

ANNUAL PROCUREMENT PLAN FOR 2018 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 2018 must be submitted on or before **November 30, 2017**.
8. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018-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: **TESDA**
 Region: **III**
 Address: **Government Center, Maimpis City of San fernando Pampanga**

Agency Account Code: _____

Contact Person: **Raquel P. Baluyot**
 Position: **Administrative Officer V/ Supply Officer**
 E-mail : **region3@tesda.gov.ph**
 Telephone/Mobile Nos: **045-455-3630/ 09328786625**

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	5			5	5			5	5			5	5				5	20	17.42	348.40
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	5			5	5			5	5			5	5				5	20	15.03	300.60
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	20			20	20			20	20			20	20				20	80	280.80	22,464.00
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	5			5	5				5	20	18.20	364.00
COMMON OFFICE SUPPLIES																					
1 ACETATE, gauge #3, 50m per roll	roll	1			1	1			1	1			1	1				1	4	624.00	2,496.00
2 AIR FRESHENER, 280mL/can	can	6			6	6			6	6			6	6				6	24	83.20	1,996.80

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		
3 ALCOHOL, 70%, ethyl, 500ml	bottle	20			20	20			20	20			20	10			10	70	47.82	3,347.40
4 CARBON FILM, A4 size, 100 sheets per box	box	1			1	1			1	1			1	1			1	4	197.58	790.32
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	2			2	2			2	2			2	2			2	8	64.48	515.84
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0				0	0	25.86	-
8 CLEARBOOK, A4 size	piece	10			10	10			10	10			10	10			10	40	39.52	1,580.80
9 CLEARBOOK, Legal size	piece	5			5	5			5	5			5	5			5	20	43.68	873.60
10 CLIP, backfold, 19mm, 12 pieces per box	box	5			5	5			5	5			5	5			5	20	7.28	145.60
11 CLIP, backfold, 25mm, 12 pieces per box	box	5			5	5			5	5			5	5			5	20	10.40	208.00
12 CLIP, backfold, 32mm, 12 pieces per box	box	5			5	5			5	5			5	5			5	20	19.12	382.40
13 CLIP, backfold, 50mm, 12 pieces per box	box	5			5	5			5	5			5	5			5	20	36.38	727.60
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	20			20	20			20	20			20	20			20	80	31.20	2,496.00
15 DATA FILE BOX, made with chipboard, with closed ends	box	50			50	50			0	50			50	50			0	100	69.78	6,978.00
16 DATA FOLDER, made with chipboard, taglia lock	piece	50			50	50			0	50			50	50			0	100	68.64	6,864.00
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	1			1				0	1			1				0	2	381.54	763.08
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	1			1				0	1			1				0	2	507.40	1,014.80
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	1			1	1			1	1			1	1			1	4	621.71	2,486.84
20 ENVELOPE, EXPANDING, plastic	piece	10			10	10			10	10			10	10			10	40	27.61	1,104.40
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	1			1				0	1			1				0	2	499.20	998.40
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box	1			1				0	1			1				0	2	561.60	1,123.20
23 ERASER, felt, for blackboard/whiteboard	piece				0				0				0				0	0	11.11	-
24 ERASER, plastic or rubber	piece	10			10				0	10			10				0	20	2.29	45.80
25 FASTENER, for paper, metal, 50 sets per box	box	20			20	20			20	20			20	20			20	80	57.09	4,567.20
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	5			5	5			5				0				0	10	70.67	706.70
27 FILE TAB DIVIDER, A4, five (5) colors per set	set	5			5	5			5	5			5	5			5	20	12.48	249.60
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	5			5	5			5	5			5	5			5	20	16.64	332.80
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	2			2	1			1	1			1	1			1	5	179.28	896.40
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	3			3	3			3	3			3	3			3	12	200.37	2,404.44
36 GLUE, all purpose, 300 grams min.	jar	10			10				0	5			5				0	15	44.18	662.70
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	6			6		3		3		3		3		3		3	15	539.76	8,096.40
39 MAGAZINE FILE BOX, LARGE	piece	5			5	5			5	5			5	5			5	20	41.60	832.00
40 MARKER, fluorescent, 3 colors per set	set	3			3		2		2		2		2		2		2	9	35.55	319.95
41 MARKER, whiteboard, bullet type, black	piece	15			15	10			10	5			5	5			5	35	10.28	359.80
42 MARKER, whiteboard, bullet type, blue	piece	15			15	5			5	5			5	5			5	30	10.28	308.40
43 MARKER, whiteboard, bullet type, red	piece	5			5	5			5	5			5	5			5	20	10.28	205.60
44 MARKER, permanent, bullet type, black	piece	10			10	10			10	5			5	5			5	30	9.65	289.50
45 MARKER, permanent, bullet type, blue	piece	10			10	5			5	5			5	5			5	25	9.65	241.25
46 MARKER, permanent, bullet type, red	piece	5			5	5			5	5			5	5			5	20	9.65	193.00
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	10			10	5			5	5			5	5			5	25	10.40	260.00

