

**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 (Catarman)- 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 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.app.nga@gmail.com- For central and regional offices of all-national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. 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: PHILIPPINE CARABAO CENTER

Region: _____

Address: Science City of Munoz, Nueva Ecija

Contact Person: Marissa L. Octavio

Position: APSO

E-mail : pcc_oedproperty@yahoo.com

Telephone/Mobile Nos: 044-4560731

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	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	31	30	30	91	20	19	28	67	20	25	27	72	21	22	19	62	292	17.14	5,004.88	
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	32	31	32	95	24	21	20	65	25	30	25	80	22	25	18	65	305	14.77	4,504.85	
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack	6	4	4	14	2	2	3	7	5	5	4	14	4	4	4	12	47	76.44	3,592.68	
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0					0	0	114.40	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0				0				0					0	0	41.50	-
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0					0	0	101.82	-
7 TAPE, electrical	roll	40	41	40	121	22	20	22	64	38	38	38	114	15	25	21	61	360	18.20	6,552.00	

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		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	1			1	2			2									0	3	624.00	1,872.00
2 AIR FRESHENER, 280ml/can	can	25	25	25	75				0									0	75	81.12	6,084.00
3 ALCOHOL, 70%, ethyl, 500ml	bottle	75	70	67	212	49	49	49	147	67	67	67	201	60	59	59	178	738	43.14	31,837.32	
4 CARBON FILM, A4 size, 100 sheets per box	box	5	4	3	12	3	3	3	9	3	3	3	9	2	5	0	7	37	223.60	8,273.20	
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	5	3	0	8	2	2	3	7	3	2	2	7	5	2	0	7	29	253.92	7,363.68	
6 CARTOLINA, assorted color, 20 pieces per pack	pack	1	2	5	8	3	3	3	9	2	2	4	8	3	1	3	7	32	70.50	2,256.00	
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0					0	0	25.86	-
8 CLEARBOOK, A4 size	piece	8	8	8	24	5	5	0	10	10	5	4	19	2	3	5	10	63	37.44	2,358.72	
9 CLEARBOOK, Legal size	piece	11	11	11	33	4	5	6	15	8	7	9	24	4	6	5	15	87	41.60	3,619.20	
10 CLIP, backfold, 19mm, 12 pieces per box	box	19	19	19	57	5	5	9	19	10	9	9	28	5	5	3	13	117	7.28	851.76	
11 CLIP, backfold, 25mm, 12 pieces per box	box	18	18	18	54	10	5	4	19	6	8	10	24	5	5	0	10	107	16.64	1,780.48	
12 CLIP, backfold, 32mm, 12 pieces per box	box	20	19	19	58	10	6	6	22	11	9	8	28	5	4	5	14	122	20.68	2,522.96	
13 CLIP, backfold, 50mm, 12 pieces per box	box	20	19	19	58	12	6	6	24	10	10	10	30	8	4	4	16	128	43.68	5,591.04	
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	71	70	70	211	62	62	60	184	65	65	60	190	59	59	58	176	761	41.08	31,261.88	
15 DATA FILE BOX, made with chipboard, with closed ends	box	39	38	39	116	20	35	16	71	32	32	32	96	26	26	24	76	359	69.73	25,033.07	
16 DATA FOLDER, made with chipboard, taglla lock	piece	67	67	66	200	44	44	44	132	50	50	57	157	60	30	32	122	611	76.95	47,016.45	
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	3	3	4	10	6	4	6	16	5	5	5	15	4	4	4	12	53	403.52	21,386.56	
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	4	4	4	12	6	6	4	16	6	6	6	18	5	5	6	16	62	507.40	31,458.80	
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	8	8	8	24	4	5	3	12	6	7	4	17	3	3	4	10	63	621.71	39,167.73	
20 ENVELOPE, EXPANDING, plastic	piece	45	40	34	119	10	10	20	40	35	20	18	73	14	8	12	34	266	35.03	9,317.98	
21 ENVELOPE, MAILING, 500 pieces per box	box	3	5	4	12	0	1	0	1	1	0	0	1	0	0	0	0	14	139.36	1,951.04	
22 ENVELOPE, MAILING, with window, 500 pieces per box	box	4	2	4	10	0	0	1	1	0	1	0	1	0	0	0	0	12	195.36	2,344.32	
23 ERASER, felt, for blackboard/whiteboard	piece	7	4	6	17	2	5	0	7	4	3	2	9	0	2	3	5	38	10.07	382.66	
24 ERASER, plastic or rubber	piece	20	20	16	56	15	18	15	48	15	10	19	44	14	13	9	36	184	2.16	397.44	
25 FASTENER, for paper, metal, 50 sets per box	box	15	9	7	31	5	7	5	17	10	5	4	19	5	5	5	15	82	57.09	4,681.38	
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	45	30	20	95	15	17	9	41	22	16	18	56	17	14	8	39	231	82.87	19,142.97	
27 FILE TAB DIVIDER, A4, five (5) colors per set	set	15	9	5	29	13	14	8	35	4	3	5	12	7	7	7	21	97	12.48	1,210.56	
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	11	5	3	19	17	5	5	27	3	4	7	14	10	5	8	23	83	16.64	1,381.12	
29 FOLDER, Fancy, A4, 50s/ bundle	bundle	15	5	5	25	3	4	4	11	4	4	4	12	3	0	3	6	54	234.00	12,636.00	
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	15	8	13	36	9	7	8	24	10	5	5	20	7	4	7	18	98	291.20	28,537.60	
31 FOLDER, L-type, A4, 50 pieces pack	pack	12	5	5	22	3	3	3	9	4	4	4	12	5	0	6	11	54	166.40	8,985.60	
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack	13	6	4	23	5	2	4	11	4	4	4	8	4	4	4	12	62	182.00	11,284.00	
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box	4	5	2	11	1	1	1	3	2	1	1	4	1	0	0	1	19	935.89	17,781.91	
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	17	5	5	27	3	4	6	13	8	6	3	17	2	4	5	11	68	248.56	16,902.08	
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	14	5	8	27	6	4	7	17	11	9	3	23	6	1	6	13	80	299.98	23,998.40	
36 GLUE, all purpose, 300 grams min.	jar	18	12	19	49	8	7	5	20	7	9	6	22	0	4	1	5	96	48.88	4,692.48	
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	6	5	0	11	3	3	3	9	3	6	0	9	0	5	4	9	38	50.84	1,931.92	
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0					0	0	539.76	-
39 MAGAZINE FILE BOX, LARGE	piece	15	15	9	39	5	7	9	21	9	4	5	18	7	5	6	18	96	43.84	4,208.64	
40 MARKER, fluorescent, 3 colors per set	set	35	25	23	83	14	18	5	37	15	27	17	59	16	7	8	31	210	35.55	7,465.50	
41 MARKER, whiteboard, bullet type, black	piece	44	44	44	132	35	0	35	70	36	20	30	86	25	18	29	72	360	11.80	4,248.00	
42 MARKER, whiteboard, bullet type, blue	piece	25	45	38	108	15	15	38	68	44	14	18	76	17	27	24	68	320	11.80	3,776.00	
43 MARKER, whiteboard, bullet type, red	piece	17	25	35	77	9	14	15	38	22	14	8	44	11	14	14	39	198	11.80	2,336.40	

