

**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 in your area.
2. For Sub - Depots please refer to the following (Arranged/Classified according to commonality of freight cost):
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin); Region XIII
  - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataman); Regions VI, VII, VIII, X, & XI
  - c. Surigao Del Norte - Surigao Del Norte
  - d. Zamboanga Sibugay- Zamboanga Sibugay
  - e. Camiguin - Camiguin
3. 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.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at [philgeps.gov.ph](http://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.**
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. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
  - a. DBM Central Office- for entities in the Central Office
  - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCS
6. The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
  - a. [ps.nga@gmail.com](mailto:ps.nga@gmail.com)- For central and regional offices of all national government agencies
  - b. [ps.app.suc@gmail.com](mailto:ps.app.suc@gmail.com)- For main and other campuses of all state universities and colleges
  - c. [ps.app.goccc@gmail.com](mailto:ps.app.goccc@gmail.com)- For all central and regional offices of government owned and controlled corporations
  - d. [ps.app.deped@gmail.com](mailto:ps.app.deped@gmail.com)- For primary and secondary schools
7. Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
8. Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -PS- Central Office).
9. 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. 4021.

Department/Bureau/Office: NATIONAL LABOR RELATIONS COMMISSION  
Region: 8TH DIVISION  
Address: 21F Henry Tan Bldg., Tirso Neri Sr., Cagayan De Oro City

Contact Person: ALLA M. RESOOR  
Position: Acting Supply Officer  
E-mail: \_\_\_\_\_  
Telephone/Mobile Nos: 088 857 19 38

| 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 ELECTRICAL SUPPLIES</b>                               |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                                    |              |     |     |     |        |                |
| 1 BATTERY, size AA, alkaline, 2 pieces per blister pack         | pack            |                      | 12  |       | 12 |       |     |      |    |      |     |      |    |                                    |              |     |     | 24  | 18.00  | 431.93         |
| 2 BATTERY, size AAA, alkaline, 2 pieces per blister pack        | pack            |                      | 6   |       | 6  |       | 6   |      |    |      |     |      |    |                                    |              |     |     | 12  | 15.51  | 186.10         |
| 3 BATTERY, size D, alkaline, 2 pieces per blister pack          | pack            |                      |     |       | 0  |       | 0   |      |    |      |     |      |    |                                    |              |     |     | 0   | 80.26  | -              |
| 4 FLUORESCENT LAMP, tubular, 28 watts                           | tube            |                      |     |       | 0  |       | 0   |      |    |      |     |      |    |                                    |              |     |     | 0   | 120.12 | -              |
| 5 FLUORESCENT LAMP, tubular, 36 watts                           | tube            |                      | 6   |       | 6  |       | 6   |      |    |      |     |      |    |                                    |              |     |     | 6   | 43.58  | 1,045.80       |
| 6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box | piece           |                      |     |       | 0  |       | 0   |      |    |      |     |      |    |                                    |              |     |     | 0   | 106.91 | -              |
| 7 TAPE, electrical  | roll            |                      |     |       | 0  |       | 0   |      |    |      |     |      |    |                                    |              |     |     | 0   | 19.11  | -              |
| <b>COMMON OFFICE SUPPLIES</b>                                   |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                                    |              |     |     |     |        |                |
| 1 ACETATE, gauge #3, 50m per roll                               | roll            |                      |     |       | 0  |       | 0   |      |    |      |     |      |    |                                    |              |     |     | 0   | 655.20 | -              |
| 3 AIR FRESHENER, 280ml/can                                      | can             |                      |     |       | 0  |       | 0   |      |    |      |     |      |    |                                    |              |     |     | 0   | 85.18  | -              |
| 3 ALCOHOL, 70%, ethyl, 500ml                                    | bottle          |                      | 15  |       | 15 |       | 15  |      |    |      |     |      |    |                                    |              |     |     | 15  | 45.30  | 1,358.91       |
| 4 CARBON FILM, A4 size, 100 sheets per box                      | box             |                      |     |       | 0  |       | 0   |      |    |      |     |      |    |                                    |              |     |     | 0   | 234.78 | -              |