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		
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	5			5	5			5	5			5	5			5	20	31.20	624.00
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	5			5	5			5	5			5	5			5	20	40.54	810.80
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	5			5	5			5	5			5	5			5	20	54.06	1,081.20
51 PAD PAPER, Ruled	pad				0				0				0				0	0	18.26	-
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	20			20	20			20	10			10	10			10	60	12.85	771.00
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	20			20	20			20	10			10	10			10	60	6.43	385.80
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	100			100	50			50	50			50	50			50	250	98.90	24,725.00
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	75			75	40			40	40			40	40			40	195	109.24	21,301.80
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	1			1	1			1	1			1	1			1	4	88.40	353.60
59 PAPER, Thermal, 216mm x 30m	roll	10			10	10			10	10			10	10			10	40	31.15	1,246.00
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	2			2	2			2	2			2	2			2	8	19.62	156.96
61 PHILIPPINE NATIONAL FLAG	piece	2			2				0				0				0	2	278.72	557.44
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	5			5	5			5				0				0	10	60.32	603.20
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	20			20	10			10	5			5	5			5	40	86.85	3,474.00
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	3			3	2			2	2			2	2			2	9	256.87	2,311.83
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	50			50	50			50	30			30	20			20	150	38.10	5,715.00
68 SIGN PEN, blue	piece	30			30	30			30	20			20	20			20	100	38.10	3,810.00
69 SIGN PEN, red	piece	30			30	30			30	20			20	20			20	100	38.10	3,810.00
70 STAMP PAD INK, violet, 50mL	bottle	10			10	10			10	10			10	10			10	40	24.63	985.20
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	5			5				0	5			5				0	10	27.66	276.60
72 STAPLE WIRE, Heavy duty, 23/13	box	5			5				0	5			5				0	10	23.40	234.00
73 STAPLE WIRE, Standard	box	20			20	20			20	10			10	10			10	60	18.92	1,135.20
74 TAPE, masking, 24mm, 50 meters length	roll				0				0				0				0	0	55.12	-
75 TAPE, masking, 48mm, 50 meters length	roll	10			10	10			10	10			10	10			10	40	105.04	4,201.60
76 TAPE, transparent, 24mm, 50 meters	roll				0				0				0				0	0	10.92	-
77 TAPE, transparent, 48mm, 50 meters	roll	10			10	10			10	10			10	10			10	40	26.52	1,060.80
78 TAPE, packaging, 48mm, 50 meters length	roll	10			10	10			10	10			10	10			10	40	32.74	1,309.60
79 TOILET TISSUE, 12 rolls per pack	pack	10			10	10			10	10			10	10			10	40	67.60	2,704.00
80 TWINE, plastic, one kilo per roll	roll	2			2	2			2	1			1				0	5	49.92	249.60
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	3			3	3			3	2			2	2			2	10	9.19	91.90
2 CUTTER KNIFE, heavy duty	piece	5			5				0	5			5				0	10	19.76	197.60
3 DATING AND STAMPING MACHINE	piece	2			2				0	1			1				0	3	478.38	1,435.14
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece	2			2				0	2			2				0	4	187.20	748.80
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	3			3				0	3			3				0	6	114.28	685.68
6 SCISSORS, (6")	pair	3			3	2			2	5			5				0	10	13.73	137.30
7 STAPLER, standard	piece				0	5			5				0				0	5	82.16	410.80
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	5			5				0				0	5	18.18	90.90
10 TAPE DISPENSER, table top	piece	3			3				0	2			2				0	5	47.72	238.60

