


TCAB-VII

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

2016 JAN 18 PM 1:56  
  
 RECEIVED BY: Donnamain  
 REGIONAL ARBITRATION DIV.

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

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/Classified according to commonality of freight cost):
  - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Ororoqueta) and Southern Leyte (Maasin) - **Region XIII**
  - Misamis Oriental, Bacolod, Cabayog, Bontoc and Northern Samar (Cataman) - **Regions VI, VII, VIII, X, & XI**
  - Surigao Del Norte - **Surigao Del Norte**
  - Zamboanga Sibugay - **Zamboanga Sibugay**
  - Camiguin - **Camiguin**
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
- For Other items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
  - DBM Central Office- for entities in the Central Office
  - DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCS
- The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
  - ps.app.nga@gmail.com- For central and regional offices of all national government agencies
  - ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
  - ps.app.goccc@gmail.com- For all central and regional offices of government owned and controlled corporations
  - ps.app.deped@gmail.com- For primary and secondary schools
- Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
- Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -PS- Central Office).
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4071.

Department/Bureau/Office: NATIONAL LABOR RELATIONS COMMISSION  
 Region: REGIONAL ARBITRATION BRANCH  
 Address: 3rd Floor LBE Bldg., Osmeña Blvd.,  
Cebu City

Contact Person: Jeffrey J. Godinez  
 Position: Supply Officer I  
 E-mail: jgodinez.nlr@gmail.com  
 Telephone/Mobile Nos: 091772051506/353-5529

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
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																				
<b>COMMON ELECTRICAL SUPPLIES</b>																				
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	11	3	11	25	11	3	11	25	11	3	11	25	11	3	11	25	100	18.00	1,799.70
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	15.51	-
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	80.26	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	120.12	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube	6			6				6				6				6	12	43.58	522.90
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece	6			6				6				6				6	12	106.91	1,282.93
7 TAPE, electrical	roll	2			2				2				2				2	2	19.11	38.22
<b>COMMON OFFICE SUPPLIES</b>																				
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0				0	0	655.20	-

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	
2 AIR FRESHENER, 280ml/can	can				0				0				0					0	0	85.18	-
3 ALCOHOL, 70%, ethyl, 500ml	bottle				0				0				0					0	0	45.30	-
4 CARBON FILM, A4, size, 100 sheets per box	box				0				0				0					0	0	234.78	-
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0				0					0	0	266.62	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0					0	0	74.03	-
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0					0	0	27.15	-
8 CLEARBOOK, A4, size	piece				0				0				0					0	0	39.31	-
9 CLEARBOOK, Legal size	piece				0				0				0					0	0	43.68	-
10 CLIP, backfold, 19mm, 12 pieces per box	box				0				0				0					0	0	7.64	-
11 CLIP, backfold, 25mm, 12 pieces per box	box				0				0				0					0	0	17.47	-
12 CLIP, backfold, 32mm, 12 pieces per box	box				0				0				0					0	0	21.71	-
13 CLIP, backfold, 50mm, 12 pieces per box	box				0				0				0					0	0	45.86	-
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0				0				0					0	0	43.13	-
15 DATA FILE BOX, made with chipboard, with closed ends	box				0				0				0		2			2	73.22	146.43	-
16 DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0					0	0	80.80	-
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0				0				0					0	0	423.70	-
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0				0				0		1			1	532.77	532.77	-
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0				0				0					0	0	652.80	-
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0					0	0	36.78	-
21 ENVELOPE, MAILING, 500 pieces per box	box				0				0				0					0	0	146.33	-
22 ENVELOPE, MAILING, with window, 500 pieces per box	box				0				0				0					0	0	205.13	-
23 ERASER, felt, for blackboard/whiteboard	piece				0				0				0					0	0	10.57	-
24 ERASER, plastic or rubber	piece				0				0				0					0	0	2.27	-
25 FASTENER, for paper, metal, 50 sets per box	box	18	8	18	44	18	8	18	44	18	8	18	44	18	8	18	44	176	59.94	10,550.23	-
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0					0	0	87.01	-
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0					0	0	13.10	-
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0					0	0	17.47	-
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0					0	0	245.70	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0					0	0	305.76	-
31 FOLDER, L-type, A4, 50 pieces per pack	pack				0				0				0					0	0	174.72	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0					0	0	191.10	-
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0				0				0					0	0	982.68	-
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0				0					0	0	260.99	-
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0				0				0					0	0	314.98	-
36 GLUE, all purpose, 300 grams min.	jar				0				0				0					0	0	51.32	-
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0				0					0	0	53.38	-
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0					0	0	566.75	-
39 MAGAZINE FILE BOX, LARGE	piece				0				0				0					0	0	46.03	-
40 MARKER, fluorescent, 3 colors per set	set				0				0				0					0	0	37.33	-
41 MARKER, whiteboard, bullet type, black	piece				0				0				0					0	0	12.39	-
42 MARKER, whiteboard, bullet type, blue	piece				0				0				0					0	0	12.39	-
43 MARKER, whiteboard, bullet type, red	piece				0				0				0					0	0	12.39	-
44 MARKER, permanent, bullet type, black	piece	21	16	21	58	16	21	16	53	21	16	21	58	16	21	16	53	222	10.13	2,249.42	-
45 MARKER, permanent, bullet type, blue	piece				0				0				0					0	0	10.13	-
46 MARKER, permanent, bullet type, red	piece	12	8	12	32	8	12	8	28	12	8	12	32	8	12	8	28	120	10.13	1,215.90	-
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0				0				0					0	0	10.82	-
48 NOTE PAD, stick-on, (2'x3"), 100 sheets per pad	pad				0				0				0					0	0	32.76	-