| 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        |
| 55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm  | ream            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 138.62   | -         |
| 56 PAPER, Multi-Purpose (COPY) A4, 70gsm   | ream            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 107.51   | -         |
| 57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm  | ream            |                      | 75  |       | 75 |       |     | 75   |    |      |     | 75   |    |                |                                    |              | 75  | 300 | 120.61   | 36,184.05 |
| 58 PARCLAMENT PAPER, A4 size, 80 gsm, 100 sheets per pack  | ream            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 96.64    | -         |
| 59 PAPER, Thermal, 216mm x 30m   | roll            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 37.45    | -         |
| 60 PENCIL, lead, w/eraser, one(1) dozen per box  | box             |                      | 9   |       | 9  |       |     | 0    |    |      |     | 9    |    |                |                                    |              | 9   | 18  | 20.60    | 370.82    |
| 61 PHILIPPINE NATIONAL FLAG  | piece           |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 314.50   | -         |
| 62 RECORD BOOK, 300 pages, size: 214mm x 278mm min   | book            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 63.34    | -         |
| 63 RECORD BOOK, 500 pages, size: 214mm x 278mm min   | book            |                      |     |       | 25 |       |     | 25   |    |      |     | 25   |    |                |                                    |              | 25  | 50  | 91.19    | 4,559.63  |
| 64 RING BINDER, Plastic 32mm, 10 pieces per bundle   | bundle          |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 269.71   | -         |
| 65 RUBBER BAND, 70mm min lay flat length (#8)  | box             |                      | 6   |       | 6  |       |     | 6    |    |      |     | 6    |    |                |                                    |              | 6   | 24  | 111.14   | 2,667.42  |
| 66 RULER, plastic, 450mm, 1 piece in individual plastic  | piece           |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 16.38    | -         |
| 67 SIGN PEN, black   | piece           |                      |     |       | 50 |       |     | 50   |    |      |     | 50   |    |                |                                    |              | 50  | 150 | 46.21    | 6,931.58  |
| 68 SIGN PEN, blue  | piece           |                      |     |       | 25 |       |     | 25   |    |      |     | 25   |    |                |                                    |              | 25  | 75  | 46.21    | 4,621.05  |
| 69 SIGN PEN, red   | piece           |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 46.21    | -         |
| 70 STAMP PAD INK, violet, 50ml   | bottle          |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 24.02    | -         |
| 71 STAMP PAD, felt pad, min 60mm x 100mm   | piece           |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 32.63    | -         |
| 72 STAPLE WIRE, Heavy duty, 23/13  | box             |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 31.94    | -         |
| 73 STAPLE WIRE, Standard   | box             |                      | 12  |       | 12 |       |     | 12   |    |      |     | 12   |    |                |                                    |              | 12  | 48  | 19.87    | 953.57    |
| 74 TAPE, masking, 24mm, 50 meters length   | roll            |                      |     |       | 12 |       |     | 12   |    |      |     | 12   |    |                |                                    |              | 12  | 24  | 57.88    | 1,389.02  |
| 75 TAPE, masking, 48mm, 50 meters length   | roll            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 110.29   | -         |
| 76 TAPE, transparent, 24mm, 50 meters  | roll            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 18.24    | -         |
| 77 TAPE, transparent, 48mm, 50 meters  | roll            |                      | 25  |       | 25 |       |     | 25   |    |      |     | 25   |    |                |                                    |              | 25  | 100 | 34.94    | 3,494.40  |
| 78 TAPE, packaging, 48mm, 50 meters length   | roll            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 34.94    | -         |
| 79 TOWEL TISSUE, 12 rolls per pack   | pack            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 79.35    | -         |
| 80 TWINE, plastic, one kilo per roll   | roll            |                      | 6   |       | 6  |       |     | 6    |    |      |     | 6    |    |                |                                    |              | 6   | 12  | 56.78    | 681.41    |
| 81 WRAPPING PAPER, kraft, 50 sheets per pack   | pack            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 118.36   | -         |
| <b>COMMON OFFICE DEVICES</b>   |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                    |              |     |     |          |           |
| 1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube  | tube            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 8.24     | -         |
| 2 CUTTER KNIFE, heavy duty   | piece           |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 20.40    | -         |
| 3 DATING AND STAMPING MACHINE  | piece           |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 502.30   | -         |
| 4 PENCIL SHARPENER, 1 piece in individual plastic case   | piece           |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 196.56   | -         |
| 5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box   | piece           |                      |     |       | 6  |       |     | 6    |    |      |     | 6    |    |                |                                    |              | 6   | 12  | 129.60   | 1,555.22  |
| 6 SCISSORS, (6")   | pair            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 16.31    | -         |
| 7 STAPLER, standard  | piece           |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 96.84    | -         |
| 8 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide | piece           |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 1,112.75 | -         |
| 9 STAPLE REMOVER, plier type   | piece           |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 18.51    | -         |
| 10 TAPE DISPENSER, table top   | piece           |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 50.11    | -         |
| 11 WASTE BASKET, non-rigid plastic   | piece           |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 32.21    | -         |
| <b>COMMON JANITORIAL SUPPLIES</b>  |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                    |              |     |     |          |           |
| 1 BROOM, soft (tambo)  | piece           |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 109.20   | -         |
| 2 BROOM, stick (tingting)  | piece           |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 25.12    | -         |
| 3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap  | bottle          |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                |                                    |              | 0   | 0   | 43.68    | -         |

