

**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>No Code</u>	Contact Person: <u>JULIA T. CARDOAN, Ph.D</u>
Region: <u>II - Tuguegarao</u>		Position: <u>HEAD BAC SECRETARIAT</u>
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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	25	2	1	28	28		2	30	23	1	2	26	24			24	108	20.28	2,190.24
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	7		1	8	4	1	3	8	3	1	1	5	4			4	25	19.20	480.00
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	11	3		14		1		1	7	2	1	10			1	1	26	40.97	1,065.22
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	10	3		13	11			11	12	1		13	10			10	47	18.93	889.71
COMMON OFFICE SUPPLIES																					
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	1			1			1	1				0				0	2	766.73	1,533.46
2	AIR FRESHENER, aerosol, 280ml/150g min	can	14		5	19	4	4	4	12	6	2	6	14	6	1	4	11	56	88.69	4,966.64
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	17	1	9	27	5	10	1	16	13	3	10	26	5	4	3	12	81	49.73	4,028.13
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	2	1	2	5		3	3	6			2	2	3		2	5	18	67.06	1,207.08
7	CHALK, molded, white, dustless, length: 78mm min	box	33	15	7	55	29	5	3	37	17	24	15	56	12	5	5	22	170	26.89	4,571.30
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	3			3	6			6	3	1		4		1		1	14	38.19	534.66
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	5		1	6	8		1	9	5		1	6	2		1	3	24	40.47	971.28
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	2	1		3	2		1	3	1	1		2	1			1	9	7.87	70.83
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	7			7	2	5	2	9			2	2				0	18	13.94	250.92
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	3			3	1			1				0				0	4	19.88	79.52
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	8	1	3	12	2	3	1	6	3	3	3	9	1	3	1	5	32	41.10	1,315.20
14	CORRECTION TAPE, film base type, UL 6m min	piece	37	9	19	65	16	19	16	51	24	16	22	62	21	16	11	48	226	18.26	4,126.76
15	DATA FILE BOX, made of chipboard, with closed ends	box	71	13	32	116	18	48	10	76	36	14	27	77	66	19	5	90	359	72.57	26,052.63
16	DATA FOLDER, made of chipboard, taglia lock	piece	8		15	23	6		8	14	11	2	5	18	6	5	8	19	74	71.39	5,282.86
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	2	2		4	2		2	4			2	2		2		2	12	424.47	5,093.64
18	ENVELOPE, DOCUMENTARY, for legal size document	box	9		1	10	4			4		1		1				0	15	538.80	8,082.00
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	8		4	12	2	3	2	7	3	2	2	7	6		2	8	34	667.84	22,706.56
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	1			1				0				0				0	1	28.71	28.71

21	ENVELOPE, MAILING,white, 80gsm (-5%)	box	3	2	1	6				0				0				0	6	341.79	2,050.74
22	ENVELOPE, mailing, white, with window	box	1			1				0				0				0	1	427.23	427.23
23	ERASER, FELT, for blackboard/whiteboard	piece	52	6		58	3		4	7	10	29	1	40				0	105	11.55	1,212.75
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece				0				0				0				0	0	6.23	-
25	FASTENER, METAL, 70mm between prongs	box	26	4	21	51	8	15	12	35	14	7	17	38	8	8	9	25	149	59.37	8,846.13
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	5			5		4		4	1	5	1	7	6			6	22	73.59	1,618.98
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	3			3				0	3			3				0	6	17.31	103.86
29	FOLDER, FANCY, for A4 size documents	bundle			1	1				0		2		2			1	1	4	258.50	1,034.00
30	FOLDER, FANCY, for legal size documents	bundle	2			2	2			2	1	2		3	1		1	2	9	302.85	2,725.65
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	1			1	1			1	1			1	1			1	4	222.27	889.08
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	5		4	9	1	5	2	8	2	4	4	10	5	1	2	8	35	776.59	27,180.65
34	FOLDER, TAGBOARD, for A4 size documents	pack	4	7	7	18	2	4	2	8	3	2	2	7	2	3	5	10	43	226.05	9,720.15
35	FOLDER, TAGBOARD, for legal size documents	pack	12	19	8	39	8	4	10	22	8	9	8	25	13	9	10	32	118	208.38	24,588.84
36	GLUE, all purpose, gross weight: 200 grams min	jar	17	12	13	42	3	9	11	23	10	10	14	34	5	5	10	20	119	49.73	5,917.87
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	1			1				0				0				0	1	43.26	43.26
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	12	4	13	29	2	7	1	10	10	1	8	19	3	7		10	68	36.97	2,513.96
41	MARKER, whiteboard, black, felt tip, bullet type	piece	54	22	15	91	21	10	14	45	28	26	13	67	24	14	1	39	242	10.69	2,586.98
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	6	1	8	15	2	3	6	11	6	2	3	11	8	3		11	48	10.69	513.12