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		
11 WASTE BASKET, non-rigid plastic	piece				0	20			20								0	20	23.90	478.00
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece	4			4	4			4	4			4	4			4	16	88.40	1,414.40
2 BROOM, stick (tingting)	piece	5			5	5			5	5			5	5			5	20	23.92	478.40
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	6			6	6			6	6			6	6			6	24	41.60	998.40
4 CLEANSER, scouring powder, 350grams/can	can	3			3	3			3	3			3	3			3	12	21.27	255.24
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	3			3	3			3	3			3	3			3	12	37.43	449.16
6 DISINFECTANT SPRAY, 400-550 grams	can	4			4	4			4	4			4	4			4	16	119.60	1,913.60
7 DUST PAN, non-rigid plastic	piece	3			3	3			3	3			3	3			3	12	24.96	299.52
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300mL/can	can	2			2	2			2	2			2	2			2	8	84.76	678.08
10 INSECTICIDE, aerosol type, 600mL/can	can	4			4	4			4	4			4	4			4	16	124.80	1,996.80
11 MOPBUCKET	piece	1			1				0	1			1				0	2	1,911.00	3,822.00
12 MOPHANDLE, screw type, aluminum handle	piece	2			2				0	2			2				0	4	142.48	569.92
13 MOPHEAD, made of rayon	piece	3			3	3			3	3			3	3			3	12	98.80	1,185.60
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle	2			2	2			2	2			2	2			2	8	49.69	397.52
15 SCOURING PAD, 5 pieces per pack	pack	3			3	3			3	3			3	3			3	12	102.96	1,235.52
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll	10			10	10			10	10			10	10			10	40	139.88	5,595.20
17 DISINFECTANT, bleaching solution	cont	1			1	1			0	1			0	1			1	4	101.82	407.28
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	3			3				0	3			3				0	6	135.20	811.20
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	2			2				0	2			2				0	4	967.10	3,868.40
11 ELECTRIC FAN, wall type	unit	2			2				0	2			2				0	4	790.40	3,161.60
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 switchover	unit				0	1			1				0				0	1	3,502.72	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	-

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		
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	1			1				0				0	1	1,237.60	1,237.60
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0	10			10				0				0	10	1,289.60	12,896.00
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	50			50	50			50	50			50	30			30	180	21.79	3,922.20
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	3			3	3			3				0				0	6	2,818.40	16,910.40
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	10			10				0	10			10				0	20	194.48	3,889.60
10 MOUSE, optical, USB connection type	unit	5			5				0	3			3				0	8	127.80	1,022.40
HANDBOOK ON PROCUREMENT																				
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece	1			1				0				0				0	1	61.83	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	-

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 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 LC67HYH, Yellow	cart				0				0				0				0	0	868.40	-
13 INK CART, CANON PG-810, Black	cart	6			6	6			6	6			6	6			6	24	774.80	18,595.20
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	6			6	6			6	6			6	6			6	24	1,022.32	24,555.68
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 C13To38190 (To 38), Black	cart				0				0				0				0	0	491.92	-
23 INK CART, EPSON C13To39090 (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	12			12	12			12	12			12	12			12	48	254.80	12,230.40
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart	8			8	8			8	6			6	6			6	28	254.80	7,134.40
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart	8			8	8			8	6			6	6			6	28	254.80	7,134.40
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart	8			8	8			8	6			6	6			6	28	254.80	7,134.40
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	-
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	-

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
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	2			2				0	2			2				0	4	296.40	1,185.60
59 INK CART, HP CB315A, (HP900), Tri-color	cart	2			2				0	2			2				0	4	379.60	1,518.40
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	6			6	6			6	6			6	6			6	24	358.80	8,611.20
85 INK CART, HP CN693AA, (HP704), Tri-color	cart	6			6	6			6	6			6	6			6	24	358.80	8,611.20
86 INK CART, HP CZ107AA, (HP678), Black	cart	3			3	3			3	3			3	3			3	12	358.80	4,305.60
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart	3			3	3			3	3			3	3			3	12	360.88	4,330.56
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	4			4	4			4	4			4	4			4	16	2,802.80	44,844.80