| 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 |          |
|  |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                                    |              |     |     |     |    |                |          |
| 21) PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi   | unit            |                      |     |       | 0  |       |     | 0    |    |      |     | 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   | 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   | 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   | 0   | 0  | 632.00         | -        |
| 2) COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box  | box             |                      |     |       | 0  |       |     | 0    |    |      |     | 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   | 0   | 0  | 717.66         | -        |
| 4) COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box  | box             |                      |     |       | 0  |       |     | 0    |    |      |     | 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   | 0   | 0  | 599.46         | -        |
| 6) COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box   | box             |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                                    |              |     | 0   | 0   | 0  | 955.50         | -        |
| 7) DVD REWRITABLE, 4x speed, 4.7GB capacity  | piece           |                      |     |       | 0  |       |     | 0    |    |      |     | 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   | 0   | 0  | 3,247.61       | -        |
| 9) FLASH DRIVE, 16GB, USB 2.0, plug and play   | piece           |                      | 12  |       | 0  |       |     | 0    |    | 12   |     | 0    |    |                                    |              |     | 0   | 0   | 0  | 245.70         | 5,896.80 |
| 10) MOUSE, optical, USB connection type  | unit            |                      |     |       | 0  |       |     | 0    |    |      |     | 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   | 0   | 0  | 30.35          | -        |
| <b>CONSUMABLES</b>   |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                                    |              |     |     |     |    |                |          |
| 1) INK CART, BROTHER LC99BK, Black   | cart            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                                    |              |     | 0   | 0   | 0  | 698.23         | -        |
| 2) INK CART, BROTHER LC99C, Cyan   | cart            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                                    |              |     | 0   | 0   | 0  | 469.56         | -        |
| 3) INK CART, BROTHER LC99M, Magenta  | cart            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                                    |              |     | 0   | 0   | 0  | 469.56         | -        |
| 4) INK CART, BROTHER LC99Y, Yellow   | cart            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                                    |              |     | 0   | 0   | 0  | 469.56         | -        |
| 5) INK CART, BROTHER LC67B, Black  | cart            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                                    |              |     | 0   | 0   | 0  | 955.50         | -        |
| 6) INK CART, BROTHER LC67C, Cyan   | cart            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                                    |              |     | 0   | 0   | 0  | 573.30         | -        |
| 7) INK CART, BROTHER LC67M, Magenta  | cart            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                                    |              |     | 0   | 0   | 0  | 573.30         | -        |
| 8) INK CART, BROTHER LC67Y, Yellow   | cart            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                                    |              |     | 0   | 0   | 0  | 573.30         | -        |
| 9) INK CART, BROTHER LC67HYB, 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 CL-726, Black  | cart            |                      |     |       | 0  |       |     | 0    |    |      |     | 0    |    |                                    |              |     | 0   | 0   | 0  | 488.12         | -        |
| 17) INK CART, CANON CL-81, 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         | -        |