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
44 MARKER, permanent, bullet type, black	piece	45	45	37	127	29	26	27	82	36	14	44	94	46	34	4	84	387	9.65	3,734.55	
45 MARKER, permanent, bullet type, blue	piece	50	25	30	105	31	30	11	72	25	25	25	75	33	17	22	72	324	9.65	3,126.60	
46 MARKER, permanent, bullet type, red	piece	29	28	29	86	21	14	11	46	19	20	22	61	16	16	16	48	241	9.65	2,325.65	
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	230	231	230	691	84	85	82	251	97	96	97	290	85	61	105	251	1483	10.30	15,274.90	
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	46	46	46	138	25	24	6	55	25	35	8	68	15	15	32	62	323	31.20	10,077.60	
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	45	46	49	140	25	24	8	57	35	24	11	70	10	15	39	64	331	38.38	12,703.78	
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	38	27	28	93	15	25	10	50	17	28	24	69	25	10	9	44	256	54.06	13,839.36	
51 PAD PAPER, Ruled	pad				0				0				0				0	0	17.47	-	
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	30	24	40	94	10	21	20	51	25	25	25	75	25	10	9	44	264	13.52	3,569.28	
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	31	31	31	93	25	15	10	50	24	19	26	69	14	20	10	44	256	6.76	1,730.56	
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	8	8	7	23	10	8	8	26	9	10	7	26	6	10	10	26	101	117.83	11,900.83	
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	75	100	55	230	72	72	72	216	74	74	73	221	66	65	65	196	863	132.02	113,933.26	
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	17	17	17	51	20	20	20	60	20	20	20	60	20	20	20	60	231	102.39	23,652.09	
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	35	19	24	78	12	15	10	37	24	24	24	72	24	24	24	72	259	114.87	29,751.33	
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	2	2	3	7	1	0	0	1	1	1	1	3	1	0	0	1	12	92.04	1,104.48	
59 PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	0	35.67	-	
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	36	36	36	108	26	14	33	73	40	19	27	86	21	21	21	63	330	19.62	6,474.60	
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	299.52	-	
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	54	54	54	162	40	35	35	110	40	40	20	100	29	29	29	87	459	60.32	27,686.88	
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	42	42	42	126	20	20	19	59	23	23	22	68	20	13	10	43	296	86.85	25,707.60	
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	10	15	0	25	4	4	4	12	8	12	2	22	4	4	4	12	71	256.87	18,237.77	
65 RUBBER BAND, 70mm min lay flat length (#18)	box	10	7	10	27	2	2	2	6	3	5	5	13	2	2	0	4	50	105.85	5,292.50	
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece	16	16	16	48	4	4	8	16	10	7	0	17	0	17	0	17	98	15.60	1,528.80	
67 SIGN PEN, black	piece	80	88	95	263	68	49	100	217	75	95	71	241	105	65	56	226	947	44.01	41,677.47	
68 SIGN PEN, blue	piece	105	112	6	223	50	50	45	145	74	66	24	164	50	50	42	142	674	44.01	29,662.74	
69 SIGN PEN, red	piece	50	50	53	153	29	20	30	79	44	47	7	98	27	27	27	81	411	44.01	18,088.11	
70 STAMP PAD INK, violet, 50mL	bottle	9	5	5	19	3	2	0	5	0	5	6	11	0	6	0	6	41	22.88	938.08	
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	10	9	0	19	2	2	0	4	3	3	0	6	4	0	0	4	33	31.08	1,025.64	
72 STAPLE WIRE, Heavy duty, 23/13	box	10	5	5	20	7	0	0	7	2	4	4	10	4	3	0	7	44	30.42	1,338.48	
73 STAPLE WIRE, Standard	box	26	25	26	77	14	14	13	41	20	20	19	59	15	15	15	45	222	18.92	4,200.24	
74 TAPE, masking, 24mm, 50 meters length	roll	25	25	24	74	15	17	5	37	20	12	16	48	14	14	14	42	201	55.12	11,079.12	
75 TAPE, masking, 48mm, 50 meters length	roll	30	30	7	67	12	11	8	31	14	13	11	38	12	11	10	33	169	105.04	17,751.76	
76 TAPE, transparent, 24mm, 50 meters	roll	33	33	33	99	15	22	15	52	30	15	28	73	25	15	13	53	277	17.37	4,811.49	
77 TAPE, transparent, 48mm, 50 meters	roll	45	15	2	62	10	15	0	25	15	14	9	38	5	15	11	31	156	33.28	5,191.68	
78 TAPE, packaging, 48mm, 50 meters length	roll	26	26	26	78	15	16	16	47	18	18	18	54	15	16	15	46	225	33.28	7,488.00	
79 TOILET TISSUE, 12 rolls per pack	pack	40	40	41	121	32	32	33	97	44	44	44	132	36	35	36	107	457	75.57	34,525.49	
80 TWINE, plastic, one kilo per roll	roll	4	4	4	12	3	0	0	3	0	0	0	0	0	0	0	0	15	54.08	811.20	
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack	3	3	3	9	0	1	0	1	1	1	0	2	1	0	0	1	13	112.72	1,465.36	
COMMON OFFICE DEVICES																					
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	20	11	0	31	2	2	2	6	3	3	3	9	2	2	2	6	52	7.85	408.20	
2 CUTTER KNIFE, heavy duty	piece	13	13	13	39	5	5	9	19	11	11	0	22	5	10	5	20	100	19.43	1,943.00	
3 DATING AND STAMPING MACHINE	piece	2	3	0	5	1	1	0	2	0	0	2	2	2	0	0	2	11	478.38	5,262.18	
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece	9	10	9	28	5	5	3	13	5	5	5	15	4	7	3	14	70	187.20	13,104.00	

