

**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/Offi: <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	7		25	32	5		13	18			17	17		6	12	18	85	20.28	1,723.80
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack		5		5				0			5	5		5		5	15	19.20	288.00
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack	1	5		6		5		5		5		5		5		5	21	91.94	1,930.74
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	32		34	66		20	23	43		22		22	14	10	15	39	170	40.97	6,964.90
5 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece	33		22	55	29	13		42	1		21	22	7	10	6	23	142	75.39	10,705.38
6 TAPE, ELECTRICAL, 18mm x 16M min	roll	11	12	8	31	2	17		19	1	17		18	5		12	17	85	18.93	1,609.05

COMMON OFFICE SUPPLIES																					
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll		2	25	27			25	25			1	1			1	1	54	766.73	41,403.42
2	AIR FRESHENER, aerosol, 280ml/150g min	can	5	6	19	30	10	1	8	19	5	11	14	30	9	11	10	30	109	88.69	9,667.21
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	30	18	20	68	23	23	26	72	22	19	17	58	36	20	25	81	279	49.73	13,874.67
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	26	1	18	45	6	17	12	35	6	11	5	22	6	11	12	29	131	67.06	8,784.86
7	CHALK, molded, white, dustless, length: 78mm min	box	4	1	12	17	4	1	15	20	4	3	2	9	4	11	2	17	63	26.89	1,694.07
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	69	2	4	75	74	2	6	82	64	2	3	69	63	7	2	72	298	38.19	11,380.62
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	22	11	2	35	12	12	6	30	12	12	1	25	22	1	1	24	114	40.47	4,613.58
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	12	1	1	14	12	1	1	14	12	1	1	14	12	1	1	14	56	7.87	440.72
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	11			11	11			11	11			11	11			11	44	13.94	613.36
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	1		10	11	1		10	11	1		10	11	1		10	11	44	19.88	874.72
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	1			1	1			1	1			1	1			1	4	41.10	164.40
14	CORRECTION TAPE, film base type, UL 6m min	piece	42	15	26	83	28	3	6	37	36	16	24	76	23	4	18	45	241	18.26	4,400.66
15	DATA FILE BOX, made of chipboard, with closed ends	box	13		55	68	12		16	28	13		10	23	12		4	16	135	72.57	9,796.95
16	DATA FOLDER, made of chipboard, taglia lock	piece	15		3	18	16		11	27	26		11	37	15		5	20	102	71.39	7,281.78
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	68	20	163	251	78	12	12	102	75	15	50	140	75			75	568	424.47	241,098.96
18	ENVELOPE, DOCUMENTARY, for legal size document	box	76		101	177	77	12	1	90	59	2		61	69		12	81	409	538.80	220,369.20
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	72		100	172	55	20		75	71			71	52	20		72	390	667.84	260,457.60
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	75	5	105	185	71	3	3	77	77	2	2	81	51	1	1	53	396	28.71	11,369.16
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	4		2	6	8			8	5			5	4			4	23	341.79	7,861.17
22	ENVELOPE, mailing, white, with window	box	4		6	10	7		6	13	6			6	3			3	32	427.23	13,671.36

