

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

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

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin) - **Region XIII**
 - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataman) - **Regions VI, VII, VIII, X, & XI**
 - Surigao Del Norte - **Surigao Del Norte**
 - Zamboanga Sibugay- **Zamboanga Sibugay**
 - Camiguin - **Camiguin**
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
- For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - DBM Central Office- for entities in the Central Office
 - DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCS
- The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
 - ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - ps.app.goccc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.depded@gmail.com- For primary and secondary schools
- Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
- Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -PS- Central Office).
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: NATIONAL LABOR RELATIONS COMMISSION
Region: REGIONAL ARBITRATION ASSOCIATE
Address: TRECE MARTIRES ST., TACLOBAN CITY, LEYTE

Contact Person: CARLITO M. GUIMOC
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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
COMMON ELECTRICAL SUPPLIES																				
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack				0				0								0	0	18.00	-
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				0				0								0	0	15.51	-
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0								0	0	80.26	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0								0	0	120.12	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube	3	3	3	9	3	3	3	9	3	3	3	3	3	3	3	9	9	43.58	1,568.70
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0								0	0	106.91	-
7 TAPe, electrical	roll	2	2	2	6	2	2	2	4								0	10	19.11	191.10
COMMON OFFICE SUPPLIES																				
1 ACETATE, gauge #3, 50m per roll	roll				0				0									0	65.20	-
2 AIR FRESHENER, 280ml/can	can	4	4	4	12	4	4	4	4	4	4	4	4	4	4	4	6	6	85.18	3,577.39
3 ALCOHOL, 70%, ethyl, 500ml	bottle	10	10	10	30	10	10	10	30	10	10	10	10	10	10	10	30	30	45.30	5,707.42
4 CARBON FILM, A4 size, 100 sheets per box	box	2	2	2	6	2	2	2	6	2	2	2	2	2	2	2	6	6	234.78	5,634.72
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0								0	0	266.62	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0								0	0	74.03	-
7 CHALK, white, dustless, 100 pieces per box	box				0				0								0	0	27.15	-

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
8] CLEARBOOK, A4 size	piece				0			0				0					0	0	39.31	-
9] CLEARBOOK, Legal size	piece				0			0				0					0	0	43.68	-
10] CLIP, backfold, 19mm, 12 pieces per box	box				0			0				0					0	0	7.64	-
11] CLIP, backfold, 25mm, 12 pieces per box	box				0			0				0					0	0	17.47	-
12] CLIP, backfold, 32mm, 12 pieces per box	box				0			0				0					0	0	21.71	-
13] CLIP, backfold, 50mm, 12 pieces per box	box				0			0				0					0	0	45.86	-
14] CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0			0				0					0	0	43.13	-
15] DATA FILE BOX, made with chipboard, with closed ends	box				0			0				0					0	0	73.22	-
16] DATA FOLDER, made with chipboard, taglia lock	piece				0			0				0					0	0	80.80	-
17] ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0			0				0					0	0	433.70	-
18] ENVELOPE, DOCUMENTARY, 10T LEGAL SIZE DOCUMENT, 500 pieces per box	box	1		1	2		1				1	2				1	1	6	532.77	3,196.62
19] ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0			0				0					0	0	652.80	-
20] ENVELOPE, EXPANDING, plastic	piece				0			0				0					0	0	36.78	-
21] ENVELOPE, MAILING, 500 pieces per box	box	1	1	1	3		1				1	3				1	1	10	146.33	1,463.28
22] ENVELOPE, MAILING, with window, 500 pieces per box	box				0			0				0					0	0	205.13	-
23] ERASER, felt, for blackboard/whiteboard	piece				0			0				0					0	0	10.57	-
24] ERASER, plastic or rubber	piece				0			0				0					0	0	2.37	-
25] FASTENER, for paper, metal, 50 sets per box	box	5		5	10		5				5	10				5	5	30	59.94	1,798.34
26] FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0			0				0					0	0	87.01	-
27] FILE TAB DIVIDER, A4, five (5) colors per set	set				0			0				0					0	0	13.10	-
28] FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0			0				0					0	0	17.47	-
29] FOLDER, Fancy, A4, 50s/ bundle	bundle				0			0				0					0	0	245.70	-
30] FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0			0				0					0	0	305.76	-
31] FOLDER, L-type, A4, 50 pieces pack	pack				0			0				0					0	0	174.72	-
32] FOLDER, L-type, Legal size, 50 pieces per pack	pack				0			0				0					0	0	191.10	-
33] FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0			0				0					0	0	982.68	-
34] FOLDER, Tagboard, A4, 100 pieces per pack	pack				0			0				0					0	0	260.99	-
35] FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0			0				0					0	0	314.98	-
36] GLUE, all purpose, 300 grams min.	jar	3		3	6		3				3	6				3	3	18	51.32	923.83
37] INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0			0				0					0	0	53.38	-
38] LOOSELEAF COVER, 50sets per bundle	bundle				0			0				0					0	0	566.75	-
39] MAGAZINE FILE BOX, LARGE	piece				0			0				0					0	0	46.03	-
40] MARKER, fluorescent, 3 colors per set	set	5		5	10		5				5	10				5	5	30	37.33	1,119.83
41] MARKER, whiteboard, bullet type, black	piece				0			0				0					0	0	12.39	-
42] MARKER, whiteboard, bullet type, blue	piece				0			0				0					0	0	12.39	-
43] MARKER, whiteboard, bullet type, red	piece				0			0				0					0	0	12.39	-
44] MARKER, permanent, bullet type, black	piece	10		10	20		10				10	20				10	10	60	10.13	607.95
45] MARKER, permanent, bullet type, blue	piece				0			0				0					0	0	10.13	-
46] MARKER, permanent, bullet type, red	piece				0			0				0					0	0	10.13	-
47] NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0			0				0					0	0	10.82	-
48] NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0			0				0					0	0	32.76	-
49] NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0			0				0					0	0	40.30	-
50] NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0			0				0					0	0	56.76	-
51] PAD PAPER, Ruled	pad	40			40		40				40	40				40	40	120	18.34	2,201.22
52] PAPER CLIP, gem type, 48mm, 100 pieces per box	box	3		3	6		3				3	6				3	3	18	14.20	255.53
53] PAPER CLIP, gem type, 32mm, 100 pieces per box	box	3		3	6		3				3	6				3	3	18	7.10	127.76
54] PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0			0				0					0	0	123.72	-
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				0			0				0					0	0	120.61	-
58] PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0			0				0					0	0	96.64	-
59] PAPER, Thermal, 216mm x 30mm	roll	10			10		10				10	10				10	10	20	37.45	749.07

