				0				0				0				0	0	264.99	-
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0				0	0	264.99	-
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0	0	264.99	-
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0	0	264.99	-
10	INK CART, HP C2P04AA (HP62) Black	cart				0				0				0				0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0				0				0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0				0				0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0				0				0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0				0				0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0				0				0	0	0.00	-

19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0				0				0			0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0			0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0			0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0			0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0			0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0			0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0			0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0			0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0			0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0			0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0			0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0			0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0				0				0			0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0				0			0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0				0			0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0				0			0	0	0.00	-
35	INK CART, HP CNo45AA, (HP950XL), Black	cart				0				0				0			0	0	1,616.99	-
36	INK CART, HP CNo46AA, (HP951XL), Cyan	cart				0				0				0			0	0	1,222.21	-
37	INK CART, HP CNo47AA, (HP951XL), Magenta	cart				0				0				0			0	0	1,227.62	-
38	INK CART, HP CNo48AA, (HP951XL), Yellow	cart				0				0				0			0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart	1	1	1	3	1	1	1	3	1	1	1	3	1		1	10	373.15	3,731.50
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	1	1	1	3	1	1	1	3	1	1	1	3	1		1	10	373.15	3,731.50
41	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0			0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0			0	0	379.64	-

43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	380.72	
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	259.58	
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	259.58	
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	259.58	
47	INK CART, HP F6V26AA (HP680) Tri-color	cart	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	0.00	
48	INK CART, HP F6V27AA (HP680) Black	cart	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	0.00	
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0				0				0	0	0.00	
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0				0				0	0	0.00	
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0				0				0	0	0.00	
52	INK CART, HP LoS60AA (HP955) Black Original	cart				0				0				0				0	0	0.00	
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0				0	0	0.00	
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0				0	0	0.00	
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0				0	0	0.00	
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0				0				0	0	0.00	
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0				0	0	0.00	
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0				0	0	0.00	
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0				0	0	0.00	
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0				0	0	0.00	
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0				0	0	0.00	
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0				0	0	0.00	
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0				0				0	0	0.00	
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0				0	0	0.00	
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	79.82	9,578.40
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	753.88	

67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				0				0							0	0	78.96	-	
68	TONER CART, BROTHER TN-2025, Black	cart				0				0							0	0	2,658.57	-	
69	TONER CART, BROTHER TN-2130, Black	cart				0				0							0	0	1,892.80	-	
70	TONER CART, BROTHER TN-2150, Black	cart				0				0							0	0	2,720.22	-	
71	TONER CART, BROTHER TN-3320, Black	cart				0				0							0	0	3,059.63	-	
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0							0	0	4,460.08	-	
73	TONER CART, HP CB435A, Black	cart	2	2	2	6	2	2	2	6	1	1	1	3	1	1	1	3	18	2,914.91	52,468.38
74	TONER CART, HP CB540A, Black	cart				0				0							0	0	3,444.90	-	
75	TONER CART, HP CE255A, Black	cart				0				0							0	0	7,024.99	-	
76	TONER CART, HP CE278A, Black	cart				0				0							0	0	3,259.39	-	
77	TONER CART, HP CE285A (HP85A), Black	cart				0				0							0	0	3,009.01	-	
78	TONER CART, HP CE310A, Black	cart				0				0							0	0	2,482.27	-	
79	TONER CART, HP CE311A, Cyan	cart				0				0							0	0	2,590.43	-	
80	TONER CART, HP CE312A, Yellow	cart				0				0							0	0	2,590.43	-	
81	TONER CART, HP CE313A, Magenta	cart				0				0							0	0	2,590.43	-	
82	TONER CART, HP CE320A, Black	cart				0				0							0	0	2,968.99	-	
83	TONER CART, HP CE321A, Cyan	cart				0				0							0	0	3,131.23	-	
84	TONER CART, HP CE322A, Yellow	cart				0				0							0	0	3,131.23	-	
85	TONER CART, HP CE323A, Magenta	cart				0				0							0	0	3,131.23	-	
86	TONER CART, HP CE390A, Black	cart				0				0							0	0	7,998.43	-	
87	TONER CART, HP CE400A, Black	cart				0				0							0	0	7,024.99	-	
88	TONER CART, HP CE401A, Cyan	cart				0				0							0	0	10,377.95	-	
89	TONER CART, HP CE402A, Yellow	cart				0				0							0	0	10,377.95	-	
90	TONER CART, HP CE403A, Magenta	cart				0				0							0	0	10,377.95	-	

