

**ANNUAL PROCUREMENT PLAN FOR 2017
For Common-Use Supplies and Equipment**

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com - For Local government units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____
 Region: _____
 Address: _____

Agency Account Code: _____

Contact Person: _____
 Position: _____
 E-mail : _____
 Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	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				0				0				0					0	0	17.42	-
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0				0				0					0	0	15.03	-
3 BATTERY, dry cell D, 2 pieces per blister pack	pack				0				0				0					0	0	77.56	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0					0	0	114.40	-
5 LED Linear Tube, 18 watts individually wrapped in carton	tube				0				0				0					0	0	280.80	-
6 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0					0	0		-
7 TAPE, electrical	roll				0				0				0					0	0	18.20	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
43 MARKER, whiteboard, bullet type, red	piece				0				0				0				0	0	10.28	-
44 MARKER, permanent, bullet type, black	piece				0				0				0				0	0	9.65	-
45 MARKER, permanent, bullet type, blue	piece				0				0				0				0	0	9.65	-
46 MARKER, permanent, bullet type, red	piece				0				0				0				0	0	9.65	-
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0				0				0				0	0	10.40	-
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0				0				0				0	0	31.20	-
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0				0				0				0	0	40.54	-
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0				0				0				0	0	54.06	-
51 PAD PAPER, Ruled	pad				0				0				0				0	0	18.26	-
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0				0				0				0	0	12.85	-
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0				0				0				0	0	6.43	-
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0				0	0	112.32	-
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0	132.02	-
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0				0				0	0	95.26	-
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0				0	0	114.35	-
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0				0				0				0	0	88.40	-
59 PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	0	31.15	-
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				0				0				0				0	0	19.62	-
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	278.72	-
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0				0				0				0	0	60.32	-
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0				0				0				0	0	86.85	-
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0				0	0	256.87	-
65 RUBBER BAND, 70mm min lay flat length (#18)	box				0				0				0				0	0	93.31	-
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0				0				0	0	15.48	-
67 SIGN PEN, black	piece				0				0				0				0	0	38.10	-
68 SIGN PEN, blue	piece				0				0				0				0	0	38.10	-
69 SIGN PEN, red	piece				0				0				0				0	0	38.10	-
70 STAMP PAD INK, violet, 50mL	bottle				0				0				0				0	0	24.63	-
71 STAMP PAD, felt pad, min 60mm x 100mm	piece				0				0				0				0	0	27.66	-
72 STAPLE WIRE, Heavy duty, 23/13	box				0				0				0				0	0	23.40	-
73 STAPLE WIRE, Standard	box				0				0				0				0	0	18.92	-
74 TAPE, masking, 24mm, 50 meters length	roll				0				0				0				0	0	55.12	-
75 TAPE, masking, 48mm, 50 meters length	roll				0				0				0				0	0	105.04	-
76 TAPE, transparent, 24mm, 50 meters	roll				0				0				0				0	0	10.92	-
77 TAPE, transparent, 48mm, 50 meters	roll				0				0				0				0	0	26.52	-
78 TAPE, packaging, 48mm, 50 meters length	roll				0				0				0				0	0	32.74	-
79 TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0	67.60	-
80 TWINE, plastic, one kilo per roll	roll				0				0				0				0	0	49.92	-
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	128.84	-
82 Software					0				0				0				0	0		-
83 Airline Travel					0				0				0				0	0		-
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0				0				0	0	9.19	-
2 CUTTER KNIFE, heavy duty	piece				0				0				0				0	0	19.76	-
3 DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	-

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0				0	0	187.20	-
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0				0				0				0	0	114.28	-
6 SCISSORS, (6")	pair				0				0				0				0	0	13.73	-
7 STAPLER, standard	piece				0				0				0				0	0	82.16	-
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0				0				0				0	0	878.80	-
9 STAPLE REMOVER, plier type	piece				0				0				0				0	0	18.18	-
10 TAPE DISPENSER, table top	piece				0				0				0				0	0	47.72	-
11 WASTE BASKET, non-rigid plastic	piece				0				0				0				0	0	23.90	-
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece				0				0				0				0	0	88.40	-
2 BROOM, stick (tingting)	piece				0				0				0				0	0	23.92	-
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	41.60	-
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	37.43	-
6 DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	119.60	-
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	24.96	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300mL/can	can				0				0				0				0	0	84.76	-
10 INSECTICIDE, aerosol type, 600mL/can	can				0				0				0				0	0	124.80	-
11 MOPBUCKET	piece				0				0				0				0	0	1,911.00	-
12 MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	142.48	-
13 MOPHEAD, made of rayon	piece				0				0				0				0	0	98.80	-
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0	49.69	-
15 SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	102.96	-
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0	139.88	-
17 DISINFECTANT, bleaching solution	cont				0				0				0				0	0	101.82	-
18 DETERGENT BAR, 140g as packed (-2.5%)	bar				0				0				0				0	0	7.28	-
COMMON OFFICE EQUIPMENT																				
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0				0				0	0	10,400.00	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0				0				0				0	0	135.20	-
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	258.84	-
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	254.68	-
5 CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	254.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0	6,229.60	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0				0				0	0	25,272.00	-
8 ELECTRIC FAN, industrial	unit				0				0				0				0	0	956.80	-
9 ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,248.00	-

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10 ELECTRIC FAN, stand type	unit				0				0				0				0	0	967.10	-
11 ELECTRIC FAN, wall type	unit				0				0				0				0	0	790.40	-
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit				0				0				0				0	0	3,502.72	-
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0				0				0				0	0	1,080.56	-
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0				0				0				0	0	4,992.00	-
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0				0	0	26,483.60	-
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0				0	0	7,488.00	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0				0	0	5,699.20	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,709.60	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	5,831.52	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0				0	0	10,000.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	1,237.60	-
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-
24 Desktop and Laptop	unit				0				0				0				0	0		-
COMMON COMPUTER SUPPLIES																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	630.76	-
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	950.30	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	716.04	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	1,220.96	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	596.80	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	958.15	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0				0				0	0	21.79	-
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				0				0				0				0	0	2,818.40	-
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0				0				0				0	0	194.48	-
10 MOUSE, optical, USB connection type	unit				0				0				0				0	0	127.80	-

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HANDBOOK ON PROCUREMENT																				
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0	61.83	-
CONSUMABLES																				
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	681.20	-
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	447.20	-
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	447.20	-
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	447.20	-
5 INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00	-
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00	-
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00	-
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00	-
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,538.16	-
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	868.40	-
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	868.40	-
12 INK CART, BROTHER LC67HYY, Yellow	cart				0				0				0				0	0	868.40	-
13 INK CART, CANON PG-810, Black	cart				0				0				0				0	0	774.80	-
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	754.00	-
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	574.08	-
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	534.56	-
17 INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,022.32	-
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	1,001.52	-
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60	-
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60	-
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60	-
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92	-
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64	-
24 INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0				0	0	426.40	-
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0				0	0	426.40	-
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0				0	0	426.40	-
27 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0				0	0	426.40	-
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0	254.80	-
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0	0	254.80	-
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,346.80	-
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,554.80	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,554.80	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,034.80	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,034.80	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,034.80	-
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60	-

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41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80	-
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-
48 INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	826.80	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60	-
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	-
52 INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	650.00	-
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	751.92	-
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,346.80	-
55 INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08	-
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40	-
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	826.80	-
58 INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	296.40	-
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	379.60	-
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80	-
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00	-
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92	-
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80	-
64 INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	639.60	-
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,445.60	-
66 INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	754.00	-
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	-
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60	-
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20	-
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,086.80	-
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	358.80	-
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80	-
73 INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	792.48	-
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	629.20	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20	-
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20	-
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80	-
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	644.80	-
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80	-
80 INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	-
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	-
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	-
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,180.40	-
84 INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	358.80	-
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	358.80	-
86 INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	358.80	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	360.88	-
88 INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	366.08	-
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60	-
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60	-
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60	-
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	930.80	-
93 INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0				0	0	1,003.60	-
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,196.00	-
95 TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,556.32	-
96 TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,820.00	-
97 TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,860.00	-
98 TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,354.00	-
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,992.00	-
100 TONER CART, HP C4092A, Black	cart				0				0				0				0	0	2,741.44	-
101 TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,352.88	-
102 TONER CART, HP C7115A, Black	cart				0				0				0				0	0	2,971.28	-
103 TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,802.80	-
104 TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,218.80	-
105 TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,312.40	-
106 TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,984.80	-
107 TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,984.80	-
108 TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,984.80	-
109 TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,378.80	-
110 TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,402.80	-
111 TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,298.80	-
112 TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,298.80	-
113 TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,298.80	-
114 TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,754.80	-
115 TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,114.80	-
116 TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	2,756.00	-
117 TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,386.80	-
118 TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,490.80	-
119 TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,490.80	-
120 TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,490.80	-
121 TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,166.80	-
122 TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,010.80	-
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,010.80	-
124 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,010.80	-
125 TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,690.80	-
126 TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,754.80	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,978.80	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,978.80	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,978.80	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,790.80	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,402.80	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,402.80	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80	-
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80	-
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40	-
137 TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,482.80	-
139 TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,530.80	-
140 TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-
141 TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-
142 TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
143 TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144 TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145 TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146 TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147 TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
148 TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
149 TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
150 TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
151 TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
152 TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,894.80	-
153 TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,992.00	-
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,600.00	-
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,392.00	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,704.00	-
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,631.20	-
162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	3,120.00	-
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,280.00	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,368.00	-
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,736.00	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,888.00	-
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0				0				0				0	0	76.75	-
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	724.88	-
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	334.88	-
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0				0				0	0	75.92	-

B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
COMMON ELECTRICAL SUPPLIES																				
1					0					0								0	0	-
2					0					0								0	0	-
3					0					0								0	0	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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					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		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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					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		-
Electrical equipment and components 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		-
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					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		-

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
*Other Categories																				
1					0				0				0					0	0	
2					0				0				0					0	0	
3					0				0				0					0	0	
4					0				0				0					0	0	
5					0				0				0					0	0	
6					0				0				0					0	0	
7					0				0				0					0	0	
8					0				0				0					0	0	
9					0				0				0					0	0	
10					0				0				0					0	0	
C. TOTAL (A + B):																			-	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			-	
E. GRAND TOTAL (C + D)																			-	
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores		X			0	X			0	X			0	X			0			0
G.2 Other Items not available at PS but regularly purchased from other sources		X			0	X			0	X			0	X			0			0
TOTAL MONTHLY CASH REQUIREMENTS		X			0	X			0	X			0	X			0			0

*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:

Property/Supply Officer

Accountant /
Local Budget Officer

Head of Office/Agency

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		

Date Prepared:

1	BATTERY, size AA, alkaline, 2 pieces per blister pack	pack					0	0						0	0				0	0	0	17.42
2	BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack					0	0						0	0				0	0	0	15.03
3	BATTERY, size D, alkaline, 2 pieces per blister pack	pack					0	0						0	0				0	0	0	77.56
4	FLUORESCENT LAMP, tubular, 28 watts	tube					0	0						0	0				0	0	0	114.40
5	FLUORESCENT LAMP, tubular, 36 watts	tube					0	0						0	0				0	0	0	280.80
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece					0	0						0	0				0	0	0	
7	TAPE, electrical	roll					0	0						0	0				0	0	0	18.20
COMMON OFFICE SUPPLIES																						
1	ACETATE, gauge #3, 50m per roll	roll					0	0						0	0				0	0	0	624.00
2	AIR FRESHENER, 280mL/can	can					0	0						0	0				0	0	0	83.20
3	ALCOHOL, 70%, ethyl, 500ml	bottle					0	0						0	0				0	0	0	47.82
4	CARBON FILM, A4 size, 100 sheets per box	box					0	0						0	0				0	0	0	197.58
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box					0	0						0	0				0	0	0	202.80
6	CARTOLINA, assorted color, 20 pieces per pack	pack					0	0						0	0				0	0	0	64.48
7	CHALK, white, dustless, 100 pieces per box	box					0	0						0	0				0	0	0	25.86
8	CLEARBOOK, A4 size	piece					0	0						0	0				0	0	0	39.52
9	CLEARBOOK, Legal size	piece					0	0						0	0				0	0	0	43.68
10	CLIP, backfold, 19mm, 12 pieces per box	box					0	0						0	0				0	0	0	7.28
11	CLIP, backfold, 25mm, 12 pieces per box	box					0	0						0	0				0	0	0	10.40
12	CLIP, backfold, 32mm, 12 pieces per box	box					0	0						0	0				0	0	0	19.12
13	CLIP, backfold, 50mm, 12 pieces per box	box					0	0						0	0				0	0	0	36.38
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece					0	0						0	0				0	0	0	31.20
15	DATA FILE BOX, made with chipboard, with closed ends	box					0	0						0	0				0	0	0	69.78
16	DATA FOLDER, made with chipboard, taglia lock	piece					0	0						0	0				0	0	0	68.64
17	ENVELOPE, DOCUMENTARY, for A4 size document 500 pieces per box	box					0	0						0	0				0	0	0	381.54
18	ENVELOPE, DOCUMENTARY, for Legal size document 500 pieces per box	box					0	0						0	0				0	0	0	507.40
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents 100 pieces per	box					0	0						0	0				0	0	0	621.71
20	ENVELOPE, EXPANDING, plastic	piece					0	0						0	0				0	0	0	27.61
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box					0	0						0	0				0	0	0	499.20
22	ENVELOPE, MAILING, with window, 500 pieces per box 80 gsm	box					0	0						0	0				0	0	0	561.60
23	ERASER, felt, for blackboard/whiteboard	piece					0	0						0	0				0	0	0	11.11
24	ERASER, plastic or rubber	piece					0	0						0	0				0	0	0	2.29
25	FASTENER, for paper, metal, 50 sets per box	box					0	0						0	0				0	0	0	57.09
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece					0	0						0	0				0	0	0	70.67
27	FILE TAB DIVIDER, A4, five (5) colors per set	set					0	0						0	0				0	0	0	12.48

28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set					0	0							0	0					0	0	0	16.64
29	FOLDER, Fancy, A4, 50s/ bundle	bundle					0	0							0	0					0	0	0	234.00
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle					0	0							0	0					0	0	0	291.20
31	FOLDER, L-type, A4, 50 pieces pack	pack					0	0							0	0					0	0	0	166.40
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack					0	0							0	0					0	0	0	203.84
33	FOLDER, Pressboard, size 210mm x 270mm, 100s/box	box					0	0							0	0					0	0	0	746.72
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack					0	0							0	0					0	0	0	179.28
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack					0	0							0	0					0	0	0	200.37
36	GLUE, all purpose, 300 grams min.	jar					0	0							0	0					0	0	0	44.18
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box					0	0							0	0					0	0	0	47.90
38	LOOSELEAF COVER, 50sets per bundle	bundle					0	0							0	0					0	0	0	539.76
39	MAGAZINE FILE BOX, LARGE	piece					0	0							0	0					0	0	0	41.60
40	MARKER, fluorescent, 3 colors per set	set					0	0							0	0					0	0	0	35.55
41	MARKER, whiteboard, bullet type, black	piece					0	0							0	0					0	0	0	10.28
42	MARKER, whiteboard, bullet type, blue	piece					0	0							0	0					0	0	0	10.28
43	MARKER, whiteboard, bullet type, red	piece					0	0							0	0					0	0	0	10.28
44	MARKER, permanent, bullet type, black	piece					0	0							0	0					0	0	0	9.65
45	MARKER, permanent, bullet type, blue	piece					0	0							0	0					0	0	0	9.65
46	MARKER, permanent, bullet type, red	piece					0	0							0	0					0	0	0	9.65
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece					0	0							0	0					0	0	0	10.40
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad					0	0							0	0					0	0	0	31.20
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad					0	0							0	0					0	0	0	40.54
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad					0	0							0	0					0	0	0	54.06
51	PAD PAPER, Ruled	pad					0	0							0	0					0	0	0	18.26
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box					0	0							0	0					0	0	0	12.85
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box					0	0							0	0					0	0	0	6.43
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream					0	0							0	0					0	0	0	115.05
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 279mm	ream					0	0							0	0					0	0	0	141.23
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream					0	0							0	0					0	0	0	104.50
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream					0	0							0	0					0	0	0	114.82
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream					0	0							0	0					0	0	0	88.40
59	PAPER, Thermal, 216mm x 30m	roll					0	0							0	0					0	0	0	31.15
60	PENCIL, lead, w/eraser, one(1) dozen per box	box					0	0							0	0					0	0	0	19.62
61	PHILIPPINE NATIONAL FLAG	piece					0	0							0	0					0	0	0	278.72
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book					0	0							0	0					0	0	0	60.32
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book					0	0							0	0					0	0	0	86.85

64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle					0	0						0	0				0	0	0	256.87
65	RUBBER BAND, 70mm min lay flat length (#18)	box					0	0						0	0				0	0	0	93.31
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece					0	0						0	0				0	0	0	15.48
67	SIGN PEN, black	piece					0	0						0	0				0	0	0	38.10
68	SIGN PEN, blue	piece					0	0						0	0				0	0	0	38.10
69	SIGN PEN, red	piece					0	0						0	0				0	0	0	38.10
70	STAMP PAD INK, violet, 50mL	bottle					0	0						0	0				0	0	0	24.63
71	STAMP PAD, felt pad, min 60mm x 100mm	piece					0	0						0	0				0	0	0	27.66
72	STAPLE WIRE, Heavy duty, 23/13	box					0	0						0	0				0	0	0	23.40
73	STAPLE WIRE, Standard	box					0	0						0	0				0	0	0	18.92
74	TAPE, masking, 24mm, 50 meters length	roll					0	0						0	0				0	0	0	55.12
75	TAPE, masking, 48mm, 50 meters length	roll					0	0						0	0				0	0	0	105.04
76	TAPE, transparent, 24mm, 50 meters	roll					0	0						0	0				0	0	0	10.92
77	TAPE, transparent, 48mm, 50 meters	roll					0	0						0	0				0	0	0	26.52
78	TAPE, packaging, 48mm, 50 meters length	roll					0	0						0	0				0	0	0	32.74
79	TOILET TISSUE, 12 rolls per pack	pack					0	0						0	0				0	0	0	67.60
80	TWINE, plastic, one kilo per roll	roll					0	0						0	0				0	0	0	49.92
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack					0	0						0	0				0	0	0	128.84
82	Software						0	0						0	0				0	0	0	
83	Airline Travel						0	0						0	0				0	0	0	
COMMON OFFICE DEVICES																						
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube					0	0						0	0				0	0	0	9.19
2	CUTTER KNIFE, heavy duty	piece					0	0						0	0				0	0	0	19.76
3	DATING AND STAMPING MACHINE	piece					0	0						0	0				0	0	0	478.38
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece					0	0						0	0				0	0	0	187.20
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece					0	0						0	0				0	0	0	114.28
6	SCISSORS, (6")	pair					0	0						0	0				0	0	0	13.73
7	STAPLER, standard	piece					0	0						0	0				0	0	0	82.16
8	STAPLER, binder type, heavy duty for high volume stapling, 25-125 sheets of 70gsm	piece					0	0						0	0				0	0	0	878.80
9	STAPLE REMOVER, plier type	piece					0	0						0	0				0	0	0	18.18
10	TAPE DISPENSER, table top	piece					0	0						0	0				0	0	0	47.72
11	WASTE BASKET, non-rigid plastic	piece					0	0						0	0				0	0	0	23.90
COMMON JANITORIAL SUPPLIES																						
1	BROOM, soft (tambo)	piece					0	0						0	0				0	0	0	88.40

2	BROOM, stick (tingting)	piece				0	0				0	0				0	0			0	0	0	23.92
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml/can	bottle				0	0				0	0				0	0			0	0	0	41.60
4	CLEANSER, scouring powder, 350grams/can	can				0	0				0	0				0	0			0	0	0	21.27
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0	0				0	0				0	0			0	0	0	37.43
6	DISINFECTANT SPRAY, 400-550 grams	can				0	0				0	0				0	0			0	0	0	119.60
7	DUST PAN, non-rigid plastic	piece				0	0				0	0				0	0			0	0	0	24.96
8	FLOOR WAX, Paste, red	can				0	0				0	0				0	0			0	0	0	202.80
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0	0				0	0				0	0			0	0	0	84.76
10	INSECTICIDE, aerosol type, 600mL/can	can				0	0				0	0				0	0			0	0	0	124.80
11	MOPBUCKET	piece				0	0				0	0				0	0			0	0	0	1,911.00
12	MOPHANDLE, screw type, aluminum handle	piece				0	0				0	0				0	0			0	0	0	142.48
13	MOPHEAD, made of rayon	piece				0	0				0	0				0	0			0	0	0	98.80
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle				0	0				0	0				0	0			0	0	0	49.69
15	SCOURING PAD, 5 pieces per pack	pack				0	0				0	0				0	0			0	0	0	102.96
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll				0	0				0	0				0	0			0	0	0	139.88
17	DISINFECTANT, bleaching solution	cont				0					0					0				0		0	101.82
																							7.28
COMMON OFFICE EQUIPMENT																							
1	BINDING AND PUNCHING MACHINE, two(2) hand lever system 34cm or 13" (24	unit				0	0				0	0				0	0			0	0	0	10,400.00
2	CALCULATOR, COMPACT, electronic, 12 digits can 1 unit in individual box	unit				0	0				0	0				0	0			0	0	0	135.20
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0	0				0	0				0	0			0	0	0	258.84
4	CHAIR, monobloc, without armrest, beige	piece				0	0				0	0				0	0			0	0	0	254.68
5	CHAIR, monobloc, without armrest, white	piece				0	0				0	0				0	0			0	0	0	254.80
6	DIGITAL VOICE RECORDER, 4GB (expandable) 1 unit in individual box	unit				0	0				0	0				0	0			0	0	0	6,229.60
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area 16x(1600%)	unit				0	0				0	0				0	0			0	0	0	25,272.00
8	ELECTRIC FAN, industrial	unit				0	0				0	0				0	0			0	0	0	956.80
9	ELECTRIC FAN, orbit type	unit				0	0				0	0				0	0			0	0	0	1,248.00
10	ELECTRIC FAN, stand type	unit				0	0				0	0				0	0			0	0	0	967.10
11	ELECTRIC FAN, wall type	unit				0	0				0	0				0	0			0	0	0	790.40
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll for documents 216mm x 600mm	unit				0	0				0	0				0	0			0	0	0	3,502.72
13	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type non-	unit				0	0				0	0				0	0			0	0	0	1,080.56
14	FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire	unit				0	0				0	0				0	0			0	0	0	4,992.00
15	MULTIMEDIA PROJECTOR, 4000 ansi lumens 3600 hours lamp life, supports	unit				0	0				0	0				0	0			0	0	0	26,483.60
16	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 20 sheets cutting can	unit				0	0				0	0				0	0			0	0	0	7,488.00
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0	0				0	0				0	0			0	0	0	5,699.20
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 126 column, 480 cps print speed	unit				0	0				0	0				0	0			0	0	0	18,709.60

15	INK CART, CANON PGI-725, Black	cart				0	0					0	0						0	0	0	574.08
16	INK CART, CANON CLI-726, Black	cart				0	0					0	0						0	0	0	534.56
17	INK CART, CANON CL-811, Colored	cart				0	0					0	0						0	0	0	1,022.32
18	INK CART, CANON CL-741, Colored	cart				0	0					0	0						0	0	0	1,001.52
19	INK CART, CANON CLI-726, Cyan	cart				0	0					0	0						0	0	0	535.60
20	INK CART, CANON CLI-726, Magenta	cart				0	0					0	0						0	0	0	535.60
21	INK CART, CANON CLI-726, Yellow	cart				0	0					0	0						0	0	0	535.60
22	INK CART, EPSON C131038190 (1038), Black	cart				0	0					0	0						0	0	0	491.92
23	INK CART, EPSON C131039090 (1039), Colored	cart				0	0					0	0						0	0	0	770.64
24	INK CART, EPSON C12T105100(72N)/(01N) Black	cart				0	0					0	0						0	0	0	426.40
25	INK CART, EPSON C12T105200(72N)/(01N) Cyan	cart				0	0					0	0						0	0	0	426.40
26	INK CART, EPSON C12T105300(72N)/(01N) Magenta	cart				0	0					0	0						0	0	0	426.40
27	INK CART, EPSON C12T105400(72N)/(01N) Yellow	cart				0	0					0	0						0	0	0	426.40
28	INK CART, EPSON C131664100 (16641), Black	cart				0	0					0	0						0	0	0	254.80
29	INK CART, EPSON C131664200 (16642), Cyan	cart				0	0					0	0						0	0	0	254.80
30	INK CART, EPSON C131664300 (16643), Magenta	cart				0	0					0	0						0	0	0	254.80
31	INK CART, EPSON C131664400 (16644), Yellow	cart				0	0					0	0						0	0	0	254.80
32	INK CART, HP 51645A, (HP45), Black	cart				0	0					0	0						0	0	0	1,346.80
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0					0	0						0	0	0	1,612.00
34	INK CART, HP C4844A, (HP10), Black	cart				0	0					0	0						0	0	0	1,554.80
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0					0	0						0	0	0	1,554.80
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0					0	0						0	0	0	1,034.80
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0					0	0						0	0	0	1,034.80
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0					0	0						0	0	0	1,034.80
39	INK CART, HP C4936A, (HP18), Black	cart				0	0					0	0						0	0	0	982.80
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0					0	0						0	0	0	717.60
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0					0	0						0	0	0	717.60
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0					0	0						0	0	0	717.60
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0					0	0						0	0	0	1,606.80
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0					0	0						0	0	0	1,237.60
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0					0	0						0	0	0	1,346.80
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0					0	0						0	0	0	921.44
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0					0	0						0	0	0	1,466.40
48	INK CART, HP C8727AA, (HP27), Black	cart				0	0					0	0						0	0	0	826.80
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0					0	0						0	0	0	930.80
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0					0	0						0	0	0	1,133.60

51	INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0			0	0	0	1,430.00
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0			0	0	0	650.00
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0			0	0	0	751.92
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,346.80
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0			0	0	0	600.08
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,492.40
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0			0	0	0	826.80
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0			0	0	0	296.40
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0			0	0	0	379.60
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0			0	0	0	696.80
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0			0	0	0	1,508.00
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0			0	0	0	803.92
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,606.80
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0				0	0			0	0	0	639.60
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0			0	0	0	1,445.60
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0				0	0				0	0			0	0	0	754.00
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,658.80
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0				0	0			0	0	0	639.60
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,019.20
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0			0	0	0	1,086.80
71	INK CART, HP CD887AA, (HP703), Black	cart				0	0				0	0				0	0			0	0	0	358.80
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0				0	0				0	0			0	0	0	358.80
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0			0	0	0	792.48
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0				0	0				0	0			0	0	0	629.20
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0			0	0	0	629.20
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0				0	0			0	0	0	629.20
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0				0	0			0	0	0	1,242.80
78	INK CART, HP CH561WA, (HP61), Black	cart				0	0				0	0				0	0			0	0	0	644.80
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0				0	0				0	0			0	0	0	826.80
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0				0	0			0	0	0	1,175.20
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0				0	0			0	0	0	1,180.40
83	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0	0				0	0				0	0			0	0	0	1,180.40
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0				0	0				0	0			0	0	0	358.80
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0	0				0	0				0	0			0	0	0	358.80
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0				0	0			0	0	0	358.80

87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0				0	0	0	0	0	360.88
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0				0	0	0	0	0	366.08
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0	0	0	0	249.60
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0	0	0	0	249.60
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0	0	0	0	249.60
92	INK CART, HP Q8893AA (C8728AA), (HP78) Colored	cart				0	0				0	0				0	0	0	0	0	930.80
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				0	0	0	0	0	1,003.60
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0				0	0	0	0	0	1,196.00
95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0	0	0	0	2,556.32
96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0	0	0	0	1,820.00
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0	0	0	0	2,860.00
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0	0	0	0	3,354.00
99	TONER CART, BROTHER TN-3350, Black, for HL 5450DN (CII Printer)	cart				0	0				0	0				0	0	0	0	0	4,992.00
100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0	0	0	0	2,741.44
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0	0	0	0	5,352.88
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0	0	0	0	2,971.28
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0	0	0	0	2,802.80
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0	0	0	0	3,218.80
105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0	0	0	0	3,312.40
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0	0	0	0	2,984.80
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0	0	0	0	2,984.80
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0	0	0	0	2,984.80
109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0	0	0	0	7,378.80
110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0	0	0	0	5,402.80
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0	0	0	0	5,298.80
112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0	0	0	0	5,298.80
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0	0	0	0	5,298.80
114	TONER CART, HP CE255A, Black	cart				0	0				0	0				0	0	0	0	0	6,754.80
115	TONER CART, HP CE278A, Black	cart				0	0				0	0				0	0	0	0	0	3,114.80
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0				0	0				0	0	0	0	0	2,756.00
117	TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0	0	0	0	2,386.80
118	TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0	0	0	0	2,490.80
119	TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0	0	0	0	2,490.80
120	TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0	0	0	0	2,490.80
121	TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0	0	0	0	3,166.80
122	TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0	0	0	0	3,010.80

123	TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0			0	0	0	3,010.80
124	TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0			0	0	0	3,010.80
125	TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0			0	0	0	7,690.80
126	TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0			0	0	0	6,754.80
127	TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0			0	0	0	9,978.80
128	TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0			0	0	0	9,978.80
129	TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0			0	0	0	9,978.80
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0			0	0	0	3,790.80
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0			0	0	0	5,402.80
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0			0	0	0	5,402.80
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0			0	0	0	5,402.80
134	TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0			0	0	0	3,998.80
135	TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0			0	0	0	7,066.80
136	TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0			0	0	0	3,104.40
137	TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0			0	0	0	3,328.00
138	TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0			0	0	0	7,482.80
139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0			0	0	0	3,530.80
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0			0	0	0	7,644.00
141	TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0			0	0	0	10,845.12
142	TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0			0	0	0	10,845.12
143	TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0			0	0	0	10,845.12
144	TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0			0	0	0	3,317.60
145	TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0			0	0	0	3,614.00
146	TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0			0	0	0	3,614.00
147	TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0			0	0	0	3,614.00
148	TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0			0	0	0	5,526.56
149	TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0			0	0	0	5,495.36
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0			0	0	0	5,844.80
151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0			0	0	0	5,844.80
152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0			0	0	0	3,894.80
153	TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0			0	0	0	8,874.32
154	TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0			0	0	0	9,630.40
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0			0	0	0	4,992.00
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0			0	0	0	2,600.00
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				0	0			0	0	0	2,912.00
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0				0	0				0	0			0	0	0	2,912.00

159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0					0	0	0	2,392.00
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0				0	0					0	0	0	2,704.00
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0				0	0					0	0	0	2,631.20
162	TONER CART, SAMSUNG MLT-D119S (MLT-D2010D2) Black	cart				0	0				0	0					0	0	0	3,120.00
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0				0	0					0	0	0	7,280.00
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0				0	0					0	0	0	4,368.00
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0				0	0					0	0	0	9,464.00
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0				0	0					0	0	0	8,736.00
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0				0	0					0	0	0	4,888.00
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0				0	0					0	0	0	4,212.00
169	RIBBON CART, EPSON C13S015516 (#8750), Black for LX-200	cart				0	0				0	0					0	0	0	76.75
170	RIBBON CART, EPSON C13S015531 (S015086) Black	cart				0	0				0	0					0	0	0	724.88
171	RIBBON CART, EPSON C13S015584 (S015327) Black	cart				0	0				0	0					0	0	0	334.88
172	RIBBON CART, EPSON C13S015632, Black, for LX-210	cart				0	0				0	0					0	0	0	75.92

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

COMMON ELECTRICAL SUPPLIES																					
1						0	0				0	0					0	0	0		
2						0	0				0	0					0	0	0		
3						0	0				0	0					0	0	0		

COMMON OFFICE EQUIPMENT																					
1						0	0				0	0					0	0	0		
2						0	0				0	0					0	0	0		
3						0	0				0	0					0	0	0		
4						0	0				0	0					0	0	0		
5						0	0				0	0					0	0	0		

COMMON OFFICE SUPPLIES																					
1						0	0				0	0					0	0	0		
2						0	0				0	0					0	0	0		
3						0	0				0	0					0	0	0		
4						0	0				0	0					0	0	0		
5						0	0				0	0					0	0	0		
6						0	0				0	0					0	0	0		
7						0	0				0	0					0	0	0		

8					0	0					0	0								0	0	0		
9					0	0					0	0									0	0	0	
10					0	0					0	0									0	0	0	
11					0	0					0	0									0	0	0	
12					0	0					0	0									0	0	0	
13					0	0					0	0									0	0	0	
14					0	0					0	0									0	0	0	
15					0	0					0	0									0	0	0	
16					0	0					0	0									0	0	0	
17					0	0					0	0									0	0	0	
18					0	0					0	0									0	0	0	
19					0	0					0	0									0	0	0	
20					0	0					0	0									0	0	0	
21					0	0					0	0									0	0	0	
COMMON JANITORIAL SUPPLIES																								
1					0	0					0	0									0	0	0	
2					0	0					0	0									0	0	0	
3					0	0					0	0									0	0	0	
CONSUMABLES																								
1					0	0					0	0									0	0	0	
2					0	0					0	0									0	0	0	
3					0	0					0	0									0	0	0	
4					0	0					0	0									0	0	0	
5					0	0					0	0									0	0	0	
6					0	0					0	0									0	0	0	
7					0	0					0	0									0	0	0	
8					0	0					0	0									0	0	0	
9					0	0					0	0									0	0	0	
10					0	0					0	0									0	0	0	
11					0	0					0	0									0	0	0	
12					0	0					0	0									0	0	0	
13					0	0					0	0									0	0	0	
14					0	0					0	0									0	0	0	
15					0	0					0	0									0	0	0	
16					0	0					0	0									0	0	0	
17					0	0					0	0									0	0	0	
18					0	0					0	0									0	0	0	

19					0	0				0	0				0	0			0	0	0
20					0	0				0	0				0	0			0	0	0
21					0	0				0	0				0	0			0	0	0
22					0	0				0	0				0	0			0	0	0
23					0	0				0	0				0	0			0	0	0
24					0	0				0	0				0	0			0	0	0
25					0	0				0	0				0	0			0	0	0
26					0	0				0	0				0	0			0	0	0
27					0	0				0	0				0	0			0	0	0
28					0	0				0	0				0	0			0	0	0
29					0	0				0	0				0	0			0	0	0
30					0	0				0	0				0	0			0	0	0
31					0	0				0	0				0	0			0	0	0
32					0	0				0	0				0	0			0	0	0
33					0	0				0	0				0	0			0	0	0
Office Equipment and Accessories																					
1					0	0				0	0				0	0			0	0	0
2					0	0				0	0				0	0			0	0	0
3					0	0				0	0				0	0			0	0	0
4					0	0				0	0				0	0			0	0	0
5					0	0				0	0				0	0			0	0	0
6					0	0				0	0				0	0			0	0	0
7					0	0				0	0				0	0			0	0	0
8					0	0				0	0				0	0			0	0	0
9					0	0				0	0				0	0			0	0	0
10					0	0				0	0				0	0			0	0	0
Office Supplies																					
1					0	0				0	0				0	0			0	0	0
2					0	0				0	0				0	0			0	0	0
3					0	0				0	0				0	0			0	0	0
4					0	0				0	0				0	0			0	0	0
5					0	0				0	0				0	0			0	0	0
6					0	0				0	0				0	0			0	0	0
7					0	0				0	0				0	0			0	0	0
8					0	0				0	0				0	0			0	0	0
9					0	0				0	0				0	0			0	0	0
10					0	0				0	0				0	0			0	0	0
Audio and visual presentation and composing equipment																					
1					0	0				0	0				0	0			0	0	0
2					0	0				0	0				0	0			0	0	0

3					0	0				0	0				0	0				0	0	0
4					0	0				0	0				0	0				0	0	0
5					0	0				0	0				0	0				0	0	0
6					0	0				0	0				0	0				0	0	0
7					0	0				0	0				0	0				0	0	0
8					0	0				0	0				0	0				0	0	0
9					0	0				0	0				0	0				0	0	0
10					0	0				0	0				0	0				0	0	0
Photographic or filming or video equipment						0																
1					0	0				0	0				0	0				0	0	0
2					0	0				0	0				0	0				0	0	0
3					0	0				0	0				0	0				0	0	0
4					0	0				0	0				0	0				0	0	0
5					0	0				0	0				0	0				0	0	0
6					0	0				0	0				0	0				0	0	0
7					0	0				0	0				0	0				0	0	0
8					0	0				0	0				0	0				0	0	0
9					0	0				0	0				0	0				0	0	0
10					0	0				0	0				0	0				0	0	0
Cleaning Equipment and Supplies						0																
1					0	0				0	0				0	0				0	0	0
2					0	0				0	0				0	0				0	0	0
3					0	0				0	0				0	0				0	0	0
4					0	0				0	0				0	0				0	0	0
5					0	0				0	0				0	0				0	0	0
6					0	0				0	0				0	0				0	0	0
7					0	0				0	0				0	0				0	0	0
8					0	0				0	0				0	0				0	0	0
9					0	0				0	0				0	0				0	0	0
10					0	0				0	0				0	0				0	0	0
Paper Materials and Products						0																
1					0	0				0	0				0	0				0	0	0
2					0	0				0	0				0	0				0	0	0
3					0	0				0	0				0	0				0	0	0
4					0	0				0	0				0	0				0	0	0
5					0	0				0	0				0	0				0	0	0
6					0	0				0	0				0	0				0	0	0
7					0	0				0	0				0	0				0	0	0
8					0	0				0	0				0	0				0	0	0
9					0	0				0	0				0	0				0	0	0
10					0	0				0	0				0	0				0	0	0

8					0	0					0	0							0	0	0	
9					0	0					0	0							0	0	0	
10					0	0					0	0							0	0	0	
*Other Categories																						
1					0	0					0	0							0	0	0	
2					0	0					0	0							0	0	0	
3					0	0					0	0							0	0	0	
4					0	0					0	0							0	0	0	
5					0	0					0	0							0	0	0	
6					0	0					0	0							0	0	0	
7					0	0					0	0							0	0	0	
8					0	0					0	0							0	0	0	
9					0	0					0	0							0	0	0	
10					0	0					0	0							0	0	0	
C. TOTAL (A + B):																						
D. ADDITIONAL PROVISION FOR																						
E. GRAND TOTAL (C + D)																						
F. APPROVED BUDGET BY THE AGENCY																						
G. MONTHLY CASH REQUIREMENTS																						
G.1 Available at Procurement Service Stores		X		0	X		0	X		0	X		0	X		0	X		0	X		0
G.2 Other Items not available at PS but regulary		X		0	X		0	X		0	X		0	X		0	X		0	X		0
TOTAL MONTHLY CASH REQUIREMENTS		X		0	X		0	X		0	X		0	X		0	X		0	X		0

*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 bu

Prepared by:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved by:

Property/Supply Officer

Accountant /
Local Budget Officer

Head of Office/Agency

Date Prepared:

TOTAL AMOUNT

**ANNUAL PROCUREMENT PLAN FOR 2017
For Common-Use Supplies and Equipment**

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

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - Surigao Del Norte - **Surigao Del Norte**
 - Zamboanga Sibugay- **Zamboanga Sibugay**
 - Camiguin - **Camiguin**
- 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.
- 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.**
- 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.
- The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - DBM Central Office- for entities in the Central Office
 - 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:

 - ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
 - ps.app.lgu@gmail.com. For Local Government Units
- Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
- For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____
 Region: _____
 Address: _____

Agency Account Code: _____

Contact Person: _____
 Position: _____
 E-mail : _____
 Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	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, size AA, alkaline, 2 pieces per blister pack	pack				0				0				0					0	0	17.42	-
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				0				0				0					0	0	15.03	-
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0				0					0	0	77.56	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0					0	0	114.40	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0				0				0					0	0	280.80	-
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0					0	0		-
7 TAPE, electrical	roll				0				0				0					0	0	18.20	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
COMMON OFFICE SUPPLIES																					
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0					0	0	624.00	-
2 AIR FRESHENER, 280mL/can	can				0				0				0					0	0	83.20	-
3 ALCOHOL, 70%, ethyl, 500ml	bottle				0				0				0					0	0	47.82	-
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0				0					0	0	197.58	-
5 CARBON FILM, PE, black, 210mm x 30mm, 100 sheets per box	box				0				0				0					0	0	202.80	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0					0	0	64.48	-
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0					0	0	25.86	-
8 CLEARBOOK, A4 size	piece				0				0				0					0	0	39.52	-
9 CLEARBOOK, Legal size	piece				0				0				0					0	0	43.68	-
10 CLIP, backfold, 19mm, 12 pieces per box	box				0				0				0					0	0	7.28	-
11 CLIP, backfold, 25mm, 12 pieces per box	box				0				0				0					0	0	10.40	-
12 CLIP, backfold, 32mm, 12 pieces per box	box				0				0				0					0	0	19.12	-
13 CLIP, backfold, 50mm, 12 pieces per box	box				0				0				0					0	0	36.38	-
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0				0				0					0	0	31.20	-
15 DATA FILE BOX, made with chipboard, with closed ends	box				0				0				0					0	0	69.78	-
16 DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0					0	0	68.64	-
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0				0				0					0	0	381.54	-
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0				0				0					0	0	507.40	-
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0				0				0					0	0	621.71	-
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0					0	0	27.61	-
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0				0				0					0	0	499.20	-
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0				0					0	0	561.60	-
23 ERASER, felt, for blackboard/whiteboard	piece				0				0				0					0	0	11.11	-
24 ERASER, plastic or rubber	piece				0				0				0					0	0	2.29	-
25 FASTENER, for paper, metal, 50 sets per box	box				0				0				0					0	0	57.09	-
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0					0	0	70.67	-
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0					0	0	12.48	-
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0					0	0	16.64	-
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0					0	0	234.00	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0					0	0	291.20	-
31 FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0					0	0	166.40	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0					0	0	203.84	-
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0				0				0					0	0	746.72	-
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0				0					0	0	179.28	-
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0				0				0					0	0	200.37	-
36 GLUE, all purpose, 300 grams min.	jar				0				0				0					0	0	44.18	-
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0				0					0	0	47.90	-
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0					0	0	539.76	-
39 MAGAZINE FILE BOX, LARGE	piece				0				0				0					0	0	41.60	-
40 MARKER, fluorescent, 3 colors per set	set				0				0				0					0	0	35.55	-
41 MARKER, whiteboard, bullet type, black	piece				0				0				0					0	0	10.28	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
42 MARKER, whiteboard, bullet type, blue	piece				0				0				0				0	0	10.28	-
43 MARKER, whiteboard, bullet type, red	piece				0				0				0				0	0	10.28	-
44 MARKER, permanent, bullet type, black	piece				0				0				0				0	0	9.65	-
45 MARKER, permanent, bullet type, blue	piece				0				0				0				0	0	9.65	-
46 MARKER, permanent, bullet type, red	piece				0				0				0				0	0	9.65	-
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0				0				0				0	0	10.40	-
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0				0				0				0	0	31.20	-
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0				0				0				0	0	40.54	-
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0				0				0				0	0	54.06	-
51 PAD PAPER, Ruled	pad				0				0				0				0	0	18.26	-
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0				0				0				0	0	12.85	-
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0				0				0				0	0	6.43	-
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0				0	0	114.85	-
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0	141.00	-
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0				0				0	0	104.25	-
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0				0	0	114.59	-
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0				0				0				0	0	88.40	-
59 PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	0	31.15	-
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				0				0				0				0	0	19.62	-
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	278.72	-
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0				0				0				0	0	60.32	-
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0				0				0				0	0	86.85	-
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0				0	0	256.87	-
65 RUBBER BAND, 70mm min lay flat length (#18)	box				0				0				0				0	0	93.31	-
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0				0				0	0	15.48	-
67 SIGN PEN, black	piece				0				0				0				0	0	38.10	-
68 SIGN PEN, blue	piece				0				0				0				0	0	38.10	-
69 SIGN PEN, red	piece				0				0				0				0	0	38.10	-
70 STAMP PAD INK, violet, 50mL	bottle				0				0				0				0	0	24.63	-
71 STAMP PAD, felt pad, min 60mm x 100mm	piece				0				0				0				0	0	27.66	-
72 STAPLE WIRE, Heavy duty, 23/13	box				0				0				0				0	0	23.40	-
73 STAPLE WIRE, Standard	box				0				0				0				0	0	18.92	-
74 TAPE, masking, 24mm, 50 meters length	roll				0				0				0				0	0	55.12	-
75 TAPE, masking, 48mm, 50 meters length	roll				0				0				0				0	0	105.04	-
76 TAPE, transparent, 24mm, 50 meters	roll				0				0				0				0	0	10.92	-
77 TAPE, transparent, 48mm, 50 meters	roll				0				0				0				0	0	26.52	-
78 TAPE, packaging, 48mm, 50 meters length	roll				0				0				0				0	0	32.74	-
79 TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0	67.60	-
80 TWINE, plastic, one kilo per roll	roll				0				0				0				0	0	49.92	-
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	128.84	-
82 Software					0				0				0				0	0		-
83 Airline Travel					0				0				0				0	0		-
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0				0				0	0	9.19	-
2 CUTTER KNIFE, heavy duty	piece				0				0				0				0	0	19.76	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
3 DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	-
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0				0	0	187.20	-
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0				0				0				0	0	114.28	-
6 SCISSORS, (6")	pair				0				0				0				0	0	13.73	-
7 STAPLER, standard	piece				0				0				0				0	0	82.16	-
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0				0				0				0	0	878.80	-
9 STAPLE REMOVER, plier type	piece				0				0				0				0	0	18.18	-
10 TAPE DISPENSER, table top	piece				0				0				0				0	0	47.72	-
11 WASTE BASKET, non-rigid plastic	piece				0				0				0				0	0	23.90	-
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece				0				0				0				0	0	88.40	-
2 BROOM, stick (tingting)	piece				0				0				0				0	0	23.92	-
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	41.60	-
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	37.43	-
6 DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	119.60	-
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	24.96	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300mL/can	can				0				0				0				0	0	84.76	-
10 INSECTICIDE, aerosol type, 600mL/can	can				0				0				0				0	0	124.80	-
11 MOPBUCKET	piece				0				0				0				0	0	1,911.00	-
12 MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	142.48	-
13 MOPHEAD, made of rayon	piece				0				0				0				0	0	98.80	-
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0	49.69	-
15 SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	102.96	-
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0	139.88	-
17 DISINFECTANT, bleaching solution	cont				0				0				0				0	0	101.82	-
																			7.28	-
COMMON OFFICE EQUIPMENT																				
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0				0				0	0	10,400.00	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0				0				0				0	0	135.20	-
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	258.84	-
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	254.68	-
5 CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	254.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0	6,229.60	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0				0				0	0	25,272.00	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
8 ELECTRIC FAN, industrial	unit				0				0				0				0	0	956.80	-
9 ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,248.00	-
10 ELECTRIC FAN, stand type	unit				0				0				0				0	0	967.10	-
11 ELECTRIC FAN, wall type	unit				0				0				0				0	0	790.40	-
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit				0				0				0				0	0	3,502.72	-
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0				0				0				0	0	1,080.56	-
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0				0				0				0	0	4,992.00	-
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0				0	0	26,483.60	-
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0				0	0	7,488.00	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0				0	0	5,699.20	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,709.60	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	5,831.52	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0				0	0	10,000.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	1,237.60	-
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-
24 Desktop and Laptop	unit				0				0				0				0	0		-
COMMON COMPUTER SUPPLIES																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	630.76	-
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	950.30	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	716.04	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	1,220.96	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	596.80	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	958.15	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0				0				0	0	21.79	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				0				0				0				0	0	2,818.40	-		
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0				0				0				0	0	194.48	-		
10 MOUSE, optical, USB connection type	unit				0				0				0				0	0	127.80	-		
HANDBOOK ON PROCUREMENT																						
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0	61.83	-		
CONSUMABLES																						
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	681.20	-		
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	447.20	-		
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	447.20	-		
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	447.20	-		
5 INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00	-		
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00	-		
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00	-		
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00	-		
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,538.16	-		
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	868.40	-		
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	868.40	-		
12 INK CART, BROTHER LC67HYY, Yellow	cart				0				0				0				0	0	868.40	-		
13 INK CART, CANON PG-810, Black	cart				0				0				0				0	0	774.80	-		
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	754.00	-		
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	574.08	-		
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	534.56	-		
17 INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,022.32	-		
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	1,001.52	-		
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60	-		
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60	-		
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60	-		
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92	-		
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64	-		
24 INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0				0	0	426.40	-		
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0				0	0	426.40	-		
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0				0	0	426.40	-		
27 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0				0	0	426.40	-		
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0	254.80	-		
29 INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-		
30 INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-		
31 INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0				0				0				0	0	254.80	-		
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,346.80	-		
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-		

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,554.80	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,554.80	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,034.80	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,034.80	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,034.80	-
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80	-
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-
48 INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	826.80	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60	-
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	-
52 INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	650.00	-
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	751.92	-
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,346.80	-
55 INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08	-
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40	-
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	826.80	-
58 INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	296.40	-
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	379.60	-
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80	-
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00	-
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92	-
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80	-
64 INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	639.60	-
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,445.60	-
66 INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	754.00	-
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	-
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60	-
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20	-
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,086.80	-
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	358.80	-
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80	-
73 INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	792.48	-
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	629.20	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20	-
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20	-
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80	-
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	644.80	-
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80	-

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80 INK CART, HP CNo45AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	-
81 INK CART, HP CNo46AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	-
82 INK CART, HP CNo47AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	-
83 INK CART, HP CNo48AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,180.40	-
84 INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	358.80	-
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	358.80	-
86 INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	358.80	-
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	360.88	-
88 INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	366.08	-
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60	-
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60	-
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60	-
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	930.80	-
93 INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0				0	0	1,003.60	-
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,196.00	-
95 TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,556.32	-
96 TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,820.00	-
97 TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,860.00	-
98 TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,354.00	-
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (Color Printer)	cart				0				0				0				0	0	4,992.00	-
100 TONER CART, HP C4092A, Black	cart				0				0				0				0	0	2,741.44	-
101 TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,352.88	-
102 TONER CART, HP C7115A, Black	cart				0				0				0				0	0	2,971.28	-
103 TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,802.80	-
104 TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,218.80	-
105 TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,312.40	-
106 TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,984.80	-
107 TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,984.80	-
108 TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,984.80	-
109 TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,378.80	-
110 TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,402.80	-
111 TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,298.80	-
112 TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,298.80	-
113 TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,298.80	-
114 TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,754.80	-
115 TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,114.80	-
116 TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	2,756.00	-
117 TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,386.80	-
118 TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,490.80	-
119 TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,490.80	-
120 TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,490.80	-
121 TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,166.80	-
122 TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,010.80	-
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,010.80	-
124 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,010.80	-
125 TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,690.80	-

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126 TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,754.80	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,978.80	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,978.80	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,978.80	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,790.80	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,402.80	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,402.80	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80	-
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80	-
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40	-
137 TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,482.80	-
139 TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,530.80	-
140 TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-
141 TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-
142 TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
143 TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144 TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145 TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146 TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147 TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
148 TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
149 TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
150 TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
151 TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
152 TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,894.80	-
153 TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,992.00	-
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,600.00	-
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,392.00	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,704.00	-
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,631.20	-
162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	3,120.00	-
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,280.00	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,368.00	-
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,736.00	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,888.00	-
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0				0				0				0	0	76.75	-
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	724.88	-
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	334.88	-

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172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0				0				0	0	75.92	-
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
COMMON ELECTRICAL SUPPLIES																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
COMMON OFFICE 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		-
COMMON 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		-
11					0				0				0				0	0		-
12					0				0				0				0	0		-
13					0				0				0				0	0		-
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		-
COMMON JANITORIAL SUPPLIES																				

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
CONSUMABLES																				
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		-
11					0				0				0				0	0		-
12					0				0				0				0	0		-
13					0				0				0				0	0		-
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		-
31					0				0				0				0	0		-
32					0				0				0				0	0		-
33					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		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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					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		

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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		-
*Other Categories																				-
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
C. TOTAL (A + B):																			-	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			-	
E. GRAND TOTAL (C + D)																			-	
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores					0				0				0				0			0
G.2 Other Items not available at PS but regularly purchased from other sources					0				0				0				0			0
TOTAL MONTHLY CASH REQUIREMENTS					0				0				0				0			0

*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 /

Approved by:

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		

Certified Appropriate Funds Available:

Property/Supply Officer

Accountant /
Local Budget Officer

Head of Office/Agency

Date Prepared:

**ANNUAL PROCUREMENT PLAN FOR 2017
For Common-Use Supplies and Equipment**

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com - For Local government units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017-PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: PANDI WATER DISTRICT
 Region: REGION III
 Address: Manuel Santos St., Poblacion,
 Pandi, Bulacan

Agency Account Code: _____

Contact Person: Elvira Socorro B. Santos
 Position: General Manager
 E-mail : pandiwaterdistrict@yahoo.com
 Telephone/Mobile Nos: (044) 661-1050

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	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, size AA, alkaline, 2 pieces per blister pack	pack	15			15		15		15			15	15		15		15	60	17.42	1,045.20
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				0				0			0					0	0	15.03	-
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0			0					0	0	77.56	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0			0					0	0	114.40	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0				0			0					0	0	280.80	-
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0			0					0	0		-
7 TAPE, electrical	roll	5			5	5			5	3		3	2				2	15	18.20	273.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
COMMON OFFICE SUPPLIES																					
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0				0	0	624.00	-	
2 AIR FRESHENER, 280ml/can	can				0				0				0				0	0	83.20	-	
3 ALCOHOL, 70%, ethyl, 500ml	bottle				0				0				0				0	0	47.82	-	
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0	197.58	-	
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0				0				0	0	202.80	-	
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0				0	0	64.48	-	
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0				0	0	25.86	-	
8 CLEARBOOK, A4 size	piece				0				0				0				0	0	39.52	-	
9 CLEARBOOK, Legal size	piece				0				0				0				0	0	43.68	-	
10 CLIP, backfold, 19mm, 12 pieces per box	box	2			2	1			1				0				0	3	7.28	21.84	
11 CLIP, backfold, 25mm, 12 pieces per box	box	3			3	2			2				0				0	5	10.40	52.00	
12 CLIP, backfold, 32mm, 12 pieces per box	box				0				0				0				0	0	19.12	-	
13 CLIP, backfold, 50mm, 12 pieces per box	box				0				0				0				0	0	36.38	-	
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece		28		28		28		28		27		27	27			27	110	31.20	3,432.00	
15 DATA FILE BOX, made with chipboard, with closed ends	box			1	1			1	1		1	1			1	1	4	69.78	279.12		
16 DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0	68.64	-	
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	1		1	2			2	2		2	2			1	1	7	381.54	2,670.78		
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	1		1	2			2	2		2	2			1	1	7	507.40	3,551.80		
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0				0				0				0	0	621.71	-	
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0				0	0	27.61	-	
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0				0				0				0	0	499.20	-	
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0				0				0	0	561.60	-	
23 ERASER, felt, for blackboard/whiteboard	piece				0				0				0				0	0	11.11	-	
24 ERASER, plastic or rubber	piece				0				0				0				0	0	2.29	-	
25 FASTENER, for paper, metal, 50 sets per box	box				0				0				0				0	0	57.09	-	
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	70.67	-	
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0				0	0	12.48	-	
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0				0	0	16.64	-	
29 FOLDER, Fancy, A4, 50s/ bundle	bundle	2		1	3	1	1	2	4	1		3	4	1	2		3	14	234.00	3,276.00	
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	2		1	3	1	1	2	4	1		3	4	1	2		3	14	291.20	4,076.80	
31 FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0				0	0	166.40	-	
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0				0	0	203.84	-	
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0				0				0				0	0	746.72	-	
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0				0				0	0	179.28	-	
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0				0				0				0	0	200.37	-	
36 GLUE, all purpose, 300 grams min.	jar				0				0				0				0	0	44.18	-	
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0				0				0	0	47.90	-	
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0				0	0	539.76	-	
39 MAGAZINE FILE BOX, LARGE	piece				0				0				0				0	0	41.60	-	
40 MARKER, fluorescent, 3 colors per set	set				0	1			1		1		1				0	2	35.55	71.10	
41 MARKER, whiteboard, bullet type, black	piece				0				0				0				0	0	10.28	-	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
42 MARKER, whiteboard, bullet type, blue	piece				0				0				0				0	0	10.28	-
43 MARKER, whiteboard, bullet type, red	piece				0				0				0				0	0	10.28	-
44 MARKER, permanent, bullet type, black	piece		6		6				6		6		6			6	6	24	9.65	231.60
45 MARKER, permanent, bullet type, blue	piece				0				0				0				0	0	9.65	-
46 MARKER, permanent, bullet type, red	piece				0				0				0				0	0	9.65	-
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	2		3	5	1	2	2	5	5			5	2	3		5	20	10.40	208.00
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0				0				0				0	0	31.20	-
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0				0				0				0	0	40.54	-
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad		10		10		10		10		10		10		10		10	40	54.06	2,162.40
51 PAD PAPER, Ruled	pad				0				0				0				0	0	18.26	-
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	2	2	2	6	3	2	3	8	2	3	4	9	2	3	2	7	30	12.85	385.50
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	10	11	10	31	10	12	10	32	10	11	13	34	11	11	10	32	129	6.43	829.47
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0				0	0	109.50	-
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0	135.65	-
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	10	11	10	31	10	11	10	31	10	11	10	31	10	11	10	31	124	98.90	12,263.60
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	10	9	9	28	10	9	9	28	10	9	9	28	10	9	9	28	112	109.24	12,234.88
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0				0				0				0	0	88.40	-
59 PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	0	31.15	-
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	2	2		4		2	2	4	2		2	4	2	2		4	16	19.62	313.92
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	278.72	-
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0				0				0				0	0	60.32	-
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	5	4	4	13	4	5	4	13	5	4	4	13	4	4	4	12	51	86.85	4,429.35
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0				0	0	256.87	-
65 RUBBER BAND, 70mm min lay flat length (#18)	box	3			3	3			3	3			3	3			3	12	93.31	1,119.72
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece		5		5				0				0				0	5	15.48	77.40
67 SIGN PEN, black	piece	4	2	2	8	3	2	3	8	2	7	2	11	5	2	2	9	36	38.10	1,371.60
68 SIGN PEN, blue	piece				0				0				0				0	0	38.10	-
69 SIGN PEN, red	piece				0				0				0				0	0	38.10	-
70 STAMP PAD INK, violet, 50mL	bottle			1	1		1		1	1			1		1		1	4	24.63	98.52
71 STAMP PAD, felt pad, min 60mm x 100mm	piece			2	2				0				0				0	2	27.66	55.32
72 STAPLE WIRE, Heavy duty, 23/13	box	6	6	6	18	6	6	6	18	7	6	6	19	6	6	6	18	73	23.40	1,708.20
73 STAPLE WIRE, Standard	box				0				0				0				0	0	18.92	-
74 TAPE, masking, 24mm, 50 meters length	roll				0				0				0				0	0	55.12	-
75 TAPE, masking, 48mm, 50 meters length	roll	3			3				0				0				0	3	105.04	315.12
76 TAPE, transparent, 24mm, 50 meters	roll				12				12				12				12	48	10.92	524.16
77 TAPE, transparent, 48mm, 50 meters	roll	4	4	4	12	4	4	4	12	4	4	4	12	5	4	4	13	49	26.52	1,299.48
78 TAPE, packaging, 48mm, 50 meters length	roll			2	2			2	2		2		2	2			2	8	32.74	261.92
79 TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0	67.60	-
80 TWINE, plastic, one kilo per roll	roll				0				0				0				0	0	49.92	-
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	128.84	-
82 Software					0				0				0				0	0		-
83 Airline Travel					0				0				0				0	0		-
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0				0				0	0	9.19	-
2 CUTTER KNIFE, heavy duty	piece			1	1				0				0				0	1	19.76	19.76

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
3 DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	-
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0				0	0	187.20	-
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	1			1	1			1	1			1	1			1	4	114.28	457.12
6 SCISSORS, (6")	pair		4		4	2	2		4	2		2	4	2		2	4	16	13.73	219.68
7 STAPLER, standard	piece	8			8				2	2			0				0	10	82.16	821.60
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0								0				0	0	878.80	-
9 STAPLE REMOVER, plier type	piece				0								0				0	0	18.18	-
10 TAPE DISPENSER, table top	piece	1			1								0				0	1	47.72	47.72
11 WASTE BASKET, non-rigid plastic	piece	1			1	1							1	1			1	4	23.90	95.60
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece	9			9		5		5	4		4	4			4	4	22	88.40	1,944.80
2 BROOM, stick (tingting)	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	23.92	3,444.48
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	41.60	2,995.20
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	37.43	1,347.48
6 DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	119.60	-
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	24.96	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300mL/can	can				0				0				0				0	0	84.76	-
10 INSECTICIDE, aerosol type, 600mL/can	can				0				0				0				0	0	124.80	-
11 MOPBUCKET	piece				0				0				0				0	0	1,911.00	-
12 MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	142.48	-
13 MOPHEAD, made of rayon	piece	12			12				0				0				0	12	98.80	1,185.60
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle	1			1				0				0				0	1	49.69	49.69
15 SCOURING PAD, 5 pieces per pack	pack	3			3				0				0				0	3	102.96	308.88
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll	3			3	3			3	3			3	3			3	12	139.88	1,678.56
17 DISINFECTANT, bleaching solution	cont				0				0				0				0	0	101.82	-
																			7.28	-
COMMON OFFICE EQUIPMENT																				
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0				0				0	0	10,400.00	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit			4	4			3	3			4	4			3	3	14	135.20	1,892.80
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	258.84	-
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	254.68	-
5 CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	254.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit	1			1				0				0				0	1	6,229.60	6,229.60
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0				0				0	0	25,272.00	-
8 ELECTRIC FAN, industrial	unit				0				0				0				0	0	956.80	-

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity	
9 ELECTRIC FAN, orbit type	unit				0				0			0					0	0	1,248.00	-	
10 ELECTRIC FAN, stand type	unit			1	1				0			1	1				0	2	967.10	1,934.20	
11 ELECTRIC FAN, wall type	unit				0				0			0					0	0	790.40	-	
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit				0				0			0					0	0	3,502.72	-	
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0				0			0					0	0	1,080.56	-	
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0				0			0					0	0	4,992.00	-	
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0			0					0	0	26,483.60	-	
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0			0					0	0	7,488.00	-	
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit	1			1				0			0					0	1	5,699.20	5,699.20	
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0			0					0	0	18,709.60	-	
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0			0					0	0	5,831.52	-	
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0			0					0	0	10,000.00	-	
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0			0					0	0	1,237.60	-	
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0			0					0	0	1,289.60	-	
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0			0					0	0	1,289.60	-	
24 Desktop and Laptop	unit				0				0			0					0	0		-	
COMMON COMPUTER SUPPLIES																					
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box		15		15			15			15						15	15	60	630.76	37,845.60
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0			0						0	0	950.30	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0			0						0	0	716.04	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0			0						0	0	1,220.96	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0			0						0	0	596.80	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0			0						0	0	958.15	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece		3		3			4			4						4	4	15	21.79	326.85
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				0				0			0						0	0	2,818.40	-
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	4			4	4			4	4		4	4				4	16	194.48	3,111.68	

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10 MOUSE, optical, USB connection type	unit	1	2	2	5		2	2	4		2	2	4		2	2	4	17	127.80	2,172.60
HANDBOOK ON PROCUREMENT																				
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece	6			6				0				0				0	6	61.83	370.98
CONSUMABLES																				
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	681.20	-
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	447.20	-
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	447.20	-
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	447.20	-
5 INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00	-
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00	-
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00	-
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00	-
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,538.16	-
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	868.40	-
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	868.40	-
12 INK CART, BROTHER LC67HYY, Yellow	cart				0				0				0				0	0	868.40	-
13 INK CART, CANON PG-810, Black	cart				0				0				0				0	0	774.80	-
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	754.00	-
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	574.08	-
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	534.56	-
17 INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,022.32	-
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	1,001.52	-
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60	-
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60	-
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60	-
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92	-
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64	-
24 INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0				0	0	426.40	-
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0				0	0	426.40	-
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0				0	0	426.40	-
27 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0				0	0	426.40	-
28 INK CART, EPSON C13T664100 (T6641), Black	cart	13			13	13			13	14			14	13			13	53	254.80	13,504.40
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart	13			13	13			13	14			14	13			13	53	254.80	13,504.40
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart	13			13	13			13	14			14	13			13	53	254.80	13,504.40
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart	13			13	13			13	14			14	13			13	53	254.80	13,504.40
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,346.80	-
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,554.80	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,554.80	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,034.80	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,034.80	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,034.80	-
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80	-

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40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80	-
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-
48 INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	826.80	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60	-
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	-
52 INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	650.00	-
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	751.92	-
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,346.80	-
55 INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08	-
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40	-
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	826.80	-
58 INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	296.40	-
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	379.60	-
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80	-
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00	-
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92	-
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80	-
64 INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	639.60	-
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,445.60	-
66 INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	754.00	-
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	-
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60	-
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20	-
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,086.80	-
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	358.80	-
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80	-
73 INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	792.48	-
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	629.20	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20	-
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20	-
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80	-
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	644.80	-
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80	-
80 INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	-
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	-
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	-
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,180.40	-
84 INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	358.80	-
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	358.80	-

