

**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/Bur	CAGAYAN STATE UNIVERSITY	Agency Account Code:	No Code	Contact Person:	JULIA T. CARDOAN, Ph.D
Region:	II - Tuguegarao			Position:	HEAD BAC SECRETARIAT
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				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			50	50			50	50			50	50			50	50	200	20.28	4,056.00
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack			50	50			50	50			50	50			50	50	200	19.20	3,840.00
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack			50	50			50	50			50	50			50	50	200	91.94	18,388.00
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	-
5 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece			50	50			50	50			50	50			50	50	200	75.39	15,078.00
6 TAPE, ELECTRICAL, 18mm x 16M min	roll			50	50			50	50			50	50			50	50	200	18.93	3,786.00
COMMON OFFICE SUPPLIES																				
1 ACETATE, thickness: 0.075mm min (gauge #3)	roll			10	10			10	10			10	10			10	10	40	766.73	30,669.20
2 AIR FRESHENER, aerosol, 280ml/150g min	can			72	72			72	72			72	72			72	72	288	88.69	25,542.72
3 ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle			100	100			100	100			100	100			100	100	400	49.73	19,892.00
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			10	10			10	10			10	10			10	10	40	210.91	8,436.40
6 CARTOLINA, assorted colors	pack			30	30			30	30			30	30			30	30	120	67.06	8,047.20

7	CHALK, molded, white, dustless, length: 78mm min	box			100	100			50	50			100	100			50	50	300	26.89	8,067.00
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			5	5			5	5			5	5			5	5	20	7.87	157.40
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box				0				0				0				0	0	13.94	-
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box				0				0				0				0	0	19.88	-
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			100	100			100	100			100	100			100	100	400	18.26	7,304.00
15	DATA FILE BOX, made of chipboard, with closed ends	box			200	200			200	200			200	200			200	200	800	72.57	58,056.00
16	DATA FOLDER, made of chipboard, taglia lock	piece			50	50			50	50			50	50			50	50	200	71.39	14,278.00
17	ENVELOPE, DOCUMENTARY, for A4 size document	box			10	10			5	5			10	10			5	5	30	424.47	12,734.10
18	ENVELOPE, DOCUMENTARY, for legal size document	box			10	10			5	5			10	10			5	5	30	538.80	16,164.00
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box				0				0				0				0	0	667.84	-
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			5	5			5	5			5	5	20	341.79	6,835.80
22	ENVELOPE, mailing, white, with window	box			5	5			5	5			5	5			5	5	20	427.23	8,544.60
23	ERASER, FELT, for blackboard/whiteboard	piece			200	200			150	150			100	100			100	100	550	11.55	6,352.50
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece				0				0				0				0	0	6.23	-
25	FASTENER, METAL, 70mm between prongs	box			100	100			100	100			100	100			100	100	400	59.37	23,748.00
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece			36	36			36	36			36	36			36	36	144	73.59	10,596.96
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			10	10			10	10			10	10			10	10	40	776.59	31,063.60
34	FOLDER, TAGBOARD, for A4 size documents	pack			20	20			10	10			20	20			10	10	60	226.05	13,563.00
35	FOLDER, TAGBOARD, for legal size documents	pack			20	20			20	20			20	20			20	20	80	208.38	16,670.40
36	GLUE, all purpose, gross weight: 200 grams min	jar			72	72			36	36			72	72			36	36	216	49.73	10,741.68

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			72	72			36	36			72	72			36	36	216	36.97	7,985.52
41	MARKER, whiteboard, black, felt tip, bullet type	piece			120	120			120	120			120	120			120	120	480	10.69	5,131.20
42	MARKER, whiteboard, blue, felt tip, bullet type	piece			120	120			120	120			120	120			120	120	480	10.69	5,131.20
43	MARKER, whiteboard, red, felt tip, bullet type	piece			120	120			120	120			120	120			120	120	480	10.69	5,131.20
44	MARKER, PERMANENT, bullet type, black	piece			120	120			120	120			120	120			120	120	480	10.04	4,819.20
45	MARKER, PERMANENT, bullet type, blue	piece			120	120			120	120			120	120			120	120	480	10.04	4,819.20
46	MARKER, PERMANENT, bullet type, red	piece			120	120			120	120			120	120			120	120	480	10.04	4,819.20
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			50	50			50	50			50	50			50	50	200	32.45	6,490.00
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad			50	50			50	50			50	50			50	50	200	44.32	8,864.00
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad			50	50			50	50			50	50			50	50	200	59.49	11,898.00
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad			50	50			50	50			50	50			50	50	200	18.99	3,798.00
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box			100	100			100	100			100	100			100	100	400	6.91	2,764.00
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box			100	100			100	100			100	100			100	100	400	14.04	5,616.00
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream			300	300			300	300			300	300			300	300	1200	137.66	165,192.00
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream			300	300			300	300			300	300			300	300	1200	160.94	193,128.00
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				0				0				0			0	0	119.09	-	
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream				0				0				0			0	0	123.08	-	
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0				0				0			0	0	95.18	-	
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0				0				0			0	0	34.29	-	
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box			100	100			100	100			100	100			100	100	400	20.40	8,160.00
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0			2	2				0			2	2	4	319.07	1,276.28
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book			50	50			50	50			50	50			50	50	200	62.73	12,546.00
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book			50	50			50	50			50	50			50	50	200	97.34	19,468.00
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0				0				0			0	0	267.14	-	
65	RUBBER BAND, 70mm min lay flat length (#18)	box			10	10			10	10			10	10			10	10	40	97.04	3,881.60
66	RULER, plastic, 450mm (18"), width: 38mm min	piece			10	10			10	10			10	10			10	10	40	16.10	644.00

