

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

Introduction:

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

Instructions:

1. Download the worksheet file APP-CSE 2019 template at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-CSE is considered incorrect or invalid if
 - a. form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 - a. Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_DBM_Region IVA).
 - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. (02)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

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

Department/Bureau/Office: NATIONAL LABOR RELATIONS COMMISSION
 Region: Cordillera Administrative Region
 Address: 2nd F/ Manongdo Bldg., No. 17 Private Road, Magsaysay Avenue, Baguio City

Agency Account Code: _____
 Organization Type: _____

Contact Person: Dennis D. Tomilas
 Position: Administrative Officer I
 E-mail: nlrc_car@yahoo.com
 Telephone/Mobile Nos: (074)445-8380/cp No. 0917-865-8854

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																									
Pesticides or Pest Repellents																									
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can				4	557.44							4	557.44				4	557.44	16.00	139.36	2,229.76	
Solvents																									
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle				26	1,143.79							26	1,143.79				26	1,143.79	78.00	43.99	3,431.38	
Color Compounds and Dispersions																									
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle				0	0.00							0	0.00				0	0.00	0.00	24.63	0.00	
Films																									
4	1311203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00							0	0.00				0	0.00	0.00	737.24	0.00	
5	1311201-CF-P02	CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00							0	0.00				0	0.00	0.00	208.52	0.00	
6	1311201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00							0	0.00				0	0.00	0.00	208.52	0.00	

Paper Materials and Products																								
7	1411525-CA-A01	CARTOLINA, assorted colors	pack			0	0.00				0	0.00				0	0.00			0	0.00	0.00	72.78	0.00
14	1411609-LL-C01	LOOSELEAF COVER, made of chinboard for legal	bundle			0	0.00				0	0.00				0	0.00			0	0.00	0.00	670.70	0.00
15	1411514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad			26	837.70				0	0.00				0	0.00			0	0.00	26.00	32.22	837.70
16	1411514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad			26	1,457.46				0	0.00				0	0.00			0	0.00	26.00	56.06	1,457.46
17	1411514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad			26	1,078.90				0	0.00				0	0.00			0	0.00	26.00	41.50	1,078.90
18	1411514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece			0	0.00				0	0.00				0	0.00			0	0.00	0.00	12.04	0.00
19	1411507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream			0	0.00				0	0.00				0	0.00			0	0.00	0.00	132.37	0.00
20	1411507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream			3	464.26				3	464.26				3	464.26			3	464.26	12.00	154.75	1,857.02
21	1411507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream			12	1,374.17				12	1,374.17				12	1,374.17			12	1,374.17	48.00	114.51	5,496.69
22	1411507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream			18	2,339.63				18	2,339.63				18	2,339.63			18	2,339.63	72.00	129.98	9,358.50
23	1411531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (±2mm)	pad			6	104.08				6	104.08				6	104.08			6	104.08	24.00	17.35	416.33
24	1411503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream			0	0.00				0	0.00				0	0.00			0	0.00	0.00	96.20	0.00
25	1411818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll			0	0.00				0	0.00				0	0.00			0	0.00	0.00	48.78	0.00
26	1411531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book			3	212.16				3	212.16				3	212.16			3	212.16	12.00	70.72	848.64
27	1411531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book			3	305.76				3	305.76				3	305.76			3	305.76	12.00	101.92	1,223.04
28	1411704-TT-P01	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack			78	5,102.45				78	5,102.45				78	5,102.45			0	0.00	234.00	65.42	15,307.34
Batteries and Cells and Accessories																								
29	2611702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack			6	118.37				0	0.00				0	0.00			0	0.00	6.00	19.73	118.37
30	2611702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack			3	58.50				0	0.00				0	0.00			0	0.00	3.00	19.50	58.50
31	2611702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack			0	0.00				0	0.00				0	0.00			0	0.00	0.00	88.40	0.00
Manufacturing Components and Supplies																								
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar			0	0.00				0	0.00				0	0.00			0	0.00	0.00	47.82	0.00
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box			0	0.00				0	0.00				0	0.00			0	0.00	0.00	20.68	0.00
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box			6	120.31				6	120.31				6	120.31			6	120.31	24.00	20.05	481.23
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll			2	36.40				0	0.00				2	36.40			0	0.00	4.00	18.20	72.80
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll			3	165.36				3	165.36				3	165.36			3	165.36	12.00	55.12	661.44
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll			0	0.00				0	0.00				0	0.00			0	0.00	0.00	106.60	0.00
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll			6	109.20				6	109.20				6	109.20			6	109.20	24.00	18.20	436.80
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll			15	136.50				15	136.50				15	136.50			15	136.50	60.00	9.10	546.00
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll			6	109.20				6	109.20				6	109.20			6	109.20	24.00	18.20	436.80
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll			3	152.88				3	152.88				3	152.88			3	152.88	12.00	50.96	611.52