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60 PENCIL, lead, w/eraser, one(1) dozen per box	box	5		5	10	5	5	10	5	5		5	5			5	5	30	20.60	618.03
61 PHILIPPINE NATIONAL FLAG	piece				0			0				0				0		0	314.50	-
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	5		5	10	5	5	10	5	5		5	5			5	5	30	63.34	1,900.08
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	5		5	10	5	5	10	5	5		5	5			5	5	30	91.19	2,735.78
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 (#18)	box				0			0				0				0		0	111.14	-
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				0			0				0				0		0	16.38	-
67 SIGN PEN, black	piece	50		50	100	50	50	100	50	50		50	50			50	50	300	46.21	13,863.15
68 SIGN PEN, blue	piece				0			0				0				0		0	46.21	-
69 SIGN PEN, red	piece				0			0				0				0		0	46.21	-
70 STAMP PAD INK, violet, 50ml	bottle	5		5	10	5	5	10	5	5		5	5			5	5	30	24.02	720.72
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	4			4	4	4	4	4	4		4	4			4	4	8	32.63	261.07
72 STAPLE WIRE, Heavy duty, 23/13	box				0			0				0				0		0	31.94	-
73 STAPLE WIRE, Standard	box	5		5	10	5	5	10	5	5		5	5			5	5	30	19.87	595.98
74 TAPE, masking, 34mm, 50 meters length	roll	5			5	5	5	5	5	5		5	5			5	5	20	57.88	1,157.52
75 TAPE, masking, 48mm, 50 meters length	roll	5			5	5	5	5	5	5		5	5			5	5	20	110.29	2,205.84
76 TAPE, transparent, 24mm, 50 meters	roll	5			5	5	5	5	5	5		5	5			5	5	20	18.24	364.77
77 TAPE, transparent, 48mm, 50 meters	roll	5			5	5	5	5	5	5		5	5			5	5	20	34.94	698.88
78 TAPE, packaging, 48mm, 50 meters length	roll	5			5	5	5	5	5	5		5	5			5	5	20	34.94	698.88
79 TOILET TISSUE, 12 rolls per pack	pack	5			5	5	5	5	5	5		5	5			5	5	20	79.35	1,586.97
80 TWINE, plastic, one kilo per roll	roll	5			5	5	5	5	5	5		5	5			5	5	20	56.78	1,135.68
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack	2		2	4	2	2	4	2	2		2	2			2	2	12	118.36	1,420.27
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	1			1			0				0				0		1	8.24	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				0			0				0				0		0	129.60	-
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	1			1			0				0				0		1	50.11	50.11
11 WASTE BASKET, non-rigid plastic	piece	1		1	3			3				3				3		12	32.21	386.57
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece	5		5	10	5	5	10	5	5		5	5			5	5	30	109.20	3,276.00
2 BROOM, stick (tingting)	piece	5		5	10	5	5	10	5	5		5	5			5	5	30	25.12	753.48
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	10		10	20	10	10	20	10	10		10	10			10	10	60	43.68	2,620.80
4 CLEANER, scouring powder, 350grams/can	can	10		10	20	10	10	20	10	10		10	10			10	10	60	19.11	1,146.60
5 DETERGENT POWDER, all purpose, kilo/pouch	pouch	10		10	20	10	10	20	10	10		10	10			10	10	60	43.68	2,620.80
6 DISINFECTANT SPRAY, 400-550 grams	can	7		7	14	7	7	14	7	7		7	7			7	7	42	120.12	5,045.04
7 DUST PAN, non-rigid plastic	piece	7		7	14	7	7	14	7	7		7	7			7	7	42	38.09	1,601.96
8 FLOOR WAX, Paste, red	can				0			0				0				0		0	240.24	-
9 FURNITURE CLEANER, aerosol, 300ml/can	can				3			6				3				6		18	89.00	1,601.96
10 INSECTICIDE, aerosol type, 600ml/can	can	7		7	14	7	7	14	7	7		7	7			7	7	42	123.40	5,182.63
11 MOPBUCKET	piece				0			0				0				0		0	1,965.60	-
12 MOPHANDLE, screw type, aluminum handle	piece				0			0				0				0		0	136.50	-
13 MOPHEAD, made of rayon	piece	5		5	10	5	5	10	5	5		5	5			5	5	30	103.74	3,112.20