67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece			120	120			120	120			120	120			480	35.99	17,275.20		
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece			120	120			120	120			120	120			480	35.99	17,275.20		
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece			12	12			12	12			12	12		0	36	35.99	1,295.64		
70	STAMP PAD INK, purple or violet	bottle			12	12			12	12			12	12			48	25.62	1,229.76		
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece			12	12			12	12			12	12			48	28.77	1,380.96		
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0				0				0		0	0	21.51	-		
73	STAPLE WIRE, STANDARD, (26/6)	box			200	200			200	200			200	200			800	19.68	15,744.00		
74	TAPE, MASKING, width: 24mm (±1mm)	roll			72	72			72	72			72	72			288	57.32	16,508.16		
75	TAPE, MASKING, width: 48mm (±1mm)	roll			36	36			36	36			36	36			144	109.24	15,730.56		
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll			72	72			36	36			72	72			36	36	216	29.08	6,281.28
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll			100	100			100	100			100	100			400	11.36	4,544.00		
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll			100	100			100	100			100	100			400	27.58	11,032.00		
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack			100	100			50	50			100	100			50	50	300	70.30	21,090.00
80	TWINE, plastic, one (1) kilo per roll	roll			12	12			12	12			12	12			48	51.92	2,492.16		
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			36	36			36	36			36	36			144	10.22	1,471.68		
2	CUTTER KNIFE, for general purpose	piece			100	100			100	100			100	100			400	20.55	8,220.00		
3	DATING AND STAMPING MACHINE, heavy duty	piece				0				0				0		0	0	497.52	-		
4	PENCIL SHARPENER, manual, single cutter head	piece			24	24			24	24			24	24			96	194.69	18,690.24		
5	PUNCHER, paper, heavy duty, with two hole guide	piece			24	24			24	24			24	24			96	123.42	11,848.32		
6	SCISSORS, symmetrical, blade length: 65mm min	pair			50	50			50	50			50	50			200	14.28	2,856.00		
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece			36	36			24	24			36	36			24	24	120	85.45	10,254.00
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0				0		0	0	913.95	-		
9	STAPLE REMOVER, PLIER-TYPE	piece			72	72			72	72			72	72			288	18.91	5,446.08		
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece			12	12			12	12			12	12			48	51.57	2,475.36		
11	WASTEBASKET, non-rigid plastic	piece			36	36			36	36			36	36			144	25.96	3,738.24		

COMMON JANITORIAL SUPPLIES

1	BROOM, soft (tambo)	piece			72	72			72	72			72	72			288	91.94	26,478.72
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2	BROOM, STICK (TING-TING), usable length: 760mm min	piece			72	72			72	72			72	72	288	24.88	7,165.44		
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle			100	100			100	100			100	100	400	43.26	17,304.00		
4	CLEANSER, SCOURING POWDER, 350g min./can	can			72	72			72	72			72	72	288	24.88	7,165.44		
5	DETERGENT POWDER, all purpose, 1kg	pouch			72	72			72	72			72	72	288	38.93	11,211.84		
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			50	50			50	50			50	50	200	28.12	5,624.00		
8	FLOOR WAX, PASTE, RED	can			36	36			36	36			36	36	144	280.13	40,338.72		
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			72	72			72	72			72	72	288	142.77	41,117.76		
11	MOP BUCKET, heavy duty, hard plastic	piece				0				0				0	0	1,987.44	-		
12	MOPHANDLE, heavy duty, aluminum, screw type	piece			72	72			36	36			72	72	36	36	216	148.18	32,006.88
13	MOPHEAD, made of rayon, weight: 400 grams min	piece			72	72			36	36			72	72	36	36	216	110.32	23,829.12
14	RAGS, all cotton, 32 pieces per kilogram min	bundle			10	10			10	10			10	10	40	51.68	2,067.20		
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			100	100			100	100			100	100	400	7.57	3,028.00		
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			24	24			12	12			24	24	12	12	72	140.61	10,123.92
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			500	500				0	500	273.10	136,550.00		
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			12	12				0				0	12	1,091.33	13,095.96		
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit			20	20			20	20			20	20	80	1,372.55	109,804.00		
9	ELECTRIC FAN, STAND type, plastic blade	unit				0			20	20				0	20	20	40	1,046.65	41,866.00
10	ELECTRIC FAN, WALL type, plastic blade	unit				0				0				0	0	782.00	-		
11	FACSIMILE MACHINE, uses thermal paper	unit				0				0				0	0	3,642.83	-		
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0			30	30				0	30	1,123.78	33,713.40		
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0	0	5,191.68	-		