91	TONER CART, HP CE410A, (HP305), Black	cart				0				0					0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0					0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0					0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0					0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				0				0					0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				0				0					0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0					0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0					0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0					0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0					0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0				0					0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0					0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0					0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0					0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0					0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0					0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0					0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0					0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0					0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0					0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0					0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0					0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0					0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0					0	0	0.00	-

115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0					0	0	0.00		
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0					0	0	0.00		
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0					0	0	0.00		
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0					0	0	0.00		
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0					0	0	0.00		
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0					0	0	0.00		
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0					0	0	0.00		
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0					0	0	0.00		
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0					0	0	0.00		
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0					0	0	0.00		
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0					0	0	0.00		
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0					0	0	0.00		
127	TONER CART, HP CF410A (HP410A) black	cart				0				0					0	0	0.00		
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0					0	0	0.00		
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0					0	0	0.00		
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0					0	0	0.00		
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0					0	0	0.00		
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0					0	0	0.00		
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0					0	0	0.00		
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0					0	0	0.00		
135	TONER CART, HP Q2612A, Black	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3,228.58	38,742.96
136	TONER CART, HP Q5942A, Black	cart				0				0					0	0	7,782.11		
137	TONER CART, HP Q7553A, Black	cart	1			1	1			1	1				1	4	4,050.59	16,202.36	
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0					0	0	9,229.29		

139	TONER CART, LEXMARK T650AinP, Black	cart				0				0				0				0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0				0				0				0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				0				0				0	0	13,935.33	-

B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON ELECTRICAL SUPPLIES

1	BULB LED 5W	PCS	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	250.00	30,000.00
2	FLOURESCENT TUBE, 15/13 WATTS LED	PCS	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	300.00	180,000.00
3	Extension Wire (4 Outlets)	PCS	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	200.00	7,200.00
4						0				0				0				0	0		
5						0				0				0				0	0		

COMMON OFFICE EQUIPMENT

1						0				0				0				0	0		
2						0				0				0				0	0		

3						0				0				0				0	0		
4						0				0				0				0	0		
5						0				0				0				0	0		
COMMON OFFICE SUPPLIES																					
1	BALLPEN	PCS	500	500	200	1200	200	200	200	600	200	200	200	600	200	200	200	600	3000	5.00	15,000.00
2	CARTOLINA WHITE	PCS	7	7	7	21	7	7	7	21	7	7	7	21	7	7	11	25	88	2.60	228.80
3	CORRECTION FLUID TOUCH AND GO	PCS	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	35.00	12,600.00
4	CORRUGATED BOX	PCS	14	14	14	42	14	14	14	42	14	14	14	42	14	14	14	42	168	75.00	12,600.00
5	FOLDER, EXPANDING (GREEN)	PCS	182	182	182	546	182	182	182	546	182	182	182	546	182	182	192	556	2194	18.00	39,492.00
6	FOLDER, EXPANDING (MAROON)	PCS	89	89	89	267	89	89	89	267	89	89	89	267	89	89	89	267	1068	20.00	21,360.00
7	INDEX CARD BOX 3X5	PCS	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	36.40	4,368.00
8	INDEX CARD RULED, 3X5	PCS	1000	1000	1000	3000	1000	1000	1000	3000	1000	1000	1000	3000	1000	1000	1000	3000	12000	0.11	1,320.00
9	INDEX CARD RULED, 4X6	PCS	1000	1000	1000	3000	1000	1000	1000	3000	1000	1000	1000	3000	1000	1000	1000	3000	12000	0.30	3,600.00
10	INDEX CARD RULED, 5X8	PCS	2000	2000	2000	6000	2000	2000	2000	6000	2000	2000	2000	6000	2000	2000	2000	6000	24000	0.50	12,000.00
11	INK, FOR NUMBERING MACHINE	BTL	12	12	12	36	12	12	12	36	12	12	11	35	11	11	21	43	150	135.00	20,250.00
12	PASTE W/ APPLICATOR	JAR	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	30.00	18,000.00
13	RIBBON FOR BROTHER FAX MACHINE	PCS	2	2	2	6	2	2	2	6	2	2	2	6	2	2	10	14	32	588.50	18,832.00
14	RUBBER DATER	PCS	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	10	100	400.00	40,000.00
15	Dry Seal	PCS	1	1		2				0				0				0	2	4,000.00	8,000.00
16	White Board 20x24 (12X18)	PCS	1	1	1	3	1	1	1	3				0				0	6	1,000.00	6,000.00
17	Cork Board (Medium Size)	PCS	1	1	1	3				0				0				0	3	800.00	2,400.00
18	Desk Tray	PCS	3	3	3	9	3	3	3	9	3	3	3	9	3	3	5	11	38	175.00	6,650.00
19	Frame	PCS	16	16	16	48	16	16	16	48	16	16	16	48	16	16	24	56	200	100.00	20,000.00
20	ID Plastic Laminating Film	BOX	1	1	1	3	1	1	1	3				0				0	6	450.00	2,700.00

