

**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 [philgeps.gov.ph](http://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
6. **The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:**
  - a. [ps.app.nga@gmail.com](mailto:ps.app.nga@gmail.com)- For central and regional offices of all national government agencies
  - b. [ps.app.suc@gmail.com](mailto:ps.app.suc@gmail.com)- For main and other campuses of all state universities and colleges
  - c. [ps.app.gocc@gmail.com](mailto:ps.app.gocc@gmail.com)- For all central and regional offices of government owned and controlled corporations
  - d. [ps.app.deped@gmail.com](mailto:ps.app.deped@gmail.com)- For primary and secondary schools
7. Consistent with National Budget Circular No. 555, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
 Region: **III**  
 Address: **Diosdado Macapagal Government Center, Maimpis, San Fernando City Pampanga**

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

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of Sept 9,2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																					
<b>COMMON ELECTRICAL SUPPLIES</b>																					
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	6			6		6		6		6		6		6		6	24	17.40	417.53	
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	3			3		3		3		3		3		3		3	12	14.99	179.90	
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	77.59	-	
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	116.12	-	
5 FLUORESCENT LAMP, tubular, 36 watts	tube	12			12		12		12		12		12		12		12	48	42.12	2,021.88	
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0				0	0	103.35	-	
7 TAPE, electrical	roll	3			3		3		3		3		3		3		3	12	18.47	221.68	
<b>COMMON OFFICE SUPPLIES</b>																					
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0				0	0	633.36	-	
2 AIR FRESHENER, 280mL/can	can	6			6		6		6		6		6		6		6	24	82.34	1,976.08	

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3 ALCOHOL, 70%, ethyl, 500ml	bottle	20			20		20		20		10		10		10		10	60	43.79	2,627.23
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0	226.95	-
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0				0				0	0	257.73	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack	20			20		20		20		20		20		20		20	80	71.56	5,724.60
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0				0	0	26.25	-
8 CLEARBOOK, A4 size	piece	6			6		6		6		6		6		6		6	24	38.00	912.04
9 CLEARBOOK, Legal size	piece	10			10		6		6		6		6		6		6	28	42.22	1,182.27
10 CLIP, backfold, 19mm, 12 pieces per box	box	6			6		3		3		3		3		3		3	15	7.39	110.84
11 CLIP, backfold, 25mm, 12 pieces per box	box	6			6		3		3		3		3		3		3	15	16.89	253.34
12 CLIP, backfold, 32mm, 12 pieces per box	box	6			6		3		3		3		3		3		3	15	20.99	314.85
13 CLIP, backfold, 50mm, 12 pieces per box	box	6			6		3		3		3		3		3		3	15	44.34	665.03
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	20			20		20		20		20		20		20		20	80	41.70	3,335.70
15 DATA FILE BOX, made with chipboard, with closed ends	box	50			50		50		50		50		50		50		50	200	70.78	14,155.19
16 DATA FOLDER, made with chipboard, taglia lock	piece	50			50		50		50		50		50		50		50	200	78.10	15,620.85
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0				0				0				0	0	409.57	-
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0				0				0				0	0	515.01	-
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	1			1		1		1		1		1		1		1	4	631.04	2,524.14
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0				0	0	35.56	-
21 ENVELOPE, MAILING, 500 pieces per box	box	1			1				0		1		1				0	2	141.45	282.90
22 ENVELOPE, MAILING, with window, 500 pieces per box	box	1			1				0		1		1				0	2	198.29	396.58
23 ERASER, felt, for blackboard/whiteboard	piece				0				0				0				0	0	10.22	-
24 ERASER, plastic or rubber	piece	10			10		5		5		5		5		5		5	25	2.19	54.81
25 FASTENER, for paper, metal, 50 sets per box	box	20			20		20		20		20		20		20		20	80	57.95	4,635.71
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	84.11	-
27 FILE TAB DIVIDER, A4, five (5) colors per set	set	10			10		5		5		5		5		5		5	25	12.67	316.68
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	10			10		5		5		5		5		5		5	25	16.89	422.24
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0				0	0	237.51	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0				0	0	295.57	-
31 FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0				0	0	168.90	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0				0	0	184.73	-
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0				0				0				0	0	949.93	-
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	2			2		1		1		1		1		1		1	5	252.29	1,261.44
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	3			3		2		2		3		3		2		2	10	304.48	3,044.80
36 GLUE, all purpose, 300 grams min.	jar	5			5		5		5		3		3		3		3	16	49.61	793.81
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0				0				0	0	51.60	-
38 LOOSELEAF COVER, 50sets per bundle	bundle	4			4		4		4		4		4		4		4	16	547.86	8,765.70
39 MAGAZINE FILE BOX, LARGE	piece				0				0				0				0	0	44.50	-
40 MARKER, fluorescent, 3 colors per set	set	5			5				0		5		5				0	10	36.08	360.83
41 MARKER, whiteboard, bullet type, black	piece	12			12		12		12		12		12		12		12	48	11.98	574.90
42 MARKER, whiteboard, bullet type, blue	piece	12			12		12		12		12		12		12		12	48	11.98	574.90
43 MARKER, whiteboard, bullet type, red	piece	12			12		12		12		12		12		12		12	48	11.98	574.90
44 MARKER, permanent, bullet type, black	piece	24			24		12		12		12		12		12		12	60	9.79	587.69
45 MARKER, permanent, bullet type, blue	piece	12			12				0		6		6		6		6	24	9.79	235.07
46 MARKER, permanent, bullet type, red	piece	6			6				0		6		6		6		6	18	9.79	176.31
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	6			6				0		6		6				0	12	10.45	125.45
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	6			6				0		6		6				0	12	31.67	380.02



