

ANNUAL PROCUREMENT PLAN FOR 2018 For Common-Use Supplies and Equipment

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

1. 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.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-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.**
3. 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.
4. 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

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:

 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Office: CAGAYAN STATE UNIVERSITY
 Region: II - Tuguegarao
 Address: CARITAN, TUGUEGARAO CITY

Agency Account Code: No Code

Contact Person: JULIA T. CARDOAN, Ph.D
 Position: HEAD BAC SECRETARIAT
 E-mail: bacsecretariat@csu.edu.ph
 Telephone/Mobile Nos: 3751672

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	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, dry cell, AA, 2 pieces per blister pack	pack	247	62	29	338	74	17	56	147	118	58	16	192	63	54	18	135	812	20.28	16,467.36
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	287	45	15	347	71	14	51	136	110	55	3	168	55	51	15	121	772	19.20	14,822.40
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	19	2	2	23	7	2	2	11	7	2	2	11	7	2	12	21	66	91.94	6,068.04

4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	35	3	12	50			1	1			1	1			3	3	55	40.97	2,253.35
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece	3	3	9	15	1		1	1			1	1			2	3	20	75.39	1,507.80
6	TAPE, ELECTRICAL, 18mm x 16M min	roll	12	14	26	52	7	2	2	11	7	2	2	11	7	2	26	35	109	18.93	2,063.37
COMMON OFFICE SUPPLIES																					
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	40	22	25	87	25	13	5	43	6	3	5	14	8	5	5	18	162	766.73	124,210.26
2	AIR FRESHENER, aerosol, 280ml/150g min	can	100	38	23	161	29	11	8	48	29	9	8	46	22	33	37	92	347	88.69	30,775.43
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	180	86	66	332	97	70	83	250	84	105	92	281	78	34	75	187	1050	49.73	52,216.50
4	CARBON FILM, PE, black, size 210mm x 297mm	box	3	1	2	6	2	8		10	2			2	1			1	19	205.48	3,904.12
5	CARBON FILM, PE, black, size 216mm x 330mm	box	2			2	2			2	2			2	1			1	7	210.91	1,476.37
6	CARTOLINA, assorted colors	pack	46	14	7	67	15	2	13	30	2019	1	13	2033	38	1	1	40	2170	67.06	145,520.20
7	CHALK, molded, white, dustless, length: 78mm min	box	88	24	12	124	13	14	24	51	88	12	24	124	13	2	2	17	316	26.89	8,497.24
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	25	14	2	41	9	13	14	36	19	3	14	36	9	4	2	15	128	38.19	4,888.32
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	64	13	6	83	5	27	1	33	20	2	1	23	5	4	1	10	149	40.47	6,030.03
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	58	19	7	84	7	47	7	61	7	7	7	21	7	7	7	21	187	7.87	1,471.69
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	63	19	7	89	7	47	7	61	7	7	7	21	7	7	7	21	192	13.94	2,676.48
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	52	19	19	90	19	47	7	73	7	7	7	21	7	19	7	33	217	19.88	4,313.96
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	58	19	19	96	10	47	7	64	9	7	7	23	7	7	7	21	204	41.10	8,384.40
14	CORRECTION TAPE, film base type, UL 6m min	piece	242	119	73	434	89	89	99	277	96	124	96	316	78	54	114	246	1273	18.26	23,244.98
15	DATA FILE BOX, made of chipboard, with closed ends	box	191	85	89	365	54	67	37	158	145	47	87	279	59	37	37	133	935	72.57	67,852.95