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5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	13	13	13	39	5	5	6	16	6	5	5	16	5	5	5	15	86	123.43	10,614.98	
6 SCISSORS, (6")	pair	33	32	33	98	10	6	10	26	15	14	6	35	9	7	6	22	181	15.53	2,810.93	
7 STAPLER, standard	piece	11	12	12	35	4	4	8	16	8	7	8	23	10	4	8	22	96	92.23	8,854.08	
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	2	4	2	8	3	0	0	3	4	0	0	4	3	0	0	3	18	1,059.76	19,075.68	
9 STAPLE REMOVER, plier type	piece	16	16	16	48	4	8	4	16	8	4	6	18	0	3	4	7	89	17.63	1,569.07	
10 TAPE DISPENSER, table top	piece	4	6	6	16	0	3	2	5	2	2	1	5	0	2	2	5	31	47.72	1,479.32	
11 WASTE BASKET, non-rigid plastic	piece	15	15	11	41	2	4	2	8	10	7	0	17	4	3	10	17	83	30.68	2,546.44	
COMMON JANITORIAL SUPPLIES																					
1 BROOM, soft (tambo)	piece	20	10	10	40	3	2	1	6	5	7	5	17	4	3	5	12	75	104.00	7,800.00	
2 BROOM, stick (tingting)	piece	20	20	20	60	15	17	5	37	15	15	15	45	14	14	15	43	185	23.92	4,425.20	
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	21	21	21	63	11	10	10	31	15	15	5	35	10	13	10	33	162	41.60	6,739.20	
4 CLEANSER, scouring powder, 350grams/can	can	15	30	18	63	20	11	10	41	15	15	15	45	10	15	16	41	190	18.20	3,458.00	
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	38	35	40	113	23	23	23	69	40	17	20	77	45	15	7	67	326	41.60	13,561.60	
6 DISINFECTANT SPRAY, 400-550 grams	can	45	14	13	72	4	17	3	24	16	17	6	39	11	14	10	35	170	114.40	19,448.00	
7 DUST PAN, non-rigid plastic	piece	14	14	14	42	3	5	5	13	10	6	3	19	13	4	0	17	91	36.28	3,301.48	
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	228.80	-	
9 FURNITURE CLEANER, aerosol, 300ml/can	can	4	4	4	12	5	0	0	5	0	4	4	8	0	7	0	7	32	84.76	2,712.32	
10 INSECTICIDE, aerosol type, 600ml/can	can	15	15	17	47	10	5	4	19	12	9	2	23	9	9	0	18	107	117.52	12,574.64	
11 MOPBUCKET	piece	5	0	0	5	1	0	0	1	1	0	0	1	0	1	0	1	8	1,872.00	14,976.00	
12 MOPHANDLE, screw type, aluminum handle	piece	4	6	6	16	5	5	0	10	0	5	6	11	5	5	0	10	47	130.00	6,110.00	
13 MOPHEAD, made of rayon	piece	10	10	10	30	20	0	0	20	10	13	0	23	10	10	0	20	93	98.80	9,188.40	
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle	14	14	14	42	10	15	0	25	12	12	0	24	10	5	7	22	113	43.68	4,935.84	
15 SCOURING PAD, 5 pieces per pack	pack	11	0	0	11	6	0	0	6	7	0	0	7	7	0	0	7	31	119.60	3,707.60	
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll	44	43	44	131	50	58	0	108	45	45	14	104	50	53	0	103	446	139.88	62,386.48	
COMMON OFFICE EQUIPMENT																					
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm 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	0	10,398.96	-	
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	5	5	5	15	0	4	0	4	1	0	0	1	1	1	0	2	22	153.92	3,386.24	
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit	1			1				0				0				0	1	413.92	413.92	
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	280.80	-	
5 CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	280.80	-	
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0	6,229.60	-	
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	0	25,168.00	-	
8 ELECTRIC FAN, industrial	unit				0				0				0				0	0	1,144.00	-	
9 ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,248.00	-	
10 ELECTRIC FAN, stand type	unit				0				0				0				0	0	1,036.88	-	