| 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       |
| <b>COMMON OFFICE EQUIPMENT</b>  |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                                   |              |     |     |     |          |
| 1 CALCULATOR, MINI-PRINTING, 1 unit per box   | unit            |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 977.34   |
| 2 CALCULATOR, PRINTING, DESKTOP, 1 unit per box   | unit            |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 2,063.88 |
| 3 ELECTRONIC TIME RECORDER OR BUNDLY CLOCK, electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts  | unit            |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 3,481.30 |
| 4 MEGAPHONE, portable sound system, all ABS resin body, 390mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color   | unit            |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 2,839.20 |
| 5 WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEEE 802.3u, IEEE 802.3i, interface: 4 x 10/100 ports, 1 x 10/100 WAN port, LED indicator: Power, WLAN, LAN(10/100), Internet Status, with patch cable and power adapter, warranty: one(1) year warranty, frequency band: 2.4 GHz, one(1) unit/box | unit            |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 1,089.82 |
| <b>COMMON OFFICE SUPPLIES</b>   |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                                   |              |     |     |     |          |
| 1 CARTON, white, 20 pieces per pack   | pack            |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 54.60    |
| 2 CLIP, bulldog, 73mm (3")  | piece           |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 8.74     |
| 3 COLUMNAR PAD, 18 cols, 50 gsm min.  | pad             |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 68.80    |
| 4 ENVELOPE, PAV, 500 pieces per box   | box             |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 120.45   |
| 5 ILLUSTRATION BOARD, (30"x40")   | piece           |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 36.80    |
| 6 INDEX CARD BOX, 3"x5"   | piece           |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 38.22    |
| 7 INDEX CARD BOX, 5"x8"   | piece           |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 57.88    |
| 8 INDEX CARD, 3"x5", 500 pieces per pack  | pack            |                      |     |       | 6  |       |     |      |    |      |     |      |    |                                   |              |     |     | 6   | 53.83    |
| 9 INDEX CARD, 5"x8", 500 pieces per pack  | pack            |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 146.31   |
| 10 MANILA PAPER, 10sheets per pack  | pack            |                      |     |       | 10 |       |     |      |    |      |     |      |    |                                   |              |     |     | 10  | 27.30    |
| 11 MAP PIN, round head, 100 pieces per case   | case            |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 42.37    |
| 12 OIL, for general purpose lubricant, 120 ml   | bottle          |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 38.75    |
| 13 PAPER, Thermal, 210mm x 30m  | roll            |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 31.45    |
| 14 PUSH PIN, flat head type, assorted colors, 100 pieces per case   | case            |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 26.21    |
| 15 RIBBON, for manual typewriter, in box, with each spool individually wrapped in plastic   | spool           |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 16.93    |
| 16 RING BINDER, Plastic 25mm, 10 pieces per bundle  | bundle          |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 158.34   |
| 17 RING BINDER, Plastic 50mm, 10 pieces per bundle  | bundle          |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 305.58   |
| 18 STAPLE WIRE, Heavy duty, 23/17   | box             |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 43.55    |
| 19 TAPE DISPENSER, Handheld   | piece           |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 30.56    |
| 20 TAPE, for adding machine   | roll            |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 8.52     |
| 21 TIME CARD, for Amamo Bundy Clock, 100 pieces bundle  | bundle          |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 72.94    |
| <b>COMMON JANITORIAL SUPPLIES</b>   |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                                   |              |     |     |     |          |
| 1 FLOOR WAX, liquid type, natural   | can             |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 389.03   |
| 2 FLOOR WAX, Paste type, natural  | can             |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 234.78   |
| 3 SOAP, BATHROOM, 90 grams, 1 piece in individual box   | piece           |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 23.48    |
| <b>CONSUMABLES</b>  |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                                   |              |     |     |     |          |
| 1 INK CART, EPSON C31T0390 (103), Black   | cart            |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 909.64   |
| 2 INK CART, EPSON C31T03290 (103), Cyan   | cart            |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 606.06   |
| 3 INK CART, EPSON C31T0390 (103), Magenta   | cart            |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 606.06   |
| 4 INK CART, EPSON C31T03490 (103), Yellow   | cart            |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 606.06   |
| 5 INK CART, EPSON C31T4390 (143), Black   | cart            |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 616.98   |
| 6 INK CART, EPSON C31T4390 (143), Cyan  | cart            |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 489.22   |
| 7 INK CART, EPSON C31T4390 (143), Magenta   | cart            |                      |     |       | 0  |       |     |      |    |      |     |      |    |                                   |              |     |     | 0   | 489.22   |