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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
<b>COMMON JANITORIAL SUPPLIES</b>																					
1 BROOM, soft (tambo)	piece	6			6		3		3		6		6					0	15	105.56	1,583.40
2 BROOM, stick (tingting)	piece	6			6		3		3		6		6					0	15	24.28	364.18
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	10			10		10		10		10		10					5	35	42.22	1,477.84
4 CLEANSER, scouring powder, 350grams/can	can	6			6		6		6		6		6					6	24	18.47	443.35
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	10			10		10		10		10		10		10			10	40	42.22	1,688.96
6 DISINFECTANT SPRAY, 400-550 grams	can	6			6		6		6		6		6		6			6	24	116.12	2,786.78
7 DUST PAN, non-rigid plastic	piece	3			3		3		3		3		3		3			3	12	36.82	441.89
8 FLOOR WAX, Paste, red	can				0				0				0					0	0	232.23	-
9 FURNITURE CLEANER, aerosol, 300ml/can	can	3			3		3		3		3		3		3			3	12	86.03	1,032.38
10 INSECTICIDE, aerosol type, 600ml/can	can	6			6		6		6		6		6		6			6	24	119.28	2,862.79
11 MOPBUCKET	piece	2			2				0		2		2					0	4	1,900.08	7,600.32
12 MOPHANDLE, screw type, aluminum handle	piece	3			3				0		3		3					0	6	131.95	791.70
13 MOPHEAD, made of rayon	piece	5			5		3		3		3		3		3			3	14	100.28	1,403.95
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle	3			3		3		3		3		3		3			3	12	44.34	532.02
15 SCOURING PAD, 5 pieces per pack	pack	6			6		6		6		6		6		6			6	24	121.39	2,913.46
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll	20			20		20		20		20		20		20			20	80	141.98	11,358.26
<b>COMMON OFFICE EQUIPMENT</b>																					
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	10,554.94	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit		5		5				0		5		5					0	10	156.23	1,562.29
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0					0	0	420.13	-
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0					0	0	285.01	-
5 CHAIR, monobloc, without armrest, white	piece				0				0				0					0	0	285.01	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit		1		1				0				0					0	1	6,323.04	6,323.04
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit		1		1				0				0					0	1	25,545.52	25,545.52
8 ELECTRIC FAN, industrial	unit				0				0				0					0	0	1,161.16	-
9 ELECTRIC FAN, orbit type	unit				0				0				0					0	0	1,266.72	-
10 ELECTRIC FAN, stand type	unit		2		2				0		2		2					0	4	1,052.43	4,209.73
11 ELECTRIC FAN, wall type	unit		2		2				0		2		2					0	4	947.93	3,791.72
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		1		1				0				0					0	1	3,555.26	3,555.26
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	1,315.28	-
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	3,998.61	-
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0					0	0	41,733.45	-

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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	8,075.34	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0				0	0	5,573.57	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,693.43	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	5,918.99	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0				0	0	10,150.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	1,678.40	-
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,250.89	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,251.90	-
<b>COMMON COMPUTER SUPPLIES</b>																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	610.93	-
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	895.68	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	693.74	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	964.82	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	579.47	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	923.65	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece		100		100				0		100		100				0	200	21.69	4,338.11
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				0		3		3				0	6	3,139.35	18,836.13
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece		5		5		5		5		5		5		5		5	20	237.51	4,750.20
10 MOUSE, optical, USB connection type	unit		5		5				0		3		3				0	8	139.34	1,114.71
<b>HANDBOOK ON PROCUREMENT</b>																				
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0	29.33	-
<b>CONSUMABLES</b>																				
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	698.23	-
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	453.91	-
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	453.91	-
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	453.91	-
5 INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	923.65	-
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	554.19	-
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	554.19	-
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	554.19	-
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,625.62	-
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	881.43	-