COMMON JANITORIAL SUPPLIES																					
1	Plastic Bag, size 30" x 50" PE 035	PCS	11	11	11	33	11	11	11	33	11	11	11	33	11	11	11	33	132	18.00	2,376.00
2	Plastic sacks	PCS	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	15.00	9,000.00
3					0				0				0				0	0			-
4					0				0				0				0	0			-
5					0				0				0				0	0			-
CONSUMABLES																					
1	PHOTO PAPER20/PACK	PACK	2	2	2	6	2	2	2	6	2	2	2	6	2			2	20	150.00	3,000.00
2	SPECIAL PAPER FOR APPOINTMENT (8 1/2 X 13,ELIT P. CREAM SERUM),220GSM	PACK	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	45.00	10,800.00
3	SPECIAL PAPER FOR LOYALTY & CERTIFICATE (8 1/2 X 11, 120 gsm, H. White, Pre Colonial	PACK	45	45	45	135	45	45	45	135	40	40	40	120	40	40	40	120	510	40.00	20,400.00
4	MEMO PAD	PCS	88	88	88	264	88	88	88	264	88	88	88	264	88	88	88	264	1056	50.00	52,800.00
5	PAPER, BOND COLORED MULTICOPY	REAM	7	7	7	21	7	7	7	21	7	7	7	21	7	7	15	29	92	265.00	24,380.00
6	PAPER, BOND W/LETTERHEAD LONG	REAM	4	4	4	12	4	4	4	12	4	4	4	12	4	5	5	14	50	400.00	20,000.00
7	PAPER, BOND W/LETTERHEAD SHORT	REAM	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	400.00	24,000.00
8	ENVELOPE W/ LETTERHEAD	BOX	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	500.00	30,000.00
9	PAPER BOND SHORT	REAM	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	130.00	78,000.00
10	Specialty Board 8 1/2 x 11, 120 Color White (Vellum),220gsm	PACK	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	280.00	3,360.00
11	SPECIALTY PAPER (Bevania Splendorgel, Long, 220gsm	PACK	25	25	20	70	20	20	20	60	20	20	20	60	20	20	20	60	250	28.00	7,000.00
12	SPECIALTY PAPER (Bevania Splendorgel, Short, 220gsm	PACK	25	25	20	70	20	20	20	60	20	20	20	60	20	20	20	60	250	28.00	7,000.00
13	STICKER PAPER	PACK	20	20	20	60	20	20	20	60	15	15	15	45	15	15	15	45	210	37.50	7,875.00
14	TIME CARD	PCS	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	1.25	1,500.00
15	Plastic Bag, size 30" x 50" PE 035	PCS	100	100	100	300	100	100	100	300	100	200	200	500	300	300	300	900	2000	18.00	36,000.00
16	Plastic sacks	PCS	100	100	100	300	100	100	100	300	100	200	200	500	300	300	300	900	2000	15.00	30,000.00
17	EPSON L800 70/31 BLK,CYAN,MAGENTA &YELLOW LIGHT CYAN & LIGHT MAGENTA	PCS	12	12	12	36	12	12	12	36	12	12	12	39	12	12	12	39	150	600.00	90,000.00

18	NUMBERING MACHINE	PCS	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	1,500.00	90,000.00
19						0				0				0				0	0		
20						0				0				0				0	0		
21						0				0				0				0	0		
22						0				0				0				0	0		
23						0				0				0				0	0		
24						0				0				0				0	0		
25						0				0				0				0	0		
26						0				0				0				0	0		
27						0				0				0				0	0		
28						0				0				0				0	0		
29						0				0				0				0	0		
30						0				0				0				0	0		
Office Equipment and Accessories																					
1						0				0				0				0	0		
2						0				0				0				0	0		
3						0				0				0				0	0		
4						0				0				0				0	0		
5						0				0				0				0	0		
6						0				0				0				0	0		
7						0				0				0				0	0		
8						0				0				0				0	0		
9						0				0				0				0	0		
10						0				0				0				0	0		