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		
11 ELECTRIC FAN, wall type	unit				0				0				0				0	0	933.92	-
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/tel switchover	unit				0				0				0				0	0	3,502.72	-
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0				0				0				0	0	1,295.84	-
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	0	3,939.52	-
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0				0	0	41,116.70	-
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0				0	0	7,956.00	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit	1	0	0	1	0	0	0	0				0				0	1	5,491.20	5,491.20
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,417.17	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	5,831.52	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0				0	0	10,000.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	1,653.60	-
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,232.40	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,233.40	-
COMMON COMPUTER SUPPLIES																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	601.90	-
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	882.44	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	683.49	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	950.56	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	570.91	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	910.00	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	60	75	20	155	12	10	10	32	30	25	37	92	5	10	14	29	308	21.37	6,581.96
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	15	15	17	47	4	4	8	16	6	6	4	16	11	0	0	11	90	3,092.96	278,366.40
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	67	15	15	97	15	7	15	37	15	15	27	57	12	11	25	48	239	234.00	55,926.00
10 MOUSE, optical, USB connection type	unit	39			39				0				0				0	39	137.28	5,353.92
HANDBOOK ON PROCUREMENT																				

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		
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece	14			14				0				0				0	14	28.90	404.60
CONSUMABLES																				
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	681.20	-
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	447.20	-
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	447.20	-
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	447.20	-
5 INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00	-
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00	-
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00	-
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00	-
9 INK CART, BROTHER LC67HYBK, Black	cart	10			10	10			10				0				0	20	1,601.60	32,032.00
10 INK CART, BROTHER LC67HYC, Cyan	cart	10			10	10			10				0				0	20	868.40	17,368.00
11 INK CART, BROTHER LC67HYM, Magenta	cart	10			10	10			10				0				0	20	868.40	17,368.00
12 INK CART, BROTHER LC67HY, Yellow	cart	10			10	10			10				0				0	20	868.40	17,368.00
13 INK CART, CANON PG-810, Black	cart				0				0				0				0	0	619.84	-
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	702.00	-
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	491.92	-
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	464.88	-
17 INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	819.52	-
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	819.52	-
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60	-
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60	-
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60	-
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92	-
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64	-
24 INK CART, EPSON C13T105190(73N)(91N),Black	cart				0				0				0				0	0	426.40	-
25 INK CART, EPSON C13T105290(73N)(91N),Cyan	cart				0				0				0				0	0	426.40	-
26 INK CART, EPSON C13T105390(73N)(91N),Magenta	cart				0				0				0				0	0	426.40	-
27 INK CART, EPSON C13T105490(73N)(91N),Yellow	cart				0				0				0				0	0	426.40	-
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0	254.80	-
29 INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-
30 INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-
31 INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0				0				0				0	0	254.80	-
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,612.00	-
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,492.40	-
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,523.60	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,029.60	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,029.60	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,029.60	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,029.60	-
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	891.28	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	672.88	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	672.88	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	672.88	-