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14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0			0				0					0	0	45.86	-
15 SCOURING PAD, 5 pieces per pack	pack	5		5	10	5		5				10					5	30	125.58	3,767.40
16 TRASHBAG, plastic, transparent, tops/roll	roll	10		10	20	10		10				10					10	60	146.87	8,812.44
COMMON OFFICE EQUIPMENT																				
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 134cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0			0				0						0	10,918.91	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0			0				0						0	161.62	-
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0			0				0						0	434.62	-
4 CHAIR, monobloc, without armrest, beige	piece				0			0				0						0	294.84	-
5 CHAIR, monobloc, without armrest, white	piece				0			0				0						0	294.84	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0			0				0						0	6,541.08	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600x) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0			0				0						0	26,426.40	-
8 ELECTRIC FAN, industrial	unit				0			0				0						0	1,201.20	-
9 ELECTRIC FAN, orbit type	unit				3			0				0						3	1,310.40	3,931.20
10 ELECTRIC FAN, stand type	unit				3			0				3						6	1,088.72	6,532.34
11 ELECTRIC FAN, wall type	unit				3			0				3						6	980.62	5,883.70
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/telex switchover	unit				0			0				0						0	3,677.86	-
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				1			1				1						2	1,360.63	2,721.26
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0			0				0						0	4,136.50	-
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				1			0				0						1	43,172.54	43,172.54
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationary blade guard, A4-A6 format indicators	unit				0			0				0						0	8,353.80	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0			0				0						0	5,765.76	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0			0				0						0	19,338.03	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0			0				0						0	6,123.10	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing, capable	unit				0			0				0						0	10,500.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0			0				0						0	1,736.28	-
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0			0				0						0	1,294.02	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0			0				0						0	1,295.07	-
COMMON COMPUTER SUPPLIES																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0			0				0						0	632.00	-
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0			0				0						0	926.56	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0			0				0						0	717.66	-