| 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>Photographic or filming or video equipment</b>       |                                    |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                    |              |     |     |     |    |
| 1   |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 2   |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 3   |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 4   |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 5   |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 6   |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 7   |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 8   |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 9   |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 10  |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| <b>Cleaning Equipment and Supplies</b>                  |                                    |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                    |              |     |     |     |    |
| 1   |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 2   |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 3   |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 4   |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 5   |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 6   |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 7   |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 8   |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 9   |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 10  |                                    |                      |     |       | 0  |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| <b>Paper Materials and Products</b>                     |                                    |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                    |              |     |     |     |    |
| 1   | BOND PAPER SHORT                   | REAM                 |     | 40    |    |       |     |      | 40 |      |     |      |    |                |                                    |              | 40  | 40  |     |    |
| 2   | ONION SKIN SUPERFINE SHORT         | REAM                 |     | 24    |    |       |     |      | 24 |      |     |      |    |                |                                    |              | 24  | 24  |     |    |
| 3   | BOOKS                              | SET                  |     | 3     |    |       |     |      | 3  |      |     |      |    |                |                                    |              | 3   | 3   |     |    |
| 4   | ONION SKIN LONG                    | REAM                 |     | 12    |    |       |     |      | 12 |      |     |      |    |                |                                    |              | 12  | 12  |     |    |
| 5   | NEWSPRINT PAPER LONG               | RMS                  |     | 12    |    |       |     |      | 12 |      |     |      |    |                |                                    |              | 12  | 12  |     |    |
| 6   | WHITE FOLDER LONG                  | PCS                  |     | 75    |    |       |     |      | 75 |      |     |      |    |                |                                    |              | 75  | 75  |     |    |
| 7   | CARBON PAPER (PLASTOFOIL-BLK) LONG | BOX                  |     | 6     |    |       |     |      | 6  |      |     |      |    |                |                                    |              | 6   | 6   |     |    |
| 8   | DATER                              | PCS                  |     | 6     |    |       |     |      | 6  |      |     |      |    |                |                                    |              | 6   | 6   |     |    |
| 9   |                                    |                      |     | 0     |    |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 10  |                                    |                      |     | 0     |    |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| <b>Lighting and fixtures and accessories</b>            |                                    |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                    |              |     |     |     |    |
| 1   | ENERGY SAVING BULB (4W)            | PCS                  |     | 6     |    |       |     |      | 6  |      |     |      |    |                |                                    |              | 6   | 6   |     |    |
| 2   |                                    |                      |     | 0     |    |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 3   |                                    |                      |     | 0     |    |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 4   |                                    |                      |     | 0     |    |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 5   |                                    |                      |     | 0     |    |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 6   |                                    |                      |     | 0     |    |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 7   |                                    |                      |     | 0     |    |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 8   |                                    |                      |     | 0     |    |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 9   |                                    |                      |     | 0     |    |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 10  |                                    |                      |     | 0     |    |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| <b>Electrical equipment and components and supplies</b> |                                    |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                    |              |     |     |     |    |
| 1   |                                    |                      |     | 0     |    |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 2   |                                    |                      |     | 0     |    |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 3   |                                    |                      |     | 0     |    |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 4   |                                    |                      |     | 0     |    |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |
| 5   |                                    |                      |     | 0     |    |       |     |      | 0  |      |     |      |    |                |                                    |              | 0   | 0   |     |    |