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																					
49) NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0													0	0	40,30	-																				
50) NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0														0	56,76	-																				
51) PAD PAPER, Ruled	pad				0														0	18,34	-																				
52) PAPER CLIP, gem type, 48mm, 100 pieces per box	box	11			11														11	14,20	156,16																				
53) PAPER CLIP, gem type, 32mm, 100 pieces per box	box	10			10														10	7,10	70,98																				
54) PAPER, MULTICOPI, 80gsm, size: 210mm x 297mm	ream				0														0	123,72	-																				
55) PAPER, MULTICOPI, 80gsm, size: 216mm x 330mm	ream				0														0	138,62	-																				
56) PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				4										4	107,51	860,08																				
57) PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	5			5				5										5	120,61	2,412,27																				
58) PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0				0										0	96,64	-																				
59) PAPER, Thermal, 216mm x 30m	roll				0				0										0	37,45	-																				
60) PENCIL, lead, w/eraser, one(1) dozen per box	box	1			1				1										1	20,60	82,40																				
61) PHILIPPINE NATIONAL FLAG	piece				0				0										0	314,50	-																				
62) RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0				0										0	63,34	-																				
63) RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	3			3				3										3	91,19	3,282,93																				
64) RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0										0	269,71	-																				
65) RUBBER BAND, 70mm min lay flat length (#18)	box	8			8				7										7	11,14	2,445,14																				
66) RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0										0	16,38	65,52																				
67) SIGN PEN, black	piece	19			19				19										19	46,21	9,611,78																				
68) SIGN PEN, blue	piece	19			19				19										19	46,21	9,611,78																				
69) SIGN PEN, red	bottle	3			3				3										3	24,02	64,62																				
70) STAMP PAD INK, violet, 50ml	piece	5			5				5										5	32,63	62,68																				
71) STAMP PAD, felt pad, min 60mm x 100mm	box				0				0										0	31,94	-																				
72) STAPLE WIRE, Heavy duty, 23/13	box				0				0										0	19,87	-																				
73) STAPLE WIRE, Standard	box				0				0										0	57,88	3,877,69																				
74) TAPE, masking, 24mm, 50 meters length	roll	12			12				12										12	110,29	-																				
75) TAPE, masking, 48mm, 50 meters length	roll				0				0										0	18,24	1,896,80																				
76) TAPE, transparent, 24mm, 50 meters	roll	12			12				12										12	34,94	-																				
77) TAPE, transparent, 48mm, 50 meters	roll				0				0										0	34,94	-																				
78) TAPE, packaging, 48mm, 50 meters length	roll				0				0										0	79,35	-																				
79) TOILET TISSUE, 12 rolls per pack	pack				0				0										0	56,78	1,589,95																				
80) TWINE, plastic, one kilo per roll	roll	4			4				4										4	118,36	-																				
81) WRAPPING PAPER, Kraft, 50 sheets per pack	pack				0				0										0		-																				
<b>COMMON OFFICE DEVICES</b>																																									
1) CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0										0	8,24	-																				
2) CUTTER KNIFE, heavy duty	piece				0				0										0	20,40	-																				
3) DATING AND STAMPING MACHINE	piece				0				0										0	502,30	-																				
4) PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0										0	196,56	-																				
5) PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0				0										0	129,60	-																				
6) SCISSORS, (6")	pair				0				4										4	16,31	65,23																				
7) STAPLER, standard	piece				0				3										3	96,84	290,52																				
8) 35sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0				0										0	1,112,75	-																				
9) STAPLE REMOVER, plier type	piece				0				0										0	18,51	-																				
10) TAPE DISPENSER, table top	piece	2			2				2										2	50,11	100,21																				

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	
<b>COMMON JANITORIAL SUPPLIES</b>																					
1 BROOM, soft (rambo)	piece				0													0	0	109.20	-
2 BROOM, stick (hngtng)	piece				0														3	25.12	75.35
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	43.68	524.16	
4 DETERGENT, scouring powder, 350grams/can	can				0				0				0				0	0	19.11	-	
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	43.68	-	
6 DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	120.12	-	
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	38.09	-	
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	240.24	-	
9 FURNITURE CLEANER, aerosol, 300ml/can	can				0				0				0				0	0	89.00	-	
10 INSECTICIDE, aerosol type, 600ml/can	can	2			2				2				2				2	6	123.40	740.38	
11 MOPBUCKET	piece				0				0				0				0	0	1,965.60	-	
12 MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	136.50	-	
13 MOPHEAD, made of rayon	piece	6			6	4			4				4				4	18	103.74	1,867.32	
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle	3			3	3			3				3				3	9	45.86	412.78	
15 SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	125.58	-	
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll	3	3	3	9	3	3	3	3	3	3	3	3	3	3	3	9	36	146.87	5,287.46	
<b>COMMON OFFICE EQUIPMENT</b>																					
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	10,918.91	-	
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0	3			3				3				3	6	161.62	969.70	
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	434.62	-	
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	294.84	-	
5 CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	294.84	-	
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0	6,541.08	-	
DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600x) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0				0				0	0	26,426.40	-	
8 ELECTRIC FAN, Industrial	unit				0				0				0				0	0	1,201.20	-	
9 ELECTRIC FAN, orbit type	unit				0				0	2			2				2	2	1,310.40	2,620.80	
10 ELECTRIC FAN, stand type	unit				0				0				0				0	0	1,088.72	-	
11 ELECTRIC FAN, wall type	unit				0				0				0				0	0	980.62	-	
FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/rel switchove	unit				0				0				0				0	0	3,677.86	-	
FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10lbs), brand new	unit				0				0				0				0	0	1,360.63	-	
FIRE EXTINGUISHER, pure HCFE 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	4,136.50	-	