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86 INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	358.80	-
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	360.88	-
88 INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	366.08	-
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60	-
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60	-
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60	-
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	930.80	-
93 INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0				0	0	1,003.60	-
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,196.00	-
95 TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,556.32	-
96 TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,820.00	-
97 TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,860.00	-
98 TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,354.00	-
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (Color Printer)	cart				0				0				0				0	0	4,992.00	-
100 TONER CART, HP C4092A, Black	cart				0				0				0				0	0	2,741.44	-
101 TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,352.88	-
102 TONER CART, HP C7115A, Black	cart				0				0				0				0	0	2,971.28	-
103 TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,802.80	-
104 TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,218.80	-
105 TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,312.40	-
106 TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,984.80	-
107 TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,984.80	-
108 TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,984.80	-
109 TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,378.80	-
110 TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,402.80	-
111 TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,298.80	-
112 TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,298.80	-
113 TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,298.80	-
114 TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,754.80	-
115 TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,114.80	-
116 TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	2,756.00	-
117 TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,386.80	-
118 TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,490.80	-
119 TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,490.80	-
120 TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,490.80	-
121 TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,166.80	-
122 TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,010.80	-
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,010.80	-
124 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,010.80	-
125 TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,690.80	-
126 TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,754.80	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,978.80	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,978.80	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,978.80	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,790.80	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,402.80	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,402.80	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80	-
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80	-
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40	-
137 TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,482.80	-
139 TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,530.80	-
140 TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-
141 TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-
142 TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
143 TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144 TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145 TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146 TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147 TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
148 TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
149 TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
150 TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
151 TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
152 TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,894.80	-
153 TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,992.00	-
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,600.00	-
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,392.00	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,704.00	-
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,631.20	-
162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	3,120.00	-
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,280.00	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,368.00	-
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,736.00	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,888.00	-
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0				0				0				0	0	76.75	-
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	724.88	-
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	334.88	-
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				2				2				2				4	10	75.92	759.20
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
COMMON ELECTRICAL SUPPLIES																				
1 LIGHT BULB, led	piece	12			12				0	12			12				0	24	200.00	4,800.00
2 MULTI TESTER	unit				0	1			1				1	1			0	2	1,000.00	2,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
3 WIRE, ELECTRICAL	box	1			1				0				0				0	1	3,000.00	3,000.00
COMMON OFFICE EQUIPMENT																				
1 AUTO EMERGENCY LIGHT	unit	8			8				0	2			2				0	10	1,000.00	10,000.00
2 AVR (automatic voltage regulator)	unit	3			3				0				0				0	3	3,000.00	9,000.00
3 BIOMETRICS	unit				0			1	1				0				0	1	50,000.00	50,000.00
4 CHAIR, MONOBLOC, BEIGE with backrest without armrest	piece			5	5			5	5				0				0	10	254.68	2,546.80
5 COPIER MACHINE	unit				0				0	1			1				0	1	20,000.00	20,000.00
COMMON OFFICE SUPPLIES																				
1 ACCOUNTABLE FORM 51-C	pad	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	100.00	120,000.00
2 ARCHFILE	piece	50			61			50	50		50		50		50		50	211	54.00	11,394.00
3 BAG, backpack	piece	3			3				0				0				0	3	250.00	750.00
4 BAG, SLING	piece	10			10				0				0				0	10	150.00	1,500.00
5 BALLPEN, black	piece	50	50	50	150	50	50	50	150	50	50	50	150	58	50	50	158	608	6.00	3,648.00
6 BALLPEN, red	piece	9	9	11	29	9	9	11	29	9	9	11	29	9	9	11	29	116	6.00	696.00
7 BOARD, CORK 2X3 ft.	piece			1	1				0				0				0	1	405.00	405.00
8 BOND PAPER, colored, long	ream		1		1		1		1		1		1		1		1	4	214.90	859.60
9 BOX, PORTABLE, blue	piece	8	8	8	24	9	8	8	25	8	8	9	25	8	9	8	25	99	156.60	15,503.40
10 CARBON PAPER, blue	piece	1	1		2	2			2		2		1		2		2	7	19.50	136.50
11 CLEARBOOK, A4 size	piece		10		10			10	10		1		1				0	21	39.52	829.92
12 CLEARBOK, legal	piece	5			5		5		5		5		5				0	15	43.68	655.20
13 CLIP, SPRING	piece		5		5		5		5		5		5		5		5	20	5.00	100.00
14 COIN BOX	piece	3			3				0				0				0	3	350.00	1,050.00
15 COLUMNAR, journal	piece	3			3				0				0				0	3	23.00	69.00
16 COLUMNAR, ledger	piece	3			3				0				0				0	3	23.00	69.00
17 CORRECTION PEN	piece	2	4		6			4	4	4			4			4	4	18	19.40	349.20
18 DESK ORGANIZER	piece	3			3				0	3			3				0	6	226.80	1,360.80
19 DTR (Daily Time Record)	piece	45	45	45	135	45	45	45	135	45	45	45	135	45	45	45	135	540	1.20	648.00
20 ENVELOPE, PLASTIC, with handle	piece	3			3				0				0				0	3	175.00	525.00
21 FASTENER, plastic	piece	5	6		11	6	6		12	5	6		11	5	6		11	45	17.85	803.25
COMMON JANITORIAL SUPPLIES																				
1 CLEANING BRUSH	piece	5	5		10				0				0				0	10	20.00	200.00
2 CLEANING BRUSH with handle	piece	10			10				0				0				0	10	35.00	350.00
3 DISHWASHING LIQUID	gallon	1			1				1				1				0	3	399.95	1,199.85
CONSUMABLES																				
1 LX 310 RIBBON	piece	225	225	225	675	225	225	225	675	225	225	225	675	225	225	225	675	2700	23.80	64,260.00
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		-

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity	
9					0				0				0				0	0		-	
10					0				0				0				0	0		-	
11					0				0				0				0	0		-	
12					0				0				0				0	0		-	
13					0				0				0				0	0		-	
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		-	
31					0				0				0				0	0		-	
32					0				0				0				0	0		-	
33					0				0				0				0	0		-	
Office Equipment and Accessories																					
1	ELECTRIC GAS STOVE - 2 burner	unit	1			1			0				0				0	1	5,000.00	5,000.00	
2	FILING / STEEL CABINET	unit				0	1		1				0				0	1	8,600.00	8,600.00	
3	FILE RACK (stainless 6 layers)	unit		1		1			0				1				0	2	5,799.95	11,599.90	
4	FIRE EXTINGUISHER, DRY CHEMICAL	unit	10			10			0				0				0	10	2,500.00	25,000.00	
5	FLASHLIGHT, rechargeable	unit	8			8			0				8				0	16	350.00	5,600.00	
6	KEY TAG	set	2			2			0				0				0	2	77.00	154.00	
7	MEASURING PITCHER	piece	16			16			0				0				0	16	80.00	1,280.00	
8	OFFICE PARTITION, cubicle	set	1		1	2			0				0				0	2	150,000.00	300,000.00	
9	OFFICE Chair, swivel chair	piece		2		2	2		2		2		2	2			2	8	4,000.00	32,000.00	
10	WALL CLOCK	piece	8			8			0				0				0	8	100.00	800.00	
Office Supplies																					
1	FILING TRAY	piece	1			1			0				0				0	1	672.85	672.85	
2	FOLDER, CLIPBOARD short	piece			2	2		2	2			2	2				0	6	42.15	252.90	
3	FOLDER, EXPANDABLE, green long	piece			5	5		5	5		5		5	5	2		7	22	23.00	506.00	
4	FOLDER,EXPANDABLE, green short	piece	4			4		4	4	4			4	5			5	17	20.25	344.25	
5	FOLDER, SLIDING, long	piece	5	5	2	17	5	5	8	18	5	5	5	15	5	5	15	65	4.15	269.75	
6	FOLDER, SLIDING, short	piece		10		10			0				10				0	20	3.60	72.00	
7	FOLDER, with tab,, long	piece	8	8	9	25	8	8	9	25	8	8	9	25	8	8	9	25	100	10.00	1,000.00
8	LAMINATING SHEET,100 pcs. In I pack	piece		2		2		2	2		2		2		2		2	8	336.80	2,710.40	
9	MARKER WHITEBOARD, black	piece		2		2		2	2		2		2		2		2	8	10.28	82.24	

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
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10 PENCIL, MECHANICAL 0.5	piece	1			1				0				0				0	1	167.00	167.00	
Audio and visual presentation and composing equipment																					
1 MICROPHONE WIRELESS	unit				0		2		2				0					0	2	500.00	1,000.00
2 SOUND SYSTEM	unit			1	1				0				0					0	1	5,000.00	5,000.00
3 TELEVISION, Flatscreen 40"	unit	1			1				0				0					0	1	30,000.00	30,000.00
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 DIGITAL CAMERA	unit	1			1				0				0					0	1	5,000.00	5,000.00
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		-
Cleaning Equipment and Supplies																					
1 DOORMAT / DOOR RAG	piece	10			10				0				0					0	10	80.00	800.00
2 FABRIC CONDITIONER	piece	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	12.00	432.00	
3 GLASS STAIN CLEANER	bottle	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	124.95	4,498.20	
4 LIQUID HAND SOAP	gallon	1			1	1			1	1		1	2	1				1	5	379.99	1,899.95
5 MOP SQUEEZER	piece	4			4				0				0					0	4	600.00	2,400.00
6 STEEL WOOL, 6 pcs. In pack	pack	2			2	2		2	2	1			1	1				1	6	23.00	138.00
7 TOILET TISSUE PAPER, 2 ply , 12 rolls in pack	pack	1			1	1			1	1			1	1				1	4	67.60	270.40
8					0				0				0					0	0		-
9					0				0				0					0	0		-
10					0				0				0					0	0		-
Paper Materials and Products																					
1 LEDGER CARD	piece	3000			3000	3000			3000	3000			3000	3000				3000	12000	3.00	36,000.00
2 PAY ENVELOPE brown 500 pcs. Per box	piece	1			1	1			1	1			1	1				1	4	151.20	604.80
3 PHOTO PAPER, for A4 20 sheets per pack	piece		3		3				0				0					0	3	48.60	145.80
4 SPECIALTY PAPER, for certificate	piece		5		5		5		5		5		5		5			5	20	32.90	658.00
5 STICKER PAPER, for A4, 10 sheets per pack	piece	4			4	5			5		4		4		5			5	18	25.10	451.80
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					0				0				0					0	0		-
2					0				0				0					0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
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		-
Electrical equipment and components 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		-
Computer Supplies																				-
1	CABLE TIES	pack	1			1			0				0				0	1	100.00	100.00
2	EXTERNAL HARD DRIVE, 1 TB	unit	1	1	1	3			0				0				0	3	3,000.00	9,000.00
3	KEYBOARD	piece			1	1		1	1	1			1				0	3	200.00	600.00
4	MOUSE PAD	piece	5			5			0				0				0	5	100.00	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		-
Computer Equipment and Accessories																				-
1	DESKTOP computer set	unit			1	1		1	1			1	1				0	3	20,000.00	60,000.00
2	LAPTOP 16"	unit		1	1	2		1	1			1	1			1	1	5	16,990.00	84,950.00
3	MONITOR desktop, led 16"	unit				0		1	1			0					0	1	5,000.00	5,000.00
4	PRINTER DOT MATRIX	unit			2	2	1		1		2	2	1	1			2	7	5,000.00	35,000.00
5	PRINTER 3 in 1	unit			1	1	1	1	2		1	1		1			1	5	7,590.00	37,950.00
6	UTP (Unshielded Twisted Pair-Cable)	meter	20			20			0				0				0	20	20.00	400.00
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
*Other Categories																				-
1	PLASTIC COVER in roll	piece			10	10			0				0				0	10	25.00	250.00
2	PUSH PIN,colored, 100 pcs. In individual pack	piece			3	3	2		2	2	1		3		3		3	11	30.75	338.25
3	SIGN PEN, BLACK, LIquid / gel ink 0.3 mm needle tip	piece	2			2			0				0				0	2	65.50	131.00
4	TAPE, double sided	piece		3		3		4	4				0				0	7	21.75	152.25
5	TAPE MEASURE	piece	1			1			0				0				0	1	500.00	500.00
6	WHITEBOARD 2x3 ft.	piece		2		2	2		2	2		2		2			2	8	500.00	4,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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):																				1,240,606.54
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				124,060.65
E. GRAND TOTAL (C + D)																				1,364,667.19
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		Forty five million three hundred fifteen thousand five hundred twelve pesos and ten centavos																		45,315,512.10
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores					58724				42885.1				44821.6				41185.6			0
G.2 Other Items not available at PS but regularly purchased from other sources					574532				201359				166482				110602			0
TOTAL MONTHLY CASH REQUIREMENTS					633256				244244				211303				151788			0

*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:
<hr/> Jennifer D. del Rosario Property/Supply Officer	<hr/> Cristina S. Fetalco Accountant / Local Budget Officer	<hr/> Elvira Socorro B. Santos Head of Office/Agency

Date Prepared: November 25, 2016

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps-app.lgu@gmail.com. For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____
 Region: _____
 Address: _____

Agency Account Code: _____

Contact Person: _____
 Position: _____
 E-mail : _____
 Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
A. AVAILABLE AT PROCUREMENT SERVICE STORES																								
COMMON ELECTRICAL SUPPLIES																								
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0				0	0				0	0				0	0	0	17.42	-
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0				0	0				0	0				0	0	0	15.03	-
3 BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0				0	0				0	0				0	0	0	77.56	-

4	FLUORESCENT LAMP, tubular, 28 watts	tube				0	0				0	0				0	0	0	114.40	-	
5	FLUORESCENT LAMP, tubular, 36 watts	tube				0	0				0	0				0	0	0	280.80	-	
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0				0	0				0	0	0		-	
7	TAPE, electrical	roll				0	0				0	0				0	0	0	18.20	-	
COMMON OFFICE SUPPLIES																					
1	ACETATE, gauge #3, 50m per roll	roll				0	0				0	0				0	0	0	624.00	-	
2	AIR FRESHENER, 280mL/150g min	can				0	0				0	0				0	0	0	83.20	-	
3	ALCOHOL, 70%, ethyl, 500ml	bottle				0	0				0	0				0	0	0	47.82	-	
4	CARBON FILM, A4 size, 100 sheets per box	box				0	0				0	0				0	0	0	197.58	-	
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0				0	0				0	0	0	202.80	-	
6	CARTOLINA, assorted color, 20 pieces per pack	pack				0	0				0	0				0	0	0	64.48	-	
7	CHALK, white, enamel, 100 pieces per box	box				0	0				0	0				0	0	0	25.86	-	
8	CLEARBOOK, A4 size	piece				0	0				0	0				0	0	0	39.52	-	
9	CLEARBOOK, Legal size	piece				0	0				0	0				0	0	0	43.68	-	
10	CLIP, backfold, 19mm, 12 pieces per box	box				0	0				0	0				0	0	0	7.28	-	
11	CLIP, backfold, 25mm, 12 pieces per box	box				0	0				0	0				0	0	0	10.40	-	
12	CLIP, backfold, 32mm, 12 pieces per box	box				0	0				0	0				0	0	0	19.12	-	
13	CLIP, backfold, 50mm, 12 pieces per box	box				0	0				0	0				0	0	0	36.38	-	
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0	0				0	0				0	0	0	31.20	-	
15	DATA FILE BOX, made with chipboard, with closed ends	box				0	0				0	0				0	0	0	69.78	-	
16	DATA FOLDER, made with chipboard, taglia lock	piece				0	0				0	0				0	0	0	68.64	-	
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0	0				0	0				0	0	0	381.54	-	
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0	0				0	0				0	0	0	507.40	-	
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0	0				0	0				0	0	0	621.71	-	
20	ENVELOPE, EXPANDING, plastic	piece				0	0				0	0				0	0	0	27.61	-	
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0	0				0	0				0	0	0	499.20	-	
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	0				0	0				0	0	0	561.60	-	

23	ERASER, felt, for blackboard/whiteboard	piece				0	0				0	0				0	0			0	0	0	11.11	-
24	ERASER, plastic or rubber	piece				0	0				0	0				0	0			0	0	0	2.29	-
25	FASTENER, for paper, metal, 50 sets per box	box				0	0				0	0				0	0			0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0				0	0				0	0			0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0	0				0	0				0	0			0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0	0				0	0				0	0			0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0	0				0	0				0	0			0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0	0				0	0				0	0			0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack				0	0				0	0				0	0			0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	0				0	0				0	0			0	0	0	203.84	-
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0	0				0	0				0	0			0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				0	0				0	0				0	0			0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0	0				0	0				0	0			0	0	0	200.37	-
36	GLUE, all purpose, 300 grams min.	jar				0	0				0	0				0	0			0	0	0	44.18	-
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0	0				0	0				0	0			0	0	0	47.90	-
38	LOOSELEAF COVER, 50sets per bundle	bundle				0	0				0	0				0	0			0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece				0	0				0	0				0	0			0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set				0	0				0	0				0	0			0	0	0	35.55	-
41	MARKER, whiteboard, bullet type, black	piece				0	0				0	0				0	0			0	0	0	10.28	-
42	MARKER, whiteboard, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece				0	0				0	0				0	0			0	0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece				0	0				0	0				0	0			0	0	0	9.65	-
45	MARKER, permanent, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	9.65	-
46	MARKER, permanent, bullet type, red	piece				0	0				0	0				0	0			0	0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	0				0	0				0	0			0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	31.20	-

49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0	0					0	0					0	0	0	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0	0					0	0					0	0	0	54.06	-
51	PAD PAPER, Ruled	pad				0	0					0	0					0	0	0	18.26	-
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0	0					0	0					0	0	0	12.85	-
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0	0					0	0					0	0	0	6.43	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0					0	0					0	0	0	125.25	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0					0	0					0	0	0	151.40	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0	0					0	0					0	0	0	114.65	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0	0					0	0					0	0	0	124.99	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0	0					0	0					0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll				0	0					0	0					0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				0	0					0	0					0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece				0	0					0	0					0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0	0					0	0					0	0	0	60.32	-
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0	0					0	0					0	0	0	86.85	-
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0	0					0	0					0	0	0	256.87	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0	0					0	0					0	0	0	93.31	-
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece				0	0					0	0					0	0	0	15.48	-
67	SIGN PEN, black	piece				0	0					0	0					0	0	0	38.10	-
68	SIGN PEN, blue	piece				0	0					0	0					0	0	0	38.10	-
69	SIGN PEN, red	piece				0	0					0	0					0	0	0	38.10	-
70	STAMP PAD INK, violet, 50mL	bottle				0	0					0	0					0	0	0	24.63	-
71	STAMP PAD, felt pad, min 60mm x 100mm	piece				0	0					0	0					0	0	0	27.66	-
72	STAPLE WIRE, Heavy duty, 23/13	box				0	0					0	0					0	0	0	23.40	-
73	STAPLE WIRE, Standard	box				0	0					0	0					0	0	0	18.92	-
74	TAPE, masking, 24mm, 50 meters length	roll				0	0					0	0					0	0	0	55.12	-

75	TAPE, masking, 48mm, 50 meters length	roll				0	0					0	0					0	0	0	105.04	-
76	TAPE, transparent, 24mm, 50 meters	roll				0	0					0	0					0	0	0	10.92	-
77	TAPE, transparent, 48mm, 50 meters	roll				0	0					0	0					0	0	0	26.52	-
78	TAPE, packaging, 48mm, 50 meters length	roll				0	0					0	0					0	0	0	32.74	-
79	TOILET TISSUE, 12 rolls per pack	pack				0	0					0	0					0	0	0	67.60	-
80	TWINE, plastic, one kilo per roll	roll				0	0					0	0					0	0	0	49.92	-
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0	0					0	0					0	0	0	128.84	-
82	Software					0	0					0	0					0	0	0		-
83	Airline Travel					0	0					0	0					0	0	0		-
COMMON OFFICE DEVICES																						
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0	0					0	0					0	0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece				0	0					0	0					0	0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece				0	0					0	0					0	0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece				0	0					0	0					0	0	0	187.20	-
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0	0					0	0					0	0	0	114.28	-
6	SCISSORS, (6")	pair				0	0					0	0					0	0	0	13.73	-
7	STAPLER, standard	piece				0	0					0	0					0	0	0	82.16	-
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of paper, head paper stapling capacity, pin	piece				0	0					0	0					0	0	0	878.80	-
9	STAPLE REMOVER, plier type	piece				0	0					0	0					0	0	0	18.18	-
10	TAPE DISPENSER, table top	piece				0	0					0	0					0	0	0	47.72	-
11	WASTE BASKET, non-rigid plastic	piece				0	0					0	0					0	0	0	23.90	-
COMMON JANITORIAL SUPPLIES																						
1	BROOM, soft (tambo)	piece				0	0					0	0					0	0	0	88.40	-
2	BROOM, stick (tingting)	piece				0	0					0	0					0	0	0	23.92	-

3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0	0					0	0					0	0	0	41.60	-
4	CLEANSER, scouring powder, 350grams/can	can				0	0					0	0					0	0	0	21.27	-
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0	0					0	0					0	0	0	37.43	-
6	DISINFECTANT SPRAY, 400-550 grams	can				0	0					0	0					0	0	0	119.60	-
7	DUST PAN, non-rigid plastic	piece				0	0					0	0					0	0	0	24.96	-
8	FLOOR WAX, Paste, red	can				0	0					0	0					0	0	0	202.80	-
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0	0					0	0					0	0	0	84.76	-
10	INSECTICIDE, aerosol type, 600mL/can	can				0	0					0	0					0	0	0	124.80	-
11	MOPBUCKET	piece				0	0					0	0					0	0	0	1,911.00	-
12	MOPHANDLE, screw type, aluminum handle	piece				0	0					0	0					0	0	0	142.48	-
13	MOPHEAD, made of rayon	piece				0	0					0	0					0	0	0	98.80	-
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle				0	0					0	0					0	0	0	49.69	-
15	SCOURING PAD, 5 pieces per pack	pack				0	0					0	0					0	0	0	102.96	-
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll				0	0					0	0					0	0	0	139.88	-
17	DISINFECTANT, bleaching solution	cont				0	0					0	0					0	0	0	101.82	-
																					7.28	-
COMMON OFFICE EQUIPMENT																						
1	BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (34 holes) punching width adjustable to	unit				0	0					0	0					0	0	0	10,400.00	-
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0	0					0	0					0	0	0	135.20	-
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0	0					0	0					0	0	0	258.84	-
4	CHAIR, monobloc, without armrest, beige	piece				0	0					0	0					0	0	0	254.68	-
5	CHAIR, monobloc, without armrest, white	piece				0	0					0	0					0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0	0					0	0					0	0	0	6,229.60	-
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and	unit				0	0					0	0					0	0	0	25,272.00	-
8	ELECTRIC FAN, industrial	unit				0	0					0	0					0	0	0	956.80	-
9	ELECTRIC FAN, orbit type	unit				0	0					0	0					0	0	0	1,248.00	-

10	ELECTRIC FAN, stand type	unit				0	0					0	0					0	0	0	967.10	-
11	ELECTRIC FAN, wall type	unit				0	0					0	0					0	0	0	790.40	-
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 279mm, 100 sheets, dry chemical, for ABC class of fire, stored pressure	unit				0	0					0	0					0	0	0	3,502.72	-
13	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure	unit				0	0					0	0					0	0	0	1,080.56	-
14	FIRE EXTINGUISHER, dry chemical, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure	unit				0	0					0	0					0	0	0	4,992.00	-
15	FIRE EXTINGUISHER, dry chemical, 4000 lumens, 3600 hours lamp life, supports max paper size: B4, 30 sheets cutting	unit				0	0					0	0					0	0	0	26,483.60	-
16	FIRE EXTINGUISHER, dry chemical, automatic clamping, stationary	unit				0	0					0	0					0	0	0	7,488.00	-
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0	0					0	0					0	0	0	5,699.20	-
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0	0					0	0					0	0	0	18,709.60	-
19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0	0					0	0					0	0	0	5,831.52	-
20	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0	0					0	0					0	0	0	10,000.00	-
21	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0	0					0	0					0	0	0	1,237.60	-
22	TABLE, monobloc, square, 50" x 50", white, four(4) seater, for indoor and outdoor use	unit				0	0					0	0					0	0	0	1,289.60	-
23	TABLE, monobloc, square, 50" x 50", beige, four(4) seater, for indoor and outdoor use	unit				0	0					0	0					0	0	0	1,289.60	-
24	Desktop and Laptop	unit				0	0					0	0					0	0	0		-
COMMON COMPUTER SUPPLIES																						
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0	0					0	0					0	0	0	630.76	-
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0	0					0	0					0	0	0	950.30	-
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0	0					0	0					0	0	0	716.04	-
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0	0					0	0					0	0	0	1,220.96	-
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0	0					0	0					0	0	0	596.80	-
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0	0					0	0					0	0	0	958.15	-
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0	0					0	0					0	0	0	21.79	-
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light	piece				0	0					0	0					0	0	0	2,818.40	-
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0	0					0	0					0	0	0	194.48	-
10	MOUSE, optical, USB connection type	unit				0	0					0	0					0	0	0	127.80	-

22	INK CART, EPSON C13T038190 (To 38), Black	cart				0	0				0	0				0	0			0	0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0	0				0	0				0	0			0	0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0				0	0				0	0			0	0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0				0	0				0	0			0	0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0				0	0				0	0			0	0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0				0	0				0	0			0	0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart				0	0				0	0				0	0			0	0	0	254.80	-
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0	0				0	0				0	0			0	0	0	254.80	-
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0	0				0	0				0	0			0	0	0	254.80	-
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0	0				0	0				0	0			0	0	0	254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0			0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0			0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0			0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0			0	0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0			0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0				0	0				0	0			0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,466.40	-

48	INK CART, HP C8727AA, (HP27), Black	cart				0	0				0	0				0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0				0	0				0	0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0				0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0				0	0				0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0				0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0				0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0				0	0				0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0	0				0	0				0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0	0	792.48	-

74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0							0	0					0	0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0							0	0					0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0							0	0					0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0							0	0					0	0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0	0							0	0					0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0							0	0					0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0							0	0					0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0							0	0					0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0							0	0					0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0							0	0					0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0							0	0					0	0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0	0							0	0					0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0							0	0					0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0							0	0					0	0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0							0	0					0	0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0							0	0					0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0							0	0					0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0							0	0					0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0							0	0					0	0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0							0	0					0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0							0	0					0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0	0							0	0					0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0	0							0	0					0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0							0	0					0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0							0	0					0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0							0	0					0	0	0	4,992.00	-

100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0				0	0				0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0				0	0				0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0				0	0				0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0	0	7,690.80	-

126	TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0			0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0			0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0			0	0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0			0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0			0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0			0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0			0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0			0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0			0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0			0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0			0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0			0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0			0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0			0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0			0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0			0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0			0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0			0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0			0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0			0	0	0	5,844.80	-

152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				0	0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0				0	0				0	0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0				0	0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0				0	0				0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0				0	0				0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0				0	0				0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0				0	0				0	0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0				0	0				0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0				0	0				0	0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0				0	0				0	0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0				0	0				0	0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0				0	0				0	0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0	0				0	0				0	0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0				0	0				0	0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	0				0	0				0	0	0	334.88	-
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0	0				0	0				0	0	0	75.92	-

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

COMMON ELECTRICAL SUPPLIES																				
1						0	0				0	0				0	0	0		-
2						0	0				0	0				0	0	0		-
3						0	0				0	0				0	0	0		-
COMMON OFFICE EQUIPMENT																				

8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Audio and visual presentation and composing equipment						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Photographic or filming or video equipment						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Cleaning Equipment and Supplies						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Paper Materials and Products						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-

8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Lighting and fixtures and accessories																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Electrical equipment and components and supplies																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Computer Supplies																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Computer Equipment and Accessories																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-

8					0	0				0	0				0	0			0	0	0			-																						
9					0	0				0	0				0	0			0	0	0			-																						
10					0	0				0	0				0	0			0	0	0			-																						
*Other Categories																																														-
1					0	0				0	0				0	0			0	0	0			-																						
2					0	0				0	0				0	0			0	0	0			-																						
3					0	0				0	0				0	0			0	0	0			-																						
4					0	0				0	0				0	0			0	0	0			-																						
5					0	0				0	0				0	0			0	0	0			-																						
6					0	0				0	0				0	0			0	0	0			-																						
7					0	0				0	0				0	0			0	0	0			-																						
8					0	0				0	0				0	0			0	0	0			-																						
9					0	0				0	0				0	0			0	0	0			-																						
10					0	0				0	0				0	0			0	0	0			-																						
C. TOTAL (A + B):																																														-
D. ADDITIONAL PROVISION FOR																																														-
E. GRAND TOTAL (C + D)																																														-
F. APPROVED BUDGET BY THE																																														-
G. MONTHLY CASH REQUIREMENTS																																														-
G.1 Available at Procurement Service Stores					0					0					0						0			0																						
G.2 Other Items not available at PS but					0					0					0						0			0																						
TOTAL MONTHLY CASH					0					0					0						0			0																						

*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:

Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:

Accountant /
Local Budget Officer

Approved by:

Head of Office/Agency

Date Prepared:

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com - For Local government units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____
 Region: _____
 Address: _____

Agency Account Code: _____

Contact Person: _____
 Position: _____
 E-mail : _____
 Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																			Price Catalogue as of October 14, 2016
		Jan	Feb	March	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					

COMMON ELECTRICAL SUPPLIES																					
1	BATTERY, size AA, alkaline, 2 pieces per blister pack	pack								0								0	0	0	17.42
2	BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack								0								0	0	0	15.03
3	BATTERY, size D, alkaline, 2 pieces per blister pack	pack								0								0	0	0	77.56
4	FLUORESCENT LAMP, tubular, 28 watts	tube								0								0	0	0	114.40
5	FLUORESCENT LAMP, tubular, 36 watts	tube								0								0	0	0	280.80
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece								0								0	0	0	
7	TAPE, electrical	roll								0								0	0	0	18.20
COMMON OFFICE SUPPLIES																					
1	ACETATE, gauge #3, 50m per roll	roll								0								0	0	0	624.00
2	AIR FRESHENER, 280mL/can	can								0								0	0	0	83.20
3	ALCOHOL, 70%, ethyl, 500ml	bottle								0								0	0	0	47.82
4	CARBON FILM, A4 size, 100 sheets per box	box								0								0	0	0	197.58
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box								0								0	0	0	202.80
6	CARTOLINA, assorted color, 20 pieces per pack	pack								0								0	0	0	64.48
7	CHALK, white, dustless, 100 pieces per box	box								0								0	0	0	25.86
8	CLEARBOOK, A4 size	piece								0								0	0	0	39.52
9	CLEARBOOK, Legal size	piece								0								0	0	0	43.68
10	CLIP, backfold, 19mm, 12 pieces per box	box								0								0	0	0	7.28
11	CLIP, backfold, 25mm, 12 pieces per box	box								0								0	0	0	10.40
12	CLIP, backfold, 32mm, 12 pieces per box	box								0								0	0	0	19.12
13	CLIP, backfold, 50mm, 12 pieces per box	box								0								0	0	0	36.38
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece								0								0	0	0	31.20
15	DATA FILE BOX, made with chipboard, with closed ends	box								0								0	0	0	69.78
16	DATA FOLDER, made with chipboard, taglia lock	piece								0								0	0	0	68.64
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box								0								0	0	0	381.54

18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0				0	0				0	0			0	0	0	507.40
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0				0	0				0	0			0	0	0	621.71
20	ENVELOPE, EXPANDING, plastic	piece				0				0	0				0	0			0	0	0	27.61
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0				0	0				0	0			0	0	0	499.20
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0	0				0	0			0	0	0	561.60
23	ERASER, felt, for blackboard/whiteboard	piece				0				0	0				0	0			0	0	0	11.11
24	ERASER, plastic or rubber	piece				0				0	0				0	0			0	0	0	2.29
25	FASTENER, for paper, metal, 50 sets per box	box				0				0	0				0	0			0	0	0	57.09
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0	0				0	0			0	0	0	70.67
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0	0				0	0			0	0	0	12.48
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0	0				0	0			0	0	0	16.64
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0	0				0	0			0	0	0	234.00
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0	0				0	0			0	0	0	291.20
31	FOLDER, L-type, A4, 50 pieces pack	pack				0				0	0				0	0			0	0	0	166.40
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0	0				0	0			0	0	0	203.84
33	FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0				0	0				0	0			0	0	0	746.72
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0	0				0	0			0	0	0	179.28
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0				0	0				0	0			0	0	0	200.37
36	GLUE, all purpose, 300 grams min.	jar				0				0	0				0	0			0	0	0	44.18
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0	0				0	0			0	0	0	47.90
38	LOOSELEAF COVER, 50sets per bundle	bundle				0				0	0				0	0			0	0	0	539.76
39	MAGAZINE FILE BOX, LARGE	piece				0				0	0				0	0			0	0	0	41.60
40	MARKER, fluorescent, 3 colors per set	set				0				0	0				0	0			0	0	0	35.55
41	MARKER, whiteboard, bullet type, black	piece				0				0	0				0	0			0	0	0	10.28
42	MARKER, whiteboard, bullet type, blue	piece				0				0	0				0	0			0	0	0	10.28

43	MARKER, whiteboard, bullet type, red	piece				0				0	0				0	0			0	0	0	10.28
44	MARKER, permanent, bullet type, black	piece				0				0	0				0	0			0	0	0	9.65
45	MARKER, permanent, bullet type, blue	piece				0				0	0				0	0			0	0	0	9.65
46	MARKER, permanent, bullet type, red	piece				0				0	0				0	0			0	0	0	9.65
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0				0	0				0	0			0	0	0	10.40
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0				0	0				0	0			0	0	0	31.20
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0				0	0				0	0			0	0	0	40.54
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0				0	0				0	0			0	0	0	54.06
51	PAD PAPER, Ruled	pad				0				0	0				0	0			0	0	0	18.26
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0				0	0				0	0			0	0	0	12.85
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0				0	0				0	0			0	0	0	6.43
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0	0				0	0			0	0	0	119.70
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0	0				0	0			0	0	0	145.89
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0	0				0	0			0	0	0	109.15
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0	0				0	0			0	0	0	119.48
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0				0	0				0	0			0	0	0	88.40
59	PAPER, Thermal, 216mm x 30m	roll				0				0	0				0	0			0	0	0	31.15
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				0				0	0				0	0			0	0	0	19.62
61	PHILIPPINE NATIONAL FLAG	piece				0				0	0				0	0			0	0	0	278.72
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0				0	0				0	0			0	0	0	60.32
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0				0	0				0	0			0	0	0	86.85
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0	0				0	0			0	0	0	256.87
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0				0	0				0	0			0	0	0	93.31
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0	0				0	0			0	0	0	15.48
67	SIGN PEN, black	piece				0				0	0				0	0			0	0	0	38.10
68	SIGN PEN, blue	piece				0				0	0				0	0			0	0	0	38.10

69	SIGN PEN, red	piece				0				0	0				0	0			0	0	0	38.10
70	STAMP PAD INK, violet, 50mL	bottle				0				0	0				0	0			0	0	0	24.63
71	STAMP PAD, felt pad, min 60mm x 100mm	piece				0				0	0				0	0			0	0	0	27.66
72	STAPLE WIRE, Heavy duty, 23/13	box				0				0	0				0	0			0	0	0	23.40
73	STAPLE WIRE, Standard	box				0				0	0				0	0			0	0	0	18.92
74	TAPE, masking, 24mm, 50 meters length	roll				0				0	0				0	0			0	0	0	55.12
75	TAPE, masking, 48mm, 50 meters length	roll				0				0	0				0	0			0	0	0	105.04
76	TAPE, transparent, 24mm, 50 meters	roll				0				0	0				0	0			0	0	0	10.92
77	TAPE, transparent, 48mm, 50 meters	roll				0				0	0				0	0			0	0	0	26.52
78	TAPE, packaging, 48mm, 50 meters length	roll				0				0	0				0	0			0	0	0	32.74
79	TOILET TISSUE, 12 rolls per pack	pack				0				0	0				0	0			0	0	0	67.60
80	TWINE, plastic, one kilo per roll	roll				0				0	0				0	0			0	0	0	49.92
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0	0				0	0			0	0	0	128.84
82	Software					0				0	0				0	0			0	0	0	
83	Airline Travel					0				0	0				0	0			0	0	0	
COMMON OFFICE DEVICES																						
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0	0				0	0			0	0	0	9.19
2	CUTTER KNIFE, heavy duty	piece				0				0	0				0	0			0	0	0	19.76
3	DATING AND STAMPING MACHINE	piece				0				0	0				0	0			0	0	0	478.38
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0	0				0	0			0	0	0	187.20
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0				0	0				0	0			0	0	0	114.28
6	SCISSORS, (6")	pair				0				0	0				0	0			0	0	0	13.73
7	STAPLER, standard	piece				0				0	0				0	0			0	0	0	82.16
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0				0	0				0	0			0	0	0	878.80
9	STAPLE REMOVER, plier type	piece				0				0	0				0	0			0	0	0	18.18
10	TAPE DISPENSER, table top	piece				0				0	0				0	0			0	0	0	47.72
11	WASTE BASKET, non-rigid plastic	piece				0				0	0				0	0			0	0	0	23.90

5	CHAIR, monobloc, without armrest, white	piece				0				0	0				0	0			0	0	0	254.80
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0	0				0	0			0	0	0	6,229.60
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0	0				0	0			0	0	0	25,272.00
8	ELECTRIC FAN, industrial	unit				0				0	0				0	0			0	0	0	956.80
9	ELECTRIC FAN, orbit type	unit				0				0	0				0	0			0	0	0	1,248.00
10	ELECTRIC FAN, stand type	unit				0				0	0				0	0			0	0	0	967.10
11	ELECTRIC FAN, wall type	unit				0				0	0				0	0			0	0	0	790.40
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit				0				0	0				0	0			0	0	0	3,502.72
13	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0				0	0				0	0			0	0	0	1,080.56
14	FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0				0	0				0	0			0	0	0	4,992.00
15	MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0	0				0	0			0	0	0	26,483.60
16	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0	0				0	0			0	0	0	7,488.00
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0	0				0	0			0	0	0	5,699.20
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0	0				0	0			0	0	0	18,709.60
19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0	0				0	0			0	0	0	5,831.52
20	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0	0				0	0			0	0	0	10,000.00

21	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0	0				0	0			0	0	0	1,237.60
22	TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0	0				0	0			0	0	0	1,289.60
23	TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0	0				0	0			0	0	0	1,289.60
24	Desktop and Laptop	unit				0				0	0				0	0			0	0	0	
COMMON COMPUTER SUPPLIES																						
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0	0				0	0			0	0	0	630.76
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0	0				0	0			0	0	0	950.30
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0	0				0	0			0	0	0	716.04
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0	0				0	0			0	0	0	1,220.96
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0	0				0	0			0	0	0	596.80
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0	0				0	0			0	0	0	958.15
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0	0				0	0			0	0	0	21.79
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				0				0	0				0	0			0	0	0	2,818.40
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0				0	0				0	0			0	0	0	194.48
10	MOUSE, optical, USB connection type	unit				0				0	0				0	0			0	0	0	127.80
HANDBOOK ON PROCUREMENT																						
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0	0				0	0			0	0	0	61.83
CONSUMABLES																						
1	INK CART, BROTHER LC39BK, Black	cart				0				0	0				0	0			0	0	0	681.20
2	INK CART, BROTHER LC39C, Cyan	cart				0				0	0				0	0			0	0	0	447.20

3	INK CART, BROTHER LC39M, Magenta	cart				0				0	0				0	0			0	0	0	447.20
4	INK CART, BROTHER LC39Y, Yellow	cart				0				0	0				0	0			0	0	0	447.20
5	INK CART, BROTHER LC67B, Black	cart				0				0	0				0	0			0	0	0	910.00
6	INK CART, BROTHER LC67C, Cyan	cart				0				0	0				0	0			0	0	0	546.00
7	INK CART, BROTHER LC67M, Magenta	cart				0				0	0				0	0			0	0	0	546.00
8	INK CART, BROTHER LC67Y, Yellow	cart				0				0	0				0	0			0	0	0	546.00
9	INK CART, BROTHER LC67HYBK, Black	cart				0				0	0				0	0			0	0	0	1,538.16
10	INK CART, BROTHER LC67HYC, Cyan	cart				0				0	0				0	0			0	0	0	868.40
11	INK CART, BROTHER LC67HYM, Magenta	cart				0				0	0				0	0			0	0	0	868.40
12	INK CART, BROTHER LC67HYY, Yellow	cart				0				0	0				0	0			0	0	0	868.40
13	INK CART, CANON PG-810, Black	cart				0				0	0				0	0			0	0	0	774.80
14	INK CART, CANON PG-740, Black	cart				0				0	0				0	0			0	0	0	754.00
15	INK CART, CANON PGI-725, Black	cart				0				0	0				0	0			0	0	0	574.08
16	INK CART, CANON CLI-726, Black	cart				0				0	0				0	0			0	0	0	534.56
17	INK CART, CANON CL-811, Colored	cart				0				0	0				0	0			0	0	0	1,022.32
18	INK CART, CANON CL-741, Colored	cart				0				0	0				0	0			0	0	0	1,001.52
19	INK CART, CANON CLI-726, Cyan	cart				0				0	0				0	0			0	0	0	535.60
20	INK CART, CANON CLI-726, Magenta	cart				0				0	0				0	0			0	0	0	535.60
21	INK CART, CANON CLI-726, Yellow	cart				0				0	0				0	0			0	0	0	535.60
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0				0	0				0	0			0	0	0	491.92
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0	0				0	0			0	0	0	770.64
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0	0				0	0			0	0	0	426.40
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0	0				0	0			0	0	0	426.40
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0	0				0	0			0	0	0	426.40
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0	0				0	0			0	0	0	426.40
28	INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0	0				0	0			0	0	0	254.80
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0	0				0	0			0	0	0	254.80
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0	0				0	0			0	0	0	254.80
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0	0				0	0			0	0	0	254.80
32	INK CART, HP 51645A, (HP45), Black	cart				0				0	0				0	0			0	0	0	1,346.80
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0				0	0				0	0			0	0	0	1,612.00

34	INK CART, HP C4844A, (HP10), Black	cart					0				0	0					0	0	0	1,554.80
35	INK CART, HP C4906AA, (HP940XL), Black	cart					0				0	0					0	0	0	1,554.80
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart					0				0	0					0	0	0	1,034.80
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart					0				0	0					0	0	0	1,034.80
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart					0				0	0					0	0	0	1,034.80
39	INK CART, HP C4936A, (HP18), Black	cart					0				0	0					0	0	0	982.80
40	INK CART, HP C4937A, (HP18), Cyan	cart					0				0	0					0	0	0	717.60
41	INK CART, HP C4938A, (HP18), Magenta	cart					0				0	0					0	0	0	717.60
42	INK CART, HP C4939A, (HP18), Yellow	cart					0				0	0					0	0	0	717.60
43	INK CART, HP C6578DA, (HP78), Tri-color	cart					0				0	0					0	0	0	1,606.80
44	INK CART, HP C6615DA, (HP15), Black	cart					0				0	0					0	0	0	1,237.60
45	INK CART, HP C6625AA, (HP17), Tri-color	cart					0				0	0					0	0	0	1,346.80
46	INK CART, HP C6656AA, (HP56), Black	cart					0				0	0					0	0	0	921.44
47	INK CART, HP C6657AA, (HP57), Tri-color	cart					0				0	0					0	0	0	1,466.40
48	INK CART, HP C8727AA, (HP27), Black	cart					0				0	0					0	0	0	826.80
49	INK CART, HP C8765WA, (HP94), Black	cart					0				0	0					0	0	0	930.80
50	INK CART, HP C8766WA, (HP95), Tri-color	cart					0				0	0					0	0	0	1,133.60
51	INK CART, HP C8767WA, (HP96), Black	cart					0				0	0					0	0	0	1,430.00
52	INK CART, HP C9351AA, (HP21), Black	cart					0				0	0					0	0	0	650.00
53	INK CART, HP C9352AA, (HP22), Tri-color	cart					0				0	0					0	0	0	751.92
54	INK CART, HP C9361WA, (HP93), Tri-color	cart					0				0	0					0	0	0	1,346.80
55	INK CART, HP C9362WA, (HP92), Black	cart					0				0	0					0	0	0	600.08
56	INK CART, HP C9363WA, (HP97), Tri-color	cart					0				0	0					0	0	0	1,492.40
57	INK CART, HP C9364WA, (HP98), Black	cart					0				0	0					0	0	0	826.80
58	INK CART, HP CB314A, (HP900), Black	cart					0				0	0					0	0	0	296.40
59	INK CART, HP CB315A, (HP900), Tri-color	cart					0				0	0					0	0	0	379.60
60	INK CART, HP CB335WA, (HP74), Black	cart					0				0	0					0	0	0	696.80
61	INK CART, HP CB336WA, (HP74XL), Black	cart					0				0	0					0	0	0	1,508.00

62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0	0					0	0	0	803.92
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0	0					0	0	0	1,606.80
64	INK CART, HP CC640WA, (HP60), Black	cart				0				0	0					0	0	0	639.60
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0				0	0					0	0	0	1,445.60
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0	0					0	0	0	754.00
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0	0					0	0	0	1,658.80
68	INK CART, HP CC653AA, (HP901), Black	cart				0				0	0					0	0	0	639.60
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0	0					0	0	0	1,019.20
70	INK CART, HP CC660AA, (HP702), Black	cart				0				0	0					0	0	0	1,086.80
71	INK CART, HP CD887AA, (HP703), Black	cart				0				0	0					0	0	0	358.80
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0	0					0	0	0	358.80
73	INK CART, HP CD971AA, (HP 920), Black	cart				0				0	0					0	0	0	792.48
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0	0					0	0	0	629.20
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0	0					0	0	0	629.20
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0	0					0	0	0	629.20
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0	0					0	0	0	1,242.80
78	INK CART, HP CH561WA, (HP61), Black	cart				0				0	0					0	0	0	644.80
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0	0					0	0	0	826.80
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0	0					0	0	0	1,554.80
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0	0					0	0	0	1,175.20
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0	0					0	0	0	1,180.40
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0	0					0	0	0	1,180.40
84	INK CART, HP CN692AA, (HP704), Black	cart				0				0	0					0	0	0	358.80
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0	0					0	0	0	358.80
86	INK CART, HP CZ107AA, (HP678), Black	cart				0				0	0					0	0	0	358.80

87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0	0				0	0			0	0	0	360.88
88	INK CART, HP CZ121A (HP685A), Black	cart				0				0	0				0	0			0	0	0	366.08
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0	0				0	0			0	0	0	249.60
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0	0				0	0			0	0	0	249.60
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0	0				0	0			0	0	0	249.60
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0	0				0	0			0	0	0	930.80
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0	0				0	0			0	0	0	1,003.60
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0	0				0	0			0	0	0	1,196.00
95	TONER CART, BROTHER TN-2025, Black	cart				0				0	0				0	0			0	0	0	2,556.32
96	TONER CART, BROTHER TN-2130, Black	cart				0				0	0				0	0			0	0	0	1,820.00
97	TONER CART, BROTHER TN-2150, Black	cart				0				0	0				0	0			0	0	0	2,860.00
98	TONER CART, BROTHER TN-3320, Black	cart				0				0	0				0	0			0	0	0	3,354.00
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0	0				0	0			0	0	0	4,992.00
100	TONER CART, HP C4092A, Black	cart				0				0	0				0	0			0	0	0	2,741.44
101	TONER CART, HP C4096A, Black	cart				0				0	0				0	0			0	0	0	5,352.88
102	TONER CART, HP C7115A, Black	cart				0				0	0				0	0			0	0	0	2,971.28
103	TONER CART, HP CB435A, Black	cart				0				0	0				0	0			0	0	0	2,802.80
104	TONER CART, HP CB436A, Black	cart				0				0	0				0	0			0	0	0	3,218.80
105	TONER CART, HP CB540A, Black	cart				0				0	0				0	0			0	0	0	3,312.40
106	TONER CART, HP CB541A, Cyan	cart				0				0	0				0	0			0	0	0	2,984.80
107	TONER CART, HP CB542A, Yellow	cart				0				0	0				0	0			0	0	0	2,984.80
108	TONER CART, HP CB543A, Magenta	cart				0				0	0				0	0			0	0	0	2,984.80
109	TONER CART, HP CC364A, Black	cart				0				0	0				0	0			0	0	0	7,378.80
110	TONER CART, HP CC530A, Black	cart				0				0	0				0	0			0	0	0	5,402.80
111	TONER CART, HP CC531A, Cyan	cart				0				0	0				0	0			0	0	0	5,298.80
112	TONER CART, HP CC532A, Yellow	cart				0				0	0				0	0			0	0	0	5,298.80
113	TONER CART, HP CC533A, Magenta	cart				0				0	0				0	0			0	0	0	5,298.80
114	TONER CART, HP CE255A, Black	cart				0				0	0				0	0			0	0	0	6,754.80
115	TONER CART, HP CE278A, Black	cart				0				0	0				0	0			0	0	0	3,114.80
116	TONER CART, HP CE285A (HP85A), Black	cart				0				0	0				0	0			0	0	0	2,756.00
117	TONER CART, HP CE310A, Black	cart				0				0	0				0	0			0	0	0	2,386.80
118	TONER CART, HP CE311A, Cyan	cart				0				0	0				0	0			0	0	0	2,490.80
119	TONER CART, HP CE312A, Yellow	cart				0				0	0				0	0			0	0	0	2,490.80

120	TONER CART, HP CE313A, Magenta	cart				0				0	0				0	0			0	0	0	2,490.80
121	TONER CART, HP CE320A, Black	cart				0				0	0				0	0			0	0	0	3,166.80
122	TONER CART, HP CE321A, Cyan	cart				0				0	0				0	0			0	0	0	3,010.80
123	TONER CART, HP CE322A, Yellow	cart				0				0	0				0	0			0	0	0	3,010.80
124	TONER CART, HP CE323A, Magenta	cart				0				0	0				0	0			0	0	0	3,010.80
125	TONER CART, HP CE390A, Black	cart				0				0	0				0	0			0	0	0	7,690.80
126	TONER CART, HP CE400A, Black	cart				0				0	0				0	0			0	0	0	6,754.80
127	TONER CART, HP CE401A, Cyan	cart				0				0	0				0	0			0	0	0	9,978.80
128	TONER CART, HP CE402A, Yellow	cart				0				0	0				0	0			0	0	0	9,978.80
129	TONER CART, HP CE403A, Magenta	cart				0				0	0				0	0			0	0	0	9,978.80
130	TONER CART, HP CE410A, (HP305), Black	cart				0				0	0				0	0			0	0	0	3,790.80
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0	0				0	0			0	0	0	5,402.80
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0	0				0	0			0	0	0	5,402.80
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0	0				0	0			0	0	0	5,402.80
134	TONER CART, HP CE505A, Black	cart				0				0	0				0	0			0	0	0	3,998.80
135	TONER CART, HP CE505X, Black, high cap	cart				0				0	0				0	0			0	0	0	7,066.80
136	TONER CART, HP Q2612A, Black	cart				0				0	0				0	0			0	0	0	3,104.40
137	TONER CART, HP Q2613A, Black	cart				0				0	0				0	0			0	0	0	3,328.00
138	TONER CART, HP Q5942A, Black	cart				0				0	0				0	0			0	0	0	7,482.80
139	TONER CART, HP Q5949A, Black	cart				0				0	0				0	0			0	0	0	3,530.80
140	TONER CART, HP Q5950A, Black	cart				0				0	0				0	0			0	0	0	7,644.00
141	TONER CART, HP Q5951A, Cyan	cart				0				0	0				0	0			0	0	0	10,845.12
142	TONER CART, HP Q5952A, Yellow	cart				0				0	0				0	0			0	0	0	10,845.12
143	TONER CART, HP Q5953A, Magenta	cart				0				0	0				0	0			0	0	0	10,845.12
144	TONER CART, HP Q6000A, Black	cart				0				0	0				0	0			0	0	0	3,317.60
145	TONER CART, HP Q6001A, Cyan	cart				0				0	0				0	0			0	0	0	3,614.00
146	TONER CART, HP Q6002A, Yellow	cart				0				0	0				0	0			0	0	0	3,614.00
147	TONER CART, HP Q6003A, Magenta	cart				0				0	0				0	0			0	0	0	3,614.00
148	TONER CART, HP Q6470A, Black	cart				0				0	0				0	0			0	0	0	5,526.56
149	TONER CART, HP Q6471A, Cyan	cart				0				0	0				0	0			0	0	0	5,495.36
150	TONER CART, HP Q6472A, Yellow	cart				0				0	0				0	0			0	0	0	5,844.80
151	TONER CART, HP Q6473A, Magenta	cart				0				0	0				0	0			0	0	0	5,844.80
152	TONER CART, HP Q7553A, Black	cart				0				0	0				0	0			0	0	0	3,894.80
153	TONER CART, LEXMARK E360H11P, Black	cart				0				0	0				0	0			0	0	0	8,874.32
154	TONER CART, LEXMARK T650A11P, Black	cart				0				0	0				0	0			0	0	0	9,630.40
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0	0				0	0			0	0	0	4,992.00

156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0	0				0	0			0	0	0	2,600.00
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0	0				0	0			0	0	0	2,912.00
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0	0				0	0			0	0	0	2,912.00
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0	0				0	0			0	0	0	2,392.00
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0	0				0	0			0	0	0	2,704.00
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0	0				0	0			0	0	0	2,631.20
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0	0				0	0			0	0	0	3,120.00
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0	0				0	0			0	0	0	7,280.00
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0	0				0	0			0	0	0	4,368.00
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0	0				0	0			0	0	0	9,464.00
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0	0				0	0			0	0	0	8,736.00
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0	0				0	0			0	0	0	4,888.00
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0	0				0	0			0	0	0	4,212.00
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0				0	0				0	0			0	0	0	76.75
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0	0				0	0			0	0	0	724.88
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0	0				0	0			0	0	0	334.88
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0	0				0	0			0	0	0	75.92

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

COMMON ELECTRICAL SUPPLIES																						
1						0				0	0				0	0			0	0	0	
2						0				0	0				0	0			0	0	0	
3						0				0	0				0	0			0	0	0	

COMMON OFFICE EQUIPMENT																						
1						0				0	0				0	0			0	0	0	
2						0				0	0				0	0			0	0	0	
3						0				0	0				0	0			0	0	0	
4						0				0	0				0	0			0	0	0	
5						0				0	0				0	0			0	0	0	

7					0				0	0				0	0				0	0	0	
8					0				0	0				0	0				0	0	0	
9					0				0	0				0	0				0	0	0	
10					0				0	0				0	0				0	0	0	
Audio and visual presentation and composing equipment					0																	
1					0				0	0				0	0				0	0	0	
2					0				0	0				0	0				0	0	0	
3					0				0	0				0	0				0	0	0	
4					0				0	0				0	0				0	0	0	
5					0				0	0				0	0				0	0	0	
6					0				0	0				0	0				0	0	0	
7					0				0	0				0	0				0	0	0	
8					0				0	0				0	0				0	0	0	
9					0				0	0				0	0				0	0	0	
10					0				0	0				0	0				0	0	0	
Photographic or filming or video equipment					0																	
1					0				0	0				0	0				0	0	0	
2					0				0	0				0	0				0	0	0	
3					0				0	0				0	0				0	0	0	
4					0				0	0				0	0				0	0	0	
5					0				0	0				0	0				0	0	0	
6					0				0	0				0	0				0	0	0	
7				1	0				0	0				0	0				0	0	1	
8					0				0	0				0	0				0	0	0	
9					0				0	0				0	0				0	0	0	
10					0				0	0				0	0				0	0	0	
Cleaning Equipment and Supplies					0																	
1					0				0	0				0	0				0	0	0	
2					0				0	0				0	0				0	0	0	
3					0				0	0				0	0				0	0	0	
4					0				0	0				0	0				0	0	0	
5					0				0	0				0	0				0	0	0	
6					0				0	0				0	0				0	0	0	
7					0				0	0				0	0				0	0	0	
8					0				0	0				0	0				0	0	0	
9					0				0	0				0	0				0	0	0	
10					0				0	0				0	0				0	0	0	
Paper Materials and Products					0																	
1					0				0	0				0	0				0	0	0	
2					0				0	0				0	0				0	0	0	
3					0				0	0				0	0				0	0	0	

1					0				0	0				0	0				0	0	0	
2					0				0	0				0	0				0	0	0	
3					0				0	0				0	0				0	0	0	
4					0				0	0				0	0				0	0	0	
5					0				0	0				0	0				0	0	0	
6					0				0	0				0	0				0	0	0	
7					0				0	0				0	0				0	0	0	
8					0				0	0				0	0				0	0	0	
9					0				0	0				0	0				0	0	0	
10					0				0	0				0	0				0	0	0	
*Other Categories																						
1					0				0	0				0	0				0	0	0	
2					0				0	0				0	0				0	0	0	
3					0				0	0				0	0				0	0	0	
4					0				0	0				0	0				0	0	0	
5					0				0	0				0	0				0	0	0	
6					0				0	0				0	0				0	0	0	
7					0				0	0				0	0				0	0	0	
8					0				0	0				0	0				0	0	0	
9					0				0	0				0	0				0	0	0	
10					0				0	0				0	0				0	0	0	
C. TOTAL (A + B):																						
D. ADDITIONAL PROVISION FOR																						
E. GRAND TOTAL (C + D)																						
F. APPROVED BUDGET BY THE																						
G. MONTHLY CASH REQUIREMENTS																						
G.1 Available at Procurement Service Stores					0				0					0					0			
G.2 Other Items not available at PS but					0				0					0					0			
TOTAL MONTHLY CASH					0				0					0					0			

*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

Prepared by:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved by:

Property/Supply Officer

**Accountant /
Local Budget Officer**

Head of Office/Agency

Date Prepared:

—
—
—
—

**TOTAL
AMOUNT**

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com. For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____

Agency Account Code: _____

Contact Person: _____

Region: _____

Position: _____

Address: _____

E-mail : _____

Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016
		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, size AA, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	17.42
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	15.03
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	77.56
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	114.40

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0				0				0				0	0	280.80
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0				0	0	
7 TAPE, electrical	roll				0				0				0				0	0	18.20
COMMON OFFICE SUPPLIES																			
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0				0	0	624.00
2 AIR FRESHENER, 280mL/can	can				0				0				0				0	0	83.20
3 ALCOHOL, 70%, ethyl, 500ml	bottle				0				0				0				0	0	47.82
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0	197.58
5 CARBON FILM, PE, black, 210mm x 30mm, 100 sheets per box	box				0				0				0				0	0	202.80
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0				0	0	64.48
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0				0	0	25.86
8 CLEARBOOK, A4 size	piece				0				0				0				0	0	39.52
9 CLEARBOOK, Legal size	piece				0				0				0				0	0	43.68
10 CLIP, backfold, 19mm, 12 pieces per box	box				0				0				0				0	0	7.28
11 CLIP, backfold, 25mm, 12 pieces per box	box				0				0				0				0	0	10.40
12 CLIP, backfold, 32mm, 12 pieces per box	box				0				0				0				0	0	19.12
13 CLIP, backfold, 50mm, 12 pieces per box	box				0				0				0				0	0	36.38
14 CORRECTION TAPE, 6 meters(mm), 1 piece in individual plastic	piece				0				0				0				0	0	31.20
15 DATA FILE BOX, made with chipboard, with closed ends	box				0				0				0				0	0	69.78
16 DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0	68.64
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0				0				0				0	0	381.54
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0				0				0				0	0	507.40
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0				0				0				0	0	621.71
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0				0	0	27.61
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0				0				0				0	0	499.20
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0				0				0	0	561.60
23 ERASER, felt, for blackboard/whiteboard	piece				0				0				0				0	0	11.11
24 ERASER, plastic or rubber	piece				0				0				0				0	0	2.29
25 FASTENER, for paper, metal, 50 sets per box	box				0				0				0				0	0	57.09
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	70.67
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0				0	0	12.48
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0				0	0	16.64
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0				0	0	234.00
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0				0	0	291.20
31 FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0				0	0	166.40
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0				0	0	203.84
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0				0				0				0	0	746.72

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0				0				0	0	179.28
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0				0				0				0	0	200.37
36 GLUE, all purpose, 300 grams min.	jar				0				0				0				0	0	44.18
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0				0				0	0	47.90
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0				0	0	539.76
39 MAGAZINE FILE BOX, LARGE	piece				0				0				0				0	0	41.60
40 MARKER, fluorescent, 3 colors per set	set				0				0				0				0	0	35.55
41 MARKER, whiteboard, bullet type, black	piece				0				0				0				0	0	10.28
42 MARKER, whiteboard, bullet type, blue	piece				0				0				0				0	0	10.28
43 MARKER, whiteboard, bullet type, red	piece				0				0				0				0	0	10.28
44 MARKER, permanent, bullet type, black	piece				0				0				0				0	0	9.65
45 MARKER, permanent, bullet type, blue	piece				0				0				0				0	0	9.65
46 MARKER, permanent, bullet type, red	piece				0				0				0				0	0	9.65
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0				0				0				0	0	10.40
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0				0				0				0	0	31.20
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0				0				0				0	0	40.54
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0				0				0				0	0	54.06
51 PAD PAPER, Ruled	pad				0				0				0				0	0	18.26
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0				0				0				0	0	12.85
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0				0				0				0	0	6.43
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0				0	0	115.65
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0	141.82
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0				0				0	0	105.10
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0				0	0	115.41
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0				0				0				0	0	88.40
59 PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	0	31.15
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				0				0				0				0	0	19.62
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	278.72
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0				0				0				0	0	60.32
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0				0				0				0	0	86.85
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0				0	0	256.87
65 RUBBER BAND, 70mm min lay flat length (#18)	box				0				0				0				0	0	93.31
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0				0				0	0	15.48
67 SIGN PEN, black	piece				0				0				0				0	0	38.10
68 SIGN PEN, blue	piece				0				0				0				0	0	38.10
69 SIGN PEN, red	piece				0				0				0				0	0	38.10
70 STAMP PAD INK, violet, 50mL	bottle				0				0				0				0	0	24.63
71 STAMP PAD, felt pad, min 60mm x 100mm	piece				0				0				0				0	0	27.66
72 STAPLE WIRE, Heavy duty, 23/13	box				0				0				0				0	0	23.40
73 STAPLE WIRE, Standard	box				0				0				0				0	0	18.92
74 TAPE, masking, 24mm, 50 meters length	roll				0				0				0				0	0	55.12

Item & Specifications		Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		Total Quantity
75	TAPE, masking, 48mm, 50 meters length	roll				0				0				0				0	0	105.04
76	TAPE, transparent, 24mm, 50 meters	roll				0				0				0				0	0	10.92
77	TAPE, transparent, 48mm, 50 meters	roll				0				0				0				0	0	26.52
78	TAPE, packaging, 48mm, 50 meters length	roll				0				0				0				0	0	32.74
79	TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0	67.60
80	TWINE, plastic, one kilo per roll	roll				0				0				0				0	0	49.92
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	128.84
82	Software					0				0				0				0	0	
83	Airline Travel					0				0				0				0	0	
COMMON OFFICE DEVICES																				
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0				0				0	0	9.19
2	CUTTER KNIFE, heavy duty	piece				0				0				0				0	0	19.76
3	DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0				0	0	187.20
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0				0				0				0	0	114.28
6	SCISSORS, (6")	pair				0				0				0				0	0	13.73
7	STAPLER, standard	piece				0				0				0				0	0	82.16
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0				0				0				0	0	878.80
9	STAPLE REMOVER, plier type	piece				0				0				0				0	0	18.18
10	TAPE DISPENSER, table top	piece				0				0				0				0	0	47.72
11	WASTE BASKET, non-rigid plastic	piece				0				0				0				0	0	23.90
COMMON JANITORIAL SUPPLIES																				
1	BROOM, soft (tambo)	piece				0				0				0				0	0	88.40
2	BROOM, stick (tingting)	piece				0				0				0				0	0	23.92
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	41.60
4	CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	37.43
6	DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	119.60
7	DUST PAN, non-rigid plastic	piece				0				0				0				0	0	24.96
8	FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0				0				0				0	0	84.76
10	INSECTICIDE, aerosol type, 600mL/can	can				0				0				0				0	0	124.80
11	MOPBUCKET	piece				0				0				0				0	0	1,911.00
12	MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	142.48
13	MOPHEAD, made of rayon	piece				0				0				0				0	0	98.80
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0	49.69
15	SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	102.96

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0	139.88
17 DISINFECTANT, bleaching solution	cont				0				0				0				0	0	101.82
																			7.28
COMMON OFFICE EQUIPMENT																			
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0				0				0	0	10,400.00
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0				0				0				0	0	135.20
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	258.84
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	254.68
5 CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	254.80
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0	6,229.60
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0				0				0	0	25,272.00
8 ELECTRIC FAN, industrial	unit				0				0				0				0	0	956.80
9 ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,248.00
10 ELECTRIC FAN, stand type	unit				0				0				0				0	0	967.10
11 ELECTRIC FAN, wall type	unit				0				0				0				0	0	790.40
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit				0				0				0				0	0	3,502.72
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0				0				0				0	0	1,080.56
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0				0				0				0	0	4,992.00
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0				0	0	26,483.60
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0				0	0	7,488.00
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0				0	0	5,699.20
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,709.60
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	5,831.52
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0				0	0	10,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	1,237.60
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60
24 Desktop and Laptop	unit				0				0				0				0	0	
COMMON COMPUTER SUPPLIES																			
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	630.76
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	950.30
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	716.04
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	1,220.96
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	596.80
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	958.15
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0				0				0	0	21.79
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				0				0				0				0	0	2,818.40
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0				0				0				0	0	194.48
10 MOUSE, optical, USB connection type	unit				0				0				0				0	0	127.80
HANDBOOK ON PROCUREMENT																			
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0	61.83
CONSUMABLES																			
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	681.20
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	447.20
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	447.20
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	447.20
5 INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,538.16
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	868.40
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	868.40
12 INK CART, BROTHER LC67HYY, Yellow	cart				0				0				0				0	0	868.40

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
13 INK CART, CANON PG-810, Black	cart				0				0				0				0	0	774.80
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	754.00
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	574.08
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	534.56
17 INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,022.32
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	1,001.52
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64
24 INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0				0	0	426.40
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0				0	0	426.40
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0				0	0	426.40
27 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0				0	0	426.40
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0	254.80
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0				0	0	254.80
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0	0	254.80
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0	0	254.80
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,346.80
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,554.80
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,554.80
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,034.80
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,034.80
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,034.80
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40
48 INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	826.80
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00
52 INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	650.00
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	751.92
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,346.80

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
55	INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40
57	INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	826.80
58	INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	296.40
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	379.60
60	INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80
64	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	639.60
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,445.60
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	754.00
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80
68	INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20
70	INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,086.80
71	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	358.80
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80
73	INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	792.48
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	629.20
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80
78	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	644.80
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,180.40
84	INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	358.80
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	358.80
86	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	358.80
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	360.88
88	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	366.08
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	930.80
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0				0	0	1,003.60
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,196.00
95	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,556.32
96	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,820.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
97 TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,860.00
98 TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,354.00
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CLJ Printer)	cart				0				0				0				0	0	4,992.00
100 TONER CART, HP C4092A, Black	cart				0				0				0				0	0	2,741.44
101 TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,352.88
102 TONER CART, HP C7115A, Black	cart				0				0				0				0	0	2,971.28
103 TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,802.80
104 TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,218.80
105 TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,312.40
106 TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,984.80
107 TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,984.80
108 TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,984.80
109 TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,378.80
110 TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,402.80
111 TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,298.80
112 TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,298.80
113 TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,298.80
114 TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,754.80
115 TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,114.80
116 TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	2,756.00
117 TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,386.80
118 TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,490.80
119 TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,490.80
120 TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,490.80
121 TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,166.80
122 TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,010.80
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,010.80
124 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,010.80
125 TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,690.80
126 TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,754.80
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,978.80
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,978.80
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,978.80
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,790.80
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,402.80
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,402.80
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40
137 TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,482.80