| 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>Computer Supplies</b>   |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                    |              |     |     |           |           |
| 1 COPIER TONER (#3035) KYOCERA   | TUBE            |                      | 1   |       | 1  |       | 0   |      | 1  |      | 1   |      | 0  |                | 0                                  | 0            | 0   | 2   | 14,168.00 | 28,336.00 |
| 2 PRINTER INK 22-RED   | PCS             |                      | 12  |       | 12 |       | 0   |      | 12 |      | 12  |      | 0  |                | 0                                  | 0            | 0   | 24  | 995.00    | 23,880.00 |
| 3 PRINTER INK 702 BLK  | PCS             |                      | 12  |       | 12 |       | 0   |      | 12 |      | 12  |      | 0  |                | 0                                  | 0            | 0   | 12  | 1,395.00  | 16,740.00 |
| 4 COMPUTER RIBBON FX-3175  | PCS             |                      | 15  |       | 15 |       | 0   |      | 15 |      | 15  |      | 0  |                | 0                                  | 0            | 0   | 30  | 450.00    | 13,500.00 |
| 5 LASER PRINTER (TONER)  | BOX             |                      | 6   |       | 6  |       | 0   |      | 6  |      | 6   |      | 0  |                | 0                                  | 0            | 0   | 18  | 2,000.00  | 36,000.00 |
| 6 EXTERNAL MEMORY (ADATA CLASSIC CH94)   | PCS             |                      | 6   |       | 6  |       | 0   |      | 6  |      | 6   |      | 0  |                | 0                                  | 0            | 0   | 6   | 2,856.70  | 17,140.20 |
| 7 RECORD BOOK (RED)  | PCS             |                      | 6   |       | 6  |       | 0   |      | 6  |      | 6   |      | 0  |                | 0                                  | 0            | 0   | 24  | 79.00     | 1,896.00  |
| 8 FILLING BOXES  | PCS             |                      | 6   |       | 6  |       | 0   |      | 6  |      | 6   |      | 0  |                | 0                                  | 0            | 0   | 24  | 275.00    | 6,600.00  |
| 9  |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| 10   |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| <b>Computer Equipment and Accessories</b>                                      |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                    |              |     |     |           |           |
| 1  |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| 2  |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| 3  |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| 4  |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| 5  |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| 6  |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| 7  |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| 8  |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| 9  |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| 10   |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| <b>*Other Categories</b>   |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                    |              |     |     |           |           |
| 1  |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| 2  |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| 3  |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| 4  |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| 5  |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| 6  |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| 7  |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| 8  |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| 9  |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| 10   |                 |                      |     |       |    |       | 0   |      |    |      |     |      | 0  |                | 0                                  | 0            | 0   | 0   |           |           |
| <b>C. TOTAL (A + B):</b>   |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                    |              |     |     |           |           |
| <b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>                    |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                    |              |     |     |           |           |
| <b>E. GRAND TOTAL (C + D)</b>  |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                    |              |     |     |           |           |
| <b>F. APPROVED BUDGET BY THE AGENCY HEAD</b>                                   |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                    |              |     |     |           |           |
| <b>In Figures and Words:</b>   |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                    |              |     |     |           |           |
| <b>G. MONTHLY CASH REQUIREMENTS</b>  |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                    |              |     |     |           |           |
| G.1 Available at Procurement Service Stores                                    |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                    |              |     |     |           |           |
| G.2 Other Items not available at PS but regularly purchased from other sources |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                    |              |     |     |           |           |
| <b>TOTAL MONTHLY CASH REQUIREMENTS</b>   |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                    |              |     |     |           |           |

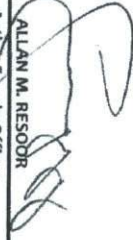
\*Other categories that are not indicated herein

319,236.25  
319,236.63  
351,159.88

| Item & Specifications                                 | Unit of Measure | Quantity Requirement |     |       |    |       |     |      |    |      |     |      |    | Total Quantity | Price Catalogue<br>as of Sept 9, 2015 |     |     |
|---|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|----------------|---------------------------------------|-----|-----|
|   |                 | Jan                  | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 |                |                                       | Oct | Nov |
| **Prices are FOB Manila/Applicable for Items under A. |                 |                      |     |       |    |       |     |      |    |      |     |      |    |                |                                       |     |     |

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

  
 ALLAN M. RESOR  
 Acting Supply Officer

Certified Funds Available /  
 Certified Appropriate Funds Available:

  
 PAUL B. ANCHETA  
 Acting Accountant

Approved by:

  
 BARIO ROD M. JALTON  
 Presiding Commissioner

Date Prepared: