

Pages 1 of 15
ANNUAL PROCUREMENT PLAN FOR 2017
For Common-Use Supplies and Equipment

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

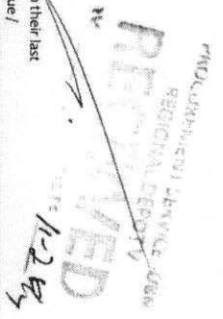
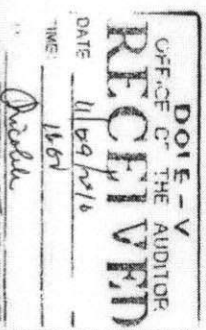
- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin) - Region XIII
 - Misamis Oriental, Bacolod, Cebu, Zamboanga, Zamboanga and Northern Samar (Cataman) - Regions VI, VII, VIII, X, & XI
 - Surigao Del Norte - Surigao Del Norte
 - Zamboanga Sibugay - Zamboanga Sibugay
 - Camiguin - Camiguin

- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-phillips.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 items. 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 DAPED, DOH, DPWH, CHED, TESDA and SUCS
 The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
 - ps-app.nga@gmail.com- For central and regional offices of all national government agencies
 - ps-app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - ps-app.goccc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps-app.deped@gmail.com- For primary and secondary schools
 - ps-app.lgu@gmail.com- For Local Government Units
- Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2017-Name of Agency-Region (e.g. APP2017-PS-Central Office).
- For further assistance/clarification, agencies may call the Corporate Planning and Business Development 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 BRANCH NO. V
 Address: 3/F TYLER BLDG., RIZAL ST., LEGAZPI CITY
 ALBAY, 4500

Agency Account Code: _____

Contact Person: AGNES B. MALDO-BACOTOC
 Position: ADMINISTRATIVE OFFICER (SUPPLY OFFICER)
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 Telephone/Mobile Nos: (052)-481-4248 / 742-4874 / 09255119762



Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of October 14, 2016	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack				0												0	1	17.42	34.84
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				0												0	0	15.03	-
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0												0	0	77.55	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0												0	0	114.40	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0												0	0	280.80	-

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of October 14, 2016	TOTAL AMOUNT						
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity	
COMMON OFFICE SUPPLIES																					
1 ACETATE, gauge #3, 50m per roll	roll				0													0	0	624.00	-
2 AIR FRESHENER, 280ml/can	can	3			3				3									3	12	83.20	998.40
3 ALCOHOL, 70% ethyl, 500ml	bottle	23			23				0									0	46	47.82	2,199.72
4 CARBON FILM, A4 size, 100 sheets per box	box	1			1				0									0	1	197.58	197.58
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	1			1				1									1	4	202.80	811.20
6 CARTOLINA, assorted color, 20 pieces per pack	pack	1			1				0									0	1	64.48	64.48
7 CHALK, white, dustless, 100 pieces per box	box				0				0									0	0	25.86	-
8 CLEARBOOK, A4 size	piece				0				0									0	0	39.52	-
9 CLEARBOOK, Legal size	piece				0				0									0	0	43.68	-
10 CLIP, backfold, 19mm, 12 pieces per box	box	3			3				3									3	12	7.28	87.36
11 CLIP, backfold, 25mm, 12 pieces per box	box	3			3				3									3	12	10.40	124.80
12 CLIP, backfold, 32mm, 12 pieces per box	box	3			3				3									3	12	19.12	229.44
13 CLIP, backfold, 50mm, 12 pieces per box	box	1			1				1									1	4	36.38	145.52
14 CORRECTION TAPE, 6 meters(20m), 1 piece in individual box	piece	25			25				25									25	100	31.20	3,120.00
15 DATA FILE BOX, made with chipboard, with closed ends	box	3			3				0									0	3	69.78	209.34
16 DATA FOLDER, made with chipboard, tagline lock	piece				0				0									0	0	68.64	-
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0				0									0	0	381.54	-
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	3			3				3									3	12	507.40	6,088.80
19 ENVELOPE, EXPANDING, KRAFT BOARD, for legal size documents, 100 pieces per box	box	1			1				0									0	1	631.71	631.71
20 ENVELOPE, EXPANDING, plastic	piece	3			3				3									3	12	27.61	331.32
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	0			0				0									0	0	499.20	-
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box	0			0				0									0	0	561.60	-
23 ERASER, felt, for blackboard/whiteboard	piece				0				0									0	0	11.11	-
24 ERASER, plastic or rubber	piece	12			12				0									0	12	2.29	27.48
25 FASTENER, for paper, metal, 50 sets per box	box	12			12				12									12	48	57.09	2,740.32
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0									0	0	70.67	-
27 FILE TAB DIVIDER, A4, five(5) colors per set	set	3			3				0									0	0	12.48	-
28 FILE TAB DIVIDER, A4, five(5) colors per set	set	3			3				3									3	12	16.64	199.68
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0									0	0	234.00	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0									0	0	291.20	-
31 FOLDER, L-type, A4, 50 pieces per pack	pack	0			0				0									0	0	166.40	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack	0			0				0									0	0	203.84	-
33 FOLDER, Fressboard, size 210mm x 370mm, 100s/box	box	0			0				0									0	0	746.72	-
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	0			0				0									0	0	179.28	-
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	2			2				2									2	8	200.37	1,602.96