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
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	3			3	3			3	3			3	3			3	12	2,756.00	33,072.00
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	-
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	-

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
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	3			3	3			3	3			3	3			3	12	2,600.00	31,200.00
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	3			3	3			3	3			3	3			3	12	2,392.00	28,704.00
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 extension cord 4gam	pcs		3		3				0	3			3				0	6	500.00	3,000.00
2 extension cord heavy duty	pc		1		1				0				0				0	1	3,000.00	3,000.00
3 fuse 30 amperes	pcs		10		10				0	10			10				0	20	50.00	1,000.00
4 starter 4-40 watts	pcs		10		10	10			10	10			10	10			10	40	15.00	600.00
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
COMMON OFFICE EQUIPMENT																				
1 steel drawer, 3 layer	pcs		2		2				0				0				0	2	7,500.00	15,000.00
2 cabinet, wood	pcs		1		1				0				0				0	1	8,000.00	8,000.00
3 biometric machine	unit		1		1				0				0				0	1	15,000.00	15,000.00
4					0				0				0				0	0		-
5					0				0				0				0	0		-
COMMON OFFICE SUPPLIES																				
1 double sided tape	pcs		10		10	6			6	6			6	6			6	28	60.00	1,680.00
2 ribbon typewriter for brother	box		1		1	1			1	1			1	1			1	4	150.00	600.00
3 ribbon correction for typewriter (brother)	box		1		1	1			1	1			1	1			1	4	150.00	600.00
4 pencil lead #5	tube		2		2	2			2	2			2	2			2	8	75.00	600.00
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-

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							
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	microphone stand	pcs		2		2				0				0				0	2							2,500.00	5,000.00
2	Air-conditioned, ceiling mounted 4HP, single phase	units		6		6				0				0				0	6							100,000.00	600,000.00
3	rostrum	pc		1		1				0				0				0	1							5,000.00	5,000.00
4	percolator/ coffee maker 100 cups capacity	unit		1		1				0				0				0	1							10,000.00	10,000.00
5	water dispenser	units					2			2				0				0	2							6,000.00	12,000.00
6	laminating machine	unit					1			1				0				0	1							5,000.00	5,000.00
7	swivel chair, high back, black/grey	pc				0	25			25				0				0	25							4,000.00	100,000.00
8	computer table	pc		1		1				0				0				0	1							1,500.00	1,500.00
9	monitoring glass board	pcs		2		2				0				0				0	2							10,000.00	20,000.00
Office Supplies																											
1	note pad	pads		5		5	5			5	5			5	5			5	20							20.00	400.00
2	certificate frame	pcs				0	20			20	20			20	20			0	40							150.00	6,000.00
3	Acetate PVC, A4	box		2		2				0	2			2				0	4							600.00	2,400.00
4						0				0				0				0	0								-
5						0				0				0				0	0								-
6						0				0				0				0	0								-
Audio and visual presentation and composing equipment																											
1	microphone, wireless heavy duty	pairs		2		2				0				0				0	2							5,000.00	10,000.00
2	portable audio system (PA)	unit		1		1				0				0				0	1							10,000.00	10,000.00
3	Lapel microphone	set				0	1			1				0				0	1							30,000.00	30,000.00
4	DVD player	unit				0	1			1				0				0	1							4,000.00	4,000.00
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								-
Photographic or filming or video equipment																											
1	memory card for camera, 32gb	pcs				0	2			2				0				0	2							2,000.00	4,000.00
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	basin	pc		5		5				0				0				0	5							50.00	250.00