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11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	881.43	-
12 INK CART, BROTHER LC67HYY, Yellow	cart				0				0				0				0	0	881.43	-
13 INK CART, CANON PG-810, Black	cart	10			10			8	8			8			8		8	34	629.14	21,390.68
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	712.53	-
15 INK CART, CANON PGI-725, Black	cart	3			3			3	3			3			3		3	12	499.30	5,991.59
16 INK CART, CANON CLI-726, Black	cart	3			3			3	3			3			3		3	12	471.85	5,662.24
17 INK CART, CANON CL-811, Colored	cart	8			8			6	6			6			6		6	26	831.81	21,627.13
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	831.81	-
19 INK CART, CANON CLI-726, Cyan	cart	3			3			3	3			3			3		3	12	543.63	6,523.61
20 INK CART, CANON CLI-726, Magenta	cart	3			3			3	3			3			3		3	12	543.63	6,523.61
21 INK CART, CANON CLI-726, Yellow	cart	3			3			3	3			3			3		3	12	543.63	6,523.61
22 INK CART, EPSON C13To38190 (To 38), Black	cart				0				0				0				0	0	499.30	-
23 INK CART, EPSON C13To39090 (To 39), Colored	cart				0				0				0				0	0	782.20	-
24 INK CART, EPSON C13T105190(73N)(91N),Black	cart				0				0				0				0	0	432.80	-
25 INK CART, EPSON C13T105290(73N)(91N),Cyan	cart				0				0				0				0	0	432.80	-
26 INK CART, EPSON C13T105390(73N)(91N),Magenta	cart				0				0				0				0	0	432.80	-
27 INK CART, EPSON C13T105490(73N)(91N),Yellow	cart				0				0				0				0	0	432.80	-
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0	258.62	-
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0				0	0	258.62	-
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0	0	258.62	-
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0	0	258.62	-
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,330.06	-
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,636.18	-
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,514.79	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,546.45	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,045.04	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,045.04	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,045.04	-
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	904.65	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	682.97	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	682.97	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	682.97	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,535.90	-
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,256.16	-
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,367.00	-
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	935.26	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,488.40	-
48 INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	812.81	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	897.26	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,119.99	-
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,377.56	-
52 INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	653.42	-
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	763.20	-
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,367.00	-
55 INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	609.08	-
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,512.67	-
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	823.37	-
58 INK CART, HP CB314A, (HP900), Black	cart	2			2			2	2			2			2		2	8	300.85	2,406.77
59 INK CART, HP CB315A, (HP900), Tri-color	cart	2			2			2	2			2			2		2	8	366.29	2,930.35
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	688.25	-

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of Sept 9,2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,483.12	-
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	791.70	-
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,504.23	-
64 INK CART, HP CC640WA, (HP60), Black	cart	3			3		3		3		3		3		3		3	12	643.92	7,726.99
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,419.78	-
66 INK CART, HP CC643WA, (HP60), Tri-color	cart	3			3		3		3		3		3		3		3	12	758.98	9,107.72
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,652.01	-
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	643.92	-
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	992.26	-
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,019.71	-
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	351.51	-
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	351.51	-
73 INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	804.37	-
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	617.53	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	617.53	-
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	617.53	-
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,161.16	-
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	617.53	-
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	764.25	-
80 INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,565.45	-
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,161.16	-
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,161.16	-
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,161.16	-
84 INK CART, HP CN692AA, (HP704), Black	cart	8			8		6		6		6		6		6		6	26	351.51	9,139.38
85 INK CART, HP CN693AA, (HP704), Tri-color	cart	8			8		6		6		6		6		6		6	26	351.51	9,139.38
86 INK CART, HP CZ107AA, (HP678), Black	cart	3			3		3		3		3		3		3		3	12	363.13	4,357.52
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart	3			3		3		3		3		3		3		3	12	366.29	4,395.52
88 INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	369.46	-
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	242.79	-
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	242.79	-
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	242.79	-
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	928.93	-
93 INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0				0	0	1,018.65	-
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,213.94	-
95 TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,594.66	-
96 TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,847.30	-
97 TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,902.90	-
98 TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,386.36	-
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU	cart				0				0				0				0	0	5,045.77	-
100 TONER CART, HP C4092A, Black	cart	2			2		2		2		2		2		2		2	8	2,782.56	22,260.49
101 TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,433.17	-
102 TONER CART, HP C7115A, Black	cart				0				0				0				0	0	3,015.85	-
103 TONER CART, HP CB435A, Black	cart	4			4		4		4		4		4		4		4	16	2,760.39	44,166.30
104 TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,108.74	-
105 TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,315.64	-
106 TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	3,014.79	-
107 TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	3,014.79	-
108 TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	3,014.79	-
109 TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,431.42	-
110 TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,241.05	-

