

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

**INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:**

1. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
  - a. DBM Central Office- for entities in the Central Office
  - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:

  - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
  - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
  - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
  - d. app.deped.ps@gmail.com- For primary and secondary schools
  - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/O CAGAYAN STATE UNIVERSITY  
 Region: II - Tuguegarao  
 Address: CARITAN, TUGUEGARAO CITY

Agency Account Code: No Code

Contact Person: JULIA T. CARDOAN, Ph.D  
 Position: HEAD BAC SECRETARIAT  
 E-mail : bacsecretariat@csu.edu.ph  
 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		
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																				
<b>COMMON ELECTRICAL SUPPLIES</b>																				
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	25	2	1	28	28		2	30	23	1	2	26	24			24	108	20.28	2,190.24
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	7		1	8	4	1	3	8	3	1	1	5	4			4	25	19.20	480.00
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	11	3		14		1		1	7	2	1	10			1	1	26	40.97	1,065.22
5 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	75.39	-

6	TAPE, ELECTRICAL, 18mm x 16M min	roll	10	3		13	11			11	12	1		13	10			10	47	18.93	889.71
<b>COMMON OFFICE SUPPLIES</b>																					
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	1			1			1	1				0				0	2	766.73	1,533.46
2	AIR FRESHENER, aerosol, 280ml/150g min	can	14		5	19	4	4	4	12	6	2	6	14	6	1	4	11	56	88.69	4,966.64
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	17	1	9	27	5	10	1	16	13	3	10	26	5	4	3	12	81	49.73	4,028.13
4	CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0				0	0	205.48	-
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0				0	0	210.91	-
6	CARTOLINA, assorted colors	pack	2	1	2	5		3	3	6			2	2	3		2	5	18	67.06	1,207.08
7	CHALK, molded, white, dustless, length: 78mm min	box	33	15	7	55	29	5	3	37	17	24	15	56	12	5	5	22	170	26.89	4,571.30
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	3			3	6			6	3	1		4		1		1	14	38.19	534.66
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	5		1	6	8		1	9	5		1	6	2		1	3	24	40.47	971.28
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	2	1		3	2		1	3	1	1		2	1			1	9	7.87	70.83
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	7			7	2	5	2	9			2	2				0	18	13.94	250.92
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	3			3	1			1				0				0	4	19.88	79.52
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	8	1	3	12	2	3	1	6	3	3	3	9	1	3	1	5	32	41.10	1,315.20
14	CORRECTION TAPE, film base type, UL 6m min	piece	37	9	19	65	16	19	16	51	24	16	22	62	21	16	11	48	226	18.26	4,126.76
15	DATA FILE BOX, made of chipboard, with closed ends	box	71	13	32	116	18	48	10	76	36	14	27	77	66	19	5	90	359	72.57	26,052.63
16	DATA FOLDER, made of chipboard, taglia lock	piece	8		15	23	6		8	14	11	2	5	18	6	5	8	19	74	71.39	5,282.86
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	2	2		4	2		2	4			2	2			2		12	424.47	5,093.64
18	ENVELOPE, DOCUMENTARY, for legal size document	box	9		1	10	4			4		1		1				0	15	538.80	8,082.00
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	8		4	12	2	3	2	7	3	2	2	7	6		2	8	34	667.84	22,706.56
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	1			1				0				0				0	1	28.71	28.71