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43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,513.20	-
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-
48 INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	800.80	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	884.00	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,103.44	-
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,357.20	-
52 INK CART, HP C9351AA, (HP21), Black	cart	9			9	7			7	7			7	7			7	30	643.76	19,312.80
53 INK CART, HP C9352AA, (HP22), Tri-color	cart	9			9	7			7	7			7	7			7	30	751.92	22,557.60
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,346.80	-
55 INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08	-
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,490.32	-
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	811.20	-
58 INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	296.40	-
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	360.88	-
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	678.08	-
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,461.20	-
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	780.00	-
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,482.00	-
64 INK CART, HP CC640WA, (HP60), Black	cart	12			12	10			10	10			10	10			10	42	634.40	26,644.80
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,398.80	-
66 INK CART, HP CC643WA, (HP60), Tri-color	cart	7			7	5			5	5			5	0			0	17	747.76	12,711.92
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,627.60	-
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	634.40	-
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	977.60	-
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,004.64	-
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	346.32	-
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	346.32	-
73 INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	792.48	-
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	608.40	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	608.40	-
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	608.40	-
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,144.00	-
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	608.40	-
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	752.96	-
80 INK CART, HP CNo45AA, (HP950XL), Black	cart				0				0				0				0	0	1,542.32	-
81 INK CART, HP CNo46AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,144.00	-
82 INK CART, HP CNo47AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,144.00	-
83 INK CART, HP CNo48AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,144.00	-
84 INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	346.32	-
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	346.32	-
86 INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	357.76	-
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	360.88	-
88 INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	364.00	-

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				
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0					0	0	239.20	-	
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0					0	0	239.20	-	
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0					0	0	239.20	-	
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0					0	0	915.20	-	
93 INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0					0	0	1,003.60	-	
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0					0	0	1,196.00	-	
95 TONER CART, BROTHER TN-2025, Black	cart				0				0				0					0	0	2,556.32	-	
96 TONER CART, BROTHER TN-2130, Black	cart				0				0				0					0	0	1,820.00	-	
97 TONER CART, BROTHER TN-2150, Black	cart				0				0				0					0	0	2,860.00	-	
98 TONER CART, BROTHER TN-3320, Black	cart				0				0				0					0	0	3,336.32	-	
99 TONER CART, BROTHER TN-3350, Black, for HL-5550DN (CU Printee)	cart				0				0				0					0	0	4,971.20	-	
100 TONER CART, HP C4092A, Black	cart				0				0				0					0	0	2,741.44	-	
101 TONER CART, HP C4096A, Black	cart	2			2				0				0					0	2	5,352.88	10,705.76	
102 TONER CART, HP C7115A, Black	cart	1			1	4			4	2			2	3				3	10	2,971.28	29,712.80	
103 TONER CART, HP C8435A, Black	cart				0				0				0					0	0	2,719.60	-	
104 TONER CART, HP CB436A, Black	cart				0				0				0					0	0	3,062.80	-	
105 TONER CART, HP CB540A, Black	cart				0				0				0					0	0	3,266.64	-	
106 TONER CART, HP CB541A, Cyan	cart				0				0				0					0	0	2,970.24	-	
107 TONER CART, HP CB542A, Yellow	cart				0				0				0					0	0	2,970.24	-	
108 TONER CART, HP CB543A, Magenta	cart				0				0				0					0	0	2,970.24	-	
109 TONER CART, HP CC364A, Black	cart				0				0				0					0	0	7,321.60	-	
110 TONER CART, HP CC530A, Black	cart				0				0				0					0	0	5,163.60	-	
111 TONER CART, HP CC531A, Cyan	cart				0				0				0					0	0	4,843.28	-	
112 TONER CART, HP CC532A, Yellow	cart				0				0				0					0	0	4,843.28	-	
113 TONER CART, HP CC533A, Magenta	cart				0				0				0					0	0	4,843.28	-	
114 TONER CART, HP CE255A, Black	cart				0				0				0					0	0	6,355.44	-	
115 TONER CART, HP CE278A, Black	cart	3			3				0				0					0	3	3,070.08	9,210.24	
116 TONER CART, HP CE285A (HP85A), Black	cart	5			5	4			4	9			9	4				4	22	2,707.12	59,556.64	
117 TONER CART, HP CE310A, Black	cart				0				0				0					0	0	2,317.12	-	
118 TONER CART, HP CE311A, Cyan	cart				0				0				0					0	0	2,475.20	-	
119 TONER CART, HP CE312A, Yellow	cart				0				0				0					0	0	2,475.20	-	
120 TONER CART, HP CE313A, Magenta	cart				0				0				0					0	0	2,475.20	-	
121 TONER CART, HP CE320A, Black	cart				0				0				0					0	0	3,057.60	-	
122 TONER CART, HP CE321A, Cyan	cart				0				0				0					0	0	2,943.20	-	
123 TONER CART, HP CE322A, Yellow	cart				0				0				0					0	0	2,943.20	-	
124 TONER CART, HP CE323A, Magenta	cart				0				0				0					0	0	2,943.20	-	
125 TONER CART, HP CE390A, Black	cart				0				0				0					0	0	7,280.00	-	
126 TONER CART, HP CE400A, Black	cart				0				0				0					0	0	6,595.68	-	
127 TONER CART, HP CE401A, Cyan	cart				0				0				0					0	0	9,655.36	-	
128 TONER CART, HP CE402A, Yellow	cart				0				0				0					0	0	9,655.36	-	
129 TONER CART, HP CE403A, Magenta	cart				0				0				0					0	0	9,655.36	-	
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0					0	0	3,640.00	-	
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0					0	0	5,392.40	-	
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0					0	0	5,392.40	-	
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0					0	0	5,392.40	-	
134 TONER CART, HP CE505A, Black	cart	16			16	13			13	23			23	18				18	70	3,660.80	256,256.00	