43	MARKER, whiteboard, red, felt tip, bullet type	piece	27		6	33	1	1	3	5	23	4	1	28	3	1		4	70	10.69	748.30
44	MARKER, PERMANENT, bullet type, black	piece	23	12	8	43		10	18	28	12	30	21	63	10	7	9	26	160	10.04	1,606.40
45	MARKER, PERMANENT, bullet type, blue	piece	8	4	18	30	4	4	12	20	2	4	12	18	11	4	8	23	91	10.04	913.64
46	MARKER, PERMANENT, bullet type, red	piece	5	1	6	12		1	4	5	1		2	3		1		1	21	10.04	210.84
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	2			2	2			2				0				0	4	12.52	50.08
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	1			1	1			1	1			1	1			1	4	32.45	129.80
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	1			1	1			1	1			1	1			1	4	44.32	177.28
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	1			1				0				0				0	1	59.49	59.49
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0				0				0				0	0	18.99	-
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	9		9	18	3	4	7	14	3	3	9	15	1	1	3	5	52	6.91	359.32
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	14	1	8	23	7	5	6	18	8	3	10	21	5	3	4	12	74	14.04	1,038.96
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	84	64	154	302	54	68	153	275	61	104	155	320	75	63	152	290	1187	137.66	163,402.42
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	170	111	247	528	97	102	296	495	145	156	246	547	91	96	237	424	1994	160.94	320,914.36
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	10	7	7	24	9	7	8	24	9	7	7	23	9	4	4	17	88	119.09	10,479.92
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	9	9	16	34	9	7	12	28	11	7	7	25	11	7	7	25	112	123.08	13,784.96
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	2	3	20	25	3	16		19		3	20	23				0	67	95.18	6,377.06
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	1		1	2		1		1	1		1	2		1		1	6	34.29	205.74
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	13	6	4	23	4	6	3	13	4	8	33	45	3	3	5	11	92	20.40	1,876.80
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0				0				0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	33	4	11	48	6	11	15	32	15	6	9	30	8	8	3	19	129	62.73	8,092.17
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	14	3	5	22	3	2	5	10	3	4	5	12	8	2	4	14	58	97.34	5,645.72
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	4	1		5	3		1	4	1			1		1	1	2	12	267.14	3,205.68