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4 COMPUTER CONTINUOUS FORMS, 2 ply., 11" x 14-7/8", 1000 sets/box	box				0				0									0	0	998.09	-	
5 COMPUTER CONTINUOUS FORMS, 3 ply., 11 x 9-1/2", 500 sets/box	box				0				0									0	0	599.46	-	
6 COMPUTER CONTINUOUS FORMS, 3 ply., 11" x 14-7/8", 500 sets/box	box				0				0									0	0	955.50	-	
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	1			1				0									0	1	22.44	22.44	
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				0				0									0	0	3,247.61	-	
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0				0									0	0	245.70	-	
10 MOUSE, optical, USB connection type	unit				0				0									0	0	144.14	-	
HANDBOOK ON PROCUREMENT																						
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0									0	0	30.35	-	
CONSUMABLES																						
1 INK CART, BROTHER LC39BK, Black	cart				0				0									0	0	698.23	-	
2 INK CART, BROTHER LC39C, Cyan	cart				0				0									0	0	469.56	-	
3 INK CART, BROTHER LC39M, Magenta	cart				0				0									0	0	469.56	-	
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0									0	0	469.56	-	
5 INK CART, BROTHER LC67B, Black	cart				0				0									0	0	955.50	-	
6 INK CART, BROTHER LC67C, Cyan	cart				0				0									0	0	573.30	-	
7 INK CART, BROTHER LC67M, Magenta	cart				0				0									0	0	573.30	-	
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0									0	0	573.30	-	
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0									0	0	1,681.68	-	
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0									0	0	911.82	-	
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0									0	0	911.82	-	
12 INK CART, BROTHER LC67HYV, Yellow	cart				0				0									0	0	911.82	-	
13 INK CART, CANON PG-810, Black	cart				0				0									0	0	650.83	-	
14 INK CART, CANON PG-740, Black	cart				0				0									0	0	737.10	-	
15 INK CART, CANON PG-1725, Black	cart				0				0									0	0	516.52	-	
16 INK CART, CANON CL-1726, Black	cart				0				0									0	0	488.12	-	
17 INK CART, CANON CL-811, Colored	cart				0				0									0	0	860.50	-	
18 INK CART, CANON CL-741, Colored	cart				0				0									0	0	860.50	-	
19 INK CART, CANON CL-726, Cyan	cart				0				0									0	0	562.38	-	
20 INK CART, CANON CL-726, Magenta	cart				0				0									0	0	562.38	-	
21 INK CART, CANON CL-726, Yellow	cart				0				0									0	0	562.38	-	
22 INK CART, EPSON C13T03B190 (T0 3B), Black	cart				0				0									0	0	809.17	-	
23 INK CART, EPSON C13T039090 (T0 39), Colored	cart				0				0									0	0	516.52	-	
24 INK CART, EPSON C13T05190 (Z3N)/(91N), Black	cart				0				0									0	0	447.72	-	
25 INK CART, EPSON C13T05390 (Z3N)/(91N), Cyan	cart				0				0									0	0	447.72	-	
26 INK CART, EPSON C13T05390 (Z3N)/(91N), Magenta	cart				0				0									0	0	447.72	-	
27 INK CART, EPSON C13T05490 (Z3N)/(91N), Yellow	cart				0				0									0	0	447.72	-	
28 INK CART, EPSON C13T664100 (T6641), Black	cart				0				0									0	0	267.54	-	
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0									0	0	267.54	-	
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0									0	0	267.54	-	
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0									0	0	267.54	-	
32 INK CART, HP 51645A, (HP45), Black	cart				0				0									0	0	1,375.92	-	
33 INK CART, HP C1832A, (HP23), Tri-color	cart				0				0									0	0	1,692.60	-	
34 INK CART, HP C4844A, (HP40), Black	cart				0				0									0	0	1,599.78	-	
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0									0	0	1,599.78	-	
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0									0	0	1,081.08	-	

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	
145) TONER CART, HP Q6002A, Cyan	cart				0				0				0					0	0	3,794.70	-
146) TONER CART, HP Q6002A, Yellow	cart				0				0				0					0	0	3,794.70	-
147) TONER CART, HP Q6003A, Magenta	cart				0				0				0					0	0	3,794.70	-
148) TONER CART, HP Q6470A, Black	cart				0				0				0					0	0	5,802.89	-
149) TONER CART, HP Q6471A, Cyan	cart				0				0				0					0	0	5,770.13	-
150) TONER CART, HP Q6472A, Yellow	cart				0				0				0					0	0	6,137.04	-
151) TONER CART, HP Q6473A, Magenta	cart				0				0				0					0	0	6,137.04	-
152) TONER CART, HP Q2553A, Black	cart				0				0				0					0	0	3,951.95	-
153) TONER CART, LEXMARK E360HHP, Black	cart				0				0				0					0	0	9,318.04	-
154) TONER CART, LEXMARK T650AHP, Black	cart				0				0				0					0	0	10,111.92	-
155) TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0					0	0	5,077.80	-
156) TONER CART, SAMSUNG ML-T-D1015, Black	cart				0				0				0					0	0	2,730.00	-
157) TONER CART, SAMSUNG ML-T-D1031, Black	cart				0				0				0					0	0	2,730.00	-
158) TONER CART, SAMSUNG ML-T-D1035, Black	cart				0				0				0					0	0	3,057.60	-
159) TONER CART, SAMSUNG ML-T-D1045, Black	cart				0				0				0					0	0	3,057.60	-
160) TONER CART, SAMSUNG ML-T-D1051, Black	cart				0				0				0					0	0	2,675.40	-
161) TONER CART, SAMSUNG ML-T-D1085, Black	cart				0				0				0					0	0	3,003.00	-
162) TONER CART, SAMSUNG ML-T-D1195(ML-2010D3), Black	cart				0				0				0					0	0	2,730.00	-
163) TONER CART, SAMSUNG ML-T-D203E, Black	cart				0				0				0					0	0	3,276.00	-
164) TONER CART, SAMSUNG ML-T-D203L, Black	cart				0				0				0					0	0	7,644.00	-
165) TONER CART, SAMSUNG ML-T-D203U, Black	cart				0				0				0					0	0	5,787.60	-
166) TONER CART, SAMSUNG ML-T-D205E, Black	cart				0				0				0					0	0	9,937.20	-
167) TONER CART, SAMSUNG ML-T-D205L, Black	cart				0				0				0					0	0	8,408.40	-
168) TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0					0	0	5,023.20	-
169) RIBBON CART, EPSON C135015516 (#8750), Black for LX-300	cart				0				0				0					0	0	4,422.60	-
170) RIBBON CART, EPSON C135015531 (S015086), Black	cart				0				0				0					0	0	80.59	-
171) RIBBON CART, EPSON C135015584 (S015327), Black	cart				0				0				0					0	0	761.12	-
172) RIBBON CART, EPSON C135015632, Black, for LX-310	cart				0				0				0					0	0	351.62	-
173) RIBBON CART, EPSON C135015632, Black, for LX-310	cart				0				0				0					0	0	79.72	-
B. 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				0				0				0					0	0	78.52	-
2 FLUORESCENT LAMP, tubular, 14 watts	tube				0				0				0					0	0	92.82	-
3 FLUORESCENT LIGHTING FIXTURE, 1 x 36w	set				0				0				0					0	0	382.20	-
COMMON OFFICE EQUIPMENT																					
1 CALCULATOR, MINI-PRINTING, 1 unit per box	unit				0				0				0					0	0	977.34	-
2 CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit				0				0				0					0	0	2,063.88	-
3 ELECTRONIC TIME RECORDER OR RUNDY CLOCK, electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts	unit				0				0				0					0	0	3,481.30	-
4 MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color	unit				0				0				0					0	0	2,839.20	-
5 WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEEE 802.3u, IEEE 802.3x, 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				0					0	0	1,089.82	-
COMMON OFFICE SUPPLIES																					
1 CARTOLINA, white, 20 pieces per pack	pack				0				0				0					0	0	54.60	-
2 CLIP, bulldog, 3mm (3")	piece				0				0				0					0	0	8.74	-

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	
28 TONER CART, HP Q1338A, Black	cart				0				0									0	0	7,010.64	-
29 TONER CART, HP Q6511A, Black	cart				0				0									0	0	6,187.27	-
30 TONER CART, HP Q7551A, Black	cart				0				0									0	0	6,470.10	-
31 TONER CART, LEXMARK 34217HR, Black	cart				0				0									0	0	4,947.85	-
32 TONER CART, SAMSUNG ML-2250D5, Black	cart				0				0									0	0	5,023.20	-
33 TONER CART, SAMSUNG ML-D3050B, Black	cart				0				0									0	0	6,988.80	-
Office Equipment and Accessories																					
1 PUNCHING/BINDING MACHINE	UNIT	1							0									0	1	10,918.91	10,918.91
2									0									0	0		-
3									0									0	0		-
4									0									0	0		-
5									0									0	0		-
6									0									0	0		-
7									0									0	0		-
8									0									0	0		-
9									0									0	0		-
10									0									0	0		-
Office Supplies																					
1 FOLDER PRESSBOARD LEGAL	PACK	5			5				5									5	20	894.22	17,884.40
2 BALLPEN	PCS	10	10	10	30	10	10	10	10	10	10	10	10	10	10	10	10	30	120	10.00	1,200.00
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		-
Audio and visual presentation and composing equipment																					
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		-
Photographic or filming or video equipment																					
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		-
Cleaning Equipment and Supplies																					
1					0				0									0	0		-
2					0				0									0	0		-
3					0				0									0	0		-
4					0				0									0	0		-

