

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

Department/Bureau/Office: CAGAYAN STATE UNIVERSITY
 Region: II
 Address: STA. MARIA, LAL-LO, CAGAYAN

Agency Account Code: No Code

Contact Person: MARY JANE B. HABON, MSIT
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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	13		1	14	5	15		20	11	1		12	4	1	5	10	56	20.28	1,135.68	
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	17		1	18	24	1		25	6	11		17	8	1		9	69	19.20	1,324.80	
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack	21		1	22	2	20		22	2	10		12	2	15		17	73	91.94	6,711.62	
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	9		4	13	10	24		34	1	8	20	29	4			4	80	40.97	3,277.60	
5 Ligh Bulb, LED, 7 watts 1 pc in individual box	piece	19		12	31	16			16	14			14	14			14	75	75.39	5,654.25	
6 TAPE, ELECTRICAL, 18mm x 16M min	roll	2		2	4	3	1		4	2		6	8	5			5	21	18.93	397.53	
COMMON OFFICE SUPPLIES																					
1 ACETATE, thickness: 0.075mm min (gauge #3)	roll	8	4	2	14	4	2		6	4	4	1	9	6	2		8	37	766.73	28,369.01	
2 AIR FRESHENER, aerosol, 280ml/150g min	can	53	1	12	66	5	3	5	13	42	8	1	51	8	1	1	10	140	88.69	12,416.60	
3 ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	89	1	31	121	25	6	4	35	77	14	4	95	34	5	1	40	291	49.73	14,471.43	
4 CARBON FILM, PE, black, size 210mm x 297mm	box			5	5		3		3		2		2	2			2	12	205.48	2,465.76	
5 CARBON FILM, PE, black, size 216mm x 330mm	box			5	5		2		2		2		2	2			2	11	210.91	2,320.01	
6 CARTOLINA, assorted colors	pack	40	23	22	85	5	12	10	27	58	43	3	104	2	25	1	28	244	67.06	16,362.64	
7 CHALK, molded, white, dustless, length: 78mm min	box	59	5	11	75	40	5	28	73	43	25	14	82	28	14	8	50	280	26.89	7,529.20	
8 CLEARBOOK, 20 transparent pockets, for A4 size	piece			6	6	2		5	7	10	3	5	18	2			2	33	38.19	1,260.27	

9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	1		6	7	3	1	5	9	10	10	5	25	6			6	47	40.47	1,902.09
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	4	2	1	7	1	2		3	3	8		11	5	5	5	15	36	7.87	283.32
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	5	2	1	8	2	2	3	7	3	7	1	11	5			5	31	13.94	432.14
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	4	2	1	7	5	2	2	9	4	7	1	12	6			6	34	19.88	675.92
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	3	2	2	7	1	2	2	5	9	2		11	5	5	5	15	38	41.10	1,561.80
14	CORRECTION TAPE, film base type, UL 6m min	piece	117	1	44	162	49	4	18	71	87	21	17	125	36	3	14	53	411	18.26	7,504.86
15	DATA FILE BOX, made of chipboard, with closed ends	box	187	10	37	234	30	9	9	48	90	32	100	222	51	14		65	569	72.57	41,292.33
16	DATA FOLDER, made of chipboard, taglia lock	piece	44		10	54	22	15	9	46	54	5	5	64	22	3	2	27	191	71.39	13,635.49
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	3	1	6	10	6			6	6			6	6			6	28	424.47	11,885.16
18	ENVELOPE, DOCUMENTARY, for legal size document	box	3	1	7	11	6			6	6	1	1	8	6			6	31	538.80	16,702.80
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	25	1	1	27	2		21	23	5	21	2	28	3	20		23	101	667.84	67,451.84
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	10		5	15	5	2		7	15		2	17	5			5	44	28.71	1,263.24
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	3		6	9	1	5		6	6		1	7	5			5	27	341.79	9,228.33
22	ENVELOPE, mailing, white, with window	box	3		11	14		5		5	6			6	5			5	30	427.23	12,816.90
23	ERASER, FELT, for blackboard/whiteboard	piece	12		10	22		15		15	21	10		31	5			5	73	11.55	843.15
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	14	1	5	20	1	6		7	11	6		17	1	1		2	46	6.23	286.58
25	FASTENER, METAL, 70mm between prongs	box	24	9	5	38	10	11		21	25	20	1	46	12	12		24	129	59.37	7,658.73
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	40	2	22	64	12	10	10	32	31	19		50	17			17	163	73.59	11,995.17
27	FILE TAB DIVIDER, bristol board, for A4	set		2	5	7	5	7		12	5	2		7	5	7		12	38	12.98	493.24
28	FILE TAB DIVIDER, bristol board, for legal	set		2		2	5	5		10		7	5	12	5	2		7	31	17.31	536.61
29	FOLDER, FANCY, for A4 size documents	bundle	2	1	5	8		10	1	11	6	5		11	5			5	35	258.50	9,047.50
30	FOLDER, FANCY, for legal size documents	bundle	2		6	8		10		10	1	11		12	5			5	35	302.85	10,599.75
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack			5	5	5	6	5	16	5	6	5	16	5	5	5	15	52	177.92	9,251.84