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of October 14, 2016	TOTAL AMOUNT						
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity	
36 GLUE, all purpose, 300 grams min.	jar	3			3	3			3	3			3	3				3	12	44.18	530.16
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	1			1	1			1	1			1	1				1	4	47.90	191.60
38 LOOSELEAF COVER, 50sets per bundle	bundle				0	0			0	0			0	0				0	0	539.76	-
39 MAGAZINE FILE BOX, LARCE	piece				0	0			0	0			0	0				0	0	41.60	-
40 MARKER, fluorescent, 3 colors per set	set	3			3	3			3	3			3	3				3	3	35.55	106.65
41 MARKER, whiteboard, bullet type, black	piece				0	0			0	0			0	0				0	0	10.28	-
42 MARKER, whiteboard, bullet type, blue	piece				0	0			0	0			0	0				0	0	10.28	-
43 MARKER, whiteboard, bullet type, red	piece				0	0			0	0			0	0				0	0	10.28	-
44 MARKER, permanent, bullet type, black	piece				0	0			0	0			0	0				0	0	10.28	-
45 MARKER, permanent, bullet type, blue	piece				0	0			0	0			0	0				0	0	9.65	115.80
46 MARKER, permanent, bullet type, red	piece				0	0			0	0			0	0				0	0	9.65	115.80
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	0			0	0			0	0				0	0	10.40	-
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	0			0	0			0	0				0	0	31.20	-
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0	0			0	0			0	0				0	0	40.54	243.24
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0	0			0	0			0	0				0	0	54.06	324.36
51 PAD PAPER, Ruled	pad				0	0			0	0			0	0				0	0	18.76	438.24
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0	0			0	0			0	0				0	0	12.85	308.40
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0	0			0	0			0	0				0	0	6.43	154.32
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	15			15	15			15	15			15	15				15	15	115.65	10,498.50
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	15			15	30			30	15			15	15				15	75	141.82	10,636.50
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0	0			0	0			0	0				0	0	105.10	-
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0	0			0	0			0	0				0	0	115.41	-
58 PARCELMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream				0	0			0	0			0	0				0	0	88.40	-
59 PAPER, Thermal, 116mm x 3mm	roll				0	0			0	3			3	3				3	3	31.15	93.45
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				0	0			1	1			1	1				1	2	19.62	39.24
61 PHILIPPINE NATIONAL FLAG	piece				0	0			0	0			0	0				0	0	278.72	278.72
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0	0			3	3			3	3				3	3	60.37	180.96
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0	0			0	6			6	6				6	6	86.85	521.10
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0	0			0	0			0	0				0	0	256.87	-
65 RUBBER BAND, 20mm min lay flat length (418)	box				0	0			0	0			0	0				0	0	93.31	-
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece	3			3	3			3	3			3	3				3	3	15.48	46.44
67 SIGN PEN, black	piece				0	0			0	0			0	0				0	0	38.10	457.20
68 SIGN PEN, blue	piece				0	0			0	0			0	0				0	0	38.10	914.40
69 SIGN PEN, red	piece				0	0			0	0			0	0				0	0	38.10	-
70 STAMP PAD INK, violet, 50ml	bottle				0	0			0	0			0	0				0	0	24.63	246.30
71 STAMP PAD, felt pad, min 60mm x 100mm	piece				0	0			6	6			6	6				6	6	27.66	331.92
72 STAPLE WIRE, Heavy duty, 23/13	box				0	0			0	1			1	1				1	1	23.40	23.40
73 STAPLE WIRE, Standard	box	12			12	12			12	12			12	12				12	12	18.92	681.12
74 TAPE, masking, 48mm, 50 meters length	roll				0	0			0	0			0	0				0	0	55.12	-
75 TAPE, masking, 48mm, 50 meters length	roll				0	0			0	0			0	0				0	0	105.04	-
76 TAPE, transparent, 24mm, 50 meters	roll	6			6	6			6	6			6	6				6	6	10.92	229.32
77 TAPE, transparent, 48mm, 50 meters	roll	3			3	3			3	3			3	3				3	3	26.52	348.24
78 TAPE, packaging, 48mm, 50 meters length	roll	6			6	6			6	6			6	6				6	6	31.74	589.32

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of October 1 st , 2016	TOTAL AMOUNT						
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity	
79 TOILET TISSUE, 12 rolls per pack	pack	10			10	10		10	10									10	40	67.60	2,704.00
80 TWINE, plastic, one kilo per roll	roll				0	3		3	3									3	9	49.92	449.28
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0	1		1	1									0	1	128.84	128.84
83 Software					0			0	0									0	0		-
89 Airline Travel					0			0	0									0	0		-
COMMON OFFICE DEVICES																					
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	1			1			0	0									0	1	9.19	9.19
2 CUTTER KNIFE, heavy duty	piece				0	3		3	3									0	3	19.76	59.28
3 DATING AND STAMPING MACHINE	piece				0			0	0									0	0	478.38	-
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece	1			1			0	0									0	1	187.20	187.20
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	1			1			0	0									0	1	114.28	228.56
6 SCISSORS, (6")	pair	3			3			0	0									0	3	13.73	41.19
7 STAPLER, standard	piece	2			2			0	0									0	2	82.16	164.32
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	878.80	878.80
9 STAPLE REMOVER, pierce type	piece				0			0	0									0	0	18.18	-
10 TAPE DISPENSER, table top	piece				0			0	0									0	0	47.72	-
11 WASTE BASKET, non-rigid plastic	piece	2			2			0	0									0	2	23.90	47.80
COMMON JANITORIAL SUPPLIES																					
1 BROOM, soft (bambo)	piece	2			2			2	2									2	2	88.40	797.20
2 BROOM, stick (tinging)	piece				0			0	0									0	0	23.92	-
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	3			3			3	3									3	12	41.60	499.20
4 CLEANSER, scouring powder, 350grams/can	can	3			3			3	3									3	12	21.27	255.24
5 DETERGENT POWDER, all purpose, kilo/pouch	pouch	0			0			0	0									0	0	37.43	-
6 DISINFECTANT SPRAY, 400-550 grams	can	3			3			3	3									3	12	119.60	1,435.20
7 FLOUST PAN, non-rigid plastic	piece	0			0			1	1									0	1	24.96	24.96
8 FLOOR WAX, Paste, red	can	0			0			0	0									0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300ml/can	can	3			3			3	3									3	12	84.76	1,017.12
10 INSECTICIDE, aerosol type, 600ml/can	can	3			3			3	3									3	12	124.80	1,497.60
11 MOPBUCKET	piece	1			1			0	0									0	1	1,911.00	1,911.00
12 MOPHANDLE, screw type, aluminum handle	piece				0			0	0									0	0	142.48	-
13 MOPHEAD, made of rayon	piece				0			0	0									0	0	98.80	-
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle	3			3			3	3									3	12	49.69	596.28
15 SCOURING PAD, 5 pieces per pack	pack	3			3			3	3									3	12	102.96	1,235.52
16 TRASHBAG, plastic, transparent, topcs/roll	roll	12			12			12	12									12	48	139.88	6,714.24
17 DISINFECTANT, bleaching solution	cont				0			0	0									0	0	101.82	-
COMMON OFFICE EQUIPMENT																					
																				7.28	-