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	
Paper Materials and Products																						
1 PAPER BOND PREMIUM GRADE A4	REAM	50		50	100	50		50	100	50		50	50		50		50	50	300	103.61	31,083.00	
2 PAPER BOND GROUNDWOOD A4	REAM	5		5	10	5		5	10	5		5	5		5		5	5	30	73.58	2,207.40	
3 PAPER BOND PREMIUM GRADE LEGAL	REAM	50			50	50		50	50	50		50	50		50		50	50	200	119.79	23,958.00	
4 PAPER MIMEO GROUNDWOOD, LEGAL	REAM	10			10	10		10	10	10		10	10		10		10	10	40	81.41	3,256.40	
5 PAPER FOR PRCS	REAM	40			40	40		40	40	40		40	40		40		40	40	160	120.02	19,203.20	
6					0			0	0			0	0		0		0	0	0			
7					0			0	0			0	0		0		0	0	0			
8					0			0	0			0	0		0		0	0	0			
9					0			0	0			0	0		0		0	0	0			
10					0			0	0			0	0		0		0	0	0			
Lighting and fixtures and accessories																						
1					0			0	0			0	0		0		0	0	0			
2					0			0	0			0	0		0		0	0	0			
3					0			0	0			0	0		0		0	0	0			
4					0			0	0			0	0		0		0	0	0			
5					0			0	0			0	0		0		0	0	0			
6					0			0	0			0	0		0		0	0	0			
7					0			0	0			0	0		0		0	0	0			
8					0			0	0			0	0		0		0	0	0			
9					0			0	0			0	0		0		0	0	0			
10					0			0	0			0	0		0		0	0	0			
Electrical equipment and components and supplies																						
1					0			0	0			0	0		0		0	0	0			
2					0			0	0			0	0		0		0	0	0			
3					0			0	0			0	0		0		0	0	0			
4					0			0	0			0	0		0		0	0	0			
5					0			0	0			0	0		0		0	0	0			
6					0			0	0			0	0		0		0	0	0			
7					0			0	0			0	0		0		0	0	0			
8					0			0	0			0	0		0		0	0	0			
9					0			0	0			0	0		0		0	0	0			
10					0			0	0			0	0		0		0	0	0			
Computer Supplies																						
1					0			0	0			0	0		0		0	0	0			
2					0			0	0			0	0		0		0	0	0			
3					0			0	0			0	0		0		0	0	0			
4					0			0	0			0	0		0		0	0	0			
5					0			0	0			0	0		0		0	0	0			
6					0			0	0			0	0		0		0	0	0			
7					0			0	0			0	0		0		0	0	0			
8					0			0	0			0	0		0		0	0	0			
9					0			0	0			0	0		0		0	0	0			
10					0			0	0			0	0		0		0	0	0			
Computer Equipment and Accessories																						
1					0			0	0			0	0		0		0	0	0			
2					0			0	0			0	0		0		0	0	0			
3					0			0	0			0	0		0		0	0	0			
4					0			0	0			0	0		0		0	0	0			
5					0			0	0			0	0		0		0	0	0			

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
1					0													0		
2					0													0		
3					0													0		
4					0													0		
5					0													0		
6					0													0		
7					0													0		
8					0													0		
9					0													0		
10					0													0		
C. TOTAL (A + B)																				57,047.05
D. ADDITIONAL PROVISION FOR INFLATION (NOT OF TOTAL)																				2,000.00
GRAND TOTAL (C + D)																				59,047.05
APPROVED BUDGET BY THE AGENCY HEAD																				
Names and Months																				
MONTHLY CASH REQUIREMENTS																				
1. Available at Procurement Service Stores					85,809.1															
2. Other Items not available at PS but regularly purchased from other sources					38,591.2															
TOTAL MONTHLY CASH REQUIREMENTS					124,771															

*Other categories that are not indicated herein
 **Prices are FOB Manila/Apply for Remittance 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:

Date Prepared:

Carlito M. Quimog
 Property Supply Officer

Carrying Funds Available /

Carrying Funds Available /

Mel-Lin C. Suminguit
 MEL-LIN C. SUMINGUIT/DEPUTY F. GEORGEON
 Accountant /
 Local Budget Officer

Approved by:

Amelia B. Docena
 AMELIA B. DOCENA
 Head of Office/Agency