Office Equipment and Accessories and Supplies																						
82	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box				0	0.00				0	0.00				0	0.00	0.00	25.68	0.00	
83	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box			3	22.71					0	0.00				3	22.71	0.00	6.00	7.57	45.43
84	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box			3	40.19					0	0.00				3	40.19	0.00	6.00	13.40	80.37
85	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box			3	61.65					0	0.00				3	61.65	0.00	6.00	20.55	123.30
86	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box			3	118.56					0	0.00				3	118.56	0.00	6.00	39.52	237.12
87	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece			26	456.44					26	456.44				26	456.44	0.00	78.00	17.56	1,369.31
88	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece			0	0.00					0	0.00				0	0.00	0.00	0.00	69.78	0.00
94	44121506-EN-M01	ENVELOPE, MAILING, white, 80gsm (-5%)	box			3	985.92					3	985.92				3	985.92	12.00	328.64	3,943.68	
95	44121504-EN-W01	ENVELOPE, mailing, white, with window	box			0	0.00					0	0.00				0	0.00	0.00	410.80	0.00	
97	4412118-FA-P01	FASTENER, METAL, 70mm between prongs	box			5	394.58					5	394.58				5	394.58	20.00	78.92	1,578.30	
107	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack			3	838.91					3	838.91				3	838.91	12.00	279.64	3,355.62	
108	44122008-IT-L01	INDEX TAB, self-adhesive, transparent	box			0	0.00					0	0.00				0	0.00	0.00	51.88	0.00	
114	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece			3	28.95					3	28.95				3	28.95	12.00	9.65	115.81	
115	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece			3	28.95					3	28.95				3	28.95	12.00	9.65	115.81	
117	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box			6	35.88					6	35.88				6	35.88	24.00	5.98	143.52	
118	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box			6	76.44					6	76.44				6	76.44	24.00	12.74	305.76	
119	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box			6	124.74					6	124.74				6	124.74	24.00	20.79	498.95	
120	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle			0	0.00					0	0.00				0	0.00	0.00	201.64	0.00	
121	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box			33	3,191.76					3	290.16				3	290.16	42.00	96.72	4,062.24	
122	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece			0	0.00					0	0.00				0	0.00	0.00	27.66	0.00	
123	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece			4	47.09					4	47.09				4	47.09	8.00	11.77	94.18	
124	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece			4	109.62					4	109.62				4	109.62	8.00	27.40	219.23	
125	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece			3	1,435.14					0	0.00				0	0.00	3.00	478.38	1,435.14	
126	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece			1	187.20					0	0.00				1	187.20	2.00	187.20	374.40	
128	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair			10	156.00					0	0.00				0	0.00	10.00	15.60	156.00	
129	44121616-SL-S01	STAPLER, STANDARD TYPE, load cap	piece			0	0.00					0	0.00				0	0.00	0.00	83.16	0.00	
131	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece			10	181.79					0	0.00				0	0.00	10.00	18.18	181.79	
Printer or Facsimile or Photocopier Supplies																						
138	44103106-BB-T06	DRUM CART, BROTHER DW-3400	cart			0	0.00					0	0.00				0	0.00	0.00	6,862.00	0.00	
144	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart			15	3,822.00					15	3,822.00				15	3,822.00	60.00	254.80	15,288.00	
145	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart			6	1,528.80					6	1,528.80				6	1,528.80	24.00	254.80	6,115.20	
146	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart			6	1,528.80					6	1,528.80				6	1,528.80	24.00	254.80	6,115.20	
147	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart			6	1,528.80					6	1,528.80				6	1,528.80	24.00	254.80	6,115.20	
148	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart			0	0.00					0	0.00				0	0.00	0.00	0.00	0.00	
Arts and Crafts Equipment and Accessories and Supplies																						

