

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/O <u>CAGAYAN STATE UNIVERSITY</u>	Agency Account Code: <u>Z063</u>	Contact Person: <u>Jennylyn L. Alnajes</u>
Region: <u>II - Tuguegarao</u>		Position: <u>BAC SECRETARIAT</u>
Address: <u>Flourishing Gonzaga Cagayan</u>		E-mail: <u>jennylynalnajes@gmail.com</u>
		Telephone/Mobile Nos: <u>9051852440</u>

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			3	3				0				0			0	3	20.28	60.84
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack			3	3				0				0			0	3	19.20	57.60
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0			0	0	91.94	-
4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube		18		18		6		6		5		5			0	29	40.97	1,188.13
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0			0	0	75.39	-
6	TAPE, ELECTRICAL, 18mm x 16M min	roll		18		18				0				0			0	18	18.93	340.74
COMMON OFFICE SUPPLIES																				

1	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				0							0	0	766.73	-	
2	AIR FRESHENER, aerosol, 280ml/150g min	can	4	4	4	12	4	4	3	11	2	2	4	8	2	2	2	6	37	88.69	3,281.53
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	6	6	5	17	2	6	4	12	3	8	7	18	2	3	3	8	55	49.73	2,735.15
4	CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0			0	0	205.48	-	
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0			0	0	210.91	-	
6	CARTOLINA, assorted colors	pack		22		22			5	5		5		5			0	32	67.06	2,145.92	
7	CHALK, molded, white, dustless, length: 78mm min	box	7	7	7	21	3	3	7	13	3	11	15	29	3	3	4	10	73	26.89	1,962.97
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0				0				0			0	0	38.19	-	
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece				0				0				0			0	0	40.47	-	
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	12		12	24			11	11			11				11	57	7.87	448.59	
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	12			12			12	12			12				12	48	13.94	669.12	
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box		12		12			12	12			12				0	36	19.88	715.68	
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box				0				0				0			0	0	41.10	-	
14	CORRECTION TAPE, film base type, UL 6m min	piece	17			17	17			17	17			17	17			17	68	18.26	1,241.68
15	DATA FILE BOX, made of chipboard, with closed ends	box	17	17		34			18	18	18			18			0	70	72.57	5,079.90	
16	DATA FOLDER, made of chipboard, taglia lock	piece				0				0				0			0	0	71.39	-	
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	40	20	40	100	40	20	35	95	45	17	25	87	67	25		92	374	424.47	158,751.78
18	ENVELOPE, DOCUMENTARY, for legal size document	box	35	25	30	90	20	20	20	60	20	30	15	65	45	25	10	80	295	538.80	158,946.00
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	35			35	25			25			25				0	85	667.84	56,766.40	
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0				0				0			0	0	28.71	-	
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	5			5				0				0			0	5	341.79	1,708.95	
22	ENVELOPE, mailing, white, with window	box				0				0				0			0	0	427.23	-	
23	ERASER, FELT, for blackboard/whiteboard	piece				0				0				0			0	0	11.55	-	
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	12			12	12			12	12			12			0	36	6.23	224.28	

25	FASTENER, METAL, 70mm between prongs	box	20			20	30			30		50		50		60		60	160	59.37	9,499.20
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece			0				0					0				0	0	73.59	-
27	FILE TAB DIVIDER, bristol board, for A4	set			0				0					0				0	0	12.98	-
28	FILE TAB DIVIDER, bristol board, for legal	set			0				0					0				0	0	17.31	-
29	FOLDER, FANCY, for A4 size documents	bundle			0				0					0				0	0	258.50	-
30	FOLDER, FANCY, for legal size documents	bundle			0				0					0				0	0	302.85	-
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack			0				0					0				0	0	177.92	-
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack			0				0					0				0	0	222.27	-
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box			0				0					0				0	0	776.59	-
34	FOLDER, TAGBOARD, for A4 size documents	pack			0				0					0				0	0	226.05	-
35	FOLDER, TAGBOARD, for legal size documents	pack			0				0					0				0	0	208.38	-
36	GLUE, all purpose, gross weight: 200 grams min	jar	12		12	12			12		12			12		12		12	48	49.73	2,387.04
37	INDEX TAB, self-adhesive, transparent	box			0				0					0				0	0	53.74	-
38	LOOSELEAF COVER, made of chipboard, for legal	bundle			0				0					0				0	0	676.00	-
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece			0				0					0				0	0	43.26	-
40	MARKER, FLUORESCENT, 3 assorted colors per set	set			0				0					0				0	0	36.97	-
41	MARKER, whiteboard, black, felt tip, bullet type	piece	12		12	12	12		24		12		12	12				12	60	10.69	641.40
42	MARKER, whiteboard, blue, felt tip, bullet type	piece			0				0					0				0	0	10.69	-
43	MARKER, whiteboard, red, felt tip, bullet type	piece			0				0					0				0	0	10.69	-
44	MARKER, PERMANENT, bullet type, black	piece			0				0					0				0	0	10.04	-
45	MARKER, PERMANENT, bullet type, blue	piece			0				0					0				0	0	10.04	-
46	MARKER, PERMANENT, bullet type, red	piece			0				0					0				0	0	10.04	-
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece			0				0					0				0	0	12.52	-
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad			0				0					0				0	0	32.45	-