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of Sept 9,2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
111 TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	4,915.93	-
112 TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	4,915.93	-
113 TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	4,915.93	-
114 TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,450.77	-
115 TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,116.13	-
116 TONER CART, HP CE285A (HP85A), Black	cart	3			3		3		3		3		3		3		3	12	2,747.73	32,972.72
117 TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,351.88	-
118 TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,512.33	-
119 TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,512.33	-
120 TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,512.33	-
121 TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,103.46	-
122 TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	2,987.35	-
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	2,987.35	-
124 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	2,987.35	-
125 TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,389.20	-
126 TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,694.62	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,800.19	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,800.19	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,800.19	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,694.60	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,473.29	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,473.29	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,473.29	-
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,715.71	-
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	6,822.34	-
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,015.85	-
137 TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,377.92	-
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,389.20	-
139 TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,583.76	-
140 TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,758.66	-
141 TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	11,007.80	-
142 TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	11,007.80	-
143 TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	11,007.80	-
144 TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,367.36	-
145 TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,668.21	-
146 TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,668.21	-
147 TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,668.21	-
148 TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,609.46	-
149 TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,577.79	-
150 TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,932.47	-
151 TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,932.47	-
152 TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,820.22	-
153 TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	9,007.43	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,774.86	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,908.54	-
156 TONER CART, SAMSUNG MLT-D101S, Black	cart	3			3		3		3		3		3		3		3	12	2,639.00	31,668.00
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,955.68	-
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,955.68	-
159 TONER CART, SAMSUNG MLT-D104S, Black	cart	4			4		3		3		3		3		3		3	13	2,586.22	33,620.86
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,902.90	-



Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of Sept 9,2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,639.00	-
162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	3,166.80	-
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,389.20	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	5,594.68	-
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,605.96	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,128.12	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,855.76	-
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,275.18	-
169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0				0				0				0	0	77.90	-
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	735.75	-
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	339.90	-
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0				0				0	0	77.06	-
<b>B.</b>																				
<b>COMMON ELECTRICAL SUPPLIES</b>																				
1 BALLAST, 36 watts	piece		10		10				0		10		10				0	20	75.90	1,518.03
2 FLUORESCENT LAMP, tubular, 14 watts	tube				0				0				0				0	0	89.73	-
3 FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set		10		10				0				0				0	10	369.46	3,694.60
<b>COMMON OFFICE EQUIPMENT</b>																				
1 CALCULATOR, MINI-PRINTING, 1 unit per box	unit				0				0				0				0	0	944.76	-
2 CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit				0				0				0				0	0	1,995.08	-
3 ELECTRONIC TIME RECORDER OR BUNDY CLOCK, electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts	unit				0				0				0				0	0	3,365.25	-
4 MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color	unit				0				0				0				0	0	2,744.56	-
5 WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEEE 802.3u, IEEE 802.3, interface: 4 x 10/100 ports, 1 x 10/100 WAN port, LED indicator: Power, WLAN, LAN(10/100), Internet Status, with patch cable and power adapter, warranty: one(1) year warranty, frequency band: 2.4 GHz, one(1) unit/box	unit				0				0				0				0	0	1,053.49	-
<b>COMMON OFFICE SUPPLIES</b>																				
1 CARTOLINA, white, 20 pieces per pack	pack				0				0				0				0	0	52.78	-
2 CLIP, bulldog, 73mm (3")	piece				0				0				0				0	0	8.44	-
3 COLUMNAR PAD, 18 cols, 50 gsm min.	pad				0				0				0				0	0	66.50	-
4 ENVELOPE, PAY, 500 pieces per box	box				0				0				0				0	0	116.43	-
5 ILLUSTRATION BOARD, (30"x40")	piece				0				0				0				0	0	35.58	-
6 INDEX CARD BOX, 3"x5"	piece				0				0				0				0	0	36.95	-
7 INDEX CARD BOX, 5"x8"	piece				0				0				0				0	0	55.95	-
8 INDEX CARD, 3"x5", 500 pieces per pack	pack		1		1				0		1		1				0	2	52.04	104.08
9 INDEX CARD, 5"x8", 500 pieces per pack	pack		1		1				0		1		1				0	2	141.43	282.86
10 MANILA PAPER, 10 sheets per pack	pack		20		20		20		20		20		20		20		20	80	26.39	2,111.20
11 MAP PIN, round head, 100 pieces per case	case				0				0				0				0	0	40.96	-
12 OIL, for general purpose lubricant, 120 mL	bottle				0				0				0				0	0	37.45	-
13 PAPER, Thermal, 210mm x 30m	roll		6		6		6		6		6		6		6		6	24	30.40	729.58

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of Sept 9,2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case				0				0				0				0	0	25.33	-
15 RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool				0				0				0				0	0	16.36	-
16 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle		5		5		3		3		3		3			3	14	153.06	2,142.87	
17 RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle		5		5		3		3		3		3		3	14	295.40	4,135.54		
18 STAPLE WIRE, Heavy duty, 23/17	box				0				0				0				0	0	42.10	-
19 TAPE DISPENSER, handheld	piece		5		5				0		3		3				0	8	29.54	236.29
20 TAPE, for adding machine	roll				0				0				0				0	0	8.23	-
21 TIME CARD, for Amano Bundy Clock,100 pieces bundle	bundle		5		5				0		5		5				0	10	70.51	705.12
<b>COMMON JANITORIAL SUPPLIES</b>																				
1 FLOOR WAX, Liquid type, natural	can				0				0				0				0	0	376.06	-
2 FLOOR WAX, Paste type, natural	can				0				0				0				0	0	226.95	-
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece				0				0				0				0	0	22.70	-
<b>CONSUMABLES</b>																				
1 INK CART, EPSON C13T103190 (103), Black	cart				0				0				0				0	0	879.31	-
2 INK CART, EPSON C13T103290 (103), Cyan	cart				0				0				0				0	0	585.86	-
3 INK CART, EPSON C13T103390 (103), Magenta	cart				0				0				0				0	0	585.86	-
4 INK CART, EPSON C13T103490 (103), Yellow	cart				0				0				0				0	0	585.86	-
5 INK CART, EPSON C13T143190 (143), Black	cart				0				0				0				0	0	596.41	-
6 INK CART, EPSON C13T143290 (143), Cyan	cart				0				0				0				0	0	472.91	-
7 INK CART, EPSON C13T143390 (143), Magenta	cart				0				0				0				0	0	472.91	-
8 INK CART, EPSON C13T143490 (143), Yellow	cart				0				0				0				0	0	472.91	-
9 INK CART, EPSON C13T166190 (166XL), Black	cart				0				0				0				0	0	179.45	-
10 INK CART, EPSON C13T166290 (166XL), Cyan	cart				0				0				0				0	0	337.79	-
11 INK CART, EPSON C13T166390 (166XL), Magenta	cart				0				0				0				0	0	337.79	-
12 INK CART, EPSON C13T166490 (166XL), Yellow	cart				0				0				0				0	0	337.79	-
13 INK CART, HP C4836A, (HP11), Cyan	cart				0				0				0				0	0	1,558.07	-
14 INK CART, HP C4837A, (HP11), Magenta	cart				0				0				0				0	0	1,558.07	-
15 INK CART, HP C4838A, (HP11), Yellow	cart				0				0				0				0	0	1,558.07	-
16 RIBBON CART, LEXMARK 3070169 (11A3550)	cart				0				0				0				0	0	791.70	-
17 RIBBON CART., FUJITSU DL 3850	cart				0				0				0				0	0	453.91	-
18 TONER CART, BROTHER TN-150BK, Black	cart				0				0				0				0	0	3,288.19	-
19 TONER CART, BROTHER TN-150C, Cyan	cart				0				0				0				0	0	3,763.21	-
20 TONER CART, BROTHER TN-150M, Magenta	cart				0				0				0				0	0	3,763.21	-
21 TONER CART, BROTHER TN-150Y, Yellow	cart				0				0				0				0	0	3,763.21	-
22 TONER CART, BROTHER TN-155BK, Black	cart				0				0				0				0	0	4,644.64	-
23 TONER CART, FUJI XEROX CWAA0762, Black	cart				0				0				0				0	0	5,768.85	-
24 TONER CART, HP CE250A, Black	cart				0				0				0				0	0	5,489.12	-
25 TONER CART, HP CE251A, Cyan	cart				0				0				0				0	0	10,710.12	-
26 TONER CART, HP CE252A, Yellow	cart				0				0				0				0	0	10,710.12	-
27 TONER CART, HP CE253A, Magenta	cart				0				0				0				0	0	10,710.12	-
28 TONER CART, HP Q1338A, Black	cart				0				0				0				0	0	6,776.95	-
29 TONER CART, HP Q6511A, Black	cart				0				0				0				0	0	5,981.03	-
30 TONER CART, HP Q7551A, Black	cart				0				0				0				0	0	6,254.43	-
31 TONER CART, LEXMARK 34217HR, Black	cart				0				0				0				0	0	4,782.92	-
32 TONER CART, SAMSUNG ML-2250D5, Black	cart				0				0				0				0	0	4,855.76	-
33 TONER CART, SAMSUNG ML-D3050B, Black	cart				0				0				0				0	0	6,755.84	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9,2015	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
<b>Office Equipment and Accessories</b>																						
1	lapel microphone	set			1	1				0			0					0	1	30,000.00	30,000.00	
2	telephone cordless	unit			2	2				0			0					0	2	2,000.00	4,000.00	
3	DVD player	unit			1	1				0			0					0	1	4,000.00	4,000.00	
4	wireless microphone	set			2	2				0			0					0	2	4,000.00	8,000.00	
5	water dispenser, hot and cold	unit			2	2				0			0					0	2	6,500.00	13,000.00	
6	laminating machine	unit			1	1				0			0					0	1	5,000.00	5,000.00	
7	microphone stand	pc			2	2				0			0					0	2	3,500.00	7,000.00	
8	office chair (swivel)	pcs			5	5				0			0					0	5	3,500.00	17,500.00	
9	drawer/cabinet	pc			1	1				0			0					0	1	10,000.00	10,000.00	
10	rostrum with agency logo	pc			1	1													1	15,000.00	15,000.00	
<b>Office Supplies</b>																						
1	ballpen, black	pcs	100			100		50		50		30		30		30		30	210	7.00	1,470.00	
2	ballpen, blue	pcs	30			30		10		10		10		10		10		10	60	7.00	420.00	
3	ballpen, red	pcs	30			30		10		10		10		10		10		10	60	7.00	420.00	
4	mechanical pencil 0.5mm	pcs	5			5				0		5		5				0	10	200.00	2,000.00	
5	lead for mrchanical pencil 0.5mm	pack	5			5		5		5		3		3		3		3	16	70.00	1,120.00	
6	sharpener, single cutter head heavy duty	pc	3			3				0		3		3				0	6	300.00	1,800.00	
7	paper bond, short	reams	100			100		50		50		50		50		50		50	250	200.00	50,000.00	
8	paper bond, A3	reams	2			2		2		2		2		2		2		2	8	600.00	4,800.00	
9	sticker paper, 10s	packs	10			10		10		10		10		10		10		10	40	150.00	6,000.00	
10	board paper, 10s	packs	5			5		5		5		5		5		5		5	20	50.00	1,000.00	
11	linen paper, 10s	packs	5			5		5		5		5		5		5		5	20	50.00	1,000.00	
12	rechargeable battery, AA	pcs			4	4				0				0				0	4	200.00	800.00	
13	double sided tape	pcs	5			5		5		5		5		5		5		5	20	80.00	1,600.00	
14	plaque	pcs			5	5		5		5		10		10		10		10	30	1,000.00	30,000.00	
15	frames for pictures and certificates	pcs			5	5		5		5		5		5		5		5	20	200.00	4,000.00	
16	jacket certificates	pcs			5	5		5		5		50		50		5		5	65	70.00	4,550.00	
17	glue gun, heavy duty	pc			1	1				0				0				0	1	500.00	500.00	
18	glue stick, 6s	pack			1	1		1		1		1		1		1		1	4	50.00	200.00	
19	gun tucker	pc			1	1				0				0				0	1	1,000.00	1,000.00	
20	staple wire for gun tucker	box			1	1		1		1		1		1		1		1	4	150.00	600.00	
21	laminating films, 100s	packs			1	1				0		1		1				0	2	500.00	1,000.00	
22	colored copy paper green	reams	3			3	3			3	3			3	3			3	12	400.00	4,800.00	
23	colored copy paper various colors	packs	10			10		10		10		5		5				0	25	50.00	1,250.00	
<b>Audio and visual presentation and composing equipment</b>																						
1	portable amplifier system	unit			1	1				0				0					0	1	12,000.00	12,000.00
2	laser pointer, pen type	pc			2	2				0				0					0	2	600.00	1,200.00
3						0				0				0					0	0	-	-
4						0				0				0					0	0	-	-
5						0				0				0					0	0	-	-
6						0				0				0					0	0	-	-
7						0				0				0					0	0	-	-
8						0				0				0					0	0	-	-
9						0				0				0					0	0	-	-
10						0				0				0					0	0	-	-
<b>Photographic or filming or video equipment</b>																						
1	memory card for camera, 32gb	pc			1	1				0				0					0	1	2,000.00	2,000.00
2						0				0				0					0	0	-	-
3						0				0				0					0	0	-	-
4						0				0				0					0	0	-	-



Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of Sept 9,2015	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity	
3 percolator, coffee maker 100 cups cap.	unit			1	1				0				0				0	1	10,000.00	10,000.00	
4 circuit breaker	pieces			1	1				0			1	1				0	2	500.00	1,000.00	
5 vga cord, 20 meters	pieces				0	1			1				0					0	1	3,000.00	3,000.00
6 extension cord	pieces			2	2				0			2	2					0	4	500.00	2,000.00
<b>Computer Supplies</b>																					
1 Canon 705 black	cart	3			3	3			3	3			3	3				3	12	600.00	7,200.00
2 Canon 706 colored	cart	3			3	3			3	3			3	3				3	12	600.00	7,200.00
3 dye ink ink ( 4 colors) for epson	set	2			2	2			0	2			2	2				0	4	1,200.00	4,800.00
4 compact disc recordable 700mb with case	pcs	200			200	200			200	200			200	200				200	800	25.00	20,000.00
<b>Computer Equipment and Accessories</b>																					
1 keyboard usb type	pcs	2			2	2			2	1			1	1				1	6	450.00	2,700.00
2 Monitor Led Flat 23"	units	3			3				0				0					0	3	10,000.00	30,000.00
3 Central Processing Unit core i7	pairs	3			3	2			2				0					0	5	27,000.00	135,000.00
4 Central Processing Unit core i5	units	3			3	2			2				0					0	5	25,000.00	125,000.00
5 uninterruptible power supply (UPS) 650v	units	2			2				0				0					0	2	2,000.00	4,000.00
6 USB Hub	pcs	2			2				0	2			2					0	4	300.00	1,200.00
7 memory card reader	pcs	2			2				0	2			2					0	4	300.00	1,200.00
8 Computer printer 3-in-1 colored	units	1			1				0	1			1					0	2	6,000.00	12,000.00
9 Computer printer 3-in-1 colored bottomless ink	units	5			5				0				0					0	5	8,500.00	42,500.00
10 computer printer monochrome laser jet	units	2			2				0				0					0	2	5,000.00	10,000.00
11 mouse pad	pieces			5	5				0	3			3					0	8	75.00	600.00
12 internal hard disk , 500gb	pieces			1	1				1	1			1	1			1	1	4	2,500.00	10,000.00
13 memory 8gb; DDR3	pieces			1	1				1	1			1	1			1	1	4	2,000.00	8,000.00
14 DVD writer; portable	units			2	2				0				0					0	2	3,000.00	6,000.00
15 USB hub	pieces			2	2				0				0					0	2	300.00	600.00
16 portable cable lan	pieces			2	2				0				0					0	2	600.00	1,200.00
17 mother board	pieces			1	1				0				1	1				0	2	5,000.00	10,000.00
<b>*Other Categories</b>																					
1 B-fluid big	bot	1			1				0				0					0	1	300.00	300.00
2 coolant	bot	1			1				0				0					0	1	500.00	500.00
3 compressor	pc	1			1				0				0					0	1	2,000.00	2,000.00
4 motor oil	bot	3			3	3			3	3			3	3				3	12	250.00	3,000.00
5 turtle wax	can	3			3	3			3	3			3	3				3	12	350.00	4,200.00
6 rag-pranela	pack	5			5	5			5	5			5	5				5	20	100.00	2,000.00
7 flashlight	pc	2			2				0				0					0	2	350.00	700.00
8 3M rag	pc				0	1			1				0					0	1	3,500.00	3,500.00
9 car shampoo	gal	3			3	3			3	3			3	3				3	12	1,200.00	14,400.00
10 tire black	bot	3			3	3			3	3			3	3				3	12	200.00	2,400.00
11 christmas decors	sets				0				0				0	10				10	10	2,500.00	25,000.00
13 tarpaulins 2x3	pcs	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	1	3	12	150.00	1,800.00
14 tarpaulins 4x5	pcs	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	1	3	12	500.00	6,000.00
15 tarpaulin backdrop																					
16 oil filter	pieces					2			2					2				2	4	500.00	2,000.00
17 fuel filter	pieces					2			2					2				2	4	400.00	1,600.00
18 wind shield	pieces			1	1				0				0					0	1	3,000.00	3,000.00
19 armor all	pieces		1		1				0		1		1					0	2	1,500.00	3,000.00
20 rubbing compound	packs		2		2				0		2		2					0	4	800.00	3,200.00
21 car polish	packs		3		3				0		3		3					0	6	350.00	2,100.00
22 car freshner	pieces		6		6			6	6		6		6				6	6	24	150.00	3,600.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9,2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