Office Supplies

1					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					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		

Photographic or filming or video equipment

1					0				0				0				0	0		
---	--	--	--	--	---	--	--	--	---	--	--	--	---	--	--	--	---	---	--	--

2					0				0				0				0	0		
3					0				0				0				0	0		
4					0				0				0				0	0		
5					0				0				0				0	0		
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		

Cleaning Equipment and 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		

Paper Materials and Products

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		
Lighting and fixtures and accessories																				
11					0				0				0				0	0		
12					0				0				0				0	0		
13					0				0				0				0	0		
14					0				0				0				0	0		
15					0				0				0				0	0		
16					0				0				0				0	0		
17					0				0				0				0	0		
18					0				0				0				0	0		
19					0				0				0				0	0		
20					0				0				0				0	0		
Electrical equipment and components and 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		

Computer Supplies

1	TONER CARTRIDGE,HP PART NO. CE505,BLK, (FOR HP LASERJET P2055/2035) COMPATIBLE TONER CARTRIDGE, NOT REFILLABLE,NOR A OPTIMUM TONER CART OPT 85AF FREE USE OF	PCS	85	85	85	255	85	85	85	255	85	85	85	255	85	85	85	255	1020	1,500.00	1,530,000.00
2	HP LASERJET PRINTER SERVICE UNIT FOR EVERY 7 TONERS AND FREE PRINTER SPARE OPTIMUM TONER CART OPT 80AF FREE USE OF	PCS	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	1,500.00	180,000.00
3	HP LASERJET PRINTER SERVICE UNIT FOR EVERY 7 TONERS AND FREE PRINTER SPARE	PCS	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	1,500.00	90,000.00
4	EPSON STYLUS C90 INK COLOR BLACK 73N,CYAN,MAGENTA & YELLOW	PCS	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	600.00	7,200.00
5	HP DeskJet Ink Advantage 2010	PCS	1	1	1	3	1	1	1	3	1	1	1	3	1			1	10	450.00	4,500.00
6	HP DeskJet Ink Advantage 1115	PCS	1	1	1	3	1	1	1	3	1	1	1	3	1			1	10	450.00	4,500.00
7	Epson L210 T66641 Black,Cyan,Magenta & Yellow	PCS	1	1	1	3	1	1	1	3	1	1		2				0	26	350.00	9,100.00
8	Ribbon, Epson Printer RN 8755 LQ 300	PCS	10	10	8	28	8	8	8	24	8	8	8	24	8	8	8	24	100	120.00	12,000.00
9	Toner, HP Laser Jet P1006 435A	PCS	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	2,719.60	65,270.40
10	Canon Pixma G 1000 Ink Black,Cyan,Magenta & Yellow for Comm.	PCS	5			5	5			5	5			5	5			5	20	550.00	11,000.00

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	Toner Kyocera for Copier TK 679	PCS	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	8,064.00	96,768.00	
2	Toner TK-1147 FS-1135 MFP	PCS	1	1	1	3	1	1		2				0				0	5	6,160.00	30,800.00	
3	BLACK INK AKINTO	PCS	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	707.00	84,840.00	
4	MASTER ROLL AKINTO	BOX	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	3,125.00	75,000.00	
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				
C. TOTAL (A + B):																				P	5,786,756.51	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				P	578,675.65	
E. GRAND TOTAL (C + D)																				P	6,365,432.16	
F. APPROVED BUDGET BY THE AGENCY HEAD																						
G. MONTHLY CASH REQUIREMENTS																						
G.1 Available at Procurement Service Stores			663,037.47		659,241.73		614,862.16		618,344.95												P	2,555,686.31
G.2 Other Items not available at PS but regularly purchased from other sources			785,764.20		765,164.20		743,246.70		762,595.10												P	3,056,770.20
TOTAL MONTHLY CASH REQUIREMENTS			1,448,801.67		1,424,405.93		1,358,108.86		1,381,140.05												P	5,612,456.51

*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:


MARY ANN JASTIA
Property/Supply Officer

Certified Funds Available / Certified
Appropriate Funds Available


HAROLD M. CARBO
Accountant IV
Accountant / Local Budget Officer

Approved by:


GERARDO PINO GRALES
Head of Office/Agency

Date: 11/21/2017