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 MULTIMEDIA PROJECTOR, 4000 ansI Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0									0	0	43,172.54	-
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	8,353.80	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0									0	0	5,765.76	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps	unit				0				0									0	0	19,338.03	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0									0	0	6,123.10	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0									0	0	10,500.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0									0	0	1,736.28	-
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0									0	0	1,294.02	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0									0	0	1,295.07	-
<b>COMMON COMPUTER SUPPLIES</b>																					
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0									0	0	632.00	-
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0									0	0	926.56	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0									0	0	717.66	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0									0	0	998.09	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0									0	0	599.46	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0									0	0	955.50	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0									0	0	22.44	-
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSX 10.4 or above, with USB 3.0 cable and product guide	piece				0				0									0	0	3,247.61	-
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0				0									0	0	245.70	-
10 MOUSE, optical, USB connection type	unit				0				0									0	0	144.14	-
<b>HANDBOOK ON PROCUREMENT</b>																					
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0									0	0	30.35	-
<b>CONSUMABLES</b>																					
1 INK CART, BROTHER LC99BK, Black	cart				0				0									0	0	698.23	-
2 INK CART, BROTHER LC9C, Cyan	cart				0				0									0	0	469.56	-
3 INK CART, BROTHER LC9M, Magenta	cart				0				0									0	0	469.56	-
4 INK CART, BROTHER LC9Y, Yellow	cart				0				0									0	0	469.56	-
5 INK CART, BROTHER LC67B, Black	cart				0				0									0	0	955.50	-
6 INK CART, BROTHER LC67C, Cyan	cart				0				0									0	0	573.30	-
7 INK CART, BROTHER LC67M, Magenta	cart				0				0									0	0	573.30	-

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			
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0			0	0	573.30	-
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0			0	0	1,681.68	-
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0			0	0	911.82	-
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0			0	0	911.82	-
12 INK CART, BROTHER LC67HY, Yellow	cart				0				0				0				0			0	0	911.82	-
13 INK CART, CANON PG-810, Black	cart				0				0				0				0			0	0	650.83	-
14 INK CART, CANON PG-740, Black	cart				0				0				0				0			0	0	737.10	-
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0			0	0	516.52	-
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0			0	0	488.12	-
17 INK CART, CANON CL-811, Colored	cart				0				0				0				0			0	0	860.50	-
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0			0	0	860.50	-
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0				0			0	0	562.38	-
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0				0			0	0	562.38	-
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0				0			0	0	562.38	-
22 INK CART, EPSON C13T038190 (T038), Black	cart				0				0				0				0			0	0	516.52	-
23 INK CART, EPSON C13T039090 (T039), Colored	cart				0				0				0				0			0	0	809.17	-
24 INK CART, EPSON C13T05190(73N)(91N),Black	cart				0				0				0				0			0	0	447.72	-
25 INK CART, EPSON C13T05290(73N)(91N),Cyan	cart				0				0				0				0			0	0	447.72	-
26 INK CART, EPSON C13T05390(73N)(91N),Magenta	cart				0				0				0				0			0	0	447.72	-
27 INK CART, EPSON C13T05490(73N)(91N),Yellow	cart				0				0				0				0			0	0	447.72	-
28 INK CART, EPSON C13T664100 (T6641), Black	cart				0				0				0				0			0	0	267.54	-
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0				0			0	0	267.54	-
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0			0	0	267.54	-
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0			0	0	267.54	-
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0			0	0	1,375.92	-
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0			0	0	1,692.60	-
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0			0	0	1,567.02	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0			0	0	1,599.78	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0			0	0	1,081.08	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0			0	0	1,081.08	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0			0	0	1,081.08	-
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0			0	0	935.84	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0			0	0	706.52	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0			0	0	706.52	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0			0	0	706.52	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0			0	0	1,588.86	-
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0			0	0	1,299.48	-
45 INK CART, HP C6635AA, (HP17), Tri-color	cart				0				0				0				0			0	0	1,414.14	-
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0			0	0	967.51	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0			0	0	1,539.72	-
48 INK CART, HP C8737AA, (HP27), Black	cart				0				0				0				0			0	0	840.84	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0			0	0	928.20	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0			0	0	1,158.61	-
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0			0	0	1,425.06	-
52 INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0			0	0	675.95	-
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0			0	0	789.52	-
54 INK CART, HP C9361WA, (HP33), Tri-color	cart				0				0				0				0			0	0	1,414.14	-
55 INK CART, HP C9362WA, (HP32), Black	cart				0				0				0				0			0	0	630.08	-
56 INK CART, HP C9363WA, (HP37), Tri-color	cart				0				0				0				0			0	0	1,564.84	-

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	
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0									0	0	851.76	-
58 INK CART, HP CB314A, (HP900), Black	cart				0				0									0	0	311.22	-
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0				0									0	0	378.92	-
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0									0	0	711.98	-
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0									0	0	1,534.26	-
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0									0	0	819.00	-
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0									0	0	1,556.10	-
64 INK CART, HP CC640WA, (HP60), Black	cart				0				0									0	0	666.12	-
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0									0	0	1,468.74	-
66 INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0									0	0	785.15	-
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0									0	0	1,708.98	-
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0									0	0	666.12	-
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0									0	0	1,026.48	-
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0									0	0	1,054.87	-
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0									0	0	363.64	-
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0									0	0	363.64	-
73 INK CART, HP CD971AA, (HP 920), Black	cart				0				0									0	0	832.10	-
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0									0	0	638.82	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0									0	0	638.82	-
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0									0	0	638.82	-
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0									0	0	1,201.20	-
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0									0	0	638.82	-
79 INK CART, HP CH562WA, (HP61), Tri-color	cart				0				0									0	0	790.61	-
80 INK CART, HP CN045AA, (HP950XL), Black	cart				0				0									0	0	1,619.44	-
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0									0	0	1,201.20	-
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0									0	0	1,201.20	-
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0									0	0	1,201.20	-
84 INK CART, HP CN692AA, (HP704), Black	cart				0				0									0	0	363.64	-
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0									0	0	363.64	-
86 INK CART, HP CZ107AA, (HP678), Black	cart				4				4									4	16	375.65	6,010.37
87 INK CART, HP CZ108AA, (HP678), Tri-color	cart				4				4									4	16	378.92	6,062.78
88 INK CART, HP CZ121A, (HP685A), Black	cart				0				0									0	0	382.20	-
89 INK CART, HP CZ122A, (HP685A), Cyan	cart				0				0									0	0	251.16	-
90 INK CART, HP CZ123A, (HP685A), Magenta	cart				0				0									0	0	251.16	-
91 INK CART, HP CZ124A, (HP685A), Yellow	cart				0				0									0	0	251.16	-
92 INK CART, HP Q8893AA, (C8728AA), (HP28), Colored	cart				0				0									0	0	960.96	-
93 INK CART, LEXMARK 10N0217 (#17), Black	cart				0				0									0	0	1,053.78	-
94 INK CART, LEXMARK 10N0227 (#27), Colored	cart				0				0									0	0	1,255.80	-
95 TONER CART, BROTHER TN-2025, Black	cart				0				0									0	0	2,684.14	-
96 TONER CART, BROTHER TN-2130, Black	cart				0				0									0	0	1,911.00	-
97 TONER CART, BROTHER TN-2150, Black	cart				0				0									0	0	3,003.00	-
98 TONER CART, BROTHER TN-3320, Black	cart				0				0									0	0	3,503.14	-
99 TONER CART, BROTHER TN-3350, Black, for MFC5450DN/UC	cart				0				0									0	0	5,219.76	-
100 TONER CART, HP C4092A, Black	cart				0				0									0	0	2,878.51	-
101 TONER CART, HP C4096A, Black	cart				0				0									0	0	5,620.52	-
102 TONER CART, HP C7115A, Black	cart				0				0									0	0	3,119.84	-
103 TONER CART, HP C8435A, Black	cart				0				0									0	0	2,855.58	-
104 TONER CART, HP C8436A, Black	cart				0				0									0	0	3,215.94	-
105 TONER CART, HP C8540A, Black	cart				0				0									0	0	3,429.97	-





