

**ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 FORM**

**Introduction:**

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2016-9 dated October 27, 2016, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

**Instructions:**

1. Download the worksheet file APP-CSE 2019 template at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-CSE is considered incorrect or invalid if
  - a. form used is other than the prescribed format which can be downloaded only at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph) and;
  - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
  - a. Saved using this format: APP2019\_Name of Agency\_Main or Regional Office (e.g. APP2019\_DBM\_Central Office, APP2019\_DBM\_Region IVA).
  - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. (02)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

*Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.*

Department/Bureau/Office:	NATIONAL LABOR RELATIONS COMMISSION	Agency Account Code: No37	Contact Person: Leilani C. Mojado
Region:	VII - Cebu	Organization Type: National Government Agency (NGA)	Position: Acting Administrative Officer/LAA
Address:	3F LBF Bldg, J. Lorente St., Osmeña Blvd, Cebu City, Cebu		E-mail: <a href="mailto:nlr.rabvii.ceb@gmail.com">nlr.rabvii.ceb@gmail.com</a>
			Telephone/Mobile Nos: 0322535529

Item & Specifications	Units of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT						
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																											
<b>Pesticides or Pest Repellents</b>																											
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	2		2	4	589.60		2		2	294.80	2		2	4	589.60		2		2	294.80	12.00	147.40	1,768.80	
<b>Solvents</b>																											
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle				0	0.00		0	0.00					0	0.00					0	0.00	0.00	46.53	0.00	
<b>Color Compounds and Dispersions</b>																											
3	121770-351-P01	STAMP PAD INK, purple or violet	bottle	2	2	2	6	156.29	2	2	2	6	156.29	2	2	2	6	156.29	2	2	2	6	156.29	24.00	26.05	625.15	
<b>Films</b>																											
4	1311203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00				0	0.00				0	0.00					0	0.00	0.00	779.77	0.00
5	13110201-CF-P02	CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00				0	0.00				0	0.00					0	0.00	0.00	220.55	0.00
6	13110201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	12	12	12	36	7,939.80	12	12	12	36	7,939.80	12	12	12	36	7,939.80	12	12	12	36	7,939.80	144.00	220.55	31,759.20	
<b>Paper Materials and Products</b>																											

7	1411525-CA-A01	CARTOLINA, assorted colors	pack				0	0.00				0	0.00				0	0.00			0	0.00	0.00	76.98	0.00	
8	1411506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	721.60	0.00	
9	1411506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1,089.00	0.00	
10	1411506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1,375.00	0.00	
11	1411506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	809.60	0.00	
12	1411506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	631.24	0.00	
13	1411506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1,094.50	0.00	
14	1411509-L1-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	0.00				0	0.00				0	0.00			0	0.00	0.00	709.39	0.00	
15	1411514-N-P-502	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				0	0.00				0	0.00				0	0.00			0	0.00	0.00	34.08	0.00	
16	1411514-N-P-504	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad				0	0.00				0	0.00				0	0.00			0	0.00	0.00	59.29	0.00	
17	1411514-N-P-503	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad				0	0.00				0	0.00				0	0.00			0	0.00	0.00	43.89	0.00	
18	1411514-N-B-501	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	12.74	0.00	
19	1411507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0.00				0	0.00				0	0.00			0	0.00	0.00	140.01	0.00	
20	1411507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0.00				0	0.00				0	0.00			0	0.00	0.00	163.68	0.00	
21	1411507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	2	2	2	6	726.73	2	2	2	6	726.73	2	2	2	6	726.73	2	2	2	6	726.73	24.00	121.12	2,906.90
22	1411507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	50		50	100	13,747.80		50		50	6,873.90	50		50	100	13,747.80		50		50	6,873.90	300.00	137.48	41,243.40
23	1411539-PP-B01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0	0.00				0	0.00				0	0.00			0	0.00	0.00	18.35	0.00	
24	1411509-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0	0.00				0	0.00				0	0.00			0	0.00	0.00	101.75	0.00	
25	1411848-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm x 114mm x 30m-0.3m	roll				0	0.00				0	0.00				0	0.00			0	0.00	0.00	51.59	0.00	
26	1411539-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book				0	0.00				0	0.00				0	0.00			0	0.00	0.00	74.80	0.00	
27	1411539-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	4	4	4	12	1,293.60	4	4	4	12	1,293.60	4	4	4	12	1,293.60	4	4	4	12	1,293.60	48.00	107.80	5,174.40
28	1411704-TT-P01	TOILET TISSUE PAPER 2-ply sheets, 150 pulls	pack				0	0.00				0	0.00				0	0.00			0	0.00	0.00	69.19	0.00	
<b>Batteries and Cells and Accessories</b>																										
29	1411702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	10	10	10	30	626.01	10	10	10	30	626.01	10	10	10	30	626.01	10	10	10	30	626.01	120.00	20.87	2,504.04
30	1411702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack				0	0.00				0	0.00				0	0.00			0	0.00	0.00	20.63	0.00	
31	1411702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0	0.00				0	0.00				0	0.00			0	0.00	0.00	93.50	0.00	
<b>Manufacturing Components and Supplies</b>																										
32	3101610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	10			10	505.78	10			10	505.78	10			10	505.78	10		10	505.78	40.00	50.58	2,023.12	
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	12	12	12	36	787.25	12	12	12	36	787.25	12	12	12	36	787.25	12	12	12	36	787.25	144.00	21.87	3,148.99
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	21.21	0.00	
35	3121502-TA-A01	TAPE, ELECTRICAL, 18mm x 16mm min	roll	1			1	19.25	1			1	19.25	1			1	19.25	1		1	19.25	4.00	19.25	77.00	
36	3121502-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	2	2	2	6	349.80	2	2	2	6	349.80	2	2	2	6	349.80	2	2	2	6	349.80	24.00	58.30	1,399.20
37	3121502-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll				0	0.00				0	0.00				0	0.00			0	0.00	0.00	112.75	0.00	