32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack			10	10	5	1		6	5			5	5	5		10	31	222.27	6,890.37
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	76	2	55	133		8	50	58	17	7		24	18	13		31	246	776.59	191,041.14
34	FOLDER, TAGBOARD, for A4 size documents	pack		3	5	8		5		5	6	3		9	5	3		8	30	226.05	6,781.50
35	FOLDER, TAGBOARD, for legal size documents	pack		3	5	8	5	1	5	11	5			5	5			5	29	208.38	6,043.02
36	GLUE, all purpose, gross weight: 200 grams min	jar	64	10	24	98	2	1		3	34		4	38	12			12	151	49.73	7,509.23
37	INDEX TAB, self-adhesive, transparent	box	7	4	11	22	7	3		10	12	6	10	28		5		5	65	53.74	3,493.10
38	LOOSELEAF COVER, made of chipboard, for legal	bundle		1		1	5		8	13	1			1	7			7	22	676.00	14,872.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	10		10	20	41			41	5	9		14	1			1	76	43.26	3,287.76
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	40		10	50	72			72	51			51	15			15	188	36.97	6,950.36
41	MARKER, whiteboard, black, felt tip, bullet type	piece	70		18	88	14	51	3	68	64	27	3	94	9	5	3	17	267	10.69	2,854.23
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	42		5	47	41			41	41	5		46	26	5		31	165	10.69	1,763.85
43	MARKER, whiteboard, red, felt tip, bullet type	piece	24		7	31	11			11	19		10	29	6			6	77	10.69	823.13
44	MARKER, PERMANENT, bullet type, black	piece	40	10	1	51	16	11	3	30	42	17	2	61		15		15	157	10.04	1,576.28
45	MARKER, PERMANENT, bullet type, blue	piece	25		1	26	17	3	3	23	16	1	5	22	11		3	14	85	10.04	853.40
46	MARKER, PERMANENT, bullet type, red	piece	15	10	1	26	11	10		21	16	10		26	20			20	93	10.04	933.72
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece		2	1	3	4			4	1	2		3	1			1	11	12.52	137.72
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	35	12	5	52	45	2		47	45	20	2	67	14	1		15	181	32.45	5,873.45
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	26	10	5	41	35	20		55	50	20		70	23			23	189	44.32	8,376.48
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	22		5	27	27			27	7			7	34			34	95	59.49	5,651.55
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	5		1	6	6			6	6			6	6			6	24	18.99	455.76
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	47	1	1	49	49	1		50	42	22	1	65	12	32		44	208	6.91	1,437.28
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	53	13	1	67	33	12		45	37	7	7	51	12	53		65	228	14.04	3,201.12
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream			3	3		5		5	3			3	3			3	14	137.66	1,927.24

55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream			3	3	3		2	5	3			3	3			3	14	160.94	2,253.16
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	300	40	17	357	66	25	23	114	56	58	12	126	48	30	25	103	700	119.09	83,363.00
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	100	35		135	672	13		685	67	43	2	112	47	21		68	1000	123.08	123,080.00
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	13		3	16	8	1	6	15	3	7		10	3	7		10	51	95.18	4,854.18
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll			1	1			1	1	1		1	2	1			1	5	34.29	171.45
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	20	6	1	27	12	9	1	22	14	6	12	32	3	5		8	89	20.40	1,815.60
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	2	1		3		1		1	1	1		2	1			1	7	319.07	2,233.49
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	47	4	5	56	35	4	1	40	45	7		52	22	2		24	172	62.73	10,789.56
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	13	5	5	23	11	3		14	15	5		20	12	3		15	72	97.34	7,008.48
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	7	1	3	11	8	3		11	28	4		32	9	3		12	66	267.14	17,631.24
65	RUBBER BAND, 70mm min lay flat length (#18)	box	11	5	2	18	11		2	13	16	1		17	17			17	65	97.04	6,307.60
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	14	1	2	17	4	6		10	5	1		6	4	1	3	8	41	16.10	660.10
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	96	3	2	101	66	18		84	61	24	2	87	37	12	1	50	322	35.99	11,588.78
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	50	86	2	138	61	14		75	44	18		62	28	8		36	311	35.99	11,192.89
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	42		2	44	18	8		26	15	8		23	28	4		32	125	35.99	4,498.75
70	STAMP PAD INK, purple or violet	bottle	13	1	2	16	6	2		8	3	1		4	2	2		4	32	25.62	819.84
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	10		1	11	2	1		3	6	1		7	1			1	22	28.77	632.94
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	2	5	1	8	1	1		2	3	6		9	1			1	20	21.51	430.20
73	STAPLE WIRE, STANDARD, (26/6)	box	19	7	16	42	4	26		30	19	13	1	33	19	1		20	125	19.68	2,460.00
74	TAPE, MASKING, width: 24mm (±1mm)	roll	20		37	57	4	30	20	54	38	2	23	63	18	20		38	212	57.32	12,151.84
75	TAPE, MASKING, width: 48mm (±1mm)	roll	18	3	16	37	34	3		37	37	4	2	43	18	3		21	138	109.24	15,075.12
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	14		2	16	19	1		20	20			20	20		1	21	77	29.08	2,239.16
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	16	5	2	23	19	5	1	25	15	10		25	19	5		24	97	11.36	1,101.92