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
2 bath mat	pc		3		3	3			3	3			3	3			3	12	300.00	3,600.00
3 disinfectant	bot		6		6	6			6	6			6	6			6	24	300.00	7,200.00
4 floor mat	pc		6		6	3			3	6			6	3			3	18	250.00	4,500.00
5 toilet bowl brush with handle	pc		2		2				0	2			2				0	4	300.00	1,200.00
6 pull out tissue	boxes		6		6	6			6	6			6	6			6	24	50.00	1,200.00
7 eye goggles	pairs		2		2				0				0				0	2	300.00	600.00
8 pesticides	cans		3		3	3			3	3			3	3			3	12	300.00	3,600.00
9 grass cutter	unit		1		1				0				0				0	1	15,000.00	15,000.00
10 dipper	pcs		2		2				0	2			2				0	4	50.00	200.00
11 pail; heavy duty	pcs		2		2				0	2			2				2	4	250.00	1,000.00
12 cobweb remover	pcs		2		2				0				0	2			2	4	300.00	1,200.00
13 steel brush	pcs		2		2	2			2	2			2	2			2	8	100.00	800.00
14 sacks	pcs		50		50	50			50	50			50	50			50	200	10.00	2,000.00
Paper Materials and Products																				
1 special paper, A4 10s	packs				0	20			20	20			20				0	40	50.00	2,000.00
2 board paper, A4 10s	packs				0	20			20	20			20				0	40	40.00	1,600.00
3 colored copy paper, green (long)	reams		5		5	3			3	3			3	3			3	14	450.00	6,300.00
4 photo paper A4	packs		10		10	10			10	10			10	10			10	40	200.00	8,000.00
5 sticker paper A4	packs		20		20	20			20	20			20	20			20	80	50.00	4,000.00
6 desk calendar	pcs		1		1				0				0				0	1	200.00	200.00
7 letterhead long	reams		5		5				0	5			5				0	10	650.00	6,500.00
8 letterhead A4	reams		10		10				0	10			10				0	20	600.00	12,000.00
9 letterhead envelope	pcs		500		500				0	500			500				0	1000	2.00	2,000.00
10 notebook customized (corporate)	pcs				0				0				0	100			100	100	150.00	15,000.00
11 annual report	pcs				0				0	200			0	200			200	200	250.00	50,000.00
12 paper tape	pcs		5		5	5			5	5			5	5			5	20	75.00	1,500.00
13 planner	pcs		5		5				0				0				0	5	200.00	1,000.00
14					0				0				0				0	0		-
15					0				0				0				0	0		-
16					0				0				0				0	0		-
Lighting and fixtures and accessories																				
1 bidet with flexible hose	pieces			3	3				0				3	3			0	6	400.00	2,400.00
2 faucet (lavatory)	pieces			1	1			1	1				1	1		1	1	4	1,000.00	4,000.00
3 emergency lights, 2 bulbs automatic	unit			4	4				0				0				0	4	4,000.00	16,000.00
4 door closer/stopper	pieces			1	1			1	1				1	1		1	1	4	350.00	1,400.00
5 door knob	pieces			2	2			2	2				2	2		2	2	8	500.00	4,000.00
6 pin lights 9 watts	pieces			50	50			30	30				30	30		30	30	140	100.00	14,000.00
7 flexible hose for lavatory	pieces			1	1			1	1				1	1		1	1	4	150.00	600.00
8 door hinges	pieces			1	1			1	1	1			1	1	1		1	4	100.00	400.00
9 padlocks, heavy duty	pieces			2	2				0				0				0	2	500.00	1,000.00
10 compact fluorescent lights, 9 watts	pieces			2	2			2	2				2	2		2	2	8	150.00	1,200.00
11 water closet fittings	pieces			1	1			1	1				1	1		1	1	4	300.00	1,200.00
12					0				0				0				0	0		-
10					0				0				0				0	0		-
Electrical equipment and components and supplies																				
1 vga cord 20meters	pc		2		2				0				0				0	2	3,000.00	6,000.00
2 circuit breaker 60amp	pcs		2		2				0	2			2				0	4	600.00	2,400.00
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
Computer Supplies																				
1 Universal dye ink (black)	bot		3		3	3			3	2			2	2			2	10	150.00	1,500.00
2 Universal dye ink (cyan)	bot		3		3	3			3	2			2	2			2	10	150.00	1,500.00
3 Universal dye ink (magenta)	bot		3		3	3			3	2			2	2			2	10	150.00	1,500.00