21	ENVELOPE, MAILING,white, 80gsm (-5%)	box	3	2	1	6				0				0				0	6	341.79	2,050.74
22	ENVELOPE, mailing, white, with window	box	1			1				0				0				0	1	427.23	427.23
23	ERASER, FELT, for blackboard/whiteboard	piece	52	6		58	3		4	7	10	29	1	40				0	105	11.55	1,212.75
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece				0				0				0				0	0	6.23	-
25	FASTENER, METAL, 70mm between prongs	box	26	4	21	51	8	15	12	35	14	7	17	38	8	8	9	25	149	59.37	8,846.13
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	5			5		4		4	1	5	1	7	6			6	22	73.59	1,618.98
27	FILE TAB DIVIDER, bristol board, for A4	set				0				0				0				0	0	12.98	-
28	FILE TAB DIVIDER, bristol board, for legal	set	3			3				0	3			3				0	6	17.31	103.86
29	FOLDER, FANCY, for A4 size documents	bundle			1	1				0		2		2			1	1	4	258.50	1,034.00
30	FOLDER, FANCY, for legal size documents	bundle	2			2	2			2	1	2		3	1		1	2	9	302.85	2,725.65
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0				0				0				0	0	177.92	-
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	1			1	1			1	1			1	1			1	4	222.27	889.08
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	5		4	9	1	5	2	8	2	4	4	10	5	1	2	8	35	776.59	27,180.65
34	FOLDER, TAGBOARD, for A4 size documents	pack	4	7	7	18	2	4	2	8	3	2	2	7	2	3	5	10	43	226.05	9,720.15
35	FOLDER, TAGBOARD, for legal size documents	pack	12	19	8	39	8	4	10	22	8	9	8	25	13	9	10	32	118	208.38	24,588.84
36	GLUE, all purpose, gross weight: 200 grams min	jar	17	12	13	42	3	9	11	23	10	10	14	34	5	5	10	20	119	49.73	5,917.87
37	INDEX TAB, self-adhesive, transparent	box				0				0				0				0	0	53.74	-
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0				0				0	0	676.00	-
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	1			1				0				0				0	1	43.26	43.26
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	12	4	13	29	2	7	1	10	10	1	8	19	3	7		10	68	36.97	2,513.96
41	MARKER, whiteboard, black, felt tip, bullet type	piece	54	22	15	91	21	10	14	45	28	26	13	67	24	14	1	39	242	10.69	2,586.98
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	6	1	8	15	2	3	6	11	6	2	3	11	8	3		11	48	10.69	513.12

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

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

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

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

18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0						0	0	6,064.78	-				
19	PRINTER, LASER, monochrome, network-ready	unit				0				0						0	0	744.14	-				
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0						0	0	1,379.04	-				
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0						0	0	1,379.04	-				
22	Desktop Computer, branded	unit	2			2				0						0	2	35,887.49	71,774.98				
23	Laptop Computer, branded	unit		1		1				0						0	1	36,587.28	36,587.28				
<b>COMMON COMPUTER SUPPLIES</b>																							
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0						0	0	709.53	-				
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0						0	0	1,070.78	-				
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0						0	0	796.06	-				
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0						0	0	1,352.00	-				
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0				0						0	0	620.67	-				
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0						0	0	1,076.19	-				
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	24	20	2	46	20	22		42	24	20	2	46	20	22		42	176	22.66	3,988.16		
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	8	1	1	10			1	1						0			11	3,152.86	34,681.46		
9	FLASH DRIVE, 16 GB capacity	piece	7			7	1	1	1	3	2					2			1	1	13	261.75	3,402.75
10	MOUSE, optical, USB connection type	unit	32		5	37				0	25		5	30					0	67	140.39	9,406.13	
<b>HANDBOOK ON PROCUREMENT</b>																							
1	HANDBOOK (RA 9184), 7th Edition	piece				0				0						0	0	48.13	-				
<b>CONSUMABLES</b>																							
1	DRUM CART, BROTHER DR-3455	cart				0				0						0	0	7,138.56	-				



2	INK CART, CANON CL-741, Col.	cart				0				0				0				0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0				0				0				0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart	47	22	23	92	41	22	16	79	45	25	24	94	42	23	17	82	347	264.99	91,951.53
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	31	15	15	61	20	14	10	44	26	16	14	56	20	15	9	44	205	264.99	54,322.95
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	31	15	15	61	19	15	9	43	27	16	14	57	20	15	9	44	205	264.99	54,322.95
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	31	16	15	62	19	15	9	43	25	17	13	55	20	15	10	45	205	264.99	54,322.95
10	INK CART, HP C2P04AA (HP62) Black	cart				0				0				0				0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0				0				0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0				0				0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0				0				0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0				0				0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0				0				0	0	0.00	-
19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0				0				0				0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0				0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	373.15	-

24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0			0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0			0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0			0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0			0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0			0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0			0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0			0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0				0				0			0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0				0			0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0				0			0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0				0			0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0			0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0			0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0			0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0				0				0			0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart	10			10	10			10	10			10	10		10	40	373.15	14,926.00
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	10			10	10			10	10			10	10		10	40	373.15	14,926.00
41	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0			0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0			0	0	379.64	-
43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0			0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0			0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0			0	0	259.58	-