14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0				0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0				0				0	0	8,411.60	-
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit				0				0				0	0	5,927.17	-
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				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				0				0				0	0	35,887.49	-
23	Laptop Computer, branded	unit				0				0				0	0	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		100	100			100	100			100	100		400	22.66	9,064.00
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece		5	5			5	5			5	5		20	3,152.86	63,057.20
9	FLASH DRIVE, 16 GB capacity	piece		12	12			12	12			12	12		48	261.75	12,564.00
10	MOUSE, optical, USB connection type	unit				0				0				0	0	140.39	-
HANDBOOK ON PROCUREMENT																	
1	HANDBOOK (RA 9184), 7th Edition	piece				0		25	25					0	25	48.13	1,203.25
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	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0				0				0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0				0				0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0				0				0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart		200	200			200	200			200	200		800	264.99	211,992.00

7	INK CART, EPSON C13T664200 (T6642), Cyan	cart			100	100			100	100			100	100			100	100	400	264.99	105,996.00
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart			100	100			100	100			100	100			100	100	400	264.99	105,996.00
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart			100	100			100	100			100	100			100	100	400	264.99	105,996.00
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, (HP95XL), Magenta	cart				0				0				0	0	1,227.62	-
38	INK CART, HP CNo48AA, (HP95XL), Yellow	cart				0				0				0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart				0				0				0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0	0	379.64	-
43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0	0	0.00	-
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0				0	0	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0				0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0				0	0	0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart				0				0				0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0	0	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0				0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0				0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0	0	0.00	-
65	RIBBON CART, EPSON C135015516 (#8750), Black	cart				0				0				0	0	79.82	-
66	RIBBON CART, EPSON C135015531 (5015086), Black	cart				0				0				0	0	753.88	-

67	RIBBON CART, EPSON C135015632, Black, forLX-310	cart				0				0					0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0				0					0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0				0					0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0					0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0					0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0					0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0				0					0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0				0					0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0					0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0					0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart			100	100			100	100				100	100	400	3,009.01	1,203,604.00
78	TONER CART, HP CE310A, Black	cart				0				0					0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0				0					0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0				0					0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0				0					0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0				0					0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0				0					0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0				0					0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0				0					0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0				0					0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0				0					0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0					0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				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	-
103	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	0.00	-
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	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				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	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				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		-
2						0				0				0	0		-
3						0				0				0	0		-
4						0				0				0	0		-
5						0				0				0	0		-

COMMON OFFICE 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			-
COMMON OFFICE 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			-
11					0				0						0	0			-
12					0				0						0	0			-
13					0				0						0	0			-
14					0				0						0	0			-
15					0				0						0	0			-
16					0				0						0	0			-
17					0				0						0	0			-
18					0				0						0	0			-
19					0				0						0	0			-
20					0				0						0	0			-
COMMON JANITORIAL 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			-
CONSUMABLES																			
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			-
11					0				0						0	0			-
12					0				0						0	0			-
13					0				0						0	0			-
14					0				0						0	0			-
15					0				0						0	0			-
16					0				0						0	0			-
17					0				0						0	0			-
18					0				0						0	0			-
19					0				0						0	0			-
20					0				0						0	0			-
21					0				0						0	0			-
22					0				0						0	0			-
23					0				0						0	0			-
24					0				0						0	0			-
25					0				0						0	0			-
26					0				0						0	0			-
27					0				0						0	0			-
28					0				0						0	0			-

29					0				0				0	0					-
30					0				0				0	0					-
Office Equipment and Accessories																			
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					-
Office 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					-
Audio and visual presentation and composing 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					-
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			-
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					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 Equipment and Accessories																			
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			-
*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):																			3,449,026.45
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			344,902.65
E. GRAND TOTAL (C + D)																			3,793,929.10
F. APPROVED BUDGET BY THE AGENCY HEAD																			
G. MONTHLY CASH REQUIREMENTS																			
G.1 Available at Procurement Service Stores			833318			984559			819067				812083						3449026.45
G.2 Other Items not available at PS but regularity purchased from other sources			0			0			0				0						0
TOTAL MONTHLY CASH REQUIREMENTS			833318			984559			819067				812083						3449026.45

*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