78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	21	5	1	27	4	20		24	24	7	5	36	18	5		23	110	27.58	3,033.80
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	35	2	13	50	39	3		42	35	12	2	49	40	12	1	53	194	70.30	13,638.20
80	TWINE, plastic, one (1) kilo per roll	roll			2	2	2			2	2		1	3	2			2	9	51.92	467.28
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	2	1	1	4	2			2	3	2		5	2			2	13	133.99	1,741.87
82	Airline Travel	ticket				0	1		1	2	1	2		3	1	2		3	8	10,000.00	80,000.00

COMMON OFFICE DEVICES

1	CUTTER BLADE, for heavy duty cutter	tube	7	6	5	18		1		1	6	6		12		1		1	32	10.22	327.04
2	CUTTER KNIFE, for general purpose	piece	8	6	5	19	12	1		13	2	16		18	12	6		18	68	20.55	1,397.40
3	DATING AND STAMPING MACHINE, heavy duty	piece	2		1	3	1		1	2	1			1				0	6	497.52	2,985.12
4	PENCIL SHARPENER, manual, single cutter head	piece	7	1	1	9	2	2		4	1	3	1	5	2			2	20	194.69	3,893.80
5	PUNCHER, paper, heavy duty, with two hole guide	piece	7		1	8	1	6		7	1	3	2	6	3			3	24	123.42	2,962.08
6	SCISSORS, symmetrical, blade length: 65mm min	pair	7	2	25	34	5	4	5	14	4	1	8	13		1	5	6	67	14.28	956.76
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	16	1	6	23	6	2		8	6		6	12	6	1		7	50	85.45	4,272.50
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	3		2	5	1			1	2			2				0	8	913.95	7,311.60
9	STAPLE REMOVER, PLIER-TYPE	piece	15	2	1	18		4		4	4	2		6				0	28	18.91	529.48
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	4	1	3	8	1	1		2	3	2		5	2			2	17	51.57	876.69
11	WASTEBASKET, non-rigid plastic	piece	19	21	3	43	12	14	10	36	24	32	16	72	13	13	10	36	187	25.96	4,854.52

COMMON JANITORIAL SUPPLIES

1	BROOM, soft (tambo)	piece	31	23	1	55	20	14		34	16	47	1	64	1	1	1	3	156	91.94	14,342.64
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	26	23	25	74	21	2		23	25	51		76	10	2		12	185	24.88	4,602.80
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	26	2	15	43	21	10		31	32	5		37	17			17	128	43.26	5,537.28
4	CLEANSER, SCOURING POWDER, 350g min./can	can	3	5	1	9	4	1		5	3	3	5	11	3			3	28	24.88	696.64
5	DETERGENT POWDER, all purpose, 1kg	pouch	40		1	41	39	6		45	39	9		48	66	5		71	205	38.93	7,980.65