38	31201512-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll			0	0.00			0	0.00			0	0.00			0	0.00	0.00	19.25	0.00					
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	15	15	15	45	433.13	15	15	15	45	433.13	15	15	15	45	433.13	15	15	15	45	433.13	180.00	9.63	1,732.50	
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	5	5	5	15	288.75	5	5	5	15	288.75	5	5	5	15	288.75	5	5	5	15	288.75	60.00	19.25	1,155.00	
41	3151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	2	2	2	6	323.40	2	2	2	6	323.40	2	2	2	6	323.40	2	2	2	6	323.40	24.00	53.90	1,293.60	
<b>Heating and Ventilation and Air Circulation</b>																											
42	40101604-EF-C01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,030.70	0.00					
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	1		1	1,261.70			0	0.00			0	0.00			0	0.00	1.00	1,261.70	1,261.70					
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	4		4	4,257.79			0	0.00			0	0.00			0	0.00	4.00	1,064.45	4,257.79					
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	708.29	0.00					
<b>Lighting and Pictures and Accessories</b>																											
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	2	2	2	6	257.40	2	2	2	6	257.40	2	2	2	6	257.40	2	2	2	6	257.40	24.00	42.90	1,029.60	
47	39101618-LB-L01	Light Bulb, LED, 7 watts 1 pc in individual box	piece	1	1	1	3	230.01	1	1	1	3	230.01	1	1	1	3	230.01	1	1	1	3	230.01	12.00	76.67	920.04	
<b>Measuring and Observing and Testing Equipment</b>																											
48	41110604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	10		10	163.68			0	0.00			0	0.00			0	0.00	10.00	16.37	163.68					
<b>Cleaning Equipment and Supplies</b>																											
49	4713012-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can			0	0.00			0	0.00			0	0.00			0	0.00	0.00	91.03	0.00					
50	4713004-BB-S01	BROOM, soft (tambo)	piece	3		3	412.50			0	0.00			0	0.00			0	0.00	3.00	137.50	412.50					
51	4713004-BB-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	2		2	64.68			0	0.00			0	0.00			0	0.00	2.00	32.34	64.68					
52	4713019-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	1	1	1	3	132.00	1	1	1	3	132.00	1	1	1	3	132.00	1	1	1	3	132.00	12.00	44.00	528.00	
53	4713005-CL-P01	CLEANSER, SCOURING POWDER, 350g min/can	can			0	0.00			0	0.00			0	0.00			0	0.00	0.00	25.30	0.00					
54	4713019-DE-B02	DETERGENT BAR, 140 grams as packed	bar			0	0.00			0	0.00			0	0.00			0	0.00	0.00	8.47	0.00					
55	4713019-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack			0	0.00			0	0.00			0	0.00			0	0.00	0.00	39.59	0.00					
56	4713003-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can			0	0.00			0	0.00			0	0.00			0	0.00	0.00	130.08	0.00					
57	4713001-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	2		2	52.54			0	0.00			0	0.00			0	0.00	2.00	26.27	52.54					
58	4713002-FW-P03	FLOOR WAX, PASTE, RED	can			0	0.00			0	0.00			0	0.00			0	0.00	0.00	284.90	0.00					
59	4713030-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can			0	0.00			0	0.00			0	0.00			0	0.00	0.00	92.40	0.00					
60	4712104-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,021.25	0.00					
61	4713013-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	1		1	154.00			0	0.00	1	154.00	1	154.00			0	0.00	2.00	154.00	308.00					
62	4713019-MP-B01	MOPHEAD, made of rayon, weight: 400 grams min	piece	1		1	116.60	1	1	116.60	1	116.60	1	116.60	1	116.60	1	116.60	1	116.60	4.00	116.60	466.40				
63	4713004-AG-C01	RACS, all cotton, 32 pieces per kilogram min	bundle	2		2	105.12	2	2	105.12	2	105.12	2	105.12	2	105.12	2	105.12	2	105.12	8.00	52.56	420.46				
64	4713002-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack			0	0.00			0	0.00			0	0.00			0	0.00	0.00	108.90	0.00					
65	4712101-TB-P02	TRASHBAG, plastic, transparent	roll	3	3	6	887.70		3	3	443.85	3	443.85	3	443.85	3	443.85	3	443.85	18.00	147.95	2,663.10					
66	4712102-WB-P01	WASTEBASKET, non-rigid plastic	piece	4		4	99.79			0	0.00			0	0.00			0	0.00	4.00	24.95	99.79					