322	6012147 CB-Pol	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0	0.00			0	0.00			0	0.00	0.00	39.78	0.00	
300	6012124 WR-Pol	WRAPPING PAPER, kraft, 65gsm (-3%)	pack				1	129.67			0	0.00			1	129.67	0.00	129.67	259.33	
SOFTWARE																				
1	43200000-97T-001	Business function specific software	license				0	0.00			0	0.00			0	0.00	0.00		0.00	
OTHER SOFTWARE																				
1							0	0.00			0	0.00			0	0.00	0.00		0.00	
PASSENGER AIR TRANSPORTATION																				
1	7811501-G7A-001	* Airline Ticket	ticket				0	0.00			0	0.00			0	0.00	0.00		0.00	
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
COMMON ELECTRICAL SUPPLIES																				
1							0	0.00			0	0.00			0	0.00	0.00		0.00	
COMMON OFFICE EQUIPMENT																				
1							0	0.00			0	0.00			0	0.00	0.00		0.00	
COMMON OFFICE SUPPLIES																				
1		PEN, BALLPEN, Blue					21	462.00			21	462.00			21	462.00	84.00	22.00	1,848.00	
2		PEN, BALLPEN, Black					21	462.00			21	462.00			21	462.00	84.00	22.00	1,848.00	
3		PEN, BALLPEN, Red					12	264.00			0	0.00			12	264.00	24.00	22.00	528.00	
4		PEN, SIGNPEN GEL, .07, black					24	1,800.00			0	0.00			24	1,800.00	48.00	75.00	3,600.00	
5		PEN, SIGNPEN GEL, .07, blue					24	1,800.00			0	0.00			24	1,800.00	48.00	75.00	3,600.00	
6		PEN, SIGNPEN GEL .08, Black					12	960.00			0	0.00			12	960.00	24.00	80.00	1,920.00	
7		PEN, SIGNPEN GEL.08, Blue					12	960.00			0	0.00			12	960.00	24.00	80.00	1,920.00	
8		PEN, SIGNPEN GEL .05, Black					6	360.00			0	0.00			6	360.00	12.00	60.00	720.00	
9		FASTENER, Plastic 505/box					5	200.00			0	0.00			5	200.00	10.00	40.00	400.00	
10		PUSHPIN, Hammer head 1005/box					6	300.00			0	0.00			6	300.00	12.00	50.00	600.00	
11		PASTE, Big size					3	135.00			3	135.00			3	135.00	12.00	45.00	540.00	
12		CARD, Index Card 3x4					5	375.00			0	0.00			0	0.00	5.00	75.00	375.00	
13		PEN, Marker Permanent, blue					3	45.00			3	45.00			3	45.00	12.00	15.00	180.00	
14		PEN, Marker Permanent, black, broad					3	45.00			3	45.00			3	45.00	12.00	15.00	180.00	
15		PEN, Marker Permanent, blue, broad					3	45.00			3	45.00			3	45.00	12.00	15.00	180.00	
COMMON JANITORIAL SUPPLIES																				
1							0	0.00			0	0.00			0	0.00	0.00		0.00	

Office Equipment and Accessories																											
1	Steel Cabinet 4 Drawers					0	0.00					4	40,000.00					0	0.00				0	0.00	4.00	10,000.00	40,000.00
2	Flat Screen TV, 40"					0	0.00					1	35,000.00					0	0.00				0	0.00	1.00	35,000.00	35,000.00
3	Executive Table, Pinewood					1	16,000.00					0	0.00					0	0.00				0	0.00	1.00	16,000.00	16,000.00
4	Conference Table Set, six seaters					0	0.00					2	48,000.00					0	0.00				0	0.00	2.00	24,000.00	48,000.00
5	NLRC Signboard					2	40,000.00					0	0.00					0	0.00				0	0.00	2.00	20,000.00	40,000.00
6	Jr. Executive Table, Wooden Frame & Plywood					10	150,000.00					0	0.00					0	0.00				0	0.00	10.00	15,000.00	150,000.00
7	CORK BOARD 3"X4" W/ frame					1	800.00					0	0.00					0	0.00				0	0.00	1.00	800.00	800.00