65	RUBBER BAND, 70mm min lay flat length (#18)	box	5		2	7		2		2	3		2	5		2		2	16	97.04	1,552.64
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	2	1	2	5		2	2	1			1		1		1	9	16.10	144.90	
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	43	16	34	93	19	36	12	67	36	18	32	86	23	29	20	72	318	35.99	11,444.82
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	38	41	44	123	23	34	22	79	22	25	32	79	26	20	24	70	351	35.99	12,632.49
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	9	1	5	15	8	1		9	8	1	1	10	8		6	14	48	35.99	1,727.52
70	STAMP PAD INK, purple or violet	bottle	6	6	3	15	1	1	4	6	4	7	1	12	2			2	35	25.62	896.70
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	3	6	2	11	1		2	3	2	4	1	7	1			1	22	28.77	632.94
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	12	4	8	24	6	4	7	17	6	3	5	14	7	3	5	15	70	21.51	1,505.70
73	STAPLE WIRE, STANDARD, (26/6)	box	25	9	18	52	11	16	12	39	17	7	22	46	7	13	5	25	162	19.68	3,188.16
74	TAPE, MASKING, width: 24mm (±1mm)	roll	18	4	7	29	4	4	6	14	12	4	5	21	7	13	5	25	89	57.32	5,101.48
75	TAPE, MASKING, width: 48mm (±1mm)	roll	8		5	13	2	1	5	8	7		3	10	5			5	36	109.24	3,932.64
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	6		5	11			3	3	5		7	12				0	26	29.08	756.08
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	13	10	15	38	4	8	8	20	12	12	7	31	4	10	1	15	104	11.36	1,181.44
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	13	3	10	26	5	1	10	16	14	1	8	23	9	1		10	75	27.58	2,068.50
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	9	2	3	14	5	3	4	12	6	2	4	12	5	2	1	8	46	70.30	3,233.80
80	TWINE, plastic, one (1) kilo per roll	roll			2	2			2	2			2	2			1	1	7	51.92	363.44
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack			1	1			1	1			1	1				0	3	133.99	401.97
82	Airline Travel	ticket				0				0				0				0	0	0.00	-
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, for heavy duty cutter	tube	9	5	6	20	6	1		7	7	5	5	17	7	1		8	52	10.22	531.44
2	CUTTER KNIFE, for general purpose	piece	7	5	4	16	5		2	7	4	6	3	13	3			3	39	20.55	801.45
3	DATING AND STAMPING MACHINE, heavy duty	piece	1		1	2			1	1				0				0	3	497.52	1,492.56

4	PENCIL SHARPENER, manual, single cutter head	piece	4		3	7			3	3	1		3	4				0	14	194.69	2,725.66	
5	PUNCHER, paper, heavy duty, with two hole guide	piece	9	8	2	19		2	2	4	1	3		4	1			1	28	123.42	3,455.76	
6	SCISSORS, symmetrical, blade length: 65mm min	pair	8	11	4	23	1		5	6	1	2	2	5				0	34	14.28	485.52	
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	13	18	6	37			4	4	2	2	3	7				0	48	85.45	4,101.60	
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	1			1				0				0				0	1	913.95	913.95	
9	STAPLE REMOVER, PLIER-TYPE	piece	6	2	1	9			3	3	1			1				0	13	18.91	245.83	
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	6	2		8			1	1				0				0	9	51.57	464.13	
11	WASTEBASKET, non-rigid plastic	piece	28	8	8	44		2	6	8	2	2		4	4			4	60	25.96	1,557.60	
COMMON JANITORIAL SUPPLIES																						
1	BROOM, soft (tambo)	piece	26	3	3	32	3	3	4	10	22	3	3	28	3	3	5	11	81	91.94	7,447.14	
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	24.88	895.68	
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	21	4	27	52	4	15	18	37	18	4	27	49	4	15	3	22	160	43.26	6,921.60	
4	CLEANSER, SCOURING POWDER, 350g min./can	can	12	8	10	30	8	10	10	28	12	8	10	30	8	10	6	24	112	24.88	2,786.56	
5	DETERGENT POWDER, all purpose, 1kg	pouch	29	11	25	65	12	25	12	49	28	11	25	64	12	25	11	48	226	38.93	8,798.18	
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	9	2	11	22	2	5	8	15	9	2	11	22	2	5	2	9	68	125.20	8,513.60	
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	34		12	46		2	12	14	28		14	42				2	2	104	28.12	2,924.48
8	FLOOR WAX, PASTE, RED	can	1			1	1			1	1			1	1			1	4	280.13	1,120.52	
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	1			1	1			1	1			1	1			1	4	90.85	363.40	
10	INSECTICIDE, aerosol type, net content: 600ml min	can	2		1	3	1	1		2	2		1	3	1	1		2	10	142.77	1,427.70	
11	MOP BUCKET, heavy duty, hard plastic	piece	2			2				0				0				0	2	1,987.44	3,974.88	
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	7		6	13	1			1	8			8	1			1	23	148.18	3,408.14	
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	8		5	13	4			4	9		5	14	4			4	35	110.32	3,861.20	