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of October 14, 2016	TOTAL AMOUNT						
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity	
19 INK CART, CANON CLI-726, Cyan	cart				0														0	535.60	-
20 INK CART, CANON CLI-726, Magenta	cart				0														0	535.60	-
21 INK CART, CANON CLI-726, Yellow	cart				0														0	535.60	-
22 INK CART, EPSON C13T038190 (T038), Black	cart				0														0	491.92	-
23 INK CART, EPSON C13T039090 (T039), Colored	cart				0														0	770.64	-
24 INK CART, EPSON C13T039090 (T039), Black	cart				0														0	476.40	-
25 INK CART, EPSON C13T039090 (T039), Cyan	cart				0														0	476.40	-
26 INK CART, EPSON C13T039090 (T039), Magenta	cart				0														0	476.40	-
27 INK CART, EPSON C13T054900 (T549), Yellow	cart				0														0	426.40	-
28 INK CART, EPSON C13T054900 (T549), Black	cart				0														0	254.80	254.80
29 INK CART, EPSON C13T054900 (T549), Cyan	cart				0														0	254.80	-
30 INK CART, EPSON C13T054900 (T549), Magenta	cart				0														0	254.80	-
31 INK CART, EPSON C13T054900 (T549), Yellow	cart				0														0	254.80	-
32 INK CART, HP C8657AA, (HP87), Black	cart				0														0	1,612.00	-
33 INK CART, HP C8657AA, (HP87), Tri-color	cart				0														0	1,346.80	-
34 INK CART, HP C8657AA, (HP87), Black	cart				0														0	1,554.80	-
35 INK CART, HP C8657AA, (HP87), Black	cart				0														0	1,034.80	-
36 INK CART, HP C8657AA, (HP87), Cyan	cart				0														0	1,034.80	-
37 INK CART, HP C8657AA, (HP87), Magenta	cart				0														0	717.50	-
38 INK CART, HP C8657AA, (HP87), Black	cart				0														0	717.50	-
39 INK CART, HP C8657AA, (HP87), Cyan	cart				0														0	1,606.80	-
40 INK CART, HP C8657AA, (HP87), Magenta	cart				0														0	1,237.60	-
41 INK CART, HP C8657AA, (HP87), Black	cart				0														0	1,346.80	-
42 INK CART, HP C8727AA, (HP92), Tri-color	cart				0														0	921.44	-
43 INK CART, HP C8727AA, (HP92), Black	cart				0														0	1,466.40	-
44 INK CART, HP C8727AA, (HP92), Black	cart				0														0	826.80	-
45 INK CART, HP C8727AA, (HP92), Black	cart				0														0	930.80	-
46 INK CART, HP C8727AA, (HP92), Black	cart				0														0	1,133.60	-
47 INK CART, HP C8727AA, (HP92), Black	cart				0														0	650.00	-
48 INK CART, HP C8727AA, (HP92), Black	cart				0														0	751.92	-
49 INK CART, HP C8727AA, (HP92), Black	cart				0														0	1,346.80	-
50 INK CART, HP C8727AA, (HP92), Black	cart				0														0	600.08	-
51 INK CART, HP C8727AA, (HP92), Black	cart				0														0	1,492.40	-
52 INK CART, HP C8727AA, (HP92), Black	cart				0														0	826.80	-
53 INK CART, HP C8727AA, (HP92), Black	cart				0														0	296.40	-
54 INK CART, HP C8727AA, (HP92), Black	cart				0														0	379.60	-
55 INK CART, HP C8727AA, (HP92), Black	cart				0														0	696.80	-
56 INK CART, HP C8727AA, (HP92), Black	cart				0														0	1,508.00	-


Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue as of October 14, 2016	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
83 INK CART, HP C8337WA, (HP79), Tri-color	cart				0													0	0	833.92	-
84 INK CART, HP C8387WA, (HP75XL), Tri-color	cart				0													0	0	1,606.80	-
65 INK CART, HP CC640WA, (HP60), Black	cart				0													0	0	539.60	-
66 INK CART, HP CC641WA, (HP60XL), Black	cart				0													0	0	1,445.60	-
67 INK CART, HP CC643WA, (HP60), Tri-color	cart				0													0	0	754.00	-
68 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0													0	0	1,658.80	-
69 INK CART, HP CC653WA, (HP90), Black	cart				0													0	0	639.60	-
70 INK CART, HP CC660WA, (HP90), Tri-color	cart				0													0	0	1,019.20	-
71 INK CART, HP CD887WA, (HP703), Black	cart				0													0	0	1,086.80	-
72 INK CART, HP CD888WA, (HP703), Tri-color	cart				0													0	0	358.80	-
73 INK CART, HP CD977WA, (HP 920), Black	cart				0													0	0	358.80	-
74 INK CART, HP CD977WA, (HP 920), Cyan	cart				0													0	0	792.48	-
75 INK CART, HP CD977WA, (HP 920XL), Magenta	cart				0													0	0	639.20	-
76 INK CART, HP CD977WA, (HP 920XL), Yellow	cart				0													0	0	639.20	-
77 INK CART, HP CD977WA, (HP 920XL), Black	cart				0													0	0	639.20	-
78 INK CART, HP CH657WA, (HP61), Black	cart				0													0	0	1,242.80	-
79 INK CART, HP CH657WA, (HP61), Tri-color	cart				0													0	0	644.80	-
80 INK CART, HP CH657WA, (HP61), Black	cart				0													0	0	826.80	-
81 INK CART, HP CH657WA, (HP61), Cyan	cart				0													0	0	1,554.80	-
82 INK CART, HP CH657WA, (HP61), Magenta	cart				0													0	0	1,175.20	-
83 INK CART, HP CH657WA, (HP61), Yellow	cart				0													0	0	1,180.40	-
84 INK CART, HP CH657WA, (HP61), Black	cart				0													0	0	358.80	-
85 INK CART, HP CH657WA, (HP61), Black	cart				0													0	0	358.80	-
86 INK CART, HP CH657WA, (HP61), Black	cart				0													0	0	358.80	-
87 INK CART, HP CH657WA, (HP61), Black	cart				0													0	0	360.88	-
88 INK CART, HP CH657WA, (HP61), Black	cart				0													0	0	366.08	-
89 INK CART, HP CZ123A (HP685A), Cyan	cart				0													0	0	249.60	-
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0													0	0	249.60	-
91 INK CART, HP CZ123A (HP685A), Yellow	cart				0													0	0	249.60	-
92 INK CART, HP Q8832AA (C8738AA), (HP78), Colored	cart				0													0	0	930.80	-
93 INK CART, LEXMARK 10N0217 (#17), Black	cart				0													0	0	1,003.60	-
94 INK CART, LEXMARK 10N0227 (#27), Colored	cart				0													0	0	1,196.00	-
95 TONER CART, BROTHER TN-1025, Black	cart				0													0	0	2,556.32	-
96 TONER CART, BROTHER TN-1330, Black	cart				0													0	0	1,820.00	-
97 TONER CART, BROTHER TN-1359, Black	cart				0													0	0	2,860.00	-
98 TONER CART, BROTHER TN-3350, Black	cart				0													0	0	3,354.00	-
99 TONER CART, BROTHER TN-3350V, Black	cart				0													0	0	4,992.00	-
100 TONER CART, HP C4092A, Black	cart				0													0	0	2,741.44	-
101 TONER CART, HP C4096A, Black	cart				0													0	0	5,352.88	-
102 TONER CART, HP C7135A, Black	cart				0													0	0	3,971.28	-
103 TONER CART, HP C8435A, Black	cart				0													0	0	2,802.80	-
104 TONER CART, HP C8436A, Black	cart				0													0	0	3,718.80	-