16	DATA FOLDER, made of chipboard, taglia lock	piece	153	42	56	251	99	47	54	200	89	42	42	173	74	42	42	158	782	71.39	55,826.98
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	38	2	17	57	53	5	15	73	3	7	2	12	2	1	1	4	146	424.47	61,972.62
18	ENVELOPE, DOCUMENTARY, for legal size document	box	47	26	14	87	51	13	13	77	1	1	1	3	2	10	1	13	180	538.80	96,984.00
19	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	12	14	4	30	55	18	4	77	6	4	4	14	4	14	4	22	143	667.84	95,501.12
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	243	26	14	283	7	32	3	42	7	2	12	21	7	2	2	11	357	28.71	10,249.47
21	ENVELOPE, MAILING,white, 80gsm (-5%)	box	35	24	16	75	5	5	4	14	5	4	4	13	5	4	4	13	115	341.79	39,305.85
22	ENVELOPE, mailing, white, with window	box	36	12	14	62	2	3	13	18	2	1	1	4	2	1	1	4	88	427.23	37,596.24
23	ERASER, FELT, for blackboard/whiteboard	piece	36	11	31	78	19	8	19	46	19	12	19	50	19	2	6	27	201	11.55	2,321.55
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	28	2	6	36	2	16	18	36	22	12	14	48	2	6	2	10	130	6.23	809.90
25	FASTENER, METAL, 70mm between prongs	box	140	52	66	258	102	50	43	195	104	48	33	185	64	36	48	148	786	59.37	46,664.82
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	43	10	26	79	37	13	3	53	32	3	21	56	37	3	23	63	251	73.59	18,471.09
27	FILE TAB DIVIDER, bristol board, for A4	set	87	18	16	121	16	13	14	43	11	17	17	45	11	13	11	35	244	12.98	3,167.12
28	FILE TAB DIVIDER, bristol board, for legal	set	87	16	16	119	16	23	17	56	11	17	27	55	15	11	11	37	267	17.31	4,621.77
29	FOLDER, FANCY, for A4 size documents	bundle	29	26	6	61	12	36	17	65	22	26	16	64	12	6	6	24	214	258.50	55,319.00
30	FOLDER, FANCY, for legal size documents	bundle	37	15	7	59	13	7	8	28	23	13	7	43	21	7	7	35	165	302.85	49,970.25
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	16	7	5	28	4	5	4	13	6	3	5	14	4	5	3	12	67	177.92	11,920.64
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	40	3	5	48	4	5	16	25	11	15	5	31	9	5	3	17	121	222.27	26,894.67
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	57	15	9	81	12	5	1	18	20	15	5	40	12	1	5	18	157	776.59	121,924.63
34	FOLDER, TAGBOARD, for A4 size documents	pack	33	10	19	62	16	6	9	31	16	18	7	41	16	6	7	29	163	226.05	36,846.15
35	FOLDER, TAGBOARD, for legal size documents	pack	37	11	19	67	18	11	15	44	18	24	13	55	18	11	23	52	218	208.38	45,426.84

36	GLUE, all purpose, gross weight: 200 grams min	jar	64	21	25	110	18	4	10	32	18	8	15	41	18	4	15	37	220	49.73	10,940.60
37	INDEX TAB, self-adhesive, transparent	box	117	26	41	184	27	16	32	75	40	18	25	83	16	36	20	72	414	53.74	22,248.36
38	LOOSELEAF COVER, made of chipboard, for legal	bundle	4			4	1			1	1			1	1			1	7	676.00	4,732.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	77	23	3	103	8	15	3	26	18	3	3	24	8	3	15	26	179	43.26	7,743.54
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	67	31	11	109	42	16	18	76	37	12	19	68	27	6	18	51	304	36.97	11,238.88
41	MARKER, whiteboard, black, felt tip, bullet type	piece	137	92	52	281	79	168	67	314	73	158	67	298	59	38	37	134	1027	10.69	10,978.63
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	95	52	22	169	37	18	27	82	47	18	23	88	32	18	23	73	412	10.69	4,404.28
43	MARKER, whiteboard, red, felt tip, bullet type	piece	69	22	17	108	28	18	47	93	43	18	23	84	28	18	23	69	354	10.69	3,784.26
44	MARKER, PERMANENT, bullet type, black	piece	140	162	48	350	86	37	53	176	87	141	73	301	80	13	13	106	933	10.04	9,367.32
45	MARKER, PERMANENT, bullet type, blue	piece	146	149	17	312	80	37	52	169	86	131	27	244	79	13	12	104	829	10.04	8,323.16
46	MARKER, PERMANENT, bullet type, red	piece	96	146	15	257	25	40	15	80	36	136	25	197	29	16	15	60	594	10.04	5,963.76
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	242	3	3	248	33	3	3	39	36	23	203	262	33	3	3	39	588	12.52	7,361.76
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	127	21	19	167	39	40	31	110	109	31	20	160	29	20	20	69	506	32.45	16,419.70
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	133	21	9	163	24	30	30	84	94	30	15	139	24	30	30	84	470	44.32	20,830.40
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	119	13	51	183	74	9	51	134	84	31	51	166	54	24	17	95	578	59.49	34,385.22
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	22	2	2	26	4	8	2	14	4	12	2	18	2	2	8	12	70	18.99	1,329.30
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	111	22	14	147	44	16	7	67	57	12	28	97	34	18	12	64	375	6.91	2,591.25
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	136	32	14	182	49	16	9	74	59	10	14	83	39	14	16	69	408	14.04	5,728.32
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	132	205	65	402	167	147	227	541	187	195	127	509	167	152	60	379	1831	137.66	252,055.46
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	259	192	145	596	227	167	267	661	227	247	167	641	197	192	105	494	2392	160.94	384,968.48

56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	802	158	120	1080	82	155	155	392	143	167	80	390	115	98	90	303	2165	119.09	257,829.85
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	487	61	95	643	316	121	65	502	310	76	55	441	287	71	45	403	1989	123.08	244,806.12
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	37	18	30	85	19	21	29	69	18	23	18	59	18	29	18	65	278	95.18	26,460.04
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	54	3	15	72	3	53	3	59	3	53	3	59	15	53	3	71	261	34.29	8,949.69
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	109	17	28	154	15	11	16	42	44	5	24	73	27	30	20	77	346	20.40	7,058.40
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	1	12	3	16			10	10		12		12	3			3	41	319.07	13,081.87
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	57	10	8	75	17	4	21	42	22	4	3	29	14	4	21	39	185	62.73	11,605.05
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	106	22	23	151	35	27	13	75	40	12	15	67	32	4	15	51	344	97.34	33,484.96
64	RING BINDER, 8o rings, plastic, 32mm x 1.12m	bundle	66	17	14	97	16	11	14	41	35	18	13	66	17	10	21	48	252	267.14	67,319.28
65	RUBBER BAND, 70mm min lay flat length (#18)	box	29	10	9	48	9	11	15	35	19	17	9	45	9	9	17	35	163	97.04	15,817.52
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	69	12	1	82	3	6	1	10	5	2	13	20	1	1	13	15	127	16.10	2,044.70
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	372	113	383	868	169	159	143	471	241	88	193	522	285	129	95	509	2370	35.99	85,296.30
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	362	125	383	870	169	84	143	396	291	78	173	542	215	209	95	519	2327	35.99	83,748.73
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	87	30	50	167	15	10	10	35	65	10	130	205	55	50	50	155	562	35.99	20,226.38
70	STAMP PAD INK, purple or violet	bottle	51	35	2	88	4	3	2	9	9	2	14	25	8	6	7	21	143	25.62	3,663.66
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	25	2	22	49	3	3	2	8	8	2	14	24	15	2	7	24	105	28.77	3,020.85
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	79	28	13	120	9	23	43	75	13	4	15	32	4	15	7	26	253	21.51	5,442.03
73	STAPLE WIRE, STANDARD, (26/6)	box	143	59	29	231	43	22	23	88	95	13	95	203	38	20	43	101	623	19.68	12,260.64
74	TAPE, MASKING, width: 24mm (±1mm)	roll	97	40	11	148	16	12	45	73	19	6	35	60	12	36	40	88	369	57.32	21,151.08
75	TAPE, MASKING, width: 48mm (±1mm)	roll	79	36	7	122	28	13	47	88	31	13	14	58	24	25	42	91	359	109.24	39,217.16

76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	79	11	9	99	18	3	43	64	27	10	10	47	18	20	23	61	271	29.08	7,880.68
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	126	63	39	228	33	49	23	105	43	29	15	87	23	26	28	77	497	11.36	5,645.92
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	97	47	28	172	10	17	45	72	17	7	12	36	10	24	5	39	319	27.58	8,798.02
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	138	27	29	194	74	127	30	231	89	29	30	148	74	47	35	156	729	70.30	51,248.70
80	TWINE, plastic, one (1) kilo per roll	roll	15	17	1	33	11	1	11	23	1	11	11	23	1	1	11	13	92	51.92	4,776.64
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	3			3	2		2	4	2			2	3			3	12	133.99	1,607.88
82	Airline Travel	ticket	8	18	2	28	3	1	2	6	3	1	2	6	3	2	2	7	47	0.00	-
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, for heavy duty cutter	tube	31	10	38	79	2	22	27	51	10	4	8	22	4	2	2	8	160	10.22	1,635.20
2	CUTTER KNIFE, for general purpose	piece	25	6	8	39	38	4	12	54	7	10	8	25	6	2	2	10	128	20.55	2,630.40
3	DATING AND STAMPING MACHINE, heavy duty	piece	9	1	11	21	1	4	2	7	1			1	1			1	30	497.52	14,925.60
4	PENCIL SHARPENER, manual, single cutter head	piece	16	4	6	26	1	2	2	5	1	6	6	13	1			1	45	194.69	8,761.05
5	PUNCHER, paper, heavy duty, with two hole guide	piece	33	17	4	54	6	8	5	19	6	8	8	22	4	4	4	12	107	123.42	13,205.94
6	SCISSORS, symmetrical, blade length: 65mm min	pair	62	15	50	127	4	16	10	30	6	8	22	36	4	2	2	8	201	14.28	2,870.28
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	37	7	13	57	2	4	5	11	2	6	13	21	3	1	1	5	94	85.45	8,032.30
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	14	2	8	24	2		1	3	2	20	10	32	3			3	62	913.95	56,664.90
9	STAPLE REMOVER, PLIER-TYPE	piece	41	17	16	74	1	6	7	14	1	13	13	27	1	1	1	3	118	18.91	2,231.38
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	17	6	9	32	2	2	3	7	1	11		12	1			1	52	51.57	2,681.64
11	WASTEBASKET, non-rigid plastic	piece	31	9	12	52	1	5	3	9	41	13	11	65	1	1	1	3	129	25.96	3,348.84

COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece	23	11	12	46	3	5	1	9	3	13	12	28	4	1	1	6	89	91.94	8,182.66
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	7	6	5	18	3	1	1	5	3			3	4	1	1	6	32	24.88	796.16
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	42	19	13	74	13	18	53	84	5	8	27	40	3	3	3	9	207	43.26	8,954.82
4	CLEANSER, SCOURING POWDER, 350g min./can	can	25	19	13	57	15	23	53	91	7	3	27	37	5	3	3	11	196	24.88	4,876.48
5	DETERGENT POWDER, all purpose, 1kg	pouch	28	18	15	61	17	19	5	41	9	9	45	63	31	5	5	41	206	38.93	8,019.58
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	57	30	14	101	15	32	10	57	18	18	25	61	10	5	5	20	239	125.20	29,922.80
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	14	4	6	24	2	2		4	2	9	2	13	2	8		10	51	28.12	1,434.12
8	FLOOR WAX, PASTE, RED	can	6			6	1			1	2	2		4	3	24		27	38	280.13	10,644.94
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	65	30	34	129	21	25	9	55	18	29	36	83	18	50	20	88	355	90.85	32,251.75
10	INSECTICIDE, aerosol type, net content: 600ml min	can	19	12	11	42	14	6	6	26	9	9	25	43	9	6	20	35	146	142.77	20,844.42
11	MOP BUCKET, heavy duty, hard plastic	piece	7	1		8	2		1	3	2	1		3	2	1		3	17	1,987.44	33,786.48
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	7			7	2		4	6	2	1		3	2			2	18	148.18	2,667.24
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	36	1		37	6		10	16	6	2		8	3			3	64	110.32	7,060.48
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	43	18	28	89	10	10	12	32	11	3	12	26	12	4	2	18	165	51.68	8,527.20
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	17	5	1	23	5	1	3	9	2	1	1	4	1	1	1	3	39	107.08	4,176.12
16	TRASHBAG, plastic, transparent	roll	27	2	2	31	2	2	42	46	2	6	10	18	2	2	2	6	101	145.48	14,693.48
17	DETERGENT BAR, 140 grams as packed	bar	20	11	9	40	9	13	9	31	4	14	16	34	4	16	4	24	129	7.57	976.53
COMMON OFFICE EQUIPMENT																					

1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	5	1	1	7	1			1				0	1			1	9	10,816.00	97,344.00
2	CALCULATOR, compact, 12 digits	unit	29	14	6	49	3	5	4	12	1	5	1	7	2	5	6	13	81	140.61	11,389.41
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	7	8	2	17	1		2	3	1	2		3	1		2	3	26	273.10	7,100.60
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece	1	8	2	11	1		2	3	1		2	3	1	2		3	20	273.10	5,462.00
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	8	2	3	13		2		2	1	1		2				0	17	6,828.14	116,078.38
6	DOCUMENT CAMERA, 3.2M pixels	unit	4	1	1	6	1	1		2		1		1				0	9	26,391.04	237,519.36
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	15		2	17		2		2	2			2				0	21	1,091.33	22,917.93
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	6			6	1	2		3	1			1	1			1	11	1,372.55	15,098.05
9	ELECTRIC FAN, STAND type, plastic blade	unit	19	5	4	28	5	2		7	2			2				0	37	1,046.65	38,726.05
10	ELECTRIC FAN, WALL type, plastic blade	unit				0		2		2				0				0	2	782.00	1,564.00
11	FACSIMILE MACHINE, uses thermal paper	unit	2	1	2	5	2			2	2			2	2			2	11	3,642.83	40,071.13
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	13	3	2	18	2	1	1	4	3			3				0	25	1,123.78	28,094.50
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	9		1	10				0	2	1		3				0	13	5,191.68	67,491.84
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	12	2	1	15	2	2	1	5	2	1		3		1		1	24	27,542.94	661,030.56
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	4	1		5			1	1				0				0	6	8,411.60	50,469.60
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	5			5	1		1	2	1	1		2				0	9	5,927.17	53,344.53
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	7	1		8			1	1				0				0	9	19,457.98	175,121.82
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	7			7				0				0				0	7	6,064.78	42,453.46
19	PRINTER, LASER, monochrome, network-ready	unit	9	2	3	14	2	2		4	4		1	5		1	2	3	26	744.14	19,347.64
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	14	2		16	1		2	3	1			1				0	20	1,379.04	27,580.80

21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit	1	2		3	1		2	3				0			0	6	1,379.04	8,274.24	
22	Desktop Computer, branded	unit	21	15	6	42	3	1	2	6	3	2	4	9		1		1	58	35,887.49	2,081,474.42
23	Laptop Computer, branded	unit	9	2	2	13	2	1	2	5	1	2		3	1	1	1	3	24	36,587.28	878,094.72
COMMON COMPUTER SUPPLIES																					
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0				0				0	0	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0				0				0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0				0				0	0	796.06	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0				0				0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	3			3	3			3	3			3	3			3	12	620.67	7,448.04
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0				0				0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	96	10	30	136	10		20	30	1		5	6			5	5	177	22.66	4,010.82
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	26	9	3	38	4	1	1	6	2	3	1	6	10		2	12	62	3,152.86	195,477.32
9	FLASH DRIVE, 16 GB capacity	piece	59	24	15	98	13	16	6	35	15	8	10	33	11	10	10	31	197	261.75	51,564.75
10	MOUSE, optical, USB connection type	unit	30	8	6	44	12	5	5	22	8	2	4	14	6	6	2	14	94	140.39	13,196.66
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK (RA 9184), 7th Edition	piece	15			15	1	2		3	1			1	1			1	20	48.13	962.60
CONSUMABLES																					
1	DRUM CART, BROTHER DR-3455	cart	8		4	12	8		4	12	8			8	8			8	40	7,138.56	285,542.40
2	INK CART, CANON CL-741, Col.	cart	5	1	4	10	1		4	5	1		1	2	1		1	2	19	1,041.58	19,790.02

3	INK CART, CANON CL-811, Colored	cart	18	1	5	24	11	1	4	16	7		1	8	7	5	1	13	61	1,070.78	65,317.58
4	INK CART, CANON PG-740, Black	cart	5	4	4	13	5		4	9	5			5	5			5	32	784.16	25,093.12
5	INK CART, CANON PG-810, Black	cart	35	4	4	43	11		4	15	11			11	11			11	80	811.20	64,896.00
6	INK CART, EPSON C13T664100 (T6641), Black	cart	100	41	38	179	32	54	44	130	22	36	32	90	18	29	30	77	476	264.99	126,135.24
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	86	41	38	165	32	54	52	138	22	36	32	90	18	29	30	77	470	264.99	124,545.30
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	87	41	38	166	27	54	48	129	17	44	32	93	11	29	30	70	458	264.99	121,365.42
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	87	41	18	146	27	54	48	129	17	36	32	85	13	29	30	72	432	264.99	114,475.68
10	INK CART, HP C2P04AA (HP62) Black	cart	5	1	4	10	5	1	4	10	1	1		2	1	5		6	28	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart	5	1	4	10	5	1		6	1	1		2	1	5		6	24	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart	8	8	24	40	3	4	23	30	3	4	3	10	3	3	4	10	90	676.00	60,840.00
13	INK CART, HP C9352AA, (HP22), Tri-color	cart	6	1	11	18	3	1	10	14	3	1		4	3		1	4	40	782.00	31,280.00
14	INK CART, HP C9363WA, (HP97), Tri-color	cart		1	1	2		1		1		1		1			1	1	5	1,552.10	7,760.50
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0				0				0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0				0				0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0				0				0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0				0				0	0	0.00	-
19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0				0				0				0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0				0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	665.18	23,946.48
22	INK CART, HP CC643WA, (HP60), Tri-color	cart	3			3	3			3	3			3	3			3	12	784.16	9,409.92

23	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart	12			12				0				0				0	12	670.59	8,047.08
30	INK CART, HP CH562WA, (HP61), Tricolor	cart	12			12				0				0				0	12	859.87	10,318.44
31	INK CART, HP CH565A (HP82) Black	cart				0				0				0				0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0				0				0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0				0				0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0				0				0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0				0				0				0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart	52	10	10	72	40	15	10	65	20	15	20	55	20	10	10	40	232	379.64	88,076.48
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart	52	10	10	72	40	15	10	65	20	15	20	55	20	10	10	40	232	379.64	88,076.48

43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0			0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0			0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0			0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0			0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart	8	30		38		20	8	20		30	30		30		30	118	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart	8	30		38		20	8	20		30	30		30		30	118	0.00	-
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0				0			0	0	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0				0			0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0				0			0	0	0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart				0				0				0			0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0			0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0			0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0			0	0	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0				0			0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0			0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0			0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0			0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0			0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0			0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0			0	0	0.00	-

63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0				0			0	0	0.00	-	
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0			0	0	0.00	-	
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart	11	1	1	13	11	1		12	10	1	1	12	10		1	11	48	79.82	3,831.36
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart	1	1		2	1			1	1			1	1			1	5	753.88	3,769.40
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart	11	1		12	11			11	11			11	11			11	45	78.96	3,553.20
68	TONER CART, BROTHER TN-2025, Black	cart	1			1	1			1	1			1	1			1	4	2,658.57	10,634.28
69	TONER CART, BROTHER TN-2130, Black	cart	1			1	1			1	1			1	1			1	4	1,892.80	7,571.20
70	TONER CART, BROTHER TN-2150, Black	cart	1			1	1			1	1			1	1			1	4	2,720.22	10,880.88
71	TONER CART, BROTHER TN-3320, Black	cart	1			1	1			1	1			1	1			1	4	3,059.63	12,238.52
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart	10		5	15				0	15			15				0	30	2,914.91	87,447.30
74	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart	1		1	2		1	1	1	1			1	1			1	5	7,024.99	35,124.95
76	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart	141	24	50	215	80	50	40	170	97	33	40	170	71	40	20	131	686	3,009.01	2,064,180.86
78	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	2,968.99	-

83	TONER CART, HP CE321A, Cyan	cart				0				0				0			0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0				0				0			0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0				0				0			0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0				0				0			0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0				0				0			0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0				0			0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0				0			0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0				0				0			0	0	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0			0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0			0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0			0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0			0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart	20			20				0	10			10			0	30	4,158.75	124,762.50
96	TONER CART, HP CE505X, Black, high cap	cart				0				0				0			0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart	6			6				0				0			0	6	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0				0			0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0			0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0				0			0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0				0				0			0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0			0	0	0.00	-

103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0			0	0	0.00	-	
104	TONER CART, HP CF283XC (HP83X) Bk Contract LJ	cart				0				0				0			0	0	0.00	-	
105	TONER CART, HP CF287A (HP87) black	cart				0				0				0			0	0	0.00	-	
106	TONER CART, HP CF310AC (HP826) black	cart				0				0				0			0	0	0.00	-	
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0			0	0	0.00	-	
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0			0	0	0.00	-	
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0			0	0	0.00	-	
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0			0	0	0.00	-	
111	TONER CART, HP CF350A Black LJ	cart	5		5	10	5		5	10	5		5	10	5		5	10	40	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart	5		5	10	5		5	10	5		5	10	5		5	10	40	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart	5		5	10	5		5	10	5		5	10	5		5	10	40	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart	5		5	10	5		5	10	5		5	10	5		5	10	40	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0				0			0	0	0.00	-	
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0			0	0	0.00	-	
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0			0	0	0.00	-	
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0			0	0	0.00	-	
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0			0	0	0.00	-	
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0			0	0	0.00	-	
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0			0	0	0.00	-	
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0				0			0	0	0.00	-	

123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart	5			5	5			5	5			5	5			5	20	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart	5			5	5			5	5			5	5			5	20	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart	5			5	5			5	5			5	5			5	20	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart	5			5	5			5	5			5	5			5	20	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0				0				0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0				0				0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0				0				0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0				0				0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0				0				0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0				0				0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0				0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0				0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart	11	1	5	17				0	10	5		15				0	32	3,228.58	103,314.56
136	TONER CART, HP Q5942A, Black	cart	1	1		2				0				0				0	2	7,782.11	15,564.22
137	TONER CART, HP Q7553A, Black	cart	1	1		2				0				0				0	2	4,050.59	8,101.18
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart	2			2	2			2	2			2	2			2	8	10,015.62	80,124.96
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,541.76	-

143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0			0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0			0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0			0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0			0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0			0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0			0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0			0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0			0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart	1			1	1			1	1			1			0	3	6,312.22	18,936.66
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart	1			1	1		1	2	1			1			0	4	13,935.33	55,741.32

B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON ELECTRICAL 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		-

COMMON OFFICE 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		-

COMMON OFFICE 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		-
11					0				0				0			0	0		-
12					0				0				0			0	0		-
13					0				0				0			0	0		-
14					0				0				0			0	0		-
15					0				0				0			0	0		-
16					0				0				0			0	0		-
17					0				0				0			0	0		-
18					0				0				0			0	0		-
19					0				0				0			0	0		-
20					0				0				0			0	0		-

COMMON JANITORIAL 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		-

CONSUMABLES

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		-
11					0				0				0			0	0		-
12					0				0				0			0	0		-
13					0				0				0			0	0		-
14					0				0				0			0	0		-
15					0				0				0			0	0		-
16					0				0				0			0	0		-

17					0				0				0			0	0		-
18					0				0				0			0	0		-
19					0				0				0			0	0		-
20					0				0				0			0	0		-
21					0				0				0			0	0		-
22					0				0				0			0	0		-
23					0				0				0			0	0		-
24					0				0				0			0	0		-
25					0				0				0			0	0		-
26					0				0				0			0	0		-
27					0				0				0			0	0		-
28					0				0				0			0	0		-
29					0				0				0			0	0		-
30					0				0				0			0	0		-

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		-
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		-
5					0				0					0			0		-
6					0				0					0			0		-
7					0				0					0			0		-
8					0				0					0			0		-
9					0				0					0			0		-
10					0				0					0			0		-

Photographic or filming or video equipment

1					0				0					0			0		-
2					0				0					0			0		-
3					0				0					0			0		-
4					0				0					0			0		-
5					0				0					0			0		-
6					0				0					0			0		-
7					0				0					0			0		-
8					0				0					0			0		-
9					0				0					0			0		-
10					0				0					0			0		-

Cleaning Equipment and Supplies

1					0				0					0			0		-
2					0				0					0			0		-
3					0				0					0			0		-
4					0				0					0			0		-
5					0				0					0			0		-
6					0				0					0			0		-
7					0				0					0			0		-
8					0				0					0			0		-
9					0				0					0			0		-
10					0				0					0			0		-

Paper Materials and Products

1					0				0					0			0		-
2					0				0					0			0		-
3					0				0					0			0		-
4					0				0					0			0		-
5					0				0					0			0		-
6					0				0					0			0		-
7					0				0					0			0		-
8					0				0					0			0		-
9					0				0					0			0		-
10					0				0					0			0		-

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					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 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			-
7					0				0					0			0			-
8					0				0					0			0			-
9					0				0					0			0			-
10					0				0					0			0			-
*Other Categories																				-
1					0				0					0			0			-
2					0				0					0			0			-
3					0				0					0			0			-
4					0				0					0			0			-
5					0				0					0			0			-
6					0				0					0			0			-
7					0				0					0			0			-
8					0				0					0			0			-
9					0				0					0			0			-
10					0				0					0			0			-
C. TOTAL (A + B):																		12,412,482.30		
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		1,241,248.23		
E. GRAND TOTAL (C + D)																		13,653,730.53		
F. APPROVED BUDGET BY THE AGENCY HEAD																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores	X				6E+06	X				2E+06	X				1E+06		12412482.3			
G.2 Other Items not available at PS but regularly purchased from other sources					0					0					0	0				
TOTAL MONTHLY CASH REQUIREMENTS					6E+06					2E+06					2E+06	1E+06	12412482.3			

*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:

ARNOLD C. GAGURANGAN

Property/Supply Officer

**Certified Funds Available / Certified
Appropriate Funds Available:**

OLIVIA C. LASAM

Accountant / Local Budget Officer

Approved by:

URDUJAH A. TEJADA, Ph.D, CESO II

Head of Office/Agency

Date: 11/9/2017