49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad				0				0							0	0	44.32	-	
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad				0				0							0	0	59.49	-	
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0				0							0	0	18.99	-	
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box				0				0							0	0	6.91	-	
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	20			20	20			20		20		20			20	80	14.04	1,123.20	
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0							0	0	137.66	-	
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0							0	0	160.94	-	
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	56	39	42	137	40	39	39	118	41	39	42	122	44	38	49	131	508	119.09	60,497.72
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	53	77	45	175	48	47	43	138	48	49	46	143	55	42	45	142	598	123.08	73,601.84
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0				0							0	0	95.18	-	
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0				0							0	0	34.29	-	
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box				0				0							0	0	20.40	-	
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0							0	0	319.07	-	
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	5			5				0				25			25	30	62.73	1,881.90	
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book				0				0							0	0	97.34	-	
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0				0							0	0	267.14	-	
65	RUBBER BAND, 70mm min lay flat length (#18)	box	2	2		4		2		2							0	6	97.04	582.24	
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	5			5	5			5							0	10	16.10	161.00	
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	31	18	26	75	13	30	34	77	13	17	28	58	9	21	9	39	249	35.99	8,961.51
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	4	5		9	4	5		9	4	5		9		5		5	32	35.99	1,151.68
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	5	3	9	17		2	5	7		4	2	6		2		2	32	35.99	1,151.68
70	STAMP PAD INK, purple or violet	bottle				0				0							0	0	25.62	-	
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece				0				0							0	0	28.77	-	
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0				0							0	0	21.51	-	

73	STAPLE WIRE, STANDARD, (26/6)	box	5	5	5	15	4	5	5	14	5	5	5	15	5	5	5	15	59	19.68	1,161.12
74	TAPE, MASKING, width: 24mm (±1mm)	roll	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	57.32	3,439.20
75	TAPE, MASKING, width: 48mm (±1mm)	roll	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	109.24	6,554.40
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	29.08	1,744.80
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll				0				0				0				0	0	11.36	-
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll				0				0				0				0	0	27.58	-
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	25	25	25	75	10	10	10	30		12		12	15	15		30	147	70.30	10,334.10
80	TWINE, plastic, one (1) kilo per roll	roll				0				0				0				0	0	51.92	-
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0				0				0				0	0	133.99	-
82	Airline Travel	ticket				0				0				0				0	0	0.00	-
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, for heavy duty cutter	tube	12			12	12			12	12			12	12			12	48	10.22	490.56
2	CUTTER KNIFE, for general purpose	piece				0				0				0				0	0	20.55	-
3	DATING AND STAMPING MACHINE, heavy duty	piece	12			12	12			12	12			12				0	36	497.52	17,910.72
4	PENCIL SHARPENER, manual, single cutter head	piece				0				0				0				0	0	194.69	-
5	PUNCHER, paper, heavy duty, with two hole guide	piece				0				0				0				0	0	123.42	-
6	SCISSORS, symmetrical, blade length: 65mm min	pair				0				0				0				0	0	14.28	-
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece				0				0				0				0	0	85.45	-
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0				0				0	0	913.95	-
9	STAPLE REMOVER, PLIER-TYPE	piece				0				0				0				0	0	18.91	-
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece				0				0				0				0	0	51.57	-
11	WASTEBASKET, non-rigid plastic	piece				0				0				0				0	0	25.96	-
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece	12			12	12			12	12			12	12			12	48	91.94	4,413.12

2	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0				0					0	0	24.88	-
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	12			12	12			12	12			12	48	43.26	2,076.48	
4	CLEANSER, SCOURING POWDER, 350g min./can	can	12			12	12			12	12			12	48	24.88	1,194.24	
5	DETERGENT POWDER, all purpose, 1kg	pouch	12			12	12			12	12			12	48	38.93	1,868.64	
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	12			12	12			12	12			12	48	125.20	6,009.60	
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0				0				0	0	28.12	-	
8	FLOOR WAX, PASTE, RED	can	12			12	12			12	12			12	48	280.13	13,446.24	
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can				0				0				0	0	90.85	-	
10	INSECTICIDE, aerosol type, net content: 600ml min	can				0				0				0	0	142.77	-	
11	MOP BUCKET, heavy duty, hard plastic	piece				0				0				0	0	1,987.44	-	
12	MOPHANDLE, heavy duty, aluminum, screw type	piece				0				0				0	0	148.18	-	
13	MOPHEAD, made of rayon, weight: 400 grams min	piece				0				0				0	0	110.32	-	
14	RAGS, all cotton, 32 pieces per kilogram min	bundle				0				0				0	0	51.68	-	
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0				0				0	0	107.08	-	
16	TRASHBAG, plastic, transparent	roll				0				0				0	0	145.48	-	
17	DETERGENT BAR, 140 grams as packed	bar				0				0				0	0	7.57	-	
COMMON OFFICE EQUIPMENT																		
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0				0				0	0	10,816.00	-	
2	CALCULATOR, compact, 12 digits	unit				0				0				0	0	140.61	-	
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0				0	0	273.10	-	
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0				0				0	0	273.10	-	
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0				0				0	0	6,828.14	-	
6	DOCUMENT CAMERA, 3.2M pixels	unit				0				0				0	0	26,391.04	-	
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0				0				0	0	1,091.33	-	