Information and Communication Technology (ICT) Equipment and Devices and Accessories																								
67	4321507-DCT-03	Desktop Computer, branded	unit	8		8	331,760.00			0	0.00			0	0.00			0	0.00	8.00	41,470.00	331,760.00		
68	4321003-DV-W01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	1	1	1	69.14	1	1	1	69.14	1	1	1	69.14	1	1	1	3	69.14	12.00	23.05	276.54	
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,882.00	0.00		
70	4320206-FD-U01	FLASH DRIVE, 16 GB capacity	piece	2		2	585.20			0	0.00			0	0.00			0	0.00	2.00	292.60	585.20		
71	4321503-LCT-02	Laptop Computer, branded	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	37,988.50	0.00		
72	4321708-MC-001	MOUSE, optical, USB connection type	unit	2		2	285.56			0	0.00	2		2	285.56			0	0.00	4.00	142.78	571.12		
73	4321202-PR-002	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	35,042.70	0.00		
74	4321202-PR-001	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	11		11	93,024.80			0	0.00			0	0.00			0	0.00	11.00	8,456.80	93,024.80		
75	4321205-PR-L01	PRINTER, LASER, monochrome, network-ready	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	766.70	0.00		
76	N/A	PRINTER, LASER, Color	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00		
77	N/A	PRINTER, Inkjet, Monochrome	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00		
78	N/A	PRINTER, Inkjet, Color	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00		
79	N/A	Hub/Switches	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00		
80	N/A	Network Routers	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00		
81	N/A	Wireless Access Point	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00		0.00		
Office Equipment and Accessories and Supplies																								
82	4402170-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box			0	0.00			0	0.00			0	0.00			0	0.00	0.00	27.16	0.00		
83	4402205-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box			0	0.00			0	0.00			0	0.00			0	0.00	0.00	8.01	0.00		
84	4402205-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	8	8	8	340.03	8	8	8	340.03	8	8	8	340.03	8	8	8	24	340.03	96.00	14.17	1,360.13	
85	4402205-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box			0	0.00			0	0.00			0	0.00			0	0.00	0.00	21.74	0.00		
86	4402205-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	8	8	8	1,003.20	8	8	8	1,003.20	8	8	8	1,003.20	8	8	8	24	1,003.20	96.00	41.80	4,012.80	
87	4402180-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	3	3	3	167.11	3	3	3	167.11	3	3	3	167.11	3	3	3	9	167.11	36.00	18.57	668.45	
88	4402150-CF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	2	2	2	442.86	2	2	2	442.86	2	2	2	442.86	2	2	2	6	442.86	24.00	73.81	1,771.44	
89	4402010-CF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	1		1	72.60	1		1	72.60	1		1	72.60	1		1	72.60	4.00	72.60	290.40		
90	44021506-EN-De1	ENVELOPE, DOCUMENTARY, for A4 size document	box			0	0.00			0	0.00			0	0.00			0	0.00	0.00	431.68	0.00		
91	44021506-EN-De2	ENVELOPE, DOCUMENTARY, for legal size document	box			0	0.00			0	0.00			0	0.00			0	0.00	0.00	547.97	0.00		
92	44021506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD for legal size doc	box			0	0.00			0	0.00			0	0.00			0	0.00	0.00	781.00	0.00		
93	44021506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	5		5	161.26	5		5	161.26	5		5	161.26	5		5	161.26	20.00	32.25	645.04		
94	44021506-EN-M01	ENVELOPE, MAILING, white, 80gsm (-53)	box	8	8	8	8,342.40	8	8	8	8,342.40	8	8	8	8,342.40	8	8	8	24	8,342.40	96.00	347.60	33,369.60	
95	44021504-EN-W01	ENVELOPE, mailing, white, with window	box			0	0.00			0	0.00			0	0.00			0	0.00	0.00	434.50	0.00		
96	4401902-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	11.75	0.00		
97	4402218-FA-P01	FASTENER, METAL, 70mm between prongs	box	10	10	10	2,504.04	10	10	10	2,504.04	10	10	10	2,504.04	10	10	10	30	2,504.04	120.00	83.47	10,016.16	