14	RAGS, all cotton, 32 pieces per kilogram min	bundle	11		1	12	10			10	10		1	11	10			10	43	51.68	2,222.24
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack			0				0				0				0	0	107.08	-	
16	TRASHBAG, plastic, transparent	roll	6	4	17	27	5	4	11	20	5	4	17	26	4	4	2	10	83	145.48	12,074.84
17	DETERGENT BAR, 140 grams as packed	bar	4	1	3	8	1	3	1	5	4	1	3	8	3	1	1	5	26	7.57	196.82
COMMON OFFICE EQUIPMENT																					
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	1			1				0				0				0	1	10,816.00	10,816.00
2	CALCULATOR, compact, 12 digits	unit	4	1	1	6			2	2				0	2			2	10	140.61	1,406.10
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0				0				0				0	0	6,828.14	-
6	DOCUMENT CAMERA, 3.2M pixels	unit				0				0				0				0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0				0				0				0	0	1,091.33	-
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	75			75		8	50	58			3	3				0	136	1,372.55	186,666.80
9	ELECTRIC FAN, STAND type, plastic blade	unit	4	1	2	7				0				0				0	7	1,046.65	7,326.55
10	ELECTRIC FAN, WALL type, plastic blade	unit	10	1		11				0				0				0	11	782.00	8,602.00
11	FACSIMILE MACHINE, uses thermal paper	unit				0				0				0				0	0	3,642.83	-
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	6	3		9				0	1			1				0	10	1,123.78	11,237.80
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0				0	0	5,191.68	-
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0				0				0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	1			1				0				0				0	1	8,411.60	8,411.60
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit		1		1				0				0				0	1	5,927.17	5,927.17
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0				0	0	19,457.98	-

18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0						0	0	6,064.78	-				
19	PRINTER, LASER, monochrome, network-ready	unit				0				0						0	0	744.14	-				
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0						0	0	1,379.04	-				
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0						0	0	1,379.04	-				
22	Desktop Computer, branded	unit	2			2				0						0	2	35,887.49	71,774.98				
23	Laptop Computer, branded	unit		1		1				0						0	1	36,587.28	36,587.28				
COMMON COMPUTER SUPPLIES																							
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0						0	0	709.53	-				
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0						0	0	1,070.78	-				
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0						0	0	796.06	-				
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0						0	0	1,352.00	-				
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0				0						0	0	620.67	-				
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0						0	0	1,076.19	-				
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	24	20	2	46	20	22		42	24	20	2	46	20	22		42	176	22.66	3,988.16		
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	8	1	1	10			1	1						0			11	3,152.86	34,681.46		
9	FLASH DRIVE, 16 GB capacity	piece	7			7	1	1	1	3	2					2			1	1	13	261.75	3,402.75
10	MOUSE, optical, USB connection type	unit	32		5	37				0	25		5	30					0	67	140.39	9,406.13	
HANDBOOK ON PROCUREMENT																							
1	HANDBOOK (RA 9184), 7th Edition	piece				0				0						0	0	48.13	-				
CONSUMABLES																							
1	DRUM CART, BROTHER DR-3455	cart				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	47	22	23	92	41	22	16	79	45	25	24	94	42	23	17	82	347	264.99	91,951.53
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	31	15	15	61	20	14	10	44	26	16	14	56	20	15	9	44	205	264.99	54,322.95
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	31	15	15	61	19	15	9	43	27	16	14	57	20	15	9	44	205	264.99	54,322.95
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	31	16	15	62	19	15	9	43	25	17	13	55	20	15	10	45	205	264.99	54,322.95
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 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	10			10	10			10	10			10	10		10	40	373.15	14,926.00
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	10			10	10			10	10			10	10		10	40	373.15	14,926.00
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	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	78.96	947.52