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		Total Quantity
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	
11					0				0				0				0	0	
12					0				0				0				0	0	
13					0				0				0				0	0	
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	
31					0				0				0				0	0	
32					0				0				0				0	0	
33					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	

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		Total Quantity
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					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	

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		Total Quantity
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					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	
Electrical equipment and components 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	
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	

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	
8					0				0				0				0	0
9					0				0				0				0	0
10					0				0				0				0	0
Computer 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
*Other Categories																		
1					0				0				0				0	0
2					0				0				0				0	0
3					0				0				0				0	0
4					0				0				0				0	0
5					0				0				0				0	0
6					0				0				0				0	0
7					0				0				0				0	0
8					0				0				0				0	0
9					0				0				0				0	0
10					0				0				0				0	0
C. TOTAL (A + B):																		
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		
E. GRAND TOTAL (C + D)																		
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																		
G. MONTHLY CASH REQUIREMENTS																		
G.1 Available at Procurement Service Stores					0				0				0				0	
G.2 Other Items not available at PS but regularly purchased from other sources					0				0				0				0	
TOTAL MONTHLY CASH REQUIREMENTS					0				0				0				0	

*Other categories that are not indicated herein

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	

***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:

Property/Supply Officer

Accountant /
Local Budget Officer

Head of Office/Agency

Date Prepared:

-
-
-
-

TOTAL AMOUNT
-
-
-
-

TOTAL
AMOUNT

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.goccc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com. For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017-PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____

Agency Account Code: _____

Contact Person: _____

Region: _____

Position: _____

Address: _____

E-mail: _____

Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
A. AVAILABLE AT PROCUREMENT SERVICE STORES																								
COMMON ELECTRICAL SUPPLIES																								
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0				0	0				0	0				0	0	0	17.42	-

2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0					0	0					0	0	0	15.03	-
3	BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0					0	0					0	0	0	77.56	-
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0	0					0	0					0	0	0	114.40	-
5	FLUORESCENT LAMP, tubular, 36 watts	tube				0	0					0	0					0	0	0	280.80	-
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0					0	0					0	0	0		-
7	TAPE, electrical	roll				0	0					0	0					0	0	0	18.20	-
COMMON OFFICE SUPPLIES																						
1	ACETATE, gauge #3, 50m per roll	roll				0	0					0	0					0	0	0	624.00	-
2	AIR FRESHENER, 280mL/150g min	can				0	0					0	0					0	0	0	83.20	-
3	ALCOHOL, 70%, ethyl, 500ml	bottle				0	0					0	0					0	0	0	47.82	-
4	CARBON FILM, A4 size, 100 sheets per box	box				0	0					0	0					0	0	0	197.58	-
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0					0	0					0	0	0	202.80	-
6	CARTOLINA, assorted color, 20 pieces per pack	pack				0	0					0	0					0	0	0	64.48	-
7	CHALK, white, enamel, 100 pieces per box	box				0	0					0	0					0	0	0	25.86	-
8	CLEARBOOK, A4 size	piece				0	0					0	0					0	0	0	39.52	-
9	CLEARBOOK, Legal size	piece				0	0					0	0					0	0	0	43.68	-
10	CLIP, backfold, 19mm, 12 pieces per box	box				0	0					0	0					0	0	0	7.28	-
11	CLIP, backfold, 25mm, 12 pieces per box	box				0	0					0	0					0	0	0	10.40	-
12	CLIP, backfold, 32mm, 12 pieces per box	box				0	0					0	0					0	0	0	19.12	-
13	CLIP, backfold, 50mm, 12 pieces per box	box				0	0					0	0					0	0	0	36.38	-
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0	0					0	0					0	0	0	31.20	-
15	DATA FILE BOX, made with chipboard, with closed ends	box				0	0					0	0					0	0	0	69.78	-
16	DATA FOLDER, made with chipboard, taglia lock	piece				0	0					0	0					0	0	0	68.64	-

17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0	0							0	0					0	0	0	381.54	-
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0	0							0	0					0	0	0	507.40	-
19	ENVELOPE, EXPANDING, KRAFT BOARD, for legal size documents, 100 pieces per box	box				0	0							0	0					0	0	0	621.71	-
20	ENVELOPE, EXPANDING, plastic	piece				0	0							0	0					0	0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0	0							0	0					0	0	0	499.20	-
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	0							0	0					0	0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece				0	0							0	0					0	0	0	11.11	-
24	ERASER, plastic or rubber	piece				0	0							0	0					0	0	0	2.29	-
25	FASTENER, for paper, metal, 50 sets per box	box				0	0							0	0					0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0							0	0					0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0	0							0	0					0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0	0							0	0					0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0	0							0	0					0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0	0							0	0					0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack				0	0							0	0					0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	0							0	0					0	0	0	203.84	-
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0	0							0	0					0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				0	0							0	0					0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0	0							0	0					0	0	0	200.37	-
36	GLUE, all purpose, 300 grams min.	jar				0	0							0	0					0	0	0	44.18	-
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0	0							0	0					0	0	0	47.90	-
38	LOOSELEAF COVER, 50sets per bundle	bundle				0	0							0	0					0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece				0	0							0	0					0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set				0	0							0	0					0	0	0	35.55	-

41	MARKER, whiteboard, bullet type, black	piece				0	0				0	0				0	0			0	0	0	10.28	-
42	MARKER, whiteboard, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece				0	0				0	0				0	0			0	0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece				0	0				0	0				0	0			0	0	0	9.65	-
45	MARKER, permanent, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	9.65	-
46	MARKER, permanent, bullet type, red	piece				0	0				0	0				0	0			0	0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	0				0	0				0	0			0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	31.20	-
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	54.06	-
51	PAD PAPER, Ruled	pad				0	0				0	0				0	0			0	0	0	18.26	-
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	12.85	-
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	6.43	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0				0	0				0	0			0	0	0	140.75	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0				0	0				0	0			0	0	0	166.94	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0	0				0	0				0	0			0	0	0	130.20	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0	0				0	0				0	0			0	0	0	140.53	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0	0				0	0				0	0			0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll				0	0				0	0				0	0			0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				0	0				0	0				0	0			0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece				0	0				0	0				0	0			0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0	0				0	0				0	0			0	0	0	60.32	-
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0	0				0	0				0	0			0	0	0	86.85	-
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0	0				0	0				0	0			0	0	0	256.87	-

65	RUBBER BAND, 70mm min lay flat length (#18)	box				0	0							0	0					0	0	0	93.31	-
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece				0	0							0	0					0	0	0	15.48	-
67	SIGN PEN, black	piece				0	0							0	0					0	0	0	38.10	-
68	SIGN PEN, blue	piece				0	0							0	0					0	0	0	38.10	-
69	SIGN PEN, red	piece				0	0							0	0					0	0	0	38.10	-
70	STAMP PAD INK, violet, 50mL	bottle				0	0							0	0					0	0	0	24.63	-
71	STAMP PAD, felt pad, min 60mm x 100mm	piece				0	0							0	0					0	0	0	27.66	-
72	STAPLE WIRE, Heavy duty, 23/13	box				0	0							0	0					0	0	0	23.40	-
73	STAPLE WIRE, Standard	box				0	0							0	0					0	0	0	18.92	-
74	TAPE, masking, 24mm, 50 meters length	roll				0	0							0	0					0	0	0	55.12	-
75	TAPE, masking, 48mm, 50 meters length	roll				0	0							0	0					0	0	0	105.04	-
76	TAPE, transparent, 24mm, 50 meters	roll				0	0							0	0					0	0	0	10.92	-
77	TAPE, transparent, 48mm, 50 meters	roll				0	0							0	0					0	0	0	26.52	-
78	TAPE, packaging, 48mm, 50 meters length	roll				0	0							0	0					0	0	0	32.74	-
79	TOILET TISSUE, 12 rolls per pack	pack				0	0							0	0					0	0	0	67.60	-
80	TWINE, plastic, one kilo per roll	roll				0	0							0	0					0	0	0	49.92	-
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0	0							0	0					0	0	0	128.84	-
82	Software					0	0							0	0					0	0	0		-
83	Airline Travel					0	0							0	0					0	0	0		-
COMMON OFFICE DEVICES																								
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0	0							0	0					0	0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece				0	0							0	0					0	0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece				0	0							0	0					0	0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece				0	0							0	0					0	0	0	187.20	-

5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0	0				0	0				0	0	0	114.28	-
6	SCISSORS, (6")	pair				0	0				0	0				0	0	0	13.73	-
7	STAPLER, standard	piece				0	0				0	0				0	0	0	82.16	-
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min	piece				0	0				0	0				0	0	0	878.80	-
9	STAPLE REMOVER, plier type	piece				0	0				0	0				0	0	0	18.18	-
10	TAPE DISPENSER, table top	piece				0	0				0	0				0	0	0	47.72	-
11	WASTE BASKET, non-rigid plastic	piece				0	0				0	0				0	0	0	23.90	-
COMMON JANITORIAL SUPPLIES																				
1	BROOM, soft (tambo)	piece				0	0				0	0				0	0	0	88.40	-
2	BROOM, stick (tingting)	piece				0	0				0	0				0	0	0	23.92	-
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0	0				0	0				0	0	0	41.60	-
4	CLEANSER, scouring powder, 350grams/can	can				0	0				0	0				0	0	0	21.27	-
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0	0				0	0				0	0	0	37.43	-
6	DISINFECTANT SPRAY, 400-550 grams	can				0	0				0	0				0	0	0	119.60	-
7	DUST PAN, non-rigid plastic	piece				0	0				0	0				0	0	0	24.96	-
8	FLOOR WAX, Paste, red	can				0	0				0	0				0	0	0	202.80	-
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0	0				0	0				0	0	0	84.76	-
10	INSECTICIDE, aerosol type, 600mL/can	can				0	0				0	0				0	0	0	124.80	-
11	MOPBUCKET	piece				0	0				0	0				0	0	0	1,911.00	-
12	MOPHANDLE, screw type, aluminum handle	piece				0	0				0	0				0	0	0	142.48	-
13	MOPHEAD, made of rayon	piece				0	0				0	0				0	0	0	98.80	-
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle				0	0				0	0				0	0	0	49.69	-

15	SCOURING PAD, 5 pieces per pack	pack				0	0							0	0				0	0	0	102.96	-
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll				0	0							0	0				0	0	0	139.88	-
17	DISINFECTANT, bleaching solution	cont				0	0							0	0				0	0	0	101.82	-
																						7.28	
COMMON OFFICE EQUIPMENT																							
1	BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any	unit				0	0							0	0				0	0	0	10,400.00	-
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0	0							0	0				0	0	0	135.20	-
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0	0							0	0				0	0	0	258.84	-
4	CHAIR, monobloc, without armrest, beige	piece				0	0							0	0				0	0	0	254.68	-
5	CHAIR, monobloc, without armrest, white	piece				0	0							0	0				0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0	0							0	0				0	0	0	6,229.60	-
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc	unit				0	0							0	0				0	0	0	25,272.00	-
8	ELECTRIC FAN, industrial	unit				0	0							0	0				0	0	0	956.80	-
9	ELECTRIC FAN, orbit type	unit				0	0							0	0				0	0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit				0	0							0	0				0	0	0	967.10	-
11	ELECTRIC FAN, wall type	unit				0	0							0	0				0	0	0	790.40	-
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x	unit				0	0							0	0				0	0	0	3,502.72	-
13	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure	unit				0	0							0	0				0	0	0	1,080.56	-
14	FIRE EXTINGUISHER, dry chemical, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure	unit				0	0							0	0				0	0	0	4,992.00	-
15	FLOOR MEDIAN PROJECTOR, 4000 lumens, 3600 hours lamp life, supports	unit				0	0							0	0				0	0	0	26,483.60	-
16	PAPER SHREDDER (compact) resolution max paper size: B4, 30 sheets cutting	unit				0	0							0	0				0	0	0	7,488.00	-
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0	0							0	0				0	0	0	5,699.20	-
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0	0							0	0				0	0	0	18,709.60	-
19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0	0							0	0				0	0	0	5,831.52	-

4	INK CART, BROTHER LC39Y, Yellow	cart				0	0				0	0				0	0			0	0	0	447.20	-
5	INK CART, BROTHER LC67B, Black	cart				0	0				0	0				0	0			0	0	0	910.00	-
6	INK CART, BROTHER LC67C, Cyan	cart				0	0				0	0				0	0			0	0	0	546.00	-
7	INK CART, BROTHER LC67M, Magenta	cart				0	0				0	0				0	0			0	0	0	546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart				0	0				0	0				0	0			0	0	0	546.00	-
9	INK CART, BROTHER LC67HYBK, Black	cart				0	0				0	0				0	0			0	0	0	1,538.16	-
10	INK CART, BROTHER LC67HYC, Cyan	cart				0	0				0	0				0	0			0	0	0	868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart				0	0				0	0				0	0			0	0	0	868.40	-
12	INK CART, BROTHER LC67HYY, Yellow	cart				0	0				0	0				0	0			0	0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart				0	0				0	0				0	0			0	0	0	774.80	-
14	INK CART, CANON PG-740, Black	cart				0	0				0	0				0	0			0	0	0	754.00	-
15	INK CART, CANON PGI-725, Black	cart				0	0				0	0				0	0			0	0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart				0	0				0	0				0	0			0	0	0	534.56	-
17	INK CART, CANON CL-811, Colored	cart				0	0				0	0				0	0			0	0	0	1,022.32	-
18	INK CART, CANON CL-741, Colored	cart				0	0				0	0				0	0			0	0	0	1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart				0	0				0	0				0	0			0	0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0	0				0	0				0	0			0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0	0				0	0				0	0			0	0	0	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0	0				0	0				0	0			0	0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0	0				0	0				0	0			0	0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0				0	0				0	0			0	0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0				0	0				0	0			0	0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0				0	0				0	0			0	0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0				0	0				0	0			0	0	0	426.40	-

28	INK CART, EPSON C13T6664100 (T6641), Black	cart							0	0					0	0				0	0	0	254.80	-
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart							0	0					0	0				0	0	0	254.80	-
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart							0	0					0	0				0	0	0	254.80	-
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart							0	0					0	0				0	0	0	254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart							0	0					0	0				0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart							0	0					0	0				0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart							0	0					0	0				0	0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart							0	0					0	0				0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart							0	0					0	0				0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart							0	0					0	0				0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart							0	0					0	0				0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart							0	0					0	0				0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart							0	0					0	0				0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart							0	0					0	0				0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart							0	0					0	0				0	0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart							0	0					0	0				0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart							0	0					0	0				0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart							0	0					0	0				0	0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart							0	0					0	0				0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart							0	0					0	0				0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart							0	0					0	0				0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart							0	0					0	0				0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart							0	0					0	0				0	0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart							0	0					0	0				0	0	0	1,430.00	-

52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0				0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0				0	0				0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0				0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0				0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0				0	0				0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0	0				0	0				0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0				0	0				0	0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0	0	629.20	-

76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0				0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0				0	0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0	0				0	0				0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0				0	0				0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0				0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0				0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0				0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0				0	0				0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0				0	0				0	0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tricolor	cart				0	0				0	0				0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0				0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0				0	0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0				0	0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0				0	0				0	0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0				0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0				0	0				0	0	0	4,992.00	-

100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0				0	0				0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0				0	0				0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0				0	0				0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0	0	3,010.80	-

124	TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0	0	3,614.00	-

148	TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				0	0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0				0	0				0	0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0				0	0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0				0	0				0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0				0	0				0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0				0	0				0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0				0	0				0	0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0				0	0				0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0				0	0				0	0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0				0	0				0	0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0				0	0				0	0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0				0	0				0	0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0	0				0	0				0	0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0				0	0				0	0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	0				0	0				0	0	0	334.88	-

10					0	0				0	0				0	0				0	0	0		
Office Supplies																								
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
3					0	0				0	0				0	0				0	0	0		-
4					0	0				0	0				0	0				0	0	0		-
5					0	0				0	0				0	0				0	0	0		-
6					0	0				0	0				0	0				0	0	0		-
7					0	0				0	0				0	0				0	0	0		-
8					0	0				0	0				0	0				0	0	0		-
9					0	0				0	0				0	0				0	0	0		-
10					0	0				0	0				0	0				0	0	0		-
Audio and visual presentation and composing equipment						0																		
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
3					0	0				0	0				0	0				0	0	0		-
4					0	0				0	0				0	0				0	0	0		-
5					0	0				0	0				0	0				0	0	0		-
6					0	0				0	0				0	0				0	0	0		-
7					0	0				0	0				0	0				0	0	0		-
8					0	0				0	0				0	0				0	0	0		-
9					0	0				0	0				0	0				0	0	0		-
10					0	0				0	0				0	0				0	0	0		-
Photographic or filming or video equipment						0																		
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
3					0	0				0	0				0	0				0	0	0		-
4					0	0				0	0				0	0				0	0	0		-
5					0	0				0	0				0	0				0	0	0		-
6					0	0				0	0				0	0				0	0	0		-
7					0	0				0	0				0	0				0	0	0		-
8					0	0				0	0				0	0				0	0	0		-
9					0	0				0	0				0	0				0	0	0		-
10					0	0				0	0				0	0				0	0	0		-
Cleaning Equipment and Supplies						0																		
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
3					0	0				0	0				0	0				0	0	0		-
4					0	0				0	0				0	0				0	0	0		-
5					0	0				0	0				0	0				0	0	0		-
6					0	0				0	0				0	0				0	0	0		-
7					0	0				0	0				0	0				0	0	0		-
8					0	0				0	0				0	0				0	0	0		-
9					0	0				0	0				0	0				0	0	0		-

10					0	0				0	0				0	0				0	0	0			-	
	Paper Materials and Products					0																				
1					0	0				0	0				0	0				0	0	0				-
2					0	0				0	0				0	0				0	0	0				-
3					0	0				0	0				0	0				0	0	0				-
4					0	0				0	0				0	0				0	0	0				-
5					0	0				0	0				0	0				0	0	0				-
6					0	0				0	0				0	0				0	0	0				-
7					0	0				0	0				0	0				0	0	0				-
8					0	0				0	0				0	0				0	0	0				-
9					0	0				0	0				0	0				0	0	0				-
10					0	0				0	0				0	0				0	0	0				-
	Lighting and fixtures and accessories					0																				
1					0	0				0	0				0	0				0	0	0				-
2					0	0				0	0				0	0				0	0	0				-
3					0	0				0	0				0	0				0	0	0				-
4					0	0				0	0				0	0				0	0	0				-
5					0	0				0	0				0	0				0	0	0				-
6					0	0				0	0				0	0				0	0	0				-
7					0	0				0	0				0	0				0	0	0				-
8					0	0				0	0				0	0				0	0	0				-
9					0	0				0	0				0	0				0	0	0				-
10					0	0				0	0				0	0				0	0	0				-
	Electrical equipment and components and supplies																									
1					0	0				0	0				0	0				0	0	0				-
2					0	0				0	0				0	0				0	0	0				-
3					0	0				0	0				0	0				0	0	0				-
4					0	0				0	0				0	0				0	0	0				-
5					0	0				0	0				0	0				0	0	0				-
6					0	0				0	0				0	0				0	0	0				-
7					0	0				0	0				0	0				0	0	0				-
8					0	0				0	0				0	0				0	0	0				-
9					0	0				0	0				0	0				0	0	0				-
10					0	0				0	0				0	0				0	0	0				-
	Computer Supplies																									
1					0	0				0	0				0	0				0	0	0				-
2					0	0				0	0				0	0				0	0	0				-
3					0	0				0	0				0	0				0	0	0				-
4					0	0				0	0				0	0				0	0	0				-
5					0	0				0	0				0	0				0	0	0				-
6					0	0				0	0				0	0				0	0	0				-
7					0	0				0	0				0	0				0	0	0				-
8					0	0				0	0				0	0				0	0	0				-
9					0	0				0	0				0	0				0	0	0				-

10					0	0				0	0				0	0			0	0	0		-
Computer Equipment and Accessories																							-
1					0	0				0	0				0	0			0	0	0		-
2					0	0				0	0				0	0			0	0	0		-
3					0	0				0	0				0	0			0	0	0		-
4					0	0				0	0				0	0			0	0	0		-
5					0	0				0	0				0	0			0	0	0		-
6					0	0				0	0				0	0			0	0	0		-
7					0	0				0	0				0	0			0	0	0		-
8					0	0				0	0				0	0			0	0	0		-
9					0	0				0	0				0	0			0	0	0		-
10					0	0				0	0				0	0			0	0	0		-
*Other Categories																							-
1					0	0				0	0				0	0			0	0	0		-
2					0	0				0	0				0	0			0	0	0		-
3					0	0				0	0				0	0			0	0	0		-
4					0	0				0	0				0	0			0	0	0		-
5					0	0				0	0				0	0			0	0	0		-
6					0	0				0	0				0	0			0	0	0		-
7					0	0				0	0				0	0			0	0	0		-
8					0	0				0	0				0	0			0	0	0		-
9					0	0				0	0				0	0			0	0	0		-
10					0	0				0	0				0	0			0	0	0		-
C. TOTAL (A + B):																							-
D. ADDITIONAL PROVISION FOR																							-
E. GRAND TOTAL (C + D)																							-
F. APPROVED BUDGET BY THE																							
G. MONTHLY CASH REQUIREMENTS																							
G.1 Available at Procurement Service Stores					0				0						0				0				0
G.2 Other Items not available at PS but					0				0						0				0				0
TOTAL MONTHLY CASH					0				0						0				0				0

*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:

Property/Supply Officer

Accountant /
Local Budget Officer

Head of Office/Agency

Date Prepared:

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com. For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____

Agency Account Code: _____

Contact Person: _____

Region: _____

Position: _____

Address: _____

E-mail : _____

Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
A. AVAILABLE AT PROCUREMENT SERVICE STORES																								
COMMON ELECTRICAL SUPPLIES																								
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0				0	0				0	0				0	0	0	17.42	-

2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0				0	0				0	0	0	15.03	-
3	BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0				0	0				0	0	0	77.56	-
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0	0				0	0				0	0	0	114.40	-
5	FLUORESCENT LAMP, tubular, 36 watts	tube				0	0				0	0				0	0	0	280.80	-
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0				0	0				0	0	0		-
7	TAPE, electrical	roll				0	0				0	0				0	0	0	18.20	-
COMMON OFFICE SUPPLIES																				
1	ACETATE, gauge #3, 50m per roll	roll				0	0				0	0				0	0	0	624.00	-
2	AIR FRESHENER, 280mL/150g min	can				0	0				0	0				0	0	0	83.20	-
3	ALCOHOL, 70%, ethyl, 500ml	bottle				0	0				0	0				0	0	0	47.82	-
4	CARBON FILM, A4 size, 100 sheets per box	box				0	0				0	0				0	0	0	197.58	-
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0				0	0				0	0	0	202.80	-
6	CARTOLINA, assorted color, 20 pieces per pack	pack				0	0				0	0				0	0	0	64.48	-
7	CHALK, white, enamel, 100 pieces per box	box				0	0				0	0				0	0	0	25.86	-
8	CLEARBOOK, A4 size	piece				0	0				0	0				0	0	0	39.52	-
9	CLEARBOOK, Legal size	piece				0	0				0	0				0	0	0	43.68	-
10	CLIP, backfold, 19mm, 12 pieces per box	box				0	0				0	0				0	0	0	7.28	-
11	CLIP, backfold, 25mm, 12 pieces per box	box				0	0				0	0				0	0	0	10.40	-
12	CLIP, backfold, 32mm, 12 pieces per box	box				0	0				0	0				0	0	0	19.12	-
13	CLIP, backfold, 50mm, 12 pieces per box	box				0	0				0	0				0	0	0	36.38	-
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0	0				0	0				0	0	0	31.20	-

15	DATA FILE BOX, made with chipboard, with closed ends	box				0	0				0	0				0	0			0	0	0	69.78	-
16	DATA FOLDER, made with chipboard, taglia lock	piece				0	0				0	0				0	0			0	0	0	68.64	-
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0	0				0	0				0	0			0	0	0	381.54	-
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0	0				0	0				0	0			0	0	0	507.40	-
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	621.71	-
20	ENVELOPE, EXPANDING, plastic	piece				0	0				0	0				0	0			0	0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0	0				0	0				0	0			0	0	0	499.20	-
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	0				0	0				0	0			0	0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece				0	0				0	0				0	0			0	0	0	11.11	-
24	ERASER, plastic or rubber	piece				0	0				0	0				0	0			0	0	0	2.29	-
25	FASTENER, for paper, metal, 50 sets per box	box				0	0				0	0				0	0			0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0				0	0				0	0			0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0	0				0	0				0	0			0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0	0				0	0				0	0			0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0	0				0	0				0	0			0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0	0				0	0				0	0			0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack				0	0				0	0				0	0			0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	0				0	0				0	0			0	0	0	203.84	-
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0	0				0	0				0	0			0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				0	0				0	0				0	0			0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0	0				0	0				0	0			0	0	0	200.37	-
36	GLUE, all purpose, 300 grams min.	jar				0	0				0	0				0	0			0	0	0	44.18	-

37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0	0				0	0				0	0			0	0	0	47.90	-
38	LOOSELEAF COVER, 50sets per bundle	bundle				0	0				0	0				0	0			0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece				0	0				0	0				0	0			0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set				0	0				0	0				0	0			0	0	0	35.55	-
41	MARKER, whiteboard, bullet type, black	piece				0	0				0	0				0	0			0	0	0	10.28	-
42	MARKER, whiteboard, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece				0	0				0	0				0	0			0	0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece				0	0				0	0				0	0			0	0	0	9.65	-
45	MARKER, permanent, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	9.65	-
46	MARKER, permanent, bullet type, red	piece				0	0				0	0				0	0			0	0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	0				0	0				0	0			0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	31.20	-
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	54.06	-
51	PAD PAPER, Ruled	pad				0	0				0	0				0	0			0	0	0	18.26	-
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	12.85	-
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	6.43	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0				0	0				0	0			0	0	0	124.15	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0				0	0				0	0			0	0	0	150.30	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0	0				0	0				0	0			0	0	0	113.55	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0	0				0	0				0	0			0	0	0	123.89	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0	0				0	0				0	0			0	0	0	88.40	-

59	PAPER, Thermal, 216mm x 30m	roll				0	0				0	0				0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				0	0				0	0				0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece				0	0				0	0				0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0	0				0	0				0	0	0	60.32	-
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0	0				0	0				0	0	0	86.85	-
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0	0				0	0				0	0	0	256.87	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0	0				0	0				0	0	0	93.31	-
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece				0	0				0	0				0	0	0	15.48	-
67	SIGN PEN, black	piece				0	0				0	0				0	0	0	38.10	-
68	SIGN PEN, blue	piece				0	0				0	0				0	0	0	38.10	-
69	SIGN PEN, red	piece				0	0				0	0				0	0	0	38.10	-
70	STAMP PAD INK, violet, 50mL	bottle				0	0				0	0				0	0	0	24.63	-
71	STAMP PAD, felt pad, min 60mm x 100mm	piece				0	0				0	0				0	0	0	27.66	-
72	STAPLE WIRE, Heavy duty, 23/13	box				0	0				0	0				0	0	0	23.40	-
73	STAPLE WIRE, Standard	box				0	0				0	0				0	0	0	18.92	-
74	TAPE, masking, 24mm, 50 meters length	roll				0	0				0	0				0	0	0	55.12	-
75	TAPE, masking, 48mm, 50 meters length	roll				0	0				0	0				0	0	0	105.04	-
76	TAPE, transparent, 24mm, 50 meters	roll				0	0				0	0				0	0	0	10.92	-
77	TAPE, transparent, 48mm, 50 meters	roll				0	0				0	0				0	0	0	26.52	-
78	TAPE, packaging, 48mm, 50 meters length	roll				0	0				0	0				0	0	0	32.74	-
79	TOILET TISSUE, 12 rolls per pack	pack				0	0				0	0				0	0	0	67.60	-
80	TWINE, plastic, one kilo per roll	roll				0	0				0	0				0	0	0	49.92	-

81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0	0				0	0				0	0			0	0	0	128.84	-
82	Software					0	0				0	0				0	0			0	0	0		-
83	Airline Travel					0	0				0	0				0	0			0	0	0		-
COMMON OFFICE DEVICES																								
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0	0				0	0				0	0			0	0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece				0	0				0	0				0	0			0	0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece				0	0				0	0				0	0			0	0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece				0	0				0	0				0	0			0	0	0	187.20	-
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0	0				0	0				0	0			0	0	0	114.28	-
6	SCISSORS, (6")	pair				0	0				0	0				0	0			0	0	0	13.73	-
7	STAPLER, standard	piece				0	0				0	0				0	0			0	0	0	82.16	-
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity min	piece				0	0				0	0				0	0			0	0	0	878.80	-
9	STAPLE REMOVER, plier type	piece				0	0				0	0				0	0			0	0	0	18.18	-
10	TAPE DISPENSER, table top	piece				0	0				0	0				0	0			0	0	0	47.72	-
11	WASTE BASKET, non-rigid plastic	piece				0	0				0	0				0	0			0	0	0	23.90	-
COMMON JANITORIAL SUPPLIES																								
1	BROOM, soft (tambo)	piece				0	0				0	0				0	0			0	0	0	88.40	-
2	BROOM, stick (tingting)	piece				0	0				0	0				0	0			0	0	0	23.92	-
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0	0				0	0				0	0			0	0	0	41.60	-
4	CLEANSER, scouring powder, 350grams/can	can				0	0				0	0				0	0			0	0	0	21.27	-

5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0	0				0	0				0	0			0	0	0	37.43	-
6	DISINFECTANT SPRAY, 400-550 grams	can				0	0				0	0				0	0			0	0	0	119.60	-
7	DUST PAN, non-rigid plastic	piece				0	0				0	0				0	0			0	0	0	24.96	-
8	FLOOR WAX, Paste, red	can				0	0				0	0				0	0			0	0	0	202.80	-
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0	0				0	0				0	0			0	0	0	84.76	-
10	INSECTICIDE, aerosol type, 600mL/can	can				0	0				0	0				0	0			0	0	0	124.80	-
11	MOPBUCKET	piece				0	0				0	0				0	0			0	0	0	1,911.00	-
12	MOPHANDLE, screw type, aluminum handle	piece				0	0				0	0				0	0			0	0	0	142.48	-
13	MOPHEAD, made of rayon	piece				0	0				0	0				0	0			0	0	0	98.80	-
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle				0	0				0	0				0	0			0	0	0	49.69	-
15	SCOURING PAD, 5 pieces per pack	pack				0	0				0	0				0	0			0	0	0	102.96	-
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll				0	0				0	0				0	0			0	0	0	139.88	-
17	DISINFECTANT, bleaching solution	cont				0	0				0	0				0	0			0	0	0	101.82	-
																							7.28	
COMMON OFFICE EQUIPMENT																								
1	BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any	unit				0	0				0	0				0	0			0	0	0	10,400.00	-
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0	0				0	0				0	0			0	0	0	135.20	-
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0	0				0	0				0	0			0	0	0	258.84	-
4	CHAIR, monobloc, without armrest, beige	piece				0	0				0	0				0	0			0	0	0	254.68	-
5	CHAIR, monobloc, without armrest, white	piece				0	0				0	0				0	0			0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0	0				0	0				0	0			0	0	0	6,229.60	-
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom PC and Doc	unit				0	0				0	0				0	0			0	0	0	25,272.00	-

8	ELECTRIC FAN, industrial	unit				0	0				0	0				0	0	0	956.80	-
9	ELECTRIC FAN, orbit type	unit				0	0				0	0				0	0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit				0	0				0	0				0	0	0	967.10	-
11	ELECTRIC FAN, wall type	unit				0	0				0	0				0	0	0	790.40	-
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec. transmission speed	unit				0	0				0	0				0	0	0	3,502.72	-
13	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type non-electrical conductor non-toxic	unit				0	0				0	0				0	0	0	1,080.56	-
14	FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type non-electrical	unit				0	0				0	0				0	0	0	4,992.00	-
15	MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit				0	0				0	0				0	0	0	26,483.60	-
16	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap. automatic clamping stationery	unit				0	0				0	0				0	0	0	7,488.00	-
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0	0				0	0				0	0	0	5,699.20	-
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0	0				0	0				0	0	0	18,709.60	-
19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0	0				0	0				0	0	0	5,831.52	-
20	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0	0				0	0				0	0	0	10,000.00	-
21	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0	0				0	0				0	0	0	1,237.60	-
22	TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0	0				0	0				0	0	0	1,289.60	-
23	TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0	0				0	0				0	0	0	1,289.60	-
24	Desktop and Laptop	unit				0	0				0	0				0	0	0		-
COMMON COMPUTER SUPPLIES																				
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0	0				0	0				0	0	0	630.76	-
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0	0				0	0				0	0	0	950.30	-
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0	0				0	0				0	0	0	716.04	-
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0	0				0	0				0	0	0	1,220.96	-

12	INK CART, BROTHER LC67HYY, Yellow	cart				0	0				0	0				0	0			0	0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart				0	0				0	0				0	0			0	0	0	774.80	-
14	INK CART, CANON PG-740, Black	cart				0	0				0	0				0	0			0	0	0	754.00	-
15	INK CART, CANON PGI-725, Black	cart				0	0				0	0				0	0			0	0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart				0	0				0	0				0	0			0	0	0	534.56	-
17	INK CART, CANON CL-811, Colored	cart				0	0				0	0				0	0			0	0	0	1,022.32	-
18	INK CART, CANON CL-741, Colored	cart				0	0				0	0				0	0			0	0	0	1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart				0	0				0	0				0	0			0	0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0	0				0	0				0	0			0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0	0				0	0				0	0			0	0	0	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0	0				0	0				0	0			0	0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0	0				0	0				0	0			0	0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0				0	0				0	0			0	0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0				0	0				0	0			0	0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0				0	0				0	0			0	0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0				0	0				0	0			0	0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart				0	0				0	0				0	0			0	0	0	254.80	-
29	INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0	0				0	0				0	0			0	0	0	254.80	-
30	INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0	0				0	0				0	0			0	0	0	254.80	-
31	INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0	0				0	0				0	0			0	0	0	254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,612.00	-

34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0				0	0				0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0	0				0	0				0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0				0	0				0	0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0	0	600.08	-

56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0				0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0				0	0				0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0				0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0				0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0				0	0				0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0	0				0	0				0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0				0	0				0	0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0				0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0				0	0	0	1,242.80	-

78	INK CART, HP CH561WA, (HP61), Black	cart				0	0				0	0				0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0				0	0				0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0				0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0				0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0				0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0				0	0				0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0				0	0				0	0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tricolor	cart				0	0				0	0				0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0				0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0				0	0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0				0	0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0				0	0				0	0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0				0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0				0	0				0	0	0	4,992.00	-

100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0				0	0				0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0				0	0				0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0				0	0				0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0	0	3,166.80	-

122	TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0	0	10,845.12	-

144	TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0			0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0			0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0			0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0			0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0			0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0			0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0			0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0			0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0			0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0			0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0			0	0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0			0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0			0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				0	0			0	0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0				0	0				0	0			0	0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0				0	0			0	0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0				0	0				0	0			0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0				0	0				0	0			0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0				0	0				0	0			0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0				0	0				0	0			0	0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0				0	0				0	0			0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0				0	0				0	0			0	0	0	9,464.00	-

						0	0											0	0	0			-					
						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						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	0				0	0	0			-	
9					0	0				0	0				0	0				0	0	0			-	
10					0	0				0	0				0	0				0	0	0			-	
Cleaning Equipment and Supplies																										
1					0	0				0	0				0	0				0	0	0			-	
2					0	0				0	0				0	0				0	0	0			-	
3					0	0				0	0				0	0				0	0	0			-	
4					0	0				0	0				0	0				0	0	0			-	
5					0	0				0	0				0	0				0	0	0			-	
6					0	0				0	0				0	0				0	0	0			-	
7					0	0				0	0				0	0				0	0	0			-	
8					0	0				0	0				0	0				0	0	0			-	
9					0	0				0	0				0	0				0	0	0			-	
10					0	0				0	0				0	0				0	0	0			-	
Paper Materials and Products																										
1					0	0				0	0				0	0				0	0	0			-	
2					0	0				0	0				0	0				0	0	0			-	
3					0	0				0	0				0	0				0	0	0			-	
4					0	0				0	0				0	0				0	0	0			-	
5					0	0				0	0				0	0				0	0	0			-	
6					0	0				0	0				0	0				0	0	0			-	
7					0	0				0	0				0	0				0	0	0			-	
8					0	0				0	0				0	0				0	0	0			-	
9					0	0				0	0				0	0				0	0	0			-	
10					0	0				0	0				0	0				0	0	0			-	
Lighting and fixtures and accessories																										
1					0	0				0	0				0	0				0	0	0			-	
2					0	0				0	0				0	0				0	0	0			-	
3					0	0				0	0				0	0				0	0	0			-	
4					0	0				0	0				0	0				0	0	0			-	
5					0	0				0	0				0	0				0	0	0			-	
6					0	0				0	0				0	0				0	0	0			-	
7					0	0				0	0				0	0				0	0	0			-	
8					0	0				0	0				0	0				0	0	0			-	
9					0	0				0	0				0	0				0	0	0			-	
10					0	0				0	0				0	0				0	0	0			-	
Electrical equipment and components and supplies																										
1					0	0				0	0				0	0				0	0	0			-	
2					0	0				0	0				0	0				0	0	0			-	
3					0	0				0	0				0	0				0	0	0			-	
4					0	0				0	0				0	0				0	0	0			-	
5					0	0				0	0				0	0				0	0	0			-	
6					0	0				0	0				0	0				0	0	0			-	
7					0	0				0	0				0	0				0	0	0			-	

8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Computer Supplies																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Computer Equipment and Accessories																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
*Other Categories																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
C. TOTAL (A + B):																								
D. ADDITIONAL PROVISION FOR																								
E. GRAND TOTAL (C + D)																								
F. APPROVED BUDGET BY THE																								
G. MONTHLY CASH REQUIREMENTS																								
G.1 Available at Procurement Service Stores																								
G.2 Other Items not available at PS but																								

TOTAL MONTHLY CASH		0		0		0		0			0
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*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:

 Property/Supply Officer

 Accountant /
 Local Budget Officer

 Head of Office/Agency

Date Prepared:

1	BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0				0	0				0	0			0	0	0	17.42	-		
2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0				0	0				0	0			0	0	0	15.03	-		
3	BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0				0	0				0	0			0	0	0	77.56	-		
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0	0				0	0				0	0			0	0	0	114.40	-		
5	FLUORESCENT LAMP, tubular, 36 watts	tube				0	0				0	0				0	0			0	0	0	280.80	-		
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0				0	0				0	0			0	0	0		-		
7	TAPE, electrical	roll				0	0				0	0				0	0			0	0	0	18.20	-		
COMMON OFFICE SUPPLIES																										
1	ACETATE, gauge #3, 50m per roll	roll				0	0				0	0				0	0			0	0	0	624.00	-		
2	AIR FRESHENER, 280mL/150g min	can				0	0				0	0				0	0			0	0	0	83.20	-		
3	ALCOHOL, 70%, ethyl, 500ml	bottle				0	0				0	0				0	0			0	0	0	47.82	-		
4	CARBON FILM, A4 size, 100 sheets per box	box				0	0				0	0				0	0			0	0	0	197.58	-		
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0				0	0				0	0			0	0	0	202.80	-		
6	CARTOLINA, assorted color, 20 pieces per pack	pack				0	0				0	0				0	0			0	0	0	64.48	-		
7	CHALK, white, enamel, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	25.86	-		
8	CLEARBOOK, A4 size	piece				0	0				0	0				0	0			0	0	0	39.52	-		
9	CLEARBOOK, Legal size	piece				0	0				0	0				0	0			0	0	0	43.68	-		
10	CLIP, backfold, 19mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	7.28	-		
11	CLIP, backfold, 25mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	10.40	-		

12	CLIP, backfold, 32mm, 12 pieces per box	box				0	0							0	0				0	0	0	19.12	-
13	CLIP, backfold, 50mm, 12 pieces per box	box				0	0							0	0				0	0	0	36.38	-
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0	0							0	0				0	0	0	31.20	-
15	DATA FILE BOX, made with chipboard, with closed ends	box				0	0							0	0				0	0	0	69.78	-
16	DATA FOLDER, made with chipboard, taglia lock	piece				0	0							0	0				0	0	0	68.64	-
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0	0							0	0				0	0	0	381.54	-
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0	0							0	0				0	0	0	507.40	-
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0	0							0	0				0	0	0	621.71	-
20	ENVELOPE, EXPANDING, plastic	piece				0	0							0	0				0	0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0	0							0	0				0	0	0	499.20	-
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	0							0	0				0	0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece				0	0							0	0				0	0	0	11.11	-
24	ERASER, plastic or rubber	piece				0	0							0	0				0	0	0	2.29	-
25	FASTENER, for paper, metal, 50 sets per box	box				0	0							0	0				0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0							0	0				0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0	0							0	0				0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0	0							0	0				0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0	0							0	0				0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0	0							0	0				0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack				0	0							0	0				0	0	0	166.40	-

32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	0				0	0				0	0			0	0	0	203.84	-
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0	0				0	0				0	0			0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				0	0				0	0				0	0			0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0	0				0	0				0	0			0	0	0	200.37	-
36	GLUE, all purpose, 300 grams min.	jar				0	0				0	0				0	0			0	0	0	44.18	-
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0	0				0	0				0	0			0	0	0	47.90	-
38	LOOSELEAF COVER, 50sets per bundle	bundle				0	0				0	0				0	0			0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece				0	0				0	0				0	0			0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set				0	0				0	0				0	0			0	0	0	35.55	-
41	MARKER, whiteboard, bullet type, black	piece				0	0				0	0				0	0			0	0	0	10.28	-
42	MARKER, whiteboard, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece				0	0				0	0				0	0			0	0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece				0	0				0	0				0	0			0	0	0	9.65	-
45	MARKER, permanent, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	9.65	-
46	MARKER, permanent, bullet type, red	piece				0	0				0	0				0	0			0	0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	0				0	0				0	0			0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	31.20	-
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	54.06	-
51	PAD PAPER, Ruled	pad				0	0				0	0				0	0			0	0	0	18.26	-

52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	12.85	-
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	6.43	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0				0	0				0	0			0	0	0	122.75	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0				0	0				0	0			0	0	0	148.90	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0	0				0	0				0	0			0	0	0	112.15	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0	0				0	0				0	0			0	0	0	122.49	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0	0				0	0				0	0			0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll				0	0				0	0				0	0			0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				0	0				0	0				0	0			0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece				0	0				0	0				0	0			0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0	0				0	0				0	0			0	0	0	60.32	-
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0	0				0	0				0	0			0	0	0	86.85	-
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0	0				0	0				0	0			0	0	0	256.87	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0	0				0	0				0	0			0	0	0	93.31	-
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece				0	0				0	0				0	0			0	0	0	15.48	-
67	SIGN PEN, black	piece				0	0				0	0				0	0			0	0	0	38.10	-
68	SIGN PEN, blue	piece				0	0				0	0				0	0			0	0	0	38.10	-
69	SIGN PEN, red	piece				0	0				0	0				0	0			0	0	0	38.10	-
70	STAMP PAD INK, violet, 50mL	bottle				0	0				0	0				0	0			0	0	0	24.63	-
71	STAMP PAD, felt pad, min 60mm x 100mm	piece				0	0				0	0				0	0			0	0	0	27.66	-

72	STAPLE WIRE, Heavy duty, 23/13	box				0	0				0	0				0	0	0	23.40	-
73	STAPLE WIRE, Standard	box				0	0				0	0				0	0	0	18.92	-
74	TAPE, masking, 24mm, 50 meters length	roll				0	0				0	0				0	0	0	55.12	-
75	TAPE, masking, 48mm, 50 meters length	roll				0	0				0	0				0	0	0	105.04	-
76	TAPE, transparent, 24mm, 50 meters	roll				0	0				0	0				0	0	0	10.92	-
77	TAPE, transparent, 48mm, 50 meters	roll				0	0				0	0				0	0	0	26.52	-
78	TAPE, packaging, 48mm, 50 meters length	roll				0	0				0	0				0	0	0	32.74	-
79	TOILET TISSUE, 12 rolls per pack	pack				0	0				0	0				0	0	0	67.60	-
80	TWINE, plastic, one kilo per roll	roll				0	0				0	0				0	0	0	49.92	-
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0	0				0	0				0	0	0	128.84	-
82	Software					0	0				0	0				0	0	0		-
83	Airline Travel					0	0				0	0				0	0	0		-
COMMON OFFICE DEVICES																				
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0	0				0	0				0	0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece				0	0				0	0				0	0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece				0	0				0	0				0	0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece				0	0				0	0				0	0	0	187.20	-
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0	0				0	0				0	0	0	114.28	-
6	SCISSORS, (6")	pair				0	0				0	0				0	0	0	13.73	-
7	STAPLER, standard	piece				0	0				0	0				0	0	0	82.16	-

8	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity. min	piece				0	0				0	0							0	0	0	878.80	-
9	STAPLE REMOVER, plier type	piece				0	0				0	0							0	0	0	18.18	-
10	TAPE DISPENSER, table top	piece				0	0				0	0							0	0	0	47.72	-
11	WASTE BASKET, non-rigid plastic	piece				0	0				0	0							0	0	0	23.90	-
COMMON JANITORIAL SUPPLIES																							
1	BROOM, soft (tambo)	piece				0	0				0	0							0	0	0	88.40	-
2	BROOM, stick (tingting)	piece				0	0				0	0							0	0	0	23.92	-
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0	0				0	0							0	0	0	41.60	-
4	CLEANSER, scouring powder, 350grams/can	can				0	0				0	0							0	0	0	21.27	-
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0	0				0	0							0	0	0	37.43	-
6	DISINFECTANT SPRAY, 400-550 grams	can				0	0				0	0							0	0	0	119.60	-
7	DUST PAN, non-rigid plastic	piece				0	0				0	0							0	0	0	24.96	-
8	FLOOR WAX, Paste, red	can				0	0				0	0							0	0	0	202.80	-
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0	0				0	0							0	0	0	84.76	-
10	INSECTICIDE, aerosol type, 600mL/can	can				0	0				0	0							0	0	0	124.80	-
11	MOPBUCKET	piece				0	0				0	0							0	0	0	1,911.00	-
12	MOPHANDLE, screw type, aluminum handle	piece				0	0				0	0							0	0	0	142.48	-
13	MOPHEAD, made of rayon	piece				0	0				0	0							0	0	0	98.80	-

14	RAG, all cotton, 32 pieces per kilo per bundle	bundle				0	0				0	0				0	0	0	49.69	-
15	SCOURING PAD, 5 pieces per pack	pack				0	0				0	0				0	0	0	102.96	-
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll				0	0				0	0				0	0	0	139.88	-
17	DISINFECTANT, bleaching solution	cont				0	0				0	0				0	0	0	101.82	-
																			7.28	
COMMON OFFICE EQUIPMENT																				
1	BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any	unit				0	0				0	0				0	0	0	10,400.00	-
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0	0				0	0				0	0	0	135.20	-
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0	0				0	0				0	0	0	258.84	-
4	CHAIR, monobloc, without armrest, beige	piece				0	0				0	0				0	0	0	254.68	-
5	CHAIR, monobloc, without armrest, white	piece				0	0				0	0				0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0	0				0	0				0	0	0	6,229.60	-
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom. PC and Doc	unit				0	0				0	0				0	0	0	25,272.00	-
8	ELECTRIC FAN, industrial	unit				0	0				0	0				0	0	0	956.80	-
9	ELECTRIC FAN, orbit type	unit				0	0				0	0				0	0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit				0	0				0	0				0	0	0	967.10	-
11	ELECTRIC FAN, wall type	unit				0	0				0	0				0	0	0	790.40	-
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec. transmission speed,	unit				0	0				0	0				0	0	0	3,502.72	-
13	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic,	unit				0	0				0	0				0	0	0	1,080.56	-
14	FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical	unit				0	0				0	0				0	0	0	4,992.00	-

10	MOUSE, optical, USB connection type	unit				0	0								0	0					0	0	0	127.80	-		
HANDBOOK ON PROCUREMENT																											
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition). 6" x 9". 296 pages.	piece				0	0								0	0							0	0	0	61.83	-
CONSUMABLES																											
1	INK CART, BROTHER LC39BK, Black	cart				0	0								0	0							0	0	0	681.20	-
2	INK CART, BROTHER LC39C, Cyan	cart				0	0								0	0							0	0	0	447.20	-
3	INK CART, BROTHER LC39M, Magenta	cart				0	0								0	0							0	0	0	447.20	-
4	INK CART, BROTHER LC39Y, Yellow	cart				0	0								0	0							0	0	0	447.20	-
5	INK CART, BROTHER LC67B, Black	cart				0	0								0	0							0	0	0	910.00	-
6	INK CART, BROTHER LC67C, Cyan	cart				0	0								0	0							0	0	0	546.00	-
7	INK CART, BROTHER LC67M, Magenta	cart				0	0								0	0							0	0	0	546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart				0	0								0	0							0	0	0	546.00	-
9	INK CART, BROTHER LC67HYBK, Black	cart				0	0								0	0							0	0	0	1,538.16	-
10	INK CART, BROTHER LC67HYC, Cyan	cart				0	0								0	0							0	0	0	868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart				0	0								0	0							0	0	0	868.40	-
12	INK CART, BROTHER LC67HYY, Yellow	cart				0	0								0	0							0	0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart				0	0								0	0							0	0	0	774.80	-
14	INK CART, CANON PG-740, Black	cart				0	0								0	0							0	0	0	754.00	-

15	INK CART, CANON PGI-725, Black	cart				0	0				0	0				0	0			0	0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart				0	0				0	0				0	0			0	0	0	534.56	-
17	INK CART, CANON CL-811, Colored	cart				0	0				0	0				0	0			0	0	0	1,022.32	-
18	INK CART, CANON CL-741, Colored	cart				0	0				0	0				0	0			0	0	0	1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart				0	0				0	0				0	0			0	0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0	0				0	0				0	0			0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0	0				0	0				0	0			0	0	0	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0	0				0	0				0	0			0	0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0	0				0	0				0	0			0	0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0				0	0				0	0			0	0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0				0	0				0	0			0	0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0				0	0				0	0			0	0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0				0	0				0	0			0	0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart				0	0				0	0				0	0			0	0	0	254.80	-
29	INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0	0				0	0				0	0			0	0	0	254.80	-
30	INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0	0				0	0				0	0			0	0	0	254.80	-
31	INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0	0				0	0				0	0			0	0	0	254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-

35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0				0	0				0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0	0				0	0				0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0				0	0				0	0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-

55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0				0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0				0	0				0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0				0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0				0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0				0	0				0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0	0				0	0				0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0				0	0				0	0	0	629.20	-

75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0				0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0				0	0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0	0				0	0				0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0				0	0				0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0				0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0				0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0				0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0				0	0				0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0				0	0				0	0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tricolor	cart				0	0				0	0				0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0				0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0				0	0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0				0	0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0				0	0				0	0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0				0	0	0	1,196.00	-

95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0				0	0				0	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0				0	0				0	0	0	6,754.80	-

115	TONER CART, HP CE278A, Black	cart				0	0				0	0				0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0				0	0				0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0	0	3,998.80	-

135	TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0	0	9,630.40	-

155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0	0	4,992.00	-	
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0	0	2,600.00	-	
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				0	0	0	2,912.00	-	
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0				0	0				0	0	0	2,912.00	-	
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0				0	0	0	2,392.00	-	
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0				0	0				0	0	0	2,704.00	-	
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0				0	0				0	0	0	2,631.20	-	
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0				0	0				0	0	0	3,120.00	-	
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0				0	0				0	0	0	7,280.00	-	
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0				0	0				0	0	0	4,368.00	-	
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0				0	0				0	0	0	9,464.00	-	
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0				0	0				0	0	0	8,736.00	-	
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0				0	0				0	0	0	4,888.00	-	
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0				0	0				0	0	0	4,212.00	-	
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0	0				0	0				0	0	0	76.75	-	
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0				0	0				0	0	0	724.88	-	
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	0				0	0				0	0	0	334.88	-	
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0	0				0	0				0	0	0	75.92	-	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
COMMON ELECTRICAL SUPPLIES																					
1						0	0				0	0				0	0	0		-	

4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Audio and visual presentation and composing equipment						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Photographic or filming or video equipment						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Cleaning Equipment and Supplies						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Paper Materials and Products						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-

4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Lighting and fixtures and accessories																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Electrical equipment and components and supplies																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Computer Supplies																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Computer Equipment and Accessories																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-

4					0	0				0	0				0	0				0	0	0			-																						
5					0	0				0	0				0	0				0	0	0			-																						
6					0	0				0	0				0	0				0	0	0			-																						
7					0	0				0	0				0	0				0	0	0			-																						
8					0	0				0	0				0	0				0	0	0			-																						
9					0	0				0	0				0	0				0	0	0			-																						
10					0	0				0	0				0	0				0	0	0			-																						
*Other Categories																																															-
1					0	0				0	0				0	0				0	0	0			-																						
2					0	0				0	0				0	0				0	0	0			-																						
3					0	0				0	0				0	0				0	0	0			-																						
4					0	0				0	0				0	0				0	0	0			-																						
5					0	0				0	0				0	0				0	0	0			-																						
6					0	0				0	0				0	0				0	0	0			-																						
7					0	0				0	0				0	0				0	0	0			-																						
8					0	0				0	0				0	0				0	0	0			-																						
9					0	0				0	0				0	0				0	0	0			-																						
10					0	0				0	0				0	0				0	0	0			-																						
C. TOTAL (A + B):																																															-
D. ADDITIONAL PROVISION FOR																																															-
E. GRAND TOTAL (C + D)																																															-
F. APPROVED BUDGET BY THE																																															
G. MONTHLY CASH REQUIREMENTS																																															
G.1 Available at Procurement Service Stores					0					0					0						0					0																					
G.2 Other Items not available at PS but					0					0					0						0					0																					
TOTAL MONTHLY CASH					0					0					0						0					0																					

*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: _____

Property/Supply Officer

Accountant /
 Local Budget Officer

Head of Office/Agency

Date Prepared:

1	BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0				0	0				0	0			0	0	0	17.42	-
2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0				0	0				0	0			0	0	0	15.03	-
3	BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0				0	0				0	0			0	0	0	77.56	-
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0	0				0	0				0	0			0	0	0	114.40	-
5	FLUORESCENT LAMP, tubular, 36 watts	tube				0	0				0	0				0	0			0	0	0	280.80	-
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0				0	0				0	0			0	0	0		-
7	TAPE, electrical	roll				0	0				0	0				0	0			0	0	0	18.20	-
COMMON OFFICE SUPPLIES																								
1	ACETATE, gauge #3, 50m per roll	roll				0	0				0	0				0	0			0	0	0	624.00	-
2	AIR FRESHENER, 280mL/150g min	can				0	0				0	0				0	0			0	0	0	83.20	-
3	ALCOHOL, 70%, ethyl, 500ml	bottle				0	0				0	0				0	0			0	0	0	47.82	-
4	CARBON FILM, A4 size, 100 sheets per box	box				0	0				0	0				0	0			0	0	0	197.58	-
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0				0	0				0	0			0	0	0	202.80	-
6	CARTOLINA, assorted color, 20 pieces per pack	pack				0	0				0	0				0	0			0	0	0	64.48	-
7	CHALK, white, enamel, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	25.86	-
8	CLEARBOOK, A4 size	piece				0	0				0	0				0	0			0	0	0	39.52	-
9	CLEARBOOK, Legal size	piece				0	0				0	0				0	0			0	0	0	43.68	-
10	CLIP, backfold, 19mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	7.28	-
11	CLIP, backfold, 25mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	10.40	-
12	CLIP, backfold, 32mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	19.12	-
13	CLIP, backfold, 50mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	36.38	-
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0	0				0	0				0	0			0	0	0	31.20	-
15	DATA FILE BOX, made with chipboard, with closed ends	box				0	0				0	0				0	0			0	0	0	69.78	-

16	DATA FOLDER, made with chipboard, taglia lock	piece				0	0				0	0				0	0			0	0	0	68.64	-
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0	0				0	0				0	0			0	0	0	381.54	-
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0	0				0	0				0	0			0	0	0	507.40	-
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	621.71	-
20	ENVELOPE, EXPANDING, plastic	piece				0	0				0	0				0	0			0	0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0	0				0	0				0	0			0	0	0	499.20	-
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	0				0	0				0	0			0	0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece				0	0				0	0				0	0			0	0	0	11.11	-
24	ERASER, plastic or rubber	piece				0	0				0	0				0	0			0	0	0	2.29	-
25	FASTENER, for paper, metal, 50 sets per box	box				0	0				0	0				0	0			0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0				0	0				0	0			0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0	0				0	0				0	0			0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0	0				0	0				0	0			0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0	0				0	0				0	0			0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0	0				0	0				0	0			0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack				0	0				0	0				0	0			0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	0				0	0				0	0			0	0	0	203.84	-
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0	0				0	0				0	0			0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				0	0				0	0				0	0			0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0	0				0	0				0	0			0	0	0	200.37	-
36	GLUE, all purpose, 300 grams min.	jar				0	0				0	0				0	0			0	0	0	44.18	-
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0	0				0	0				0	0			0	0	0	47.90	-
38	LOOSELEAF COVER, 50sets per bundle	bundle				0	0				0	0				0	0			0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece				0	0				0	0				0	0			0	0	0	41.60	-

40	MARKER, fluorescent, 3 colors per set	set				0	0				0	0				0	0			0	0	0	35.55	-
41	MARKER, whiteboard, bullet type, black	piece				0	0				0	0				0	0			0	0	0	10.28	-
42	MARKER, whiteboard, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece				0	0				0	0				0	0			0	0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece				0	0				0	0				0	0			0	0	0	9.65	-
45	MARKER, permanent, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	9.65	-
46	MARKER, permanent, bullet type, red	piece				0	0				0	0				0	0			0	0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	0				0	0				0	0			0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	31.20	-
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	54.06	-
51	PAD PAPER, Ruled	pad				0	0				0	0				0	0			0	0	0	18.26	-
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	12.85	-
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	6.43	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0				0	0				0	0			0	0	0	120.40	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0				0	0				0	0			0	0	0	146.55	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0	0				0	0				0	0			0	0	0	109.80	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0	0				0	0				0	0			0	0	0	120.14	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0	0				0	0				0	0			0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll				0	0				0	0				0	0			0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				0	0				0	0				0	0			0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece				0	0				0	0				0	0			0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0	0				0	0				0	0			0	0	0	60.32	-
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0	0				0	0				0	0			0	0	0	86.85	-

64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0	0				0	0				0	0			0	0	0	256.87	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0	0				0	0				0	0			0	0	0	93.31	-
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece				0	0				0	0				0	0			0	0	0	15.48	-
67	SIGN PEN, black	piece				0	0				0	0				0	0			0	0	0	38.10	-
68	SIGN PEN, blue	piece				0	0				0	0				0	0			0	0	0	38.10	-
69	SIGN PEN, red	piece				0	0				0	0				0	0			0	0	0	38.10	-
70	STAMP PAD INK, violet, 50mL	bottle				0	0				0	0				0	0			0	0	0	24.63	-
71	STAMP PAD, felt pad, min 60mm x 100mm	piece				0	0				0	0				0	0			0	0	0	27.66	-
72	STAPLE WIRE, Heavy duty, 23/13	box				0	0				0	0				0	0			0	0	0	23.40	-
73	STAPLE WIRE, Standard	box				0	0				0	0				0	0			0	0	0	18.92	-
74	TAPE, masking, 24mm, 50 meters length	roll				0	0				0	0				0	0			0	0	0	55.12	-
75	TAPE, masking, 48mm, 50 meters length	roll				0	0				0	0				0	0			0	0	0	105.04	-
76	TAPE, transparent, 24mm, 50 meters	roll				0	0				0	0				0	0			0	0	0	10.92	-
77	TAPE, transparent, 48mm, 50 meters	roll				0	0				0	0				0	0			0	0	0	26.52	-
78	TAPE, packaging, 48mm, 50 meters length	roll				0	0				0	0				0	0			0	0	0	32.74	-
79	TOILET TISSUE, 12 rolls per pack	pack				0	0				0	0				0	0			0	0	0	67.60	-
80	TWINE, plastic, one kilo per roll	roll				0	0				0	0				0	0			0	0	0	49.92	-
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0	0				0	0				0	0			0	0	0	128.84	-
82	Software					0	0				0	0				0	0			0	0	0		-
83	Airline Travel					0	0				0	0				0	0			0	0	0		-
COMMON OFFICE DEVICES																								
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0	0				0	0				0	0			0	0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece				0	0				0	0				0	0			0	0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece				0	0				0	0				0	0			0	0	0	478.38	-

4	PENCIL SHARPENER, 1 piece in individual plastic case	piece				0	0								0	0				0	0	0	187.20	-
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0	0								0	0				0	0	0	114.28	-
6	SCISSORS, (6")	pair				0	0								0	0				0	0	0	13.73	-
7	STAPLER, standard	piece				0	0								0	0				0	0	0	82.16	-
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 76gsm bond paper stapling capacity min	piece				0	0								0	0				0	0	0	878.80	-
9	STAPLE REMOVER, plier type	piece				0	0								0	0				0	0	0	18.18	-
10	TAPE DISPENSER, table top	piece				0	0								0	0				0	0	0	47.72	-
11	WASTE BASKET, non-rigid plastic	piece				0	0								0	0				0	0	0	23.90	-
COMMON JANITORIAL SUPPLIES																								
1	BROOM, soft (tambo)	piece				0	0								0	0				0	0	0	88.40	-
2	BROOM, stick (tingting)	piece				0	0								0	0				0	0	0	23.92	-
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0	0								0	0				0	0	0	41.60	-
4	CLEANSER, scouring powder, 350grams/can	can				0	0								0	0				0	0	0	21.27	-
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0	0								0	0				0	0	0	37.43	-
6	DISINFECTANT SPRAY, 400-550 grams	can				0	0								0	0				0	0	0	119.60	-
7	DUST PAN, non-rigid plastic	piece				0	0								0	0				0	0	0	24.96	-
8	FLOOR WAX, Paste, red	can				0	0								0	0				0	0	0	202.80	-
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0	0								0	0				0	0	0	84.76	-
10	INSECTICIDE, aerosol type, 600mL/can	can				0	0								0	0				0	0	0	124.80	-
11	MOPBUCKET	piece				0	0								0	0				0	0	0	1,911.00	-
12	MOPHANDLE, screw type, aluminum handle	piece				0	0								0	0				0	0	0	142.48	-
13	MOPHEAD, made of rayon	piece				0	0								0	0				0	0	0	98.80	-

14	RAG, all cotton, 32 pieces per kilo per bundle	bundle				0	0								0	0				0	0	0	49.69	-
15	SCOURING PAD, 5 pieces per pack	pack				0	0								0	0				0	0	0	102.96	-
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll				0	0								0	0				0	0	0	139.88	-
17	DISINFECTANT, bleaching solution	cont				0	0								0	0				0	0	0	101.82	-
																							7.28	
COMMON OFFICE EQUIPMENT																								
1	BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any	unit				0	0								0	0				0	0	0	10,400.00	-
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0	0								0	0				0	0	0	135.20	-
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0	0								0	0				0	0	0	258.84	-
4	CHAIR, monobloc, without armrest, beige	piece				0	0								0	0				0	0	0	254.68	-
5	CHAIR, monobloc, without armrest, white	piece				0	0								0	0				0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0	0								0	0				0	0	0	6,229.60	-
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc	unit				0	0								0	0				0	0	0	25,272.00	-
8	ELECTRIC FAN, industrial	unit				0	0								0	0				0	0	0	956.80	-
9	ELECTRIC FAN, orbit type	unit				0	0								0	0				0	0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit				0	0								0	0				0	0	0	967.10	-
11	ELECTRIC FAN, wall type	unit				0	0								0	0				0	0	0	790.40	-
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 cpi transmission speed	unit				0	0								0	0				0	0	0	3,502.72	-
13	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure	unit				0	0								0	0				0	0	0	1,080.56	-
14	FIRE EXTINGUISHER, dry chemical, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical	unit				0	0								0	0				0	0	0	4,992.00	-
15	MULTIMEDIA PROJECTOR, 4000 ahls Lumens, 3600 hours lamp life, supports SVGA resolution	unit				0	0								0	0				0	0	0	26,483.60	-
16	PAPER TRIMMER, CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap, automatic clamping, stationary	unit				0	0								0	0				0	0	0	7,488.00	-
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0	0								0	0				0	0	0	5,699.20	-
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0	0								0	0				0	0	0	18,709.60	-

19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit					0	0							0	0				0	0	0	5,831.52	-
20	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit					0	0							0	0				0	0	0	10,000.00	-
21	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit					0	0							0	0				0	0	0	1,237.60	-
22	TABLE, monobloc, square, 36" x 36", white, four(4) seater, for indoor and outdoor use	unit					0	0							0	0				0	0	0	1,289.60	-
23	TABLE, monobloc, square, 36" x 36", beige, four(4) seater, for indoor and outdoor use	unit					0	0							0	0				0	0	0	1,289.60	-
24	Desktop and Laptop	unit					0	0							0	0				0	0	0		-
COMMON COMPUTER SUPPLIES																								
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box					0	0							0	0				0	0	0	630.76	-
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box					0	0							0	0				0	0	0	950.30	-
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box					0	0							0	0				0	0	0	716.04	-
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box					0	0							0	0				0	0	0	1,220.96	-
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box					0	0							0	0				0	0	0	596.80	-
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box					0	0							0	0				0	0	0	958.15	-
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece					0	0							0	0				0	0	0	21.79	-
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to	piece					0	0							0	0				0	0	0	2,818.40	-
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece					0	0							0	0				0	0	0	194.48	-
10	MOUSE, optical, USB connection type	unit					0	0							0	0				0	0	0	127.80	-
HANDBOOK ON PROCUREMENT																								
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 6184(6th Edition), 6" x 9", 206 pages	piece					0	0							0	0				0	0	0	61.83	-
CONSUMABLES																								
1	INK CART, BROTHER LC39BK, Black	cart					0	0							0	0				0	0	0	681.20	-
2	INK CART, BROTHER LC39C, Cyan	cart					0	0							0	0				0	0	0	447.20	-

3	INK CART, BROTHER LC39M, Magenta	cart				0	0				0	0				0	0			0	0	0	447.20	-
4	INK CART, BROTHER LC39Y, Yellow	cart				0	0				0	0				0	0			0	0	0	447.20	-
5	INK CART, BROTHER LC67B, Black	cart				0	0				0	0				0	0			0	0	0	910.00	-
6	INK CART, BROTHER LC67C, Cyan	cart				0	0				0	0				0	0			0	0	0	546.00	-
7	INK CART, BROTHER LC67M, Magenta	cart				0	0				0	0				0	0			0	0	0	546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart				0	0				0	0				0	0			0	0	0	546.00	-
9	INK CART, BROTHER LC67HYBK, Black	cart				0	0				0	0				0	0			0	0	0	1,538.16	-
10	INK CART, BROTHER LC67HYC, Cyan	cart				0	0				0	0				0	0			0	0	0	868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart				0	0				0	0				0	0			0	0	0	868.40	-
12	INK CART, BROTHER LC67HYY, Yellow	cart				0	0				0	0				0	0			0	0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart				0	0				0	0				0	0			0	0	0	774.80	-
14	INK CART, CANON PG-740, Black	cart				0	0				0	0				0	0			0	0	0	754.00	-
15	INK CART, CANON PGI-725, Black	cart				0	0				0	0				0	0			0	0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart				0	0				0	0				0	0			0	0	0	534.56	-
17	INK CART, CANON CL-811, Colored	cart				0	0				0	0				0	0			0	0	0	1,022.32	-
18	INK CART, CANON CL-741, Colored	cart				0	0				0	0				0	0			0	0	0	1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart				0	0				0	0				0	0			0	0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0	0				0	0				0	0			0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0	0				0	0				0	0			0	0	0	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0	0				0	0				0	0			0	0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0	0				0	0				0	0			0	0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0				0	0				0	0			0	0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0				0	0				0	0			0	0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0				0	0				0	0			0	0	0	426.40	-

27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0				0	0				0	0			0	0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart				0	0				0	0				0	0			0	0	0	254.80	-
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0	0				0	0				0	0			0	0	0	254.80	-
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0	0				0	0				0	0			0	0	0	254.80	-
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0	0				0	0				0	0			0	0	0	254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0			0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0			0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0			0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0			0	0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0			0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0				0	0				0	0			0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0	0				0	0				0	0			0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0			0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,133.60	-

51	INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0				0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0				0	0				0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0				0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0				0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0				0	0				0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0	0				0	0				0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0				0	0				0	0	0	629.20	-

75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0				0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0				0	0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0	0				0	0				0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0				0	0				0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0				0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0				0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0				0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0				0	0				0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0				0	0				0	0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0				0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0				0	0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0				0	0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0				0	0				0	0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0				0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0	0	3,354.00	-

99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0				0	0				0	0			0	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0			0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0			0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0			0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0			0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0			0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0			0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0			0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0			0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0			0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0			0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0				0	0				0	0			0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0				0	0				0	0			0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0				0	0				0	0			0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0			0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0			0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0			0	0	0	3,010.80	-

123	TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0			0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0			0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0			0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0			0	0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0			0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0			0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0			0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0			0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0			0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0			0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0			0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0			0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0			0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0			0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0			0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0			0	0	0	3,614.00	-

147	TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				0	0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0				0	0				0	0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0				0	0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0				0	0				0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0				0	0				0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0				0	0				0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0				0	0				0	0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0				0	0				0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0				0	0				0	0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0				0	0				0	0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0				0	0				0	0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0				0	0				0	0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0	0				0	0				0	0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0				0	0				0	0	0	724.88	-

171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	0								0	0				0	0	0	334.88	-
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0	0								0	0				0	0	0	75.92	-

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

COMMON ELECTRICAL SUPPLIES																								
1						0	0								0	0				0	0	0		-
2						0	0								0	0				0	0	0		-
3						0	0								0	0				0	0	0		-

COMMON OFFICE EQUIPMENT																								
1						0	0								0	0				0	0	0		-
2						0	0								0	0				0	0	0		-
3						0	0								0	0				0	0	0		-
4						0	0								0	0				0	0	0		-
5						0	0								0	0				0	0	0		-

COMMON OFFICE SUPPLIES																								
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-

COMMON JANITORIAL SUPPLIES																								
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-
						0	0								0	0				0	0	0		-

8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Office Supplies																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Audio and visual presentation and composing equipment																									
						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Photographic or filming or video equipment																									
						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Cleaning Equipment and Supplies																									
						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-

8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Paper Materials and Products						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Lighting and fixtures and accessories						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Electrical equipment and components and supplies																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Computer Supplies																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-

8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Computer Equipment and Accessories																									-
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
*Other Categories																									-
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
C. TOTAL (A + B):																									-
D. ADDITIONAL PROVISION FOR																									-
E. GRAND TOTAL (C + D)																									-
F. APPROVED BUDGET BY THE																									-
G. MONTHLY CASH REQUIREMENTS																									-
G.1 Available at Procurement Service Stores					0					0					0					0					0
G.2 Other Items not available at PS but					0					0					0					0					0
TOTAL MONTHLY CASH					0					0					0					0					0

*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:

Property/Supply Officer

Accountant /
Local Budget Officer

Head of Office/Agency

Date Prepared:

1	BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0							0	0				0	0	0	17.42	-
2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0							0	0				0	0	0	15.03	-
3	BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0							0	0				0	0	0	77.56	-
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0	0							0	0				0	0	0	114.40	-
5	FLUORESCENT LAMP, tubular, 36 watts	tube				0	0							0	0				0	0	0	280.80	-
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0							0	0				0	0	0		-
7	TAPE, electrical	roll				0	0							0	0				0	0	0	18.20	-
COMMON OFFICE SUPPLIES																							
1	ACETATE, gauge #3, 50m per roll	roll				0	0							0	0				0	0	0	624.00	-
2	AIR FRESHENER, 280mL/150g min	can				0	0							0	0				0	0	0	83.20	-
3	ALCOHOL, 70%, ethyl, 500ml	bottle				0	0							0	0				0	0	0	47.82	-
4	CARBON FILM, A4 size, 100 sheets per box	box				0	0							0	0				0	0	0	197.58	-
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0							0	0				0	0	0	202.80	-
6	CARTOLINA, assorted color, 20 pieces per pack	pack				0	0							0	0				0	0	0	64.48	-
7	CHALK, white, enamel, 100 pieces per box	box				0	0							0	0				0	0	0	25.86	-
8	CLEARBOOK, A4 size	piece				0	0							0	0				0	0	0	39.52	-
9	CLEARBOOK, Legal size	piece				0	0							0	0				0	0	0	43.68	-
10	CLIP, backfold, 19mm, 12 pieces per box	box				0	0							0	0				0	0	0	7.28	-
11	CLIP, backfold, 25mm, 12 pieces per box	box				0	0							0	0				0	0	0	10.40	-
12	CLIP, backfold, 32mm, 12 pieces per box	box				0	0							0	0				0	0	0	19.12	-
13	CLIP, backfold, 50mm, 12 pieces per box	box				0	0							0	0				0	0	0	36.38	-
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0	0							0	0				0	0	0	31.20	-
15	DATA FILE BOX, made with chipboard, with closed ends	box				0	0							0	0				0	0	0	69.78	-
16	DATA FOLDER, made with chipboard, taglia lock	piece				0	0							0	0				0	0	0	68.64	-
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0	0							0	0				0	0	0	381.54	-
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0	0							0	0				0	0	0	507.40	-

19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per	box				0	0							0	0				0	0	0	621.71	-
20	ENVELOPE, EXPANDING, plastic	piece				0	0							0	0				0	0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0	0							0	0				0	0	0	499.20	-
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	0							0	0				0	0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece				0	0							0	0				0	0	0	11.11	-
24	ERASER, plastic or rubber	piece				0	0							0	0				0	0	0	2.29	-
25	FASTENER, for paper, metal, 50 sets per box	box				0	0							0	0				0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0							0	0				0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0	0							0	0				0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0	0							0	0				0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0	0							0	0				0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0	0							0	0				0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack				0	0							0	0				0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	0							0	0				0	0	0	203.84	-
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0	0							0	0				0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				0	0							0	0				0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0	0							0	0				0	0	0	200.37	-
36	GLUE, all purpose, 300 grams min.	jar				0	0							0	0				0	0	0	44.18	-
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0	0							0	0				0	0	0	47.90	-
38	LOOSELEAF COVER, 50sets per bundle	bundle				0	0							0	0				0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece				0	0							0	0				0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set				0	0							0	0				0	0	0	35.55	-
41	MARKER, whiteboard, bullet type, black	piece				0	0							0	0				0	0	0	10.28	-
42	MARKER, whiteboard, bullet type, blue	piece				0	0							0	0				0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece				0	0							0	0				0	0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece				0	0							0	0				0	0	0	9.65	-
45	MARKER, permanent, bullet type, blue	piece				0	0							0	0				0	0	0	9.65	-

46	MARKER, permanent, bullet type, red	piece				0	0				0	0				0	0			0	0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	0				0	0				0	0			0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	31.20	-
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	54.06	-
51	PAD PAPER, Ruled	pad				0	0				0	0				0	0			0	0	0	18.26	-
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	12.85	-
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	6.43	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0				0	0				0	0			0	0	0	123.05	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0				0	0				0	0			0	0	0	149.22	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0	0				0	0				0	0			0	0	0	112.50	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0	0				0	0				0	0			0	0	0	122.81	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0	0				0	0				0	0			0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll				0	0				0	0				0	0			0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				0	0				0	0				0	0			0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece				0	0				0	0				0	0			0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0	0				0	0				0	0			0	0	0	60.32	-
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0	0				0	0				0	0			0	0	0	86.85	-
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0	0				0	0				0	0			0	0	0	256.87	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0	0				0	0				0	0			0	0	0	93.31	-
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece				0	0				0	0				0	0			0	0	0	15.48	-
67	SIGN PEN, black	piece				0	0				0	0				0	0			0	0	0	38.10	-
68	SIGN PEN, blue	piece				0	0				0	0				0	0			0	0	0	38.10	-
69	SIGN PEN, red	piece				0	0				0	0				0	0			0	0	0	38.10	-
70	STAMP PAD INK, violet, 50mL	bottle				0	0				0	0				0	0			0	0	0	24.63	-
71	STAMP PAD, felt pad, min 60mm x 100mm	piece				0	0				0	0				0	0			0	0	0	27.66	-
72	STAPLE WIRE, Heavy duty, 23/13	box				0	0				0	0				0	0			0	0	0	23.40	-

73	STAPLE WIRE, Standard	box				0	0				0	0				0	0			0	0	0	18.92	-
74	TAPE, masking, 24mm, 50 meters length	roll				0	0				0	0				0	0			0	0	0	55.12	-
75	TAPE, masking, 48mm, 50 meters length	roll				0	0				0	0				0	0			0	0	0	105.04	-
76	TAPE, transparent, 24mm, 50 meters	roll				0	0				0	0				0	0			0	0	0	10.92	-
77	TAPE, transparent, 48mm, 50 meters	roll				0	0				0	0				0	0			0	0	0	26.52	-
78	TAPE, packaging, 48mm, 50 meters length	roll				0	0				0	0				0	0			0	0	0	32.74	-
79	TOILET TISSUE, 12 rolls per pack	pack				0	0				0	0				0	0			0	0	0	67.60	-
80	TWINE, plastic, one kilo per roll	roll				0	0				0	0				0	0			0	0	0	49.92	-
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0	0				0	0				0	0			0	0	0	128.84	-
82	Software					0	0				0	0				0	0			0	0	0		-
83	Airline Travel					0	0				0	0				0	0			0	0	0		-
COMMON OFFICE DEVICES																								
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0	0				0	0				0	0			0	0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece				0	0				0	0				0	0			0	0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece				0	0				0	0				0	0			0	0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece				0	0				0	0				0	0			0	0	0	187.20	-
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0	0				0	0				0	0			0	0	0	114.28	-
6	SCISSORS, (6")	pair				0	0				0	0				0	0			0	0	0	13.73	-
7	STAPLER, standard	piece				0	0				0	0				0	0			0	0	0	82.16	-
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of	piece				0	0				0	0				0	0			0	0	0	878.80	-
9	STAPLE REMOVER, plier type	piece				0	0				0	0				0	0			0	0	0	18.18	-
10	TAPE DISPENSER, table top	piece				0	0				0	0				0	0			0	0	0	47.72	-
11	WASTE BASKET, non-rigid plastic	piece				0	0				0	0				0	0			0	0	0	23.90	-
COMMON JANITORIAL SUPPLIES																								
1	BROOM, soft (tambo)	piece				0	0				0	0				0	0			0	0	0	88.40	-

2	BROOM, stick (tingting)	piece				0	0				0	0				0	0			0	0	0	23.92	-
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0	0				0	0				0	0			0	0	0	41.60	-
4	CLEANSER, scouring powder, 350grams/can	can				0	0				0	0				0	0			0	0	0	21.27	-
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0	0				0	0				0	0			0	0	0	37.43	-
6	DISINFECTANT SPRAY, 400-550 grams	can				0	0				0	0				0	0			0	0	0	119.60	-
7	DUST PAN, non-rigid plastic	piece				0	0				0	0				0	0			0	0	0	24.96	-
8	FLOOR WAX, Paste, red	can				0	0				0	0				0	0			0	0	0	202.80	-
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0	0				0	0				0	0			0	0	0	84.76	-
10	INSECTICIDE, aerosol type, 600mL/can	can				0	0				0	0				0	0			0	0	0	124.80	-
11	MOPBUCKET	piece				0	0				0	0				0	0			0	0	0	1,911.00	-
12	MOPHANDLE, screw type, aluminum handle	piece				0	0				0	0				0	0			0	0	0	142.48	-
13	MOPHEAD, made of rayon	piece				0	0				0	0				0	0			0	0	0	98.80	-
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle				0	0				0	0				0	0			0	0	0	49.69	-
15	SCOURING PAD, 5 pieces per pack	pack				0	0				0	0				0	0			0	0	0	102.96	-
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll				0	0				0	0				0	0			0	0	0	139.88	-
17	DISINFECTANT, bleaching solution	cont				0	0				0	0				0	0			0	0	0	101.82	-
																							7.28	
COMMON OFFICE EQUIPMENT																								
1	BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13"	unit				0	0				0	0				0	0			0	0	0	10,400.00	-
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0	0				0	0				0	0			0	0	0	135.20	-
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0	0				0	0				0	0			0	0	0	258.84	-
4	CHAIR, monobloc, without armrest, beige	piece				0	0				0	0				0	0			0	0	0	254.68	-
5	CHAIR, monobloc, without armrest, white	piece				0	0				0	0				0	0			0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0	0				0	0				0	0			0	0	0	6,229.60	-
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area,	unit				0	0				0	0				0	0			0	0	0	25,272.00	-
8	ELECTRIC FAN, industrial	unit				0	0				0	0				0	0			0	0	0	956.80	-
9	ELECTRIC FAN, orbit type	unit				0	0				0	0				0	0			0	0	0	1,248.00	-

24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0				0	0				0	0			0	0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0				0	0				0	0			0	0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0				0	0				0	0			0	0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0				0	0				0	0			0	0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart				0	0				0	0				0	0			0	0	0	254.80	-
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0	0				0	0				0	0			0	0	0	254.80	-
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0	0				0	0				0	0			0	0	0	254.80	-
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0	0				0	0				0	0			0	0	0	254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0			0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0			0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0			0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0			0	0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0			0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0				0	0				0	0			0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0	0				0	0				0	0			0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0			0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,133.60	-

51	INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0				0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0				0	0				0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0				0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0				0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0				0	0				0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0	0				0	0				0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0				0	0				0	0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0				0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0				0	0	0	1,242.80	-

78	INK CART, HP CH561WA, (HP61), Black	cart				0	0				0	0				0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0				0	0				0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0				0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0				0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0				0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0				0	0				0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0				0	0				0	0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tricolor	cart				0	0				0	0				0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0				0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0				0	0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0				0	0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0				0	0				0	0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0				0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0				0	0				0	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0	0	3,218.80	-

105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0			0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0			0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0			0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0			0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0			0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0				0	0				0	0			0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0				0	0				0	0			0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0				0	0				0	0			0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0			0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0			0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0			0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0			0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0			0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0			0	0	0	5,402.80	-

132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0	0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0	0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0	0	0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0	0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0	0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0	0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0	0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0	0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0	0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0	0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0	0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0	0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0	0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0	0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0	0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0	0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0	0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0	0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0	0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0	0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0	0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0	0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0	0	0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0	0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0	0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				0	0	0	0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0				0	0				0	0	0	0	0	2,912.00	-

159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0				0	0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0				0	0				0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0				0	0				0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0				0	0				0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0				0	0				0	0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0				0	0				0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0				0	0				0	0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0				0	0				0	0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0				0	0				0	0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0				0	0				0	0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0	0				0	0				0	0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0				0	0				0	0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	0				0	0				0	0	0	334.88	-
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0	0				0	0				0	0	0	75.92	-

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

COMMON ELECTRICAL SUPPLIES																					
1						0	0				0	0				0	0	0		-	
2						0	0				0	0				0	0	0		-	
3						0	0				0	0				0	0	0		-	
COMMON OFFICE EQUIPMENT																					
1						0	0				0	0				0	0	0		-	
2						0	0				0	0				0	0	0		-	
3						0	0				0	0				0	0	0		-	
4						0	0				0	0				0	0	0		-	
5						0	0				0	0				0	0	0		-	
COMMON OFFICE SUPPLIES																					
						0	0				0	0				0	0	0		-	
						0	0				0	0				0	0	0		-	
						0	0				0	0				0	0	0		-	
						0	0				0	0				0	0	0		-	
						0	0				0	0				0	0	0		-	

10					0	0				0	0				0	0			0	0	0			-	
Photographic or filming or video equipment						0																			
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-
10					0	0				0	0				0	0			0	0	0				-
Cleaning Equipment and Supplies						0																			
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-
10					0	0				0	0				0	0			0	0	0				-
Paper Materials and Products						0																			
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-
10					0	0				0	0				0	0			0	0	0				-
Lighting and fixtures and accessories						0																			
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-

10					0	0				0	0				0	0			0	0	0			-
Electrical equipment and components and supplies																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Computer Supplies																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Computer Equipment and Accessories																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
*Other Categories																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-

10					0	0				0	0				0	0			0	0	0			-
C. TOTAL (A + B):																						-		
D. ADDITIONAL PROVISION FOR																						-		
E. GRAND TOTAL (C + D)																						-		
F. APPROVED BUDGET BY THE																								
G. MONTHLY CASH REQUIREMENTS																								
G.1 Available at Procurement Service Stores		X		0	X		0	X		0	X		0	X		0	X		0	X		0	0	
G.2 Other Items not available at PS but		X		0	X		0	X		0	X		0	X		0	X		0	X		0	0	
TOTAL MONTHLY CASH		X		0	X		0	X		0	X		0	X		0	X		0	X		0	0	

*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:

 Property/Supply Officer

 Accountant /
 Local Budget Officer

 Head of Office/Agency

Date Prepared:

1	BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0				0	0				0	0			0	0	0	17.42	-
2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0				0	0				0	0			0	0	0	15.03	-
3	BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0				0	0				0	0			0	0	0	77.56	-
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0	0				0	0				0	0			0	0	0	114.40	-
5	FLUORESCENT LAMP, tubular, 36 watts	tube				0	0				0	0				0	0			0	0	0	280.80	-
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0				0	0				0	0			0	0	0		-
7	TAPE, electrical	roll				0	0				0	0				0	0			0	0	0	18.20	-
COMMON OFFICE SUPPLIES																								
1	ACETATE, gauge #3, 50m per roll	roll				0	0				0	0				0	0			0	0	0	624.00	-
2	AIR FRESHENER, 280mL/150g min	can				0	0				0	0				0	0			0	0	0	83.20	-
3	ALCOHOL, 70%, ethyl, 500ml	bottle				0	0				0	0				0	0			0	0	0	47.82	-
4	CARBON FILM, A4 size, 100 sheets per box	box				0	0				0	0				0	0			0	0	0	197.58	-
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0				0	0				0	0			0	0	0	202.80	-
6	CARTOLINA, assorted color, 20 pieces per pack	pack				0	0				0	0				0	0			0	0	0	64.48	-
7	CHALK, white, enamel, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	25.86	-
8	CLEARBOOK, A4 size	piece				0	0				0	0				0	0			0	0	0	39.52	-
9	CLEARBOOK, Legal size	piece				0	0				0	0				0	0			0	0	0	43.68	-
10	CLIP, backfold, 19mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	7.28	-
11	CLIP, backfold, 25mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	10.40	-
12	CLIP, backfold, 32mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	19.12	-
13	CLIP, backfold, 50mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	36.38	-
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0	0				0	0				0	0			0	0	0	31.20	-
15	DATA FILE BOX, made with chipboard, with closed ends	box				0	0				0	0				0	0			0	0	0	69.78	-
16	DATA FOLDER, made with chipboard, taglia lock	piece				0	0				0	0				0	0			0	0	0	68.64	-
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0	0				0	0				0	0			0	0	0	381.54	-

18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0	0				0	0				0	0			0	0	0	507.40	-
19	ENVELOPE, EXPANDING, KRAFT BOARD, for legal size documents, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	621.71	-
20	ENVELOPE, EXPANDING, plastic	piece				0	0				0	0				0	0			0	0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0	0				0	0				0	0			0	0	0	499.20	-
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	0				0	0				0	0			0	0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece				0	0				0	0				0	0			0	0	0	11.11	-
24	ERASER, plastic or rubber	piece				0	0				0	0				0	0			0	0	0	2.29	-
25	FASTENER, for paper, metal, 50 sets per box	box				0	0				0	0				0	0			0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0				0	0				0	0			0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0	0				0	0				0	0			0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0	0				0	0				0	0			0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0	0				0	0				0	0			0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0	0				0	0				0	0			0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack				0	0				0	0				0	0			0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	0				0	0				0	0			0	0	0	203.84	-
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0	0				0	0				0	0			0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				0	0				0	0				0	0			0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0	0				0	0				0	0			0	0	0	200.37	-
36	GLUE, all purpose, 300 grams min.	jar				0	0				0	0				0	0			0	0	0	44.18	-
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0	0				0	0				0	0			0	0	0	47.90	-
38	LOOSELEAF COVER, 50sets per bundle	bundle				0	0				0	0				0	0			0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece				0	0				0	0				0	0			0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set				0	0				0	0				0	0			0	0	0	35.55	-
41	MARKER, whiteboard, bullet type, black	piece				0	0				0	0				0	0			0	0	0	10.28	-
42	MARKER, whiteboard, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece				0	0				0	0				0	0			0	0	0	10.28	-

44	MARKER, permanent, bullet type, black	piece				0	0				0	0				0	0			0	0	0	9.65	-
45	MARKER, permanent, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	9.65	-
46	MARKER, permanent, bullet type, red	piece				0	0				0	0				0	0			0	0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	0				0	0				0	0			0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	31.20	-
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	54.06	-
51	PAD PAPER, Ruled	pad				0	0				0	0				0	0			0	0	0	18.26	-
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	12.85	-
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	6.43	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0				0	0				0	0			0	0	0	125.40	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0				0	0				0	0			0	0	0	151.57	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0	0				0	0				0	0			0	0	0	114.85	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0	0				0	0				0	0			0	0	0	125.16	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0	0				0	0				0	0			0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll				0	0				0	0				0	0			0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				0	0				0	0				0	0			0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece				0	0				0	0				0	0			0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0	0				0	0				0	0			0	0	0	60.32	-
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0	0				0	0				0	0			0	0	0	86.85	-
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0	0				0	0				0	0			0	0	0	256.87	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0	0				0	0				0	0			0	0	0	93.31	-
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece				0	0				0	0				0	0			0	0	0	15.48	-
67	SIGN PEN, black	piece				0	0				0	0				0	0			0	0	0	38.10	-
68	SIGN PEN, blue	piece				0	0				0	0				0	0			0	0	0	38.10	-
69	SIGN PEN, red	piece				0	0				0	0				0	0			0	0	0	38.10	-

70	STAMP PAD INK, violet, 50mL	bottle				0	0				0	0				0	0			0	0	0	24.63	-
71	STAMP PAD, felt pad, min 60mm x 100mm	piece				0	0				0	0				0	0			0	0	0	27.66	-
72	STAPLE WIRE, Heavy duty, 23/13	box				0	0				0	0				0	0			0	0	0	23.40	-
73	STAPLE WIRE, Standard	box				0	0				0	0				0	0			0	0	0	18.92	-
74	TAPE, masking, 24mm, 50 meters length	roll				0	0				0	0				0	0			0	0	0	55.12	-
75	TAPE, masking, 48mm, 50 meters length	roll				0	0				0	0				0	0			0	0	0	105.04	-
76	TAPE, transparent, 24mm, 50 meters	roll				0	0				0	0				0	0			0	0	0	10.92	-
77	TAPE, transparent, 48mm, 50 meters	roll				0	0				0	0				0	0			0	0	0	26.52	-
78	TAPE, packaging, 48mm, 50 meters length	roll				0	0				0	0				0	0			0	0	0	32.74	-
79	TOILET TISSUE, 12 rolls per pack	pack				0	0				0	0				0	0			0	0	0	67.60	-
80	TWINE, plastic, one kilo per roll	roll				0	0				0	0				0	0			0	0	0	49.92	-
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0	0				0	0				0	0			0	0	0	128.84	-
82	Software					0	0				0	0				0	0			0	0	0		-
83	Airline Travel					0	0				0	0				0	0			0	0	0		-
COMMON OFFICE DEVICES																								
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0	0				0	0				0	0			0	0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece				0	0				0	0				0	0			0	0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece				0	0				0	0				0	0			0	0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece				0	0				0	0				0	0			0	0	0	187.20	-
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0	0				0	0				0	0			0	0	0	114.28	-
6	SCISSORS, (6")	pair				0	0				0	0				0	0			0	0	0	13.73	-
7	STAPLER, standard	piece				0	0				0	0				0	0			0	0	0	82.16	-
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper, stapling capacity min 100	piece				0	0				0	0				0	0			0	0	0	878.80	-
9	STAPLE REMOVER, plier type	piece				0	0				0	0				0	0			0	0	0	18.18	-
10	TAPE DISPENSER, table top	piece				0	0				0	0				0	0			0	0	0	47.72	-
11	WASTE BASKET, non-rigid plastic	piece				0	0				0	0				0	0			0	0	0	23.90	-

5	CHAIR, monobloc, without armrest, white	piece				0	0				0	0				0	0			0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0	0				0	0				0	0			0	0	0	6,229.60	-
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc	unit				0	0				0	0				0	0			0	0	0	25,272.00	-
8	ELECTRIC FAN, industrial	unit				0	0				0	0				0	0			0	0	0	956.80	-
9	ELECTRIC FAN, orbit type	unit				0	0				0	0				0	0			0	0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit				0	0				0	0				0	0			0	0	0	967.10	-
11	ELECTRIC FAN, wall type	unit				0	0				0	0				0	0			0	0	0	790.40	-
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, fine line resolution, dry chemical, with	unit				0	0				0	0				0	0			0	0	0	3,502.72	-
13	ABC class of fire, stored pressure type, non-flammable extinguisher, portable, with	unit				0	0				0	0				0	0			0	0	0	1,080.56	-
14	fire rating of 1A, 1BC, for ABC class of fire, model/modern projector, 4000 ansi	unit				0	0				0	0				0	0			0	0	0	4,992.00	-
15	Lumens, 3600 hours lamp life, supports FXFLA-FXFLA (copying) machine,	unit				0	0				0	0				0	0			0	0	0	26,483.60	-
16	max paper size: B4, 30 sheets cutting cap., automatic clamping, stationary blade	unit				0	0				0	0				0	0			0	0	0	7,488.00	-
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0	0				0	0				0	0			0	0	0	5,699.20	-
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0	0				0	0				0	0			0	0	0	18,709.60	-
19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0	0				0	0				0	0			0	0	0	5,831.52	-
20	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0	0				0	0				0	0			0	0	0	10,000.00	-
21	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0	0				0	0				0	0			0	0	0	1,237.60	-
22	TABLE, monobloc, square, 50" x 50", white, four(4) seater, for indoor and	unit				0	0				0	0				0	0			0	0	0	1,289.60	-
23	TABLE, monobloc, square, 50" x 50", beige, four(4) seater, for indoor and outdoor use	unit				0	0				0	0				0	0			0	0	0	1,289.60	-
24	Desktop and Laptop	unit				0	0				0	0				0	0			0	0	0		-
COMMON COMPUTER SUPPLIES																								
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0	0				0	0				0	0			0	0	0	630.76	-
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0	0				0	0				0	0			0	0	0	950.30	-
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0	0				0	0				0	0			0	0	0	716.04	-
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0	0				0	0				0	0			0	0	0	1,220.96	-
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0	0				0	0				0	0			0	0	0	596.80	-

6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box					0	0							0	0				0	0	0	958.15	-
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece					0	0							0	0				0	0	0	21.79	-
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to	piece					0	0							0	0				0	0	0	2,818.40	-
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece					0	0							0	0				0	0	0	194.48	-
10	MOUSE, optical, USB connection type	unit					0	0							0	0				0	0	0	127.80	-
HANDBOOK ON PROCUREMENT																								
1	HANDBOOK ON PROCUREMENT GOVERNMENT PROCUREMENT-RA 2018 (6th Edition), 61x all 206 pages	piece					0	0							0	0				0	0	0	61.83	-
CONSUMABLES																								
1	INK CART, BROTHER LC39BK, Black	cart					0	0							0	0				0	0	0	681.20	-
2	INK CART, BROTHER LC39C, Cyan	cart					0	0							0	0				0	0	0	447.20	-
3	INK CART, BROTHER LC39M, Magenta	cart					0	0							0	0				0	0	0	447.20	-
4	INK CART, BROTHER LC39Y, Yellow	cart					0	0							0	0				0	0	0	447.20	-
5	INK CART, BROTHER LC67B, Black	cart					0	0							0	0				0	0	0	910.00	-
6	INK CART, BROTHER LC67C, Cyan	cart					0	0							0	0				0	0	0	546.00	-
7	INK CART, BROTHER LC67M, Magenta	cart					0	0							0	0				0	0	0	546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart					0	0							0	0				0	0	0	546.00	-
9	INK CART, BROTHER LC67HYBK, Black	cart					0	0							0	0				0	0	0	1,538.16	-
10	INK CART, BROTHER LC67HYC, Cyan	cart					0	0							0	0				0	0	0	868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart					0	0							0	0				0	0	0	868.40	-
12	INK CART, BROTHER LC67HYY, Yellow	cart					0	0							0	0				0	0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart					0	0							0	0				0	0	0	774.80	-
14	INK CART, CANON PG-740, Black	cart					0	0							0	0				0	0	0	754.00	-
15	INK CART, CANON PGI-725, Black	cart					0	0							0	0				0	0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart					0	0							0	0				0	0	0	534.56	-

17	INK CART, CANON CL-811, Colored	cart				0	0				0	0				0	0			0	0	0	1,022.32	-
18	INK CART, CANON CL-741, Colored	cart				0	0				0	0				0	0			0	0	0	1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart				0	0				0	0				0	0			0	0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0	0				0	0				0	0			0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0	0				0	0				0	0			0	0	0	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0	0				0	0				0	0			0	0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0	0				0	0				0	0			0	0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0				0	0				0	0			0	0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0				0	0				0	0			0	0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0				0	0				0	0			0	0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0				0	0				0	0			0	0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart				0	0				0	0				0	0			0	0	0	254.80	-
29	INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0	0				0	0				0	0			0	0	0	254.80	-
30	INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0	0				0	0				0	0			0	0	0	254.80	-
31	INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0	0				0	0				0	0			0	0	0	254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0			0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0			0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0			0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0			0	0	0	717.60	-

43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0				0	0				0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0	0				0	0				0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0				0	0				0	0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0				0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0				0	0				0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0				0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0				0	0	0	639.60	-

69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0			0	0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0	0				0	0				0	0			0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0				0	0				0	0			0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0			0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0				0	0				0	0			0	0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0			0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0				0	0			0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0				0	0			0	0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0	0				0	0				0	0			0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0				0	0				0	0			0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0				0	0			0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0				0	0			0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0	0				0	0				0	0			0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0				0	0				0	0			0	0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0	0				0	0				0	0			0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0				0	0			0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0				0	0			0	0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0				0	0			0	0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0			0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0			0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0			0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0				0	0				0	0			0	0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				0	0			0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0				0	0			0	0	0	1,196.00	-

95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0				0	0				0	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0				0	0				0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0				0	0				0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0				0	0				0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0	0	2,490.80	-

121	TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0	0	3,614.00	-

147	TONER CART, HP Q6003A, Magenta	cart								0	0									0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart								0	0									0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart								0	0									0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart								0	0									0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart								0	0									0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart								0	0									0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart								0	0									0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart								0	0									0	0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart								0	0									0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart								0	0									0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart								0	0									0	0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart								0	0									0	0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart								0	0									0	0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart								0	0									0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart								0	0									0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart								0	0									0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart								0	0									0	0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart								0	0									0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart								0	0									0	0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart								0	0									0	0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart								0	0									0	0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart								0	0									0	0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart								0	0									0	0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart								0	0									0	0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart								0	0									0	0	0	334.88	-
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart								0	0									0	0	0	75.92	-

Property/Supply Officer

Accountant /
Local Budget Officer

Head of Office/Agency

Date Prepared:

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____
 Region: _____
 Address: _____

Agency Account Code: _____

Contact Person: _____
 Position: _____
 E-mail : _____
 Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																							
COMMON ELECTRICAL SUPPLIES																							

1	BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0				0	0				0	0	0	17.42	-	
2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0				0	0				0	0	0	15.03	-	
3	BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0				0	0				0	0	0	77.56	-	
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0	0				0	0				0	0	0	114.40	-	
5	FLUORESCENT LAMP, tubular, 36 watts	tube				0	0				0	0				0	0	0	280.80	-	
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0				0	0				0	0	0		-	
7	TAPE, electrical	roll				0	0				0	0				0	0	0	18.20	-	
COMMON OFFICE SUPPLIES																					
1	ACETATE, gauge #3, 50m per roll	roll				0	0				0	0				0	0	0	624.00	-	
2	AIR FRESHENER, 280mL/150g min	can				0	0				0	0				0	0	0	83.20	-	
3	ALCOHOL, 70%, ethyl, 500ml	bottle				0	0				0	0				0	0	0	47.82	-	
4	CARBON FILM, A4 size, 100 sheets per box	box				0	0				0	0				0	0	0	197.58	-	
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0				0	0				0	0	0	202.80	-	
6	CARTOLINA, assorted color, 20 pieces per pack	pack				0	0				0	0				0	0	0	64.48	-	
7	CHALK, white, enamel, 100 pieces per box	box				0	0				0	0				0	0	0	25.86	-	
8	CLEARBOOK, A4 size	piece				0	0				0	0				0	0	0	39.52	-	
9	CLEARBOOK, Legal size	piece				0	0				0	0				0	0	0	43.68	-	
10	CLIP, backfold, 19mm, 12 pieces per box	box				0	0				0	0				0	0	0	7.28	-	
11	CLIP, backfold, 25mm, 12 pieces per box	box				0	0				0	0				0	0	0	10.40	-	
12	CLIP, backfold, 32mm, 12 pieces per box	box				0	0				0	0				0	0	0	19.12	-	
13	CLIP, backfold, 50mm, 12 pieces per box	box				0	0				0	0				0	0	0	36.38	-	
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0	0				0	0				0	0	0	31.20	-	
15	DATA FILE BOX, made with chipboard, with closed ends	box				0	0				0	0				0	0	0	69.78	-	
16	DATA FOLDER, made with chipboard, taglia lock	piece				0	0				0	0				0	0	0	68.64	-	
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0	0				0	0				0	0	0	381.54	-	
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0	0				0	0				0	0	0	507.40	-	

19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per	box				0	0							0	0				0	0	0	621.71	-
20	ENVELOPE, EXPANDING, plastic	piece				0	0							0	0				0	0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0	0							0	0				0	0	0	499.20	-
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	0							0	0				0	0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece				0	0							0	0				0	0	0	11.11	-
24	ERASER, plastic or rubber	piece				0	0							0	0				0	0	0	2.29	-
25	FASTENER, for paper, metal, 50 sets per box	box				0	0							0	0				0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0							0	0				0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0	0							0	0				0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0	0							0	0				0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0	0							0	0				0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0	0							0	0				0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack				0	0							0	0				0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	0							0	0				0	0	0	203.84	-
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0	0							0	0				0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				0	0							0	0				0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0	0							0	0				0	0	0	200.37	-
36	GLUE, all purpose, 300 grams min.	jar				0	0							0	0				0	0	0	44.18	-
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0	0							0	0				0	0	0	47.90	-
38	LOOSELEAF COVER, 50sets per bundle	bundle				0	0							0	0				0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece				0	0							0	0				0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set				0	0							0	0				0	0	0	35.55	-
41	MARKER, whiteboard, bullet type, black	piece				0	0							0	0				0	0	0	10.28	-
42	MARKER, whiteboard, bullet type, blue	piece				0	0							0	0				0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece				0	0							0	0				0	0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece				0	0							0	0				0	0	0	9.65	-
45	MARKER, permanent, bullet type, blue	piece				0	0							0	0				0	0	0	9.65	-

46	MARKER, permanent, bullet type, red	piece				0	0					0	0					0	0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	0					0	0					0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	0					0	0					0	0	0	31.20	-
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0	0					0	0					0	0	0	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0	0					0	0					0	0	0	54.06	-
51	PAD PAPER, Ruled	pad				0	0					0	0					0	0	0	18.26	-
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0	0					0	0					0	0	0	12.85	-
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0	0					0	0					0	0	0	6.43	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0					0	0					0	0	0	123.05	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0					0	0					0	0	0	149.22	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0	0					0	0					0	0	0	112.50	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0	0					0	0					0	0	0	122.81	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0	0					0	0					0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll				0	0					0	0					0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				0	0					0	0					0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece				0	0					0	0					0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0	0					0	0					0	0	0	60.32	-
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0	0					0	0					0	0	0	86.85	-
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0	0					0	0					0	0	0	256.87	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0	0					0	0					0	0	0	93.31	-
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece				0	0					0	0					0	0	0	15.48	-
67	SIGN PEN, black	piece				0	0					0	0					0	0	0	38.10	-
68	SIGN PEN, blue	piece				0	0					0	0					0	0	0	38.10	-
69	SIGN PEN, red	piece				0	0					0	0					0	0	0	38.10	-
70	STAMP PAD INK, violet, 50mL	bottle				0	0					0	0					0	0	0	24.63	-
71	STAMP PAD, felt pad, min 60mm x 100mm	piece				0	0					0	0					0	0	0	27.66	-
72	STAPLE WIRE, Heavy duty, 23/13	box				0	0					0	0					0	0	0	23.40	-

73	STAPLE WIRE, Standard	box				0	0				0	0				0	0			0	0	0	18.92	-
74	TAPE, masking, 24mm, 50 meters length	roll				0	0				0	0				0	0			0	0	0	55.12	-
75	TAPE, masking, 48mm, 50 meters length	roll				0	0				0	0				0	0			0	0	0	105.04	-
76	TAPE, transparent, 24mm, 50 meters	roll				0	0				0	0				0	0			0	0	0	10.92	-
77	TAPE, transparent, 48mm, 50 meters	roll				0	0				0	0				0	0			0	0	0	26.52	-
78	TAPE, packaging, 48mm, 50 meters length	roll				0	0				0	0				0	0			0	0	0	32.74	-
79	TOILET TISSUE, 12 rolls per pack	pack				0	0				0	0				0	0			0	0	0	67.60	-
80	TWINE, plastic, one kilo per roll	roll				0	0				0	0				0	0			0	0	0	49.92	-
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0	0				0	0				0	0			0	0	0	128.84	-
82	Software					0	0				0	0				0	0			0	0	0		-
83	Airline Travel					0	0				0	0				0	0			0	0	0		-
COMMON OFFICE DEVICES																								
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0	0				0	0				0	0			0	0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece				0	0				0	0				0	0			0	0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece				0	0				0	0				0	0			0	0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece				0	0				0	0				0	0			0	0	0	187.20	-
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0	0				0	0				0	0			0	0	0	114.28	-
6	SCISSORS, (6")	pair				0	0				0	0				0	0			0	0	0	13.73	-
7	STAPLER, standard	piece				0	0				0	0				0	0			0	0	0	82.16	-
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of	piece				0	0				0	0				0	0			0	0	0	878.80	-
9	STAPLE REMOVER, plier type	piece				0	0				0	0				0	0			0	0	0	18.18	-
10	TAPE DISPENSER, table top	piece				0	0				0	0				0	0			0	0	0	47.72	-
11	WASTE BASKET, non-rigid plastic	piece				0	0				0	0				0	0			0	0	0	23.90	-
COMMON JANITORIAL SUPPLIES																								
1	BROOM, soft (tambo)	piece				0	0				0	0				0	0			0	0	0	88.40	-

2	BROOM, stick (tingting)	piece				0	0							0	0				0	0	0	23.92	-
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0	0							0	0				0	0	0	41.60	-
4	CLEANSER, scouring powder, 350grams/can	can				0	0							0	0				0	0	0	21.27	-
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0	0							0	0				0	0	0	37.43	-
6	DISINFECTANT SPRAY, 400-550 grams	can				0	0							0	0				0	0	0	119.60	-
7	DUST PAN, non-rigid plastic	piece				0	0							0	0				0	0	0	24.96	-
8	FLOOR WAX, Paste, red	can				0	0							0	0				0	0	0	202.80	-
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0	0							0	0				0	0	0	84.76	-
10	INSECTICIDE, aerosol type, 600mL/can	can				0	0							0	0				0	0	0	124.80	-
11	MOPBUCKET	piece				0	0							0	0				0	0	0	1,911.00	-
12	MOPHANDLE, screw type, aluminum handle	piece				0	0							0	0				0	0	0	142.48	-
13	MOPHEAD, made of rayon	piece				0	0							0	0				0	0	0	98.80	-
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle				0	0							0	0				0	0	0	49.69	-
15	SCOURING PAD, 5 pieces per pack	pack				0	0							0	0				0	0	0	102.96	-
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll				0	0							0	0				0	0	0	139.88	-
17	DISINFECTANT, bleaching solution	cont				0	0							0	0				0	0	0	101.82	-
																						7.28	
COMMON OFFICE EQUIPMENT																							
1	BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24	unit				0	0							0	0				0	0	0	10,400.00	-
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0	0							0	0				0	0	0	135.20	-
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0	0							0	0				0	0	0	258.84	-
4	CHAIR, monobloc, without armrest, beige	piece				0	0							0	0				0	0	0	254.68	-
5	CHAIR, monobloc, without armrest, white	piece				0	0							0	0				0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0	0							0	0				0	0	0	6,229.60	-
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area,	unit				0	0							0	0				0	0	0	25,272.00	-
8	ELECTRIC FAN, industrial	unit				0	0							0	0				0	0	0	956.80	-
9	ELECTRIC FAN, orbit type	unit				0	0							0	0				0	0	0	1,248.00	-

10	ELECTRIC FAN, stand type	unit				0	0				0	0				0	0			0	0	0	967.10	-
11	ELECTRIC FAN, wall type	unit				0	0				0	0				0	0			0	0	0	790.40	-
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x	unit				0	0				0	0				0	0			0	0	0	3,502.72	-
13	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure	unit				0	0				0	0				0	0			0	0	0	1,080.56	-
14	FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire,	unit				0	0				0	0				0	0			0	0	0	4,992.00	-
15	MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports	unit				0	0				0	0				0	0			0	0	0	26,483.60	-
16	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting	unit				0	0				0	0				0	0			0	0	0	7,488.00	-
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0	0				0	0				0	0			0	0	0	5,699.20	-
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0	0				0	0				0	0			0	0	0	18,709.60	-
19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0	0				0	0				0	0			0	0	0	5,831.52	-
20	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex	unit				0	0				0	0				0	0			0	0	0	10,000.00	-
21	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0	0				0	0				0	0			0	0	0	1,237.60	-
22	TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and	unit				0	0				0	0				0	0			0	0	0	1,289.60	-
23	TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and	unit				0	0				0	0				0	0			0	0	0	1,289.60	-
24	Desktop and Laptop	unit				0	0				0	0				0	0			0	0	0		-
COMMON COMPUTER SUPPLIES																								
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0	0				0	0				0	0			0	0	0	630.76	-
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0	0				0	0				0	0			0	0	0	950.30	-
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0	0				0	0				0	0			0	0	0	716.04	-
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0	0				0	0				0	0			0	0	0	1,220.96	-
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0	0				0	0				0	0			0	0	0	596.80	-
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0	0				0	0				0	0			0	0	0	958.15	-
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0	0				0	0				0	0			0	0	0	21.79	-
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB	piece				0	0				0	0				0	0			0	0	0	2,818.40	-
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0	0				0	0				0	0			0	0	0	194.48	-
10	MOUSE, optical, USB connection type	unit				0	0				0	0				0	0			0	0	0	127.80	-

24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0				0	0				0	0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0				0	0				0	0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0				0	0				0	0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0				0	0				0	0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart				0	0				0	0				0	0	0	254.80	-
29	INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0	0				0	0				0	0	0	254.80	-
30	INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0	0				0	0				0	0	0	254.80	-
31	INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0	0				0	0				0	0	0	254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0				0	0				0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0				0	0				0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0	0				0	0				0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0				0	0				0	0	0	1,133.60	-

51	INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0				0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0				0	0				0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0				0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0				0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0				0	0				0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0	0				0	0				0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0				0	0				0	0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0				0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0				0	0	0	1,242.80	-

78	INK CART, HP CH561WA, (HP61), Black	cart				0	0							0	0				0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0							0	0				0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0							0	0				0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0							0	0				0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0							0	0				0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0							0	0				0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0							0	0				0	0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tricolor	cart				0	0							0	0				0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0							0	0				0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0							0	0				0	0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0							0	0				0	0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0							0	0				0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0							0	0				0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0							0	0				0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0							0	0				0	0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0							0	0				0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0							0	0				0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0	0							0	0				0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0	0							0	0				0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0							0	0				0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0							0	0				0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0							0	0				0	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0	0							0	0				0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0							0	0				0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0							0	0				0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0							0	0				0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0							0	0				0	0	0	3,218.80	-

132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0	0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0	0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0	0	0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0	0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0	0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0	0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0	0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0	0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0	0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0	0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0	0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0	0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0	0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0	0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0	0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0	0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0	0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0	0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0	0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0	0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0	0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0	0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0	0	0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0	0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0	0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				0	0	0	0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0				0	0				0	0	0	0	0	2,912.00	-

159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0				0	0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0				0	0				0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0				0	0				0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0				0	0				0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0				0	0				0	0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0				0	0				0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0				0	0				0	0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0				0	0				0	0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0				0	0				0	0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0				0	0				0	0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0	0				0	0				0	0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0				0	0				0	0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	0				0	0				0	0	0	334.88	-
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0	0				0	0				0	0	0	75.92	-

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

COMMON ELECTRICAL SUPPLIES																					
1						0	0				0	0				0	0	0		-	
2						0	0				0	0				0	0	0		-	
3						0	0				0	0				0	0	0		-	

COMMON OFFICE EQUIPMENT																					
1						0	0				0	0				0	0	0		-	
2						0	0				0	0				0	0	0		-	
3						0	0				0	0				0	0	0		-	
4						0	0				0	0				0	0	0		-	
5						0	0				0	0				0	0	0		-	

COMMON OFFICE SUPPLIES																					
						0	0				0	0				0	0	0		-	
						0	0				0	0				0	0	0		-	
						0	0				0	0				0	0	0		-	
						0	0				0	0				0	0	0		-	
						0	0				0	0				0	0	0		-	

10					0	0				0	0				0	0				0	0	0			-	
Photographic or filming or video equipment						0																				
1					0	0				0	0				0	0				0	0	0			-	
2					0	0				0	0				0	0				0	0	0			-	
3					0	0				0	0				0	0				0	0	0			-	
4					0	0				0	0				0	0				0	0	0			-	
5					0	0				0	0				0	0				0	0	0			-	
6					0	0				0	0				0	0				0	0	0			-	
7					0	0				0	0				0	0				0	0	0			-	
8					0	0				0	0				0	0				0	0	0			-	
9					0	0				0	0				0	0				0	0	0			-	
10					0	0				0	0				0	0				0	0	0			-	
Cleaning Equipment and Supplies						0																				
1					0	0				0	0				0	0				0	0	0			-	
2					0	0				0	0				0	0				0	0	0			-	
3					0	0				0	0				0	0				0	0	0			-	
4					0	0				0	0				0	0				0	0	0			-	
5					0	0				0	0				0	0				0	0	0			-	
6					0	0				0	0				0	0				0	0	0			-	
7					0	0				0	0				0	0				0	0	0			-	
8					0	0				0	0				0	0				0	0	0			-	
9					0	0				0	0				0	0				0	0	0			-	
10					0	0				0	0				0	0				0	0	0			-	
Paper Materials and Products						0																				
1					0	0				0	0				0	0				0	0	0			-	
2					0	0				0	0				0	0				0	0	0			-	
3					0	0				0	0				0	0				0	0	0			-	
4					0	0				0	0				0	0				0	0	0			-	
5					0	0				0	0				0	0				0	0	0			-	
6					0	0				0	0				0	0				0	0	0			-	
7					0	0				0	0				0	0				0	0	0			-	
8					0	0				0	0				0	0				0	0	0			-	
9					0	0				0	0				0	0				0	0	0			-	
10					0	0				0	0				0	0				0	0	0			-	
Lighting and fixtures and accessories						0																				
1					0	0				0	0				0	0				0	0	0			-	
2					0	0				0	0				0	0				0	0	0			-	
3					0	0				0	0				0	0				0	0	0			-	
4					0	0				0	0				0	0				0	0	0			-	
5					0	0				0	0				0	0				0	0	0			-	
6					0	0				0	0				0	0				0	0	0			-	
7					0	0				0	0				0	0				0	0	0			-	
8					0	0				0	0				0	0				0	0	0			-	
9					0	0				0	0				0	0				0	0	0			-	

10					0	0				0	0				0	0			0	0	0			-
Electrical equipment and components and supplies																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Computer Supplies																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Computer Equipment and Accessories																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
*Other Categories																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-

10					0	0				0	0				0	0			0	0	0			-
C. TOTAL (A + B):																						-		
D. ADDITIONAL PROVISION FOR																						-		
E. GRAND TOTAL (C + D)																						-		
F. APPROVED BUDGET BY THE																								
G. MONTHLY CASH REQUIREMENTS																								
G.1 Available at Procurement Service Stores		X		0	X		0	X		0	X		0	X		0	X		0	X		0	0	
G.2 Other Items not available at PS but		X		0	X		0	X		0	X		0	X		0	X		0	X		0	0	
TOTAL MONTHLY CASH		X		0	X		0	X		0	X		0	X		0	X		0	X		0	0	

*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:

 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:

 Accountant /
 Local Budget Officer

Approved by:

 Head of Office/Agency

Date Prepared:

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____

Agency Account Code: _____

Contact Person: _____

Region: _____

Position: _____

Address: _____

E-mail : _____

Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																									
COMMON ELECTRICAL SUPPLIES																									
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0					0	0				0	0				0	0	0	17.42	-

2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0				0	0				0	0			0	0	0	15.03	-		
3	BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0				0	0				0	0			0	0	0	77.56	-		
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0	0				0	0				0	0			0	0	0	114.40	-		
5	FLUORESCENT LAMP, tubular, 36 watts	tube				0	0				0	0				0	0			0	0	0	280.80	-		
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0				0	0				0	0			0	0	0		-		
7	TAPE, electrical	roll				0	0				0	0				0	0			0	0	0	18.20	-		
COMMON OFFICE SUPPLIES																										
1	ACETATE, gauge #3, 50m per roll	roll				0	0				0	0				0	0			0	0	0	624.00	-		
2	AIR FRESHENER, 280mL/150g min	can				0	0				0	0				0	0			0	0	0	83.20	-		
3	ALCOHOL, 70%, ethyl, 500ml	bottle				0	0				0	0				0	0			0	0	0	47.82	-		
4	CARBON FILM, A4 size, 100 sheets per box	box				0	0				0	0				0	0			0	0	0	197.58	-		
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0				0	0				0	0			0	0	0	202.80	-		
6	CARTOLINA, assorted color, 20 pieces per pack	pack				0	0				0	0				0	0			0	0	0	64.48	-		
7	CHALK, white, enamel, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	25.86	-		
8	CLEARBOOK, A4 size	piece				0	0				0	0				0	0			0	0	0	39.52	-		
9	CLEARBOOK, Legal size	piece				0	0				0	0				0	0			0	0	0	43.68	-		
10	CLIP, backfold, 19mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	7.28	-		
11	CLIP, backfold, 25mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	10.40	-		
12	CLIP, backfold, 32mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	19.12	-		
13	CLIP, backfold, 50mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	36.38	-		
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0	0				0	0				0	0			0	0	0	31.20	-		
15	DATA FILE BOX, made with chipboard, with closed ends	box				0	0				0	0				0	0			0	0	0	69.78	-		
16	DATA FOLDER, made with chipboard, taglia lock	piece				0	0				0	0				0	0			0	0	0	68.64	-		
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0	0				0	0				0	0			0	0	0	381.54	-		
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0	0				0	0				0	0			0	0	0	507.40	-		
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per	box				0	0				0	0				0	0			0	0	0	621.71	-		
20	ENVELOPE, EXPANDING, plastic	piece				0	0				0	0				0	0			0	0	0	27.61	-		

21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0	0				0	0				0	0			0	0	0	499.20	-
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	0				0	0				0	0			0	0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece				0	0				0	0				0	0			0	0	0	11.11	-
24	ERASER, plastic or rubber	piece				0	0				0	0				0	0			0	0	0	2.29	-
25	FASTENER, for paper, metal, 50 sets per box	box				0	0				0	0				0	0			0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0				0	0				0	0			0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0	0				0	0				0	0			0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0	0				0	0				0	0			0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0	0				0	0				0	0			0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0	0				0	0				0	0			0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack				0	0				0	0				0	0			0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	0				0	0				0	0			0	0	0	203.84	-
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0	0				0	0				0	0			0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				0	0				0	0				0	0			0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0	0				0	0				0	0			0	0	0	200.37	-
36	GLUE, all purpose, 300 grams min.	jar				0	0				0	0				0	0			0	0	0	44.18	-
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0	0				0	0				0	0			0	0	0	47.90	-
38	LOOSELEAF COVER, 50sets per bundle	bundle				0	0				0	0				0	0			0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece				0	0				0	0				0	0			0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set				0	0				0	0				0	0			0	0	0	35.55	-
41	MARKER, whiteboard, bullet type, black	piece				0	0				0	0				0	0			0	0	0	10.28	-
42	MARKER, whiteboard, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece				0	0				0	0				0	0			0	0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece				0	0				0	0				0	0			0	0	0	9.65	-
45	MARKER, permanent, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	9.65	-
46	MARKER, permanent, bullet type, red	piece				0	0				0	0				0	0			0	0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	0				0	0				0	0			0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	31.20	-

77	TAPE, transparent, 48mm, 50 meters	roll					0	0							0	0				0	0	0	26.52	-
78	TAPE, packaging, 48mm, 50 meters length	roll					0	0							0	0				0	0	0	32.74	-
79	TOILET TISSUE, 12 rolls per pack	pack					0	0							0	0				0	0	0	67.60	-
80	TWINE, plastic, one kilo per roll	roll					0	0							0	0				0	0	0	49.92	-
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack					0	0							0	0				0	0	0	128.84	-
82	Software						0	0							0	0				0	0	0		-
83	Airline Travel						0	0							0	0				0	0	0		-
COMMON OFFICE DEVICES																								
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube					0	0							0	0				0	0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece					0	0							0	0				0	0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece					0	0							0	0				0	0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in indiviual plastic case	piece					0	0							0	0				0	0	0	187.20	-
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece					0	0							0	0				0	0	0	114.28	-
6	SCISSORS, (6")	pair					0	0							0	0				0	0	0	13.73	-
7	STAPLER, standard	piece					0	0							0	0				0	0	0	82.16	-
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of	piece					0	0							0	0				0	0	0	878.80	-
9	STAPLE REMOVER, plier type	piece					0	0							0	0				0	0	0	18.18	-
10	TAPE DISPENSER, table top	piece					0	0							0	0				0	0	0	47.72	-
11	WASTE BASKET, non-rigid plastic	piece					0	0							0	0				0	0	0	23.90	-
COMMON JANITORIAL SUPPLIES																								
1	BROOM, soft (tambo)	piece					0	0							0	0				0	0	0	88.40	-
2	BROOM, stick (tingting)	piece					0	0							0	0				0	0	0	23.92	-
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle					0	0							0	0				0	0	0	41.60	-
4	CLEANSER, scouring powder, 350grams/can	can					0	0							0	0				0	0	0	21.27	-
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch					0	0							0	0				0	0	0	37.43	-
6	DISINFECTANT SPRAY, 400-550 grams	can					0	0							0	0				0	0	0	119.60	-

7	DUST PAN, non-rigid plastic	piece				0	0					0	0				0	0	0	24.96	-
8	FLOOR WAX, Paste, red	can				0	0					0	0				0	0	0	202.80	-
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0	0					0	0				0	0	0	84.76	-
10	INSECTICIDE, aerosol type, 600mL/can	can				0	0					0	0				0	0	0	124.80	-
11	MOPBUCKET	piece				0	0					0	0				0	0	0	1,911.00	-
12	MOPHANDLE, screw type, aluminum handle	piece				0	0					0	0				0	0	0	142.48	-
13	MOPHEAD, made of rayon	piece				0	0					0	0				0	0	0	98.80	-
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle				0	0					0	0				0	0	0	49.69	-
15	SCOURING PAD, 5 pieces per pack	pack				0	0					0	0				0	0	0	102.96	-
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll				0	0					0	0				0	0	0	139.88	-
17	DISINFECTANT, bleaching solution	cont				0	0					0	0				0	0	0	101.82	-
																				7.28	
COMMON OFFICE EQUIPMENT																					
1	BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24	unit				0	0					0	0				0	0	0	10,400.00	-
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0	0					0	0				0	0	0	135.20	-
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0	0					0	0				0	0	0	258.84	-
4	CHAIR, monobloc, without armrest, beige	piece				0	0					0	0				0	0	0	254.68	-
5	CHAIR, monobloc, without armrest, white	piece				0	0					0	0				0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0	0					0	0				0	0	0	6,229.60	-
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area,	unit				0	0					0	0				0	0	0	25,272.00	-
8	ELECTRIC FAN, industrial	unit				0	0					0	0				0	0	0	956.80	-
9	ELECTRIC FAN, orbit type	unit				0	0					0	0				0	0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit				0	0					0	0				0	0	0	967.10	-
11	ELECTRIC FAN, wall type	unit				0	0					0	0				0	0	0	790.40	-
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x	unit				0	0					0	0				0	0	0	3,502.72	-
13	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure	unit				0	0					0	0				0	0	0	1,080.56	-
14	FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire,	unit				0	0					0	0				0	0	0	4,992.00	-
15	MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports	unit				0	0					0	0				0	0	0	26,483.60	-

16	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting	unit					0	0						0	0				0	0	0	7,488.00	-
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit					0	0						0	0				0	0	0	5,699.20	-
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit					0	0						0	0				0	0	0	18,709.60	-
19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit					0	0						0	0				0	0	0	5,831.52	-
20	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex	unit					0	0						0	0				0	0	0	10,000.00	-
21	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit					0	0						0	0				0	0	0	1,237.60	-
22	TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and	unit					0	0						0	0				0	0	0	1,289.60	-
23	TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and	unit					0	0						0	0				0	0	0	1,289.60	-
24	Desktop and Laptop	unit					0	0						0	0				0	0	0		-
COMMON COMPUTER SUPPLIES																							
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box					0	0						0	0				0	0	0	630.76	-
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box					0	0						0	0				0	0	0	950.30	-
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box					0	0						0	0				0	0	0	716.04	-
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box					0	0						0	0				0	0	0	1,220.96	-
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box					0	0						0	0				0	0	0	596.80	-
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box					0	0						0	0				0	0	0	958.15	-
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece					0	0						0	0				0	0	0	21.79	-
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB	piece					0	0						0	0				0	0	0	2,818.40	-
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece					0	0						0	0				0	0	0	194.48	-
10	MOUSE, optical, USB connection type	unit					0	0						0	0				0	0	0	127.80	-
HANDBOOK ON PROCUREMENT																							
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA	piece					0	0						0	0				0	0	0	61.83	-
CONSUMABLES																							
1	INK CART, BROTHER LC39BK, Black	cart					0	0						0	0				0	0	0	681.20	-
2	INK CART, BROTHER LC39C, Cyan	cart					0	0						0	0				0	0	0	447.20	-
3	INK CART, BROTHER LC39M, Magenta	cart					0	0						0	0				0	0	0	447.20	-

4	INK CART, BROTHER LC39Y, Yellow	cart				0	0				0	0				0	0			0	0	0	447.20	-
5	INK CART, BROTHER LC67B, Black	cart				0	0				0	0				0	0			0	0	0	910.00	-
6	INK CART, BROTHER LC67C, Cyan	cart				0	0				0	0				0	0			0	0	0	546.00	-
7	INK CART, BROTHER LC67M, Magenta	cart				0	0				0	0				0	0			0	0	0	546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart				0	0				0	0				0	0			0	0	0	546.00	-
9	INK CART, BROTHER LC67HYBK, Black	cart				0	0				0	0				0	0			0	0	0	1,538.16	-
10	INK CART, BROTHER LC67HYC, Cyan	cart				0	0				0	0				0	0			0	0	0	868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart				0	0				0	0				0	0			0	0	0	868.40	-
12	INK CART, BROTHER LC67HYY, Yellow	cart				0	0				0	0				0	0			0	0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart				0	0				0	0				0	0			0	0	0	774.80	-
14	INK CART, CANON PG-740, Black	cart				0	0				0	0				0	0			0	0	0	754.00	-
15	INK CART, CANON PGI-725, Black	cart				0	0				0	0				0	0			0	0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart				0	0				0	0				0	0			0	0	0	534.56	-
17	INK CART, CANON CL-811, Colored	cart				0	0				0	0				0	0			0	0	0	1,022.32	-
18	INK CART, CANON CL-741, Colored	cart				0	0				0	0				0	0			0	0	0	1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart				0	0				0	0				0	0			0	0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0	0				0	0				0	0			0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0	0				0	0				0	0			0	0	0	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0	0				0	0				0	0			0	0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0	0				0	0				0	0			0	0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0				0	0				0	0			0	0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0				0	0				0	0			0	0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0				0	0				0	0			0	0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0				0	0				0	0			0	0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart				0	0				0	0				0	0			0	0	0	254.80	-
29	INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0	0				0	0				0	0			0	0	0	254.80	-
30	INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0	0				0	0				0	0			0	0	0	254.80	-
31	INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0	0				0	0				0	0			0	0	0	254.80	-

32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0			0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0			0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0			0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0			0	0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0			0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0				0	0				0	0			0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0	0				0	0				0	0			0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0			0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0			0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0			0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0			0	0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0			0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0			0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0			0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0			0	0	0	379.60	-

60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0			0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0			0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0			0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0				0	0			0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0			0	0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0				0	0				0	0			0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0				0	0			0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0			0	0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0	0				0	0				0	0			0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0				0	0				0	0			0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0			0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0				0	0				0	0			0	0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0			0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0				0	0			0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0				0	0			0	0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0	0				0	0				0	0			0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0				0	0				0	0			0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0				0	0			0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0				0	0			0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0				0	0				0	0			0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0				0	0				0	0			0	0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0	0				0	0				0	0			0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0				0	0			0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0				0	0			0	0	0	360.88	-

88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0				0	0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0				0	0				0	0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0				0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0				0	0				0	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0				0	0				0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0				0	0				0	0	0	3,114.80	-

116	TONER CART, HP CE285A (HP85A), Black	cart				0	0				0	0				0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0	0	10,845.12	-

144	TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				0	0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0				0	0				0	0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0				0	0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0				0	0				0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0				0	0				0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0				0	0				0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0				0	0				0	0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0				0	0				0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0				0	0				0	0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0				0	0				0	0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0				0	0				0	0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0				0	0				0	0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0	0				0	0				0	0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0				0	0				0	0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	0				0	0				0	0	0	334.88	-

10					0	0				0	0				0	0			0	0	0		
	Office Supplies																						
1					0	0				0	0				0	0			0	0	0		-
2					0	0				0	0				0	0			0	0	0		-
3					0	0				0	0				0	0			0	0	0		-
4					0	0				0	0				0	0			0	0	0		-
5					0	0				0	0				0	0			0	0	0		-
6					0	0				0	0				0	0			0	0	0		-
7					0	0				0	0				0	0			0	0	0		-
8					0	0				0	0				0	0			0	0	0		-
9					0	0				0	0				0	0			0	0	0		-
10					0	0				0	0				0	0			0	0	0		-
	Audio and visual presentation and composing equipment					0																	
1					0	0				0	0				0	0			0	0	0		-
2					0	0				0	0				0	0			0	0	0		-
3					0	0				0	0				0	0			0	0	0		-
4					0	0				0	0				0	0			0	0	0		-
5					0	0				0	0				0	0			0	0	0		-
6					0	0				0	0				0	0			0	0	0		-
7					0	0				0	0				0	0			0	0	0		-
8					0	0				0	0				0	0			0	0	0		-
9					0	0				0	0				0	0			0	0	0		-
10					0	0				0	0				0	0			0	0	0		-
	Photographic or filming or video equipment					0																	
1					0	0				0	0				0	0			0	0	0		-
2					0	0				0	0				0	0			0	0	0		-
3					0	0				0	0				0	0			0	0	0		-
4					0	0				0	0				0	0			0	0	0		-
5					0	0				0	0				0	0			0	0	0		-
6					0	0				0	0				0	0			0	0	0		-
7					0	0				0	0				0	0			0	0	0		-
8					0	0				0	0				0	0			0	0	0		-
9					0	0				0	0				0	0			0	0	0		-
10					0	0				0	0				0	0			0	0	0		-
	Cleaning Equipment and Supplies					0																	
1					0	0				0	0				0	0			0	0	0		-
2					0	0				0	0				0	0			0	0	0		-
3					0	0				0	0				0	0			0	0	0		-
4					0	0				0	0				0	0			0	0	0		-
5					0	0				0	0				0	0			0	0	0		-
6					0	0				0	0				0	0			0	0	0		-
7					0	0				0	0				0	0			0	0	0		-
8					0	0				0	0				0	0			0	0	0		-
9					0	0				0	0				0	0			0	0	0		-

10					0	0				0	0				0	0			0	0	0			-	
	Paper Materials and Products					0																			
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-
10					0	0				0	0				0	0			0	0	0				-
	Lighting and fixtures and accessories					0																			
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-
10					0	0				0	0				0	0			0	0	0				-
	Electrical equipment and components and supplies																								
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-
10					0	0				0	0				0	0			0	0	0				-
	Computer Supplies																								
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-

10						0	0									0	0				0	0	0			-
	Computer Equipment and Accessories																									-
1						0	0									0	0				0	0	0			-
2						0	0									0	0				0	0	0			-
3						0	0									0	0				0	0	0			-
4						0	0									0	0				0	0	0			-
5						0	0									0	0				0	0	0			-
6						0	0									0	0				0	0	0			-
7						0	0									0	0				0	0	0			-
8						0	0									0	0				0	0	0			-
9						0	0									0	0				0	0	0			-
10						0	0									0	0				0	0	0			-
	*Other Categories																									-
1						0	0									0	0				0	0	0			-
2						0	0									0	0				0	0	0			-
3						0	0									0	0				0	0	0			-
4						0	0									0	0				0	0	0			-
5						0	0									0	0				0	0	0			-
6						0	0									0	0				0	0	0			-
7						0	0									0	0				0	0	0			-
8						0	0									0	0				0	0	0			-
9						0	0									0	0				0	0	0			-
10						0	0									0	0				0	0	0			-
C. TOTAL (A + B):																										-
D. ADDITIONAL PROVISION FOR																										-
E. GRAND TOTAL (C + D)																										-
F. APPROVED BUDGET BY THE																										
G. MONTHLY CASH REQUIREMENTS																										
G.1 Available at Procurement Service Stores						0				0					0						0					0
G.2 Other Items not available at PS but						0				0					0						0					0
TOTAL MONTHLY CASH						0				0					0						0					0

*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: _____

Property/Supply Officer

Accountant /
Local Budget Officer

Head of Office/Agency

Date Prepared:

1	BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0				0	0				0	0	0	17.42	-	
2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0				0	0				0	0	0	15.03	-	
3	BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0				0	0				0	0	0	77.56	-	
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0	0				0	0				0	0	0	114.40	-	
5	FLUORESCENT LAMP, tubular, 36 watts	tube				0	0				0	0				0	0	0	280.80	-	
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0				0	0				0	0	0		-	
7	TAPE, electrical	roll				0	0				0	0				0	0	0	18.20	-	
COMMON OFFICE SUPPLIES																					
1	ACETATE, gauge #3, 50m per roll	roll				0	0				0	0				0	0	0	624.00	-	
2	AIR FRESHENER, 280mL/150g min	can				0	0				0	0				0	0	0	83.20	-	
3	ALCOHOL, 70%, ethyl, 500ml	bottle				0	0				0	0				0	0	0	47.82	-	
4	CARBON FILM, A4 size, 100 sheets per box	box				0	0				0	0				0	0	0	197.58	-	
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0				0	0				0	0	0	202.80	-	
6	CARTOLINA, assorted color, 20 pieces per pack	pack				0	0				0	0				0	0	0	64.48	-	
7	CHALK, white, enamel, 100 pieces per box	box				0	0				0	0				0	0	0	25.86	-	
8	CLEARBOOK, A4 size	piece				0	0				0	0				0	0	0	39.52	-	
9	CLEARBOOK, Legal size	piece				0	0				0	0				0	0	0	43.68	-	
10	CLIP, backfold, 19mm, 12 pieces per box	box				0	0				0	0				0	0	0	7.28	-	
11	CLIP, backfold, 25mm, 12 pieces per box	box				0	0				0	0				0	0	0	10.40	-	
12	CLIP, backfold, 32mm, 12 pieces per box	box				0	0				0	0				0	0	0	19.12	-	
13	CLIP, backfold, 50mm, 12 pieces per box	box				0	0				0	0				0	0	0	36.38	-	
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0	0				0	0				0	0	0	31.20	-	
15	DATA FILE BOX, made with chipboard, with closed ends	box				0	0				0	0				0	0	0	69.78	-	
16	DATA FOLDER, made with chipboard, taglia lock	piece				0	0				0	0				0	0	0	68.64	-	

17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0	0				0	0				0	0	0	381.54	-
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0	0				0	0				0	0	0	507.40	-
19	ENVELOPE, EXPANDING, KRAFT BOARD, for legal size documents, 100 pieces per box	box				0	0				0	0				0	0	0	621.71	-
20	ENVELOPE, EXPANDING, plastic	piece				0	0				0	0				0	0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0	0				0	0				0	0	0	499.20	-
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	0				0	0				0	0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece				0	0				0	0				0	0	0	11.11	-
24	ERASER, plastic or rubber	piece				0	0				0	0				0	0	0	2.29	-
25	FASTENER, for paper, metal, 50 sets per box	box				0	0				0	0				0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0				0	0				0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0	0				0	0				0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0	0				0	0				0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0	0				0	0				0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0	0				0	0				0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack				0	0				0	0				0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	0				0	0				0	0	0	203.84	-
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0	0				0	0				0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				0	0				0	0				0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0	0				0	0				0	0	0	200.37	-
36	GLUE, all purpose, 300 grams min.	jar				0	0				0	0				0	0	0	44.18	-
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0	0				0	0				0	0	0	47.90	-
38	LOOSELEAF COVER, 50sets per bundle	bundle				0	0				0	0				0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece				0	0				0	0				0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set				0	0				0	0				0	0	0	35.55	-
41	MARKER, whiteboard, bullet type, black	piece				0	0				0	0				0	0	0	10.28	-

42	MARKER, whiteboard, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece				0	0				0	0				0	0			0	0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece				0	0				0	0				0	0			0	0	0	9.65	-
45	MARKER, permanent, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	9.65	-
46	MARKER, permanent, bullet type, red	piece				0	0				0	0				0	0			0	0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	0				0	0				0	0			0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	31.20	-
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	54.06	-
51	PAD PAPER, Ruled	pad				0	0				0	0				0	0			0	0	0	18.26	-
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	12.85	-
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	6.43	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0				0	0				0	0			0	0	0	127.90	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0				0	0				0	0			0	0	0	154.05	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0	0				0	0				0	0			0	0	0	117.30	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0	0				0	0				0	0			0	0	0	127.64	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0	0				0	0				0	0			0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll				0	0				0	0				0	0			0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				0	0				0	0				0	0			0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece				0	0				0	0				0	0			0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0	0				0	0				0	0			0	0	0	60.32	-
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0	0				0	0				0	0			0	0	0	86.85	-
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0	0				0	0				0	0			0	0	0	256.87	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0	0				0	0				0	0			0	0	0	93.31	-
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece				0	0				0	0				0	0			0	0	0	15.48	-

67	SIGN PEN, black	piece				0	0				0	0				0	0	0	38.10	-
68	SIGN PEN, blue	piece				0	0				0	0				0	0	0	38.10	-
69	SIGN PEN, red	piece				0	0				0	0				0	0	0	38.10	-
70	STAMP PAD INK, violet, 50mL	bottle				0	0				0	0				0	0	0	24.63	-
71	STAMP PAD, felt pad, min 60mm x 100mm	piece				0	0				0	0				0	0	0	27.66	-
72	STAPLE WIRE, Heavy duty, 23/13	box				0	0				0	0				0	0	0	23.40	-
73	STAPLE WIRE, Standard	box				0	0				0	0				0	0	0	18.92	-
74	TAPE, masking, 24mm, 50 meters length	roll				0	0				0	0				0	0	0	55.12	-
75	TAPE, masking, 48mm, 50 meters length	roll				0	0				0	0				0	0	0	105.04	-
76	TAPE, transparent, 24mm, 50 meters	roll				0	0				0	0				0	0	0	10.92	-
77	TAPE, transparent, 48mm, 50 meters	roll				0	0				0	0				0	0	0	26.52	-
78	TAPE, packaging, 48mm, 50 meters length	roll				0	0				0	0				0	0	0	32.74	-
79	TOILET TISSUE, 12 rolls per pack	pack				0	0				0	0				0	0	0	67.60	-
80	TWINE, plastic, one kilo per roll	roll				0	0				0	0				0	0	0	49.92	-
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0	0				0	0				0	0	0	128.84	-
82	Software					0	0				0	0				0	0	0		-
83	Airline Travel					0	0				0	0				0	0	0		-
COMMON OFFICE DEVICES																				
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0	0				0	0				0	0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece				0	0				0	0				0	0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece				0	0				0	0				0	0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece				0	0				0	0				0	0	0	187.20	-
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0	0				0	0				0	0	0	114.28	-
6	SCISSORS, (6")	pair				0	0				0	0				0	0	0	13.73	-
7	STAPLER, standard	piece				0	0				0	0				0	0	0	82.16	-

10	INK CART, BROTHER LC67HYC, Cyan	cart				0	0				0	0				0	0			0	0	0	868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart				0	0				0	0				0	0			0	0	0	868.40	-
12	INK CART, BROTHER LC67HYY, Yellow	cart				0	0				0	0				0	0			0	0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart				0	0				0	0				0	0			0	0	0	774.80	-
14	INK CART, CANON PG-740, Black	cart				0	0				0	0				0	0			0	0	0	754.00	-
15	INK CART, CANON PGI-725, Black	cart				0	0				0	0				0	0			0	0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart				0	0				0	0				0	0			0	0	0	534.56	-
17	INK CART, CANON CL-811, Colored	cart				0	0				0	0				0	0			0	0	0	1,022.32	-
18	INK CART, CANON CL-741, Colored	cart				0	0				0	0				0	0			0	0	0	1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart				0	0				0	0				0	0			0	0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0	0				0	0				0	0			0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0	0				0	0				0	0			0	0	0	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0	0				0	0				0	0			0	0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0	0				0	0				0	0			0	0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0				0	0				0	0			0	0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0				0	0				0	0			0	0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0				0	0				0	0			0	0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0				0	0				0	0			0	0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart				0	0				0	0				0	0			0	0	0	254.80	-
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0	0				0	0				0	0			0	0	0	254.80	-
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0	0				0	0				0	0			0	0	0	254.80	-
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0	0				0	0				0	0			0	0	0	254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-

35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0				0	0				0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0	0				0	0				0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0				0	0				0	0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0	0	379.60	-

60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0				0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0				0	0				0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0				0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0				0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0				0	0				0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0	0				0	0				0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0				0	0				0	0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0				0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0				0	0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0	0				0	0				0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0				0	0				0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0				0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0				0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0				0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0				0	0				0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0				0	0				0	0	0	358.80	-

85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0				0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0				0	0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0				0	0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0				0	0				0	0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0				0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0				0	0				0	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0	0	7,378.80	-

110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0				0	0				0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0				0	0				0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0				0	0				0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0	0	3,998.80	-

135	TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				0	0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0				0	0				0	0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0				0	0	0	2,392.00	-

160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0							0	0				0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0							0	0				0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0							0	0				0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0							0	0				0	0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0							0	0				0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0							0	0				0	0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0							0	0				0	0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0							0	0				0	0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0							0	0				0	0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0	0							0	0				0	0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0							0	0				0	0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	0							0	0				0	0	0	334.88	-
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0	0							0	0				0	0	0	75.92	-

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

COMMON ELECTRICAL SUPPLIES																							
1						0	0								0	0				0	0	0	-
2						0	0								0	0				0	0	0	-
3						0	0								0	0				0	0	0	-
COMMON OFFICE EQUIPMENT																							
1						0	0								0	0				0	0	0	-
2						0	0								0	0				0	0	0	-
3						0	0								0	0				0	0	0	-
4						0	0								0	0				0	0	0	-
5						0	0								0	0				0	0	0	-
COMMON OFFICE SUPPLIES																							
						0	0								0	0				0	0	0	-
						0	0								0	0				0	0	0	-
						0	0								0	0				0	0	0	-
						0	0								0	0				0	0	0	-
						0	0								0	0				0	0	0	-

10					0	0				0	0				0	0			0	0	0			-	
	Photographic or filming or video equipment					0																			
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-
10					0	0				0	0				0	0			0	0	0				-
	Cleaning Equipment and Supplies					0																			
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-
10					0	0				0	0				0	0			0	0	0				-
	Paper Materials and Products					0																			
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-
10					0	0				0	0				0	0			0	0	0				-
	Lighting and fixtures and accessories					0																			
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-

10					0	0				0	0				0	0			0	0	0			-	
	Electrical equipment and components and supplies																								
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-
10					0	0				0	0				0	0			0	0	0				-
	Computer Supplies																								
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-
10					0	0				0	0				0	0			0	0	0				-
	Computer Equipment and Accessories																								
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-
10					0	0				0	0				0	0			0	0	0				-
	*Other Categories																								
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-

10					0	0				0	0				0	0			0	0	0			-
C. TOTAL (A + B):																								-
D. ADDITIONAL PROVISION FOR																								-
E. GRAND TOTAL (C + D)																								-
F. APPROVED BUDGET BY THE																								
G. MONTHLY CASH REQUIREMENTS																								
G.1 Available at Procurement Service Stores					0				0						0									0
G.2 Other Items not available at PS but					0				0						0									0
TOTAL MONTHLY CASH					0				0						0									0

*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:

 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:

 Accountant /
 Local Budget Officer

Approved by:

 Head of Office/Agency

Date Prepared:

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____
 Region: _____
 Address: _____

Agency Account Code: _____

Contact Person: _____
 Position: _____
 E-mail : _____
 Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																							
COMMON ELECTRICAL SUPPLIES																							

1	BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0							0	0				0	0	0	17.42	-
2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0							0	0				0	0	0	15.03	-
3	BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0							0	0				0	0	0	77.56	-
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0	0							0	0				0	0	0	114.40	-
5	FLUORESCENT LAMP, tubular, 36 watts	tube				0	0							0	0				0	0	0	280.80	-
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0							0	0				0	0	0		-
7	TAPE, electrical	roll				0	0							0	0				0	0	0	18.20	-
COMMON OFFICE SUPPLIES																							
1	ACETATE, gauge #3, 50m per roll	roll				0	0							0	0				0	0	0	624.00	-
2	AIR FRESHENER, 280mL/150g min	can				0	0							0	0				0	0	0	83.20	-
3	ALCOHOL, 70%, ethyl, 500ml	bottle				0	0							0	0				0	0	0	47.82	-
4	CARBON FILM, A4 size, 100 sheets per box	box				0	0							0	0				0	0	0	197.58	-
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0							0	0				0	0	0	202.80	-
6	CARTOLINA, assorted color, 20 pieces per pack	pack				0	0							0	0				0	0	0	64.48	-
7	CHALK, white, enamel, 100 pieces per box	box				0	0							0	0				0	0	0	25.86	-
8	CLEARBOOK, A4 size	piece				0	0							0	0				0	0	0	39.52	-
9	CLEARBOOK, Legal size	piece				0	0							0	0				0	0	0	43.68	-
10	CLIP, backfold, 19mm, 12 pieces per box	box				0	0							0	0				0	0	0	7.28	-
11	CLIP, backfold, 25mm, 12 pieces per box	box				0	0							0	0				0	0	0	10.40	-
12	CLIP, backfold, 32mm, 12 pieces per box	box				0	0							0	0				0	0	0	19.12	-
13	CLIP, backfold, 50mm, 12 pieces per box	box				0	0							0	0				0	0	0	36.38	-
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0	0							0	0				0	0	0	31.20	-
15	DATA FILE BOX, made with chipboard, with closed ends	box				0	0							0	0				0	0	0	69.78	-
16	DATA FOLDER, made with chipboard, taglia lock	piece				0	0							0	0				0	0	0	68.64	-

17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0	0					0	0					0	0	0	381.54	-
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0	0					0	0					0	0	0	507.40	-
19	ENVELOPE, EXPANDING, KRAFT BOARD, for legal size documents, 100 pieces per box	box				0	0					0	0					0	0	0	621.71	-
20	ENVELOPE, EXPANDING, plastic	piece				0	0					0	0					0	0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0	0					0	0					0	0	0	499.20	-
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	0					0	0					0	0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece				0	0					0	0					0	0	0	11.11	-
24	ERASER, plastic or rubber	piece				0	0					0	0					0	0	0	2.29	-
25	FASTENER, for paper, metal, 50 sets per box	box				0	0					0	0					0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0					0	0					0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0	0					0	0					0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0	0					0	0					0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0	0					0	0					0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0	0					0	0					0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack				0	0					0	0					0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	0					0	0					0	0	0	203.84	-
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0	0					0	0					0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				0	0					0	0					0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0	0					0	0					0	0	0	200.37	-
36	GLUE, all purpose, 300 grams min.	jar				0	0					0	0					0	0	0	44.18	-
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0	0					0	0					0	0	0	47.90	-
38	LOOSELEAF COVER, 50sets per bundle	bundle				0	0					0	0					0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece				0	0					0	0					0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set				0	0					0	0					0	0	0	35.55	-
41	MARKER, whiteboard, bullet type, black	piece				0	0					0	0					0	0	0	10.28	-

42	MARKER, whiteboard, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece				0	0				0	0				0	0			0	0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece				0	0				0	0				0	0			0	0	0	9.65	-
45	MARKER, permanent, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	9.65	-
46	MARKER, permanent, bullet type, red	piece				0	0				0	0				0	0			0	0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	0				0	0				0	0			0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	31.20	-
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	54.06	-
51	PAD PAPER, Ruled	pad				0	0				0	0				0	0			0	0	0	18.26	-
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	12.85	-
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	6.43	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0				0	0				0	0			0	0	0	124.55	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0				0	0				0	0			0	0	0	150.73	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0	0				0	0				0	0			0	0	0	114.00	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0	0				0	0				0	0			0	0	0	124.32	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0	0				0	0				0	0			0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll				0	0				0	0				0	0			0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				0	0				0	0				0	0			0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece				0	0				0	0				0	0			0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0	0				0	0				0	0			0	0	0	60.32	-
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0	0				0	0				0	0			0	0	0	86.85	-
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0	0				0	0				0	0			0	0	0	256.87	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0	0				0	0				0	0			0	0	0	93.31	-
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece				0	0				0	0				0	0			0	0	0	15.48	-

67	SIGN PEN, black	piece				0	0				0	0				0	0	0	38.10	-
68	SIGN PEN, blue	piece				0	0				0	0				0	0	0	38.10	-
69	SIGN PEN, red	piece				0	0				0	0				0	0	0	38.10	-
70	STAMP PAD INK, violet, 50mL	bottle				0	0				0	0				0	0	0	24.63	-
71	STAMP PAD, felt pad, min 60mm x 100mm	piece				0	0				0	0				0	0	0	27.66	-
72	STAPLE WIRE, Heavy duty, 23/13	box				0	0				0	0				0	0	0	23.40	-
73	STAPLE WIRE, Standard	box				0	0				0	0				0	0	0	18.92	-
74	TAPE, masking, 24mm, 50 meters length	roll				0	0				0	0				0	0	0	55.12	-
75	TAPE, masking, 48mm, 50 meters length	roll				0	0				0	0				0	0	0	105.04	-
76	TAPE, transparent, 24mm, 50 meters	roll				0	0				0	0				0	0	0	10.92	-
77	TAPE, transparent, 48mm, 50 meters	roll				0	0				0	0				0	0	0	26.52	-
78	TAPE, packaging, 48mm, 50 meters length	roll				0	0				0	0				0	0	0	32.74	-
79	TOILET TISSUE, 12 rolls per pack	pack				0	0				0	0				0	0	0	67.60	-
80	TWINE, plastic, one kilo per roll	roll				0	0				0	0				0	0	0	49.92	-
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0	0				0	0				0	0	0	128.84	-
82	Software					0	0				0	0				0	0	0		-
83	Airline Travel					0	0				0	0				0	0	0		-
COMMON OFFICE DEVICES																				
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0	0				0	0				0	0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece				0	0				0	0				0	0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece				0	0				0	0				0	0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece				0	0				0	0				0	0	0	187.20	-
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0	0				0	0				0	0	0	114.28	-
6	SCISSORS, (6")	pair				0	0				0	0				0	0	0	13.73	-
7	STAPLER, standard	piece				0	0				0	0				0	0	0	82.16	-

COMMON COMPUTER SUPPLIES																									
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0	0					0	0						0	0	0	630.76	-		
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0	0					0	0						0	0	0	950.30	-		
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0	0					0	0						0	0	0	716.04	-		
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0	0					0	0						0	0	0	1,220.96	-		
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0	0					0	0						0	0	0	596.80	-		
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0	0					0	0						0	0	0	958.15	-		
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0	0					0	0						0	0	0	21.79	-		
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to	piece				0	0					0	0						0	0	0	2,818.40	-		
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0	0					0	0						0	0	0	194.48	-		
10	MOUSE, optical, USB connection type	unit				0	0					0	0						0	0	0	127.80	-		
HANDBOOK ON PROCUREMENT																									
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 648 (6th Edition) 611 x 296 pages	piece				0	0					0	0						0	0	0	61.83	-		
CONSUMABLES																									
1	INK CART, BROTHER LC39BK, Black	cart				0	0					0	0						0	0	0	681.20	-		
2	INK CART, BROTHER LC39C, Cyan	cart				0	0					0	0						0	0	0	447.20	-		
3	INK CART, BROTHER LC39M, Magenta	cart				0	0					0	0						0	0	0	447.20	-		
4	INK CART, BROTHER LC39Y, Yellow	cart				0	0					0	0						0	0	0	447.20	-		
5	INK CART, BROTHER LC67B, Black	cart				0	0					0	0						0	0	0	910.00	-		
6	INK CART, BROTHER LC67C, Cyan	cart				0	0					0	0						0	0	0	546.00	-		
7	INK CART, BROTHER LC67M, Magenta	cart				0	0					0	0						0	0	0	546.00	-		
8	INK CART, BROTHER LC67Y, Yellow	cart				0	0					0	0						0	0	0	546.00	-		
9	INK CART, BROTHER LC67HYBK, Black	cart				0	0					0	0						0	0	0	1,538.16	-		

10	INK CART, BROTHER LC67HYC, Cyan	cart				0	0					0	0					0	0	0	868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart				0	0					0	0					0	0	0	868.40	-
12	INK CART, BROTHER LC67HYY, Yellow	cart				0	0					0	0					0	0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart				0	0					0	0					0	0	0	774.80	-
14	INK CART, CANON PG-740, Black	cart				0	0					0	0					0	0	0	754.00	-
15	INK CART, CANON PGI-725, Black	cart				0	0					0	0					0	0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart				0	0					0	0					0	0	0	534.56	-
17	INK CART, CANON CL-811, Colored	cart				0	0					0	0					0	0	0	1,022.32	-
18	INK CART, CANON CL-741, Colored	cart				0	0					0	0					0	0	0	1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart				0	0					0	0					0	0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0	0					0	0					0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0	0					0	0					0	0	0	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0	0					0	0					0	0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0	0					0	0					0	0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0					0	0					0	0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0					0	0					0	0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0					0	0					0	0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0					0	0					0	0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart				0	0					0	0					0	0	0	254.80	-
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0	0					0	0					0	0	0	254.80	-
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0	0					0	0					0	0	0	254.80	-
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0	0					0	0					0	0	0	254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart				0	0					0	0					0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0					0	0					0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0					0	0					0	0	0	1,554.80	-

35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0				0	0				0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0	0				0	0				0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0				0	0				0	0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0	0	379.60	-

60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0				0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0				0	0				0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0				0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0				0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0				0	0				0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0	0				0	0				0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0				0	0				0	0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0				0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0				0	0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0	0				0	0				0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0				0	0				0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0				0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0				0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0				0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0				0	0				0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0				0	0				0	0	0	358.80	-

85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0				0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0				0	0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0				0	0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0				0	0				0	0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0				0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0				0	0				0	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0	0	7,378.80	-

110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0				0	0				0	0			0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0				0	0				0	0			0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0				0	0				0	0			0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0			0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0			0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0			0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0			0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0			0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0			0	0	0	3,998.80	-

135	TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				0	0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0				0	0				0	0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0				0	0	0	2,392.00	-

160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0					0	0				0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0					0	0				0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0					0	0				0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0					0	0				0	0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0					0	0				0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0					0	0				0	0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0					0	0				0	0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0					0	0				0	0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0					0	0				0	0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0	0					0	0				0	0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0					0	0				0	0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	0					0	0				0	0	0	334.88	-
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0	0					0	0				0	0	0	75.92	-

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

COMMON ELECTRICAL SUPPLIES																					
1						0	0					0	0				0	0	0		-
2						0	0					0	0				0	0	0		-
3						0	0					0	0				0	0	0		-

COMMON OFFICE EQUIPMENT																					
1						0	0					0	0				0	0	0		-
2						0	0					0	0				0	0	0		-
3						0	0					0	0				0	0	0		-
4						0	0					0	0				0	0	0		-
5						0	0					0	0				0	0	0		-

COMMON OFFICE SUPPLIES																					
						0	0					0	0				0	0	0		-
						0	0					0	0				0	0	0		-
						0	0					0	0				0	0	0		-
						0	0					0	0				0	0	0		-
						0	0					0	0				0	0	0		-

10					0	0				0	0				0	0			0	0	0			-	
	Photographic or filming or video equipment					0																			
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-
10					0	0				0	0				0	0			0	0	0				-
	Cleaning Equipment and Supplies					0																			
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-
10					0	0				0	0				0	0			0	0	0				-
	Paper Materials and Products					0																			
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-
10					0	0				0	0				0	0			0	0	0				-
	Lighting and fixtures and accessories					0																			
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-

10					0	0				0	0				0	0			0	0	0			-
Electrical equipment and components and supplies																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Computer Supplies																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Computer Equipment and Accessories																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
*Other Categories																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-

10					0	0				0	0				0	0			0	0	0			-
C. TOTAL (A + B):																						-		
D. ADDITIONAL PROVISION FOR																						-		
E. GRAND TOTAL (C + D)																						-		
F. APPROVED BUDGET BY THE																								
G. MONTHLY CASH REQUIREMENTS																								
G.1 Available at Procurement Service Stores		X		0	X		0	X		0	X		0	X		0	X		0	X		0	0	
G.2 Other Items not available at PS but		X		0	X		0	X		0	X		0	X		0	X		0	X		0	0	
TOTAL MONTHLY CASH		X		0	X		0	X		0	X		0	X		0	X		0	X		0	0	

*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:

 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:

 Accountant /
 Local Budget Officer

Approved by:

 Head of Office/Agency

Date Prepared:

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com. For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____
 Region: _____
 Address: _____

Agency Account Code: _____

Contact Person: _____
 Position: _____
 E-mail : _____
 Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
A. AVAILABLE AT PROCUREMENT SERVICE STORES																								
COMMON ELECTRICAL SUPPLIES																								
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0				0	0				0	0				0	0	0	17.42	-

2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0								0	0				0	0	0	15.03	-
3	BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0								0	0				0	0	0	77.56	-
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0	0								0	0				0	0	0	114.40	-
5	FLUORESCENT LAMP, tubular, 36 watts	tube				0	0								0	0				0	0	0	280.80	-
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0								0	0				0	0	0		-
7	TAPE, electrical	roll				0	0								0	0				0	0	0	18.20	-
COMMON OFFICE SUPPLIES																								
1	ACETATE, gauge #3, 50m per roll	roll				0	0								0	0				0	0	0	624.00	-
2	AIR FRESHENER, 280mL/150g min	can				0	0								0	0				0	0	0	83.20	-
3	ALCOHOL, 70%, ethyl, 500ml	bottle				0	0								0	0				0	0	0	47.82	-
4	CARBON FILM, A4 size, 100 sheets per box	box				0	0								0	0				0	0	0	197.58	-
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0								0	0				0	0	0	202.80	-
6	CARTOLINA, assorted color, 20 pieces per pack	pack				0	0								0	0				0	0	0	64.48	-
7	CHALK, white, enamel, 100 pieces per box	box				0	0								0	0				0	0	0	25.86	-
8	CLEARBOOK, A4 size	piece				0	0								0	0				0	0	0	39.52	-
9	CLEARBOOK, Legal size	piece				0	0								0	0				0	0	0	43.68	-
10	CLIP, backfold, 19mm, 12 pieces per box	box				0	0								0	0				0	0	0	7.28	-
11	CLIP, backfold, 25mm, 12 pieces per box	box				0	0								0	0				0	0	0	10.40	-
12	CLIP, backfold, 32mm, 12 pieces per box	box				0	0								0	0				0	0	0	19.12	-
13	CLIP, backfold, 50mm, 12 pieces per box	box				0	0								0	0				0	0	0	36.38	-
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0	0								0	0				0	0	0	31.20	-
15	DATA FILE BOX, made with chipboard, with closed ends	box				0	0								0	0				0	0	0	69.78	-
16	DATA FOLDER, made with chipboard, taglia lock	piece				0	0								0	0				0	0	0	68.64	-
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0	0								0	0				0	0	0	381.54	-
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0	0								0	0				0	0	0	507.40	-

19	ENVELOPE, EXPANDING, KRAFT BOARD, for legal size documents, 100 pieces per box	box				0	0								0	0				0	0	0	621.71	-
20	ENVELOPE, EXPANDING, plastic	piece				0	0								0	0				0	0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0	0								0	0				0	0	0	499.20	-
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	0								0	0				0	0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece				0	0								0	0				0	0	0	11.11	-
24	ERASER, plastic or rubber	piece				0	0								0	0				0	0	0	2.29	-
25	FASTENER, for paper, metal, 50 sets per box	box				0	0								0	0				0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0								0	0				0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0	0								0	0				0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0	0								0	0				0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0	0								0	0				0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0	0								0	0				0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack				0	0								0	0				0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	0								0	0				0	0	0	203.84	-
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0	0								0	0				0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				0	0								0	0				0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0	0								0	0				0	0	0	200.37	-
36	GLUE, all purpose, 300 grams min.	jar				0	0								0	0				0	0	0	44.18	-
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0	0								0	0				0	0	0	47.90	-
38	LOOSELEAF COVER, 50sets per bundle	bundle				0	0								0	0				0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece				0	0								0	0				0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set				0	0								0	0				0	0	0	35.55	-
41	MARKER, whiteboard, bullet type, black	piece				0	0								0	0				0	0	0	10.28	-
42	MARKER, whiteboard, bullet type, blue	piece				0	0								0	0				0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece				0	0								0	0				0	0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece				0	0								0	0				0	0	0	9.65	-

45	MARKER, permanent, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	9.65	-
46	MARKER, permanent, bullet type, red	piece				0	0				0	0				0	0			0	0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	0				0	0				0	0			0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	31.20	-
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	54.06	-
51	PAD PAPER, Ruled	pad				0	0				0	0				0	0			0	0	0	18.26	-
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	12.85	-
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	6.43	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0				0	0				0	0			0	0	0	124.55	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0				0	0				0	0			0	0	0	114.00	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0	0				0	0				0	0			0	0	0	124.32	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0	0				0	0				0	0			0	0	0	114.35	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0	0				0	0				0	0			0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll				0	0				0	0				0	0			0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				0	0				0	0				0	0			0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece				0	0				0	0				0	0			0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0	0				0	0				0	0			0	0	0	60.32	-
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0	0				0	0				0	0			0	0	0	86.85	-
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0	0				0	0				0	0			0	0	0	256.87	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0	0				0	0				0	0			0	0	0	93.31	-
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece				0	0				0	0				0	0			0	0	0	15.48	-
67	SIGN PEN, black	piece				0	0				0	0				0	0			0	0	0	38.10	-
68	SIGN PEN, blue	piece				0	0				0	0				0	0			0	0	0	38.10	-
69	SIGN PEN, red	piece				0	0				0	0				0	0			0	0	0	38.10	-
70	STAMP PAD INK, violet, 50mL	bottle				0	0				0	0				0	0			0	0	0	24.63	-

7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece					0	0											0	0	0	21.79	-
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to	piece					0	0											0	0	0	2,818.40	-
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece					0	0											0	0	0	194.48	-
10	MOUSE, optical, USB connection type	unit					0	0											0	0	0	127.80	-
HANDBOOK ON PROCUREMENT																							
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 81 (6th Edition) 6" x 9" 206 pages	piece					0	0											0	0	0	61.83	-
CONSUMABLES																							
1	INK CART, BROTHER LC39BK, Black	cart					0	0											0	0	0	681.20	-
2	INK CART, BROTHER LC39C, Cyan	cart					0	0											0	0	0	447.20	-
3	INK CART, BROTHER LC39M, Magenta	cart					0	0											0	0	0	447.20	-
4	INK CART, BROTHER LC39Y, Yellow	cart					0	0											0	0	0	447.20	-
5	INK CART, BROTHER LC67B, Black	cart					0	0											0	0	0	910.00	-
6	INK CART, BROTHER LC67C, Cyan	cart					0	0											0	0	0	546.00	-
7	INK CART, BROTHER LC67M, Magenta	cart					0	0											0	0	0	546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart					0	0											0	0	0	546.00	-
9	INK CART, BROTHER LC67HYBK, Black	cart					0	0											0	0	0	1,538.16	-
10	INK CART, BROTHER LC67HYC, Cyan	cart					0	0											0	0	0	868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart					0	0											0	0	0	868.40	-
12	INK CART, BROTHER LC67HYY, Yellow	cart					0	0											0	0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart					0	0											0	0	0	774.80	-
14	INK CART, CANON PG-740, Black	cart					0	0											0	0	0	754.00	-
15	INK CART, CANON PGI-725, Black	cart					0	0											0	0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart					0	0											0	0	0	534.56	-
17	INK CART, CANON CL-811, Colored	cart					0	0											0	0	0	1,022.32	-

18	INK CART, CANON CL-741, Colored	cart				0	0				0	0				0	0			0	0	0	1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart				0	0				0	0				0	0			0	0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0	0				0	0				0	0			0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0	0				0	0				0	0			0	0	0	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0	0				0	0				0	0			0	0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0	0				0	0				0	0			0	0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0				0	0				0	0			0	0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0				0	0				0	0			0	0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0				0	0				0	0			0	0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0				0	0				0	0			0	0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart				0	0				0	0				0	0			0	0	0	254.80	-
29	INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0	0				0	0				0	0			0	0	0	254.80	-
30	INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0	0				0	0				0	0			0	0	0	254.80	-
31	INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0	0				0	0				0	0			0	0	0	254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0			0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0			0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0			0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0			0	0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,606.80	-

44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0				0	0				0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0	0				0	0				0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0				0	0				0	0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0				0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0				0	0				0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0				0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0				0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0				0	0				0	0	0	1,019.20	-

70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0	0				0	0				0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0				0	0				0	0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0				0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0				0	0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0	0				0	0				0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0				0	0				0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0				0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0				0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0				0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0				0	0				0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0				0	0				0	0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0				0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0				0	0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0				0	0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0				0	0				0	0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0				0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0	0	2,556.32	-

96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0			0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0			0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0			0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0				0	0				0	0			0	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0			0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0			0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0			0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0			0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0			0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0			0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0			0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0			0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0			0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0			0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0				0	0				0	0			0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0				0	0				0	0			0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0				0	0				0	0			0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0			0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0			0	0	0	3,166.80	-

122	TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0	0	3,614.00	-

148	TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				0	0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0				0	0				0	0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0				0	0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0				0	0				0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0				0	0				0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0				0	0				0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0				0	0				0	0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0				0	0				0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0				0	0				0	0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0				0	0				0	0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0				0	0				0	0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0				0	0				0	0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0	0				0	0				0	0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0				0	0				0	0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	0				0	0				0	0	0	334.88	-
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0	0				0	0				0	0	0	75.92	-

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

2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Audio and visual presentation and composing equipment						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Photographic or filming or video equipment						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Cleaning Equipment and Supplies						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Paper Materials and Products						0																			
1					0	0				0	0				0	0				0	0	0			-

2					0	0				0	0				0	0				0	0	0			-																						
3					0	0				0	0				0	0				0	0	0			-																						
4					0	0				0	0				0	0				0	0	0			-																						
5					0	0				0	0				0	0				0	0	0			-																						
6					0	0				0	0				0	0				0	0	0			-																						
7					0	0				0	0				0	0				0	0	0			-																						
8					0	0				0	0				0	0				0	0	0			-																						
9					0	0				0	0				0	0				0	0	0			-																						
10					0	0				0	0				0	0				0	0	0			-																						
Lighting and fixtures and accessories																												0																			
1					0	0				0	0				0	0				0	0	0			-																						
2					0	0				0	0				0	0				0	0	0			-																						
3					0	0				0	0				0	0				0	0	0			-																						
4					0	0				0	0				0	0				0	0	0			-																						
5					0	0				0	0				0	0				0	0	0			-																						
6					0	0				0	0				0	0				0	0	0			-																						
7					0	0				0	0				0	0				0	0	0			-																						
8					0	0				0	0				0	0				0	0	0			-																						
9					0	0				0	0				0	0				0	0	0			-																						
10					0	0				0	0				0	0				0	0	0			-																						
Electrical equipment and components and supplies																																															
1					0	0				0	0				0	0				0	0	0			-																						
2					0	0				0	0				0	0				0	0	0			-																						
3					0	0				0	0				0	0				0	0	0			-																						
4					0	0				0	0				0	0				0	0	0			-																						
5					0	0				0	0				0	0				0	0	0			-																						
6					0	0				0	0				0	0				0	0	0			-																						
7					0	0				0	0				0	0				0	0	0			-																						
8					0	0				0	0				0	0				0	0	0			-																						
9					0	0				0	0				0	0				0	0	0			-																						
10					0	0				0	0				0	0				0	0	0			-																						
Computer Supplies																																															
1					0	0				0	0				0	0				0	0	0			-																						
2					0	0				0	0				0	0				0	0	0			-																						
3					0	0				0	0				0	0				0	0	0			-																						
4					0	0				0	0				0	0				0	0	0			-																						
5					0	0				0	0				0	0				0	0	0			-																						
6					0	0				0	0				0	0				0	0	0			-																						
7					0	0				0	0				0	0				0	0	0			-																						
8					0	0				0	0				0	0				0	0	0			-																						
9					0	0				0	0				0	0				0	0	0			-																						
10					0	0				0	0				0	0				0	0	0			-																						
Computer Equipment and Accessories																																															
1					0	0				0	0				0	0				0	0	0			-																						

2					0	0				0	0				0	0				0	0	0			-																						
3					0	0				0	0				0	0				0	0	0			-																						
4					0	0				0	0				0	0				0	0	0			-																						
5					0	0				0	0				0	0				0	0	0			-																						
6					0	0				0	0				0	0				0	0	0			-																						
7					0	0				0	0				0	0				0	0	0			-																						
8					0	0				0	0				0	0				0	0	0			-																						
9					0	0				0	0				0	0				0	0	0			-																						
10					0	0				0	0				0	0				0	0	0			-																						
*Other Categories																																															-
1					0	0				0	0				0	0				0	0	0			-																						
2					0	0				0	0				0	0				0	0	0			-																						
3					0	0				0	0				0	0				0	0	0			-																						
4					0	0				0	0				0	0				0	0	0			-																						
5					0	0				0	0				0	0				0	0	0			-																						
6					0	0				0	0				0	0				0	0	0			-																						
7					0	0				0	0				0	0				0	0	0			-																						
8					0	0				0	0				0	0				0	0	0			-																						
9					0	0				0	0				0	0				0	0	0			-																						
10					0	0				0	0				0	0				0	0	0			-																						
C. TOTAL (A + B):																																															-
D. ADDITIONAL PROVISION FOR																																															-
E. GRAND TOTAL (C + D)																																															-
F. APPROVED BUDGET BY THE																																															
G. MONTHLY CASH REQUIREMENTS																																															
G.1 Available at Procurement Service Stores					0					0					0						0				0																						
G.2 Other Items not available at PS but					0					0					0						0				0																						
TOTAL MONTHLY CASH					0					0					0						0				0																						

*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:

Property/Supply Officer

Accountant /
Local Budget Officer

Head of Office/Agency

Date Prepared:

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com. For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017-PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____

Agency Account Code: _____

Contact Person: _____

Region: _____

Position: _____

Address: _____

E-mail : _____

Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																									
COMMON ELECTRICAL SUPPLIES																									
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0					0	0				0	0				0	0	0	17.42	-

2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0				0	0				0	0			0	0	0	15.03	-
3	BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0				0	0				0	0			0	0	0	77.56	-
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0	0				0	0				0	0			0	0	0	114.40	-
5	FLUORESCENT LAMP, tubular, 36 watts	tube				0	0				0	0				0	0			0	0	0	280.80	-
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0				0	0				0	0			0	0	0		-
7	TAPE, electrical	roll				0	0				0	0				0	0			0	0	0	18.20	-
COMMON OFFICE SUPPLIES																								
1	ACETATE, gauge #3, 50m per roll	roll				0	0				0	0				0	0			0	0	0	624.00	-
2	AIR FRESHENER, 280mL/150g min	can				0	0				0	0				0	0			0	0	0	83.20	-
3	ALCOHOL, 70%, ethyl, 500ml	bottle				0	0				0	0				0	0			0	0	0	47.82	-
4	CARBON FILM, A4 size, 100 sheets per box	box				0	0				0	0				0	0			0	0	0	197.58	-
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0				0	0				0	0			0	0	0	202.80	-
6	CARTOLINA, assorted color, 20 pieces per pack	pack				0	0				0	0				0	0			0	0	0	64.48	-
7	CHALK, white, enamel, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	25.86	-
8	CLEARBOOK, A4 size	piece				0	0				0	0				0	0			0	0	0	39.52	-
9	CLEARBOOK, Legal size	piece				0	0				0	0				0	0			0	0	0	43.68	-
10	CLIP, backfold, 19mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	7.28	-
11	CLIP, backfold, 25mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	10.40	-
12	CLIP, backfold, 32mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	19.12	-
13	CLIP, backfold, 50mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	36.38	-
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0	0				0	0				0	0			0	0	0	31.20	-
15	DATA FILE BOX, made with chipboard, with closed ends	box				0	0				0	0				0	0			0	0	0	69.78	-

16	DATA FOLDER, made with chipboard, taglia lock	piece					0	0							0	0				0	0	0	68.64	-
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box					0	0							0	0				0	0	0	381.54	-
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box					0	0							0	0				0	0	0	507.40	-
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box					0	0							0	0				0	0	0	621.71	-
20	ENVELOPE, EXPANDING, plastic	piece					0	0							0	0				0	0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box					0	0							0	0				0	0	0	499.20	-
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box					0	0							0	0				0	0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece					0	0							0	0				0	0	0	11.11	-
24	ERASER, plastic or rubber	piece					0	0							0	0				0	0	0	2.29	-
25	FASTENER, for paper, metal, 50 sets per box	box					0	0							0	0				0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece					0	0							0	0				0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set					0	0							0	0				0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set					0	0							0	0				0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle					0	0							0	0				0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle					0	0							0	0				0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack					0	0							0	0				0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack					0	0							0	0				0	0	0	203.84	-
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box					0	0							0	0				0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack					0	0							0	0				0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack					0	0							0	0				0	0	0	200.37	-
36	GLUE, all purpose, 300 grams min.	jar					0	0							0	0				0	0	0	44.18	-
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box					0	0							0	0				0	0	0	47.90	-
38	LOOSELEAF COVER, 50sets per bundle	bundle					0	0							0	0				0	0	0	539.76	-

39	MAGAZINE FILE BOX, LARGE	piece				0	0				0	0				0	0			0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set				0	0				0	0				0	0			0	0	0	35.55	-
41	MARKER, whiteboard, bullet type, black	piece				0	0				0	0				0	0			0	0	0	10.28	-
42	MARKER, whiteboard, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece				0	0				0	0				0	0			0	0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece				0	0				0	0				0	0			0	0	0	9.65	-
45	MARKER, permanent, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	9.65	-
46	MARKER, permanent, bullet type, red	piece				0	0				0	0				0	0			0	0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	0				0	0				0	0			0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	31.20	-
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	54.06	-
51	PAD PAPER, Ruled	pad				0	0				0	0				0	0			0	0	0	18.26	-
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	12.85	-
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	6.43	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0				0	0				0	0			0	0	0	124.65	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0				0	0				0	0			0	0	0	150.83	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0	0				0	0				0	0			0	0	0	114.10	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0	0				0	0				0	0			0	0	0	124.42	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0	0				0	0				0	0			0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll				0	0				0	0				0	0			0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				0	0				0	0				0	0			0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece				0	0				0	0				0	0			0	0	0	278.72	-

1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0	0				0	0				0	0			0	0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece				0	0				0	0				0	0			0	0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece				0	0				0	0				0	0			0	0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece				0	0				0	0				0	0			0	0	0	187.20	-
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0	0				0	0				0	0			0	0	0	114.28	-
6	SCISSORS, (6")	pair				0	0				0	0				0	0			0	0	0	13.73	-
7	STAPLER, standard	piece				0	0				0	0				0	0			0	0	0	82.16	-
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity min	piece				0	0				0	0				0	0			0	0	0	878.80	-
9	STAPLE REMOVER, plier type	piece				0	0				0	0				0	0			0	0	0	18.18	-
10	TAPE DISPENSER, table top	piece				0	0				0	0				0	0			0	0	0	47.72	-
11	WASTE BASKET, non-rigid plastic	piece				0	0				0	0				0	0			0	0	0	23.90	-
COMMON JANITORIAL SUPPLIES																								
1	BROOM, soft (tambo)	piece				0	0				0	0				0	0			0	0	0	88.40	-
2	BROOM, stick (tingting)	piece				0	0				0	0				0	0			0	0	0	23.92	-
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0	0				0	0				0	0			0	0	0	41.60	-
4	CLEANSER, scouring powder, 350grams/can	can				0	0				0	0				0	0			0	0	0	21.27	-
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0	0				0	0				0	0			0	0	0	37.43	-
6	DISINFECTANT SPRAY, 400-550 grams	can				0	0				0	0				0	0			0	0	0	119.60	-
7	DUST PAN, non-rigid plastic	piece				0	0				0	0				0	0			0	0	0	24.96	-
8	FLOOR WAX, Paste, red	can				0	0				0	0				0	0			0	0	0	202.80	-
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0	0				0	0				0	0			0	0	0	84.76	-

10	INSECTICIDE, aerosol type, 600mL/can	can					0	0							0	0				0	0	0	124.80	-
11	MOPBUCKET	piece					0	0							0	0				0	0	0	1,911.00	-
12	MOPHANDLE, screw type, aluminum handle	piece					0	0							0	0				0	0	0	142.48	-
13	MOPHEAD, made of rayon	piece					0	0							0	0				0	0	0	98.80	-
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle					0	0							0	0				0	0	0	49.69	-
15	SCOURING PAD, 5 pieces per pack	pack					0	0							0	0				0	0	0	102.96	-
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll					0	0							0	0				0	0	0	139.88	-
17	DISINFECTANT, bleaching solution	cont					0	0							0	0				0	0	0	101.82	-
																							7.28	
COMMON OFFICE EQUIPMENT																								
1	BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to	unit					0	0							0	0				0	0	0	10,400.00	-
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit					0	0							0	0				0	0	0	135.20	-
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit					0	0							0	0				0	0	0	258.84	-
4	CHAIR, monobloc, without armrest, beige	piece					0	0							0	0				0	0	0	254.68	-
5	CHAIR, monobloc, without armrest, white	piece					0	0							0	0				0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit					0	0							0	0				0	0	0	6,229.60	-
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom PC and	unit					0	0							0	0				0	0	0	25,272.00	-
8	ELECTRIC FAN, industrial	unit					0	0							0	0				0	0	0	956.80	-
9	ELECTRIC FAN, orbit type	unit					0	0							0	0				0	0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit					0	0							0	0				0	0	0	967.10	-
11	ELECTRIC FAN, wall type	unit					0	0							0	0				0	0	0	790.40	-
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec. transmission speed.	unit					0	0							0	0				0	0	0	3,502.72	-
13	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type non-electrical conductor non-toxic	unit					0	0							0	0				0	0	0	1,080.56	-

20	INK CART, CANON CLI-726, Magenta	cart				0	0				0	0				0	0			0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0	0				0	0				0	0			0	0	0	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0	0				0	0				0	0			0	0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0	0				0	0				0	0			0	0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0				0	0				0	0			0	0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0				0	0				0	0			0	0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0				0	0				0	0			0	0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0				0	0				0	0			0	0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart				0	0				0	0				0	0			0	0	0	254.80	-
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0	0				0	0				0	0			0	0	0	254.80	-
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0	0				0	0				0	0			0	0	0	254.80	-
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0	0				0	0				0	0			0	0	0	254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0			0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0			0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0			0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0			0	0	0	717.60	-

43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0			0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0				0	0				0	0			0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0	0				0	0				0	0			0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0			0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0			0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0			0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0			0	0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0			0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0			0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0			0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0			0	0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0			0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0			0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0			0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0				0	0			0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0			0	0	0	1,445.60	-

66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0				0	0				0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0				0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0				0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0				0	0				0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0	0				0	0				0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0				0	0				0	0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0				0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0				0	0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0	0				0	0				0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0				0	0				0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0				0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0				0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0				0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0				0	0				0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0				0	0				0	0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0				0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0				0	0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0				0	0	0	366.08	-

89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0				0	0				0	0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0				0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0				0	0				0	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0	0	5,298.80	-

112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0				0	0				0	0			0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0				0	0				0	0			0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0				0	0				0	0			0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0			0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0			0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0			0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0			0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0			0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0			0	0	0	3,998.80	-

135	TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				0	0	0	2,912.00	-

158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0				0	0				0	0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0				0	0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0				0	0				0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0				0	0				0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0				0	0				0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0				0	0				0	0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0				0	0				0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0				0	0				0	0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0				0	0				0	0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0				0	0				0	0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0				0	0				0	0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0	0				0	0				0	0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0				0	0				0	0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	0				0	0				0	0	0	334.88	-
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0	0				0	0				0	0	0	75.92	-

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

COMMON ELECTRICAL SUPPLIES																					
1						0	0				0	0				0	0	0		-	
2						0	0				0	0				0	0	0		-	
3						0	0				0	0				0	0	0		-	

COMMON OFFICE EQUIPMENT																					
1						0	0				0	0				0	0	0		-	
2						0	0				0	0				0	0	0		-	
3						0	0				0	0				0	0	0		-	
4						0	0				0	0				0	0	0		-	
5						0	0				0	0				0	0	0		-	

COMMON OFFICE SUPPLIES																					
-------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Photographic or filming or video equipment						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Cleaning Equipment and Supplies						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Paper Materials and Products						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Lighting and fixtures and accessories						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-

4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Electrical equipment and components and supplies																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Computer Supplies																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Computer Equipment and Accessories																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
*Other Categories																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-

4					0	0				0	0				0	0				0	0	0	-
5					0	0				0	0				0	0				0	0	0	-
6					0	0				0	0				0	0				0	0	0	-
7					0	0				0	0				0	0				0	0	0	-
8					0	0				0	0				0	0				0	0	0	-
9					0	0				0	0				0	0				0	0	0	-
10					0	0				0	0				0	0				0	0	0	-
C. TOTAL (A + B):																							-
D. ADDITIONAL PROVISION FOR																							-
E. GRAND TOTAL (C + D)																							-
F. APPROVED BUDGET BY THE																							-
G. MONTHLY CASH REQUIREMENTS																							-
G.1 Available at Procurement Service Stores		X		0		X		0		X		0		X		0		X		0		0	
G.2 Other Items not available at PS but		X		0		X		0		X		0		X		0		X		0		0	
TOTAL MONTHLY CASH		X		0		X		0		X		0		X		0		X		0		0	

*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:

 Property/Supply Officer

 Accountant /
 Local Budget Officer

 Head of Office/Agency

Date Prepared:

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataraman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgepsgov.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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____

Agency Account Code: _____

Contact Person: _____

Region: _____

Position: _____

Address: _____

E-mail : _____

Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT			
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																										
COMMON ELECTRICAL SUPPLIES																										
1. BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0					0	0				0	0				0	0	0	17.42	-	
2. BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0					0	0				0	0				0	0	0	15.03	-	

3	BATTERY, dry cell D, 2 pieces per blister pack	pack					0	0						0	0				0	0	0	77.56	-
4	FLUORESCENT LAMP, tubular, 28 watts	tube					0	0						0	0				0	0	0	114.40	-
5	FLUORESCENT LAMP, tubular, 36 watts	tube					0	0						0	0				0	0	0	280.80	-
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece					0	0						0	0				0	0	0		-
7	TAPE, electrical	roll					0	0						0	0				0	0	0	18.20	-
COMMON OFFICE SUPPLIES																							
1	ACETATE, gauge #3, 50m per roll	roll					0	0						0	0				0	0	0	624.00	-
2	AIR FRESHENER, 280mL/150g min	can					0	0						0	0				0	0	0	83.20	-
3	ALCOHOL, 70%, ethyl, 500ml	bottle					0	0						0	0				0	0	0	47.82	-
4	CARBON FILM, A4 size, 100 sheets per box	box					0	0						0	0				0	0	0	197.58	-
5	CARBON FILM, PE, black, 210mm x 297mm, 100 sheets per box	box					0	0						0	0				0	0	0	202.80	-
6	CARTON, assorted color, 20 pieces per pack	pack					0	0						0	0				0	0	0	64.48	-
7	CHALK, white, enamel, 100 pieces per box	box					0	0						0	0				0	0	0	25.86	-
8	CLEARBOOK, A4 size	piece					0	0						0	0				0	0	0	39.52	-
9	CLEARBOOK, Legal size	piece					0	0						0	0				0	0	0	43.68	-
10	CLIP, backfold, 19mm, 12 pieces per box	box					0	0						0	0				0	0	0	7.28	-
11	CLIP, backfold, 25mm, 12 pieces per box	box					0	0						0	0				0	0	0	10.40	-
12	CLIP, backfold, 32mm, 12 pieces per box	box					0	0						0	0				0	0	0	19.12	-
13	CLIP, backfold, 50mm, 12 pieces per box	box					0	0						0	0				0	0	0	36.38	-
14	CORRECTION TAPE, 6 meters (200 in), 1 piece in individual plastic	piece					0	0						0	0				0	0	0	31.20	-
15	DATA FILE BOX, made with chipboard, with closed ends	box					0	0						0	0				0	0	0	69.78	-
16	DATA FOLDER, made with chipboard, with a lock	piece					0	0						0	0				0	0	0	68.64	-
17	ENVELOPE, DOCUMENTARY, for A4 size	box					0	0						0	0				0	0	0	381.54	-
18	ENVELOPE, DOCUMENTARY, for Legal size	box					0	0						0	0				0	0	0	507.40	-
19	ENVELOPE, EXPANDING, KRAFT BOARD, for legal size documents, 100 pieces per box	box					0	0						0	0				0	0	0	621.71	-
20	ENVELOPE, EXPANDING, plastic	piece					0	0						0	0				0	0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box					0	0						0	0				0	0	0	499.20	-
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box					0	0						0	0				0	0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece					0	0						0	0				0	0	0	11.11	-
24	ERASER, plastic or rubber	piece					0	0						0	0				0	0	0	2.29	-
25	FASTENER, for paper, metal, 50 sets per box	box					0	0						0	0				0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece					0	0						0	0				0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set					0	0						0	0				0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal size, five (5) colors per set	set					0	0						0	0				0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle					0	0						0	0				0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle					0	0						0	0				0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack					0	0						0	0				0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack					0	0						0	0				0	0	0	203.84	-
33	FOLDER, Pressboard, size 240mm x 330mm, 100s/box	box					0	0						0	0				0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack					0	0						0	0				0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack					0	0						0	0				0	0	0	200.37	-
36	GLUE, all purpose, 300 grams min.	jar					0	0						0	0				0	0	0	44.18	-
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box					0	0						0	0				0	0	0	47.90	-
38	LOOSELEAF COVER, 50sets per bundle	bundle					0	0						0	0				0	0	0	539.76	-

39	MAGAZINE FILE BOX, LARGE	piece					0	0				0	0				0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set					0	0				0	0				0	0	0	35.55	-
41	MARKER, whiteboard, bullet type, black	piece					0	0				0	0				0	0	0	10.28	-
42	MARKER, whiteboard, bullet type, blue	piece					0	0				0	0				0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece					0	0				0	0				0	0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece					0	0				0	0				0	0	0	9.65	-
45	MARKER, permanent, bullet type, blue	piece					0	0				0	0				0	0	0	9.65	-
46	MARKER, permanent, bullet type, red	piece					0	0				0	0				0	0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece					0	0				0	0				0	0	0	10.40	-
48	NOTE PAD, stick-on, (2' x3'), 100 sheets per pad	pad					0	0				0	0				0	0	0	31.20	-
49	NOTE PAD, stick-on, (3' x3'), 100 sheets per pad	pad					0	0				0	0				0	0	0	40.54	-
50	NOTE PAD, stick-on, (3' x4'), 100 sheets per pad	pad					0	0				0	0				0	0	0	54.06	-
51	PAD PAPER, Ruled	pad					0	0				0	0				0	0	0	18.26	-
52	PAPER CLIP, gem type, 40mm, 100 pieces per box	box					0	0				0	0				0	0	0	12.85	-
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box					0	0				0	0				0	0	0	6.43	-
54	PAPER, MULTICOPI, 80gsm, size: 210mm x 297mm	ream					0	0				0	0				0	0	0	125.20	-
55	PAPER, MULTICOPI, 80gsm, size: 210mm x 297mm	ream					0	0				0	0				0	0	0	151.39	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream					0	0				0	0				0	0	0	114.65	-
57	PAPER, Multi-Purpose (COPY), Legal size,	ream					0	0				0	0				0	0	0	124.98	-
58	ARCHIVEMENT PAPER, A4 size, 80 gsm, 400 sheets per pack	ream					0	0				0	0				0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll					0	0				0	0				0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box					0	0				0	0				0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece					0	0				0	0				0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm	book					0	0				0	0				0	0	0	60.32	-
63	RECORD BOOK, 500 pages, size: 214mm x 278mm	book					0	0				0	0				0	0	0	86.85	-
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle					0	0				0	0				0	0	0	256.87	-
65	ROBBER BAND, 70mm min lay na lengua (#18)	box					0	0				0	0				0	0	0	93.31	-
66	ROLLER, plastic, 450mm, 1 piece in individual plastic	piece					0	0				0	0				0	0	0	15.48	-
67	SIGN PEN, black	piece					0	0				0	0				0	0	0	38.10	-
68	SIGN PEN, blue	piece					0	0				0	0				0	0	0	38.10	-
69	SIGN PEN, red	piece					0	0				0	0				0	0	0	38.10	-
70	STAMP PAD INK, violet, 50mL	bottle					0	0				0	0				0	0	0	24.63	-
71	STAMP PAD, felt pad, min 60mm x 40mm	piece					0	0				0	0				0	0	0	27.66	-
72	STAPLE WIRE, Heavy duty, 23/13	box					0	0				0	0				0	0	0	23.40	-
73	STAPLE WIRE, Standard	box					0	0				0	0				0	0	0	18.92	-
74	TAPE, masking, 24mm, 50 meters length	roll					0	0				0	0				0	0	0	55.12	-
75	TAPE, masking, 48mm, 50 meters length	roll					0	0				0	0				0	0	0	105.04	-
76	TAPE, transparent, 24mm, 50 meters	roll					0	0				0	0				0	0	0	10.92	-
77	TAPE, transparent, 48mm, 50 meters	roll					0	0				0	0				0	0	0	26.52	-
78	TAPE, packaging, 40mm, 50 meters length	roll					0	0				0	0				0	0	0	32.74	-
79	TOILET TISSUE, 12 rolls per pack	pack					0	0				0	0				0	0	0	67.60	-
80	TWINE, plastic, one kilo per roll	roll					0	0				0	0				0	0	0	49.92	-
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack					0	0				0	0				0	0	0	128.84	-
82	Software						0	0				0	0				0	0	0		-
83	Airline Travel						0	0				0	0				0	0	0		-

12	FACSIMILE MACHINE, uses thermal PAPER CONTROLS for dry chemical, for x	unit				0	0			0	0			0	0			0	0	0	3,502.72	-	
13	ARC EXTINGUISHER, dry powder, 12.5, with	unit				0	0			0	0			0	0			0	0	0	1,080.56	-	
14	fire, 12.5, with	unit				0	0			0	0			0	0			0	0	0	4,992.00	-	
15	fire, 12.5, with	unit				0	0			0	0			0	0			0	0	0	26,483.60	-	
16	PAPER TRIMMER/CUTTING MACHINE, PAPER SIZE: B4, 0.06mm/sec cutting	unit				0	0			0	0			0	0			0	0	0	7,488.00	-	
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 176 cpm, 180 cps print speed,	unit				0	0			0	0			0	0			0	0	0	5,699.20	-	
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 176 cpm, 180 cps print speed,	unit				0	0			0	0			0	0			0	0	0	18,709.60	-	
19	PRINTER, INKJET, wireless capable, 80 column, 127 cps print speed,	unit				0	0			0	0			0	0			0	0	0	5,831.52	-	
20	PRINTER, LASER, 45 MB memory, duplex capable, 1100 x 1100, square, 30" x 30",	unit				0	0			0	0			0	0			0	0	0	10,000.00	-	
21	TABLE, monobloc, square, 30" x 30",	unit				0	0			0	0			0	0			0	0	0	1,237.60	-	
22	TABLE, monobloc, square, 30" x 30", height four (4) feet for indoor and	unit				0	0			0	0			0	0			0	0	0	1,289.60	-	
23	Desktop and Laptop	unit				0	0			0	0			0	0			0	0	0		-	
COMMON COMPUTER SUPPLIES																							
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 17" continuous box	box				0	0			0	0			0	0			0	0	0	630.76	-	
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 17" continuous box	box				0	0			0	0			0	0			0	0	0	950.30	-	
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 17" continuous box	box				0	0			0	0			0	0			0	0	0	716.04	-	
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 17" continuous box	box				0	0			0	0			0	0			0	0	0	1,220.96	-	
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 17" continuous box	box				0	0			0	0			0	0			0	0	0	596.80	-	
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 17" continuous box	box				0	0			0	0			0	0			0	0	0	958.15	-	
7	EXTERNAL HARD DRIVE, 4TB, 2.5" HDD, USB 3.0, 7.5mm, compatible with USB	piece				0	0			0	0			0	0			0	0	0	21.79	-	
8	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0	0			0	0			0	0			0	0	0	2,818.40	-	
9	MOUSE, optical, USB connection type	unit				0	0			0	0			0	0			0	0	0	194.48	-	
10						0	0			0	0			0	0			0	0	0	127.80	-	
HANDBOOK ON PROCUREMENT																							
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT RA	piece				0	0			0	0			0	0			0	0	0	61.83	-	
CONSUMABLES																							
1	INK CART, BROTHER LC39BK, Black	cart				0	0			0	0			0	0			0	0	0	681.20	-	
2	INK CART, BROTHER LC39C, Cyan	cart				0	0			0	0			0	0			0	0	0	447.20	-	
3	INK CART, BROTHER LC39M, Magenta	cart				0	0			0	0			0	0			0	0	0	447.20	-	
4	INK CART, BROTHER LC39Y, Yellow	cart				0	0			0	0			0	0			0	0	0	447.20	-	
5	INK CART, BROTHER LC67B, Black	cart				0	0			0	0			0	0			0	0	0	910.00	-	
6	INK CART, BROTHER LC67C, Cyan	cart				0	0			0	0			0	0			0	0	0	546.00	-	
7	INK CART, BROTHER LC67M, Magenta	cart				0	0			0	0			0	0			0	0	0	546.00	-	
8	INK CART, BROTHER LC67Y, Yellow	cart				0	0			0	0			0	0			0	0	0	546.00	-	
9	INK CART, BROTHER LC67HYBK, Black	cart				0	0			0	0			0	0			0	0	0	1,538.16	-	
10	INK CART, BROTHER LC67HYC, Cyan	cart				0	0			0	0			0	0			0	0	0	868.40	-	
11	INK CART, BROTHER LC67HYM, Magenta	cart				0	0			0	0			0	0			0	0	0	868.40	-	
12	INK CART, BROTHER LC67HYY, Yellow	cart				0	0			0	0			0	0			0	0	0	868.40	-	
13	INK CART, CANON PG-810, Black	cart				0	0			0	0			0	0			0	0	0	774.80	-	
14	INK CART, CANON PG-740, Black	cart				0	0			0	0			0	0			0	0	0	754.00	-	
15	INK CART, CANON PGI-725, Black	cart				0	0			0	0			0	0			0	0	0	574.08	-	
16	INK CART, CANON CLI-726, Black	cart				0	0			0	0			0	0			0	0	0	534.56	-	

17	INK CART, CANON CL-811, Colored	cart				0	0				0	0				0	0	0	1,022.32	-
18	INK CART, CANON CL-741, Colored	cart				0	0				0	0				0	0	0	1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart				0	0				0	0				0	0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0	0				0	0				0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0	0				0	0				0	0	0	535.60	-
22	INK CART, EPSON C131030190 (1030), Black	cart				0	0				0	0				0	0	0	491.92	-
23	INK CART, EPSON C131039090 (1039), Colored	cart				0	0				0	0				0	0	0	770.64	-
24	INK CART, EPSON C13105100 (1051), Black	cart				0	0				0	0				0	0	0	426.40	-
25	INK CART, EPSON C13105200 (1052), Cyan	cart				0	0				0	0				0	0	0	426.40	-
26	INK CART, EPSON C13105300 (1053), Magenta	cart				0	0				0	0				0	0	0	426.40	-
27	INK CART, EPSON C13105400 (1054), Yellow	cart				0	0				0	0				0	0	0	426.40	-
28	INK CART, EPSON C1310604100 (10641), Black	cart				0	0				0	0				0	0	0	254.80	-
29	INK CART, EPSON C1310604200 (10642), Cyan	cart				0	0				0	0				0	0	0	254.80	-
30	INK CART, EPSON C1310604300 (10643), Magenta	cart				0	0				0	0				0	0	0	254.80	-
31	INK CART, EPSON C1310604400 (10644), Yellow	cart				0	0				0	0				0	0	0	254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0				0	0				0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0	0	1,554.80	-
35	INK CART, HP C4900AA, (HP940XL), Black	cart				0	0				0	0				0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0				0	0				0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0	0				0	0				0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri- color	cart				0	0				0	0				0	0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0	0	1,508.00	-

62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0					0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0					0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0					0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0					0	0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0				0	0					0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0					0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0					0	0	0	639.60	-
69	INK CART, HP CC650AA, (HP901), Tri-color	cart				0	0				0	0					0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0					0	0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0	0				0	0					0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0				0	0					0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0					0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Black	cart				0	0				0	0					0	0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0					0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0					0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0					0	0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0	0				0	0					0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0				0	0					0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0					0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0					0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0					0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0				0	0					0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0				0	0					0	0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0	0				0	0					0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0					0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0					0	0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0					0	0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0					0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0					0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0					0	0	0	249.60	-
92	INK CART, HP Q6893AA (C8726AA), (HP38) Colored	cart				0	0				0	0					0	0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0					0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0					0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0					0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0					0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0					0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0					0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL 450DN (CL Printer)	cart				0	0				0	0					0	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0	0				0	0					0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0					0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				0	0					0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0				0	0					0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0				0	0					0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0	0				0	0					0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0					0	0	0	2,984.80	-

107	TONER CART, HP CB542A, Yellow	cart				0	0			0	0			0	0			0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0			0	0			0	0			0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0			0	0			0	0			0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0	0			0	0			0	0			0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0			0	0			0	0			0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0			0	0			0	0			0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0			0	0			0	0			0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0			0	0			0	0			0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0			0	0			0	0			0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0			0	0			0	0			0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0			0	0			0	0			0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0			0	0			0	0			0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0			0	0			0	0			0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0			0	0			0	0			0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0			0	0			0	0			0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0			0	0			0	0			0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0			0	0			0	0			0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0			0	0			0	0			0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0			0	0			0	0			0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0			0	0			0	0			0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0			0	0			0	0			0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0			0	0			0	0			0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0			0	0			0	0			0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0			0	0			0	0			0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0			0	0			0	0			0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0			0	0			0	0			0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0			0	0			0	0			0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0			0	0			0	0			0	0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0	0			0	0			0	0			0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0			0	0			0	0			0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0			0	0			0	0			0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0			0	0			0	0			0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0			0	0			0	0			0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0			0	0			0	0			0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0			0	0			0	0			0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0			0	0			0	0			0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0			0	0			0	0			0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0			0	0			0	0			0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0			0	0			0	0			0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0			0	0			0	0			0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0			0	0			0	0			0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0			0	0			0	0			0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0			0	0			0	0			0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0			0	0			0	0			0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0			0	0			0	0			0	0	0	5,844.80	-

3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Cleaning Equipment and Supplies						0																		
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Paper Materials and Products						0																		
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Lighting and fixtures and accessories						0																		
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Electrical equipment and components and supplies																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017-PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____

Agency Account Code: _____

Contact Person: _____

Region: _____

Position: _____

Address: _____

E-mail : _____

Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																									
COMMON ELECTRICAL SUPPLIES																									
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0					0	0				0	0				0	0	0	17.42	-

2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0				0	0				0	0			0	0	0	15.03	-
3	BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0				0	0				0	0			0	0	0	77.56	-
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0	0				0	0				0	0			0	0	0	114.40	-
5	FLUORESCENT LAMP, tubular, 36 watts	tube				0	0				0	0				0	0			0	0	0	280.80	-
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0				0	0				0	0			0	0	0		-
7	TAPE, electrical	roll				0	0				0	0				0	0			0	0	0	18.20	-
COMMON OFFICE SUPPLIES																								
1	ACETATE, gauge #3, 50m per roll	roll				0	0				0	0				0	0			0	0	0	624.00	-
2	AIR FRESHENER, 280mL/150g min	can				0	0				0	0				0	0			0	0	0	83.20	-
3	ALCOHOL, 70%, ethyl, 500ml	bottle				0	0				0	0				0	0			0	0	0	47.82	-
4	CARBON FILM, A4 size, 100 sheets per box	box				0	0				0	0				0	0			0	0	0	197.58	-
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0				0	0				0	0			0	0	0	202.80	-
6	CARTOLINA, assorted color, 20 pieces per pack	pack				0	0				0	0				0	0			0	0	0	64.48	-
7	CHALK, white, enamel, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	25.86	-
8	CLEARBOOK, A4 size	piece				0	0				0	0				0	0			0	0	0	39.52	-
9	CLEARBOOK, Legal size	piece				0	0				0	0				0	0			0	0	0	43.68	-
10	CLIP, backfold, 19mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	7.28	-
11	CLIP, backfold, 25mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	10.40	-
12	CLIP, backfold, 32mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	19.12	-
13	CLIP, backfold, 50mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	36.38	-

14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0	0				0	0				0	0			0	0	0	31.20	-
15	DATA FILE BOX, made with chipboard, with closed ends	box				0	0				0	0				0	0			0	0	0	69.78	-
16	DATA FOLDER, made with chipboard, taglia lock	piece				0	0				0	0				0	0			0	0	0	68.64	-
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0	0				0	0				0	0			0	0	0	381.54	-
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0	0				0	0				0	0			0	0	0	507.40	-
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	621.71	-
20	ENVELOPE, EXPANDING, plastic	piece				0	0				0	0				0	0			0	0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0	0				0	0				0	0			0	0	0	499.20	-
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	0				0	0				0	0			0	0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece				0	0				0	0				0	0			0	0	0	11.11	-
24	ERASER, plastic or rubber	piece				0	0				0	0				0	0			0	0	0	2.29	-
25	FASTENER, for paper, metal, 50 sets per box	box				0	0				0	0				0	0			0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0				0	0				0	0			0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0	0				0	0				0	0			0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0	0				0	0				0	0			0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0	0				0	0				0	0			0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0	0				0	0				0	0			0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack				0	0				0	0				0	0			0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	0				0	0				0	0			0	0	0	203.84	-
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0	0				0	0				0	0			0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				0	0				0	0				0	0			0	0	0	179.28	-

35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0	0				0	0				0	0			0	0	0	200.37	-
36	GLUE, all purpose, 300 grams min.	jar				0	0				0	0				0	0			0	0	0	44.18	-
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0	0				0	0				0	0			0	0	0	47.90	-
38	LOOSELEAF COVER, 50sets per bundle	bundle				0	0				0	0				0	0			0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece				0	0				0	0				0	0			0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set				0	0				0	0				0	0			0	0	0	35.55	-
41	MARKER, whiteboard, bullet type, black	piece				0	0				0	0				0	0			0	0	0	10.28	-
42	MARKER, whiteboard, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece				0	0				0	0				0	0			0	0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece				0	0				0	0				0	0			0	0	0	9.65	-
45	MARKER, permanent, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	9.65	-
46	MARKER, permanent, bullet type, red	piece				0	0				0	0				0	0			0	0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	0				0	0				0	0			0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	31.20	-
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	54.06	-
51	PAD PAPER, Ruled	pad				0	0				0	0				0	0			0	0	0	18.26	-
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	12.85	-
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	6.43	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0				0	0				0	0			0	0	0	138.55	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0				0	0				0	0			0	0	0	164.73	-

56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0	0								0	0					0	0	0	128.00	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0	0								0	0					0	0	0	138.32	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0	0								0	0					0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll				0	0								0	0					0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				0	0								0	0					0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece				0	0								0	0					0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0	0								0	0					0	0	0	60.32	-
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0	0								0	0					0	0	0	86.85	-
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0	0								0	0					0	0	0	256.87	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0	0								0	0					0	0	0	93.31	-
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece				0	0								0	0					0	0	0	15.48	-
67	SIGN PEN, black	piece				0	0								0	0					0	0	0	38.10	-
68	SIGN PEN, blue	piece				0	0								0	0					0	0	0	38.10	-
69	SIGN PEN, red	piece				0	0								0	0					0	0	0	38.10	-
70	STAMP PAD INK, violet, 50mL	bottle				0	0								0	0					0	0	0	24.63	-
71	STAMP PAD, felt pad, min 60mm x 100mm	piece				0	0								0	0					0	0	0	27.66	-
72	STAPLE WIRE, Heavy duty, 23/13	box				0	0								0	0					0	0	0	23.40	-
73	STAPLE WIRE, Standard	box				0	0								0	0					0	0	0	18.92	-
74	TAPE, masking, 24mm, 50 meters length	roll				0	0								0	0					0	0	0	55.12	-
75	TAPE, masking, 48mm, 50 meters length	roll				0	0								0	0					0	0	0	105.04	-
76	TAPE, transparent, 24mm, 50 meters	roll				0	0								0	0					0	0	0	10.92	-

COMMON JANITORIAL SUPPLIES																											
1	BROOM, soft (tambo)	piece				0	0					0	0						0	0	0	88.40	-				
2	BROOM, stick (tingting)	piece				0	0					0	0						0	0	0	23.92	-				
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0	0					0	0						0	0	0	41.60	-				
4	CLEANSER, scouring powder, 350grams/can	can				0	0					0	0						0	0	0	21.27	-				
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0	0					0	0						0	0	0	37.43	-				
6	DISINFECTANT SPRAY, 400-550 grams	can				0	0					0	0						0	0	0	119.60	-				
7	DUST PAN, non-rigid plastic	piece				0	0					0	0						0	0	0	24.96	-				
8	FLOOR WAX, Paste, red	can				0	0					0	0						0	0	0	202.80	-				
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0	0					0	0						0	0	0	84.76	-				
10	INSECTICIDE, aerosol type, 600mL/can	can				0	0					0	0						0	0	0	124.80	-				
11	MOPBUCKET	piece				0	0					0	0						0	0	0	1,911.00	-				
12	MOPHANDLE, screw type, aluminum handle	piece				0	0					0	0						0	0	0	142.48	-				
13	MOPHEAD, made of rayon	piece				0	0					0	0						0	0	0	98.80	-				
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle				0	0					0	0						0	0	0	49.69	-				
15	SCOURING PAD, 5 pieces per pack	pack				0	0					0	0						0	0	0	102.96	-				
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll				0	0					0	0						0	0	0	139.88	-				
17	DISINFECTANT, bleaching solution	cont				0	0					0	0						0	0	0	101.82	-				
																						7.28					
COMMON OFFICE EQUIPMENT																											
1	BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any	unit				0	0					0	0						0	0	0	10,400.00	-				

2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0	0				0	0				0	0			0	0	0	135.20	-
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0	0				0	0				0	0			0	0	0	258.84	-
4	CHAIR, monobloc, without armrest, beige	piece				0	0				0	0				0	0			0	0	0	254.68	-
5	CHAIR, monobloc, without armrest, white	piece				0	0				0	0				0	0			0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0	0				0	0				0	0			0	0	0	6,229.60	-
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom. PC and Doc	unit				0	0				0	0				0	0			0	0	0	25,272.00	-
8	ELECTRIC FAN, industrial	unit				0	0				0	0				0	0			0	0	0	956.80	-
9	ELECTRIC FAN, orbit type	unit				0	0				0	0				0	0			0	0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit				0	0				0	0				0	0			0	0	0	967.10	-
11	ELECTRIC FAN, wall type	unit				0	0				0	0				0	0			0	0	0	790.40	-
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec. transmission speed.	unit				0	0				0	0				0	0			0	0	0	3,502.72	-
13	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic.	unit				0	0				0	0				0	0			0	0	0	1,080.56	-
14	FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical.	unit				0	0				0	0				0	0			0	0	0	4,992.00	-
15	MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0	0				0	0				0	0			0	0	0	26,483.60	-
16	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery	unit				0	0				0	0				0	0			0	0	0	7,488.00	-
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0	0				0	0				0	0			0	0	0	5,699.20	-
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0	0				0	0				0	0			0	0	0	18,709.60	-
19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0	0				0	0				0	0			0	0	0	5,831.52	-
20	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0	0				0	0				0	0			0	0	0	10,000.00	-
21	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0	0				0	0				0	0			0	0	0	1,237.60	-
22	TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0	0				0	0				0	0			0	0	0	1,289.60	-

23	TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit																					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,289.60	-	
24	Desktop and Laptop	unit																					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	
COMMON COMPUTER SUPPLIES																																								
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box																					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	630.76	-	
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box																					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	950.30	-	
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box																					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	716.04	-	
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box																					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,220.96	-	
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box																					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	596.80	-	
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box																					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	958.15	-	
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece																					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21.79	-	
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to	piece																					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,818.40	-
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece																					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	194.48	-	
10	MOUSE, optical, USB connection type	unit																					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	127.80	-	
HANDBOOK ON PROCUREMENT																																								
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RAG 184(6th Edition). 6" x 9", 296 pages.	piece																					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	61.83	-
CONSUMABLES																																								
1	INK CART, BROTHER LC39BK, Black	cart																					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	681.20	-
2	INK CART, BROTHER LC39C, Cyan	cart																					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	447.20	-
3	INK CART, BROTHER LC39M, Magenta	cart																					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	447.20	-

4	INK CART, BROTHER LC39Y, Yellow	cart				0	0				0	0				0	0			0	0	0	447.20	-
5	INK CART, BROTHER LC67B, Black	cart				0	0				0	0				0	0			0	0	0	910.00	-
6	INK CART, BROTHER LC67C, Cyan	cart				0	0				0	0				0	0			0	0	0	546.00	-
7	INK CART, BROTHER LC67M, Magenta	cart				0	0				0	0				0	0			0	0	0	546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart				0	0				0	0				0	0			0	0	0	546.00	-
9	INK CART, BROTHER LC67HYBK, Black	cart				0	0				0	0				0	0			0	0	0	1,538.16	-
10	INK CART, BROTHER LC67HYC, Cyan	cart				0	0				0	0				0	0			0	0	0	868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart				0	0				0	0				0	0			0	0	0	868.40	-
12	INK CART, BROTHER LC67HYY, Yellow	cart				0	0				0	0				0	0			0	0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart				0	0				0	0				0	0			0	0	0	774.80	-
14	INK CART, CANON PG-740, Black	cart				0	0				0	0				0	0			0	0	0	754.00	-
15	INK CART, CANON PGI-725, Black	cart				0	0				0	0				0	0			0	0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart				0	0				0	0				0	0			0	0	0	534.56	-
17	INK CART, CANON CL-811, Colored	cart				0	0				0	0				0	0			0	0	0	1,022.32	-
18	INK CART, CANON CL-741, Colored	cart				0	0				0	0				0	0			0	0	0	1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart				0	0				0	0				0	0			0	0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0	0				0	0				0	0			0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0	0				0	0				0	0			0	0	0	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0	0				0	0				0	0			0	0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0	0				0	0				0	0			0	0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0				0	0				0	0			0	0	0	426.40	-

25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0				0	0				0	0			0	0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0				0	0				0	0			0	0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0				0	0				0	0			0	0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart				0	0				0	0				0	0			0	0	0	254.80	-
29	INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0	0				0	0				0	0			0	0	0	254.80	-
30	INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0	0				0	0				0	0			0	0	0	254.80	-
31	INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0	0				0	0				0	0			0	0	0	254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0			0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0			0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0			0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0			0	0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0			0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,346.80	-

46	INK CART, HP C6656AA, (HP56), Black	cart				0	0				0	0				0	0			0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0	0				0	0				0	0			0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0			0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0			0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0			0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0			0	0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0			0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0			0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0			0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0			0	0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0			0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0			0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0			0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0				0	0			0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0			0	0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0				0	0				0	0			0	0	0	754.00	-

67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0				0	0			0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0			0	0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0	0				0	0				0	0			0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0				0	0				0	0			0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0			0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0				0	0				0	0			0	0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0			0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0				0	0			0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0				0	0			0	0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0	0				0	0				0	0			0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0				0	0				0	0			0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0				0	0			0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0				0	0			0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0				0	0				0	0			0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0				0	0				0	0			0	0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0	0				0	0				0	0			0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0				0	0			0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0				0	0			0	0	0	360.88	-

88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0				0	0			0	0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0			0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0			0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0			0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0				0	0				0	0			0	0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				0	0			0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0				0	0			0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0			0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0			0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0			0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0			0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0				0	0				0	0			0	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0			0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0			0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0			0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0			0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0			0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0			0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0			0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0			0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0			0	0	0	2,984.80	-

109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0			0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0				0	0				0	0			0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0				0	0				0	0			0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0				0	0				0	0			0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0			0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0			0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0			0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0			0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0			0	0	0	9,978.80	-

130	TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0			0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0			0	0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0			0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0			0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0			0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0			0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0			0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0			0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0			0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0			0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0			0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0			0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0			0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0			0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0			0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0			0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0			0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0			0	0	0	5,844.80	-

151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0			0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0			0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0			0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0			0	0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0			0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0			0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				0	0			0	0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0				0	0				0	0			0	0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0				0	0			0	0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0				0	0				0	0			0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0				0	0				0	0			0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0				0	0				0	0			0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0				0	0				0	0			0	0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0				0	0				0	0			0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0				0	0				0	0			0	0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0				0	0				0	0			0	0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0				0	0				0	0			0	0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0				0	0				0	0			0	0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0	0				0	0				0	0			0	0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0				0	0				0	0			0	0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	0				0	0				0	0			0	0	0	334.88	-

172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0	0				0	0				0	0			0	0	0	75.92	-
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B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON ELECTRICAL SUPPLIES																								
1						0	0				0	0				0	0			0	0	0		-
2						0	0				0	0				0	0			0	0	0		-
3						0	0				0	0				0	0			0	0	0		-

COMMON OFFICE EQUIPMENT																								
1						0	0				0	0				0	0			0	0	0		-
2						0	0				0	0				0	0			0	0	0		-
3						0	0				0	0				0	0			0	0	0		-
4						0	0				0	0				0	0			0	0	0		-
5						0	0				0	0				0	0			0	0	0		-

COMMON OFFICE SUPPLIES																								
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-

COMMON JANITORIAL SUPPLIES																								
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-
						0	0				0	0				0	0			0	0	0		-

10					0	0				0	0				0	0				0	0	0			
Office Supplies																									
1					0	0				0	0				0	0				0	0	0		-	
2					0	0				0	0				0	0				0	0	0		-	
3					0	0				0	0				0	0				0	0	0		-	
4					0	0				0	0				0	0				0	0	0		-	
5					0	0				0	0				0	0				0	0	0		-	
6					0	0				0	0				0	0				0	0	0		-	
7					0	0				0	0				0	0				0	0	0		-	
8					0	0				0	0				0	0				0	0	0		-	
9					0	0				0	0				0	0				0	0	0		-	
10					0	0				0	0				0	0				0	0	0		-	
Audio and visual presentation and composing equipment						0																			
1					0	0				0	0				0	0				0	0	0		-	
2					0	0				0	0				0	0				0	0	0		-	
3					0	0				0	0				0	0				0	0	0		-	
4					0	0				0	0				0	0				0	0	0		-	
5					0	0				0	0				0	0				0	0	0		-	
6					0	0				0	0				0	0				0	0	0		-	
7					0	0				0	0				0	0				0	0	0		-	
8					0	0				0	0				0	0				0	0	0		-	
9					0	0				0	0				0	0				0	0	0		-	
10					0	0				0	0				0	0				0	0	0		-	
Photographic or filming or video equipment						0																			
1					0	0				0	0				0	0				0	0	0		-	
2					0	0				0	0				0	0				0	0	0		-	
3					0	0				0	0				0	0				0	0	0		-	
4					0	0				0	0				0	0				0	0	0		-	
5					0	0				0	0				0	0				0	0	0		-	
6					0	0				0	0				0	0				0	0	0		-	
7					0	0				0	0				0	0				0	0	0		-	
8					0	0				0	0				0	0				0	0	0		-	
9					0	0				0	0				0	0				0	0	0		-	
10					0	0				0	0				0	0				0	0	0		-	
Cleaning Equipment and Supplies						0																			
1					0	0				0	0				0	0				0	0	0		-	
2					0	0				0	0				0	0				0	0	0		-	
3					0	0				0	0				0	0				0	0	0		-	
4					0	0				0	0				0	0				0	0	0		-	
5					0	0				0	0				0	0				0	0	0		-	
6					0	0				0	0				0	0				0	0	0		-	
7					0	0				0	0				0	0				0	0	0		-	
8					0	0				0	0				0	0				0	0	0		-	
9					0	0				0	0				0	0				0	0	0		-	

10					0	0				0	0				0	0			0	0	0			-	
Paper Materials and Products						0																			
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-
10					0	0				0	0				0	0			0	0	0				-
Lighting and fixtures and accessories						0																			
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-
10					0	0				0	0				0	0			0	0	0				-
Electrical equipment and components and supplies																									
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-
10					0	0				0	0				0	0			0	0	0				-
Computer Supplies																									
1					0	0				0	0				0	0			0	0	0				-
2					0	0				0	0				0	0			0	0	0				-
3					0	0				0	0				0	0			0	0	0				-
4					0	0				0	0				0	0			0	0	0				-
5					0	0				0	0				0	0			0	0	0				-
6					0	0				0	0				0	0			0	0	0				-
7					0	0				0	0				0	0			0	0	0				-
8					0	0				0	0				0	0			0	0	0				-
9					0	0				0	0				0	0			0	0	0				-

10					0	0				0	0				0	0			0	0	0			-
Computer Equipment and Accessories																								-
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
*Other Categories																								-
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
C. TOTAL (A + B):																								-
D. ADDITIONAL PROVISION FOR																								-
E. GRAND TOTAL (C + D)																								-
F. APPROVED BUDGET BY THE																								
G. MONTHLY CASH REQUIREMENTS																								
G.1 Available at Procurement Service Stores					0				0						0				0					0
G.2 Other Items not available at PS but					0				0						0				0					0
TOTAL MONTHLY CASH					0				0						0				0					0

*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: _____

Property/Supply Officer

Accountant /
Local Budget Officer

Head of Office/Agency

Date Prepared:

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017-PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____

Agency Account Code: _____

Contact Person: _____

Region: _____

Position: _____

Address: _____

E-mail : _____

Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																									
COMMON ELECTRICAL SUPPLIES																									
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0					0	0				0	0				0	0	0	17.42	-

2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0					0	0					0	0	0	15.03	-
3	BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0					0	0					0	0	0	77.56	-
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0	0					0	0					0	0	0	114.40	-
5	FLUORESCENT LAMP, tubular, 36 watts	tube				0	0					0	0					0	0	0	280.80	-
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0					0	0					0	0	0		-
7	TAPE, electrical	roll				0	0					0	0					0	0	0	18.20	-
COMMON OFFICE SUPPLIES																						
1	ACETATE, gauge #3, 50m per roll	roll				0	0					0	0					0	0	0	624.00	-
2	AIR FRESHENER, 280mL/150g min	can				0	0					0	0					0	0	0	83.20	-
3	ALCOHOL, 70%, ethyl, 500ml	bottle				0	0					0	0					0	0	0	47.82	-
4	CARBON FILM, A4 size, 100 sheets per box	box				0	0					0	0					0	0	0	197.58	-
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0					0	0					0	0	0	202.80	-
6	CARTOLINA, assorted color, 20 pieces per pack	pack				0	0					0	0					0	0	0	64.48	-
7	CHALK, white, enamel, 100 pieces per box	box				0	0					0	0					0	0	0	25.86	-
8	CLEARBOOK, A4 size	piece				0	0					0	0					0	0	0	39.52	-
9	CLEARBOOK, Legal size	piece				0	0					0	0					0	0	0	43.68	-
10	CLIP, backfold, 19mm, 12 pieces per box	box				0	0					0	0					0	0	0	7.28	-
11	CLIP, backfold, 25mm, 12 pieces per box	box				0	0					0	0					0	0	0	10.40	-
12	CLIP, backfold, 32mm, 12 pieces per box	box				0	0					0	0					0	0	0	19.12	-
13	CLIP, backfold, 50mm, 12 pieces per box	box				0	0					0	0					0	0	0	36.38	-
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0	0					0	0					0	0	0	31.20	-
15	DATA FILE BOX, made with chipboard, with closed ends	box				0	0					0	0					0	0	0	69.78	-

16	DATA FOLDER, made with chipboard, taglia lock	piece				0	0				0	0				0	0			0	0	0	68.64	-
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0	0				0	0				0	0			0	0	0	381.54	-
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0	0				0	0				0	0			0	0	0	507.40	-
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	621.71	-
20	ENVELOPE, EXPANDING, plastic	piece				0	0				0	0				0	0			0	0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0	0				0	0				0	0			0	0	0	499.20	-
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	0				0	0				0	0			0	0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece				0	0				0	0				0	0			0	0	0	11.11	-
24	ERASER, plastic or rubber	piece				0	0				0	0				0	0			0	0	0	2.29	-
25	FASTENER, for paper, metal, 50 sets per box	box				0	0				0	0				0	0			0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0				0	0				0	0			0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0	0				0	0				0	0			0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0	0				0	0				0	0			0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0	0				0	0				0	0			0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0	0				0	0				0	0			0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack				0	0				0	0				0	0			0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	0				0	0				0	0			0	0	0	203.84	-
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0	0				0	0				0	0			0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				0	0				0	0				0	0			0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0	0				0	0				0	0			0	0	0	200.37	-
36	GLUE, all purpose, 300 grams min.	jar				0	0				0	0				0	0			0	0	0	44.18	-
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0	0				0	0				0	0			0	0	0	47.90	-
38	LOOSELEAF COVER, 50sets per bundle	bundle				0	0				0	0				0	0			0	0	0	539.76	-

39	MAGAZINE FILE BOX, LARGE	piece				0	0				0	0				0	0			0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set				0	0				0	0				0	0			0	0	0	35.55	-
41	MARKER, whiteboard, bullet type, black	piece				0	0				0	0				0	0			0	0	0	10.28	-
42	MARKER, whiteboard, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece				0	0				0	0				0	0			0	0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece				0	0				0	0				0	0			0	0	0	9.65	-
45	MARKER, permanent, bullet type, blue	piece				0	0				0	0				0	0			0	0	0	9.65	-
46	MARKER, permanent, bullet type, red	piece				0	0				0	0				0	0			0	0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	0				0	0				0	0			0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	31.20	-
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0	0				0	0				0	0			0	0	0	54.06	-
51	PAD PAPER, Ruled	pad				0	0				0	0				0	0			0	0	0	18.26	-
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	12.85	-
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0	0				0	0				0	0			0	0	0	6.43	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0				0	0				0	0			0	0	0	143.75	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0				0	0				0	0			0	0	0	169.90	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0	0				0	0				0	0			0	0	0	133.15	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0	0				0	0				0	0			0	0	0	143.49	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0	0				0	0				0	0			0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll				0	0				0	0				0	0			0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				0	0				0	0				0	0			0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece				0	0				0	0				0	0			0	0	0	278.72	-

1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0	0				0	0				0	0			0	0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece				0	0				0	0				0	0			0	0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece				0	0				0	0				0	0			0	0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece				0	0				0	0				0	0			0	0	0	187.20	-
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0	0				0	0				0	0			0	0	0	114.28	-
6	SCISSORS, (6")	pair				0	0				0	0				0	0			0	0	0	13.73	-
7	STAPLER, standard	piece				0	0				0	0				0	0			0	0	0	82.16	-
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity	piece				0	0				0	0				0	0			0	0	0	878.80	-
9	STAPLE REMOVER, plier type	piece				0	0				0	0				0	0			0	0	0	18.18	-
10	TAPE DISPENSER, table top	piece				0	0				0	0				0	0			0	0	0	47.72	-
11	WASTE BASKET, non-rigid plastic	piece				0	0				0	0				0	0			0	0	0	23.90	-
COMMON JANITORIAL SUPPLIES																								
1	BROOM, soft (tambo)	piece				0	0				0	0				0	0			0	0	0	88.40	-
2	BROOM, stick (tingting)	piece				0	0				0	0				0	0			0	0	0	23.92	-
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0	0				0	0				0	0			0	0	0	41.60	-
4	CLEANSER, scouring powder, 350grams/can	can				0	0				0	0				0	0			0	0	0	21.27	-
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0	0				0	0				0	0			0	0	0	37.43	-
6	DISINFECTANT SPRAY, 400-550 grams	can				0	0				0	0				0	0			0	0	0	119.60	-
7	DUST PAN, non-rigid plastic	piece				0	0				0	0				0	0			0	0	0	24.96	-
8	FLOOR WAX, Paste, red	can				0	0				0	0				0	0			0	0	0	202.80	-
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0	0				0	0				0	0			0	0	0	84.76	-

10	INSECTICIDE, aerosol type, 600mL/can	can				0	0								0	0				0	0	0	124.80	-
11	MOPBUCKET	piece				0	0								0	0				0	0	0	1,911.00	-
12	MOPHANDLE, screw type, aluminum handle	piece				0	0								0	0				0	0	0	142.48	-
13	MOPHEAD, made of rayon	piece				0	0								0	0				0	0	0	98.80	-
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle				0	0								0	0				0	0	0	49.69	-
15	SCOURING PAD, 5 pieces per pack	pack				0	0								0	0				0	0	0	102.96	-
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll				0	0								0	0				0	0	0	139.88	-
17	DISINFECTANT, bleaching solution	cont				0	0								0	0				0	0	0	101.82	-
																							7.28	
COMMON OFFICE EQUIPMENT																								
1	BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to	unit				0	0								0	0				0	0	0	10,400.00	-
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0	0								0	0				0	0	0	135.20	-
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0	0								0	0				0	0	0	258.84	-
4	CHAIR, monobloc, without armrest, beige	piece				0	0								0	0				0	0	0	254.68	-
5	CHAIR, monobloc, without armrest, white	piece				0	0								0	0				0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0	0								0	0				0	0	0	6,229.60	-
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC	unit				0	0								0	0				0	0	0	25,272.00	-
8	ELECTRIC FAN, industrial	unit				0	0								0	0				0	0	0	956.80	-
9	ELECTRIC FAN, orbit type	unit				0	0								0	0				0	0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit				0	0								0	0				0	0	0	967.10	-
11	ELECTRIC FAN, wall type	unit				0	0								0	0				0	0	0	790.40	-
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec. transmission speed	unit				0	0								0	0				0	0	0	3,502.72	-
13	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic	unit				0	0								0	0				0	0	0	1,080.56	-

14	FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, 2000 ansi	unit				0	0							0	0					0	0	0	4,992.00	-
15	MULTIMEDIA PROJECTOR, 4000 ansi lumens, 3600 hours lamp life, supports SVGA to XGA (compressed) resolution	unit				0	0							0	0					0	0	0	26,483.60	-
16	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap. automatic clamping, stationary	unit				0	0							0	0					0	0	0	7,488.00	-
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0	0							0	0					0	0	0	5,699.20	-
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0	0							0	0					0	0	0	18,709.60	-
19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0	0							0	0					0	0	0	5,831.52	-
20	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0	0							0	0					0	0	0	10,000.00	-
21	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0	0							0	0					0	0	0	1,237.60	-
22	TABLE, monobloc, square, 36" x 36", white, four(4) seater, for indoor and outdoor use	unit				0	0							0	0					0	0	0	1,289.60	-
23	TABLE, monobloc, square, 36" x 36", beige, four(4) seater, for indoor and outdoor use	unit				0	0							0	0					0	0	0	1,289.60	-
24	Desktop and Laptop	unit				0	0							0	0					0	0	0		-
COMMON COMPUTER SUPPLIES																								
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0	0							0	0					0	0	0	630.76	-
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0	0							0	0					0	0	0	950.30	-
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0	0							0	0					0	0	0	716.04	-
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0	0							0	0					0	0	0	1,220.96	-
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0	0							0	0					0	0	0	596.80	-
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0	0							0	0					0	0	0	958.15	-
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0	0							0	0					0	0	0	21.79	-
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light	piece				0	0							0	0					0	0	0	2,818.40	-
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0	0							0	0					0	0	0	194.48	-
10	MOUSE, optical, USB connection type	unit				0	0							0	0					0	0	0	127.80	-

20	INK CART, CANON CLI-726, Magenta	cart				0	0				0	0				0	0			0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0	0				0	0				0	0			0	0	0	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0	0				0	0				0	0			0	0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0	0				0	0				0	0			0	0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0				0	0				0	0			0	0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0				0	0				0	0			0	0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0				0	0				0	0			0	0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0				0	0				0	0			0	0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart				0	0				0	0				0	0			0	0	0	254.80	-
29	INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0	0				0	0				0	0			0	0	0	254.80	-
30	INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0	0				0	0				0	0			0	0	0	254.80	-
31	INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0	0				0	0				0	0			0	0	0	254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0			0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0			0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0			0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0			0	0	0	717.60	-

43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0			0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0				0	0				0	0			0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0	0				0	0				0	0			0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0			0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0			0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0			0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0			0	0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0			0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0			0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0			0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0			0	0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0			0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0			0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0			0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0				0	0			0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0			0	0	0	1,445.60	-

89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0				0	0				0	0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0				0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0				0	0				0	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0	0	5,298.80	-

112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0				0	0				0	0			0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0				0	0				0	0			0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0				0	0				0	0			0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0			0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0			0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0			0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0			0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0			0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0			0	0	0	3,998.80	-

135	TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0	0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0	0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0	0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0	0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0	0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0	0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0	0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0	0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0	0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0	0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0	0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0	0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0	0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0	0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0	0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0	0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0	0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0	0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0	0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0	0	0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0	0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0	0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				0	0	0	0	0	2,912.00	-

158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0				0	0				0	0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0				0	0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0				0	0				0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0				0	0				0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0				0	0				0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0				0	0				0	0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0				0	0				0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0				0	0				0	0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0				0	0				0	0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0				0	0				0	0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0				0	0				0	0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0	0				0	0				0	0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0				0	0				0	0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	0				0	0				0	0	0	334.88	-
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0	0				0	0				0	0	0	75.92	-

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

COMMON ELECTRICAL SUPPLIES																					
1						0	0				0	0				0	0	0		-	
2						0	0				0	0				0	0	0		-	
3						0	0				0	0				0	0	0		-	

COMMON OFFICE EQUIPMENT																					
1						0	0				0	0				0	0	0		-	
2						0	0				0	0				0	0	0		-	
3						0	0				0	0				0	0	0		-	
4						0	0				0	0				0	0	0		-	
5						0	0				0	0				0	0	0		-	

COMMON OFFICE SUPPLIES																					
						0	0				0	0				0	0	0		-	

5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Photographic or filming or video equipment						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Cleaning Equipment and Supplies						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Paper Materials and Products						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Lighting and fixtures and accessories						0																			
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-

5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Electrical equipment and components and supplies																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Computer Supplies																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Computer Equipment and Accessories																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
*Other Categories																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-

5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
C. TOTAL (A + B):																								-	
D. ADDITIONAL PROVISION FOR																								-	
E. GRAND TOTAL (C + D)																								-	
F. APPROVED BUDGET BY THE																									
G. MONTHLY CASH REQUIREMENTS																									
G.1 Available at Procurement Service Stores		X		0		X		0		X		0		X		0		X		0		X		0	
G.2 Other Items not available at PS but		X		0		X		0		X		0		X		0		X		0		X		0	
TOTAL MONTHLY CASH		X		0		X		0		X		0		X		0		X		0		X		0	

*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:

 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:

 Accountant /
 Local Budget Officer

Approved by:

 Head of Office/Agency

Date Prepared:

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com. For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2106, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017-PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____

Agency Account Code: _____

Contact Person: _____

Region: _____

Position: _____

Address: _____

E-mail : _____

Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																							
COMMON ELECTRICAL SUPPLIES																							

1	BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0								0	0				0	0	0	17.42	-		
2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0								0	0				0	0	0	15.03	-		
3	BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0								0	0				0	0	0	77.56	-		
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0	0								0	0				0	0	0	114.40	-		
5	FLUORESCENT LAMP, tubular, 36 watts	tube				0	0								0	0				0	0	0	280.80	-		
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0								0	0				0	0	0		-		
7	TAPE, electrical	roll				0	0								0	0				0	0	0	18.20	-		
COMMON OFFICE SUPPLIES																										
1	ACETATE, gauge #3, 50m per roll	roll				0	0								0	0				0	0	0	624.00	-		
2	AIR FRESHENER, 280ml/150g min	can				0	0								0	0				0	0	0	83.20	-		
3	ALCOHOL, 70%, ethyl, 500ml	bottle				0	0								0	0				0	0	0	47.82	-		
4	CARBON FILM, A4 size, 100	box				0	0								0	0				0	0	0	197.58	-		
5	CARBON FILM, PE, black, 210mm	box				0	0								0	0				0	0	0	202.80	-		
6	CARTON, assorted color, 20 pieces per pack	pack				0	0								0	0				0	0	0	64.48	-		
7	CHALK, white, enamel, 100 pieces per box	box				0	0								0	0				0	0	0	25.86	-		
8	CLEARBOOK, A4 size	piece				0	0								0	0				0	0	0	39.52	-		
9	CLEARBOOK, Legal size	piece				0	0								0	0				0	0	0	43.68	-		
10	CLIP, backload, 19mm, 12 pieces per box	box				0	0								0	0				0	0	0	7.28	-		
11	CLIP, backload, 25mm, 12 pieces per box	box				0	0								0	0				0	0	0	10.40	-		
12	CLIP, backload, 32mm, 12 pieces per box	box				0	0								0	0				0	0	0	19.12	-		
13	CLIP, backload, 50mm, 12 pieces per box	box				0	0								0	0				0	0	0	36.38	-		
14	CORRECTION TAPE, 6 DATA FILE BOX, 1 piece in individual box	piece				0	0								0	0				0	0	0	31.20	-		
15	DATA FILE BOX, 1 piece in individual box	box				0	0								0	0				0	0	0	69.78	-		
16	DIAPHRAGM, with, 1 piece in individual box	piece				0	0								0	0				0	0	0	68.64	-		
17	ENVELOPE, DOCUMENTARY, for A4	box				0	0								0	0				0	0	0	381.54	-		
18	ENVELOPE, DOCUMENTARY, for A4	box				0	0								0	0				0	0	0	507.40	-		
19	ENVELOPE, EXPANDING, 100 pieces	box				0	0								0	0				0	0	0	621.71	-		
20	ENVELOPE, EXPANDING, plastic	piece				0	0								0	0				0	0	0	27.61	-		
21	ENVELOPE, MAILING, 500 pieces	box				0	0								0	0				0	0	0	499.20	-		
22	ENVELOPE, MAILING, with window, 100 pieces per box	box				0	0								0	0				0	0	0	561.60	-		
23	ERASER, for blackboard/whiteboard	piece				0	0								0	0				0	0	0	11.11	-		
24	ERASER, plastic or rubber	piece				0	0								0	0				0	0	0	2.29	-		
25	FASTENER, for paper, metal, 50 piece per box	box				0	0								0	0				0	0	0	57.09	-		
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0								0	0				0	0	0	70.67	-		
27	FILE TAB DIVIDER, A4, five (5) colors	set				0	0								0	0				0	0	0	12.48	-		
28	FILE TAB DIVIDER, Legal size, five (5) colors per set	set				0	0								0	0				0	0	0	16.64	-		
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0	0								0	0				0	0	0	234.00	-		

30	FOLDER, Fancy, Legal, 50 pieces	bundle				0	0					0	0					0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces	pack				0	0					0	0					0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50	pack				0	0					0	0					0	0	0	203.84	-
33	FOLDER, Pressboard, size	box				0	0					0	0					0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100	pack				0	0					0	0					0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size,	pack				0	0					0	0					0	0	0	200.37	-
36	GLOVE, air purpose, 300 grams	jar				0	0					0	0					0	0	0	44.18	-
37	INDEX TAB, self-adhesive, 5	box				0	0					0	0					0	0	0	47.90	-
38	COUSIN LEAF CUTLERS, 50 sets per	bundle				0	0					0	0					0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece				0	0					0	0					0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors	set				0	0					0	0					0	0	0	35.55	-
41	MARKER, whiteboard, bullet	piece				0	0					0	0					0	0	0	10.28	-
42	MARKER, whiteboard, bullet	piece				0	0					0	0					0	0	0	10.28	-
43	MARKER, whiteboard, bullet	piece				0	0					0	0					0	0	0	10.28	-
44	MARKER, permanent, bullet	piece				0	0					0	0					0	0	0	9.65	-
45	MARKER, permanent, bullet	piece				0	0					0	0					0	0	0	9.65	-
46	MARKER, permanent, bullet	piece				0	0					0	0					0	0	0	9.65	-
47	NOTE BOOK, stenographer s, 40	piece				0	0					0	0					0	0	0	10.40	-
48	NOTE PAD, stick-on, (2 x3), 100	pad				0	0					0	0					0	0	0	31.20	-
49	NOTE PAD, stick-on, (3 x3), 100	pad				0	0					0	0					0	0	0	40.54	-
50	NOTE PAD, stick-on, (3 x4), 100	pad				0	0					0	0					0	0	0	54.06	-
51	PAD PAPER, Ruled	pad				0	0					0	0					0	0	0	18.26	-
52	PAPER CLIP, gem type, 40mm,	box				0	0					0	0					0	0	0	12.85	-
53	PAPER CLIP, gem type, 32mm,	box				0	0					0	0					0	0	0	6.43	-
54	PAPER, MULTI-COPY, 80gsm,	ream				0	0					0	0					0	0	0	125.20	-
55	PAPER, MULTI-COPY,	ream				0	0					0	0					0	0	0	151.39	-
56	PAPER, multi-purpose (COPY)	ream				0	0					0	0					0	0	0	114.65	-
57	PAPER, multi-purpose (COPY),	ream				0	0					0	0					0	0	0	124.98	-
58	PARCHMENT PAPER, A4 size, 80	ream				0	0					0	0					0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll				0	0					0	0					0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1)	box				0	0					0	0					0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece				0	0					0	0					0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size:	book				0	0					0	0					0	0	0	60.32	-
63	RECORD BOOK, 300 pages, size:	book				0	0					0	0					0	0	0	86.85	-
64	RING BINDER, Plastic 32mm, 10	bundle				0	0					0	0					0	0	0	256.87	-
65	ROBBER BAND, 70mm mm ray	box				0	0					0	0					0	0	0	93.31	-
66	ROLLER, plastic, 450mm, 1 piece in	piece				0	0					0	0					0	0	0	15.48	-
67	SIGN PEN, black	piece				0	0					0	0					0	0	0	38.10	-
68	SIGN PEN, blue	piece				0	0					0	0					0	0	0	38.10	-
69	SIGN PEN, red	piece				0	0					0	0					0	0	0	38.10	-
70	STAMP PAD INK, violet, 50mL	bottle				0	0					0	0					0	0	0	24.63	-
71	STAMP PAD, felt pad, mm 80mm	piece				0	0					0	0					0	0	0	27.66	-
72	STAPLE WIRE, Heavy duty, 23/13	box				0	0					0	0					0	0	0	23.40	-
73	STAPLE WIRE, Standard	box				0	0					0	0					0	0	0	18.92	-
74	TAPE, masking, 24mm, 50 meters	roll				0	0					0	0					0	0	0	55.12	-
75	TAPE, masking, 40mm, 50 meters	roll				0	0					0	0					0	0	0	105.04	-
76	TAPE, transparent, 24mm, 50	roll				0	0					0	0					0	0	0	10.92	-

77	TAPE, transparent, 40mm, 50 meters length	roll					0	0						0	0			0	0	0	26.52	-
78	TAPE, packaging, 40mm, 50 meters length	roll					0	0						0	0			0	0	0	32.74	-
79	TOILET TISSUE, 12 rolls per pack	pack					0	0						0	0			0	0	0	67.60	-
80	TWINE, plastic, one kilo per roll	roll					0	0						0	0			0	0	0	49.92	-
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack					0	0						0	0			0	0	0	128.84	-
82	Software						0	0						0	0			0	0	0		-
83	Airline Travel						0	0						0	0			0	0	0		-
COMMON OFFICE DEVICES																						
1	CUTTER BLADE, heavy duty cutter, 40 pieces per tube	tube					0	0						0	0			0	0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece					0	0						0	0			0	0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece					0	0						0	0			0	0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in	piece					0	0						0	0			0	0	0	187.20	-
5	PENCIL, paper, heavy duty, with two hole guide, 1 piece in	piece					0	0						0	0			0	0	0	114.28	-
6	SCISSORS, (6")	pair					0	0						0	0			0	0	0	13.73	-
7	STAPLER, standard	piece					0	0						0	0			0	0	0	82.16	-
8	STAPLER, binder type, heavy duty for high volume stapling, 35	piece					0	0						0	0			0	0	0	878.80	-
9	STAPLE REMOVER, plier type	piece					0	0						0	0			0	0	0	18.18	-
10	TAPE DISPENSER, table top	piece					0	0						0	0			0	0	0	47.72	-
11	WASTE BASKET, non-rigid plastic	piece					0	0						0	0			0	0	0	23.90	-
COMMON JANITORIAL SUPPLIES																						
1	BROOM, soft (tambo)	piece					0	0						0	0			0	0	0	88.40	-
2	BROOM, stick (tingting)	piece					0	0						0	0			0	0	0	23.92	-
3	CLEANER, TOILET BOWL AND URINAL, 500ml can	bottle					0	0						0	0			0	0	0	41.60	-
4	DETERGENT POWDER, all	can					0	0						0	0			0	0	0	21.27	-
5	DISINFECTANT SPRAY, 400-550 grams	pouch					0	0						0	0			0	0	0	37.43	-
6	DUST PAN, non-rigid plastic	piece					0	0						0	0			0	0	0	119.60	-
7	DUST PAN, non-rigid plastic	piece					0	0						0	0			0	0	0	24.96	-
8	FLOOR WAX, Paste, red	can					0	0						0	0			0	0	0	202.80	-
9	FURNITURE CLEANER, aerosol, insecticide, aerosol type, 600ml/can	can					0	0						0	0			0	0	0	84.76	-
10	MOPBUCKET	piece					0	0						0	0			0	0	0	124.80	-
11	MOPHANDLE, screw type, aluminum handle	piece					0	0						0	0			0	0	0	1,911.00	-
12	MOPHEAD, made of rayon	piece					0	0						0	0			0	0	0	142.48	-
13	RAG, air cotton, 32 pieces per kilo	bundle					0	0						0	0			0	0	0	98.80	-
14	SECURING PAD, 5 pieces per pack	pack					0	0						0	0			0	0	0	49.69	-
15	TRASH BAG, plastic, transparent, 1000g/roll	roll					0	0						0	0			0	0	0	102.96	-
16	DISINFECTANT, bleaching solution	cont					0	0						0	0			0	0	0	139.88	-
17							0	0						0	0			0	0	0	101.82	-
																					7.28	
COMMON OFFICE EQUIPMENT																						
1	BINDING AND PUNCHING MACHINE, (C) IMPACT, ELECTRONIC, digital, unit in	unit					0	0						0	0			0	0	0	10,400.00	-
2	CHAIR, monobloc, without	unit					0	0						0	0			0	0	0	135.20	-
3	CHAIR, monobloc, without	unit					0	0						0	0			0	0	0	258.84	-
4	CHAIR, monobloc, without	piece					0	0						0	0			0	0	0	254.68	-
5	CHAIR, monobloc, without	piece					0	0						0	0			0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual	unit					0	0						0	0			0	0	0	6,229.60	-

7	DOCUMENT CAMERA, four(4) reference points demarcate	unit						0	0					0	0	0	25,272.00	-
8	ELECTRIC FAN, industrial	unit						0	0					0	0	0	956.80	-
9	ELECTRIC FAN, orbit type	unit						0	0					0	0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit						0	0					0	0	0	967.10	-
11	ELECTRIC FAN, wall type	unit						0	0					0	0	0	790.40	-
12	FACSIMILE MACHINE, uses three extinguisher, fully for	unit						0	0					0	0	0	3,502.72	-
13	FIRE EXTINGUISHER, dry chemical for ABC class of fire	unit						0	0					0	0	0	1,080.56	-
14	MULTIMEDIA PROJECTOR, 4000	unit						0	0					0	0	0	4,992.00	-
15	PAPER TRIMMER, 10" wide	unit						0	0					0	0	0	26,483.60	-
16	MACHINE READER, position, set	unit						0	0					0	0	0	7,488.00	-
17	PRINTER, IMPACT DOT MATRIX,	unit						0	0					0	0	0	5,699.20	-
18	PRINTER, IMPACT DOT MATRIX,	unit						0	0					0	0	0	18,709.60	-
19	PRINTER, inkjet, wireless	unit						0	0					0	0	0	5,831.52	-
20	PRINTER, EASER, monochrome,	unit						0	0					0	0	0	10,000.00	-
21	TABLE, round top, square, 36" x	unit						0	0					0	0	0	1,237.60	-
22	TABLE, white, four(4) square, 30" x	unit						0	0					0	0	0	1,289.60	-
23	TABLE, white, four(4) square, 30" x	unit						0	0					0	0	0	1,289.60	-
24	Desktop and Laptop	unit						0	0					0	0	0		-
COMMON COMPUTER SUPPLIES																		
1	COMPUTER CONTINUOUS FORMS 11" x 14" 1000	box						0	0					0	0	0	630.76	-
2	COMPUTER CONTINUOUS FORMS 11" x 14" 1000	box						0	0					0	0	0	950.30	-
3	COMPUTER CONTINUOUS FORMS 11" x 14" 1000	box						0	0					0	0	0	716.04	-
4	COMPUTER CONTINUOUS FORMS 11" x 14" 1000	box						0	0					0	0	0	1,220.96	-
5	COMPUTER CONTINUOUS FORMS 11" x 14" 1000	box						0	0					0	0	0	596.80	-
6	COMPUTER CONTINUOUS FORMS 11" x 14" 1000	box						0	0					0	0	0	958.15	-
7	EXTERNAL HARD DRIVE, 1TB, 2.5	piece						0	0					0	0	0	21.79	-
8	HDD DRIVE, hard, USB 2.0,	piece						0	0					0	0	0	2,818.40	-
9	MUOSE, optical, USB connection	unit						0	0					0	0	0	194.48	-
10	type	unit						0	0					0	0	0	127.80	-
HANDBOOK ON PROCUREMENT																		
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT	piece						0	0					0	0	0	61.83	-
CONSUMABLES																		
1	INK CART, BROTHER LC39BK, Black	cart						0	0					0	0	0	681.20	-
2	INK CART, BROTHER LC39C, Cyan	cart						0	0					0	0	0	447.20	-
3	INK CART, BROTHER LC39M, Magenta	cart						0	0					0	0	0	447.20	-
4	INK CART, BROTHER LC39Y, Yellow	cart						0	0					0	0	0	447.20	-
5	INK CART, BROTHER LC67B, Black	cart						0	0					0	0	0	910.00	-
6	INK CART, BROTHER LC67C, Cyan	cart						0	0					0	0	0	546.00	-
7	INK CART, BROTHER LC67M, Magenta	cart						0	0					0	0	0	546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart						0	0					0	0	0	546.00	-
9	INK CART, BROTHER LC67HTBK, Black	cart						0	0					0	0	0	1,538.16	-
10	INK CART, BROTHER LC67HTC, Cyan	cart						0	0					0	0	0	868.40	-
11	INK CART, BROTHER LC67HTM, Magenta	cart						0	0					0	0	0	868.40	-
12	INK CART, BROTHER LC67HTY, Yellow	cart						0	0					0	0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart						0	0					0	0	0	774.80	-

14	INK CART, CANON PG-740, Black	cart				0	0				0	0				0	0	0	754.00	-
15	INK CART, CANON PGI-725, Black	cart				0	0				0	0				0	0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart				0	0				0	0				0	0	0	534.56	-
17	INK CART, CANON CL-811, Colored	cart				0	0				0	0				0	0	0	1,022.32	-
18	INK CART, CANON CL-741, Colored	cart				0	0				0	0				0	0	0	1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart				0	0				0	0				0	0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0	0				0	0				0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0	0				0	0				0	0	0	535.60	-
22	INK CART, EPSON C131030190 (T128) Black	cart				0	0				0	0				0	0	0	491.92	-
23	INK CART, EPSON C131039090 (T128) Colored	cart				0	0				0	0				0	0	0	770.64	-
24	INK CART, EPSON (C41) Black	cart				0	0				0	0				0	0	0	426.40	-
25	INK CART, EPSON (C41) Cyan	cart				0	0				0	0				0	0	0	426.40	-
26	INK CART, EPSON (C41) Magenta	cart				0	0				0	0				0	0	0	426.40	-
27	INK CART, EPSON (C41) Yellow	cart				0	0				0	0				0	0	0	426.40	-
28	INK CART, EPSON C131004100 (T664A) Black	cart				0	0				0	0				0	0	0	254.80	-
29	INK CART, EPSON C131004200 (T664A) Cyan	cart				0	0				0	0				0	0	0	254.80	-
30	INK CART, EPSON C131004300 (T664A) Magenta	cart				0	0				0	0				0	0	0	254.80	-
31	INK CART, EPSON C131004400 (T664A) Yellow	cart				0	0				0	0				0	0	0	254.80	-
32	INK CART, HP 51045A, (HP45), Black	cart				0	0				0	0				0	0	0	1,346.80	-
33	INK CART, HP C1023A, (HP23), HP	cart				0	0				0	0				0	0	0	1,612.00	-
34	INK CART, HP C4044A, (HP10), Black	cart				0	0				0	0				0	0	0	1,554.80	-
35	INK CART, HP C4900AA, (HP40X), Black	cart				0	0				0	0				0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP40X), Cyan	cart				0	0				0	0				0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP40X), Magenta	cart				0	0				0	0				0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP40X), Yellow	cart				0	0				0	0				0	0	0	1,034.80	-
39	INK CART, HP C4937A, (HP10), Black	cart				0	0				0	0				0	0	0	982.80	-
40	INK CART, HP C4930A, (HP10), Magenta	cart				0	0				0	0				0	0	0	717.60	-
41	INK CART, HP C4939A, (HP10), Yellow	cart				0	0				0	0				0	0	0	717.60	-
42	INK CART, HP C0570DA, (HP70), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
43	INK CART, HP C0015DA, (HP15), Black	cart				0	0				0	0				0	0	0	1,237.60	-
44	INK CART, HP C0025AA, (HP17), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
45	INK CART, HP C0050AA, (HP50), Black	cart				0	0				0	0				0	0	0	921.44	-
46	INK CART, HP C0057AA, (HP57), Tri-color	cart				0	0				0	0				0	0	0	1,466.40	-
47	INK CART, HP C0727AA, (HP27), Black	cart				0	0				0	0				0	0	0	826.80	-
48	INK CART, HP C0705VA, (HP94), Black	cart				0	0				0	0				0	0	0	930.80	-
49	INK CART, HP C0700VA, (HP95), Tri-color	cart				0	0				0	0				0	0	0	1,133.60	-
50	INK CART, HP C0707VA, (HP90), Black	cart				0	0				0	0				0	0	0	1,430.00	-
51	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0	0	650.00	-
52	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0	0	751.92	-
53	INK CART, HP C9301WA, (HP93), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
54	INK CART, HP C9302WA, (HP92), Black	cart				0	0				0	0				0	0	0	600.08	-
55	INK CART, HP C9303WA, (HP97), Tri-color	cart				0	0				0	0				0	0	0	1,492.40	-
56	INK CART, HP C9304WA, (HP90), Black	cart				0	0				0	0				0	0	0	826.80	-
57	INK CART, HP C0314A, (HP900), Black	cart				0	0				0	0				0	0	0	296.40	-
58	INK CART, HP C0315A, (HP900), Tri-color	cart				0	0				0	0				0	0	0	379.60	-
59	INK CART, HP C0335VA, (HP74), Black	cart				0	0				0	0				0	0	0	696.80	-

61	INK CART, HP CB330VVA, (INK CART), HP CB330VVA, (HP 75), Black	cart								0	0									0	0	0	1,508.00	-
62	INK CART, HP CB330VVA, (INK CART), HP CB330VVA, (HP 75), Tri-color	cart								0	0									0	0	0	803.92	-
63	INK CART, HP CB330VVA, (INK CART), HP CB330VVA, (HP 75), Black	cart								0	0									0	0	0	1,606.80	-
64	INK CART, HP CC041VVA, (INK CART), HP CC041VVA, (HP 90), Black	cart								0	0									0	0	0	639.60	-
65	INK CART, HP CC041VVA, (INK CART), HP CC041VVA, (HP 90), Tri-color	cart								0	0									0	0	0	1,445.60	-
66	INK CART, HP CC043VVA, (INK CART), HP CC043VVA, (HP 90), Black	cart								0	0									0	0	0	754.00	-
67	INK CART, HP CC043VVA, (INK CART), HP CC043VVA, (HP 90), Tri-color	cart								0	0									0	0	0	1,658.80	-
68	INK CART, HP CC055VVA, (INK CART), HP CC055VVA, (HP 90), Black	cart								0	0									0	0	0	639.60	-
69	INK CART, HP CC055VVA, (INK CART), HP CC055VVA, (HP 90), Tri-color	cart								0	0									0	0	0	1,019.20	-
70	INK CART, HP CC080VVA, (INK CART), HP CC080VVA, (HP 90), Black	cart								0	0									0	0	0	1,086.80	-
71	INK CART, HP CC080VVA, (INK CART), HP CC080VVA, (HP 90), Tri-color	cart								0	0									0	0	0	358.80	-
72	INK CART, HP CD097VVA, (INK CART), HP CD097VVA, (HP 90), Black	cart								0	0									0	0	0	358.80	-
73	INK CART, HP CD097VVA, (INK CART), HP CD097VVA, (HP 90), Yellow	cart								0	0									0	0	0	792.48	-
74	INK CART, HP CD097VVA, (INK CART), HP CD097VVA, (HP 90), Cyan	cart								0	0									0	0	0	629.20	-
75	INK CART, HP CD097VVA, (INK CART), HP CD097VVA, (HP 90), Magenta	cart								0	0									0	0	0	629.20	-
76	INK CART, HP CD097VVA, (INK CART), HP CD097VVA, (HP 90), Yellow	cart								0	0									0	0	0	629.20	-
77	INK CART, HP CD097VVA, (INK CART), HP CD097VVA, (HP 90), Black	cart								0	0									0	0	0	1,242.80	-
78	INK CART, HP CH501VVA, (INK CART), HP CH501VVA, (HP 90), Black	cart								0	0									0	0	0	644.80	-
79	INK CART, HP CH501VVA, (INK CART), HP CH501VVA, (HP 90), Tri-color	cart								0	0									0	0	0	826.80	-
80	INK CART, HP CN045VVA, (INK CART), HP CN045VVA, (HP 90), Black	cart								0	0									0	0	0	1,554.80	-
81	INK CART, HP CN045VVA, (INK CART), HP CN045VVA, (HP 90), Yellow	cart								0	0									0	0	0	1,175.20	-
82	INK CART, HP CN045VVA, (INK CART), HP CN045VVA, (HP 90), Cyan	cart								0	0									0	0	0	1,180.40	-
83	INK CART, HP CN045VVA, (INK CART), HP CN045VVA, (HP 90), Magenta	cart								0	0									0	0	0	1,180.40	-
84	INK CART, HP CN093VVA, (INK CART), HP CN093VVA, (HP 90), Black	cart								0	0									0	0	0	358.80	-
85	INK CART, HP CN093VVA, (INK CART), HP CN093VVA, (HP 90), Tri-color	cart								0	0									0	0	0	358.80	-
86	INK CART, HP CZ100VVA, (INK CART), HP CZ100VVA, (HP 90), Black	cart								0	0									0	0	0	358.80	-
87	INK CART, HP CZ100VVA, (INK CART), HP CZ100VVA, (HP 90), Tri-color	cart								0	0									0	0	0	360.88	-
88	INK CART, HP CZ121A (HP 005A), Black	cart								0	0									0	0	0	366.08	-
89	INK CART, HP CZ122A (HP 005A), Black	cart								0	0									0	0	0	249.60	-
90	INK CART, HP CZ123A (HP 005A), Black	cart								0	0									0	0	0	249.60	-
91	INK CART, HP CZ124A (HP 005A), Black	cart								0	0									0	0	0	249.60	-
92	INK CART, HP Q0093VVA, (INK CART), LEXMARK 10N021/ (#7) Clear	cart								0	0									0	0	0	930.80	-
93	INK CART, LEXMARK 10N021/ (#7) Clear	cart								0	0									0	0	0	1,003.60	-
94	INK CART, LEXMARK 10N022/ (#7) Clear	cart								0	0									0	0	0	1,196.00	-
95	TONER CART, BROTHER TN- 700 Black	cart								0	0									0	0	0	2,556.32	-
96	TONER CART, BROTHER TN- 700 Black	cart								0	0									0	0	0	1,820.00	-
97	TONER CART, BROTHER TN- 700 Black	cart								0	0									0	0	0	2,860.00	-
98	TONER CART, BROTHER TN- 700 Black	cart								0	0									0	0	0	3,354.00	-
99	TONER CART, BROTHER TN- 700 Black for HP LE450DN/CL	cart								0	0									0	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart								0	0									0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart								0	0									0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart								0	0									0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart								0	0									0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart								0	0									0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart								0	0									0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart								0	0									0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart								0	0									0	0	0	2,984.80	-

108	TONER CART, HP CB543A, Magenta	cart					0	0					0	0				0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart					0	0					0	0				0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart					0	0					0	0				0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart					0	0					0	0				0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart					0	0					0	0				0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart					0	0					0	0				0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart					0	0					0	0				0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart					0	0					0	0				0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A) Black	cart					0	0					0	0				0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart					0	0					0	0				0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart					0	0					0	0				0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart					0	0					0	0				0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart					0	0					0	0				0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart					0	0					0	0				0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart					0	0					0	0				0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart					0	0					0	0				0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart					0	0					0	0				0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart					0	0					0	0				0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart					0	0					0	0				0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart					0	0					0	0				0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart					0	0					0	0				0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart					0	0					0	0				0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP205) Black	cart					0	0					0	0				0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP205) Cyan	cart					0	0					0	0				0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP205) Yellow	cart					0	0					0	0				0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP205) Magenta	cart					0	0					0	0				0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart					0	0					0	0				0	0	0	3,998.80	-
135	TONER CART, HP CE505A, Black, high cap	cart					0	0					0	0				0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart					0	0					0	0				0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart					0	0					0	0				0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart					0	0					0	0				0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart					0	0					0	0				0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart					0	0					0	0				0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart					0	0					0	0				0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart					0	0					0	0				0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart					0	0					0	0				0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart					0	0					0	0				0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart					0	0					0	0				0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart					0	0					0	0				0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart					0	0					0	0				0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart					0	0					0	0				0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart					0	0					0	0				0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart					0	0					0	0				0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart					0	0					0	0				0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart					0	0					0	0				0	0	0	3,894.80	-
153	TONER CART, LEXIMARK FAXLH2P, Black	cart					0	0					0	0				0	0	0	8,874.32	-
154	TONER CART, LEXIMARK T650A11P, Black	cart					0	0					0	0				0	0	0	9,630.40	-

2					0	0				0	0				0	0				0	0	0	-
3					0	0				0	0				0	0				0	0	0	-
4					0	0				0	0				0	0				0	0	0	-
5					0	0				0	0				0	0				0	0	0	-
6					0	0				0	0				0	0				0	0	0	-
7					0	0				0	0				0	0				0	0	0	-
8					0	0				0	0				0	0				0	0	0	-
9					0	0				0	0				0	0				0	0	0	-
10					0	0				0	0				0	0				0	0	0	-
Paper Materials and Products						0																	
1					0	0				0	0				0	0				0	0	0	-
2					0	0				0	0				0	0				0	0	0	-
3					0	0				0	0				0	0				0	0	0	-
4					0	0				0	0				0	0				0	0	0	-
5					0	0				0	0				0	0				0	0	0	-
6					0	0				0	0				0	0				0	0	0	-
7					0	0				0	0				0	0				0	0	0	-
8					0	0				0	0				0	0				0	0	0	-
9					0	0				0	0				0	0				0	0	0	-
10					0	0				0	0				0	0				0	0	0	-
Lighting and fixtures and accessories						0																	
1					0	0				0	0				0	0				0	0	0	-
2					0	0				0	0				0	0				0	0	0	-
3					0	0				0	0				0	0				0	0	0	-
4					0	0				0	0				0	0				0	0	0	-
5					0	0				0	0				0	0				0	0	0	-
6					0	0				0	0				0	0				0	0	0	-
7					0	0				0	0				0	0				0	0	0	-
8					0	0				0	0				0	0				0	0	0	-
9					0	0				0	0				0	0				0	0	0	-
10					0	0				0	0				0	0				0	0	0	-
Electrical equipment and components and supplies						0																	
1					0	0				0	0				0	0				0	0	0	-
2					0	0				0	0				0	0				0	0	0	-
3					0	0				0	0				0	0				0	0	0	-
4					0	0				0	0				0	0				0	0	0	-
5					0	0				0	0				0	0				0	0	0	-
6					0	0				0	0				0	0				0	0	0	-
7					0	0				0	0				0	0				0	0	0	-
8					0	0				0	0				0	0				0	0	0	-
9					0	0				0	0				0	0				0	0	0	-
10					0	0				0	0				0	0				0	0	0	-
Computer Supplies						0																	
1					0	0				0	0				0	0				0	0	0	-
2					0	0				0	0				0	0				0	0	0	-

3					0	0				0	0					0	0	0			-
4					0	0				0	0					0	0	0			-
5					0	0				0	0					0	0	0			-
6					0	0				0	0					0	0	0			-
7					0	0				0	0					0	0	0			-
8					0	0				0	0					0	0	0			-
9					0	0				0	0					0	0	0			-
10					0	0				0	0					0	0	0			-
Computer Equipment and Accessories																					-
1					0	0				0	0					0	0	0			-
2					0	0				0	0					0	0	0			-
3					0	0				0	0					0	0	0			-
4					0	0				0	0					0	0	0			-
5					0	0				0	0					0	0	0			-
6					0	0				0	0					0	0	0			-
7					0	0				0	0					0	0	0			-
8					0	0				0	0					0	0	0			-
9					0	0				0	0					0	0	0			-
10					0	0				0	0					0	0	0			-
*Other Categories																					-
1					0	0				0	0					0	0	0			-
2					0	0				0	0					0	0	0			-
3					0	0				0	0					0	0	0			-
4					0	0				0	0					0	0	0			-
5					0	0				0	0					0	0	0			-
6					0	0				0	0					0	0	0			-
7					0	0				0	0					0	0	0			-
8					0	0				0	0					0	0	0			-
9					0	0				0	0					0	0	0			-
10					0	0				0	0					0	0	0			-
C. TOTAL (A + B):																					-
D. ADDITIONAL PROVISION																					-
E. GRAND TOTAL (C + D)																					-
F. APPROVED BUDGET BY THE																					
G. MONTHLY CASH																					
G.1 Available at Procurement Service					0					0						0					0
G.2 Other Items not available at PS					0					0						0					0
TOTAL MONTHLY CASH					0					0						0					0

*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:

Property/Supply Officer

Accountant /
Local Budget Officer

Head of Office/Agency

Date Prepared:

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com. For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____
 Region: _____
 Address: _____

Agency Account Code: _____

Contact Person: _____
 Position: _____
 E-mail : _____
 Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																									
COMMON ELECTRICAL SUPPLIES																									
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0					0	0				0	0				0	0	0	17.42	-
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0					0	0				0	0				0	0	0	15.03	-