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	
8 INDEX CARD, 3"x5", 500 pieces per pack	pack				0				0				0					0	0	53.83	-
9 INDEX CARD, 5"x8", 500 pieces per pack	pack				0				0				0					0	0	146.31	-
10 MANILA PAPER, 10sheets per pack	pack				0				0				0					0	0	27.30	-
11 MAP PIN, round head, 100 pieces per case	case				0				0				0					0	0	42.37	-
12 OIL, for general purpose lubricant, 120 ml	bottle				0				0				0					0	0	38.75	-
13 PAPER, Thermal, 210mm x 30m	roll				0				0				0					0	0	31.45	-
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case				0				0				0					0	0	26.21	-
15 RIBBON, for manual typewriter, in box, with each spool individually wrapped in plastic	spool				8				8				8					8	32	16.93	541.63
16 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle				0				0				0					0	0	158.34	-
17 RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle				0				0				0					0	0	305.58	-
18 STAPLE WIRE, Heavy duty, 23/17	box				0				0				0					0	0	43.55	-
19 TAPE DISPENSER, handfield	piece				0				0				0					0	0	30.56	-
20 TAPE, for adding machine	roll				0				0				0					0	0	8.52	-
21 TIME CARD, for Amanoo Bundy Clock, 100 pieces bundle	bundle				0				0				0					0	0	72.94	-
<b>COMMON JANITORIAL SUPPLIES</b>																					
1 FLOOR WAX, Liquid type, natural	can				0				0				0					0	0	389.03	-
2 FLOOR WAX, Paste type, natural	can				0				0				0					0	0	234.78	-
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece				0				0				0					0	0	23.48	-
<b>CONSUMABLES</b>																					
1 INK CART, EPSON C3T103190 (103), Black	cart				0				0				0					0	0	909.64	-
2 INK CART, EPSON C3T103290 (103), Cyan	cart				0				0				0					0	0	606.06	-
3 INK CART, EPSON C3T103390 (103), Magenta	cart				0				0				0					0	0	606.06	-
4 INK CART, EPSON C3T103490 (103), Yellow	cart				0				0				0					0	0	606.06	-
5 INK CART, EPSON C3T143190 (143), Black	cart				0				0				0					0	0	616.98	-
6 INK CART, EPSON C3T143290 (143), Cyan	cart				0				0				0					0	0	489.22	-
7 INK CART, EPSON C3T143390 (143), Magenta	cart				0				0				0					0	0	489.22	-
8 INK CART, EPSON C3T143490 (143), Yellow	cart				0				0				0					0	0	489.22	-
9 INK CART, EPSON C3T166190 (166XL), Black	cart				0				0				0					0	0	185.64	-
10 INK CART, EPSON C3T166290 (166XL), Cyan	cart				0				0				0					0	0	349.44	-
11 INK CART, EPSON C3T166390 (166XL), Magenta	cart				0				0				0					0	0	349.44	-
12 INK CART, EPSON C3T166490 (166XL), Yellow	cart				0				0				0					0	0	349.44	-
13 INK CART, HP C4836A, (HP1), Cyan	cart				0				0				0					0	0	1,611.79	-
14 INK CART, HP C4837A, (HP1), Magenta	cart				0				0				0					0	0	1,611.79	-
15 INK CART, HP C4838A, (HP1), Yellow	cart				0				0				0					0	0	1,611.79	-
16 RIBBON CART, LEXMARK 3070169 (1A3550)	cart				0				0				0					0	0	819.00	-
17 RIBBON CART, FUJITSU DL 3850	cart				0				0				0					0	0	469.56	-
18 TONER CART, BROTHER TN-150BK, Black	cart				0				0				0					0	0	3,401.58	-
19 TONER CART, BROTHER TN-150C, Cyan	cart				0				0				0					0	0	3,892.98	-
20 TONER CART, BROTHER TN-150M, Magenta	cart				0				0				0					0	0	3,892.98	-
21 TONER CART, BROTHER TN-150Y, Yellow	cart				0				0				0					0	0	3,892.98	-
22 TONER CART, BROTHER TN-155BK, Black	cart				0				0				0					0	0	4,804.80	-
23 TONER CART, FUJI XEROX CWA/A0762, Black	cart				0				0				0					0	0	5,967.78	-
24 TONER CART, HP CE350A, Black	cart				0				0				0					0	0	5,678.40	-
25 TONER CART, HP CE351A, Cyan	cart				0				0				0					0	0	11,079.43	-
26 TONER CART, HP CE352A, Yellow	cart				0				0				0					0	0	11,079.43	-