132	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	2		2	118.10			0	0.00			0	0.00			0	0.00	2.00	59.05	118.10
133	44101602-#B-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	11,000.00	0.00
134	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	5		5	715.00			0	0.00			0	0.00			0	0.00	5.00	143.00	715.00
135	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit	1		1	4,983.00			0	0.00			0	0.00			0	0.00	1.00	4,983.00	4,983.00
136	44101609-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	8,554.70	0.00
137	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	6,028.00	0.00
138	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00

**Printer or Facsimile or Photocopier Supplies**

139	44103009-BR-D05	DRUM CART, BROTHER DR-3455	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	7,260.00	0.00
140	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,059.30	0.00
141	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,089.00	0.00
142	44103005-CA-B04	INK CART, CANON PG-740, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	797.50	0.00
143	44103005-CA-B02	INK CART, CANON PG-810, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	825.00	0.00
144	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	269.50	0.00
145	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	269.50	0.00
146	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	269.50	0.00
147	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	269.50	0.00
148	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
149	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
150	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	696.30	0.00
151	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	788.70	0.00
152	44103105-HP-T30	INK CART, HP C9363WA, (HP97), Tri-color	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,578.50	0.00
153	44103105-HP-F48	INK CART, HP C9397A (HP72) 69ml Photo Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,112.00	0.00
154	44103105-HP-C48	INK CART, HP C9398A (HP72) 69ml Cyan	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,112.00	0.00
155	44103105-HP-M48	INK CART, HP C9399A (HP72) 69ml Magenta	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,112.00	0.00
156	44103105-HP-Y48	INK CART, HP C9400A (HP72) 69ml Yellow	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,112.00	0.00
157	44103105-HP-C48	INK CART, HP C9401A (HP72) 69ml Gray	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,112.00	0.00
158	44103105-HP-B48	INK CART, HP C9403A (HP72) 130ml Matte Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	3,190.00	0.00
159	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	687.50	0.00
160	44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	810.70	0.00
161	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	358.60	0.00
162	44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	358.60	0.00
163	44103105-HP-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	665.50	0.00
164	44103105-HP-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	665.50	0.00



299	44103105-10K-C09	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart					0	0.00										0	0.00	0.00	0.00	0.00	0.00		
300	44103105-10K-M09	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart					0	0.00										0	0.00	0.00	0.00	0.00	0.00		
301	44103105-10K-Y09	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart					0	0.00										0	0.00	0.00	0.00	0.00	0.00		
302	44103105-10K-B09	INK CART, HP T6M17AA (HP905XL) Black Original	cart					0	0.00										0	0.00	0.00	0.00	0.00	0.00		
303	44103102-EP-805	RIBBON CART, EPSON C135015516 (#8750), Black	cart	30	30	30	90	7,306.20	30	30	30	90	7,306.20	30	30	30	90	7,306.20	30	30	30	90	7,306.20	360.00	81.18	29,224.80
304	44103102-EP-807	RIBBON CART, EPSON C135015531 (5015086), Black	cart					0	0.00										0	0.00	0.00	0.00	0.00	766.70	0.00	
305	44103102-EP-813	RIBBON CART, EPSON C135015532, Black, for LX-950	cart	5	5	5	15	1,204.50	5	5	5	15	1,204.50	5	5	5	15	1,204.50	5	5	5	15	1,204.50	60.00	80.30	4,818.00
306	44103103-BN-803	TONER CART, BROTHER TN-2025, Black	cart					0	0.00										0	0.00	0.00	0.00	0.00	2,703.80	0.00	
307	44103103-BN-804	TONER CART, BROTHER TN-2130, Black	cart					0	0.00										0	0.00	0.00	0.00	0.00	1,925.00	0.00	
308	44103103-BN-805	TONER CART, BROTHER TN-2150, Black	cart					0	0.00										0	0.00	0.00	0.00	0.00	2,766.50	0.00	
309	44103103-BN-809	TONER CART, BROTHER TN-3320, Black	cart					0	0.00										0	0.00	0.00	0.00	0.00	3,111.68	0.00	
310	44103103-BN-811	TONER CART, BROTHER TN-3350, Black, for HL4450DN (CU Printer)	cart					0	0.00										0	0.00	0.00	0.00	0.00	4,535.96	0.00	
311	44103103-HP-802	TONER CART, HP CE435A, Black	cart					0	0.00										0	0.00	0.00	0.00	0.00	3,022.80	0.00	
312	44103103-HP-804	TONER CART, HP CE540A, Black	cart					0	0.00										0	0.00	0.00	0.00	0.00	3,503.50	0.00	
313	44103103-HP-806	TONER CART, HP CE255A, Black	cart					0	0.00										0	0.00	0.00	0.00	0.00	7,183.00	0.00	
314	44103103-HP-821	TONER CART, HP CE278A, Black	cart					0	0.00										0	0.00	0.00	0.00	0.00	3,362.70	0.00	
315	44103103-HP-822	TONER CART, HP CE285A (HP85A), Black	cart					0	0.00										0	0.00	0.00	0.00	0.00	3,124.00	0.00	
316	44103103-HP-823	TONER CART, HP CE310A, Black	cart					0	0.00										0	0.00	0.00	0.00	0.00	2,524.50	0.00	
317	44103103-HP-C13	TONER CART, HP CE315A, Cyan	cart					0	0.00										0	0.00	0.00	0.00	0.00	2,634.50	0.00	
318	44103103-HP-Y13	TONER CART, HP CE312A, Yellow	cart					0	0.00										0	0.00	0.00	0.00	0.00	2,634.50	0.00	
319	44103103-HP-M13	TONER CART, HP CE313A, Magenta	cart					0	0.00										0	0.00	0.00	0.00	0.00	2,634.50	0.00	
320	44103103-HP-B14	TONER CART, HP CE320A, Black	cart					0	0.00										0	0.00	0.00	0.00	0.00	3,019.50	0.00	
321	44103103-HP-C14	TONER CART, HP CE321A, Cyan	cart					0	0.00										0	0.00	0.00	0.00	0.00	3,184.50	0.00	
322	44103103-HP-Y14	TONER CART, HP CE322A, Yellow	cart					0	0.00										0	0.00	0.00	0.00	0.00	3,184.50	0.00	
323	44103103-HP-M14	TONER CART, HP CE323A, Magenta	cart					0	0.00										0	0.00	0.00	0.00	0.00	3,184.50	0.00	
324	44103103-HP-B15	TONER CART, HP CE390A, Black	cart					0	0.00										0	0.00	0.00	0.00	0.00	8,134.50	0.00	
325	44103103-HP-B16	TONER CART, HP CE400A, Black	cart					0	0.00										0	0.00	0.00	0.00	0.00	7,144.50	0.00	
326	44103103-HP-C16	TONER CART, HP CE405A, Cyan	cart					0	0.00										0	0.00	0.00	0.00	0.00	10,554.50	0.00	
327	44103103-HP-Y16	TONER CART, HP CE402A, Yellow	cart					0	0.00										0	0.00	0.00	0.00	0.00	10,554.50	0.00	
328	44103103-HP-M16	TONER CART, HP CE403A, Magenta	cart					0	0.00										0	0.00	0.00	0.00	0.00	10,554.50	0.00	
329	44103103-HP-B17	TONER CART, HP CE410A (HP305), Black	cart					0	0.00										0	0.00	0.00	0.00	0.00	4,092.00	0.00	
330	44103103-HP-C17	TONER CART, HP CE411A (HP305), Cyan	cart					0	0.00										0	0.00	0.00	0.00	0.00	5,830.00	0.00	
331	44103103-HP-Y17	TONER CART, HP CE412A (HP305), Yellow	cart					0	0.00										0	0.00	0.00	0.00	0.00	5,830.00	0.00	
332	44103103-HP-M17	TONER CART, HP CE413A (HP305), Magenta	cart					0	0.00										0	0.00	0.00	0.00	0.00	5,830.00	0.00	



267	44103103-HP-C03	TONER CART, HP CF411A (HP410A) cyan	cart				0	0.00				0	0.00				0	0.00	0.00	5,340.50	0.00
268	44103103-HP-C54	TONER CART, HP CF411XC (HP410XC) cyan	cart				0	0.00				0	0.00				0	0.00	0.00	7,903.50	0.00
269	44103103-HP-Y03	TONER CART, HP CF412A (HP410A) yellow	cart				0	0.00				0	0.00				0	0.00	0.00	5,340.50	0.00
270	44103103-HP-Y54	TONER CART, HP CF412XC (HP410XC) yellow	cart				0	0.00				0	0.00				0	0.00	0.00	7,903.50	0.00
271	44103103-HP-M03	TONER CART, HP CF413A (HP410A) magenta	cart				0	0.00				0	0.00				0	0.00	0.00	5,340.50	0.00
272	44103103-HP-M54	TONER CART, HP CF413XC (HP410XC) magenta	cart				0	0.00				0	0.00				0	0.00	0.00	7,903.50	0.00
273	44103103-HP-B04	TONER CART, HP Q2612A, Black	cart				0	0.00				0	0.00				0	0.00	0.00	3,347.30	0.00
274	44103103-HP-B05	TONER CART, HP Q5942A, Black	cart				0	0.00				0	0.00				0	0.00	0.00	7,914.50	0.00
275	44103103-HP-B08	TONER CART, HP Q7553A, Black	cart				0	0.00				0	0.00				0	0.00	0.00	4,202.00	0.00
276	44103103-LX-B03	TONER CART, LEXMARK E360H11P, Black	cart				0	0.00				0	0.00				0	0.00	0.00	9,386.30	0.00
277	44103103-LX-B05	TONER CART, LEXMARK T650A11P, Black	cart				0	0.00				0	0.00				0	0.00	0.00	10,186.00	0.00
278	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0.00				0	0.00				0	0.00	0.00	2,794.00	0.00
279	44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0.00				0	0.00				0	0.00	0.00	3,080.00	0.00
280	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart	1	1	1	3	7,755.00	1	1	1	3	7,755.00	1	1	1	3	7,755.00	12.00	2,585.00	31,020.00
281	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0.00				0	0.00				0	0.00	0.00	2,948.00	0.00
282	44103103-SA-B14	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0.00				0	0.00				0	0.00	0.00	2,904.00	0.00
283	44103103-SA-B21	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0.00				0	0.00				0	0.00	0.00	7,535.00	0.00
284	44103103-SA-B18	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0.00				0	0.00				0	0.00	0.00	4,884.00	0.00
285	44103103-SA-B20	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0.00				0	0.00				0	0.00	0.00	10,010.00	0.00
286	44103103-SA-B22	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0.00				0	0.00				0	0.00	0.00	9,735.00	0.00
287	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0.00				0	0.00				0	0.00	0.00	5,357.00	0.00
288	44103103-SA-B10	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0.00				0	0.00				0	0.00	0.00	4,609.00	0.00
289	44103103-BR-B05	TONER CARTRIDGE, BROTHER TN-3670, Blackf, for printer HL-6400DW (12,000	cart				0	0.00				0	0.00				0	0.00	0.00	6,419.60	0.00
290	44103103-CA-B00	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0	0.00				0	0.00				0	0.00	0.00	14,172.40	0.00
<b>Audio and Visual Equipment and Supplies</b>																					
291	45121517-DC-C01	DOCUMENT CAMERA, 3.2M pixels	unit				0	0.00				0	0.00				0	0.00	0.00	30,525.00	0.00
292	4511604-MM-F01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0	0.00				0	0.00				0	0.00	0.00	19,690.00	0.00
<b>Flag or Accessories</b>																					
293	55121505-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0	0.00				0	0.00				0	0.00	0.00	337.70	0.00
<b>Printed Publications</b>																					
294	55101514-BA-M01	HANDBOOK (RA 9184), 7th Edition	book	1			1	48.95				0	0.00				0	0.00	1.00	48.95	48.95
<b>Fire Fighting Equipment</b>																					
295	48121601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0	0.00				0	0.00				0	0.00	0.00	1,210.00	0.00

296	46196501-FI-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kg	unit				0	0.00				0	0.00				0	0.00	0.00	5,280.00	0.00
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**Consumer Electronics**

297	52161535-CM-B01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0	0.00				0	0.00				0	0.00	0.00	7,222.07	0.00
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**Furniture and Furnishings**

298	56161504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	18			18	4,999.50				0	0.00				0	0.00	48.00	277.75	4,999.50
299	56161504-CM-W01	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0	0.00				0	0.00				0	0.00	0.00	277.75	0.00
300	56161519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0	0.00				0	0.00				0	0.00	0.00	1,402.50	0.00
301	56161519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0	0.00				0	0.00				0	0.00	0.00	1,402.50	0.00

**Arts and Crafts Equipment and Accessories and Supplies**

302	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0	0.00				0	0.00				0	0.00	0.00	42.08	0.00					
303	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece				0	0.00				0	0.00				0	0.00	0.00	44.83	0.00					
304	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece				0	0.00				0	0.00				0	0.00	0.00	4.68	0.00					
305	60121514-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	20	20	20	60	2,196.48	20	20	20	60	2,196.48	20	20	20	60	2,196.48	20	20	20	60	2,196.48	240.00	36.61	8,785.92
306	60121514-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	10	10	10	30	1,098.24	10	10	10	30	1,098.24	10	10	10	30	1,098.24	10	10	10	30	1,098.24	120.00	36.61	4,392.96
307	60121514-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	10	10	10	30	1,098.24	10	10	10	30	1,098.24	10	10	10	30	1,098.24	10	10	10	30	1,098.24	120.00	36.61	4,392.96
308	6012114-WR-P01	WRAPPING PAPER, kraft, 65gsm (-53)	pack				0	0.00				0	0.00				0	0.00	0.00	137.15	0.00					

**SOFTWARE**

1	4330000-SFT-001	Business function specific software	license				0	0.00				0	0.00				0	0.00	0.00		0.00
2	4330000-SFT-002	Finance accounting and enterprise resource planning ERP software	license				0	0.00				0	0.00				0	0.00	0.00		0.00
3	4330000-SFT-003	Computer game or entertainment software	license				0	0.00				0	0.00				0	0.00	0.00		0.00
4	4330000-SFT-004	Content authoring and editing software	license				0	0.00				0	0.00				0	0.00	0.00		0.00
5	4330000-SFT-005	Content management software	license				0	0.00				0	0.00				0	0.00	0.00		0.00
6	4330000-SFT-006	Data management and query software	license				0	0.00				0	0.00				0	0.00	0.00		0.00
7	4330000-SFT-007	Development software	license				0	0.00				0	0.00				0	0.00	0.00		0.00
8	4330000-SFT-008	Educational or reference software	license				0	0.00				0	0.00				0	0.00	0.00		0.00
9	4330000-SFT-009	Industry specific software	license				0	0.00				0	0.00				0	0.00	0.00		0.00
10	4330000-SFT-010	Network applications software	license				0	0.00				0	0.00				0	0.00	0.00		0.00
11	4330000-SFT-011	Network management software	license				0	0.00				0	0.00				0	0.00	0.00		0.00
12	4330000-SFT-012	Networking software	license				0	0.00				0	0.00				0	0.00	0.00		0.00
13	4330000-SFT-013	Operating environment software	license				0	0.00				0	0.00				0	0.00	0.00		0.00
14	4330000-SFT-014	Security and protection software	license				0	0.00				0	0.00				0	0.00	0.00		0.00
15	4330000-SFT-015	Utility and device driver software	license				0	0.00				0	0.00				0	0.00	0.00		0.00
16	4330000-SFT-016	Information exchange software	license				0	0.00				0	0.00				0	0.00	0.00		0.00

OTHER SOFTWARE																										
1						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00			
2						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00			
3						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00			
PASSENGER AIR TRANSPORTATION																										
1	781M501-GFA-001	* Airline Ticket	ticket	12		12	36,000.00				0	0.00				0	0.00			0	0.00	12.00	3,000.00	36,000.00		
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
COMMON ELECTRICAL SUPPLIES																										
1		Ballast, 36 watts	piece	2		2	157.04				0	0.00	2		2	157.04				0	0.00	4.00	78.52	314.08		
2		Flourescent Lighting Fixture, 1x36W	set	6		6	2,293.20				0	0.00			0	0.00				0	0.00	6.00	382.20	2,293.20		
3						0	0.00				0	0.00			0	0.00				0	0.00	0.00		0.00		
						0	0.00				0	0.00			0	0.00				0	0.00	0.00		0.00		
						0	0.00				0	0.00			0	0.00				0	0.00	0.00		0.00		
COMMON OFFICE EQUIPMENT																										
1		Jr. Executive Chair	piece	1		1	2,915.00				0	0.00			0	0.00				0	0.00	1.00	2,915.00	2,915.00		
2		Executive Chair	piece	1		1	3,600.00				0	0.00			0	0.00				0	0.00	1.00	3,600.00	3,600.00		
3		Swivel Chair	piece	19		19	14,155.00				0	0.00			0	0.00				0	0.00	19.00	745.00	14,155.00		
4		Computer Table	unit	1		1	1,650.00				0	0.00			0	0.00				0	0.00	1.00	1,650.00	1,650.00		
						0	0.00				0	0.00			0	0.00				0	0.00	0.00		0.00		
COMMON OFFICE SUPPLIES																										
1		ribbon, for manual typewriter, in box, with each spool individually wrapped in plastic	spool	8		8	135.44	8		8	135.44	8		8	135.44	8		8	135.44	8	135.44	32.00	16.93	541.76		
2		Index Card, 5"x8", 500 pieces per pack	pack	2		2	292.62	2		2	292.62	2		2	292.62	2		2	292.62	2	292.62	8.00	146.31	1,170.48		
3						0	0.00				0	0.00			0	0.00				0	0.00	0.00		0.00		
						0	0.00				0	0.00			0	0.00				0	0.00	0.00		0.00		
						0	0.00				0	0.00			0	0.00				0	0.00	0.00		0.00		
COMMON JANITORIAL SUPPLIES																										
1		All Purpose Cleaner	gallon	1	1	1	3	954.00	1	1	1	3	954.00	1	1	1	3	954.00	1	1	1	3	954.00	12.00	318.00	3,816.00
2		Declogger	gallon	1	1	1	3	1,875.00	1	1	1	3	1,875.00	1	1	1	3	1,875.00	1	1	1	3	1,875.00	12.00	625.00	7,500.00
3						0	0.00				0	0.00			0	0.00				0	0.00	0.00		0.00		
						0	0.00				0	0.00			0	0.00				0	0.00	0.00		0.00		
						0	0.00				0	0.00			0	0.00				0	0.00	0.00		0.00		
Office Equipment and Accessories																										

1	Office Table	unit	4			4	5,516.16				0	0.00				0	0.00			0	0.00	4.00	1,379.04	5,516.16	
2	Numbering Machine	piece	2			2	1,000.00				0	0.00				0	0.00			0	0.00	2.00	500.00	1,000.00	
3						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
<b>Office Supplies</b>																									
1						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
2						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
3						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
<b>Audio and visual presentation and composing equipment</b>																									
1						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
2						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
3						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
<b>Photographic or filming or video equipment</b>																									
1						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
2						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
3						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
<b>Cleaning Equipment and Supplies</b>																									
1						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
2						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
3						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
<b>Paper Materials and Products</b>																									
1	Bond paper (S) 518 Advance	ream	5	5	5	15	2,175.00	5	5	5	15	2,175.00	5	5	5	15	2,175.00	5	5	5	15	2,175.00	60.00	145.00	8,700.00
2	Bond paper (L) 16 Advance	ream	45	45	45	135	16,740.00	45	45	45	135	16,740.00	45	45	45	135	16,740.00	45	45	45	135	16,740.00	540.00	124.00	66,960.00
3	Bond paper(L) S 18 Pink	ream	2	2	2	6	930.00	2	2	2	6	930.00	2	2	2	6	930.00	2	2	2	6	930.00	24.00	155.00	3,720.00

4	Bond paper (L) 518 Yellow	ream	2	2	2	6	930.00	2	2	2	6	930.00	2	2	2	6	930.00	2	2	2	6	930.00	24.00	155.00	3,720.00	
5	Bond paper (L) 520	ream	10	10	10	30	4,050.00	10	10	10	30	4,050.00	10	10	10	30	4,050.00	10	10	10	30	4,050.00	120.00	135.00	16,200.00	
<b>Lighting and fixtures and accessories</b>																										
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
<b>Electrical equipment and components and supplies</b>																										
1	UPS(Uninterruptible power supply)	pcs	2			2	2,400.00				0	0.00				0	0.00				0	0.00	2.00	1,200.00	2,400.00	
2	AVR(Automatic Voltage Regulator)	pcs	2			2	400.00				0	0.00				0	0.00				0	0.00	2.00	200.00	400.00	
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
<b>Computer Supplies</b>																										
1	Printing Cartridge Brother 878 Fax	cart	1	1	1	3	3,840.00	1	1	1	3	3,840.00	1	1	1	3	3,840.00	1	1	1	3	3,840.00	12.00	1,280.00	15,360.00	
2	Flash drive, 8Gb, USB 3.0, plug and play	piece	2			2	490.00				0	0.00	2			2	490.00				0	0.00	4.00	245.00	980.00	
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
<b>Common ICT Equipment</b>																										
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
<b>CONSUMABLES</b>																										
1	Ballpen Black	piece	24	24	24	72	288.00	24	24	24	72	288.00	24	24	24	72	288.00	24	24	24	72	288.00	288.00	4.00	1,152.00	
2	Ballpen Blue	piece	12	12	12	36	144.00	12	12	12	36	144.00	12	12	12	36	144.00	12	12	12	36	144.00	144.00	4.00	576.00	
3	Ballpen Red	piece	24	24	24	72	288.00	24	24	24	72	288.00	24	24	24	72	288.00	24	24	24	72	288.00	288.00	4.00	1,152.00	
4	Paste Big Redstone	pad	9	9	9	27	648.00	9	9	9	27	648.00	9	9	9	27	648.00	9	9	9	27	648.00	108.00	24.00	2,592.00	
5	Staplewire #35MM	box	12		12	24	1,052.40			12	12	526.20	12		12	24	1,052.40			12	12	526.20	72.00	43.85	3,157.20	
<b>Other Categories</b>																										

1	Air Conditioning Unit(2hp)	unit	5	5	134,475.00	0	0.00	0	0.00	0	0.00	5.00	26,895.00	134,475.00	
2	Filing Rack	unit	1	1	4,999.00	0	0.00	0	0.00	0	0.00	1.00	4,999.00	4,999.00	
3	Filing Cabinet,4 drawers	unit	19	19	123,500.00	0	0.00	0	0.00	0	0.00	19.00	6,500.00	123,500.00	
	Filing Cabinet,4 drawers,with lock combination	unit	1	1	10,000.00	0	0.00	0	0.00	0	0.00	1.00	10,000.00	10,000.00	
	Renovation		1	1	1,680,475.17	0	0.00	0	0.00	0	0.00	1.00	1,680,475.17	1,680,475.17	
<b>A. TOTAL</b>													<b>2,882,388.00</b>		
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>													<b>288,238.80</b>		
<b>C. GRAND TOTAL (A + B)</b>													<b>3,170,626.80</b>		
<b>D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>													<b>.</b>		
<b>G. MONTHLY CASH REQUIREMENTS</b>													<b>.</b>		
C.1 Available at Procurement Service Stores					556,176.91					64,213.36				64,213.36	P 757,397.95
C.2 Other Items not available at PS but regularly purchased from other sources					2,022,368.03					33,816.26				33,816.26	P 2,124,990.05
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					<b>2,578,544.94</b>					<b>98,029.62</b>				<b>98,029.62</b>	<b>P 2,882,388.00</b>

\*Agency must put the monthly requirement for air tickets both local and international.

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:

  
 Marlon S. Coniling  
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
 Jayford D. Licayan  
 Accountant / Local Budget Officer

Approved by:

  
 Emiliano C. Tiongco, Jr.  
 Head of Office/Agency

Date Prepared: August 14, 2018