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	2		2	4		2		2	2		2		2		2	12	2,914.91	34,978.92
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		1		1				0			0	1	3,009.01	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	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				0				0				0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				0				0				0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0				0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0				0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0				0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0				0				0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0				0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0				0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0				0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0				0	0	0.00	-

112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0				0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				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	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0				0			0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0				0			0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0				0			0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				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	2. BALLAST, 36 watts	piece	5	6		11	3			3	3	3	3	9			0	23	384.80	8,850.40
2	2. BALLAST, 18 watts	piece		3		3				0	3			3			0	6	72.70	436.20

3	FLUORESCENT LAMP, tubular, 36 watts	piece	58	5	4	67	2			2	50	2		52	2		2	123	37.50	4,612.50	
4	FLUORESCENT LAMP, tubular, 28watts	piece	5	1		6	1	1		2	5	1		6	1	1	2	16	114.40	1,830.40	
5	FLUORESCENT LAMP, tubular, 40 watts	piece	25	24	25	74	23	25	23	71	25	24	25	74	23	23	23	69	288	374.92	107,976.96
COMMON OFFICE EQUIPMENT																					
1	PROJECTOR	unit	1	2		3				0				0			0	3	30,000.00	90,000.00	
2	PROJECTOR	unit	1			1				0				0			0	1	25,000.00	25,000.00	
3	PROJECTOR	unit	1			1				0				0			0	1	29,000.00	29,000.00	
4	PROJECTOR	unit				0				0	1			1			0	1	20,000.00	20,000.00	
5	PROJECTOR	unit	1			1				0				0			0	1	16,000.00	16,000.00	
COMMON OFFICE SUPPLIES																					
1	6. BINDER, 3-ring, D-type, legal, 64mm(2.5"), with insert clear view pocket on front, back and	pair		1	1	2			1	1	1			1			5	5	9	117.78	1,060.02
2	59. MAP PIN, round head, 100s/case	case	12	1	1	14	1		2	3	3	6	1	10	5		5	32	40.25	1,288.00	
3	66. PUSH PIN, flat head type, assorted colors, 100s/case	case	14	11	13	38	5	12	9	26	6	12	8	26	13	2	5	20	110	12.24	1,346.40
4	14. CLIP, bulldog (3")	piece	8	2	2	12	5	7	5	17	5	2	2	9	2	3	2	7	45	7.28	327.60
5	93. RING BINDER, 6mm x 1.12m, plastic, 10	bundle	2	2		4	1			1	1	1		2			0	7	32.27	225.89	
6	94. RING BINDER, 6mm x 1.12m, plastic, 10	bundle	2	2		4	1		1	2	1	1		2			0	8	36.39	291.12	
7	95. RING BINDER, 10mm x 1.12m, plastic, 10	bundle	2	1		3	1			1		1		1			0	5	44.19	220.95	
8	96. RING BINDER, 11mm x 1.12m, plastic, 10	bundle		1		1	1			1	1			1			0	3	53.04	159.12	
9	97. RING BINDER, 12.7mm x 1.12m (1/2" x 44"), plastic	bundle		1		1				0	1			1		1	1	3	53.04	159.12	
10	98. RING BINDER, 14mm x 1.12m, plastic, 10	bundle		1		1				0	1			1		1	1	3	74.35	223.05	
11	99. RING BINDER, 16mm x 1.12m, plastic, 10	bundle		1		1				0	1			1		1	1	3	91.00	273.00	
12	100. RING BINDER, 19mm x 1.12m(3/4" x 44"), plastic	bundle	5	1	5	11			5	5	1		5	6		1	5	6	28	100.36	2,810.08
13	101. RING BINDER, 21mm x 1.12m, plastic, 10	bundle	1	1		2			1	1	1			1		1	1	2	6	48.19	289.14
14	102. RING BINDER, 25mm x 1.12m (1" x 44"), plastic	bundle	5	1	5	11	1	5	5	11		1	5	6		5	5	33	113.88	3,758.04	
15	103. RING BINDER, 28mm x 1.12m, plastic, 10	bundle	1	1		2			1	1	1			1		1	1	2	6	229.23	1,375.38
16	105. RING BINDER, 50mm x 1.12m(2" x 44"), plastic	bundle	3	1	3	7	1	5	3	9		1	3	4		3	3	23	204.88	4,712.24	
17	107. RULER, plastic, 300mm	piece	1	1		2	1			1	1			1	1			1	5	5.00	25.00
18	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	9		2	11	6		2	8	6	6	4	16	4	2	3	9	44	53.56	-
19						0				0				0				0	0		-
20						0				0				0				0	0		-
COMMON JANITORIAL SUPPLIES																					
1	DISINFECTANT AND BLEACHING	gal		1		1				0		1		1			0	2	104.75	209.50	
2	1. BATHROOM SOAP, 70gms.	piece	20	5	15	40	8	13	7	28	18	5	15	38	6	15	5	26	132	21.32	2,814.24
3	19. TOILET DEODORANT CAKE, 99% benzaldehyde fragrance, 300g/pack	box	17	2	9	28	12	4	8	24	16	2	9	27	12	4	1	17	96	117.36	11,266.56
4	72. OIL, for general purpose, 120 mL	bottle	1		3	4		1	3	4			3	3				0	11	37.49	412.39
5						0				0				0				0	0		-
CONSUMABLES																					
1	1. Colored Paper ,long (8.5"x13")	ream	2	3		5	1	1	3	5		2	6	8	2	1		3	21	200.00	4,200.00
2	Colored Bond paper A4	ream	3	2		5	1		4	5		1	6	7	2			2	19	110.00	2,090.00
3	10. CARTOLINA, white, 20s/pack	pack	3			3	1	2	2	5				0	4			4	12	52.00	624.00
4	cartolina black	piece	12		12	24			3	3			21	21		3		3	51	10.00	510.00
5	PHOTO PAPER	pack	9	1	4	14		9	1	10	6	1	12	19	1	5		6	49	50.00	2,450.00
6	SPECIALTY PAPER	pack	52		34	86		33		33	27		29	56		5	2	7	182	50.00	9,100.00
7	STICKER PAPER	pack	13	11	9	33	4	8		12	5	5	24	34	6	4	2	12	91	50.00	4,550.00