Office Supplies																											
1	BOND PAPER, Short					6	990.00					0	0.00					6	990.00				0	0.00	12.00	165.00	1,980.00
2	ONIONSKIN, PX long					24	3,312.00					24	3,312.00					24	3,312.00				0	0.00	72.00	138.00	9,936.00
3	BONDPAPER, cactus 8.5x 14					8	2,000.00					0	0.00					0	0.00				0	0.00	8.00	250.00	2,000.00
4	BONDPAPER, pink legal					12	2,160.00					0	0.00					0	0.00				0	0.00	12.00	180.00	2,160.00
5	Calendar Planner 2019					4	1,000.00					0	0.00					0	0.00				0	0.00	4.00	250.00	1,000.00
6	BONDPAPER ,8.5 X 11, 90GSM					1	350.00					0	0.00					1	350.00				0	0.00	2.00	350.00	700.00
7	BONDPAPER, Groundwood legal					6	780.00					0	0.00					6	780.00				0	0.00	12.00	130.00	1,560.00
8	A4 Photo Paper					1	1,500.00					0	0.00					0	0.00				0	0.00	1.00	1,500.00	1,500.00
9	Specialty Paper A4					1	1,500.00					0	0.00					0	0.00				0	0.00	1.00	1,500.00	1,500.00
10	A4 Sticker Paper					1	1,500.00					0	0.00					0	0.00				0	0.00	1.00	1,500.00	1,500.00
11	Pad, Columnar, 24 columns					3	195.00					0	0.00					0	0.00				0	0.00	3.00	65.00	195.00
12	Card Index Card 3x4					5	375.00					0	0.00					0	0.00				0	0.00	5.00	75.00	375.00
13	Card, Index Card 5x6					5	335.00					0	0.00					0	0.00				0	0.00	5.00	67.00	335.00
	Pad, Columnar, 12 columns					3	135.00					0	0.00					0	0.00				0	0.00	3.00	45.00	135.00
14	NLRC CASE FOLDER w/ inscription, long Folder					0	0.00					0	0.00					500	10,000.00				0	0.00	500.00	20.00	10,000.00
15	Postal Registry Return Receipt					5000	15,000.00					0	0.00					0	0.00				0	0.00	5,000.00	3.00	15,000.00
16	Accountable Forms, Cheque Booklet					5	2,100.00					0	0.00					0	0.00				0	0.00	5.00	420.00	2,100.00
17	Self-inking pad, big, un-inked pad					3	750.00					3	750.00					3	750.00				3	750.00	12.00	250.00	3,000.00
18	Facsimile Tabs (self inking) 30 Fonts					5	1,150.00					0	0.00					0	0.00				0	0.00	5.00	230.00	1,150.00

Audio and visual presentation and composing equipment																											
						0	0.00					0	0.00					0	0.00				0	0.00	0.00		0.00

Photographic or filming or video equipment																											
1						0	0.00					0	0.00					0	0.00				0	0.00	0.00		0.00