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue as of October 14, 2016	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
3 ENVELOPE (short, brown envelop)	pc				0														50	0.98	49.00
4 FOLDER (expandable-long, assorted color)	pc				100				100										100	12.00	4,800.00
5 YELLOW PAD PAPER	pad				15				15										30	15.00	450.00
6 PLASTIC FASTENER	box				3				3										12	35.00	420.00
7 METAL FASTENER (fiscos) HEAVY DUTY	box				5				5										5	175.00	875.00
8 RULER (12")	pc				3				3										3	5.00	15.00
9 SIGM PEN (0.5 mm gel)	pc				3				3										48	25.00	1,200.00
10 WHITE OUT	pc				24				24										5	34.25	171.25
11 FOLDER (long, assorted color)	pc				50				50										50	12.50	625.00
12 PLASTIC ENVELOPE	pc				6				6										6	45.00	270.00
13 Scotch Tape/Packing Tape 2"	rolls				0				6										6	34.25	205.50
14					0				0										0	0	-
15					0				0										0	0	-
16					0				0										0	0	-
17					0				0										0	0	-
18					0				0										0	0	-
19					0				0										0	0	-
20					0				0										0	0	-
21					0				0										0	0	-
COMMON JANITORIAL SUPPLIES																					
1 GLASS CLEANER	bottles				2				2										2	140.00	1,120.00
2 GLASS WIPER	piece				1				1										4	107.00	428.00
3 TOILET BRUSH	piece				0				0										1	65.00	65.00
CONSUMABLES																					
1 AIR FRESHENER-Clade	bottle				4				4										16	198.00	3,168.00
2 BAYGON INSECTICIDE	bottle				1				1										4	117.70	470.80
3 ALCOHOL-Green Cross 70%	bottle				0				23										25	85.00	4,080.00
4 DISH WASHING (Joy/ActionSmart)	bottles				10				10										10	38.00	1,520.00
5 DISH WASHING (foam)	piece				24				24										96	3.00	288.00
6 MURIATIC ACID	bottle				1				1										4	98.00	392.00
7					0				0										0	0	-
8					0				0										0	0	-
9					0				0										0	0	-
10					0				0										0	0	-
11					0				0										0	0	-
12					0				0										0	0	-
13					0				0										0	0	-
14					0				0										0	0	-
15					0				0										0	0	-
16					0				0										0	0	-
17					0				0										0	0	-
18					0				0										0	0	-
19					0				0										0	0	-
20					0				0										0	0	-
21					0				0										0	0	-


Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of October 14, 2016	TOTAL AMOUNT						
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity	
8. NAME STAMP	piece	3			3				0				0					0	3	185.00	555.00
9.					0				0				0					0	0		-
10.					0				0				0					0	0		-
C. TOTAL (A + B):																					425,430.10
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					42,543.01
E. GRAND TOTAL (C + D)																					467,973.11
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																					
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores					21633.8																0
G.2 Other Items not available at PS but regularly purchased from other sources					247974																0
TOTAL MONTHLY CASH REQUIREMENTS					269598																0
G.1 Available at Procurement Service Stores					43547.7																0
G.2 Other Items not available at PS but regularly purchased from other sources					21954.2																0
TOTAL MONTHLY CASH REQUIREMENTS					65501.9																0
G.1 Available at Procurement Service Stores					20873.9																0
G.2 Other Items not available at PS but regularly purchased from other sources					26552.6																0
TOTAL MONTHLY CASH REQUIREMENTS					47426.4																0
G.1 Available at Procurement Service Stores					17135.8																0
G.2 Other Items not available at PS but regularly purchased from other sources					25768																0
TOTAL MONTHLY CASH REQUIREMENTS					42903.7																0

*Other categories that are not indicated herein
**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: 
 AGNES B. MALDO BACOTOC
 Property/Supply Officer

Certified Funds Available:
 Certified Appropriate Funds Available:

Approved by: 
 BLESIA A. RINON
 Accountant/
 Local Budget Officer

Date Prepared: 11/24/2016

Approved by: 
 JOSE C. DEL VALLE, JR.
 Head of Office/Agency