8	20. COLUMNAR PAD, 16 cols, 50 gsm min.	pad				0			1	1				0	1		1	2	35.86	71.72	
9	21. COLUMNAR PAD, 18 cols, 50 gsm min.	pad				0			1	1				0	1		1	2	55.12	110.24	
10	22. COLUMNAR NOTEBOOK, 12 cols	book				0			1	1				0	1		1	2	55.12	110.24	
11	INDEX CARD, 3" x 5", ruled both sides, 500s/pack	pack	5			5				0		5		5			0	10	48.74	487.40	
12	INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack	2			2				0		2		2			0	4	132.83	531.32	
13	Double Adhesive Tape (1")	pcs	3			3			3	6			2	2			3	3	25.00	350.00	
14	Double Adhesive Tape (1/2")	pcs	4			4	2		4	6			2	2			4	4	35.00	560.00	
15	ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	2		2	4			2	2		1	2	3			2	2	40.17	441.87	
16	MANILA PAPER, 1200mm x 900mm, 80gsm, 6-gram thickness, pale yellow, 40 sheets per sleeve	sleeve				0				0			10	10				0	10	26.78	267.80
17	32. ENVELOPE, pay, kraft, (4"x7-1/2"), 496s/box	box	2	1	2	5	1	2	1	4	2	1	2	5	1	2	1	4	18	102.76	1,849.68
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		unit				0				0				0			0	0			-
2		piece				0				0				0			0	0			-
3		unit				0				0				0			0	0			-
4		unit				0				0				0			0	0			-
5		unit				0				0				0			0	0			-
6		unit				0				0				0			0	0			-
7						0				0				0			0	0			29,000.00
8						0				0				0			0	0			20,000.00
9						0				0				0			0	0			35,000.00
10						0				0				0			0	0			30,000.00

