

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 1, 2016	TOTAL AMOUNT						
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity	
41 MARKER, whiteboard, bullet type, blue	piece																	0	0	12.45	-
42 MARKER, whiteboard, bullet type, red	piece																	0	0	12.45	-
43 MARKER, permanent, bullet type, black	piece	6	6															10	10	10.18	497.23
44 MARKER, permanent, bullet type, blue	piece																	0	0	10.18	-
45 MARKER, permanent, bullet type, red	piece																	0	0	10.18	-
46 NOTE PAD, 10 1/2 x 14 1/2, 100 sheets per pad	pad																	0	0	10.87	-
47 NOTE PAD, 10 1/2 x 14 1/2, 100 sheets per pad	pad																	0	0	34.92	-
48 NOTE PAD, 10 1/2 x 14 1/2, 100 sheets per pad	pad																	0	0	40.49	-
49 PAD PAPER, ruled	pad	10																0	0	52.03	-
50 PAPER CLIP, gem type, silver, 100 pieces per box	box	10																25	30	18.43	921.54
51 PAPER CLIP, gem type, silver, 100 pieces per box	box	10																10	10	14.26	477.91
52 PAPER, MULTICOPY, 8 1/2 x 11, 50 sheets per pad	ream	10																10	10	7.13	285.27
53 PAPER, MULTICOPY, 8 1/2 x 11, 50 sheets per pad	ream	10																0	0	124.31	-
54 PAPER, Multi Purpose (COPY) 8 1/2 x 11, 50 sheets per pad	ream	10																10	10	139.38	5,373.24
55 PAPER, Multi Purpose (COPY) 8 1/2 x 11, 50 sheets per pad	ream	10																0	0	108.02	-
56 PAPER, Multipurpose (COPY) 8 1/2 x 11, 50 sheets per pad	ream	10																10	10	121.59	6,410.31
57 PENCIL, lead, white, 1/2 (1) dozen per box	box	1																0	0	97.10	-
58 PENCIL, lead, white, 1/2 (1) dozen per box	box	1																0	0	37.63	602.91
59 PHILIPPINE NATIONAL FLAG	piece	0																0	0	20.70	10.70
60 RECORD BOOK, 300 pages, size 7 1/2 x 10 1/2 in	book	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	315.99	631.98
61 RECORD BOOK, 300 pages, size 7 1/2 x 10 1/2 in	book	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	61.64	1,809.13
62 RUBBER BAND, 1/2 in x 1/2 in (100)	bundle	0																0	0	90.65	2,900.67
63 RUBBER BAND, 1/2 in x 1/2 in (100)	bundle	0																0	0	271.00	-
64 SIGN PEN, blue	piece	5																5	5	111.67	4,713.44
65 SIGN PEN, blue	piece	12																15	15	16.46	3,145.44
66 SIGN PEN, blue	piece	0																0	0	46.43	-
67 SIGN PEN, blue	piece	0																0	0	46.43	-
68 SIGN PEN, blue	piece	0																0	0	46.43	-
69 STAMP PAD, felt pad, mini format x 100mm	piece	5																5	5	24.14	481.27
70 STAMP PAD, felt pad, mini format x 100mm	piece	0																0	0	32.79	-
71 STAPLE WHIRL, heavy duty, 2303	box	0																0	0	33.09	-
72 TAPE, masking, 3/4 in x 50 meters length	roll	10																7	7	59.26	594.82
73 TAPE, masking, 3/4 in x 50 meters length	roll	5																10	10	58.15	1,744.55
74 TAPE, transparent, 3/4 in x 50 meters	roll	6																7	7	18.33	549.28
75 TAPE, transparent, 3/4 in x 50 meters	roll	0																0	0	35.11	-
76 TAPE, packaging, 3/4 in x 50 meters length	roll	10																10	10	35.11	5,053.31
77 TOWEL TISSUE, 12 rolls per pack	pack	5																5	5	79.23	1,594.53
78 TWINE, plastic, one kilo per roll	roll	2																2	2	57.05	484.44
79 WRAPPING PAPER, kraft, 50 sheets per pack	pack	0																0	0	118.92	793.54