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		
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	6,721.52	-
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	2,971.28	-
137 TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,280.00	-
139 TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,530.80	-
140 TONER CART, HP Q5950A, Black	cart	1			1				0				0				0	0	7,644.00	7,644.00
141 TONER CART, HP Q5951A, Cyan	cart	1			1				0				0				0	1	10,845.12	10,845.12
142 TONER CART, HP Q5952A, Yellow	cart	1			1				0				0				0	1	10,845.12	10,845.12
143 TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144 TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145 TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146 TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147 TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	5,526.56	-
148 TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,495.36	-
149 TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,844.80	-
150 TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
151 TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	8,874.32	-
152 TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,763.76	-
153 TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,836.00	-
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,600.00	-
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,548.00	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,860.00	-
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,600.00	-
162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	3,120.00	-
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,280.00	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	5,512.00	-
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,008.00	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,784.00	-
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
169 RIBBON CART, EPSON C135015516 (#8750), Black, for LX-300	cart				0				0				0				0	0	76.75	-
170 RIBBON CART, EPSON C135015531 (S015086), Black	cart				0				0				0				0	0	724.88	-
171 RIBBON CART, EPSON C135015584 (S015327), Black	cart				0				0				0				0	0	334.88	-
172 RIBBON CART, EPSON C135015632, Black, for LX-310	cart				0				0				0				0	0	75.92	-
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	74.78	-
2 FLUORESCENT LAMP, tubular, 14 watts	tube				0				0				0				0	0	88.40	-
3 FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set				0				0				0				0	0	364.00	-

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			
COMMON OFFICE EQUIPMENT																					
1 CALCULATOR, MINI-PRINTING, 1 unit per box	unit				0				0				0					0	0	930.80	-
2 CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit				0				0				0					0	0	1,965.60	-
3 ELECTRONIC TIME RECORDER OR BUNDY 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	3,315.52	-
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	7	0	0	7	1	0	0	1	1	0	0	1	1	0	0	1	10		2,704.00	27,040.00
5 WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEEE 802.3u, IEEE 802.3, 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	1,037.92	-
COMMON OFFICE SUPPLIES																					
1 CARTOLINA, white, 20 pieces per pack	pack	5			5	4			4	5			5	4				4	18	52.00	936.00
2 CLIP, bulldog, 73mm (3")	piece	45	45	46	136	9			9	63			63	14				14	222	8.32	1,847.04
3 COLUMNAR PAD, 18 cols, 50 gsm min.	pad				0				0				0					0	0	65.52	-
4 ENVELOPE, PAY, 500 pieces per box	box				0				0				0					0	0	114.71	-
5 ILLUSTRATION BOARD, (30"x40")	piece	18			18	4			4	1			1					0	23	35.05	806.15
6 INDEX CARD BOX, 3"x5"	piece	8			8	1			1	7			7	1				1	17	36.40	618.80
7 INDEX CARD BOX, 5"x8"	piece	7			7	1			1	7			7	2				2	17	55.12	937.04
8 INDEX CARD, 3"x5", 500 pieces per pack	pack	5			5	1			1	3			3	3				3	12	51.27	615.24
9 INDEX CARD, 5"x8", 500 pieces per pack	pack	6			6	1			1	4			4	3				3	14	139.34	1,950.76
10 MANILA PAPER, 10sheets per pack	pack	25	25	24	74	5			5	19			19	7				7	105	26.00	2,730.00
11 MAP PIN, round head, 100 pieces per case	case	22			22	4			4	16			16	6				6	48	40.35	1,936.80
12 OIL, for general purpose lubricant, 120 ml	bottle				0				0				0					0	0	36.90	-
13 PAPER, Thermal, 210mm x 30m	roll				0				0				0					0	0	29.95	-
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case	39			39	9			9	23			23	8				8	79	24.96	1,971.84
15 RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool	30			30	25			25	25			25	15				15	95	16.12	1,531.40
16 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle	22			22	15			15	25			25	15				15	77	150.80	11,611.60
17 RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle	21			21	14			14	24			24	14				14	73	291.03	21,245.19
18 STAPLE WIRE, Heavy duty, 23/17	box	27			27	14			14	18			18	13				13	72	41.48	2,986.56
19 TAPE DISPENSER, handheld	piece	17			17	5			5	7			7	4				4	33	29.10	960.30
20 TAPE, for adding machine	roll				0				0				0					0	0	8.11	-
21 TIME CARD, for Amano Bundy Clock, 100 pieces bundle	bundle				0				0				0					0	0	69.47	-
COMMON JANITORIAL SUPPLIES																					
1 FLOOR WAX, Liquid type, natural	can				0				0				0					0	0	370.50	-
2 FLOOR WAX, Paste type, natural	can				0				0				0					0	0	223.60	-
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece	60	40	30	130	35	35	15	85	20	40	13	73	20	20	20	20	60	348	22.36	7,781.28
CONSUMABLES																					