Office Supplies

1	12. TAPE DISPENSER, handheld, for 40mm width packaging tape	piece	1	5	1	7				0	1	1		2		1	1	10	170.00	1,700.00	
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	-	
2									0								0	0	-	
3									0								0	0	-	
4									0								0	0	-	
5									0								0	0	-	
6									0								0	0	-	
7									0								0	0	-	
8									0								0	0	-	
9									0								0	0	-	
10									0								0	0	-	
Photographic or filming or video equipment																				
1									0								0	0	-	
2									0								0	0	-	
3									0								0	0	-	
4									0								0	0	-	
5									0								0	0	-	
6									0								0	0	-	
7									0								0	0	-	
8									0								0	0	-	
9									0								0	0	-	
10									0								0	0	-	
Cleaning Equipment and Supplies																				
1									0								0	0	-	
2									0								0	0	-	
3									0								0	0	-	
4									0								0	0	-	
5									0								0	0	-	
6									0								0	0	-	
7									0								0	0	-	
8									0								0	0	-	
9									0								0	0	-	
10									0								0	0	-	
Paper Materials and Products																				
1	CONTINUOUS RECEIPT		10			10	20			20				0			0	30	3500	105,000.00
2	OFFICIAL RECEIPT					0	40			40			50	50			0	90	100	9,000.00
3	RECORD BOOK 103		5			5				0				0			0	5	500	2,500.00
4	RECORD BOOK 104		5			5				0				0			0	5	500	2,500.00
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	starter 40w	piece	5	7					0	3	4			7			0	19	40.00	760.00
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		-
Electrical equipment and components 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		-
Computer Supplies																				
1	10. COMPACT DISK REWRITABLE, 700MB MIN. capacity, RECORDABLE, recording time, 4.5-10x	piece	12		5	17	2	5		7	12		5	17	2	5	7	48	54.79	2,629.92
2	10. DVD RECORDABLE, 10x speed, 4.7GB capacity	piece	5		2	7	1	2		3	5		2	7	1	2	3	20	11.19	223.80
3	printer	unit	1			1				0				0			0	1	15,000.00	15,000.00
4	printer	unit	2	1		3				0				0			0	3	10,000.00	30,000.00
5	printer	unit	5			5				0				0			0	5	8,000.00	40,000.00
6	printer	unit	3			3				0				0			0	3	6,000.00	18,000.00
7	printer laser	unit	1			1				0				0			0	1	5,831.52	5,831.52
8	USB/flashdrive 32 GB	unit	1			1	1			1				0			0	2	425.00	850.00
9						0				0				0			0	0		-
10						0				0				0			0	0		-
Computer Equipment and Accessories																				
1	computer set	unit		1		1				0				0			0	1	40,000.00	40,000.00
2	computer set	unit	2			2	1			1				0			0	3	30,000.00	90,000.00
3	computer set	unit	1			1				0				0			0	1	29,500.00	29,500.00
4	computer set	unit	22			22				0				0			0	22	25,000.00	550,000.00
5	laptop	unit		1		1				0				0			0	1	35,000.00	35,000.00
6	laptop	unit			1	1				0				0			0	1	25,000.00	25,000.00
7	laptop	unit	1			1				0				0			0	1	30,000.00	30,000.00
8	laptop	unit				0		1	1					0			0	1	20,000.00	20,000.00
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):																		3,003,952.66			
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		300,395.27			
E. GRAND TOTAL (C + D)																		3,304,347.93			
F. APPROVED BUDGET BY THE AGENCY HEAD																					
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores	X				659949	X				353293	X				324632	X				247326	1585199.85
G.2 Other Items not available at PS but regularly purchased from other sources					1138194					167263					79050.4					36602.7	1421109.45
TOTAL MONTHLY CASH REQUIREMENTS					1798142					520556					403682					283929	3006309.3

*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:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:

ARNOLD C. GAGURANGAN
Property/Supply Officer

OLIVIA C. LASAM
Accountant / Local Budget Officer

URDUJAH A. TEJADA, Ph.D., CESO II
Head of Office/Agency

Date: 11/9/2017