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COMMON OFFICE DEVICES																					
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube																	0	0	8.28	-
1 CUTTER KNIFE, heavy duty	piece																			20.50	-
1 DATING AND STAMPING MACHINE	piece																			5,045.69	5,045.69
1 PENCIL SHARPENER, 1 piece in individual plastic case	piece																			597.50	-
1 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece																			130.22	1,041.75
1 PENCILS, (6")	pair																			16.38	98.30
1 STAPLER, standard	piece																			92.30	923.00
1 STAPLER, binder type, heavy duty for high volume stapling, 25 sheets of 70lb bond paper stapling capacity, min 400 staples, adjustable paper guide	piece																			1,118.05	5,590.23
1 STAPLE REMOVER, pin type	piece																			18.60	278.99
1 TAPE DISPENSER, table top	piece																			510.34	201.38
1 WASTE BASKET, non rigid plastic	piece																			33.37	90.10
COMMON JANITORIAL SUPPLIES																					
1 BROOM, soft (bambo)	piece																			109.72	438.88
1 BROOM, stick (brngng)	piece																			25.24	-
1 CLEANER, TOILET BOWL AND URINAL, pos-toilet cap	bottle																			43.89	131.66
1 CLEANER, scouring powder, 35oz/ambian	can																			19.26	52.81
1 DETERGENT POWDER, all purpose, 40lb/pouch	pouch																			42.89	87.78
1 DISINFECTANT SPRAY, 40oz-32 grams	can																			120.69	1,448.99
1 DUST PAN, non-rigid plastic	piece																			38.28	76.55
1 FLOOR WAX, Paste, red	can																			241.35	-
1 FURNITURE CLEANER, aerosol, 30oz/Litn	can																			59.42	-
1 INSECTICIDE, aerosol type, 60oz/Litn	can																			121.95	2,219.70
1 MOPBUCKET	piece																			157.696	1,649.76
1 MOPHANDLE, screw type, aluminum handle	piece																			137.15	274.30
1 MOPHEAD, made of rayon	piece																			104.23	2,084.68
1 MOP, all cotton, 32 pieces per 100 per bundle	bundle																			46.08	94.33
1 SCOURING PAD, 3 pieces per pack	pack																			126.18	-
1 TRASHBAG, plastic transparent, recycled	roll																			147.57	885.44
COMMON OFFICE EQUIPMENT																					
1 BINDER AND PUNCHING MACHINE, two(2) hand lever systems, 14cm or 11" (24 holes) punching, width adjustable to any format, binds 415 sheets, or up to 2" thick, all metal construction	unit																			10,970.90	-
1 CALCULATOR, COMPACT, electronic, 12 digit cap, 1 unit in individual box	unit																			162.39	1,623.86
1 CALCULATOR, SCIENTIFIC, 1 unit per box	unit																			436.69	1,834.47
1 CHAIR, ergonomic, without armrest, beige	piece																			296.24	-
1 CHAIR, ergonomic, without armrest, white	piece																			296.24	8,487.32
1 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit																			6,572.23	-

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INK CART, HP C893AAA, (HP 8300), Black	CRT																		0	0	1,206.92		
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	641.86	
INK CART, HP C893AAA, (HP 8300), Cyan	CRT																			0	0	794.37	
INK CART, HP C893AAA, (HP 8300), Magenta	CRT																			0	0	1,627.15	
INK CART, HP C893AAA, (HP 8300), Yellow	CRT																			0	0	1,206.92	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	1,206.92	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	365.37	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	365.37	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	377.44	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	380.73	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	384.03	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	352.36	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	352.36	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	965.54	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	1,058.80	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	1,261.78	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	2,626.92	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	1,210.10	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	3,017.30	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	3,519.82	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	5,244.62	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	2,892.22	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	3,547.29	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	3,131.70	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	2,859.15	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	3,231.25	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	3,446.31	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	3,131.60	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	3,133.60	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	7,274.29	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	5,447.60	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	5,109.66	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	5,109.66	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	5,109.66	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	6,704.99	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	3,238.93	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	2,856.01	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	2,444.56	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	2,611.34	
INK CART, HP C893AAA, (HP 8300), Black	CRT																			0	0	2,611.34	

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<i>*Other Categories</i>																		
1 TOILET DISINFECTANT CASE	BOX		1					1							0	3	25.20	75.60
2 TOILET BOWL & URINAL CLEANER 950 ML	BOX		1					1							3	6	72.30	433.80
3 TONER/INK 854	TUBE							1							1	2	3,457.50	6,915.00
4 THERMOS 4 LITERS	LITRE		1					1							0	2	3,000.00	6,000.00
C. TOTAL (A + B):																		595,837.86
D. ADDITIONAL PROVISION FOR INFLATION (% of TOTAL)																		199,284.79
E. GRAND TOTAL (C + D)																		795,122.65
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																		
G. MONTHLY CASH REQUIREMENTS																		
C- Available at Procurement Service Stores				99397														
C-3-Other items not available at PS but regularly purchased from other sources				978836														
TOTAL MONTHLY CASH REQUIREMENTS				15418														
<i>*Other categories that are not indicated herein</i>																		
<i>**Prices are NOT Month/Applicable for Items under A.</i>																		

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: Regina C. Pineda Property/Supply Officer
 Accountable: William Pan Local Budget Officer
 APPROVED: [Signature] Head of Office/Agency

Date Prepared: November 15, 2016