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 INK CART, EPSON C13T103190 (103), Black	cart				0				0				0					0	0	866.32	-																				
2 INK CART, EPSON C13T103290 (103), Cyan	cart				0				0				0					0	0	577.20	-																				
3 INK CART, EPSON C13T103390 (103), Magenta	cart				0				0				0					0	0	577.20	-																				
4 INK CART, EPSON C13T103490 (103), Yellow	cart				0				0				0					0	0	577.20	-																				
5 INK CART, EPSON C13T143190 (143), Black	cart				0				0				0					0	0	587.60	-																				
6 INK CART, EPSON C13T143290 (143), Cyan	cart				0				0				0					0	0	465.92	-																				
7 INK CART, EPSON C13T143390 (143), Magenta	cart				0				0				0					0	0	465.92	-																				
8 INK CART, EPSON C13T143490 (143), Yellow	cart				0				0				0					0	0	465.92	-																				
9 INK CART, EPSON C13T166190 (166XL), Black	cart				0				0				0					0	0	176.80	-																				
10 INK CART, EPSON C13T166290 (166XL), Cyan	cart				0				0				0					0	0	332.80	-																				
11 INK CART, EPSON C13T166390 (166XL), Magenta	cart				0				0				0					0	0	332.80	-																				
12 INK CART, EPSON C13T166490 (166XL), Yellow	cart				0				0				0					0	0	332.80	-																				
13 INK CART, HP C4836A, (HP11), Cyan	cart				0				0				0					0	0	1,535.04	-																				
14 INK CART, HP C4837A, (HP11), Magenta	cart				0				0				0					0	0	1,535.04	-																				
15 INK CART, HP C4838A, (HP11), Yellow	cart				0				0				0					0	0	1,535.04	-																				
16 RIBBON CART, LEXMARK 3070169 (11A3550)	cart				0				0				0					0	0	780.00	-																				
17 RIBBON CART, FUJITSU DL 3850	cart				0				0				0					0	0	447.20	-																				
18 TONER CART, BROTHER TN-150BK, Black	cart				0				0				0					0	0	3,239.60	-																				
19 TONER CART, BROTHER TN-150C, Cyan	cart				0				0				0					0	0	3,707.60	-																				
20 TONER CART, BROTHER TN-150M, Magenta	cart				0				0				0					0	0	3,707.60	-																				
21 TONER CART, BROTHER TN-150Y, Yellow	cart				0				0				0					0	0	3,707.60	-																				
22 TONER CART, BROTHER TN-155BK, Black	cart				0				0				0					0	0	4,576.00	-																				
23 TONER CART, FUJI XEROX CWA0762, Black	cart				0				0				0					0	0	5,683.60	-																				
24 TONER CART, HP CE250A, Black	cart	6			6	6			6	5			5	5				5	22	5,408.00	118,976.00																				
25 TONER CART, HP CE251A, Cyan	cart	4			4	3			3	3			3	4				4	14	10,551.84	147,725.76																				
26 TONER CART, HP CE252A, Yellow	cart	4			4	3			3	3			3	4				4	14	10,551.84	147,725.76																				
27 TONER CART, HP CE253A, Magenta	cart	4			4	4			4	4			4	4				4	16	10,551.84	168,829.44																				
28 TONER CART, HP Q1338A, Black	cart				0				0				0					0	0	6,676.80	-																				
29 TONER CART, HP Q6511A, Black	cart				0				0				0					0	0	5,892.64	-																				
30 TONER CART, HP Q7551A, Black	cart				0				0				0					0	0	6,162.00	-																				
31 TONER CART, LEXMARK 34217HR, Black	cart				0				0				0					0	0	4,712.24	-																				
32 TONER CART, SAMSUNG ML-2250D5, Black	cart				0				0				0					0	0	4,784.00	-																				
33 TONER CART, SAMSUNG ML-D3050B, Black	cart				0				0				0					0	0	6,656.00	-																				
Office Equipment and Accessories																																									
1					0				0				0					0	0		-																				
2					0				0				0					0	0		-																				
3					0				0				0					0	0		-																				
4					0				0				0					0	0		-																				
5					0				0				0					0	0		-																				
6					0				0				0					0	0		-																				
7					0				0				0					0	0		-																				
8					0				0				0					0	0		-																				
9					0				0				0					0	0		-																				
10					0				0				0					0	0		-																				
Office Supplies																																									
1					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	
2					0				0				0					0	0		
3					0				0				0					0	0		
4					0				0				0					0	0		
5					0				0				0					0	0		
6					0				0				0					0	0		
7					0				0				0					0	0		