8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				o				o					o			o	o	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit				o				o					o			o	o	1,046.65	-
10	ELECTRIC FAN, WALL type, plastic blade	unit				o				o					o			o	o	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit				o				o					o			o	o	3,642.83	-
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				o				o					o			o	o	1,123.78	-
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				o				o					o			o	o	5,191.68	-
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				o				o					o			o	o	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				o				o					o			o	o	8,411.60	-
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit				o				o					o			o	o	5,927.17	-
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				o				o					o			o	o	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				o				o					o			o	o	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit				o				o					o			o	o	744.14	-
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				o				o					o			o	o	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				o				o					o			o	o	1,379.04	-
22	Desktop Computer, branded	unit				o				o					o			o	o	35,887.49	-
23	Laptop Computer, branded	unit				o				o					o			o	o	36,587.28	-
COMMON COMPUTER SUPPLIES																					
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				o				o					o			o	o	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				o				o					o			o	o	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				o				o					o			o	o	796.06	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				o				o					o			o	o	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				o				o					o			o	o	620.67	-
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				o				o					o			o	o	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece				o				o					o			o	o	22.66	-

8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	25	14		39				0				0			0	39	3,152.86	122,961.54
9	FLASH DRIVE, 16 GB capacity	piece	25	26		51				0				0			0	51	261.75	13,349.25
10	MOUSE, optical, USB connection type	unit				0				0				0			0	0	140.39	-
HANDBOOK ON PROCUREMENT																				
1	HANDBOOK (RA 9184), 7th Edition	piece				0				0				0			0	0	48.13	-
CONSUMABLES																				
1	DRUM CART, BROTHER DR-3455	cart				0				0				0			0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart				0				0				0			0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0				0				0			0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0				0				0			0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0				0				0			0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart	17			17	17			17	17			17	17		17	68	264.99	18,019.32
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	17			17	17			17	17			17	17		17	68	264.99	18,019.32
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	17			17	17			17	17			17	17		17	68	264.99	18,019.32
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	17			17	17			17	17			17	17		17	68	264.99	18,019.32
10	INK CART, HP C2P04AA (HP62) Black	cart				0				0				0			0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0				0			0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0			0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0			0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0			0	0	1,552.10	-
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				0				0				0			0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0			0	0	784.16	-
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				0				0				0			0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0			0	0	859.87	-
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 CNo45AA, (HP950XL), Black	cart				0				0				0			0	0	1,616.99	-
36	INK CART, HP CNo46AA, (HP951XL), Cyan	cart				0				0				0			0	0	1,222.21	-
37	INK CART, HP CNo47AA, (HP951XL), Magenta	cart				0				0				0			0	0	1,227.62	-
38	INK CART, HP CNo48AA, (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				0				0				0			0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0			0	0	379.64	-

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				0				0				0			0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0			0	0	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				0				0				0			0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0			0	0	753.88	-

67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				0				0				0			0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0				0				0			0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0				0				0			0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0				0			0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0				0			0	0	3,059.63	-
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				0				0				0			0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0				0				0			0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0				0			0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0				0			0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				0				0				0			0	0	3,009.01	-
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				0				0				0			0	0	4,158.75	-
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				0				0				0			0	0	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) Blk 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				0				0				0			0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0			0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0				0			0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0				0			0	0	0.00	-

115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0				0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0				0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0				0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0				0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0				0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0				0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0				0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0				0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0				0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0				0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0				0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0				0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0				0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0				0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0				0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0	0	9,229.29	-

139	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0			0	0	10,015.62	-
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				0				0				0			0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				0				0			0	0	13,935.33	-

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	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					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		-

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	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		-
*Other Categories																			
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):																	P	836,996.96	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																	P	83,699.70	
E. GRAND TOTAL (C + D)																	P	920,696.66	
F. APPROVED BUDGET BY THE AGENCY HEAD																			
G. MONTHLY CASH REQUIREMENTS																			
G.1 Available at Procurement Service Stores		X		345,258.21	X		168,293.47	X		167,924.07	X		155,521.21					P	836,996.96
G.2 Other Items not available at PS but regularly purchased from other sources		X		-	X		-	X		-	X		-					P	-
TOTAL MONTHLY CASH REQUIREMENTS		X		345,258.21	X		168,293.47	X		167,924.07	X		155,521.21					P	836,996.96

*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:

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

Approved by:

EMILIO A. CALICA

Property/Supply Officer

GLENICE N. SANTIAGO

Accountant / Local Budget Officer

FERDINAND C. OLI

Head of Office/Agency

Date: 12/12/2017