6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	25	2	1	28	26	3	5	34	32	1		33	31			31	126	125.20	15,775.20
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	25	1	6	32	12	10		22	19	4	1	24	16			16	94	28.12	2,643.28
8	FLOOR WAX, PASTE, RED	can	34	2	1	37	20	2		22	24	4		28	13			13	100	280.13	28,013.00
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	11		2	13	1		1	2	1		2	3				0	18	90.85	1,635.30
10	INSECTICIDE, aerosol type, net content: 600ml min	can	11		2	13	10		2	12	10		2	12	9			9	46	142.77	6,567.42
11	MOP BUCKET, heavy duty, hard plastic	piece	6	1	1	8	1	1		2	1			1				0	11	1,987.44	21,861.84
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	33	1	1	35	13	1		14	21	4	2	27		1		1	77	148.18	11,409.86
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	40	1		41	27	1		28	33	4	5	42		1		1	112	110.32	12,355.84
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	45	2		47	30	1		31	36	3	1	40	30	1		31	149	51.68	7,700.32
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	5			5				0		5		5				0	10	107.08	1,070.80
16	TRASHBAG, plastic, transparent	roll	45	3	1	49	27	3	1	31	26	8	1	35	12	3	1	16	131	145.48	19,057.88
17	DETERGENT BAR, 140 grams as packed	bar	35	22	32	89	19	22	2	43	49	24	2	75	19	22	2	43	250	7.57	1,892.50

COMMON OFFICE EQUIPMENT

1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	2			2	2			2				0				0	4	10,816.00	43,264.00
2	CALCULATOR, compact, 12 digits	unit	9	2		11	11			11		1	1	2	5			5	29	140.61	4,077.69
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	23		5	28	5	105		110				0	3			3	141	273.10	38,507.10
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece	12			12				0				0				0	12	273.10	3,277.20
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0				0				0				0	0	6,828.14	-
6	DOCUMENT CAMERA, 3.2M pixels	unit	1			1	1	1		2				0				0	3	26,391.04	79,173.12
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	15			15	17			17	15			15				0	47	1,091.33	51,292.51
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	15			15	6		4	10			4	4				0	29	1,372.55	39,803.95
9	ELECTRIC FAN, STAND type, plastic blade	unit	14			14	14	1		15	14		1	15				0	44	1,046.65	46,052.60
10	ELECTRIC FAN, WALL type, plastic blade	unit			1	1	5			5			3	3			3	3	12	782.00	9,384.00

11	FACSIMILE MACHINE, uses thermal paper	unit			0	1			1				0				0	1	3,642.83	3,642.83
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	37		2	39	5		5	2			2				0	46	1,123.78	51,693.88
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	1			1			0				0				0	1	5,191.68	5,191.68
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	2	1		3	3		3			2	2				0	8	27,542.94	220,343.52
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	2	1		3	1		1	1			1				0	5	8,411.60	42,058.00
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	1			1	1		1				0				0	2	5,927.17	11,854.34
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	1			1	1		1	1			1				0	3	19,457.98	58,373.94
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0			0				0				0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit	2			2			0	1	1		2	1			1	5	744.14	3,720.70
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit			1	1			0				0				0	1	1,379.04	1,379.04
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit			4	4			0				0				0	4	1,379.04	5,516.16
22	Desktop Computer, branded	unit	16	2		18	2	2	4	15	2		17				0	39	35,887.49	1,399,612.11
23	Laptop Computer, branded	unit	10	1	1	12	4	1	5	3			3		2		2	22	36,587.28	804,920.16

COMMON COMPUTER SUPPLIES

1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0			0				0				0	0	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0			0				0				0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0			0				0				0	0	796.06	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0			0				0				0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0			0				0				0	0	620.67	-
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0			0				0				0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	25		1	26	10	2	12	15	4		19	16			16	73	22.66	1,654.18
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	13	3	1	17	1	2	3	1	3	1	5				0	25	3,152.86	78,821.50
9	FLASH DRIVE, 16 GB capacity	piece	14	1	1	16	17		17	16	2	6	24	10			10	67	261.75	17,537.25

10	MOUSE, optical, USB connection type	unit	26	2		28	3	2		5	31			31	3	2		5	69	140.39	9,686.91
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK (RA 9184), 7th Edition	piece			2	2	3	1		4	1			1	3			3	10	48.13	481.30
CONSUMABLES																					
1	DRUM CART, BROTHER DR-3455	cart			1	1			1	1	1			1	1			1	4	7,138.56	28,554.24
2	INK CART, CANON CL-741, Col.	cart			0				0					0				0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart	5		5	5			5	5		5	10	5			5	25	1,070.78	26,769.50	
4	INK CART, CANON PG-740, Black	cart			0				0					0				0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart	5		5	5			5	5		5	10	5		5	5	25	811.20	20,280.00	
6	INK CART, EPSON C13T664100 (T6641), Black	cart	36	8	2	46	21	6	3	30	28	6	1	35	22	6	2	30	141	264.99	37,363.59
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	31	7	3	41	21	2	3	26	25	2	2	29	22	2	2	26	122	264.99	32,328.78
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	30	8	2	40	21	2	3	26	25	2	1	28	22	2	2	26	120	264.99	31,798.80
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	31	7	2	40	21	2	3	26	25	2	1	28	22	2	2	26	120	264.99	31,798.80
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		2	2				0	2	859.87	1,719.74
31	INK CART, HP CH565A (HP82) Black	cart				0				0				0			0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0				0			0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0				0			0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0				0			0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0			0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0			0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0			0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0				0				0			0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart				0				0		2	2				0	2	373.15	746.30
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0		2	2				0	2	373.15	746.30
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	10			10				0	5			5			0	15	600.00	9,000.00
48	INK CART, HP F6V27AA (HP680) Black	cart	10			10				0	10			10	5		5	25	500.00	12,500.00
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			1	1	1			1	1			1	1		1	4	500.00	2,000.00
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart			1	1	1			1	1			1	1		1	4	500.00	2,000.00
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart			1	1	1			1	1			1	1		1	4	79.82	319.28

66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart			1	1	1			1	1			1	1			1	4	753.88	3,015.52
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart			1	1				0				0	1			1	2	78.96	157.92
68	TONER CART, BROTHER TN-2025, Black	cart			1	1	1			1	1			1	1			1	4	2,658.57	10,634.28
69	TONER CART, BROTHER TN-2130, Black	cart			1	1	1			1	1			1	1			1	4	1,892.80	7,571.20
70	TONER CART, BROTHER TN-2150, Black	cart			1	1	1			1	1			1	1			1	4	2,720.22	10,880.88
71	TONER CART, BROTHER TN-3320, Black	cart			1	1	1			1	1			1	1			1	4	3,059.63	12,238.52
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart								0				0				0	0	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								0				0				0	0	3,009.01	-
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	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	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0			0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0			0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0			0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0			0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0			0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0			0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0				0			0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0				0			0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0				0			0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0				0			0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0				0			0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0				0			0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0				0			0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0				0			0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0				0			0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0				0			0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0				0			0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0			0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0			0	0	0.00	-

135	TONER CART, HP Q2612A, Black	cart				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	ASSORTED ELECTRICAL SUPPLIES	piece	100			100				0				0			0	100	350.00	35,000.00
2						0				0				0						
3						0				0				0						
4						0				0				0						
5						0				0				0						

COMMON OFFICE EQUIPMENT

1																				
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7	INK, Brother (DCP T300), BK 6000	bottle	1			1			0	1			1			0	2	3,000.00	6,000.00
8	INK, Brother (DCP T300), CMY56000	bottle	1			1			0	1			1			0	2	3,000.00	6,000.00
9	INK, refill, universal	set				0			0	1			1			0	1	1,800.00	1,800.00
10	CONTINUOUS INK, brother	bottle			1	1			0			1	1			0	2	1,800.00	3,600.00
11	CONTINUOUS INK, laser	bottle			1	1			0			1	1			0	2	1,800.00	3,600.00
12	INK CARTRIDGE, DCP J100	bottle				0			0			1	1			0	1	1,800.00	1,800.00
13	OTHER SUPPLIES		50			50	50		50	50			50			0	150	100.00	15,000.00
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																			
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

Photographic or filming or video equipment

1																				
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																				
2																				
3																				
4																				

5																				
6																				
7																				
8																				
9																				
10																				

Electrical equipment and components and supplies

1																				
2																				
3					0				0					0			0	0		
4					0				0					0			0	0		
5					0				0					0			0	0		
6					0				0					0			0	0		
7					0				0					0			0	0		
8					0				0					0			0	0		
9					0				0					0			0	0		
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	USB type keyboard	unit	1		1				0					0			0	1	500.00	500.00
2	UPS	unit	3		3				0					0			0	3	2,500.00	7,500.00
3	PRINTER, with ADF continous ink	unit	1		1				0					0			0	1	15,000.00	15,000.00
4	PRINTER, 3-in-1	unit	1		1				0	1				0			0	2	8,000.00	16,000.00
5	CPU	unit	1		1				0					0			0	1	5,000.00	5,000.00
6	SPEAKER	unit	1		1				0					0			0	1	1,000.00	1,000.00
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):											4,803,607.89
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)											480,360.79
E. GRAND TOTAL (C + D)											5,283,968.68
F. APPROVED BUDGET BY THE AGENCY HEAD											
G. MONTHLY CASH REQUIREMENTS											
G.1 Available at Procurement Service Stores		2E+06		1E+06		1E+06		338220			4552272.89
G.2 Other Items not available at PS but regularly purchased from other sources		79190		28265		47515		11555			166525
TOTAL MONTHLY CASH REQUIREMENTS		2E+06		1E+06		1E+06		349775			4718797.89

*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