8					0				0				0					0	0		
9					0				0				0					0	0		
10					0				0				0					0	0		
Audio and visual presentation and composing equipment																					
1					0				0				0					0	0		
2					0				0				0					0	0		
3					0				0				0					0	0		
4					0				0				0					0	0		
5					0				0				0					0	0		
6					0				0				0					0	0		
7					0				0				0					0	0		
8					0				0				0					0	0		
9					0				0				0					0	0		
10					0				0				0					0	0		
Photographic or filming or video equipment																					
1					0				0				0					0	0		
2					0				0				0					0	0		
3					0				0				0					0	0		
4					0				0				0					0	0		
5					0				0				0					0	0		
6					0				0				0					0	0		
7					0				0				0					0	0		
8					0				0				0					0	0		
9					0				0				0					0	0		
10					0				0				0					0	0		
Cleaning Equipment and Supplies																					
1					0				0				0					0	0		
2					0				0				0					0	0		
3					0				0				0					0	0		
4					0				0				0					0	0		
5					0				0				0					0	0		
6					0				0				0					0	0		
7					0				0				0					0	0		
8					0				0				0					0	0		
9					0				0				0					0	0		
10					0				0				0					0	0		
Paper Materials and Products																					
1 Bond paper short	ream	104	103	103	310	91	92	91	274	88	88	88	264	100	99	100	299	1147	139.18	159,639.46	
2			1		1				0				0				0	1			
3					0				0				0				0	0			
4					0				0				0				0	0			
5					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	
6					0				0				0					0	0		-
7					0				0				0					0	0		-
8					0				0				0					0	0		-
9					0				0				0					0	0		-
10					0				0				0					0	0		-
Lighting and fixtures and accessories																					
1					0				0				0					0	0		-
2					0				0				0					0	0		-
3					0				0				0					0	0		-
4					0				0				0					0	0		-
5					0				0				0					0	0		-
6					0				0				0					0	0		-
7					0				0				0					0	0		-
8					0				0				0					0	0		-
9					0				0				0					0	0		-
10					0				0				0					0	0		-
Electrical equipment and components and supplies																					
1					0				0				0					0	0		-
2					0				0				0					0	0		-
3					0				0				0					0	0		-
4					0				0				0					0	0		-
5					0				0				0					0	0		-
6					0				0				0					0	0		-
7					0				0				0					0	0		-
8					0				0				0					0	0		-
9					0				0				0					0	0		-
10					0				0				0					0	0		-
Computer Supplies																					
1	Windows Operating System 8.1	unit	14		14				0				0					0	14	6,407.00	89,698.00
2	Microsoft Office 2013	unit	3		3				0				0					0	3	17,820.00	53,460.00
3					0				0				0					0	0		-
4					0				0				0					0	0		-
5					0				0				0					0	0		-
6					0				0				0					0	0		-
7					0				0				0					0	0		-
8					0				0				0					0	0		-
9					0				0				0					0	0		-
10					0				0				0					0	0		-
Computer Equipment and Accessories																					
1																					-
2																					-
3					0				0				0					0	0		-
4					0				0				0					0	0		-
5					0				0				0					0	0		-
6					0				0				0					0	0		-
7					0				0				0					0	0		-
8					0				0				0					0	0		-
9					0				0				0					0	0		-

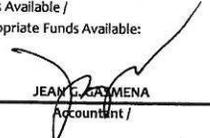
Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
10					0				0				0				0	0		
*Other Categories					0				0				0				0	0		
1					0				0				0				0	0		
2					0				0				0				0	0		
3					0				0				0				0	0		
4					0				0				0				0	0		
5					0				0				0				0	0		
6					0				0				0				0	0		
7					0				0				0				0	0		
8					0				0				0				0	0		
9					0				0				0				0	0		
10					0				0				0				0	0		
C. TOTAL (A + B):																			3,123,316.64	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			312,331.66	
E. GRAND TOTAL (C + D)																			3,435,648.30	
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores				1008354				596127					651280					557270		
G.2 Other Items not available at PS but regularly purchased from other sources				186304				38135.3					36743.5					41614.8		
TOTAL MONTHLY CASH REQUIREMENTS				1194658				634262					688023					598885		

*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:

 MARISSA L. OCTAVIO
 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:

 JEAN E. ARMENA
 Accountant /

Approved by:

 ARNEL N. DEL BARRIO
 Head of Office/Agency