23	ERASER, FELT, for blackboard/whiteboard	piece	8	21	3	32	6	11	2	19	4	11	2	17	15	1	1	17	85	11.55	981.75
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	8	13	7	28	16	12	2	30	7	2	12	21	5	12	3	20	99	6.23	616.77
25	FASTENER, METAL, 70mm between prongs	box	26	1	32	59	8		13	21	10		7	17	10	2	2	14	111	59.37	6,590.07
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	77	22	105	204	36	12	11	59	34	7	11	52	41	5	9	55	370	73.59	27,228.30
27	FILE TAB DIVIDER, bristol board, for A4	set	12	10	200	222	12	5		17	22			22	12	5		17	278	12.98	3,608.44
28	FILE TAB DIVIDER, bristol board, for legal	set	13	15	200	228	12	5		17	12			12	22			22	279	17.31	4,829.49
29	FOLDER, FANCY, for A4 size documents	bundle	9	4	118	131	8	4	57	69	9	4	107	120	10	4	64	78	398	258.50	102,883.00
30	FOLDER, FANCY, for legal size documents	bundle	9	4	78	91	8	4	67	79	9	4	57	70	9	4	64	77	317	302.85	96,003.45
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	8	1	3	12	6	1	1	8	8	1	3	12	6	1	1	8	40	177.92	7,116.80
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	8	1	1	10	6	1	1	8	8	1	1	10	6	1	1	8	36	222.27	8,001.72
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	6		101	107	2	1	1	4	6		1	7	3		1	4	122	776.59	94,743.98
34	FOLDER, TAGBOARD, for A4 size documents	pack	5		100	105	4			4	6			6	2			2	117	226.05	26,447.85
35	FOLDER, TAGBOARD, for legal size documents	pack	6		101	107	4	1		5	6	1		7	3	1		4	123	208.38	25,630.74
36	GLUE, all purpose, gross weight: 200 grams min	jar	39	1	38	78	7	23	2	32	8	11	18	37	7	1	14	22	169	49.73	8,404.37
37	INDEX TAB, self-adhesive, transparent	box	3		36	39	3	10		13	3	5		8	3	5		8	68	53.74	3,654.32
38	LOOSELEAF COVER, made of chipboard, for legal	bundle	3	15		18	3	10		13	3	5		8	3	5		8	47	676.00	31,772.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	3	6	103	112	2	1	7	10	2	2	8	12	3	2	7	12	146	43.26	6,315.96
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	2	11	63	76	1	12	1	14	11	3	1	15	11	1	1	13	118	36.97	4,362.46
41	MARKER, whiteboard, black, felt tip, bullet type	piece	70	14	48	132	71	7	8	86	19	35	58	112	12	6	76	94	424	10.69	4,532.56
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	23	2	24	49	6	17	2	25	18	42	14	74	6	2	2	10	158	10.69	1,689.02
43	MARKER, whiteboard, red, felt tip, bullet type	piece	23	11	1	35	6	1	16	23	18	6	11	35	6	1	16	23	116	10.69	1,240.04
44	MARKER, PERMANENT, bullet type, black	piece	37		56	93	24	1	16	41	3	31	28	62	3	11	16	30	226	10.04	2,269.04
45	MARKER, PERMANENT, bullet type, blue	piece	14	10	4	28	7	10	4	21	7	15	4	26	6	10	2	18	93	10.04	933.72

46	MARKER, PERMANENT, bullet type, red	piece	15		18	33	7		15	22	7	5	18	30	7		13	20	105	10.04	1,054.20
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	6	1		7	6	1	1	8	5	1	4	10	6	1	1	8	33	12.52	413.16
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	11	1	1	13	9	1	1	11	10	3		13	11	1	1	13	50	32.45	1,622.50
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	5			5	4			4	4			4	4			4	17	44.32	753.44
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	15			15	2			2	2			2	2			2	21	59.49	1,249.29
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	7			7	5			5	4			4	4			4	20	18.99	379.80
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	18		4	22	10	2	2	14	12	2	2	16	9	2	2	13	65	6.91	449.15
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	7	1	9	17	4	1	2	7	7	1	7	15	4	1	1	6	45	14.04	631.80
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	5	3	23	31	5	3	3	11	5	3	3	11	5	2	2	9	62	137.66	8,534.92
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	4	3	23	30	4	3	3	10	4	3	3	10	4	2	2	8	58	160.94	9,334.52
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	25	2	55	82	24	2	23	49	26	6	52	84	26	4	12	42	257	119.09	30,606.13
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	23	2	37	62	22	2	26	50	24	6	29	59	24	4	20	48	219	123.08	26,954.52
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	2			2	2			2	2			2	2			2	8	95.18	761.44
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	1			1	1			1	1			1	1			1	4	34.29	137.16
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	13	16	27	56	8	20	4	32	12	6	15	33	14	4	15	33	154	20.40	3,141.60
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	1			1	1			1	1			1	1			1	4	319.07	1,276.28
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	20		25	45	19		15	34	9	13	12	34	7	12	12	31	144	62.73	9,033.12
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	7	5	10	22	6	5		11	3	5	7	15	3	5		8	56	97.34	5,451.04
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	3		57	60	3		5	8	2		5	7	3		5	8	83	267.14	22,172.62
65	RUBBER BAND, 70mm min lay flat length (#18)	box	3		4	7		2	2	4	2	1	4	7	2		2	4	22	97.04	2,134.88
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	19		7	26	2	1	5	8	5	1	5	11	2	6	12	20	65	16.10	1,046.50
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	46	22	43	111	44	12	32	88	72	13	42	127	21	12	27	60	386	35.99	13,892.14
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	7	20	13	40	17	8	24	49	17	10	24	51	17	8	18	43	183	35.99	6,586.17

69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	43	9	2	54	42	9	14	65	43	21	10	74	18	14	21	53	246	35.99	8,853.54
70	STAMP PAD INK, purple or violet	bottle	17	1	17	35			12	12	1	23		24	1		12	13	84	25.62	2,152.08
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	12		1	13		5		5				0		5		5	23	28.77	661.71
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	16	4	2	22	6	9		15	6	5	7	18	6	4	5	15	70	21.51	1,505.70
73	STAPLE WIRE, STANDARD, (26/6)	box	17	12	17	46	17	13	10	40	16	13	5	34	15	12	11	38	158	19.68	3,109.44
74	TAPE, MASKING, width: 24mm (±1mm)	roll	27		8	35	26			26	27	1	2	30	16		5	21	112	57.32	6,419.84
75	TAPE, MASKING, width: 48mm (±1mm)	roll	5	10	5	20	4		10	14	5		10	15	4	10		14	63	109.24	6,882.12
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	3		4	7	2	10		12	3			3	2		10	12	34	29.08	988.72
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	3	10	5	18	3	10		13	3			3	4			4	38	11.36	431.68
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	16	1	2	19	6	1	44	51	6	1	10	17	6	11	3	20	107	27.58	2,951.06
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	22	22	19	63	21	5	33	59	24	5	18	47	30	17	13	60	229	70.30	16,098.70
80	TWINE, plastic, one (1) kilo per roll	roll	13			13	12			12				0	12			12	37	51.92	1,921.04
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	1			1				0				0				0	1	133.99	133.99
82	Airline Travel	ticket	6	3		9	5	5		10	4			4	4	1	3	8	31	0.00	-

COMMON OFFICE DEVICES

1	CUTTER BLADE, for heavy duty cutter	tube	25		2	27	18		5	23	14		5	19	14		5	19	88	10.22	899.36
2	CUTTER KNIFE, for general purpose	piece	13	10	2	25	13		10	23	17	1	5	23	13	5		18	89	20.55	1,828.95
3	DATING AND STAMPING MACHINE, heavy duty	piece	1			1				0				0				0	1	497.52	497.52
4	PENCIL SHARPENER, manual, single cutter head	piece	18	5	2	25	19			19	20	5		25	15		3	18	87	194.69	16,938.03
5	PUNCHER, paper, heavy duty, with two hole guide	piece	26	1	7	34	16			16	24		1	25	14	1		15	90	123.42	11,107.80
6	SCISSORS, symmetrical, blade length: 65mm min	pair	16	16	25	57	15	1	6	22	22	1	1	24	20	1	1	22	125	14.28	1,785.00
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	3		20	23	1			1	3	1		4	1			1	29	85.45	2,478.05
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	5	5		10	2		5	7	7			7	7			7	31	913.95	28,332.45

9	STAPLE REMOVER, PLIER-TYPE	piece	19			19	17			17	14			14	13			13	63	18.91	1,191.33
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	2		6	8				0	1	1		2				0	10	51.57	515.70
11	WASTEBASKET, non-rigid plastic	piece	30	24	22	76	15	12		27	19	12	12	43	13	12	12	37	183	25.96	4,750.68
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece	17	10	10	37	29		11	40	33		6	39	39		2	41	157	91.94	14,434.58
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	54			54	16	15	1	32	21	11		32	28		6	34	152	24.88	3,781.76
3	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	51	1	18	70	39	1	11	51	40	6	1	47	40	1	1	42	210	43.26	9,084.60
4	CLEANSER, SCOURING POWDER, 350g min./can	can	4	10		14	4		10	14	4		5	9	4		5	9	46	24.88	1,144.48
5	DETERGENT POWDER, all purpose, 1kg	pouch	2	11	2	15	2	11	1	14	2	11	1	14	2	11	1	14	57	38.93	2,219.01
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	32	13	23	68	30	13	13	56	29	13	14	56	15	13	23	51	231	125.20	28,921.20
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	42	12	13	67	32	12	13	57	9		1	10	14	12		26	160	28.12	4,499.20
8	FLOOR WAX, PASTE, RED	can	25	1	5	31	3	21	1	25	6	1	1	8	13	1	1	15	79	280.13	22,130.27
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	7	1	2	10	5	1	1	7	7	1	1	9	5	1	1	7	33	90.85	2,998.05
10	INSECTICIDE, aerosol type, net content: 600ml min	can	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	142.77	1,713.24
11	MOP BUCKET, heavy duty, hard plastic	piece	2		1	3				0	1		1	2				0	5	1,987.44	9,937.20
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	3		3	6			1	1	1		2	3	1		1	2	12	148.18	1,778.16
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	1		3	4			1	1			2	2	1		1	2	9	110.32	992.88
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	45		11	56	5	20	5	30		25	6	31	1	25		26	143	51.68	7,390.24
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0				0				0				0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll	21	15	2	38				0	24			24				0	62	145.48	9,019.76
17	DETERGENT BAR, 140 grams as packed	bar	2	15		17	1	10		11	1		10	11	1			1	40	7.57	302.80
COMMON OFFICE EQUIPMENT																					

1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	2	1		3	1			1	1			1	1			1	6	10,816.00	64,896.00
2	CALCULATOR, compact, 12 digits	unit	17		6	23	15			15	13			13				0	51	140.61	7,171.11
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	30		50	80	24			50	74	77		50	127	30		30	311	273.10	84,934.10
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0				50				53				50	153	273.10	41,784.30
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0	2			2								0	2	6,828.14	13,656.28
6	DOCUMENT CAMERA, 3.2M pixels	unit	1			1				1	1	2	4	2				0	9	26,391.04	237,519.36
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit			1	1	2			2								0	3	1,091.33	3,273.99
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	10		1	11	5			10	15	9			9	15		15	50	1,372.55	68,627.50
9	ELECTRIC FAN, STAND type, plastic blade	unit			6	6	3			3				5	5			0	14	1,046.65	14,653.10
10	ELECTRIC FAN, WALL type, plastic blade	unit		5		5				5				5	5			0	15	782.00	11,730.00
11	FACSIMILE MACHINE, uses thermal paper	unit	1			1				0								0	1	3,642.83	3,642.83
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	6		10	16	5			5	5			5	5			5	31	1,123.78	34,837.18
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	2		7	9				0				0				0	9	5,191.68	46,725.12
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	2		1	3	1			1	2	1	1		2	4		4	11	27,542.94	302,972.34
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	2		3				0					0			0	3	5,927.17	17,781.51
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	1			1				0					0			0	1	19,457.98	19,457.98
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	1		1	2				0					0			0	2	6,064.78	12,129.56
19	PRINTER, LASER, monochrome, network-ready	unit	2		5	7	4			4				0	4			4	15	744.14	11,162.10
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0			1		1			0	1	1,379.04	1,379.04
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0	6				6			0	6	1,379.04	8,274.24
22	Desktop Computer, branded	unit	2		2	4	2			2	32				32	1		1	39	35,887.49	1,399,612.11
23	Laptop Computer, branded	unit	5		2	7				1	1	5	1		6			0	14	36,587.28	512,221.92

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	1			1	2			2					0	3		620.67	1,862.01		
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			10	10	15			15					0	25		22.66	566.50		
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	2		2	4	2			2		1	1	2		2	9	3,152.86	28,375.74		
9	FLASH DRIVE, 16 GB capacity	piece	14		11	25	2			2	12	1		13	2	3	5	45	261.75	11,778.75	
10	MOUSE, optical, USB connection type	unit	33	10	2	45				0	20				20		0	65	140.39	9,125.35	
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK (RA 9184), 7th Edition	piece				0				0					0	0		48.13	-		
CONSUMABLES																					
1	DRUM CART, BROTHER DR-3455	cart	3			3	3			3	3				3	12		7,138.56	85,662.72		
2	INK CART, CANON CL-741, Col.	cart				0				0					0	0		1,041.58	-		
3	INK CART, CANON CL-811, Colored	cart	12		10	22	12			12	26				26	12		12	72	1,070.78	77,096.16
4	INK CART, CANON PG-740, Black	cart	14			14	14			14	14				14	14		14	56	784.16	43,912.96
5	INK CART, CANON PG-810, Black	cart			10	10				0					0	10		811.20	8,112.00		
6	INK CART, EPSON C13T664100 (T6641), Black	cart	3			3	3			3	3				3	3		3	12	264.99	3,179.88
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	3			3	3			3	3				3	3		3	12	264.99	3,179.88
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	3			3	3			3	3				3	3		3	12	264.99	3,179.88

9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	3			3	3			3	3			3				0	9	264.99	2,384.91
10	INK CART, HP C2P04AA (HP62) Black	cart			0					0				0				0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart	5	5	10			5	5					0	5			5	20	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	0.00	-		
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0						0	0	0.00	-		
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0						0	0	0.00	-		
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0						0	0	1,616.99	-		
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0						0	0	1,222.21	-		
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0						0	0	1,227.62	-		
38	INK CART, HP CN048AA, (HP951XL). 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	7		6	13	7		6	13	7		4	11	7	6	13	50	379.64	18,982.00	
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart	7		6	13	7		6	13	7		4	11	7	6	13	50	379.64	18,982.00	
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	22	7	13	42	16	7	13	36	22	7	13	42	16	7	11	34	154	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart	19	6	12	37	13	6	12	31	19	6	12	37	13	6	10	29	134	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 C13S015516 (#8750), Black	cart				0				0							0	0	79.82	-	
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				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	4		4	8	4			4	4			4	4			4	20	2,658.57	53,171.40
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	10	2,914.91	29,149.10
74	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	3,009.01	-

78	TONER CART, HP CE310A, Black	cart				o				o				o			o	o	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				o				o				o			o	o	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				o				o				o			o	o	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				o				o				o			o	o	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				o				o				o			o	o	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				o				o				o			o	o	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				o				o				o			o	o	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				o				o				o			o	o	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				o				o				o			o	o	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				o				o				o			o	o	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				o				o				o			o	o	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				o				o				o			o	o	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				o				o				o			o	o	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart				o				o				o			o	o	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				o				o				o			o	o	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				o				o				o			o	o	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				o				o				o			o	o	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				o				o				o			o	o	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				o				o				o			o	o	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				o				o				o			o	o	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				o				o				o			o	o	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				o				o				o			o	o	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				o				o				o			o	o	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	0.00	-
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	5 meters Cor w/ Convenience Outlet	pcs			2	2				0					0	2	120.00	240.00
2	Clip Wireless Microphone	pcs			5	5				0					0	5	250.00	1,250.00
3					0					0					0	0		-
4					0					0					0	0		-
5					0					0					0	0		-

COMMON OFFICE EQUIPMENT

1	Filing Cabinet (Steel)	unit	4	1	2	7				0					0	7	7,000.00	49,000.00
2	Filing Cabinet				1	1				0	1				0	2	10,000.00	20,000.00
3	Library Study Table				0	12				12					0	12	1,666.67	20,000.04
4	Library Chairs (Wooden)				0	50				50					0	50	1,200.00	60,000.00
5	Water Dispenser	unit			1	1				0					0	1	10,000.00	10,000.00
6	Sala Set	set			1	1				0					0	1	20,000.00	20,000.00

COMMON OFFICE SUPPLIES

1	Illustration board	whole			10	10				0					0	10	60.00	600.00
2	mirror (life size)	pcs			1	1					1					2	100.00	200.00
3	High Back-Chair	pc	2			2				0					0	2	15,000.00	30,000.00
4	Wooden Table(furniture)	pc	1			1				0					0	1	10,000.00	10,000.00
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	Doormat		2		1	3		1		1	1		2	3	1		1	8	25.00	200.00
2	Duster	pc			1	1												1	50.00	50.00
3	deodorant cake	pc			1	1		1		1	1		1	2	1		1	5	26.71	113.55
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	Push Pin	box	2		2				0	1			1	1		1	4	100.00	400.00
2	Ballpen My gel (black)	box		2	2				0			2	2		0	4	300.00	1,200.00	
3	Ballpen My Gel (green)	box		1	1				0			1	1		0	2	300.00	600.00	
4	Drawing Paper	rm		2	2				0			2	2		0	4	500.00	2,000.00	
5	Filling Box	pcs		12	12				0				0		0	12	100.00	1,200.00	
6	Manila Paper	pc		10	10				0			10	10		0	20	5.00	100.00	
7	Ballpen	boxes		1	1											1	250.00	250.00	

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	UTP Cable	pc	1		1				0	1			1			0	2	1,600.00	3,200.00
2	HP 680 black	pcs	15	10	25				0	15		5	20			0	45	625.00	28,125.00
3	HP 680 colored	pcs	15		5	20			0	15			2	17		0	37	625.00	23,125.00
4	Brother TM 1000 drum kit	pcs			4	4			0				2	2		0	6	2,000.00	12,000.00
5	Brother TM 1000 toner	pcs			2	2			0				2	2		0	4	1,500.00	6,000.00
6	Toner brother TN 2140	piece	3			3			0							0	3	2,300.00	6,900.00
7	PVC ID CARD	piece	2000			2000			0							0	2000	6.00	12,000.00

8	YMCKO RIBBON B	piece	3			3			0				0			0	3	2,000.00	6,000.00		
9	YMCKO RIBBON C	piece	3			3			0				0			0	3	2,000.00	6,000.00		
10	BROTHER DRUM TN-2140	unit	1			1			0				0			0	1	5,000.00	5,000.00		
Computer Equipment and Accessories																			-		
1	Keyboard	pc				0			0	20			20			0	20	450.00	9,000.00		
2	Automatic Voltage Regulator (AVR)	pc				0			0	20			20			0	20	500.00	10,000.00		
3	LAN Cable Tester	pc	1			0			0	1			1			0	2	4,000.00	8,000.00		
4	Speaker	pc				0			0	1			1			0	1	4,500.00	4,500.00		
5	Portable DVD Player	pc				0			0	1			1			0	1	3,000.00	3,000.00		
6	Cable Tie	box	1			1			0	1			1			0	2	300.00	600.00		
7	Crimping Tool	pc	1			1			0	1			1	1		1	3	800.00	2,400.00		
8	RJ 45	pc	110			110			0	110			110			0	220	6.00	1,320.00		
9	Switch Hub 24 Ports	pc	1			1			0	2			2			0	3	4,500.00	13,500.00		
10						0			0				0			0	0		-		
*Other Categories																			-		
1	Air Conditioning Unit (2HP)	pc			1	1			0	3			3			0	4	30,000.00	120,000.00		
2	Blower/Vacuum Cleaner (heavy duty)	pc			0	1			1				0			0	1	4,000.00	4,000.00		
3	Lapel	pc	1			1			0	2			2			0	3	5,000.00	15,000.00		
4	Modem (Internet Connection) 7 mbps	unit	3			3			0				0			0	3	15,000.00	45,000.00		
5	Application Software	app				0			0	1			1			0	1	25,000.00	25,000.00		
6	Cellular Phone 16MP, 64GB SD	unit				0	1		1				0			0	1	10,000.00	10,000.00		
7	Seminars and Workshops		2	1	1	4	1	4	1	6	2	2	1	5	2	4	1	7	22	5,000.00	110,000.00
8	Various books and references					0			0				0			0	1	150,000.00	150,000.00		
9						0			0				0			0	0		-		
10						0			0				0			0	0		-		
C. TOTAL (A + B):																		5,946,870.11			
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		594,687.01			
E. GRAND TOTAL (C + D)																		6,541,557.12			
F. APPROVED BUDGET BY THE AGENCY HEAD																					
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores					2E+06				746721				2E+06				578739		5079796.52		
G.2 Other Items not available at PS but regularly purchased from other sources					321400				124025				235110				35925		716460.04		
TOTAL MONTHLY CASH REQUIREMENTS					2E+06				870746				2E+06				614664		5796256.56		

*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