4 Universal dye ink (yellow)	bot		3		3	3			3	2			2	2			2	10	150.00	1,500.00
5 Canon 705 black ink	car		3		3	3			3	3			3	3			3	12	450.00	5,400.00
6 Canon 706 colored ink	cart		3		3	3			3	3			3	3			3	12	450.00	5,400.00
7 compact disc recordable 700mb with case	pcs		50		50				0	50			50				0	100	25.00	2,500.00
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
Computer Equipment and Accessories																				
1 keyboard, standard	pc		5		5				0				0				0	5	400.00	2,000.00
2 speaker	pair		1		1				0				0				0	1	500.00	500.00
3 printer 3-in-1 bottomless inks, colored printer	unit		2		2				0				0				0	2	8,000.00	16,000.00
4 Central Processing Unit, i3 processor	unit		1		1				0				0				0	1	20,000.00	20,000.00
5 mouse pad	pcs		5		5				0				0				0	5	100.00	500.00
6 uninterruptible power supply (UPS) 650V	pcs		3		3				0	3			3				0	6	1,500.00	9,000.00
7 USB hub	pcs		2		2				0	2			0				0	2	300.00	600.00
8 memory card reader	pcs		2		2				0				0				0	2	300.00	600.00
9 internal hard disk 500gb	pcs		2		2				0				0				0	2	2,500.00	5,000.00
10 memory 8gb DDR3	pcs		1		1	1			1	1			1	1			1	4	2,000.00	8,000.00
11 cable lan	pcs		2		2				0				0				0	2	1,000.00	2,000.00
12 mother board	pcs		1		1				0	1			1				0	2	5,000.00	10,000.00
13					0				0				0				0	0		-
14					0				0				0				0	0		-
*Other Categories																				
1 diesel engine oil	bot		4		4	4			4	4			4	4			4	16		-
2 fuel filter	pcs		1		1	1			1	1			1	1			1	4		-
3 rag 3M	pcs		1		1				0	1			1				0	2	3,500.00	7,000.00
4 penetrating oil	bot		1		1				0	1			1				0	2		-
5 rubbing compound	pc		1		1				0				0				0	1		-
6 car freshener	pcs		3		3	3			3	3			3	3			3	12	200.00	2,400.00
7 grease oil	bot		1		1				0				0				0	1	500.00	500.00
8 trouble light	pc		1		1				0				0				0	1	3,000.00	3,000.00
9 series cable (set)	set		1		1				0				0				0	1		-
10 floor matting, rubber	set		1		1				0				0				0	1	10,000.00	10,000.00
11 seat cover, leather for office vehicle	set		2		2				0				0				0	2		-
12 crocodile jack 2T	pc		1		1				0				0				0	1		-
13 power washer	pc		1		1				0				0				0	1	2,000.00	2,000.00
14 air compressor	pc		1		1				0				0				0	1	2,000.00	2,000.00
15 socket wrench	set		1		1				0				0				0	1		-
16 tires 235x 70 R15	pcs		2		2				0				0				0	2		-
17 brake fluid	liter		1		1	1			1	1			1	1			1	4		-
18 armor all	bot		1		1	1			1	1			1	1			1	4	1,500.00	6,000.00
19 tire black	bot		1		1	1			1				0				0	2	200.00	400.00
20 car wax, spray	bot		1		1	1			1	1			1	1			1	4	350.00	1,400.00
21 car shampoo	gal		1		1	1			1	1			1	1			1	4	1,200.00	4,800.00
22 glass cleaner	gal		1		1	1			1	1			1	1			1	4		-
23 coolant	liter		1		1	1			1	1			1	1			1	4	500.00	2,000.00
24 b-fluid big	bot		1		1				0				0				0	1	300.00	300.00

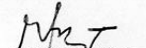
Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		
G.1 Available at Procurement Service Stores	X				144465	X			128829	X			117673	X			95702.6		0
G.2 Other Items not available at PS but regularly purchased from other sources					831807	X			190490	X			79615	X			24140		0
TOTAL MONTHLY CASH REQUIREMENTS					976272	X			319319	X			197288	X			119843		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:


 RAQUEL P. BALUYOT
 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:


 ELLA NESS D. DE LARA
 Accountant IV

Approved by:


 ATTY. ANDREW A. BIDO
 Regional Director

Date Prepared: October 11, 2017