

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 on your area.
2. For Sub - Depots please refer to the following:
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
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. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: **NATIONAL LABOR RELATIONS COMMISSION**
 Region: **II**
 Address: **2nd Floor Casbang Building, 17 Provincial Road, Caritan Sur**
Tuguegarao City, Cagayan

Contact Person: **ALBINA C. SUBAL**
 Position: **Administrative Officer I**
 E-mail: **nlrc_rab2@yahoo.com**
 Telephone/Mobile Nos: **(078)844-5073/09156672025**

2016 JAN 18 PM 1:57

Item & Specifications	Unit of Measure	Quantity Requirement												Total Amount				
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		Total	** PS Price Catalogue as of (09.12.2011)		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																		
COMMON ELECTRICAL SUPPLIES																		
1. BALLAST, 18 watts	piece															0	69.29	-
2. BALLAST, 36 watts	piece															0	74.72	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet			10												32	37.49	1,199.68
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet															0	15.00	-
5. BATTERY, size D, alkaline, 2 pcs./packet	packet															0	70.16	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set															0	288.96	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set															0	380.01	-
8. FLUORESCENT LAMP, tubular, 18 watts	piece															0	33.10	-
9. FLUORESCENT LAMP, tubular, 36 watts	piece															0	34.87	-
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece															0	106.90	-
11. FUSE, 30 amperes	piece															0	10.66	-
12. FUSE, 60 amperes	piece															0	26.24	-

75. RIBBON, Epson RN 8750	cart	10						10										10						40	90.00	3,600.00	
76. RIBBON, Epson RN 7754	cart																							0	131.33	-	
77. RIBBON, Epson RN SO 15083/SO 15086	cart																							0	746.63	-	
78. RIBBON, Epson RN SO 15327	cart																							0	338.29	-	
COMMON OFFICE SUPPLIES																											
1. ACETATE, gauge #3, 50m in length	roll																							0	621.30	-	
2. AIR FRESHENER, 320ml/can	can	2						2																9	167.00	1,503.00	
3. ALCOHOL, 70%, ethyl	bottle																							0	38.83	-	
4. AUDIO CASSETTE TAPE, 90min. recording time	piece																							18	16.60	298.80	
5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time	pack																							0	94.25	-	
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box																							0	359.92	-	
7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	5						5																20	505.00	10,100.00	
8. CARTOLINA, assorted color, 20s/pack	pack																							0	74.98	-	
9. CARTOLINA, white, 20s/pack	pack																							0	58.92	-	
10. CHALK, white, dustless, 100 pcs/box	box																							0	35.85	-	
11. CLIP, bulldog (3")	piece																							0	8.67	-	
12. CLIP, backfold, 25mm, 12s/box	box																							0	16.07	-	
13. CLIP, backfold, 50mm, 12s/box	box																							0	44.99	-	
14. CLIP, backfold, 19mm, 12s/box	box																							0	7.77	-	
15. CLIP, backfold, 32mm, 12s/box	box																							0	17.94	-	
16. COLUMNAR PAD, 4 cols, 50 gsm min.	pad																							0	22.50	-	
17. COLUMNAR PAD, 14 cols, 50 gsm min.	pad																							0	47.13	-	
18. COLUMNAR PAD, 16 cols, 50 gsm min.	pad																							0	47.13	-	
19. COLUMNAR PAD, 18 cols, 50 gsm min.	pad																							0	69.63	-	
20. COLUMNAR NOTEBOOK, 12 cols	piece																							0	20.23	-	
21. CORRECTION FLUID, water based, min 15mL.	bottle																							0	10.10	-	
22. DATA FILE BOX, (5"x9"x15-3/4")	box																							0	66.40	-	
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece																							0	69.08	-	
24. ENVELOPE, documentary (10"x15"), 500s/box	box																							0	577.38	-	
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box																							0	696.14	-	
26. ENVELOPE, mailing white, 500s/box	box	2						2																12	164.57	1,974.84	
27. ENVELOPE, mailing white with window, 500s	box																							0	213.81	-	
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box																							0	123.19	-	
29. ENVELOPE, expanding, plastic, legal size	piece																							0	41.00	-	
30. ENVELOPE, documentary, A4, 500s/box	box																							0	542.03	-	
31. ERASER, blackboard/whiteboard	piece																							1	11.78	11.78	
32. ERASER, rubber	piece	8																						8	10.00	80.00	
33. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece																							0	85.70	-	
34. FOLDER, pressboard, plain, legal, 100s/box	pack																							6	877.19	5,263.14	

35. FOLDER, tagboard, legal size, 100s/box	pack																			0	426.34	-
36. FOLDER, tagboard, A4 size, 100s/box	pack																			0	261.37	-
37. FOLDER, morocco/fancy, legal size, 50s/pack	pack																			0	310.65	-
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle																			0	321.36	-
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack																			0	254.95	-
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack																			0	235.66	-
41. GLUE, all purpose, 300 grams min.	jar																			0	38.55	-
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece																			0	33.96	-
43. INDEX CARD, 3" x 5", ruled both sides, 500s/pack	pack																			0	45.78	-
44. INDEX CARD, 5" x 8", ruled both sides, 500s/pack	pack																			0	143.40	-
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box																			0	42.75	-
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box																			0	58.38	-
47. INDEX TAB, self-adhesive, 5 sets/box	box																			0	69.63	-
48. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube																			0	11.78	-
49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	piece																			0	508.35	-
50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece																			0	45.95	-
51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece																			0	51.05	-
52. MAP PIN, round head, 100/box	box																			0	37.49	-
53. MARKER, fluorescent, 3 colors/set	set																			0	42.85	-
54. MARKING PEN, whiteboard, black	piece																			12	15.53	186.36
55. MARKING PEN, whiteboard, blue	piece																			0	15.53	-
56. MARKING PEN, whiteboard, red	piece																			0	15.53	-
57. MARKER, permanent, black	piece																			12	28.00	700.00
58. MARKER, permanent, blue	piece																			25	13.91	13.91
59. MARKER, permanent, red	piece																			1	13.91	13.91
60. MARKING PEN, for transparency	set																			12	13.91	166.92
61. NOTE BOOK, stenographer's, 40 leaves	piece																			0	86.77	-
62. NOTE PAD, (3"x3"), 100 sheets/pad	pad																			0	7.71	-
63. NOTE PAD, (3"x4"), 100 sheets/pad	pad																			0	37.49	-
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad																			0	53.56	-
65. NOTE PAD, (2"x2"), 400 sheets/pad	pad																			0	115.69	-
66. OIL, for general purpose, 120 mL	bottle																			0	32.14	-
67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream																			0	31.92	-
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream																			0	107.94	-
70. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)	ream																			0	57.74	-
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream																			0	149.97	-
Zogsm	ream																			0	148.68	-

1. BLADE, heavy duty cutter(1500), 10 pcs./pack	pack																			0	10.71	-
2. CUTTER, heavy duty	piece	1																		2	27.85	55.70
3. PUNCHER, heavy duty	piece			2																2	117.83	235.66
4. SCISSORS, (6")	pair																			0	19.28	-
5. SHARPENER, single cutterhead	piece																			0	151.77	0.00
6. STAMPING DATER, self-inking stamp	piece																			0	449.90	-
7. STAPLER, heavy duty, standard	piece			2																2	167.73	335.46
8. STAPLE REMOVER, twin jaws	piece			2																2	20.23	40.46
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece																			0	41.44	-
10. WASTE BASKET, plastic	piece																			0	21.62	-
COMMON JANITORIAL SUPPLIES																						
1. BATHROOM SOAP, 70gms.	piece																			0	15.00	-
2. BROOM, soft (tambo)	piece			1																2	123.19	246.38
3. BROOM, STICK (tinging)	piece			1																3	20.35	61.95
4. CLEANSER, powder, 350gms.	canister																			0	17.84	-
5. DETERGENT POWDER, all purpose, 500gms.	pouch																			0	17.67	-
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar																			0	24.64	-
7. DISINFECTANT SPRAY, 400 grams net content	can																			0	246.38	-
8. DUST PAN, non-rigid plastic, with detachable handle	piece																			0	26.78	-
9. FLOOR WAX, paste, natural, 2kgs.	can																			0	316.00	-
10. FLOOR WAX, paste, red, 2kgs.	can																			0	316.00	-
11. FLOOR WAX, liquid type, 3.75L	can	1																		7	341.45	2,390.15
12. FURNITURE CLEANER, 300ml/can min	can			1																1	115.69	115.69
13. INSECTICIDE, 600ml (420g)/can	can																			0	119.97	-
14. MOPHANDLE, screw type, wooden handle	piece																			0	85.70	-
15. MOPHEAD, 100% rayon, 400g	piece			1																2	73.91	147.82
16. RAG, COTTON, (7") in diameter	kilo																			0	44.99	-
17. SCOURING PAD, economy size	pack																			0	135.92	-
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle			2																12	64.27	771.24
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	piece			6																18	34.28	617.04
20. TRASHBAG, plastic, black, (XL)	roll																			0	106.90	-
21. Doormat	piece			3																9	23.00	207.00
LEGAL SIZE PAPER																						
1. PAPER, bond, Premium Grade	ream		10																	140	125.00	17,500.00
2. PAPER, mimeo, Groundwood	ream			25																0	94.27	-
3. PAPER, mimeo, Whitewove	ream																			0	123.62	-
4. PAPER, for PPC	ream																			0	178.53	-
5. PAPER, multicopy, legal, for laser printing	ream																			0	179.96	-
COMMON OFFICE EQUIPMENT																						
1. AIRPOT, 4.0 liters, w/ dispenser	unit																			0	1,178.32	-
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit																			0	8,192.54	-
3. FILING CABINET, four (4) drawers, steel, plain	unit																			0	9,681.51	-

22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190	unit																			0	29,532.98	-
23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180	unit																			0	36,934.98	-
24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual	unit																			0	7,337.72	-
25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable	unit																			0	4,263.38	-
software drivers and complete documentation, ML-2250																						
26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190	unit																			0	31,921.76	-
27. PUNCHING/BINDING 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	10,710.93	-
28. RADIO CASSETTE RECORDER, with AM/ FM Radio	unit																			0	1,703.21	-
29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit																			0	6,373.64	-
30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology, with sealed maintenance free batteries, 520VA-600VA	unit																			0	2,099.55	-
HANDBOOKS ON PROCUREMENT																						
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:																						
a. Procurement of Goods & Services, 110-115 pages	piece																			0	33.21	-
b. Procurement of Civil Works, 139-149 pages	piece																			0	38.78	-
c. Procurement of Consulting Services, 139-149 pages	piece																			0	23.03	-
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece																			0	91.05	-
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,																						
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece																			0	33.37	-
HANDBOOK ON GENERIC PROCUREMENT																						
MANUAL (GPM), A-4 size(210mm x 297mm),	set																			0	13.93	-
																				0	133.90	-

35. INK CARTRIDGE, HP CB335WA(HP74), black, 4.5 ml	cart																				0	647.17	-
36. INK CARTRIDGE, HP CB336WA (HP74XL), black, 18 ml	cart																				0	1,269.12	-
37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml	cart																				0	743.82	-
38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml	cart																				0	1,406.75	-
39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	cart																				0	606.20	-
40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml	cart																				0	1,212.39	-
41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml	cart																				0	728.07	-
42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml	cart																				0	1,416.21	-
43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet, 4 ml	cart																				0	607.56	-
44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml	cart																				0	930.83	-
45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml	cart																				0	1,013.83	-
46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet	cart																				0	342.29	-
47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet	cart																				0	331.99	-
48. INK CARTRIDGE, HP CD971AA (HP 920), black	cart																				0	770.09	-
49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan	cart																				0	577.83	-
50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta	cart																				0	577.83	-
51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow	cart																				0	577.83	-
52. INK CARTRIDGE, HP CD975AA (HP920XL), black	cart																				0	1,155.66	-
53. INK CARTRIDGE, HP CN692AA(HP 704), black	cart																				0	342.29	-
54. INK CARTRIDGE, HP CN693AA (HP704), tricolor	cart																				0	342.29	-
55. INK CARTRIDGE, Brother LC67HYBK, black	cart																				0	1,596.91	-
56. INK CARTRIDGE, Brother LC67HYC, cyan	cart																				0	966.55	-
57. INK CARTRIDGE, Brother LC67HYM, magenta	cart																				0	966.55	-
58. INK CARTRIDGE, Brother LC67HYV, yellow	cart																				0	966.55	-
59. INK CARTRIDGE, Brother LC 39BK, black	cart																				0	701.80	-
60. INK CARTRIDGE, Brother LC 39Y, yellow	cart																				0	467.52	-
61. INK CARTRIDGE, Brother LC 39C, cyan	cart																				0	467.52	-
62. INK CARTRIDGE, Brother LC 39M, magenta	cart																				0	467.52	-
63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A	cart																				0	1,013.83	-
66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A	cart																				0	1,258.62	-
67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A	cart																				0	2,137.97	-
68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A	cart																				0	1,712.48	-
69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A	cart																				0	2,069.68	-
70. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX3100	cart																				0	1,172.47	-
71. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/ C50/ CX3100	cart																				0	1,070.56	-
72. INK CARTRIDGE, Epson C13T029190, black, for printer Stylus C80/C82/ CX5100	cart																				0	1,264.92	-

73. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80	cart																			0	604.10	-
74. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80	cart																			0	604.10	-
75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80	cart																			0	604.10	-
76. INK CARTRIDGE, Epson C13T08190, black, for printer Stylus C415XUX	cart																			0	496.93	-
77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C415XUX (Double Pack)	cart																			0	876.20	-
78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C415XUX	cart																			0	778.49	-
79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100	cart																			0	550.51	-
80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100	cart																			0	550.51	-
81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100	cart																			0	550.51	-
82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83	cart																			0	632.46	-
83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83	cart																			0	389.77	-
84. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83	cart																			0	389.77	-
85. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83	cart																			0	389.77	-
86. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67	cart																			0	647.17	-
87. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67	cart																			0	496.93	-
88. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67	cart																			0	399.23	-
89. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67	cart																			0	399.23	-
90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67	cart																			0	399.23	-
91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900	cart																			0	297.32	-
92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900	cart																			0	297.32	-
93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900	cart																			0	297.32	-
94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900	cart																			0	297.32	-

95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW	cart																		0	875.15	-
96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW	cart																		0	583.08	-
97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW	cart																		0	583.08	-
98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW	cart																		0	583.08	-
99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap	cart																		0	583.08	-
100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack	cart																		0	971.81	-
101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart																		0	437.05	-
102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart																		0	437.05	-
103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart																		0	437.05	-
104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900E/CX8300/CX9300E, Pigment - 73N	cart																		0	437.05	-
105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart																		0	287.86	-
106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart																		0	287.86	-

107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/TX100/TX110/TX111/CX5500) Pigment - 91N	cart																			0	287.86	-
108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart																			0	287.86	-
109. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart																			0	968.65	-
110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart																			0	968.65	-
111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart																			0	968.65	-
112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart																			0	968.65	-
113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart																			0	968.65	-
114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart																			0	968.65	-
115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart																			0	676.59	-
116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart																			0	676.59	-
117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart																			0	676.59	-
118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart																			0	676.59	-
119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart																			0	676.59	-
120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart																			0	676.59	-
121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141	cart																			0	312.03	-
122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141	cart																			0	312.03	-
123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141	cart																			0	312.03	-
124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141	cart																			0	312.03	-
125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143	cart																			0	593.59	-
126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143	cart																			0	467.52	-
127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143	cart																			0	467.52	-

128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/900WD -143	cart																			0	467.52	-
129. TONER CARTRIDGE, HP C3906F, black	cart																			0	3,154.95	-
130. TONER CARTRIDGE, HP CB435A, black	cart																			0	2,566.62	-
131. TONER CARTRIDGE, HP CB436A, black	cart																			0	3,012.07	-
132. TONER CARTRIDGE, HP CB540A, black	cart																			0	2,973.20	-
133. TONER CARTRIDGE, HP CB541A, cyan	cart																			0	2,731.56	-
134. TONER CARTRIDGE, HP CB542A, yellow	cart																			0	2,731.56	-
135. TONER CARTRIDGE, HP CB543A, magenta	cart																			0	2,731.56	-
136. TONER CARTRIDGE, HP CC364A, black	cart																			0	6,513.72	-
137. TONER CARTRIDGE, HP CC360A, black	cart																			0	5,216.23	-
138. TONER CARTRIDGE, HP CC531A, cyan	cart																			0	4,892.64	-
139. TONER CARTRIDGE, HP CC532A, yellow	cart																			0	4,892.64	-
140. TONER CARTRIDGE, HP CC533A, magenta	cart																			0	4,892.64	-
141. TONER CARTRIDGE, HP CE250A, black	cart																			0	5,411.64	-
142. TONER CARTRIDGE, HP CE251A, cyan	cart																			0	10,659.39	-
143. TONER CARTRIDGE, HP CE252A, yellow	cart																			0	10,659.39	-
144. TONER CARTRIDGE, HP CE253A, magenta	cart																			0	10,659.39	-
145. TONER CARTRIDGE, HP CE255A, black	cart																			0	6,420.22	-
146. TONER CARTRIDGE, HP CE260A, black	cart																			0	6,342.47	-
147. TONER CARTRIDGE, HP CE261A, cyan	cart																			0	11,520.88	-
148. TONER CARTRIDGE, HP CE262A, yellow	cart																			0	11,520.88	-
149. TONER CARTRIDGE, HP CE263A, magenta	cart																			0	11,520.88	-
150. TONER CARTRIDGE, HP CE278A, black	cart																			0	3,101.37	-
151. TONER CARTRIDGE, HP CE285A, black	cart																			0	2,734.71	-
152. TONER CARTRIDGE, HP CE505A, black	cart																			0	3,698.11	-
153. TONER CARTRIDGE, HP CE505X, high cap, black	cart																			0	6,790.03	-
154. TONER CARTRIDGE, HP Q6000A, black	cart																			0	3,208.53	-
155. TONER CARTRIDGE, HP Q6001A, cyan	cart																			0	3,497.45	-
156. TONER CARTRIDGE, HP Q6002A, yellow	cart																			0	3,497.45	-
157. TONER CARTRIDGE, HP Q6003A, magenta	cart																			0	3,497.45	-
158. TONER CARTRIDGE, HP Q6470A, black	cart																			0	5,582.89	-
159. TONER CARTRIDGE, HP Q6471A, cyan	cart																			0	5,551.37	-
160. TONER CARTRIDGE, HP Q6472A, yellow	cart																			0	5,551.37	-
161. TONER CARTRIDGE, HP Q6473A, magenta	cart																			0	5,551.37	-
162. TONER CARTRIDGE, HP Q7581A, cyan	cart																			0	7,187.15	-
163. TONER CARTRIDGE, HP Q7582A, yellow	cart																			0	7,187.15	-
164. TONER CARTRIDGE, HP Q7583A, magenta	cart																			0	7,187.15	-
165. TONER CARTRIDGE, Brother TN-155BK, black	cart																			0	4,349.48	-
166. TONER CARTRIDGE, Brother TN-155M, magenta	cart																			0	5,830.83	-