46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0			0	0	259.58	-	
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0			0	0	0.00	-	
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0			0	0	0.00	-	
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0				0			0	0	0.00	-	
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0				0			0	0	0.00	-	
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0				0			0	0	0.00	-	
52	INK CART, HP LoS60AA (HP955) Black Original	cart				0				0				0			0	0	0.00	-	
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0			0	0	0.00	-	
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0			0	0	0.00	-	
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0			0	0	0.00	-	
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0				0			0	0	0.00	-	
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0			0	0	0.00	-	
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0			0	0	0.00	-	
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0			0	0	0.00	-	
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0			0	0	0.00	-	
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0			0	0	0.00	-	
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0			0	0	0.00	-	
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0				0			0	0	0.00	-	
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0			0	0	0.00	-	
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0				0				0			0	0	79.82	-	
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0			0	0	753.88	-	
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	78.96	947.52

68	TONER CART, BROTHER TN-2025, Black	cart				0				0				0			0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0				0				0			0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0				0			0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0				0			0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0			0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart	2		2	4		2		2	2		2		2		2	12	2,914.91	34,978.92
74	TONER CART, HP CB540A, Black	cart				0				0				0			0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0				0			0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0				0			0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				0		1		1				0			0	1	3,009.01	3,009.01
78	TONER CART, HP CE310A, Black	cart				0				0				0			0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0				0				0			0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0				0				0			0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0				0				0			0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0				0				0			0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0				0				0			0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0				0				0			0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0				0				0			0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0				0				0			0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0				0				0			0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0				0			0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0				0			0	0	10,377.95	-

90	TONER CART, HP CE403A, Magenta	cart				0				0				0	0	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				0				0				0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				0				0				0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0				0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0				0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0				0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0				0				0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0				0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0				0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0				0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0				0	0	0.00	-

112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0				0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0				0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0				0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0				0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0				0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0				0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0				0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0				0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0				0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0				0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0				0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0				0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0				0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0				0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0	0	0.00	-

134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0			0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0				0			0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0				0			0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0				0			0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0			0	0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0			0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0			0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0			0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0			0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0			0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0			0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0			0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0			0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0			0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0			0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0			0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0			0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0				0				0			0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				0				0			0	0	13,935.33	-

**B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)**

COMMON ELECTRICAL SUPPLIES																				
1	2. BALLAST, 36 watts	piece	5	6		11	3			3	3	3	3	9			0	23	384.80	8,850.40
2	2. BALLAST, 18 watts	piece		3		3				0	3			3			0	6	72.70	436.20

3	FLUORESCENT LAMP, tubular, 36 watts	piece	58	5	4	67	2			2	50	2		52	2		2	123	37.50	4,612.50	
4	FLUORESCENT LAMP, tubular, 28watts	piece	5	1		6	1	1		2	5	1		6	1	1	2	16	114.40	1,830.40	
5	FLUORESCENT LAMP, tubular, 40 watts	piece	25	24	25	74	23	25	23	71	25	24	25	74	23	23	23	69	288	374.92	107,976.96
<b>COMMON OFFICE EQUIPMENT</b>																					
1	PROJECTOR	unit	1	2		3				0				0			0	3	30,000.00	90,000.00	
2	PROJECTOR	unit	1			1				0				0			0	1	25,000.00	25,000.00	
3	PROJECTOR	unit	1			1				0				0			0	1	29,000.00	29,000.00	
4	PROJECTOR	unit				0				0	1			1			0	1	20,000.00	20,000.00	
5	PROJECTOR	unit	1			1				0				0			0	1	16,000.00	16,000.00	
<b>COMMON OFFICE SUPPLIES</b>																					
1	6. BINDER, 3-ring, D-type, legal, 84mm(2.5"), with insert clear view pocket on front, back and	pair		1	1	2			1	1	1			1			5	5	9	117.78	1,060.02
2	59. MAP PIN, round head, 100s/case	case	12	1	1	14	1		2	3	3	6	1	10	5		5	32	40.25	1,288.00	
3	66. PUSH PIN, flat head type, assorted colors, 100s/case	case	14	11	13	38	5	12	9	26	6	12	8	26	13	2	5	20	110	12.24	1,346.40
4	14. CLIP, bulldog (3")	piece	8	2	2	12	5	7	5	17	5	2	2	9	2	3	2	7	45	7.28	327.60
5	93. RING BINDER, 6mm x 1.12m, plastic, 10	bundle	2	2		4	1			1	1	1		2			0	7	32.27	225.89	
6	94. RING BINDER, 6mm x 1.12m, plastic, 10	bundle	2	2		4	1		1	2	1	1		2			0	8	36.39	291.12	
7	95. RING BINDER, 10mm x 1.12m, plastic, 10	bundle	2	1		3	1			1		1		1			0	5	44.19	220.95	
8	96. RING BINDER, 11mm x 1.12m, plastic, 10	bundle		1		1	1			1	1			1			0	3	53.04	159.12	
9	97. RING BINDER, 12.7mm x 1.12m (1/2" x 44"), plastic	bundle		1		1				0	1			1		1	1	3	53.04	159.12	
10	98. RING BINDER, 14mm x 1.12m, plastic, 10	bundle		1		1				0	1			1		1	1	3	74.35	223.05	
11	99. RING BINDER, 16mm x 1.12m, plastic, 10	bundle		1		1				0	1			1		1	1	3	91.00	273.00	
12	100. RING BINDER, 19mm x 1.12m(3/4" x 44"), plastic	bundle	5	1	5	11			5	5	1		5	6		1	5	6	28	100.36	2,810.08
13	101. RING BINDER, 21mm x 1.12m, plastic, 10	bundle	1	1		2			1	1	1			1		1	1	2	6	48.19	289.14
14	102. RING BINDER, 25mm x 1.12m (1" x 44"), plastic	bundle	5	1	5	11	1	5	5	11		1	5	6		5	5	33	113.88	3,758.04	
15	103. RING BINDER, 28mm x 1.12m, plastic, 10	bundle	1	1		2			1	1	1			1		1	1	2	6	229.23	1,375.38
16	105. RING BINDER, 50mm x 1.12m(2" x 44"), plastic	bundle	3	1	3	7	1	5	3	9		1	3	4		3	3	23	204.88	4,712.24	
17	107. RULER, plastic, 300mm	piece	1	1		2	1			1	1			1	1		1	5	5.00	25.00	
18	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	9		2	11	6		2	8	6	6	4	16	4	2	3	9	44	53.56	-
19						0				0				0			0	0		-	
20						0				0				0			0	0		-	
<b>COMMON JANITORIAL SUPPLIES</b>																					
1	DISINFECTANT AND BLEACHING	gal		1		1				0		1		1			0	2	104.75	209.50	
2	1. BATHROOM SOAP, 70gms.	piece	20	5	15	40	8	13	7	28	18	5	15	38	6	15	5	26	132	21.32	2,814.24
3	19. TOILET DEODORANT CAKE, 99% benzaldehyde fragrance, 300g/pack	box	17	2	9	28	12	4	8	24	16	2	9	27	12	4	1	17	96	117.36	11,266.56
4	72. OIL, for general purpose, 120 mL	bottle	1		3	4		1	3	4			3	3				0	11	37.49	412.39
5						0				0				0			0	0		-	
<b>CONSUMABLES</b>																					
1	1. Colored Paper ,long (8.5"x13")	ream	2	3		5	1	1	3	5		2	6	8	2	1		3	21	200.00	4,200.00
2	Colored Bond paper A4	ream	3	2		5	1		4	5		1	6	7	2			2	19	110.00	2,090.00
3	10. CARTOLINA, white, 20s/pack	pack	3			3	1	2	2	5			0	4				4	12	52.00	624.00
4	cartolina black	piece	12		12	24			3	3			21	21		3		3	51	10.00	510.00
5	PHOTO PAPER	pack	9	1	4	14		9	1	10	6	1	12	19	1	5		6	49	50.00	2,450.00
6	SPECIALTY PAPER	pack	52		34	86		33		33	27		29	56		5	2	7	182	50.00	9,100.00
7	STICKER PAPER	pack	13	11	9	33	4	8		12	5	5	24	34	6	4	2	12	91	50.00	4,550.00



8	20. COLUMNAR PAD, 16 cols, 50 gsm min.	pad				0			1	1				0	1		1	2	35.86	71.72
9	21. COLUMNAR PAD, 18 cols, 50 gsm min.	pad				0			1	1				0	1		1	2	55.12	110.24
10	22. COLUMNAR NOTEBOOK, 12 cols	book				0			1	1				0	1		1	2	55.12	110.24
11	INDEX CARD, 3" x 5", ruled both sides, 500s/pack	pack	5			5				0		5		5			0	10	48.74	487.40
12	INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack	2			2				0		2		2			0	4	132.83	531.32
13	Double Adhesive Tape (1")	pcs	3			3			3	6			2	2			3	14	25.00	350.00
14	Double Adhesive Tape (1/2")	pcs	4			4	2		4	6			2	2			4	16	35.00	560.00
15	ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	2		2	4			2	2		1	2	3			2	2	40.17	441.87
16	MANILA PAPER, 1200mm x 900mm, 80gsm, 6-gram thickness, pale yellow, 40 sheets per sleeve	sleeve				0				0			10	10			0	10	26.78	267.80
17	32. ENVELOPE, pay, kraft, (4"x7-1/2"), 496s/box	box	2	1	2	5	1	2	1	4	2	1	2	5	1	2	1	4	102.76	1,849.68
18						0				0				0			0	0		-
19						0				0				0			0	0		-
20						0				0				0			0	0		-
21						0				0				0			0	0		-
22						0				0				0			0	0		-
23						0				0				0			0	0		-
24						0				0				0			0	0		-
25						0				0				0			0	0		-
26						0				0				0			0	0		-
27						0				0				0			0	0		-
28						0				0				0			0	0		-
29						0				0				0			0	0		-
30						0				0				0			0	0		-

**Office Equipment and Accessories**

1		unit				0				0				0			0	0		-
2		piece				0				0				0			0	0		-
3		unit				0				0				0			0	0		-
4		unit				0				0				0			0	0		-
5		unit				0				0				0			0	0		-
6		unit				0				0				0			0	0		-
7						0				0				0			0	0	29,000.00	-
8						0				0				0			0	0	20,000.00	-
9						0				0				0			0	0	35,000.00	-
10						0				0				0			0	0	30,000.00	-

**Office Supplies**

1	12. TAPE DISPENSER, handheld, for 40mm width packaging tape	piece	1	5	1	7				0	1	1		2		1	1	10	170.00	1,700.00
2						0				0				0			0	0		-
3						0				0				0			0	0		-
4						0				0				0			0	0		-
5						0				0				0			0	0		-
6						0				0				0			0	0		-
7						0				0				0			0	0		-
8						0				0				0			0	0		-
9						0				0				0			0	0		-
10						0				0				0			0	0		-

Audio and visual presentation and composing equipment																			
1					0				0				0			0	0		-
2					0				0				0			0	0		-
3					0				0				0			0	0		-
4					0				0				0			0	0		-
5					0				0				0			0	0		-
6					0				0				0			0	0		-
7					0				0				0			0	0		-
8					0				0				0			0	0		-
9					0				0				0			0	0		-
10					0				0				0			0	0		-
Photographic or filming or video equipment																			
1					0				0				0			0	0		-
2					0				0				0			0	0		-
3					0				0				0			0	0		-
4					0				0				0			0	0		-
5					0				0				0			0	0		-
6					0				0				0			0	0		-
7					0				0				0			0	0		-
8					0				0				0			0	0		-
9					0				0				0			0	0		-
10					0				0				0			0	0		-
Cleaning Equipment and Supplies																			
1					0				0				0			0	0		-
2					0				0				0			0	0		-
3					0				0				0			0	0		-
4					0				0				0			0	0		-
5					0				0				0			0	0		-
6					0				0				0			0	0		-
7					0				0				0			0	0		-
8					0				0				0			0	0		-
9					0				0				0			0	0		-
10					0				0				0			0	0		-
Paper Materials and Products																			
1	CONTINUOUS RECEIPT		10		10	20			20				0			0	30	3500	105,000.00
2	OFFICIAL RECEIPT				0	40			40			50	50			0	90	100	9,000.00
3	RECORD BOOK 103		5		5				0				0			0	5	500	2,500.00
4	RECORD BOOK 104		5		5				0				0			0	5	500	2,500.00
5					0				0				0			0	0		-
6					0				0				0			0	0		-
7					0				0				0			0	0		-
8					0				0				0			0	0		-
9					0				0				0			0	0		-
10					0				0				0			0	0		-

Lighting and fixtures and accessories																					
1	starter 40w	piece	5	7					0	3	4				7			0	19	40.00	760.00
2									0						0			0	0		-
3									0						0			0	0		-
4									0						0			0	0		-
5									0						0			0	0		-
6									0						0			0	0		-
7									0						0			0	0		-
8									0						0			0	0		-
9									0						0			0	0		-
10									0						0			0	0		-
Electrical equipment and components and supplies																					
1									0						0			0	0		-
2									0						0			0	0		-
3									0						0			0	0		-
4									0						0			0	0		-
5									0						0			0	0		-
6									0						0			0	0		-
7									0						0			0	0		-
8									0						0			0	0		-
9									0						0			0	0		-
10									0						0			0	0		-
Computer Supplies																					
1	10. COMPACT DISK REWRITABLE, 700MB MIN. capacity, RECORDABLE, recording time, 60-120	piece	12		5	17	2	5		7	12			5	17	2	5	7	48	54.79	2,629.92
2	10. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	5		2	7	1	2		3	5			2	7	1	2	3	20	11.19	223.80
3	printer	unit	1			1				0					0			0	1	15,000.00	15,000.00
4	printer	unit	2	1		3				0					0			0	3	10,000.00	30,000.00
5	printer	unit	5			5				0					0			0	5	8,000.00	40,000.00
6	printer	unit	3			3				0					0			0	3	6,000.00	18,000.00
7	printer laser	unit	1			1				0					0			0	1	5,831.52	5,831.52
8	USB/flashdrive 32 GB	unit	1			1	1			1					0			0	2	425.00	850.00
9						0				0					0			0	0		-
10						0				0					0			0	0		-
Computer Equipment and Accessories																					
1	computer set	unit		1		1				0					0			0	1	40,000.00	40,000.00
2	computer set	unit	2			2	1			1					0			0	3	30,000.00	90,000.00
3	computer set	unit	1			1				0					0			0	1	29,500.00	29,500.00
4	computer set	unit	22			22				0					0			0	22	25,000.00	550,000.00
5	laptop	unit		1		1				0					0			0	1	35,000.00	35,000.00
6	laptop	unit			1	1				0					0			0	1	25,000.00	25,000.00
7	laptop	unit	1			1				0					0			0	1	30,000.00	30,000.00
8	laptop	unit				0		1	1						0			0	1	20,000.00	20,000.00
9						0				0					0			0	0		-
10						0				0					0			0	0		-

*Other Categories																			-		
1					0				0				0			0	0		-		
2					0				0				0			0	0		-		
3					0				0				0			0	0		-		
4					0				0				0			0	0		-		
5					0				0				0			0	0		-		
6					0				0				0			0	0		-		
7					0				0				0			0	0		-		
8					0				0				0			0	0		-		
9					0				0				0			0	0		-		
10					0				0				0			0	0		-		
<b>C. TOTAL (A + B):</b>																		<b>3,003,952.66</b>			
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																		<b>300,395.27</b>			
<b>E. GRAND TOTAL (C + D)</b>																		<b>3,304,347.93</b>			
<b>F. APPROVED BUDGET BY THE AGENCY HEAD</b>																					
<b>G. MONTHLY CASH REQUIREMENTS</b>																					
G.1 Available at Procurement Service Stores	X				659949	X				353293	X				324632	X				247326	1585199.85
G.2 Other Items not available at PS but regularly purchased from other sources					1138194					167263					79050.4					36602.7	1421109.45
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					1798142					520556					403682					283929	3006309.3

\*Other categories that are not indicated herein  
 \*\*Prices are FOB Manila/Applicable for items under A.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:

ARNOLD C. GAGURANGAN  
 Property/Supply Officer

OLIVIA C. LASAM  
 Accountant / Local Budget Officer

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

Date: 11/9/2017