3	BATTERY, dry cell D, 2 pieces per blister pack	pack					0	0						0	0				0	0	0	77.56	-
4	FLUORESCENT LAMP, tubular, 28 watts	tube					0	0						0	0				0	0	0	114.40	-
5	FLUORESCENT LAMP, tubular, 36 watts	tube					0	0						0	0				0	0	0	280.80	-
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece					0	0						0	0				0	0	0		-
7	TAPE, electrical	roll					0	0						0	0				0	0	0	18.20	-
COMMON OFFICE SUPPLIES																							
1	ACETATE, gauge #3, 50m per roll	roll					0	0						0	0				0	0	0	624.00	-
2	AIR FRESHENER, 280mL/150g min	can					0	0						0	0				0	0	0	83.20	-
3	ALCOHOL, 70%, ethyl, 500ml	bottle					0	0						0	0				0	0	0	47.82	-
4	CARBON FILM, A4 size, 100 sheets per box	box					0	0						0	0				0	0	0	197.58	-
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box					0	0						0	0				0	0	0	202.80	-
6	CARTOLINA, assorted color, 20 pieces per pack	pack					0	0						0	0				0	0	0	64.48	-
7	CHALK, white, enamel, 100 pieces per box	box					0	0						0	0				0	0	0	25.86	-
8	CLEARBOOK, A4 size	piece					0	0						0	0				0	0	0	39.52	-
9	CLEARBOOK, Legal size	piece					0	0						0	0				0	0	0	43.68	-
10	CLIP, backroid, 19mm, 12 pieces per box	box					0	0						0	0				0	0	0	7.28	-
11	CLIP, backroid, 25mm, 12 pieces per box	box					0	0						0	0				0	0	0	10.40	-
12	CLIP, backroid, 32mm, 12 pieces per box	box					0	0						0	0				0	0	0	19.12	-
13	CLIP, backroid, 50mm, 12 pieces per box	box					0	0						0	0				0	0	0	36.38	-
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece					0	0						0	0				0	0	0	31.20	-
15	DATA FILE BOX, made with chipboard, with closed ends	box					0	0						0	0				0	0	0	69.78	-
16	DATA FOLDER, made with chipboard, taglia lock	piece					0	0						0	0				0	0	0	68.64	-
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box					0	0						0	0				0	0	0	381.54	-
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box					0	0						0	0				0	0	0	507.40	-
19	ENVELOPE, EXPANDING, KRAFTBOARD for legal size	box					0	0						0	0				0	0	0	621.71	-
20	ENVELOPE, EXPANDING, plastic	piece					0	0						0	0				0	0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box					0	0						0	0				0	0	0	499.20	-
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box					0	0						0	0				0	0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece					0	0						0	0				0	0	0	11.11	-
24	ERASER, plastic or rubber	piece					0	0						0	0				0	0	0	2.29	-
25	FASTENER, for paper, metal, 50 sets per box	box					0	0						0	0				0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece					0	0						0	0				0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors	set					0	0						0	0				0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set					0	0						0	0				0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle					0	0						0	0				0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle					0	0						0	0				0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack					0	0						0	0				0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack					0	0						0	0				0	0	0	203.84	-

33	FOLDER, Pressboard, size 240mm x 270mm, 100s/box	box					0	0						0	0				0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack					0	0						0	0				0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack					0	0						0	0				0	0	0	200.37	-
36	GLUE, all purpose, 300 grams min.	jar					0	0						0	0				0	0	0	44.18	-
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box					0	0						0	0				0	0	0	47.90	-
38	LOOSELEAF COVER, 50sets per bundle	bundle					0	0						0	0				0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece					0	0						0	0				0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set					0	0						0	0				0	0	0	35.55	-
41	MARKER, whiteboard, bullet type, black	piece					0	0						0	0				0	0	0	10.28	-
42	MARKER, whiteboard, bullet type, blue	piece					0	0						0	0				0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece					0	0						0	0				0	0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece					0	0						0	0				0	0	0	9.65	-
45	MARKER, permanent, bullet type, blue	piece					0	0						0	0				0	0	0	9.65	-
46	MARKER, permanent, bullet type, red	piece					0	0						0	0				0	0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves spiral	piece					0	0						0	0				0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad					0	0						0	0				0	0	0	31.20	-
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad					0	0						0	0				0	0	0	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad					0	0						0	0				0	0	0	54.06	-
51	PAD PAPER, Ruled	pad					0	0						0	0				0	0	0	18.26	-
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box					0	0						0	0				0	0	0	12.85	-
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box					0	0						0	0				0	0	0	6.43	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream					0	0						0	0				0	0	0	119.25	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream					0	0						0	0				0	0	0	145.41	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream					0	0						0	0				0	0	0	108.65	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream					0	0						0	0				0	0	0	119.00	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream					0	0						0	0				0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll					0	0						0	0				0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box					0	0						0	0				0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece					0	0						0	0				0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book					0	0						0	0				0	0	0	60.32	-
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book					0	0						0	0				0	0	0	86.85	-
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle					0	0						0	0				0	0	0	256.87	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box					0	0						0	0				0	0	0	93.31	-
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece					0	0						0	0				0	0	0	15.48	-
67	SIGN PEN, black	piece					0	0						0	0				0	0	0	38.10	-
68	SIGN PEN, blue	piece					0	0						0	0				0	0	0	38.10	-
69	SIGN PEN, red	piece					0	0						0	0				0	0	0	38.10	-
70	STAMP PAD INK, violet, 50mL	bottle					0	0						0	0				0	0	0	24.63	-
71	STAMP PAD, felt pad, min 60mm x 100mm	piece					0	0						0	0				0	0	0	27.66	-

72	STAPLE WIRE, Heavy duty, 23/13	box				0	0					0	0				0	0	0	23.40	-
73	STAPLE WIRE, Standard	box				0	0					0	0				0	0	0	18.92	-
74	TAPE, masking, 24mm, 50 meters length	roll				0	0					0	0				0	0	0	55.12	-
75	TAPE, masking, 48mm, 50 meters length	roll				0	0					0	0				0	0	0	105.04	-
76	TAPE, transparent, 24mm, 50 meters	roll				0	0					0	0				0	0	0	10.92	-
77	TAPE, transparent, 48mm, 50 meters	roll				0	0					0	0				0	0	0	26.52	-
78	TAPE, packaging, 48mm, 50 meters length	roll				0	0					0	0				0	0	0	32.74	-
79	TOILET TISSUE, 12 rolls per pack	pack				0	0					0	0				0	0	0	67.60	-
80	TWINE, plastic, one kilo per roll	roll				0	0					0	0				0	0	0	49.92	-
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0	0					0	0				0	0	0	128.84	-
82	Software					0	0					0	0				0	0	0		-
83	Airline Travel					0	0					0	0				0	0	0		-
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0	0					0	0				0	0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece				0	0					0	0				0	0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece				0	0					0	0				0	0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece				0	0					0	0				0	0	0	187.20	-
5	PUNCHER, paper, heavy duty, with two hole guide - 1 piece in individual	piece				0	0					0	0				0	0	0	114.28	-
6	SCISSORS, (6")	pair				0	0					0	0				0	0	0	13.73	-
7	STAPLER, standard	piece				0	0					0	0				0	0	0	82.16	-
8	STAPLER, binder type, heavy duty for high volume stapling 25-	piece				0	0					0	0				0	0	0	878.80	-
9	STAPLE REMOVER, plier type	piece				0	0					0	0				0	0	0	18.18	-
10	TAPE DISPENSER, table top	piece				0	0					0	0				0	0	0	47.72	-
11	WASTE BASKET, non-rigid plastic	piece				0	0					0	0				0	0	0	23.90	-
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece				0	0					0	0				0	0	0	88.40	-
2	BROOM, stick (tingting)	piece				0	0					0	0				0	0	0	23.92	-
3	CLEANER, TOILET BOWL AND URINAL - 900-1000ml can	bottle				0	0					0	0				0	0	0	41.60	-
4	CLEANSER, scouring powder, 350grams/can	can				0	0					0	0				0	0	0	21.27	-
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0	0					0	0				0	0	0	37.43	-
6	DISINFECTANT SPRAY, 400-550 grams	can				0	0					0	0				0	0	0	119.60	-
7	DUST PAN, non-rigid plastic	piece				0	0					0	0				0	0	0	24.96	-
8	FLOOR WAX, Paste, red	can				0	0					0	0				0	0	0	202.80	-
9	FURNITURE CLEANER, aerosol, 700ml /can	can				0	0					0	0				0	0	0	84.76	-
10	INSECTICIDE, aerosol type, 600ml /can	can				0	0					0	0				0	0	0	124.80	-
11	MOPBUCKET	piece				0	0					0	0				0	0	0	1,911.00	-
12	MOPHANDLE, screw type, aluminum handle	piece				0	0					0	0				0	0	0	142.48	-

8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward	piece					0	0					0	0				0	0	0	2,818.40	-
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece					0	0					0	0				0	0	0	194.48	-
10	MOUSE, optical, USB connection type	unit					0	0					0	0				0	0	0	127.80	-
HANDBOOK ON PROCUREMENT																						
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-BA	piece					0	0					0	0				0	0	0	61.83	-
CONSUMABLES																						
1	INK CART, BROTHER LC39BK, Black	cart					0	0					0	0				0	0	0	681.20	-
2	INK CART, BROTHER LC39C, Cyan	cart					0	0					0	0				0	0	0	447.20	-
3	INK CART, BROTHER LC39M, Magenta	cart					0	0					0	0				0	0	0	447.20	-
4	INK CART, BROTHER LC39Y, Yellow	cart					0	0					0	0				0	0	0	447.20	-
5	INK CART, BROTHER LC67B, Black	cart					0	0					0	0				0	0	0	910.00	-
6	INK CART, BROTHER LC67C, Cyan	cart					0	0					0	0				0	0	0	546.00	-
7	INK CART, BROTHER LC67M, Magenta	cart					0	0					0	0				0	0	0	546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart					0	0					0	0				0	0	0	546.00	-
9	INK CART, BROTHER LC67HYBK, Black	cart					0	0					0	0				0	0	0	1,538.16	-
10	INK CART, BROTHER LC67HYC, Cyan	cart					0	0					0	0				0	0	0	868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart					0	0					0	0				0	0	0	868.40	-
12	INK CART, BROTHER LC67HY, Yellow	cart					0	0					0	0				0	0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart					0	0					0	0				0	0	0	774.80	-
14	INK CART, CANON PG-740, Black	cart					0	0					0	0				0	0	0	754.00	-
15	INK CART, CANON PGI-725, Black	cart					0	0					0	0				0	0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart					0	0					0	0				0	0	0	534.56	-
17	INK CART, CANON CL-811, Colored	cart					0	0					0	0				0	0	0	1,022.32	-
18	INK CART, CANON CL-741, Colored	cart					0	0					0	0				0	0	0	1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart					0	0					0	0				0	0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart					0	0					0	0				0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart					0	0					0	0				0	0	0	535.60	-
22	INK CART, EPSON C13T038190 (T038) Black	cart					0	0					0	0				0	0	0	491.92	-
23	INK CART, EPSON C13T039090 (T039) Colored	cart					0	0					0	0				0	0	0	770.64	-
24	INK CART, EPSON C13T105100 (T105) Black	cart					0	0					0	0				0	0	0	426.40	-
25	INK CART, EPSON C13T105200 (T105) Cyan	cart					0	0					0	0				0	0	0	426.40	-
26	INK CART, EPSON C13T105300 (T105) Magenta	cart					0	0					0	0				0	0	0	426.40	-
27	INK CART, EPSON C13T105400 (T105) Yellow	cart					0	0					0	0				0	0	0	426.40	-
28	INK CART, EPSON C13T664100 (T6641) Black	cart					0	0					0	0				0	0	0	254.80	-
29	INK CART, EPSON C13T664200 (T6642) Cyan	cart					0	0					0	0				0	0	0	254.80	-
30	INK CART, EPSON C13T664300 (T6643) Magenta	cart					0	0					0	0				0	0	0	254.80	-
31	INK CART, EPSON C13T664400 (T6644) Yellow	cart					0	0					0	0				0	0	0	254.80	-

32	INK CART, HP 51645A, (HP45), Black	cart				0	0					0	0				0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0					0	0				0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0					0	0				0	0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0					0	0				0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0					0	0				0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0					0	0				0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0					0	0				0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0					0	0				0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0					0	0				0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0					0	0				0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0					0	0				0	0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0					0	0				0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0					0	0				0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0					0	0				0	0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0					0	0				0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0					0	0				0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0	0					0	0				0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0					0	0				0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0					0	0				0	0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0	0					0	0				0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0					0	0				0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0					0	0				0	0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0					0	0				0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0					0	0				0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0					0	0				0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0					0	0				0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0					0	0				0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0					0	0				0	0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0					0	0				0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0					0	0				0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0					0	0				0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0					0	0				0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0					0	0				0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0					0	0				0	0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0					0	0				0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0					0	0				0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0					0	0				0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0					0	0				0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0					0	0				0	0	0	1,086.80	-

71	INK CART, HP CD887AA, (HP703), Black	cart								0	0							0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tricolor	cart								0	0							0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart								0	0							0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL) Cyan	cart								0	0							0	0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL) Magenta	cart								0	0							0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL) Yellow	cart								0	0							0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL) Black	cart								0	0							0	0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart								0	0							0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart								0	0							0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart								0	0							0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart								0	0							0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart								0	0							0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL). Yellow	cart								0	0							0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart								0	0							0	0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tricolor	cart								0	0							0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart								0	0							0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart								0	0							0	0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart								0	0							0	0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart								0	0							0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart								0	0							0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart								0	0							0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28) Colored	cart								0	0							0	0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart								0	0							0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart								0	0							0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart								0	0							0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart								0	0							0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart								0	0							0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart								0	0							0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black for HL 5450DN (CU Printer)	cart								0	0							0	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart								0	0							0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart								0	0							0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart								0	0							0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart								0	0							0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart								0	0							0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart								0	0							0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart								0	0							0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart								0	0							0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart								0	0							0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart								0	0							0	0	0	7,378.80	-

110	TONER CART, HP CC530A, Black	cart				0	0							0	0				0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0							0	0				0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0							0	0				0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0							0	0				0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0							0	0				0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0							0	0				0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0							0	0				0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0							0	0				0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0							0	0				0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0							0	0				0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0							0	0				0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0							0	0				0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0							0	0				0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0							0	0				0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0							0	0				0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0							0	0				0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0							0	0				0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0							0	0				0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0							0	0				0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0							0	0				0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0							0	0				0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0							0	0				0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0							0	0				0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0							0	0				0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0							0	0				0	0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0	0							0	0				0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0							0	0				0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0							0	0				0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0							0	0				0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0							0	0				0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0							0	0				0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0							0	0				0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0							0	0				0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0							0	0				0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0							0	0				0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0							0	0				0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0							0	0				0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0							0	0				0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0							0	0				0	0	0	5,526.56	-

149	TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0	0	4,992.00	-
156	TONER CART, SAMSUNG ML-D101S, Black	cart				0	0				0	0				0	0	0	2,600.00	-
157	TONER CART, SAMSUNG ML-D102L, Black	cart				0	0				0	0				0	0	0	2,912.00	-
158	TONER CART, SAMSUNG ML-D102S, Black	cart				0	0				0	0				0	0	0	2,912.00	-
159	TONER CART, SAMSUNG ML-D104S, Black	cart				0	0				0	0				0	0	0	2,392.00	-
160	TONER CART, SAMSUNG ML-D105L, Black	cart				0	0				0	0				0	0	0	2,704.00	-
161	TONER CART, SAMSUNG ML-D108S, Black	cart				0	0				0	0				0	0	0	2,631.20	-
162	TONER CART, SAMSUNG ML-D110S(ML-2010D2), Black	cart				0	0				0	0				0	0	0	3,120.00	-
163	TONER CART, SAMSUNG ML-D202F, Black	cart				0	0				0	0				0	0	0	7,280.00	-
164	TONER CART, SAMSUNG ML-D202L, Black	cart				0	0				0	0				0	0	0	4,368.00	-
165	TONER CART, SAMSUNG ML-D202LL, Black	cart				0	0				0	0				0	0	0	9,464.00	-
166	TONER CART, SAMSUNG ML-D205F, Black	cart				0	0				0	0				0	0	0	8,736.00	-
167	TONER CART, SAMSUNG ML-D205L, Black	cart				0	0				0	0				0	0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0				0	0				0	0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750) Black for LX-300	cart				0	0				0	0				0	0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086) Black	cart				0	0				0	0				0	0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327) Black	cart				0	0				0	0				0	0	0	334.88	-
172	RIBBON CART, EPSON C13S015632, Black for LX-310	cart				0	0				0	0				0	0	0	75.92	-

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

COMMON ELECTRICAL SUPPLIES																					
1						0	0				0	0				0	0	0		-	
2						0	0				0	0				0	0	0		-	
3						0	0				0	0				0	0	0		-	

COMMON OFFICE EQUIPMENT																					
1						0	0				0	0				0	0	0		-	
2						0	0				0	0				0	0	0		-	
3						0	0				0	0				0	0	0		-	
4						0	0				0	0				0	0	0		-	
5						0	0				0	0				0	0	0		-	

COMMON OFFICE SUPPLIES																					
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1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
*Other Categories																									-
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
C. TOTAL (A + B):																									-
D. ADDITIONAL PROVISION FOR																									-
E. GRAND TOTAL (C + D)																									-
F. APPROVED BUDGET BY THE																									
G. MONTHLY CASH																									
G.1 Available at Procurement Service					0					0					0						0				0
G.2 Other Items not available at PS but					0					0					0						0				0
TOTAL MONTHLY CASH					0					0					0						0				0

*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: _____

Property/Supply Officer

Accountant /
Local Budget Officer

Head of Office/Agency

Date Prepared:

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com. For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____

Agency Account Code: _____

Contact Person: _____

Region: _____

Position: _____

Address: _____

E-mail : _____

Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																									
COMMON ELECTRICAL SUPPLIES																									
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0					0	0				0	0				0	0	0	17.42	-

2	BATTERY, dry cell AAA, 2 pieces	pack					0	0						0	0			0	0	0	15.03	-
3	BATTERY, dry cell D, 2 pieces per pack	pack					0	0						0	0			0	0	0	77.56	-
4	FLUORESCENT LAMP, tubular, 18 watts	tube					0	0						0	0			0	0	0	114.40	-
5	FLUORESCENT LAMP, tubular, 36 watts	tube					0	0						0	0			0	0	0	280.80	-
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual pack	piece					0	0						0	0			0	0	0		-
7	TAPE, electrical	roll					0	0						0	0			0	0	0	18.20	-
COMMON OFFICE SUPPLIES																						
1	ACETATE, gauge #3, 50m per roll	roll					0	0						0	0			0	0	0	624.00	-
2	AIR FRESHENER, 200ml/150g min	can					0	0						0	0			0	0	0	83.20	-
3	ALCOHOL, 70%, ethyl, 500ml	bottle					0	0						0	0			0	0	0	47.82	-
4	CARBON FILM, A4 size, 100 sheets	box					0	0						0	0			0	0	0	197.58	-
5	CARBON FILM, PE, black, 210mm x 297mm, 100 sheets per box	box					0	0						0	0			0	0	0	202.80	-
6	CARTON, 100 assorted colors, 20 pieces per pack	pack					0	0						0	0			0	0	0	64.48	-
7	CHALK, white, enamel, 100 pieces per box	box					0	0						0	0			0	0	0	25.86	-
8	CLEARBOOK, A4 size	piece					0	0						0	0			0	0	0	39.52	-
9	CLEARBOOK, Legal size	piece					0	0						0	0			0	0	0	43.68	-
10	CLIP, backrod, 19mm, 12 pieces per box	box					0	0						0	0			0	0	0	7.28	-
11	CLIP, backrod, 25mm, 12 pieces per box	box					0	0						0	0			0	0	0	10.40	-
12	CLIP, backrod, 32mm, 12 pieces per box	box					0	0						0	0			0	0	0	19.12	-
13	CLIP, backrod, 50mm, 12 pieces per box	box					0	0						0	0			0	0	0	36.38	-
14	CORRECTION TAPE, 6mm wide	piece					0	0						0	0			0	0	0	31.20	-
15	DATA FILE BOX, in one individual bin	box					0	0						0	0			0	0	0	69.78	-
16	DIVIDER, with, 12 pieces per pack	piece					0	0						0	0			0	0	0	68.64	-
17	ENVELOPE, DOCUMENTARY, for A4, 100 pieces per pack	box					0	0						0	0			0	0	0	381.54	-
18	ENVELOPE, DOCUMENTARY, for A4, 100 pieces per pack	box					0	0						0	0			0	0	0	507.40	-
19	ENVELOPE, EXPANDING, 100 pieces per pack	box					0	0						0	0			0	0	0	621.71	-
20	ENVELOPE, EXPANDING, plastic, 100 pieces per pack	piece					0	0						0	0			0	0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per box	box					0	0						0	0			0	0	0	499.20	-
22	ENVELOPE, MAILING, with window, 100 pieces per box	box					0	0						0	0			0	0	0	561.60	-
23	ERASER, for, 100 pieces per box	piece					0	0						0	0			0	0	0	11.11	-
24	ERASER, plastic or rubber	piece					0	0						0	0			0	0	0	2.29	-
25	FASTENER, for paper, metal, 50 pieces per pack	box					0	0						0	0			0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece					0	0						0	0			0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set					0	0						0	0			0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal size, five (5) colors per set	set					0	0						0	0			0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle					0	0						0	0			0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle					0	0						0	0			0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces per pack	pack					0	0						0	0			0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack					0	0						0	0			0	0	0	203.84	-
33	FOLDER, Pressboard, size 11x17, 100 pieces per pack	box					0	0						0	0			0	0	0	746.72	-
34	FOLDER, Pressboard, A4, 100 pieces per pack	pack					0	0						0	0			0	0	0	179.28	-
35	FOLDER, Pressboard, Legal size, 100 pieces per pack	pack					0	0						0	0			0	0	0	200.37	-
36	GLUE, air purpose, 500 grams jar	jar					0	0						0	0			0	0	0	44.18	-
37	INDEX TAB, self-adhesive, 5 colors per set	box					0	0						0	0			0	0	0	47.90	-
38	LOOSELEAF COVER, 50 sets per bundle	bundle					0	0						0	0			0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece					0	0						0	0			0	0	0	41.60	-

40	MARKER, fluorescent, 3 colors	set					0	0					0	0				0	0	0	35.55	-	
41	MARKER, whiteboard, bullet	piece					0	0					0	0				0	0	0	10.28	-	
42	MARKER, black, whiteboard, bullet	piece					0	0					0	0				0	0	0	10.28	-	
43	MARKER, blue, whiteboard, bullet	piece					0	0					0	0				0	0	0	10.28	-	
44	MARKER, red, permanent, bullet	piece					0	0					0	0				0	0	0	9.65	-	
45	MARKER, black, permanent, bullet	piece					0	0					0	0				0	0	0	9.65	-	
46	MARKER, blue, permanent, bullet	piece					0	0					0	0				0	0	0	9.65	-	
47	NOTE BOOK, stenographer 5, 40	piece					0	0					0	0				0	0	0	10.40	-	
48	NOTE PAD, stick-on, (2 x3), 100	pad					0	0					0	0				0	0	0	31.20	-	
49	NOTE PAD, stick-on, (3 x3), 100	pad					0	0					0	0				0	0	0	40.54	-	
50	NOTE PAD, stick-on, (3 x4), 100	pad					0	0					0	0				0	0	0	54.06	-	
51	PAD PAPER, Ruled	pad					0	0					0	0				0	0	0	18.26	-	
52	PAPER CLIP, gem type, 40mm,	box					0	0					0	0				0	0	0	12.85	-	
53	PAPER CLIP, gem type, 32mm,	box					0	0					0	0				0	0	0	6.43	-	
54	PAPER, MULTICOPI, 80gsm,	ream					0	0					0	0				0	0	0	125.65	-	
55	PAPER, MULTICOPI, 80gsm,	ream					0	0					0	0				0	0	0	151.82	-	
56	PAPER, multi-purpose (COPY)	ream					0	0					0	0				0	0	0	115.10	-	
57	PAPER, multi-purpose (COPY),	ream					0	0					0	0				0	0	0	125.41	-	
58	PAPER, MULTICOPI PAPER, A4 size, 80	ream					0	0					0	0				0	0	0	88.40	-	
59	PAPER, Thermal, 216mm x 30m	roll					0	0					0	0				0	0	0	31.15	-	
60	PENCIL, lead, w/eraser, one (1)	box					0	0					0	0				0	0	0	19.62	-	
61	PHILIPPINE NATIONAL FLAG	piece					0	0					0	0				0	0	0	278.72	-	
62	RECORD BOOK, 300 pages, size:	book					0	0					0	0				0	0	0	60.32	-	
63	RECORD BOOK, 300 pages, size:	book					0	0					0	0				0	0	0	86.85	-	
64	RING BINDER, Plastic 32mm, 10	bundle					0	0					0	0				0	0	0	256.87	-	
65	ROLLER BAND, 70mm mm may	box					0	0					0	0				0	0	0	93.31	-	
66	ROLLER, plastic, 450mm, 1 piece	piece					0	0					0	0				0	0	0	15.48	-	
67	SIGN PEN, black	piece					0	0					0	0				0	0	0	38.10	-	
68	SIGN PEN, blue	piece					0	0					0	0				0	0	0	38.10	-	
69	SIGN PEN, red	piece					0	0					0	0				0	0	0	38.10	-	
70	STAMP PAD INK, violet, 50mL	bottle					0	0					0	0				0	0	0	24.63	-	
71	STAMP PAD, felt pad, mini	piece					0	0					0	0				0	0	0	27.66	-	
72	STAPLE WIRE, Heavy duty, 23/13	box					0	0					0	0				0	0	0	23.40	-	
73	STAPLE WIRE, Standard	box					0	0					0	0				0	0	0	18.92	-	
74	TAPE, masking, 24mm, 50	roll					0	0					0	0				0	0	0	55.12	-	
75	TAPE, masking, 40mm, 50	roll					0	0					0	0				0	0	0	105.04	-	
76	TAPE, transparent, 24mm, 50	roll					0	0					0	0				0	0	0	10.92	-	
77	TAPE, transparent, 40mm, 50	roll					0	0					0	0				0	0	0	26.52	-	
78	TAPE, packaging, 40mm, 50	roll					0	0					0	0				0	0	0	32.74	-	
79	TOILET TISSUE, 12 rolls per pack	pack					0	0					0	0				0	0	0	67.60	-	
80	TWINE, plastic, one kilo per roll	roll					0	0					0	0				0	0	0	49.92	-	
81	WRAPPING PAPER, kraft, 50	pack					0	0					0	0				0	0	0	128.84	-	
82	Software						0	0					0	0				0	0	0		-	
83	Airline Travel						0	0					0	0				0	0	0		-	
COMMON OFFICE DEVICES																							
1	CUTTER BLADE, heavy duty	tube					0	0					0	0				0	0	0	9.19	-	
2	CUTTER KNIFE, heavy duty	piece					0	0					0	0				0	0	0	19.76	-	

3	DATING AND STAMPING MACHINE	piece					0	0					0	0				0	0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in individual paper, heavy duty, with two hole guide, 1 piece in	piece					0	0					0	0				0	0	0	187.20	-
5	SCISSORS, (6")	pair					0	0					0	0				0	0	0	114.28	-
6	STAPLER, standard	piece					0	0					0	0				0	0	0	13.73	-
7	STAPLER, dinner type, heavy duty for high volume stapling, 35	piece					0	0					0	0				0	0	0	82.16	-
8	STAPLE REMOVER, plier type	piece					0	0					0	0				0	0	0	878.80	-
9	TAPE DISPENSER, table top	piece					0	0					0	0				0	0	0	18.18	-
10	WASTE BASKET, non-rigid plastic	piece					0	0					0	0				0	0	0	47.72	-
11							0	0					0	0				0	0	0	23.90	-
COMMON JANITORIAL SUPPLIES																						
1	BROOM, soft (tambo)	piece					0	0					0	0				0	0	0	88.40	-
2	BROOM, stick (tingting)	piece					0	0					0	0				0	0	0	23.92	-
3	CLEANER, TOILET BOWL AND URINAL, scouring powder,	bottle					0	0					0	0				0	0	0	41.60	-
4	DETERGENT POWDER, all purpose	can					0	0					0	0				0	0	0	21.27	-
5	DISINFECTANT SPRAY, 400-550 grams	pouch					0	0					0	0				0	0	0	37.43	-
6	DUST PAN, non-rigid plastic	can					0	0					0	0				0	0	0	119.60	-
7	FLOOR WAX, Paste, red	piece					0	0					0	0				0	0	0	24.96	-
8	FURNITURE CLEANER, aerosol, insecticide, aerosol type, 600ml/can	can					0	0					0	0				0	0	0	202.80	-
9	MOPBUCKET	can					0	0					0	0				0	0	0	84.76	-
10	MOPHANDLE, screw type, aluminum handle	can					0	0					0	0				0	0	0	124.80	-
11	MOPHEAD, made of rayon	piece					0	0					0	0				0	0	0	1,911.00	-
12	RAG, all cotton, 32 pieces per kilo or bundle, 5 pieces per pack	piece					0	0					0	0				0	0	0	142.48	-
13	WASHBAG, plastic, transparent, disinfectant, bleaching solution	bundle					0	0					0	0				0	0	0	49.69	-
14		pack					0	0					0	0				0	0	0	102.96	-
15		roll					0	0					0	0				0	0	0	139.88	-
16		cont					0	0					0	0				0	0	0	101.82	-
17																					7.28	-
COMMON OFFICE EQUIPMENT																						
1	BINDING AND PUNCHING MACHINE FOR COPIES	unit					0	0					0	0				0	0	0	10,400.00	-
2	ELECTRONIC DISTANCE MEASUREMENT	unit					0	0					0	0				0	0	0	135.20	-
3	CHAIR, monobloc, without armrest, height adjustable	unit					0	0					0	0				0	0	0	258.84	-
4	CHAIR, monobloc, without armrest, height adjustable	piece					0	0					0	0				0	0	0	254.68	-
5	DIGITAL VOICE RECORDER, 4GB (DOCUMENT) A unit is individual reference points demarcate	piece					0	0					0	0				0	0	0	254.80	-
6	ELECTRIC FAN, industrial	unit					0	0					0	0				0	0	0	6,229.60	-
7	ELECTRIC FAN, orbit type	unit					0	0					0	0				0	0	0	25,272.00	-
8	ELECTRIC FAN, stand type	unit					0	0					0	0				0	0	0	956.80	-
9	ELECTRIC FAN, wall type	unit					0	0					0	0				0	0	0	1,248.00	-
10	FACSIMILE MACHINE, uses thermal paper, 50cm, roll for chemical for AB class of fire- retardant with fire protection, 4000	unit					0	0					0	0				0	0	0	967.10	-
11	PAPER LUMEN, 70cm x 10cm	unit					0	0					0	0				0	0	0	790.40	-
12	MACHINE, max paper size: B4	unit					0	0					0	0				0	0	0	3,502.72	-
13		unit					0	0					0	0				0	0	0	1,080.56	-
14		unit					0	0					0	0				0	0	0	4,992.00	-
15		unit					0	0					0	0				0	0	0	26,483.60	-
16		unit					0	0					0	0				0	0	0	7,488.00	-

17	PAPER SHREDDER, 0.001/sec	unit				0	0					0	0			0	0	0	5,699.20	-
18	PRINTER, IMPACT 687 MATRIKX,	unit				0	0					0	0			0	0	0	18,709.60	-
19	PRINTER, IMPACT 687 MATRIKX,	unit				0	0					0	0			0	0	0	5,831.52	-
20	PRINTER, INKJET, wireless	unit				0	0					0	0			0	0	0	10,000.00	-
21	PRINTER, EASER, monochrome,	unit				0	0					0	0			0	0	0	1,237.60	-
22	TABLE, round top, square, 30" x	unit				0	0					0	0			0	0	0	1,289.60	-
23	TABLE, iron four(4), square, 30" x	unit				0	0					0	0			0	0	0	1,289.60	-
24	Desktop and Laptop	unit				0	0					0	0			0	0	0		-
COMMON COMPUTER SUPPLIES																				
1	COMPUTER CONTINUOUS	box				0	0					0	0			0	0	0	630.76	-
2	FORMS, 1/4" x 11" x 10" 3000	box				0	0					0	0			0	0	0	950.30	-
3	FORMS, 1/4" x 11" x 10" 3000	box				0	0					0	0			0	0	0	716.04	-
4	FORMS, 1/4" x 11" x 10" 3000	box				0	0					0	0			0	0	0	1,220.96	-
5	FORMS, 1/4" x 11" x 10" 3000	box				0	0					0	0			0	0	0	596.80	-
6	FORMS, 1/4" x 11" x 10" 3000	box				0	0					0	0			0	0	0	958.15	-
7	FOUNDER, 4X speed, 400	piece				0	0					0	0			0	0	0	21.79	-
8	EXTERNAL HARD DRIVE, 1TB,	piece				0	0					0	0			0	0	0	2,818.40	-
9	7.5" HDD, USB 3.0, backward,	piece				0	0					0	0			0	0	0	194.48	-
10	MOUSE, optical, USB connection	unit				0	0					0	0			0	0	0	127.80	-
HANDBOOK ON PROCUREMENT																				
1	HANDBOOK ON PHILIPPINE	piece				0	0					0	0			0	0	0	61.83	-
CONSUMABLES																				
1	INK CART, BROTHER LC39BK,	cart				0	0					0	0			0	0	0	681.20	-
2	INK CART, BROTHER LC39C,	cart				0	0					0	0			0	0	0	447.20	-
3	INK CART, BROTHER LC39M,	cart				0	0					0	0			0	0	0	447.20	-
4	INK CART, BROTHER LC39Y,	cart				0	0					0	0			0	0	0	447.20	-
5	INK CART, BROTHER LC07B,	cart				0	0					0	0			0	0	0	910.00	-
6	INK CART, BROTHER LC07C,	cart				0	0					0	0			0	0	0	546.00	-
7	INK CART, BROTHER LC07M,	cart				0	0					0	0			0	0	0	546.00	-
8	INK CART, BROTHER LC07Y,	cart				0	0					0	0			0	0	0	546.00	-
9	INK CART, BROTHER LC07YBK,	cart				0	0					0	0			0	0	0	1,538.16	-
10	INK CART, BROTHER LC07YC,	cart				0	0					0	0			0	0	0	868.40	-
11	INK CART, BROTHER LC07YTM,	cart				0	0					0	0			0	0	0	868.40	-
12	INK CART, BROTHER LC07YTY,	cart				0	0					0	0			0	0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart				0	0					0	0			0	0	0	774.80	-
14	INK CART, CANON PG-740, Black	cart				0	0					0	0			0	0	0	754.00	-
15	INK CART, CANON PGI-725, Black	cart				0	0					0	0			0	0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart				0	0					0	0			0	0	0	534.56	-
17	INK CART, CANON CL-811,	cart				0	0					0	0			0	0	0	1,022.32	-
18	INK CART, CANON CL-741,	cart				0	0					0	0			0	0	0	1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart				0	0					0	0			0	0	0	535.60	-
20	INK CART, CANON CLI-726,	cart				0	0					0	0			0	0	0	535.60	-
21	INK CART, CANON CLI-726,	cart				0	0					0	0			0	0	0	535.60	-
22	INK CART, EPSON C13T030190	cart				0	0					0	0			0	0	0	491.92	-
23	INK CART, EPSON C13T039090	cart				0	0					0	0			0	0	0	770.64	-

24	INK CART, EPSON (INK CART, EPSON) (C41N) Black	cart				0	0					0	0					0	0	0	426.40	-
25	INK CART, EPSON (INK CART, EPSON) (C41N) Cyan	cart				0	0					0	0					0	0	0	426.40	-
26	INK CART, EPSON (INK CART, EPSON) (C41N) Magenta	cart				0	0					0	0					0	0	0	426.40	-
27	INK CART, EPSON (INK CART, EPSON) (C131) Yellow	cart				0	0					0	0					0	0	0	426.40	-
28	INK CART, EPSON (INK CART, EPSON) C131004200	cart				0	0					0	0					0	0	0	254.80	-
29	INK CART, EPSON (INK CART, EPSON) C131004300	cart				0	0					0	0					0	0	0	254.80	-
30	INK CART, EPSON (INK CART, EPSON) C131004400	cart				0	0					0	0					0	0	0	254.80	-
31	INK CART, HP (INK CART, HP) 51045A, (HP45),	cart				0	0					0	0					0	0	0	254.80	-
32	INK CART, HP (INK CART, HP) C1023A, (HP23),	cart				0	0					0	0					0	0	0	1,346.80	-
33	Tri-color (Tri-color, HP) C4044A, (HP10),	cart				0	0					0	0					0	0	0	1,612.00	-
34	INK CART, HP (INK CART, HP) C4900AA,	cart				0	0					0	0					0	0	0	1,554.80	-
35	INK CART, HP (INK CART, HP) C4907AA,	cart				0	0					0	0					0	0	0	1,554.80	-
36	INK CART, HP (INK CART, HP) C4908AA,	cart				0	0					0	0					0	0	0	1,034.80	-
37	INK CART, HP (INK CART, HP) C4909AA,	cart				0	0					0	0					0	0	0	1,034.80	-
38	INK CART, HP (INK CART, HP) C4930A, (HP10),	cart				0	0					0	0					0	0	0	1,034.80	-
39	INK CART, HP (INK CART, HP) C4937A, (HP10),	cart				0	0					0	0					0	0	0	982.80	-
40	INK CART, HP (INK CART, HP) C4938A, (HP10),	cart				0	0					0	0					0	0	0	717.60	-
41	INK CART, HP (INK CART, HP) C4939A, (HP10),	cart				0	0					0	0					0	0	0	717.60	-
42	INK CART, HP (INK CART, HP) C0570DA, (HP70),	cart				0	0					0	0					0	0	0	717.60	-
43	Tri-color (Tri-color, HP) C0015DA, (HP15),	cart				0	0					0	0					0	0	0	1,606.80	-
44	INK CART, HP (INK CART, HP) C0025AA, (HP17),	cart				0	0					0	0					0	0	0	1,237.60	-
45	Tri-color (Tri-color, HP) C0050AA, (HP50),	cart				0	0					0	0					0	0	0	1,346.80	-
46	INK CART, HP (INK CART, HP) C0057AA, (HP57),	cart				0	0					0	0					0	0	0	921.44	-
47	Tri-color (Tri-color, HP) C0727AA, (HP27),	cart				0	0					0	0					0	0	0	1,466.40	-
48	INK CART, HP (INK CART, HP) C0705WA, (HP94),	cart				0	0					0	0					0	0	0	826.80	-
49	INK CART, HP (INK CART, HP) C0700WA, (HP95),	cart				0	0					0	0					0	0	0	930.80	-
50	Tri-color (Tri-color, HP) C0707WA, (HP90),	cart				0	0					0	0					0	0	0	1,133.60	-
51	INK CART, HP (INK CART, HP) C9351AA, (HP21),	cart				0	0					0	0					0	0	0	1,430.00	-
52	INK CART, HP (INK CART, HP) C9352AA, (HP22),	cart				0	0					0	0					0	0	0	650.00	-
53	Tri-color (Tri-color, HP) C9301WA, (HP93),	cart				0	0					0	0					0	0	0	751.92	-
54	Tri-color (Tri-color, HP) C9302WA, (HP92),	cart				0	0					0	0					0	0	0	1,346.80	-
55	INK CART, HP (INK CART, HP) C9303WA, (HP97),	cart				0	0					0	0					0	0	0	600.08	-
56	Tri-color (Tri-color, HP) C9304WA,	cart				0	0					0	0					0	0	0	1,492.40	-
57	INK CART, HP (INK CART, HP) C0314A, (HP900),	cart				0	0					0	0					0	0	0	826.80	-
58	INK CART, HP (INK CART, HP) C0315A, (HP900),	cart				0	0					0	0					0	0	0	296.40	-
59	Tri-color (Tri-color, HP) C0335WA, (HP74),	cart				0	0					0	0					0	0	0	379.60	-
60	INK CART, HP (INK CART, HP) C0330WA,	cart				0	0					0	0					0	0	0	696.80	-
61	INK CART, HP (INK CART, HP) C0337WA, (HP75),	cart				0	0					0	0					0	0	0	1,508.00	-
62	Tri-color (Tri-color, HP) C0330WA,	cart				0	0					0	0					0	0	0	803.92	-
63	INK CART, HP (INK CART, HP) C0040WA,	cart				0	0					0	0					0	0	0	1,606.80	-
64	INK CART, HP (INK CART, HP) C0041WA,	cart				0	0					0	0					0	0	0	639.60	-
65	INK CART, HP (INK CART, HP) C0043WA,	cart				0	0					0	0					0	0	0	1,445.60	-
66	INK CART, HP (INK CART, HP) C0044WA,	cart				0	0					0	0					0	0	0	754.00	-
67	INK CART, HP (INK CART, HP) C0053AA,	cart				0	0					0	0					0	0	0	1,658.80	-
68	INK CART, HP (INK CART, HP) C0050AA,	cart				0	0					0	0					0	0	0	639.60	-
69	INK CART, HP (INK CART, HP) C0000AA,	cart				0	0					0	0					0	0	0	1,019.20	-
70	INK CART, HP (INK CART, HP) C0000AA,	cart				0	0					0	0					0	0	0	1,086.80	-

118	TONER CART, HP CE311A, Cyan	cart				0	0					0	0				0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0					0	0				0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0					0	0				0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0					0	0				0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0					0	0				0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0					0	0				0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0					0	0				0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0					0	0				0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0					0	0				0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0					0	0				0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0					0	0				0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0					0	0				0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (UP200) Black	cart				0	0					0	0				0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (UP200) Cyan	cart				0	0					0	0				0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (UP200) Yellow	cart				0	0					0	0				0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (UP200) Magenta	cart				0	0					0	0				0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0					0	0				0	0	0	3,998.80	-
135	TONER CART, HP CE505A, Black, high cap	cart				0	0					0	0				0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0					0	0				0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0					0	0				0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0					0	0				0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0					0	0				0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0					0	0				0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0					0	0				0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0					0	0				0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0					0	0				0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0					0	0				0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0					0	0				0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0					0	0				0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0					0	0				0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0					0	0				0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0					0	0				0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0					0	0				0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0					0	0				0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0					0	0				0	0	0	3,894.80	-
153	TONER CART, LEXMARK T650HD, Black	cart				0	0					0	0				0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650HD, Black	cart				0	0					0	0				0	0	0	9,630.40	-
155	TONER CART, SAMSUNG MLT-D2000R, Black	cart				0	0					0	0				0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D2000R, Black	cart				0	0					0	0				0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D2000R, Black	cart				0	0					0	0				0	0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D2000R, Black	cart				0	0					0	0				0	0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D2000R, Black	cart				0	0					0	0				0	0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D2000R, Black	cart				0	0					0	0				0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D2000R, Black	cart				0	0					0	0				0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D2000R, Black	cart				0	0					0	0				0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D2000R, Black	cart				0	0					0	0				0	0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D2000R, Black	cart				0	0					0	0				0	0	0	4,368.00	-

7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Office Supplies																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Audio and visual presentation and composing equipment																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Photographic or filming or video equipment																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Cleaning Equipment and Supplies																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-

7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Paper Materials and Products						0																		
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Lighting and fixtures and accessories						0																		
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Electrical equipment and components and supplies																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-
7					0	0				0	0				0	0			0	0	0			-
8					0	0				0	0				0	0			0	0	0			-
9					0	0				0	0				0	0			0	0	0			-
10					0	0				0	0				0	0			0	0	0			-
Computer Supplies																								
1					0	0				0	0				0	0			0	0	0			-
2					0	0				0	0				0	0			0	0	0			-
3					0	0				0	0				0	0			0	0	0			-
4					0	0				0	0				0	0			0	0	0			-
5					0	0				0	0				0	0			0	0	0			-
6					0	0				0	0				0	0			0	0	0			-

7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
Computer Equipment and Accessories																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
*Other Categories																									
1					0	0				0	0				0	0				0	0	0			-
2					0	0				0	0				0	0				0	0	0			-
3					0	0				0	0				0	0				0	0	0			-
4					0	0				0	0				0	0				0	0	0			-
5					0	0				0	0				0	0				0	0	0			-
6					0	0				0	0				0	0				0	0	0			-
7					0	0				0	0				0	0				0	0	0			-
8					0	0				0	0				0	0				0	0	0			-
9					0	0				0	0				0	0				0	0	0			-
10					0	0				0	0				0	0				0	0	0			-
C. TOTAL (A + B):																								-	
D. ADDITIONAL PROVISION																								-	
E. GRAND TOTAL (C + D)																								-	
F. APPROVED BUDGET BY THE																									
G. MONTHLY CASH																									
G.1 Available at Procurement Service		X		0	X		0	X		0	X		0	X		0	X		0	X		0	X		0
G.2 Other Items not available at PS		X		0	X		0	X		0	X		0	X		0	X		0	X		0	X		0
TOTAL MONTHLY CASH		X		0	X		0	X		0	X		0	X		0	X		0	X		0	X		0

*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:

Property/Supply Officer

Accountant /
Local Budget Officer

Head of Office/Agency

Date Prepared:

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com. For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____

Agency Account Code: _____

Contact Person: _____

Region: _____

Position: _____

Address: _____

E-mail : _____

Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
A. AVAILABLE AT PROCUREMENT SERVICE STORES																								
COMMON ELECTRICAL SUPPLIES																								
1. BATTERY, Size AA, alkaline, 2 pieces per blister pack	pack				0	0				0	0				0	0				0	0	0	17.42	-

2	BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				0	0					0	0				0	0	0	15.03	-
3	BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0	0					0	0				0	0	0	77.56	-
4	FLUORESCENT LAMP, tubular, 20 watts	tube				0	0					0	0				0	0	0	114.40	-
5	FLUORESCENT LAMP, tubular, 30 watts	tube				0	0					0	0				0	0	0	280.80	-
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0					0	0				0	0	0		-
7	TAPE, electrical	roll				0	0					0	0				0	0	0	18.20	-
COMMON OFFICE SUPPLIES																					
1	ACETATE, gauge #3, 50m per roll	roll				0	0					0	0				0	0	0	624.00	-
2	AIR FRESHENER, 280mL/can	can				0	0					0	0				0	0	0	83.20	-
3	ALCOHOL, 70%, ethyl, 500ml	bottle				0	0					0	0				0	0	0	47.82	-
4	CARBON FILM, A4 size, 100 sheets	box				0	0					0	0				0	0	0	197.58	-
5	CARBON FILM, PE, black, 210mm x 297mm, 100 sheets per box	box				0	0					0	0				0	0	0	202.80	-
6	CARTON, assorted color, 20 pieces per pack	pack				0	0					0	0				0	0	0	64.48	-
7	CHALK, white, dustless, 100 pieces per box	box				0	0					0	0				0	0	0	25.86	-
8	CLEARBOOK, A4 size	piece				0	0					0	0				0	0	0	39.52	-
9	CLEARBOOK, Legal size	piece				0	0					0	0				0	0	0	43.68	-
10	CLIP, backrod, 19mm, 12 pieces per box	box				0	0					0	0				0	0	0	7.28	-
11	CLIP, backrod, 25mm, 12 pieces per box	box				0	0					0	0				0	0	0	10.40	-
12	CLIP, backrod, 32mm, 12 pieces per box	box				0	0					0	0				0	0	0	19.12	-
13	CLIP, backrod, 50mm, 12 pieces per box	box				0	0					0	0				0	0	0	36.38	-
14	CORRECTION TAPE, 6 meters (mm), 1 piece in individual plastic	piece				0	0					0	0				0	0	0	31.20	-
15	DATA FILE BOX, made with cardboard, with glue and	box				0	0					0	0				0	0	0	69.78	-
16	DATA FOLDER, made with cardboard, for A4	piece				0	0					0	0				0	0	0	68.64	-
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0	0					0	0				0	0	0	381.54	-
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0	0					0	0				0	0	0	507.40	-
19	ENVELOPE, EXPANDING, KRAFTBOARD for legal size	box				0	0					0	0				0	0	0	621.71	-
20	ENVELOPE, EXPANDING, plastic	piece				0	0					0	0				0	0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0	0					0	0				0	0	0	499.20	-
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	0					0	0				0	0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece				0	0					0	0				0	0	0	11.11	-
24	ERASER, plastic or rubber	piece				0	0					0	0				0	0	0	2.29	-
25	FASTENER, for paper, metal, 50 sets per box	box				0	0					0	0				0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0					0	0				0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors	set				0	0					0	0				0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal size, five (5) colors per set	set				0	0					0	0				0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0	0					0	0				0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0	0					0	0				0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack				0	0					0	0				0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	0					0	0				0	0	0	203.84	-
33	FOLDER, Pressboard, size 210mm x 270mm, 100/box	box				0	0					0	0				0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces	pack				0	0					0	0				0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0	0					0	0				0	0	0	200.37	-
36	GLUE, all purpose, 300 grams min.	jar				0	0					0	0				0	0	0	44.18	-
37	INDEX TAB, Self-adhesive, 5 set/BOX, assorted colors	box				0	0					0	0				0	0	0	47.90	-

38	LOOSELEAF COVER, 50sets per bundle	bundle				0	0				0	0			0	0	0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece				0	0				0	0			0	0	0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set				0	0				0	0			0	0	0	0	0	35.55	-
41	MARKER, whiteboard, bullet type, black	piece				0	0				0	0			0	0	0	0	0	10.28	-
42	MARKER, whiteboard, bullet type, blue	piece				0	0				0	0			0	0	0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece				0	0				0	0			0	0	0	0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece				0	0				0	0			0	0	0	0	0	9.65	-
45	MARKER, permanent, bullet type, blue	piece				0	0				0	0			0	0	0	0	0	9.65	-
46	MARKER, permanent, bullet type, red	piece				0	0				0	0			0	0	0	0	0	9.65	-
47	NOTE BOOK, stenographer s, 40 leaves spiral	piece				0	0				0	0			0	0	0	0	0	10.40	-
48	NOTE PAD, stick-on, (2' x3'), 100 sheets per pad	pad				0	0				0	0			0	0	0	0	0	31.20	-
49	NOTE PAD, stick-on, (3' x3'), 100 sheets per pad	pad				0	0				0	0			0	0	0	0	0	40.54	-
50	NOTE PAD, stick-on, (3' x4'), 100 sheets per pad	pad				0	0				0	0			0	0	0	0	0	54.06	-
51	PAD PAPER, Ruled	pad				0	0				0	0			0	0	0	0	0	18.26	-
52	PAPER CLIP, gem type, 40mm, 100 pieces per box	box				0	0				0	0			0	0	0	0	0	12.85	-
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0	0				0	0			0	0	0	0	0	6.43	-
54	PAPER, MULTI-COPY, 80gsm, size: 702mm	ream				0	0				0	0			0	0	0	0	0	123.55	-
55	PAPER, MULTI-COPY, 80gsm, size: 762mm	ream				0	0				0	0			0	0	0	0	0	149.72	-
56	PAPER, Multi-Purpose (COPY) A4,	ream				0	0				0	0			0	0	0	0	0	113.00	-
57	PAPER, Multi-Purpose (COPY), Legal size 706mm	ream				0	0				0	0			0	0	0	0	0	123.31	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream				0	0				0	0			0	0	0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll				0	0				0	0			0	0	0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				0	0				0	0			0	0	0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece				0	0				0	0			0	0	0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0	0				0	0			0	0	0	0	0	60.32	-
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0	0				0	0			0	0	0	0	0	86.85	-
64	RING BINDER, Plastic 32mm, 10 Rings per bundle	bundle				0	0				0	0			0	0	0	0	0	256.87	-
65	ROBBER BAND, 70mm mm ray nat length, (#18)	box				0	0				0	0			0	0	0	0	0	93.31	-
66	ROLLER, plastic, 450mm, 1 piece in individual plastic	piece				0	0				0	0			0	0	0	0	0	15.48	-
67	SIGN PEN, black	piece				0	0				0	0			0	0	0	0	0	38.10	-
68	SIGN PEN, blue	piece				0	0				0	0			0	0	0	0	0	38.10	-
69	SIGN PEN, red	piece				0	0				0	0			0	0	0	0	0	38.10	-
70	STAMP PAD INK, violet, 50mL	bottle				0	0				0	0			0	0	0	0	0	24.63	-
71	STAMP PAD, felt pad, mini 60mm x 100mm	piece				0	0				0	0			0	0	0	0	0	27.66	-
72	STAPLE WIRE, Heavy duty, 23/13	box				0	0				0	0			0	0	0	0	0	23.40	-
73	STAPLE WIRE, Standard	box				0	0				0	0			0	0	0	0	0	18.92	-
74	TAPE, masking, 24mm, 50 meters length	roll				0	0				0	0			0	0	0	0	0	55.12	-
75	TAPE, masking, 40mm, 50 meters length	roll				0	0				0	0			0	0	0	0	0	105.04	-
76	TAPE, transparent, 24mm, 50 meters	roll				0	0				0	0			0	0	0	0	0	10.92	-
77	TAPE, transparent, 40mm, 50 meters	roll				0	0				0	0			0	0	0	0	0	26.52	-
78	TAPE, packaging, 40mm, 50 meters length	roll				0	0				0	0			0	0	0	0	0	32.74	-
79	TOILET TISSUE, 12 rolls per pack	pack				0	0				0	0			0	0	0	0	0	67.60	-
80	TWINE, plastic, one kilo per roll	roll				0	0				0	0			0	0	0	0	0	49.92	-
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0	0				0	0			0	0	0	0	0	128.84	-
82	Software					0	0				0	0			0	0	0	0	0		-

83	Airline Travel					0	0								0	0			0	0	0		-
COMMON OFFICE DEVICES																							
1	CUTTER BLADE, heavy duty cutter, 40 pieces per tube	tube				0	0								0	0			0	0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece				0	0								0	0			0	0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece				0	0								0	0			0	0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in individual paper, heavy duty, with two hole guide	piece				0	0								0	0			0	0	0	187.20	-
5	PUNCHER, paper, heavy duty, with two hole guide	piece				0	0								0	0			0	0	0	114.28	-
6	SCISSORS, (6")	pair				0	0								0	0			0	0	0	13.73	-
7	STAPLER, standard	piece				0	0								0	0			0	0	0	82.16	-
8	STAPLER, binder type, heavy duty for high volume stapling	piece				0	0								0	0			0	0	0	878.80	-
9	STAPLE REMOVER, plier type	piece				0	0								0	0			0	0	0	18.18	-
10	TAPE DISPENSER, table top	piece				0	0								0	0			0	0	0	47.72	-
11	WASTE BASKET, non-rigid plastic	piece				0	0								0	0			0	0	0	23.90	-
COMMON JANITORIAL SUPPLIES																							
1	BROOM, soft (tambo)	piece				0	0								0	0			0	0	0	88.40	-
2	BROOM, stick (tingting)	piece				0	0								0	0			0	0	0	23.92	-
3	CLEANER, TOILET BOWL AND URINAL, scouring powder, 350grams/can	bottle				0	0								0	0			0	0	0	41.60	-
4	DETERGENT POWDER, air purpose, 400grams/can	can				0	0								0	0			0	0	0	21.27	-
5	DISINFECTANT SPRAY, 400-550 grams	pouch				0	0								0	0			0	0	0	37.43	-
6	DUST PAN, non-rigid plastic	can				0	0								0	0			0	0	0	119.60	-
7	FLOOR WAX, Paste, red	piece				0	0								0	0			0	0	0	24.96	-
8	FURNITURE CLEANER, aerosol, 700ml/can	can				0	0								0	0			0	0	0	202.80	-
9	INSECTICIDE, aerosol type, 600ml/can	can				0	0								0	0			0	0	0	84.76	-
10	MOPBUCKET	can				0	0								0	0			0	0	0	124.80	-
11	MOPHANDLE, screw type, aluminum handle	piece				0	0								0	0			0	0	0	1,911.00	-
12	MOPHEAD, made of rayon	piece				0	0								0	0			0	0	0	142.48	-
13	RAG, air cotton, 32 pieces per kilo per bundle	bundle				0	0								0	0			0	0	0	98.80	-
14	SCOURING PAD, 5 pieces per pack	roll				0	0								0	0			0	0	0	49.69	-
15	TRASHBAG, plastic, transparent, 40pcs/roll	pack				0	0								0	0			0	0	0	102.96	-
16	DISINFECTANT, bleaching solution	roll				0	0								0	0			0	0	0	139.88	-
17		cont				0	0								0	0			0	0	0	101.82	-
COMMON OFFICE EQUIPMENT																							
1	BINDING AND PUNCHING MACHINE, two (2) hand lever	unit				0	0								0	0			0	0	0	10,400.00	-
2	CALCULATOR, COMPACT, ELECTRONIC, scientific, 1 unit in per box	unit				0	0								0	0			0	0	0	135.20	-
3	CHAIR, monodisc, without armrest,	unit				0	0								0	0			0	0	0	258.84	-
4	CHAIR, monodisc, without armrest,	piece				0	0								0	0			0	0	0	254.68	-
5	CHAIR, monodisc, without armrest, white	piece				0	0								0	0			0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable) 1 unit in individual box	unit				0	0								0	0			0	0	0	6,229.60	-
7	DOCUMENT CAMERA, four (4) reference points demarcate viewing	unit				0	0								0	0			0	0	0	25,272.00	-
8	ELECTRIC FAN, industrial	unit				0	0								0	0			0	0	0	956.80	-
9	ELECTRIC FAN, orbit type	unit				0	0								0	0			0	0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit				0	0								0	0			0	0	0	967.10	-

11	ELECTRIC FAN, wall type	unit				0	0				0	0				0	0	0	790.40	-	
12	FACSIMILE MACHINE, uses thermal	unit				0	0				0	0				0	0	0	3,502.72	-	
13	PAPER EXTRACTOR, for dry chemical,	unit				0	0				0	0				0	0	0	1,080.56	-	
14	for ABC class of fire, rated pressure,	unit				0	0				0	0				0	0	0	4,992.00	-	
15	with fire rating of 1A-1BC, for ABC	unit				0	0				0	0				0	0	0	26,483.60	-	
16	PAPER TRIMMER/CUTTING	unit				0	0				0	0				0	0	0	7,488.00	-	
17	MACHINE SHREDDER, 0.0001 set sheet	unit				0	0				0	0				0	0	0	5,699.20	-	
18	FRONT FEED, 6 sheets of 70 GSM, 24	unit				0	0				0	0				0	0	0	18,709.60	-	
19	PRINT, 126, IMPACT, 80 G/M PRINT, 9	unit				0	0				0	0				0	0	0	5,831.52	-	
20	PRINT, 80, 100, 127, 150, 175, 200, 225, 250, 275, 300, 325, 350, 375, 400, 425, 450, 475, 500, 525, 550, 575, 600, 625, 650, 675, 700, 725, 750, 775, 800, 825, 850, 875, 900, 925, 950, 975, 1000, 1025, 1050, 1075, 1100, 1125, 1150, 1175, 1200, 1225, 1250, 1275, 1300, 1325, 1350, 1375, 1400, 1425, 1450, 1475, 1500, 1525, 1550, 1575, 1600, 1625, 1650, 1675, 1700, 1725, 1750, 1775, 1800, 1825, 1850, 1875, 1900, 1925, 1950, 1975, 2000, 2025, 2050, 2075, 2100, 2125, 2150, 2175, 2200, 2225, 2250, 2275, 2300, 2325, 2350, 2375, 2400, 2425, 2450, 2475, 2500, 2525, 2550, 2575, 2600, 2625, 2650, 2675, 2700, 2725, 2750, 2775, 2800, 2825, 2850, 2875, 2900, 2925, 2950, 2975, 3000, 3025, 3050, 3075, 3100, 3125, 3150, 3175, 3200, 3225, 3250, 3275, 3300, 3325, 3350, 3375, 3400, 3425, 3450, 3475, 3500, 3525, 3550, 3575, 3600, 3625, 3650, 3675, 3700, 3725, 3750, 3775, 3800, 3825, 3850, 3875, 3900, 3925, 3950, 3975, 4000, 4025, 4050, 4075, 4100, 4125, 4150, 4175, 4200, 4225, 4250, 4275, 4300, 4325, 4350, 4375, 4400, 4425, 4450, 4475, 4500, 4525, 4550, 4575, 4600, 4625, 4650, 4675, 4700, 4725, 4750, 4775, 4800, 4825, 4850, 4875, 4900, 4925, 4950, 4975, 5000, 5025, 5050, 5075, 5100, 5125, 5150, 5175, 5200, 5225, 5250, 5275, 5300, 5325, 5350, 5375, 5400, 5425, 5450, 5475, 5500, 5525, 5550, 5575, 5600, 5625, 5650, 5675, 5700, 5725, 5750, 5775, 5800, 5825, 5850, 5875, 5900, 5925, 5950, 5975, 6000, 6025, 6050, 6075, 6100, 6125, 6150, 6175, 6200, 6225, 6250, 6275, 6300, 6325, 6350, 6375, 6400, 6425, 6450, 6475, 6500, 6525, 6550, 6575, 6600, 6625, 6650, 6675, 6700, 6725, 6750, 6775, 6800, 6825, 6850, 6875, 6900, 6925, 6950, 6975, 7000, 7025, 7050, 7075, 7100, 7125, 7150, 7175, 7200, 7225, 7250, 7275, 7300, 7325, 7350, 7375, 7400, 7425, 7450, 7475, 7500, 7525, 7550, 7575, 7600, 7625, 7650, 7675, 7700, 7725, 7750, 7775, 7800, 7825, 7850, 7875, 7900, 7925, 7950, 7975, 8000, 8025, 8050, 8075, 8100, 8125, 8150, 8175, 8200, 8225, 8250, 8275, 8300, 8325, 8350, 8375, 8400, 8425, 8450, 8475, 8500, 8525, 8550, 8575, 8600, 8625, 8650, 8675, 8700, 8725, 8750, 8775, 8800, 8825, 8850, 8875, 8900, 8925, 8950, 8975, 9000, 9025, 9050, 9075, 9100, 9125, 9150, 9175, 9200, 9225, 9250, 9275, 9300, 9325, 9350, 9375, 9400, 9425, 9450, 9475, 9500, 9525, 9550, 9575, 9600, 9625, 9650, 9675, 9700, 9725, 9750, 9775, 9800, 9825, 9850, 9875, 9900, 9925, 9950, 9975, 10000	unit				0	0				0	0				0	0	0	10,000.00	-	
21	TABLE, monochrome, 32-bit, 30"	unit				0	0				0	0				0	0	0	1,237.60	-	
22	TABLE, white, four(4) square, 30"	unit				0	0				0	0				0	0	0	1,289.60	-	
23	TABLE, beige, four(4) square, 30"	unit				0	0				0	0				0	0	0	1,289.60	-	
24	Desktop and Laptop	unit				0	0				0	0				0	0	0		-	
COMMON COMPUTER SUPPLIES																					
1	COMPUTER CONTINUOUS FORMS, 1	box				0	0				0	0				0	0	0	630.76	-	
2	COMPUTER CONTINUOUS FORMS, 1	box				0	0				0	0				0	0	0	950.30	-	
3	COMPUTER CONTINUOUS FORMS, 1	box				0	0				0	0				0	0	0	716.04	-	
4	COMPUTER CONTINUOUS FORMS, 1	box				0	0				0	0				0	0	0	1,220.96	-	
5	COMPUTER CONTINUOUS FORMS, 1	box				0	0				0	0				0	0	0	596.80	-	
6	COMPUTER CONTINUOUS FORMS, 1	box				0	0				0	0				0	0	0	958.15	-	
7	EXTERNAL HARD DRIVE, 1TB, 2.5"	piece				0	0				0	0				0	0	0	21.79	-	
8	FLASH DRIVE, 16GB, USB 2.0, plug	piece				0	0				0	0				0	0	0	2,818.40	-	
9	MOUSE, optical, USB connection	piece				0	0				0	0				0	0	0	194.48	-	
10	MOUSE, optical, USB connection	unit				0	0				0	0				0	0	0	127.80	-	
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK ON PHILIPPINE	piece				0	0				0	0				0	0	0	61.83	-	
CONSUMABLES																					
1	INK CART, BROTHER LC39BK, Black	cart				0	0				0	0				0	0	0	681.20	-	
2	INK CART, BROTHER LC39C, Cyan	cart				0	0				0	0				0	0	0	447.20	-	
3	INK CART, BROTHER LC39M, Magenta	cart				0	0				0	0				0	0	0	447.20	-	
4	INK CART, BROTHER LC39Y, Yellow	cart				0	0				0	0				0	0	0	447.20	-	
5	INK CART, BROTHER LC67B, Black	cart				0	0				0	0				0	0	0	910.00	-	
6	INK CART, BROTHER LC67C, Cyan	cart				0	0				0	0				0	0	0	546.00	-	
7	INK CART, BROTHER LC67M, Magenta	cart				0	0				0	0				0	0	0	546.00	-	
8	INK CART, BROTHER LC67Y, Yellow	cart				0	0				0	0				0	0	0	546.00	-	
9	INK CART, BROTHER LC67HYBK, Black	cart				0	0				0	0				0	0	0	1,538.16	-	
10	INK CART, BROTHER LC67HYC, Cyan	cart				0	0				0	0				0	0	0	868.40	-	
11	INK CART, BROTHER LC67HYM, Magenta	cart				0	0				0	0				0	0	0	868.40	-	
12	INK CART, BROTHER LC67HY, Yellow	cart				0	0				0	0				0	0	0	868.40	-	
13	INK CART, CANON PG-810, Black	cart				0	0				0	0				0	0	0	774.80	-	
14	INK CART, CANON PG-740, Black	cart				0	0				0	0				0	0	0	754.00	-	
15	INK CART, CANON PGI-725, Black	cart				0	0				0	0				0	0	0	574.08	-	

16	INK CART, CANON CLI-726, Black	cart				0	0				0	0				0	0	0	534.56	-
17	INK CART, CANON CL-811, Colored	cart				0	0				0	0				0	0	0	1,022.32	-
18	INK CART, CANON CL-741, Colored	cart				0	0				0	0				0	0	0	1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart				0	0				0	0				0	0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0	0				0	0				0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0	0				0	0				0	0	0	535.60	-
22	INK CART, EPSON C131030190 (1078) Black	cart				0	0				0	0				0	0	0	491.92	-
23	INK CART, EPSON C131039090 (1070) Colored	cart				0	0				0	0				0	0	0	770.64	-
24	INK CART, EPSON C13T05100(73N)(04N) Black	cart				0	0				0	0				0	0	0	426.40	-
25	INK CART, EPSON C13T05200(73N)(04N) Cyan	cart				0	0				0	0				0	0	0	426.40	-
26	INK CART, EPSON C13T05300(73N)(04N) Magenta	cart				0	0				0	0				0	0	0	426.40	-
27	INK CART, EPSON C13T05400(73N)(04N) Yellow	cart				0	0				0	0				0	0	0	426.40	-
28	INK CART, EPSON C1310604100 (T6641) Black	cart				0	0				0	0				0	0	0	254.80	-
29	INK CART, EPSON C1310604200 (T6642) Cyan	cart				0	0				0	0				0	0	0	254.80	-
30	INK CART, EPSON C1310604300 (T6643) Magenta	cart				0	0				0	0				0	0	0	254.80	-
31	INK CART, EPSON C1310604400 (T6644) Yellow	cart				0	0				0	0				0	0	0	254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), III-color	cart				0	0				0	0				0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0	0	717.60	-
43	INK CART, HP C6570DA, (HP70), III-color	cart				0	0				0	0				0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), III-color	cart				0	0				0	0				0	0	0	1,346.80	-
46	INK CART, HP C6650AA, (HP50), Black	cart				0	0				0	0				0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), III-color	cart				0	0				0	0				0	0	0	1,466.40	-
48	INK CART, HP C6727AA, (HP27), Black	cart				0	0				0	0				0	0	0	826.80	-
49	INK CART, HP C6705WA, (HP94), Black	cart				0	0				0	0				0	0	0	930.80	-
50	INK CART, HP C6706WA, (HP95), III-color	cart				0	0				0	0				0	0	0	1,133.60	-
51	INK CART, HP C6707WA, (HP96), Black	cart				0	0				0	0				0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), III-color	cart				0	0				0	0				0	0	0	751.92	-
54	INK CART, HP C9301WA, (HP93), III-color	cart				0	0				0	0				0	0	0	1,346.80	-
55	INK CART, HP C9302WA, (HP92), Black	cart				0	0				0	0				0	0	0	600.08	-
56	INK CART, HP C9303WA, (HP97), III-color	cart				0	0				0	0				0	0	0	1,492.40	-
57	INK CART, HP C9304WA, (HP98), Black	cart				0	0				0	0				0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), III-color	cart				0	0				0	0				0	0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0	0	696.80	-