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
<b>Office Equipment and Accessories</b>																		
27) TONER CART, HP CE533A, Magenta	cart				0				0				0				0	0
28) TONER CART, HP Q1338A, Black	cart				0				0				0				0	0
29) TONER CART, HP Q6511A, Black	cart				0				0				0				0	0
30) TONER CART, HP Q7551A, Black	cart				0				0				0				0	0
31) TONER CART, LEXMARK 34217HR, Black	cart				0				0				0				0	0
32) TONER CART, SAMSUNG ML-2250D5, Black	cart				0				0				0				0	0
33) TONER CART, SAMSUNG ML-D3050B, Black	cart				0				0				0				0	0
<b>Office Supplies</b>																		
1) FOLDER GREEN PRESSBOARD US	PC	200	200	200	600	200	200	200	600	200	200	200	600	200	200	200	600	2400
2) BALLPEN BLACK	PC	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288
3) BALLPEN BLUE	PC	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144
4) BALLPEN RED	PC	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288
5) TIMECARD, TCU2728-C5566, 100s/bndl	BUNDLE	1			1	1			1	1			1	1			1	4
6) FOLDER PRESSBOARD WITH TAB	PC	24			24	6	12	12	6	6	12	12	6	6	12	12	6	24
7) PASTE BIG REDSTONE	BOT	12	6	12	30	6	12	6	24	12	6	12	30	6	6	12	24	108
8) STAPLE WIRE #35MM	BOX	12		6	18		12		12	6	12		18	12	12	12	12	60
9) Counter Roll 48"	ROLL				0				0				0				1	1
10) YELLOW PAD PAPER	PAD	10			10	5			5	10			10	5			5	30
<b>Audio and visual presentation and composing equipment</b>																		
<b>Photographic or filming or video equipment</b>																		
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
<b>TOTAL AMOUNT</b>																		
44,400.00																		
1,152.00																		
576.00																		
1,152.00																		
720.00																		
528.00																		
2,592.00																		
2,220.00																		
690.00																		
690.00																		
405.00																		



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		
<b>Computer Equipment and Accessories</b>																						
1 DESKTOP COMPUTER SET (CPU, MONITOR, ACCESSORIES)	SET				0				0								2	2	2	14,000.00	28,000.00	
2 EPSON LX-310	BOX				0				0								1	1	1	7,800.00	7,800.00	
3 UPS	BOX				0				0								5	5	5	1,200.00	6,000.00	
4					0				0													
5					0				0													
6					0				0													
7					0				0													
8					0				0													
9					0				0													
10					0				0													
<b>*Other Categories</b>																						
1					0				0													
2					0				0													
3					0				0													
4					0				0													
5					0				0													
6					0				0													
7					0				0													
8					0				0													
9					0				0													
10					0				0													
<b>C. TOTAL (A + B):</b>																				442,845.07		
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																				44,284.51		
<b>E. GRAND TOTAL (C + D)</b>																				487,129.57		
<b>F. APPROVED BUDGET BY THE AGENCY HEAD</b> In Figures and Words:																						
<b>G. MONTHLY CASH REQUIREMENTS</b>																						
G.1 Available at Procurement Service Stores					40922.6				36770.3										44627.6			
G.2 Other Items not available at PS but regularly purchased from other sources					59891				57795.5										100286			
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					100814				94565.8										144913			

\*Other categories short are not indicated herein

\*\*Prices are FOB Muntl/Aplicable 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.

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

Prepared by:

Certified Funds Available /  
Certified Appropriate Funds Available:

Approved by:

JEFFREY J. GODINEZ  
Property/Supply Officer

NOEL L. PRADO  
Accountant /  
Local Budget Officer

EMILIANO C. TONCOCO, JR.  
Head of Office/Agency

Date Prepared:  
1/18/2016