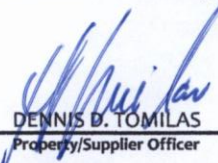
Cleaning Equipment and Supplies																								
1	Dishwashing paste 450g					6	300.00					6	300.00					6	300.00	24.00	50.00	1,200.00		
2	Toilet Deodorant Cake, 997, 50g					6	300.00					6	300.00					6	300.00	24.00	50.00	1,200.00		
3	Glass Cleaner Spray					2	200.00					2	200.00					2	200.00	8.00	100.00	800.00		
4	Zonrox Bleach, 1 gallon					2	300.00					2	300.00					2	300.00	8.00	150.00	1,200.00		
5	Muriatic Acid, 1 gal.					1	150.00					1	150.00					1	150.00	4.00	150.00	600.00		
6	Toilet Bowl Plunger					6	300.00					0	0.00					0	0.00	6.00	50.00	300.00		
7	Toilet Brush w/ handle					2	200.00					0	0.00					0	0.00	2.00	100.00	200.00		
8	Floor Brush with Handle					3	450.00					0	0.00					0	0.00	3.00	150.00	450.00		
9	Prenella Cloth					2	120.00					0	0.00					0	0.00	2.00	60.00	120.00		
10	Chamois Wipe					1	120.00					0	0.00					1	120.00	0	0.00	2.00	120.00	240.00
11	Handsoap, safeguard					12	420.00					0	0.00					12	420.00	0	0.00	24.00	35.00	840.00
Paper Materials and Products																								
						0	0.00					0	0.00					0	0.00	0.00			0.00	
Lighting and fixtures and accessories																								
1	LED T-10 Fluorescent Lamp 16 watts w/ fixtures					3	1,800.00					0	0.00					3	1,800.00	0	0.00	6.00	600.00	3,600.00
						0	0.00					0	0.00					0	0.00	0.00			0.00	0.00
Electrical equipment and components and supplies																								
						0	0.00					0	0.00					0	0.00	0.00			0.00	0.00
Computer Supplies																								
1	TONER, TN 116, Ineo 164 ink powder					1	3,000.00					0	0.00					1	3,000.00	0	0.00	2.00	3,000.00	6,000.00
2	DEVELOPER Ineo 164					1	4,200.00					0	0.00					1	4,200.00	0	0.00	2.00	4,200.00	8,400.00
3	INK FOR CANON Pixma G1000-Black					3	801.00					3	801.00					3	801.00	12.00	267.00			3,204.00
4	INK FOR CANON Pixma G1000-Blue					1	400.00					1.00	400.00					1.00	400.00	4.00	400.00			1,600.00
5	INK FOR CANON Pixma G1000-Magenta					1	400.00					1.00	400.00					1.00	400.00	4.00	400.00			1,600.00
6	INK FOR CANON Pixma G1000-Yellow					1.00	400.00					1.00	400.00					1.00	400.00	4.00	400.00			1,600.00
7	INEO 164 Copier, Drumkit					1	27,000.00					0	0.00					0	0.00	1.00	27,000.00			27,000.00
Common ICT Equipment																								
1	CPU i5 series, 4GB RAM, 1 TB HD					2	40,000.00					2	40,000.00					2	40,000.00	0	0.00	6.00	20,000.00	120,000.00
2	MONITOR LED 18.5					0	0.00					2	10,000.00					2	10,000.00	2	10,000.00	6.00	5,000.00	30,000.00
3	UPS/AVR 650VA					0	0.00					2	5,000.00					3	7,500.00	0	0.00	5.00	2,500.00	12,500.00
5	Copier Machine w/ scanner					0	0.00					0	0.00					1	75,000.00	0	0.00	1.00	75,000.00	75,000.00
7	Camera DLSR					0	0					1	20,000.00					0	0	0	0	0	20,000.00	20,000.00
8	CCTV 1050P, HD-DVR 4 Channels: HDD: 1TB, Camera 3					0	0.00					1	19,000.00					0	0.00	0	0.00	1.00	19,000.00	19,000.00

CONSUMABLES		0.00																							
Other Categories		0.00																							
1	T-SHIRT w/ NLRC RAB-CAR Logo (Women's Month/ NLRC Week/ DOLE Anniversary)					26	13,000.00					26	13,000.00					0	0.00	78.00	500.00	39,000.00			
		0.00																							
A. TOTAL																		P	1,141,195.77						
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		P	114,119.58						
C. GRAND TOTAL (A + B)																		P	1,255,315.35						
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																		P	-						
G. MONTHLY CASH REQUIREMENTS																		P	-						
G.1 Available at Procurement Service Stores							127,857.00						100,257.99							112,961.89			20,099.90	P	361,176.77
G.2 Other Items not available at PS but regularly purchased from other sources							344,006.00						238,507.00							182,311.00			15,195.00	P	780,019.00
TOTAL MONTHLY CASH REQUIREMENTS							471,863.00						338,764.99							295,272.89			35,294.90	P	1,141,195.77

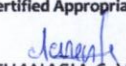
*Agency must put the monthly requirement for air tickets both local and international.

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

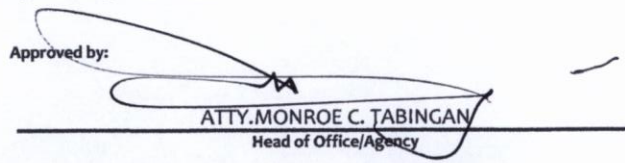
Prepared by:


DENNIS D. TOMILAS
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:


ATHANASIA C. VICENTE
Accountant / Local Budget Officer

Approved by:


ATTY. MONROE C. TABINGAN
Head of Office/Agency

Date Prepared: August 8, 2018