194. RIBBON CARTRIDGE, Epson C13S015506(7753) Fabric, for printer LQ 300/300-II & 580	cart																		0	122.92	-
195. RIBBON CARTRIDGE, Epson C13S015508(S015016), black, for printer LQ 670/680/680Pro	cart																		0	355.10	-
196. RIBBON CARTRIDGE, Epson C13S015568, Color, for printer LX-300	cart																		0	1,260.72	-
197. RIBBON CARTRIDGE, Epson C13S015577(#8766), for printer DFX-5000+/ 8000/8500 Black Ribbon (S015055)	cart																		0	968.65	-
198. RIBBON CARTRIDGE, Epson C13S015587, black for printer DLQ-3000/3000+/3500	cart																		0	1,061.11	-
199. RIBBON CARTRIDGE, Epson C13S015589(S015337), for printer LQ-590	cart																		0	384.52	-
200. PRINTHEAD, HP 11, black, C4810A, 8 ml	cart																		0	1,406.75	-
201. PRINTHEAD, HP 11, cyan, 8 ml	cart																		0	1,406.75	-
202. PRINTHEAD, HP 11, magenta C4812A, 8 ml	cart																		0	1,406.75	-
203. PRINTHEAD, HP 11 yellow, 8 ml	cart																		0	1,406.75	-
204. Photoconductor Kit, Lexmark PN 12A8302	cart																		0	4,244.42	-
205. Photoconductor Kit, Lexmark PN E260X22G	cart																		0	2,363.85	-
206. Photoconductor Kit, Lexmark PN E250X22G	cart																		0	2,363.85	-
207. PHOTOCONDUCTOR UNIT, Epson C13S051099, for printer EPL 6200/6200L	cart																		0	3,493.25	-

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

Office Equipment and Accessories																					
1.																					
2.																					
3.																					
4.																					
5.																					
6.																					
7.																					
8.																					
9.																					
10.																					
Office Supplies																					
1.	Brown envelope (long)	piece	20			100													60	1.20	190.80
2.	Expanding Envelope (Long)	piece			50														50	6.31	631.00
3.	Green cloth bound folders (long)	piece	90		50														40	20.00	3,600.00
4.	Loose Leaf Folder (Long)	piece	20																20	12.40	496.00
5.	Manila Paper	piece			5														5	3.00	30.00
6.	Onion skin long	ream	5																15	95.00	6,175.00

***Grand total for items under A and B

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:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved:

ALBINA C. SIUBAL

Administrative Officer I
(Property/ Supply Officer)

NYMPHA S. AGUDA

Administrative Officer IV
Acting Accountant

MA. LOURDES R. BARICAUA

Labor Arbiter
Officer in Charge
(Head of Agency)

Date Prepared: January 05, 2016