23 power sprayer	piece		1		1				0				0				0	1	2,000.00	2,000.00
24 wind shield	piece				0				0	1			1				0	1	2,500.00	2,500.00
25 evaporator coil	piece				0				0	1			1				0	1	1,500.00	1,500.00
26 brake pads	sets				0				0	1			1				0	1	1,200.00	1,200.00
27 car antenna	piece			1	1				0	1			0				0	1	2,000.00	2,000.00
28 ATF-power steering oil	bottles	3			3	3			3	3			3	3			3	12	260.00	3,120.00
29 silicon for glass	can			2	2	3			0				0				0	2	500.00	1,000.00
30 vulca seal	can				0	2			2				0				0	2	300.00	600.00
31 paint, latex (assorted colors)	liter			2	2				0	2			2				0	4	250.00	1,000.00
32 sand paper	doz			2	2				0	2			2				0	4	120.00	480.00
33 common nails #3	kg			2	2				0	2			2				0	4	40.00	160.00
34 common nails #2	kg			2	2				0	2			2				0	4	40.00	160.00
35 paint brush	pieces			3	3				0	3			3				0	6	75.00	450.00
36 hook, assorted	pieces			20	20				0	10			10				0	30	5.00	150.00
37 electrical wires	mtrs			20	20				0	20			20				0	40	35.00	1,400.00
38 pvc moulding	pieces			10	10				0				0				0	10	30.00	300.00
39 aluminum wire	rolls			2	2				0	2			2				0	4	70.00	280.00
40 roller paint brush	pieces			2	2				0	2			2				0	4	35.00	140.00
41 plywood	pieces			3	3				0	3			3				0	6	350.00	2,100.00
42 plyboard	pieces			3	3				0	3			3				0	6	320.00	1,920.00
43 lumber 2x2x12	pieces			4	4				0	4			4				0	8	350.00	2,800.00
44 wood glue	gal			1	1				0				0				0	1	300.00	300.00
45 apron	pieces				0	12			12				0				0	12	200.00	2,400.00
46 pot holder	pieces				0	2			2				2	2			0	4	200.00	800.00
47 place mat	pieces				0	3			3				3	3			0	6	150.00	900.00
48 concrete nail	kg			1	1				0				0				0	1	50.00	50.00
49 cement	bags			3	3				0	3			3				0	6	250.00	1,500.00
50 ornamental plants	sets			1	1				0				0				0	1	1,500.00	1,500.00
51 paracetamol	doz			3	3				0	3			3				0	6	35.00	210.00
52 mefenamic acid	doz			3	3				0	3			3				0	6	35.00	210.00
53 flu tablet	doz			3	3				0	3			3				0	6	45.00	270.00
54 anti-diarrhea tablet	doz			3	3				0	3			3				0	6	60.00	360.00
55 anti-dizziness tablet	doz			3	3				0	3			3				0	6	80.00	480.00
56 gauze bandage	boxes			2	2				0	2			2				0	4	35.00	140.00
57 betadine solution	bottles			2	2				0	2			2				0	4	185.00	740.00
58 band aid	boxes			2	2				0	2			2				0	4	30.00	120.00
59 cotton balls	packs			2	2				0	2			2				0	4	45.00	180.00
<b>C. TOTAL (A + B):</b>																				<b>1,727,386.35</b>
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																				172,738.64
<b>E. GRAND TOTAL (C + D)</b>																				<b>1,900,124.99</b>
<b>F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>																				
<b>G. MONTHLY CASH REQUIREMENTS</b>																				
G.1 Available at Procurement Service Stores					215100				126153				146622					111041		
G.2 Other Items not available at PS but regularly purchased from other sources					591915				214316				152904					169336		

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		
TOTAL MONTHLY CASH REQUIREMENTS					807015				340468				299526				280377		

\*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

**RAQUEL P. BALUYOT**  
Property/Supply Officer

Certified Funds Available /  
Certified Appropriate Funds Available:



**ELLA NESS D. DE LARA**  
Accountant IV

**ELLA NESS D. DE LARA**  
Accountant IV

Recommending approval:



**EVELYN M. LUNA**  
Chief Administrative Officer

**EVELYN M. LUNA**  
Chief Administrative Officer

Approved:



**FRANCISCO B. JUCAR, JR.**  
Regional Director

**FRANCISCO B. JUCAR, JR.**  
Regional Director

Date Prepared: October 28, 2016