106	TONER CART, HP CB541A, Cyan	cart				0	0					0	0				0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0					0	0				0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0					0	0				0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0					0	0				0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0	0					0	0				0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0					0	0				0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0					0	0				0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0					0	0				0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0					0	0				0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0					0	0				0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0					0	0				0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0					0	0				0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0					0	0				0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0					0	0				0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0					0	0				0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0					0	0				0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0					0	0				0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0					0	0				0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0					0	0				0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0					0	0				0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0					0	0				0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0					0	0				0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0					0	0				0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0					0	0				0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0					0	0				0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0					0	0				0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0					0	0				0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0					0	0				0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0					0	0				0	0	0	3,998.80	-
135	TONER CART, HP CE505A, Black, high cap	cart				0	0					0	0				0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0					0	0				0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0					0	0				0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0					0	0				0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0					0	0				0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0					0	0				0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0					0	0				0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0					0	0				0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0					0	0				0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0					0	0				0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0					0	0				0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0					0	0				0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0					0	0				0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0					0	0				0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0					0	0				0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0					0	0				0	0	0	5,844.80	-

9					0	0				0	0				0	0			0	0	0		-
10					0	0				0	0				0	0			0	0	0		-
11					0	0				0	0				0	0			0	0	0		-
12					0	0				0	0				0	0			0	0	0		-
13					0	0				0	0				0	0			0	0	0		-
14					0	0				0	0				0	0			0	0	0		-
15					0	0				0	0				0	0			0	0	0		-
16					0	0				0	0				0	0			0	0	0		-
17					0	0				0	0				0	0			0	0	0		-
18					0	0				0	0				0	0			0	0	0		-
19					0	0				0	0				0	0			0	0	0		-
20					0	0				0	0				0	0			0	0	0		-
21					0	0				0	0				0	0			0	0	0		-
COMMON JANITORIAL SUPPLIES																							
1					0	0				0	0				0	0			0	0	0		-
2					0	0				0	0				0	0			0	0	0		-
3					0	0				0	0				0	0			0	0	0		-
CONSUMABLES																							
1					0	0				0	0				0	0			0	0	0		-
2					0	0				0	0				0	0			0	0	0		-
3					0	0				0	0				0	0			0	0	0		-
4					0	0				0	0				0	0			0	0	0		-
5					0	0				0	0				0	0			0	0	0		-
6					0	0				0	0				0	0			0	0	0		-
7					0	0				0	0				0	0			0	0	0		-
8					0	0				0	0				0	0			0	0	0		-
9					0	0				0	0				0	0			0	0	0		-
10					0	0				0	0				0	0			0	0	0		-
11					0	0				0	0				0	0			0	0	0		-
12					0	0				0	0				0	0			0	0	0		-
13					0	0				0	0				0	0			0	0	0		-
14					0	0				0	0				0	0			0	0	0		-
15					0	0				0	0				0	0			0	0	0		-
16					0	0				0	0				0	0			0	0	0		-
17					0	0				0	0				0	0			0	0	0		-
18					0	0				0	0				0	0			0	0	0		-
19					0	0				0	0				0	0			0	0	0		-
20					0	0				0	0				0	0			0	0	0		-
21					0	0				0	0				0	0			0	0	0		-
22					0	0				0	0				0	0			0	0	0		-
23					0	0				0	0				0	0			0	0	0		-
24					0	0				0	0				0	0			0	0	0		-
25					0	0				0	0				0	0			0	0	0		-

26					0	0				0	0					0	0	0		-
27					0	0				0	0					0	0	0		-
28					0	0				0	0					0	0	0		-
29					0	0				0	0					0	0	0		-
30					0	0				0	0					0	0	0		-
31					0	0				0	0					0	0	0		-
32					0	0				0	0					0	0	0		-
33					0	0				0	0					0	0	0		-
Office Equipment and Accessories																				
1					0	0				0	0					0	0	0		-
2					0	0				0	0					0	0	0		-
3					0	0				0	0					0	0	0		-
4					0	0				0	0					0	0	0		-
5					0	0				0	0					0	0	0		-
6					0	0				0	0					0	0	0		-
7					0	0				0	0					0	0	0		-
8					0	0				0	0					0	0	0		-
9					0	0				0	0					0	0	0		-
10					0	0				0	0					0	0	0		-
Office Supplies																				
1					0	0				0	0					0	0	0		-
2					0	0				0	0					0	0	0		-
3					0	0				0	0					0	0	0		-
4					0	0				0	0					0	0	0		-
5					0	0				0	0					0	0	0		-
6					0	0				0	0					0	0	0		-
7					0	0				0	0					0	0	0		-
8					0	0				0	0					0	0	0		-
9					0	0				0	0					0	0	0		-
10					0	0				0	0					0	0	0		-
Audio and visual presentation and composing equipment																				
1					0	0				0	0					0	0	0		-
2					0	0				0	0					0	0	0		-
3					0	0				0	0					0	0	0		-
4					0	0				0	0					0	0	0		-
5					0	0				0	0					0	0	0		-
6					0	0				0	0					0	0	0		-
7					0	0				0	0					0	0	0		-
8					0	0				0	0					0	0	0		-
9					0	0				0	0					0	0	0		-
10					0	0				0	0					0	0	0		-
Photographic or filming or video equipment																				
1					0	0				0	0					0	0	0		-
2					0	0				0	0					0	0	0		-

3					0	0				0	0				0	0			0	0	0		-	
4					0	0				0	0				0	0			0	0	0		-	
5					0	0				0	0				0	0			0	0	0		-	
6					0	0				0	0				0	0			0	0	0		-	
7					0	0				0	0				0	0			0	0	0		-	
8					0	0				0	0				0	0			0	0	0		-	
9					0	0				0	0				0	0			0	0	0		-	
10					0	0				0	0				0	0			0	0	0		-	
Cleaning Equipment and Supplies						0																		
1					0	0				0	0				0	0			0	0	0		-	
2					0	0				0	0				0	0			0	0	0		-	
3					0	0				0	0				0	0			0	0	0		-	
4					0	0				0	0				0	0			0	0	0		-	
5					0	0				0	0				0	0			0	0	0		-	
6					0	0				0	0				0	0			0	0	0		-	
7					0	0				0	0				0	0			0	0	0		-	
8					0	0				0	0				0	0			0	0	0		-	
9					0	0				0	0				0	0			0	0	0		-	
10					0	0				0	0				0	0			0	0	0		-	
Paper Materials and Products						0																		
1					0	0				0	0				0	0			0	0	0		-	
2					0	0				0	0				0	0			0	0	0		-	
3					0	0				0	0				0	0			0	0	0		-	
4					0	0				0	0				0	0			0	0	0		-	
5					0	0				0	0				0	0			0	0	0		-	
6					0	0				0	0				0	0			0	0	0		-	
7					0	0				0	0				0	0			0	0	0		-	
8					0	0				0	0				0	0			0	0	0		-	
9					0	0				0	0				0	0			0	0	0		-	
10					0	0				0	0				0	0			0	0	0		-	
Lighting and fixtures and accessories						0																		
1					0	0				0	0				0	0			0	0	0		-	
2					0	0				0	0				0	0			0	0	0		-	
3					0	0				0	0				0	0			0	0	0		-	
4					0	0				0	0				0	0			0	0	0		-	
5					0	0				0	0				0	0			0	0	0		-	
6					0	0				0	0				0	0			0	0	0		-	
7					0	0				0	0				0	0			0	0	0		-	
8					0	0				0	0				0	0			0	0	0		-	
9					0	0				0	0				0	0			0	0	0		-	
10					0	0				0	0				0	0			0	0	0		-	
Electrical equipment and components and supplies																								
1					0	0				0	0				0	0			0	0	0		-	
2					0	0				0	0				0	0			0	0	0		-	

3					0	0				0	0					0	0	0			-
4					0	0				0	0					0	0	0			-
5					0	0				0	0					0	0	0			-
6					0	0				0	0					0	0	0			-
7					0	0				0	0					0	0	0			-
8					0	0				0	0					0	0	0			-
9					0	0				0	0					0	0	0			-
10					0	0				0	0					0	0	0			-
Computer Supplies																					
1					0	0				0	0					0	0	0			-
2					0	0				0	0					0	0	0			-
3					0	0				0	0					0	0	0			-
4					0	0				0	0					0	0	0			-
5					0	0				0	0					0	0	0			-
6					0	0				0	0					0	0	0			-
7					0	0				0	0					0	0	0			-
8					0	0				0	0					0	0	0			-
9					0	0				0	0					0	0	0			-
10					0	0				0	0					0	0	0			-
Computer Equipment and Accessories																					
1					0	0				0	0					0	0	0			-
2					0	0				0	0					0	0	0			-
3					0	0				0	0					0	0	0			-
4					0	0				0	0					0	0	0			-
5					0	0				0	0					0	0	0			-
6					0	0				0	0					0	0	0			-
7					0	0				0	0					0	0	0			-
8					0	0				0	0					0	0	0			-
9					0	0				0	0					0	0	0			-
10					0	0				0	0					0	0	0			-
*Other Categories																					
1					0	0				0	0					0	0	0			-
2					0	0				0	0					0	0	0			-
3					0	0				0	0					0	0	0			-
4					0	0				0	0					0	0	0			-
5					0	0				0	0					0	0	0			-
6					0	0				0	0					0	0	0			-
7					0	0				0	0					0	0	0			-
8					0	0				0	0					0	0	0			-
9					0	0				0	0					0	0	0			-
10					0	0				0	0					0	0	0			-
C. TOTAL (A + B):																					
D. ADDITIONAL PROVISION FOR																					

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com. For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____
 Region: _____
 Address: _____

Agency Account Code: _____

Contact Person: _____
 Position: _____
 E-mail : _____
 Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	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, size AA, alkaline, 2 pieces per blister pack	pack				0				0				0					0	0	17.42	-
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				0				0				0					0	0	15.03	-
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0				0					0	0	77.56	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	114.40	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0				0				0				0	0	280.80	-
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0				0	0		-
7 TAPE, electrical	roll				0				0				0				0	0	18.20	-
COMMON OFFICE SUPPLIES																				
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0				0	0	624.00	-
2 AIR FRESHENER, 280mL/can	can				0				0				0				0	0	83.20	-
3 ALCOHOL, 70%, ethyl, 500ml	bottle				0				0				0				0	0	47.82	-
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0	197.58	-
5 CARBON FILM, PE, black, 210mm x 30mm, 100 sheets per box	box				0				0				0				0	0	202.80	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0				0	0	64.48	-
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0				0	0	25.86	-
8 CLEARBOOK, A4 size	piece				0				0				0				0	0	39.52	-
9 CLEARBOOK, Legal size	piece				0				0				0				0	0	43.68	-
10 CLIP, backfold, 19mm, 12 pieces per box	box				0				0				0				0	0	7.28	-
11 CLIP, backfold, 25mm, 12 pieces per box	box				0				0				0				0	0	10.40	-
12 CLIP, backfold, 32mm, 12 pieces per box	box				0				0				0				0	0	19.12	-
13 CLIP, backfold, 50mm, 12 pieces per box	box				0				0				0				0	0	36.38	-
14 CORRECTION TAPE, 6 meters (min), 1 piece in individual plastic	piece				0				0				0				0	0	31.20	-
15 DATA FILE BOX, made with chipboard, with closed ends	box				0				0				0				0	0	69.78	-
16 DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0	68.64	-
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0				0				0				0	0	381.54	-
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0				0				0				0	0	507.40	-
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0				0				0				0	0	621.71	-
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0				0	0	27.61	-
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0				0				0				0	0	499.20	-
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0				0				0	0	561.60	-
23 ERASER, felt, for blackboard/whiteboard	piece				0				0				0				0	0	11.11	-
24 ERASER, plastic or rubber	piece				0				0				0				0	0	2.29	-
25 FASTENER, for paper, metal, 50 sets per box	box				0				0				0				0	0	57.09	-
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	70.67	-
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0				0	0	12.48	-
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0				0	0	16.64	-
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0				0	0	234.00	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0				0	0	291.20	-
31 FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0				0	0	166.40	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0				0	0	203.84	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
33 FOLDER, Pressboard, size 210mm x 370mm, 1005/box	box				0				0				0					0	0	746.72	-
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0				0					0	0	179.28	-
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0				0				0					0	0	200.37	-
36 GLUE, all purpose, 300 grams min.	jar				0				0				0					0	0	44.18	-
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0				0					0	0	47.90	-
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0					0	0	539.76	-
39 MAGAZINE FILE BOX, LARGE	piece				0				0				0					0	0	41.60	-
40 MARKER, fluorescent, 3 colors per set	set				0				0				0					0	0	35.55	-
41 MARKER, whiteboard, bullet type, black	piece				0				0				0					0	0	10.28	-
42 MARKER, whiteboard, bullet type, blue	piece				0				0				0					0	0	10.28	-
43 MARKER, whiteboard, bullet type, red	piece				0				0				0					0	0	10.28	-
44 MARKER, permanent, bullet type, black	piece				0				0				0					0	0	9.65	-
45 MARKER, permanent, bullet type, blue	piece				0				0				0					0	0	9.65	-
46 MARKER, permanent, bullet type, red	piece				0				0				0					0	0	9.65	-
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0				0				0					0	0	10.40	-
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0				0				0					0	0	31.20	-
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0				0				0					0	0	40.54	-
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0				0				0					0	0	54.06	-
51 PAD PAPER, Ruled	pad				0				0				0					0	0	18.26	-
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0				0				0					0	0	12.85	-
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0				0				0					0	0	6.43	-
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0					0	0	123.70	-
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0					0	0	149.85	-
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0				0					0	0	113.10	-
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0					0	0	123.44	-
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0				0				0					0	0	88.40	-
59 PAPER, Thermal, 216mm x 30m	roll				0				0				0					0	0	31.15	-
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				0				0				0					0	0	19.62	-
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0					0	0	278.72	-
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0				0				0					0	0	60.32	-
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0				0				0					0	0	86.85	-
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0					0	0	256.87	-
65 RUBBER BAND, 70mm min lay flat length (#18)	box				0				0				0					0	0	93.31	-
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0				0					0	0	15.48	-
67 SIGN PEN, black	piece				0				0				0					0	0	38.10	-
68 SIGN PEN, blue	piece				0				0				0					0	0	38.10	-
69 SIGN PEN, red	piece				0				0				0					0	0	38.10	-
70 STAMP PAD INK, violet, 50mL	bottle				0				0				0					0	0	24.63	-
71 STAMP PAD, felt pad, min 60mm x 100mm	piece				0				0				0					0	0	27.66	-
72 STAPLE WIRE, Heavy duty, 23/13	box				0				0				0					0	0	23.40	-

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
73 STAPLE WIRE, Standard	box				0				0				0				0	0	18.92	-
74 TAPE, masking, 24mm, 50 meters length	roll				0				0				0				0	0	55.12	-
75 TAPE, masking, 48mm, 50 meters length	roll				0				0				0				0	0	105.04	-
76 TAPE, transparent, 24mm, 50 meters	roll				0				0				0				0	0	10.92	-
77 TAPE, transparent, 48mm, 50 meters	roll				0				0				0				0	0	26.52	-
78 TAPE, packaging, 48mm, 50 meters length	roll				0				0				0				0	0	32.74	-
79 TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0	67.60	-
80 TWINE, plastic, one kilo per roll	roll				0				0				0				0	0	49.92	-
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	128.84	-
82 Software					0				0				0				0	0		-
83 Airline Travel					0				0				0				0	0		-
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0				0				0	0	9.19	-
2 CUTTER KNIFE, heavy duty	piece				0				0				0				0	0	19.76	-
3 DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	-
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0				0	0	187.20	-
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0				0				0				0	0	114.28	-
6 SCISSORS, (6")	pair				0				0				0				0	0	13.73	-
7 STAPLER, standard	piece				0				0				0				0	0	82.16	-
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0				0				0				0	0	878.80	-
9 STAPLE REMOVER, plier type	piece				0				0				0				0	0	18.18	-
10 TAPE DISPENSER, table top	piece				0				0				0				0	0	47.72	-
11 WASTE BASKET, non-rigid plastic	piece				0				0				0				0	0	23.90	-
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece				0				0				0				0	0	88.40	-
2 BROOM, stick (tingting)	piece				0				0				0				0	0	23.92	-
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	41.60	-
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	37.43	-
6 DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	119.60	-
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	24.96	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300mL/can	can				0				0				0				0	0	84.76	-
10 INSECTICIDE, aerosol type, 600mL/can	can				0				0				0				0	0	124.80	-
11 MOPBUCKET	piece				0				0				0				0	0	1,911.00	-
12 MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	142.48	-
13 MOPHEAD, made of rayon	piece				0				0				0				0	0	98.80	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0					0	0	49.69	-
15 SCOURING PAD, 5 pieces per pack	pack				0				0				0					0	0	102.96	-
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0					0	0	139.88	-
17 DISINFECTANT, bleaching solution	cont				0				0				0					0	0	101.82	-
																				7.28	-
COMMON OFFICE EQUIPMENT																					
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0				0					0	0	10,400.00	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0				0				0					0	0	135.20	-
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0					0	0	258.84	-
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0					0	0	254.68	-
5 CHAIR, monobloc, without armrest, white	piece				0				0				0					0	0	254.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0					0	0	6,229.60	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0				0					0	0	25,272.00	-
8 ELECTRIC FAN, industrial	unit				0				0				0					0	0	956.80	-
9 ELECTRIC FAN, orbit type	unit				0				0				0					0	0	1,248.00	-
10 ELECTRIC FAN, stand type	unit				0				0				0					0	0	967.10	-
11 ELECTRIC FAN, wall type	unit				0				0				0					0	0	790.40	-
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit				0				0				0					0	0	3,502.72	-
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0				0				0					0	0	1,080.56	-
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0				0				0					0	0	4,992.00	-
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0					0	0	26,483.60	-
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0					0	0	7,488.00	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0					0	0	5,699.20	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0					0	0	18,709.60	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0					0	0	5,831.52	-

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0				0	0	10,000.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	1,237.60	-
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-
24 Desktop and Laptop	unit				0				0				0				0	0		-
COMMON COMPUTER SUPPLIES																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	630.76	-
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	950.30	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	716.04	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	1,220.96	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	596.80	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	958.15	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0				0				0	0	21.79	-
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				0				0				0				0	0	2,818.40	-
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0				0				0				0	0	194.48	-
10 MOUSE, optical, USB connection type	unit				0				0				0				0	0	127.80	-
HANDBOOK ON PROCUREMENT																				
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0	61.83	-
CONSUMABLES																				
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	681.20	-
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	447.20	-
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	447.20	-
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	447.20	-
5 INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00	-
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00	-
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00	-
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00	-
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,538.16	-

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	868.40	-
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	868.40	-
12 INK CART, BROTHER LC67HYY, Yellow	cart				0				0				0				0	0	868.40	-
13 INK CART, CANON PG-810, Black	cart				0				0				0				0	0	774.80	-
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	754.00	-
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	574.08	-
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	534.56	-
17 INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,022.32	-
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	1,001.52	-
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60	-
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60	-
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60	-
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92	-
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64	-
24 INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0				0	0	426.40	-
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0				0	0	426.40	-
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0				0	0	426.40	-
27 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0				0	0	426.40	-
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0	254.80	-
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0	0	254.80	-
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,346.80	-
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,554.80	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,554.80	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,034.80	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,034.80	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,034.80	-
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80	-
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-
48 INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	826.80	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	-
52 INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	650.00	-
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	751.92	-
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,346.80	-
55 INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08	-
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40	-
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	826.80	-
58 INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	296.40	-
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	379.60	-
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80	-
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00	-
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92	-
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80	-
64 INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	639.60	-
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,445.60	-
66 INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	754.00	-
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	-
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60	-
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20	-
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,086.80	-
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	358.80	-
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80	-
73 INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	792.48	-
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	629.20	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20	-
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20	-
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80	-
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	644.80	-
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80	-
80 INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	-
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	-
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	-
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,180.40	-
84 INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	358.80	-
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	358.80	-
86 INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	358.80	-
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	360.88	-
88 INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	366.08	-
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60	-
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60	-
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0					0	0	930.80	-
93 INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0					0	0	1,003.60	-
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0					0	0	1,196.00	-
95 TONER CART, BROTHER TN-2025, Black	cart				0				0				0					0	0	2,556.32	-
96 TONER CART, BROTHER TN-2130, Black	cart				0				0				0					0	0	1,820.00	-
97 TONER CART, BROTHER TN-2150, Black	cart				0				0				0					0	0	2,860.00	-
98 TONER CART, BROTHER TN-3320, Black	cart				0				0				0					0	0	3,354.00	-
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0					0	0	4,992.00	-
100 TONER CART, HP C4092A, Black	cart				0				0				0					0	0	2,741.44	-
101 TONER CART, HP C4096A, Black	cart				0				0				0					0	0	5,352.88	-
102 TONER CART, HP C7115A, Black	cart				0				0				0					0	0	2,971.28	-
103 TONER CART, HP CB435A, Black	cart				0				0				0					0	0	2,802.80	-
104 TONER CART, HP CB436A, Black	cart				0				0				0					0	0	3,218.80	-
105 TONER CART, HP CB540A, Black	cart				0				0				0					0	0	3,312.40	-
106 TONER CART, HP CB541A, Cyan	cart				0				0				0					0	0	2,984.80	-
107 TONER CART, HP CB542A, Yellow	cart				0				0				0					0	0	2,984.80	-
108 TONER CART, HP CB543A, Magenta	cart				0				0				0					0	0	2,984.80	-
109 TONER CART, HP CC364A, Black	cart				0				0				0					0	0	7,378.80	-
110 TONER CART, HP CC530A, Black	cart				0				0				0					0	0	5,402.80	-
111 TONER CART, HP CC531A, Cyan	cart				0				0				0					0	0	5,298.80	-
112 TONER CART, HP CC532A, Yellow	cart				0				0				0					0	0	5,298.80	-
113 TONER CART, HP CC533A, Magenta	cart				0				0				0					0	0	5,298.80	-
114 TONER CART, HP CE255A, Black	cart				0				0				0					0	0	6,754.80	-
115 TONER CART, HP CE278A, Black	cart				0				0				0					0	0	3,114.80	-
116 TONER CART, HP CE285A (HP85A), Black	cart				0				0				0					0	0	2,756.00	-
117 TONER CART, HP CE310A, Black	cart				0				0				0					0	0	2,386.80	-
118 TONER CART, HP CE311A, Cyan	cart				0				0				0					0	0	2,490.80	-
119 TONER CART, HP CE312A, Yellow	cart				0				0				0					0	0	2,490.80	-
120 TONER CART, HP CE313A, Magenta	cart				0				0				0					0	0	2,490.80	-
121 TONER CART, HP CE320A, Black	cart				0				0				0					0	0	3,166.80	-
122 TONER CART, HP CE321A, Cyan	cart				0				0				0					0	0	3,010.80	-
123 TONER CART, HP CE322A, Yellow	cart				0				0				0					0	0	3,010.80	-
124 TONER CART, HP CE323A, Magenta	cart				0				0				0					0	0	3,010.80	-
125 TONER CART, HP CE390A, Black	cart				0				0				0					0	0	7,690.80	-
126 TONER CART, HP CE400A, Black	cart				0				0				0					0	0	6,754.80	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0					0	0	9,978.80	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0					0	0	9,978.80	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0					0	0	9,978.80	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0					0	0	3,790.80	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0					0	0	5,402.80	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0					0	0	5,402.80	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80	-
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80	-
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40	-
137 TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,482.80	-
139 TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,530.80	-
140 TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-
141 TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-
142 TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
143 TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144 TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145 TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146 TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147 TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
148 TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
149 TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
150 TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
151 TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
152 TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,894.80	-
153 TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,992.00	-
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,600.00	-
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,392.00	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,704.00	-
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,631.20	-
162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	3,120.00	-
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,280.00	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,368.00	-
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,736.00	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,888.00	-
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
169 RIBBON CART, EPSON C13S015516 (#6750), Black, for LX-300	cart				0				0				0				0	0	76.75	-
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	724.88	-
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	334.88	-
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0				0				0	0	75.92	-

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																			
COMMON ELECTRICAL SUPPLIES																			
1					0				0				0				0	0	-
2					0				0				0				0	0	-
3					0				0				0				0	0	-
COMMON OFFICE 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	-
COMMON 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	-
11					0				0				0				0	0	-
12					0				0				0				0	0	-
13					0				0				0				0	0	-
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	-

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
21					0				0				0				0	0		-
COMMON JANITORIAL SUPPLIES																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
CONSUMABLES																				
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		-
11					0				0				0				0	0		-
12					0				0				0				0	0		-
13					0				0				0				0	0		-
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		-
31					0				0				0				0	0		-
32					0				0				0				0	0		-
33					0				0				0				0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
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					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		-

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
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					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		-
Electrical equipment and components 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		-

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
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					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		-
*Other Categories																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
C. TOTAL (A + B):																			-	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			-	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
E. GRAND TOTAL (C + D)																				-
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores	X	X			o	X			o	X			o	X			o		o	
G.2 Other Items not available at PS but regularly purchased from other sources					o				o				o				o			
TOTAL MONTHLY CASH REQUIREMENTS					o				o				o				o			

*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:

Property/Supply Officer

Accountant /
Local Budget Officer

Head of Office/Agency

Date Prepared:

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com. For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____
 Region: _____
 Address: _____

Agency Account Code: _____

Contact Person: _____
 Position: _____
 E-mail : _____
 Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	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, size AA, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	17.42	-
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	15.03	-
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	77.56	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	114.40	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0				0				0				0	0	280.80	-
6 COMPACT FLOORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0				0	0		-
7 TAPE, electrical	roll				0				0				0				0	0	18.20	-
COMMON OFFICE SUPPLIES																				
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0				0	0	624.00	-
2 AIR FRESHENER, 280mL/can	can				0				0				0				0	0	83.20	-
3 ALCOHOL, 70%, ethyl, 500ml	bottle				0				0				0				0	0	47.82	-
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0	197.58	-
5 CARBON FILM, PE, black, 210mm x 30mm, 100 sheets per box	box				0				0				0				0	0	202.80	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0				0	0	64.48	-
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0				0	0	25.86	-
8 CLEARBOOK, A4 size	piece				0				0				0				0	0	39.52	-
9 CLEARBOOK, Legal size	piece				0				0				0				0	0	43.68	-
10 CLIP, backfold, 19mm, 12 pieces per box	box				0				0				0				0	0	7.28	-
11 CLIP, backfold, 25mm, 12 pieces per box	box				0				0				0				0	0	10.40	-
12 CLIP, backfold, 32mm, 12 pieces per box	box				0				0				0				0	0	19.12	-
13 CLIP, backfold, 50mm, 12 pieces per box	box				0				0				0				0	0	36.38	-
14 CORRECTION TAPE, 6 meters (mm), 1 piece in individual plastic	piece				0				0				0				0	0	31.20	-
15 DATA FILE BOX, made with chipboard, with closed ends	box				0				0				0				0	0	69.78	-
16 DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0	68.64	-
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0				0				0				0	0	381.54	-
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0				0				0				0	0	507.40	-
19 ENVELOPE, EXPANDING, KRAFT BOARD, for legal size documents, 100 pieces per box	box				0				0				0				0	0	621.71	-
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0				0	0	27.61	-
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0				0				0				0	0	499.20	-
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0				0				0	0	561.60	-
23 ERASER, felt, for blackboard/whiteboard	piece				0				0				0				0	0	11.11	-
24 ERASER, plastic or rubber	piece				0				0				0				0	0	2.29	-
25 FASTENER, for paper, metal, 50 sets per box	box				0				0				0				0	0	57.09	-
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	70.67	-
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0				0	0	12.48	-
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0				0	0	16.64	-
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0				0	0	234.00	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0				0	0	291.20	-
31 FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0				0	0	166.40	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0				0	0	203.84	-
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0				0				0				0	0	746.72	-
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0				0				0	0	179.28	-
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0				0				0				0	0	200.37	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
36 GLUE, all purpose, 300 grams min.	jar				0				0				0				0	0	44.18	-
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0				0				0	0	47.90	-
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0				0	0	539.76	-
39 MAGAZINE FILE BOX, LARGE	piece				0				0				0				0	0	41.60	-
40 MARKER, fluorescent, 3 colors per set	set				0				0				0				0	0	35.55	-
41 MARKER, whiteboard, bullet type, black	piece				0				0				0				0	0	10.28	-
42 MARKER, whiteboard, bullet type, blue	piece				0				0				0				0	0	10.28	-
43 MARKER, whiteboard, bullet type, red	piece				0				0				0				0	0	10.28	-
44 MARKER, permanent, bullet type, black	piece				0				0				0				0	0	9.65	-
45 MARKER, permanent, bullet type, blue	piece				0				0				0				0	0	9.65	-
46 MARKER, permanent, bullet type, red	piece				0				0				0				0	0	9.65	-
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0				0				0				0	0	10.40	-
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0				0				0				0	0	31.20	-
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0				0				0				0	0	40.54	-
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0				0				0				0	0	54.06	-
51 PAD PAPER, Ruled	pad				0				0				0				0	0	18.26	-
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0				0				0				0	0	12.85	-
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0				0				0				0	0	6.43	-
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0				0	0	127.90	-
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0	154.05	-
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0				0				0	0	117.30	-
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0				0	0	127.64	-
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream				0				0				0				0	0	88.40	-
59 PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	0	31.15	-
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				0				0				0				0	0	19.62	-
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	278.72	-
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0				0				0				0	0	60.32	-
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0				0				0				0	0	86.85	-
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0				0	0	256.87	-
65 RUBBER BAND, 70mm min lay flat length (#18)	box				0				0				0				0	0	93.31	-
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0				0				0	0	15.48	-
67 SIGN PEN, black	piece				0				0				0				0	0	38.10	-
68 SIGN PEN, blue	piece				0				0				0				0	0	38.10	-
69 SIGN PEN, red	piece				0				0				0				0	0	38.10	-
70 STAMP PAD INK, violet, 50mL	bottle				0				0				0				0	0	24.63	-
71 STAMP PAD, felt pad, min 60mm x 100mm	piece				0				0				0				0	0	27.66	-
72 STAPLE WIRE, Heavy duty, 23/13	box				0				0				0				0	0	23.40	-
73 STAPLE WIRE, Standard	box				0				0				0				0	0	18.92	-
74 TAPE, masking, 24mm, 50 meters length	roll				0				0				0				0	0	55.12	-
75 TAPE, masking, 48mm, 50 meters length	roll				0				0				0				0	0	105.04	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
76 TAPE, transparent, 24mm, 50 meters	roll				0				0				0				0	0	10.92	-
77 TAPE, transparent, 48mm, 50 meters	roll				0				0				0				0	0	26.52	-
78 TAPE, packaging, 48mm, 50 meters length	roll				0				0				0				0	0	32.74	-
79 TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0	67.60	-
80 TWINE, plastic, one kilo per roll	roll				0				0				0				0	0	49.92	-
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	128.84	-
82 Software					0				0				0				0	0		-
83 Airline Travel					0				0				0				0	0		-
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0				0				0	0	9.19	-
2 CUTTER KNIFE, heavy duty	piece				0				0				0				0	0	19.76	-
3 DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	-
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0				0	0	187.20	-
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0				0				0				0	0	114.28	-
6 SCISSORS, (6")	pair				0				0				0				0	0	13.73	-
7 STAPLER, standard	piece				0				0				0				0	0	82.16	-
8 STAPLER, binder type, heavy duty for high volume stapling, 25-125 sheets of 70gsm bond paper stapling	piece				0				0				0				0	0	878.80	-
9 STAPLE REMOVER, plier type	piece				0				0				0				0	0	18.18	-
10 TAPE DISPENSER, table top	piece				0				0				0				0	0	47.72	-
11 WASTE BASKET, non-rigid plastic	piece				0				0				0				0	0	23.90	-
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece				0				0				0				0	0	88.40	-
2 BROOM, stick (tingting)	piece				0				0				0				0	0	23.92	-
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml can	bottle				0				0				0				0	0	41.60	-
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	37.43	-
6 DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	119.60	-
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	24.96	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300mL/can	can				0				0				0				0	0	84.76	-
10 INSECTICIDE, aerosol type, 600mL/can	can				0				0				0				0	0	124.80	-
11 MOPBUCKET	piece				0				0				0				0	0	1,911.00	-
12 MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	142.48	-
13 MOPHEAD, made of rayon	piece				0				0				0				0	0	98.80	-
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0	49.69	-
15 SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	102.96	-
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0	139.88	-
17 DISINFECTANT, bleaching solution	cont				0				0				0				0	0	101.82	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
																				7.28	
COMMON OFFICE EQUIPMENT																					
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 21cm or 17" (21 holes) punching width	unit				0					0								0	0	10,400.00	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0					0								0	0	135.20	-
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0					0								0	0	258.84	-
4 CHAIR, monobloc, without armrest, beige	piece				0					0								0	0	254.68	-
5 CHAIR, monobloc, without armrest, white	piece				0					0								0	0	254.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0					0								0	0	6,229.60	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive	unit				0					0								0	0	25,272.00	-
8 ELECTRIC FAN, industrial	unit				0					0								0	0	956.80	-
9 ELECTRIC FAN, orbit type	unit				0					0								0	0	1,248.00	-
10 ELECTRIC FAN, stand type	unit				0					0								0	0	967.10	-
11 ELECTRIC FAN, wall type	unit				0					0								0	0	790.40	-
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec. transmission	unit				0					0								0	0	3,502.72	-
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non electrical conductor non	unit				0					0								0	0	1,080.56	-
14 FIRE EXTINGUISHER, pure HFC-123, with fire rating of 1A, 1BC, for ABC class of fire, stored and pressure type, non	unit				0					0								0	0	4,992.00	-
15 MULTIMEDIA PROJECTOR, 4000 ansi lumens, 3600 hours lamp life, supports SVGA to XGA (compressed) paper trimmer/cutting machine, (max paper size: 84.20 sheets cutting per automatic clamping	unit				0					0								0	0	26,483.60	-
16 PAPER SHREDDER, 0.08m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0					0								0	0	7,488.00	-
17 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0					0								0	0	5,699.20	-
18 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0					0								0	0	5,831.52	-
19 PRINTER, INKJET, wireless capable, 55ppm speed, 64MB memory, duplex printing capable	unit				0					0								0	0	10,000.00	-
20 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0					0								0	0	1,237.60	-
21 TABLE, monobloc, square, 36" x 36", white, four(4) legs	unit				0					0								0	0	1,289.60	-
22 TABLE, for indoor and outdoor use, 36" x 36", beige, four(4) legs	unit				0					0								0	0	1,289.60	-
23 seater for indoor and outdoor use	unit				0					0								0	0		-
24 Desktop and Laptop	unit				0					0								0	0		-
COMMON COMPUTER SUPPLIES																					
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0					0								0	0	630.76	-
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0					0								0	0	950.30	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0					0								0	0	716.04	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0					0								0	0	1,220.96	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 9-1/2", 500 sets/box	box				0					0								0	0	596.80	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0					0								0	0	958.15	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0					0								0	0	21.79	-
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with	piece				0					0								0	0	2,818.40	-
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0					0								0	0	194.48	-
10 MOUSE, optical, USB connection type	unit				0					0								0	0	127.80	-
HANDBOOK ON PROCUREMENT																					
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184/6th Edition), 6" x 9", 206	piece				0					0								0	0	61.83	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
CONSUMABLES																					
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	681.20	-	
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	447.20	-	
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	447.20	-	
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	447.20	-	
5 INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00	-	
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00	-	
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00	-	
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00	-	
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,538.16	-	
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	868.40	-	
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	868.40	-	
12 INK CART, BROTHER LC67HYY, Yellow	cart				0				0				0				0	0	868.40	-	
13 INK CART, CANON PG-810, Black	cart				0				0				0				0	0	774.80	-	
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	754.00	-	
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	574.08	-	
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	534.56	-	
17 INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,022.32	-	
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	1,001.52	-	
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60	-	
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60	-	
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60	-	
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92	-	
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64	-	
24 INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0				0	0	426.40	-	
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0				0	0	426.40	-	
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0				0	0	426.40	-	
27 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0				0	0	426.40	-	
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0	254.80	-	
29 INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-	
30 INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-	
31 INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0				0				0				0	0	254.80	-	
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,346.80	-	
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-	
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,554.80	-	
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,554.80	-	
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,034.80	-	
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,034.80	-	
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,034.80	-	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
39	INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	644.80	-

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0				0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL 450DN (CII Printer)	cart				0				0				0				0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0				0				0				0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0				0				0				0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,490.80	-

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119 TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,490.80	-
120 TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,490.80	-
121 TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,166.80	-
122 TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,010.80	-
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,010.80	-
124 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,010.80	-
125 TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,690.80	-
126 TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,754.80	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,978.80	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,978.80	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,978.80	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,790.80	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,402.80	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,402.80	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80	-
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80	-
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40	-
137 TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,482.80	-
139 TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,530.80	-
140 TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-
141 TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-
142 TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
143 TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144 TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145 TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146 TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147 TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
148 TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
149 TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
150 TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
151 TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
152 TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,894.80	-
153 TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,992.00	-
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,600.00	-
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,392.00	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,704.00	-
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,631.20	-
162 TONER CART, SAMSUNG MLT-D119S (ML-2010D3), Black	cart				0				0				0				0	0	3,120.00	-
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,280.00	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,368.00	-
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,736.00	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,888.00	-
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
169 RIBBON CART, EPSON C13S015516 (#0750), Black, for LX-300	cart				0				0				0				0	0	76.75	-
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	724.88	-
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	334.88	-
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0				0				0	0	75.92	-

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

COMMON ELECTRICAL SUPPLIES																				
1					0								0					0	0	-
2					0								0					0	0	-
3					0								0					0	0	-

COMMON OFFICE EQUIPMENT																				
1					0								0					0	0	-
2					0								0					0	0	-
3					0								0					0	0	-
4					0								0					0	0	-
5					0								0					0	0	-

COMMON OFFICE SUPPLIES																				
1	pack				0								0					0	0	-
2	piece				0								0					0	0	-
3	pad				0								0					0	0	-
4	box				0								0					0	0	-
5	piece				0								0					0	0	-
6	piece				0								0					0	0	-
7	piece				0								0					0	0	-
8	pack				0								0					0	0	-
9	pack				0								0					0	0	-
10	pack				0								0					0	0	-
11	case				0								0					0	0	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
12	bottle				0				0				0				0	0		-
13	roll				0				0				0				0	0		-
14	case				0				0				0				0	0		-
15	spool				0				0				0				0	0		-
16	bundle				0				0				0				0	0		-
17	bundle				0				0				0				0	0		-
18	box				0				0				0				0	0		-
19	piece				0				0				0				0	0		-
20	roll				0				0				0				0	0		-
21	bundle				0				0				0				0	0		-
COMMON JANITORIAL SUPPLIES																				
1	can				0				0				0				0	0		-
2	can				0				0				0				0	0		-
3	piece				0				0				0				0	0		-
CONSUMABLES																				
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		-
11					0				0				0				0	0		-
12					0				0				0				0	0		-
13					0				0				0				0	0		-
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		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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		-
31					0				0				0				0	0		-
32					0				0				0				0	0		-
33					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					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		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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					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					0				0				0				0	0		-
2					0				0				0				0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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		-
Electrical equipment and components 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		-
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					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		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
10					0				0				0				0	0		-
*Other Categories																				-
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
C. TOTAL (A + B):																				-
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				-
E. GRAND TOTAL (C + D)																				-
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores		X			0	X			0	X			0	X			0		0	
G.2 Other Items not available at PS but regularly purchased from other sources					0				0				0				0			
TOTAL MONTHLY CASH REQUIREMENTS					0				0				0				0			

*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:

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		

Property/Supply Officer

Accountant /
Local Budget Officer

Head of Office/Agency

Date Prepared:

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com. For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017-PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____
 Region: _____
 Address: _____

Agency Account Code: _____

Contact Person: _____
 Position: _____
 E-mail : _____
 Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	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, size AA, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	17.42	-
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	15.03	-
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	77.56	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	114.40	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0				0				0				0	0	280.80	-
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0				0	0		-
7 TAPE, electrical	roll				0				0				0				0	0	18.20	-
COMMON OFFICE SUPPLIES																				
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0				0	0	624.00	-
2 AIR FRESHENER, 280mL/can	can				0				0				0				0	0	83.20	-
3 ALCOHOL, 70%, ethyl, 500ml	bottle				0				0				0				0	0	47.82	-
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0	197.58	-
5 CARBON FILM, PE, black, 210mm x 30mm, 100 sheets per box	box				0				0				0				0	0	202.80	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0				0	0	64.48	-
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0				0	0	25.86	-
8 CLEARBOOK, A4 size	piece				0				0				0				0	0	39.52	-
9 CLEARBOOK, Legal size	piece				0				0				0				0	0	43.68	-
10 CLIP, backfold, 19mm, 12 pieces per box	box				0				0				0				0	0	7.28	-
11 CLIP, backfold, 25mm, 12 pieces per box	box				0				0				0				0	0	10.40	-
12 CLIP, backfold, 32mm, 12 pieces per box	box				0				0				0				0	0	19.12	-
13 CLIP, backfold, 50mm, 12 pieces per box	box				0				0				0				0	0	36.38	-
14 CORRECTION TAPE, 6 meters (mm), 1 piece in individual plastic	piece				0				0				0				0	0	31.20	-
15 DATA FILE BOX, made with chipboard, with closed ends	box				0				0				0				0	0	69.78	-
16 DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0	68.64	-
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0				0				0				0	0	381.54	-
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0				0				0				0	0	507.40	-
19 ENVELOPE, EXPANDING, KRAFT BOARD, for legal size documents, 100 pieces per box	box				0				0				0				0	0	621.71	-
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0				0	0	27.61	-
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0				0				0				0	0	499.20	-
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0				0				0	0	561.60	-
23 ERASER, felt, for blackboard/whiteboard	piece				0				0				0				0	0	11.11	-
24 ERASER, plastic or rubber	piece				0				0				0				0	0	2.29	-
25 FASTENER, for paper, metal, 50 sets per box	box				0				0				0				0	0	57.09	-
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	70.67	-
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0				0	0	12.48	-
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0				0	0	16.64	-
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0				0	0	234.00	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0				0	0	291.20	-
31 FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0				0	0	166.40	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0				0	0	203.84	-
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0				0				0				0	0	746.72	-
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0				0				0	0	179.28	-
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0				0				0				0	0	200.37	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
36 GLUE, all purpose, 300 grams min.	jar				0				0				0				0	0	44.18	-
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0				0				0	0	47.90	-
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0				0	0	539.76	-
39 MAGAZINE FILE BOX, LARGE	piece				0				0				0				0	0	41.60	-
40 MARKER, fluorescent, 3 colors per set	set				0				0				0				0	0	35.55	-
41 MARKER, whiteboard, bullet type, black	piece				0				0				0				0	0	10.28	-
42 MARKER, whiteboard, bullet type, blue	piece				0				0				0				0	0	10.28	-
43 MARKER, whiteboard, bullet type, red	piece				0				0				0				0	0	10.28	-
44 MARKER, permanent, bullet type, black	piece				0				0				0				0	0	9.65	-
45 MARKER, permanent, bullet type, blue	piece				0				0				0				0	0	9.65	-
46 MARKER, permanent, bullet type, red	piece				0				0				0				0	0	9.65	-
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0				0				0				0	0	10.40	-
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0				0				0				0	0	31.20	-
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0				0				0				0	0	40.54	-
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0				0				0				0	0	54.06	-
51 PAD PAPER, Ruled	pad				0				0				0				0	0	18.26	-
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0				0				0				0	0	12.85	-
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0				0				0				0	0	6.43	-
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0				0	0	127.50	-
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0	153.68	-
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0				0				0	0	116.95	-
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0				0	0	127.27	-
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream				0				0				0				0	0	88.40	-
59 PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	0	31.15	-
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				0				0				0				0	0	19.62	-
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	278.72	-
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0				0				0				0	0	60.32	-
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0				0				0				0	0	86.85	-
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0				0	0	256.87	-
65 RUBBER BAND, 70mm min lay flat length (#18)	box				0				0				0				0	0	93.31	-
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0				0				0	0	15.48	-
67 SIGN PEN, black	piece				0				0				0				0	0	38.10	-
68 SIGN PEN, blue	piece				0				0				0				0	0	38.10	-
69 SIGN PEN, red	piece				0				0				0				0	0	38.10	-
70 STAMP PAD INK, violet, 50mL	bottle				0				0				0				0	0	24.63	-
71 STAMP PAD, felt pad, min 60mm x 100mm	piece				0				0				0				0	0	27.66	-
72 STAPLE WIRE, Heavy duty, 23/13	box				0				0				0				0	0	23.40	-
73 STAPLE WIRE, Standard	box				0				0				0				0	0	18.92	-
74 TAPE, masking, 24mm, 50 meters length	roll				0				0				0				0	0	55.12	-
75 TAPE, masking, 48mm, 50 meters length	roll				0				0				0				0	0	105.04	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
76 TAPE, transparent, 24mm, 50 meters	roll				0				0				0				0	0	10.92	-
77 TAPE, transparent, 48mm, 50 meters	roll				0				0				0				0	0	26.52	-
78 TAPE, packaging, 48mm, 50 meters length	roll				0				0				0				0	0	32.74	-
79 TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0	67.60	-
80 TWINE, plastic, one kilo per roll	roll				0				0				0				0	0	49.92	-
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	128.84	-
82 Software					0				0				0				0	0		-
83 Airline Travel					0				0				0				0	0		-
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0				0				0	0	9.19	-
2 CUTTER KNIFE, heavy duty	piece				0				0				0				0	0	19.76	-
3 DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	-
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0				0	0	187.20	-
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0				0				0				0	0	114.28	-
6 SCISSORS, (6")	pair				0				0				0				0	0	13.73	-
7 STAPLER, standard	piece				0				0				0				0	0	82.16	-
8 STAPLER, binder type, heavy duty for high volume stapling, 25-125 sheets of 70gsm bond paper stapling	piece				0				0				0				0	0	878.80	-
9 STAPLE REMOVER, plier type	piece				0				0				0				0	0	18.18	-
10 TAPE DISPENSER, table top	piece				0				0				0				0	0	47.72	-
11 WASTE BASKET, non-rigid plastic	piece				0				0				0				0	0	23.90	-
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece				0				0				0				0	0	88.40	-
2 BROOM, stick (tingting)	piece				0				0				0				0	0	23.92	-
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	41.60	-
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	37.43	-
6 DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	119.60	-
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	24.96	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300mL/can	can				0				0				0				0	0	84.76	-
10 INSECTICIDE, aerosol type, 600mL/can	can				0				0				0				0	0	124.80	-
11 MOPBUCKET	piece				0				0				0				0	0	1,911.00	-
12 MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	142.48	-
13 MOPHEAD, made of rayon	piece				0				0				0				0	0	98.80	-
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0	49.69	-
15 SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	102.96	-
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0	139.88	-
17 DISINFECTANT, bleaching solution	cont				0				0				0				0	0	101.82	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
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																				7.28	
COMMON OFFICE EQUIPMENT																					
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 21cm or 17" (21 holes) punching, width adjustable	unit				0				0				0					0	0	10,400.00	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0				0				0					0	0	135.20	-
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0					0	0	258.84	-
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0					0	0	254.68	-
5 CHAIR, monobloc, without armrest, white	piece				0				0				0					0	0	254.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0					0	0	6,229.60	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom	unit				0				0				0					0	0	25,272.00	-
8 ELECTRIC FAN, industrial	unit				0				0				0					0	0	956.80	-
9 ELECTRIC FAN, orbit type	unit				0				0				0					0	0	1,248.00	-
10 ELECTRIC FAN, stand type	unit				0				0				0					0	0	967.10	-
11 ELECTRIC FAN, wall type	unit				0				0				0					0	0	790.40	-
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 316mm x 600mm, 15 sec. transmission speed	unit				0				0				0					0	0	3,502.72	-
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, fire extinguisher type, non electrical conductor non toxic	unit				0				0				0					0	0	1,080.56	-
14 FIRE EXTINGUISHER, pure HFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, 800 hours lamp life, supports CYCLING MACHINE, max paper size: B4,	unit				0				0				0					0	0	4,992.00	-
15 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 20 sheets, cutting rate automatic clamping, stationary	unit				0				0				0					0	0	26,483.60	-
16 PAPER SHREDDER, 0.001m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0					0	0	7,488.00	-
17 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0					0	0	18,709.60	-
18 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0					0	0	5,831.52	-
19 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0					0	0	10,000.00	-
20 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0					0	0	1,237.60	-
21 TABLE, monobloc, square, 36" x 36", white, four(4) legs	unit				0				0				0					0	0	1,289.60	-
22 TABLE, for indoor and outdoor use, 36" x 36", beige, four(4) legs	unit				0				0				0					0	0	1,289.60	-
23 seater, for indoor and outdoor use	unit				0				0				0					0	0	1,289.60	-
24 Desktop and Laptop	unit				0				0				0					0	0		-
COMMON COMPUTER SUPPLIES																					
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0					0	0	630.76	-
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0					0	0	950.30	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0					0	0	716.04	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0					0	0	1,220.96	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0					0	0	596.80	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0					0	0	958.15	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0				0					0	0	21.79	-
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual	piece				0				0				0					0	0	2,818.40	-
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0				0				0					0	0	194.48	-
10 MOUSE, optical, USB connection type	unit				0				0				0					0	0	127.80	-
HANDBOOK ON PROCUREMENT																					
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT RA 9184(6th Edition), 6" x 9", 206 pages	piece				0				0				0					0	0	61.83	-

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CONSUMABLES																					
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0					0	0	681.20	-
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0					0	0	447.20	-
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0					0	0	447.20	-
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0					0	0	447.20	-
5 INK CART, BROTHER LC67B, Black	cart				0				0				0					0	0	910.00	-
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0					0	0	546.00	-
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0					0	0	546.00	-
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0					0	0	546.00	-
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0					0	0	1,538.16	-
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0					0	0	868.40	-
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0					0	0	868.40	-
12 INK CART, BROTHER LC67HYY, Yellow	cart				0				0				0					0	0	868.40	-
13 INK CART, CANON PG-810, Black	cart				0				0				0					0	0	774.80	-
14 INK CART, CANON PG-740, Black	cart				0				0				0					0	0	754.00	-
15 INK CART, CANON PGI-725, Black	cart				0				0				0					0	0	574.08	-
16 INK CART, CANON CLI-726, Black	cart				0				0				0					0	0	534.56	-
17 INK CART, CANON CL-811, Colored	cart				0				0				0					0	0	1,022.32	-
18 INK CART, CANON CL-741, Colored	cart				0				0				0					0	0	1,001.52	-
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0					0	0	535.60	-
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0					0	0	535.60	-
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0					0	0	535.60	-
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0					0	0	491.92	-
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0					0	0	770.64	-
24 INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0					0	0	426.40	-
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0					0	0	426.40	-
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0					0	0	426.40	-
27 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0					0	0	426.40	-
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0					0	0	254.80	-
29 INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0				0				0					0	0	254.80	-
30 INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0				0				0					0	0	254.80	-
31 INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0				0				0					0	0	254.80	-
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0					0	0	1,346.80	-
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0					0	0	1,612.00	-
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0					0	0	1,554.80	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0					0	0	1,554.80	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0					0	0	1,034.80	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0					0	0	1,034.80	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0					0	0	1,034.80	-

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39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80	-
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-
48 INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	826.80	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60	-
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	-
52 INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	650.00	-
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	751.92	-
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,346.80	-
55 INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08	-
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40	-
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	826.80	-
58 INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	296.40	-
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	379.60	-
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80	-
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00	-
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92	-
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80	-
64 INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	639.60	-
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,445.60	-
66 INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	754.00	-
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	-
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60	-
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20	-
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,086.80	-
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	358.80	-
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80	-
73 INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	792.48	-
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	629.20	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20	-
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20	-
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80	-
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	644.80	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0				0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CLI Printer)	cart				0				0				0				0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0				0				0				0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0				0				0				0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,490.80	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
119	TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,392.00	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,704.00	-
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,631.20	-
162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	3,120.00	-
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,280.00	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,368.00	-
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,736.00	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,888.00	-
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
169 RIBBON CART, EPSON C13S015516 (#6750), Black, for LX-300	cart				0				0				0				0	0	76.75	-
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	724.88	-
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	334.88	-
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0				0				0	0	75.92	-

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

COMMON ELECTRICAL SUPPLIES		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	Price	TOTAL AMOUNT
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-

COMMON OFFICE EQUIPMENT		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	Price	TOTAL AMOUNT
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		-

COMMON OFFICE SUPPLIES		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	Price	TOTAL AMOUNT
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		-
11					0				0				0				0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
12					0				0				0				0	0			-
13					0				0				0				0	0			-
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			-
COMMON JANITORIAL SUPPLIES																					
1					0				0				0				0	0			-
2					0				0				0				0	0			-
3					0				0				0				0	0			-
CONSUMABLES																					
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			-
11					0				0				0				0	0			-
12					0				0				0				0	0			-
13					0				0				0				0	0			-
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			-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
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			-
31					0				0				0				0	0			-
32					0				0				0				0	0			-
33					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					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			-

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
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					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					0				0				0				0	0		-
2					0				0				0				0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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		-
Electrical equipment and components 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		-
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					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		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
10					0				0				0				0	0		-
*Other Categories																				-
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
C. TOTAL (A + B):																				-
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				-
E. GRAND TOTAL (C + D)																				-
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores		X			0	X			0	X			0	X			0		0	
G.2 Other Items not available at PS but regularly purchased from other sources					0				0				0				0			
TOTAL MONTHLY CASH REQUIREMENTS					0				0				0				0	0		

*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:

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		

Property/Supply Officer

Accountant /
Local Budget Officer

Head of Office/Agency

Date Prepared:

**ANNUAL PROCUREMENT PLAN FOR 2017
For Common-Use Supplies and Equipment**

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com. For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017-PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____
 Region: _____
 Address: _____

Agency Account Code: _____

Contact Person: _____
 Position: _____
 E-mail : _____
 Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	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, size AA, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	17.42	-
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	15.03	-
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	77.56	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	114.40	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0				0				0				0	0	280.80	-
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0				0	0		-
7 TAPE, electrical	roll				0				0				0				0	0	18.20	-
COMMON OFFICE SUPPLIES																				
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0				0	0	624.00	-
2 AIR FRESHENER, 280mL/can	can				0				0				0				0	0	83.20	-
3 ALCOHOL, 70%, ethyl, 500ml	bottle				0				0				0				0	0	47.82	-
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0	197.58	-
5 CARBON FILM, PE, black, 210mm x 30mm, 100 sheets per box	box				0				0				0				0	0	202.80	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0				0	0	64.48	-
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0				0	0	25.86	-
8 CLEARBOOK, A4 size	piece				0				0				0				0	0	39.52	-
9 CLEARBOOK, Legal size	piece				0				0				0				0	0	43.68	-
10 CLIP, backfold, 19mm, 12 pieces per box	box				0				0				0				0	0	7.28	-
11 CLIP, backfold, 25mm, 12 pieces per box	box				0				0				0				0	0	10.40	-
12 CLIP, backfold, 32mm, 12 pieces per box	box				0				0				0				0	0	19.12	-
13 CLIP, backfold, 50mm, 12 pieces per box	box				0				0				0				0	0	36.38	-
14 CORRECTION TAPE, 6 meters(mm), 1 piece in individual plastic	piece				0				0				0				0	0	31.20	-
15 DATA FILE BOX, made with chipboard, with closed ends	box				0				0				0				0	0	69.78	-
16 DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0	68.64	-
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0				0				0				0	0	381.54	-
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0				0				0				0	0	507.40	-
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0				0				0				0	0	621.71	-
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0				0	0	27.61	-
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0				0				0				0	0	499.20	-
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0				0				0	0	561.60	-
23 ERASER, felt, for blackboard/whiteboard	piece				0				0				0				0	0	11.11	-
24 ERASER, plastic or rubber	piece				0				0				0				0	0	2.29	-
25 FASTENER, for paper, metal, 50 sets per box	box				0				0				0				0	0	57.09	-
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	70.67	-
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0				0	0	12.48	-
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0				0	0	16.64	-
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0				0	0	234.00	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0				0	0	291.20	-
31 FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0				0	0	166.40	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0				0	0	203.84	-
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0				0				0				0	0	746.72	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0				0				0	0	179.28	-
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0				0				0				0	0	200.37	-
36 GLUE, all purpose, 300 grams min.	jar				0				0				0				0	0	44.18	-
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0				0				0	0	47.90	-
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0				0	0	539.76	-
39 MAGAZINE FILE BOX, LARGE	piece				0				0				0				0	0	41.60	-
40 MARKER, fluorescent, 3 colors per set	set				0				0				0				0	0	35.55	-
41 MARKER, whiteboard, bullet type, black	piece				0				0				0				0	0	10.28	-
42 MARKER, whiteboard, bullet type, blue	piece				0				0				0				0	0	10.28	-
43 MARKER, whiteboard, bullet type, red	piece				0				0				0				0	0	10.28	-
44 MARKER, permanent, bullet type, black	piece				0				0				0				0	0	9.65	-
45 MARKER, permanent, bullet type, blue	piece				0				0				0				0	0	9.65	-
46 MARKER, permanent, bullet type, red	piece				0				0				0				0	0	9.65	-
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0				0				0				0	0	10.40	-
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0				0				0				0	0	31.20	-
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0				0				0				0	0	40.54	-
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0				0				0				0	0	54.06	-
51 PAD PAPER, Ruled	pad				0				0				0				0	0	18.26	-
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0				0				0				0	0	12.85	-
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0				0				0				0	0	6.43	-
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0				0	0	127.50	-
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0	153.68	-
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0				0				0	0	116.95	-
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0				0	0	127.27	-
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0				0				0				0	0	88.40	-
59 PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	0	31.15	-
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				0				0				0				0	0	19.62	-
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	278.72	-
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0				0				0				0	0	60.32	-
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0				0				0				0	0	86.85	-
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0				0	0	256.87	-
65 RUBBER BAND, 70mm min lay flat length (#18)	box				0				0				0				0	0	93.31	-
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0				0				0	0	15.48	-
67 SIGN PEN, black	piece				0				0				0				0	0	38.10	-
68 SIGN PEN, blue	piece				0				0				0				0	0	38.10	-
69 SIGN PEN, red	piece				0				0				0				0	0	38.10	-
70 STAMP PAD INK, violet, 50mL	bottle				0				0				0				0	0	24.63	-
71 STAMP PAD, felt pad, min 60mm x 100mm	piece				0				0				0				0	0	27.66	-
72 STAPLE WIRE, Heavy duty, 23/13	box				0				0				0				0	0	23.40	-
73 STAPLE WIRE, Standard	box				0				0				0				0	0	18.92	-
74 TAPE, masking, 24mm, 50 meters length	roll				0				0				0				0	0	55.12	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
75 TAPE, masking, 48mm, 50 meters length	roll				0				0				0				0	0	105.04	-
76 TAPE, transparent, 24mm, 50 meters	roll				0				0				0				0	0	10.92	-
77 TAPE, transparent, 48mm, 50 meters	roll				0				0				0				0	0	26.52	-
78 TAPE, packaging, 48mm, 50 meters length	roll				0				0				0				0	0	32.74	-
79 TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0	67.60	-
80 TWINE, plastic, one kilo per roll	roll				0				0				0				0	0	49.92	-
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	128.84	-
82 Software					0				0				0				0	0		-
83 Airline Travel					0				0				0				0	0		-
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0				0				0	0	9.19	-
2 CUTTER KNIFE, heavy duty	piece				0				0				0				0	0	19.76	-
3 DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	-
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0				0	0	187.20	-
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0				0				0				0	0	114.28	-
6 SCISSORS, (6")	pair				0				0				0				0	0	13.73	-
7 STAPLER, standard	piece				0				0				0				0	0	82.16	-
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0				0				0				0	0	878.80	-
9 STAPLE REMOVER, plier type	piece				0				0				0				0	0	18.18	-
10 TAPE DISPENSER, table top	piece				0				0				0				0	0	47.72	-
11 WASTE BASKET, non-rigid plastic	piece				0				0				0				0	0	23.90	-
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece				0				0				0				0	0	88.40	-
2 BROOM, stick (tingting)	piece				0				0				0				0	0	23.92	-
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	41.60	-
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	37.43	-
6 DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	119.60	-
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	24.96	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300mL/can	can				0				0				0				0	0	84.76	-
10 INSECTICIDE, aerosol type, 600mL/can	can				0				0				0				0	0	124.80	-
11 MOPBUCKET	piece				0				0				0				0	0	1,911.00	-
12 MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	142.48	-
13 MOPHEAD, made of rayon	piece				0				0				0				0	0	98.80	-
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0	49.69	-
15 SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	102.96	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0	139.88	-
17 DISINFECTANT, bleaching solution	cont				0				0				0				0	0	101.82	-
																			7.28	
COMMON OFFICE EQUIPMENT																				
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0				0				0	0	10,400.00	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0				0				0				0	0	135.20	-
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	258.84	-
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	254.68	-
5 CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	254.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0	6,229.60	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0				0				0	0	25,272.00	-
8 ELECTRIC FAN, industrial	unit				0				0				0				0	0	956.80	-
9 ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,248.00	-
10 ELECTRIC FAN, stand type	unit				0				0				0				0	0	967.10	-
11 ELECTRIC FAN, wall type	unit				0				0				0				0	0	790.40	-
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit				0				0				0				0	0	3,502.72	-
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0				0				0				0	0	1,080.56	-
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0				0				0				0	0	4,992.00	-
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0				0	0	26,483.60	-
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0				0	0	7,488.00	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0				0	0	5,699.20	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,709.60	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	5,831.52	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0				0	0	10,000.00	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	1,237.60	-		
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-		
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-		
24 Desktop and Laptop	unit				0				0				0				0	0		-		
COMMON COMPUTER SUPPLIES																						
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	630.76	-		
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	950.30	-		
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	716.04	-		
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	1,220.96	-		
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	596.80	-		
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	958.15	-		
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0				0				0	0	21.79	-		
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				0				0				0				0	0	2,818.40	-		
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0				0				0				0	0	194.48	-		
10 MOUSE, optical, USB connection type	unit				0				0				0				0	0	127.80	-		
HANDBOOK ON PROCUREMENT																						
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages	piece				0				0				0				0	0	61.83	-		
CONSUMABLES																						
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	681.20	-		
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	447.20	-		
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	447.20	-		
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	447.20	-		
5 INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00	-		
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00	-		
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00	-		
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00	-		
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,538.16	-		
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	868.40	-		
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	868.40	-		
12 INK CART, BROTHER LC67HYY, Yellow	cart				0				0				0				0	0	868.40	-		

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
13 INK CART, CANON PG-810, Black	cart				0				0				0				0	0	774.80	-
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	754.00	-
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	574.08	-
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	534.56	-
17 INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,022.32	-
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	1,001.52	-
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60	-
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60	-
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60	-
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92	-
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64	-
24 INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0				0	0	426.40	-
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0				0	0	426.40	-
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0				0	0	426.40	-
27 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0				0	0	426.40	-
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0	254.80	-
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0	0	254.80	-
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,346.80	-
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,554.80	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,554.80	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,034.80	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,034.80	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,034.80	-
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80	-
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-
48 INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	826.80	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60	-
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	-
52 INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	650.00	-
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	751.92	-
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,346.80	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
55	INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0				0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,820.00	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
97 TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,860.00	-
98 TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,354.00	-
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CLJ Printer)	cart				0				0				0				0	0	4,992.00	-
100 TONER CART, HP C4092A, Black	cart				0				0				0				0	0	2,741.44	-
101 TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,352.88	-
102 TONER CART, HP C7115A, Black	cart				0				0				0				0	0	2,971.28	-
103 TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,802.80	-
104 TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,218.80	-
105 TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,312.40	-
106 TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,984.80	-
107 TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,984.80	-
108 TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,984.80	-
109 TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,378.80	-
110 TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,402.80	-
111 TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,298.80	-
112 TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,298.80	-
113 TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,298.80	-
114 TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,754.80	-
115 TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,114.80	-
116 TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	2,756.00	-
117 TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,386.80	-
118 TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,490.80	-
119 TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,490.80	-
120 TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,490.80	-
121 TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,166.80	-
122 TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,010.80	-
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,010.80	-
124 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,010.80	-
125 TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,690.80	-
126 TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,754.80	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,978.80	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,978.80	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,978.80	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,790.80	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,402.80	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,402.80	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80	-
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80	-
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40	-
137 TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,482.80	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
139	TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#6750), Black, for LX-300	cart				0				0				0				0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	334.88	-
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0				0				0	0	75.92	-

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

COMMON ELECTRICAL SUPPLIES																					
1						0													0	0	-
2						0													0	0	-
3						0													0	0	-
COMMON OFFICE EQUIPMENT																					

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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		-
COMMON 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		-
11					0				0				0				0	0		-
12					0				0				0				0	0		-
13					0				0				0				0	0		-
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		-
COMMON JANITORIAL SUPPLIES																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
CONSUMABLES																				

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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		-
11					0				0				0				0	0		-
12					0				0				0				0	0		-
13					0				0				0				0	0		-
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		-
31					0				0				0				0	0		-
32					0				0				0				0	0		-
33					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		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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					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		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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					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		-
Electrical equipment and components 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		-
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		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
Computer 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		-
*Other Categories																				-
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
C. TOTAL (A + B):																				-
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				-
E. GRAND TOTAL (C + D)																				-
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores					0				0				0				0			0
G.2 Other Items not available at PS but regularly purchased from other sources					0				0				0				0			0
TOTAL MONTHLY CASH REQUIREMENTS					0				0				0				0			0

*Other categories that are not indicated herein

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		

***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:

Property/Supply Officer

Accountant /
Local Budget Officer

Head of Office/Agency

Date Prepared: