

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 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 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: APP2017- Name of Agency- Region (e.g. APP2017 -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: HOUSING AND URBAN DEVELOPMENT COORDINATING COUNCIL

Region: Main

Address: 9th Floor, BDO Plaza, 8737 Paseo De Roxas, Makati City

Agency Account Code: _____

Contact Person: EMMANUEL L. CORREA

Position: CHIEF ADMINISTRATIVE OFFICER

E-mail : hudccgsd@yahoo.com.ph

Telephone/Mobile Nos: 8114467-8114112

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 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	30			30	30			30	30			30	30			30	120	17.42	2,090.40
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	25			25	25			25	25			25	25			25	100	15.03	1,503.00
3 BATTERY, dry cell D, 2 pieces per blister pack	pack				0				0				0				0	0	77.56	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 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 LED Linear Tube, 18 watts individually wrapped in carton	tube	10			10				0				0				0	10	36.30	363.00
6 Ligh Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	93.29	-
7 TAPE, electrical	roll	10			10				0				0				0	10	18.20	182.00
COMMON OFFICE SUPPLIES																				
1 ACETATE, gauge #3, 50m per roll	roll	1			1				0				0				0	1	624.00	624.00
2 AIR FRESHENER, 280mL/150g min	can	30			30	30			30	30			30	30			30	120	83.20	9,984.00
3 ALCOHOL, 70%, ethyl, 500ml	bottle	50			50	50			50	50			50	50			50	200	47.82	9,564.00
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, enamel, 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	20			20	20			20	20			20	20			20	80	43.68	3,494.40
10 CLIP, backfold, 19mm, 12 pieces per box	box	25			25	25			25	25			25	25			25	100	7.28	728.00
11 CLIP, backfold, 25mm, 12 pieces per box	box	25			25	25			25	25			25	25			25	100	13.50	1,350.00
12 CLIP, backfold, 32mm, 12 pieces per box	box	25			25	25			25	25			25	25			25	100	19.12	1,912.00
13 CLIP, backfold, 50mm, 12 pieces per box	box	15			15	15			15	15			15	15			15	60	43.68	2,620.80
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	25			25	25			25	25			25	25			25	100	69.78	6,978.00
16 DATA FOLDER, made with chipboard, taglia lock	piece	20			20	20			20	20			20	20			20	80	68.64	5,491.20
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	2			2	2			2	2			2	2			2	8	381.54	3,052.32
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	2			2	2			2	2			2	2			2	8	507.40	4,059.20
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	5			5	5			5	5			5	5			5	20	621.71	12,434.20
20 ENVELOPE, EXPANDING, plastic	piece	30			30				0	30			30				0	60	27.61	1,656.60
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	1			1	1			1	1			1	1			1	4	499.20	1,996.80
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box	2			2	2			2	2			2	2			2	8	561.60	4,492.80
23 ERASER, felt, for blackboard/whiteboard	piece	5			5	5			5	5			5	5			5	20	11.11	222.20
24 ERASER, plastic or rubber	piece				0				0				0				0	0	2.29	-
25 FASTENER, for paper, metal, 50 sets per box	box	24			24				0	24			24					48	57.09	2,740.32
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	12			12	12			12	12			12	12			12	48	70.67	3,392.16
27 FILE TAB DIVIDER, A4, five (5) colors per set	set	50			50	50			50	50			50	50			50	200	12.48	2,496.00
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	25			25	25			25	25			25	25			25	100	16.64	1,664.00
29 FOLDER, Fancy, A4, 50s/ bundle	bundle	6			6	6			6	6			6	6			6	24	234.00	5,616.00
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	6			6	6			6	6			6	6			6	24	291.20	6,988.80

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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 240mm x 370mm, 100s/box	box	3			3	3			3	3			3	3			3	12	746.72	8,960.64
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	5			5	5			5	5			5	5			5	20	179.28	3,585.60
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	5			5	5			5	5			5	5			5	20	200.37	4,007.40
36 GLUE, all purpose, 300 grams min.	jar	5			5	5			5	5			5	5			5	20	44.18	883.60
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	10			10	10			10	10			10	10			10	40	50.84	2,033.60
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0				0	0	539.76	-
39 MAGAZINE FILE BOX, LARGE	piece	10			10	10			10	10			10	10			10	40	41.60	1,664.00
40 MARKER, fluorescent, 3 colors per set	set	15			15	15			15	15			15	15			15	60	35.55	2,133.00
41 MARKER, whiteboard, bullet type, black	piece	20			20	20			20	20			20	20			20	80	10.28	822.40
42 MARKER, whiteboard, bullet type, blue	piece	20			20	20			20	20			20	20			20	80	10.28	822.40
43 MARKER, whiteboard, bullet type, red	piece	15			15	15			15	15			15	15			15	60	10.28	616.80
44 MARKER, permanent, bullet type, black	piece	50			50	50			50	50			50	50			50	200	9.65	1,930.00
45 MARKER, permanent, bullet type, blue	piece	50			50	50			50	50			50	50			50	200	9.65	1,930.00
46 MARKER, permanent, bullet type, red	piece	15			15	15			15	15			15	15			15	60	9.65	579.00
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	30			30	30			30	30			30	30			30	120	10.40	1,248.00
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	125			125	125			125	125			125	125			125	500	54.06	27,030.00
51 PAD PAPER, Ruled	pad	20			20	20			20	20			20	20			20	80	18.26	1,460.80
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	10			10	10			10	10			10	10			10	40	12.85	514.00
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	30			30	30			30	30			30	30			30	120	6.43	771.60
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	250			250	250			250	250			250	250			250	1000	91.94	91,940.00
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	50			50	50			50	50			50	50			50	200	114.35	22,870.00
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	2			2	2			2	2			2	2			2	8	88.40	707.20
59 PAPER, Thermal, 216mm x 30m	roll	30			30	30			30	30			30	30			30	120	31.15	3,738.00
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	12			12	12			12	12			12	12			12	48	19.62	941.76
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	10			10	10			10	10			10	10			10	40	86.85	3,474.00
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	3			3	3			3	3			3	3			3	12	256.87	3,082.44
65 RUBBER BAND, 70mm min lay flat length (#18)	box	1			1	1			1	1			1	1			1	4	93.31	373.24
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece	18			18				0	18			18				0	36	15.48	557.28
67 SIGN PEN, black	piece	60			60	60			60	60			60	60			60	240	38.10	9,144.00
68 SIGN PEN, blue	piece	60			60	60			60	60			60	60			60	240	38.10	9,144.00
69 SIGN PEN, red	piece	15			15	0			0	15			15	0			0	30	38.10	1,143.00
70 STAMP PAD INK, violet, 50mL	bottle	5			5	5			5	5			5	5			5	20	24.63	492.60
71 STAMP PAD, felt pad, min 60mm x 100mm	piece				0	5			5	5			5				0	10	27.66	276.60

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
72 STAPLE WIRE, Heavy duty, 23/13	box	5			5				0	5			5	2			2	12	30.42	365.04
73 STAPLE WIRE, Standard	box	20			20	20			20	20			20	20			20	80	18.92	1,513.60
74 TAPE, masking, 24mm, 50 meters length	roll	15			15	15			15	15			15	15			15	60	55.12	3,307.20
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	15			15	15			15	15			15	15			15	60	17.37	1,042.20
77 TAPE, transparent, 48mm, 50 meters	roll	15			15	15			15	15			15	15			15	60	26.52	1,591.20
78 TAPE, packaging, 48mm, 50 meters length	roll	10			10	10			10	10			10	10			10	40	30.63	1,225.20
79 TOILET TISSUE, 12 rolls per pack	pack	80			80	80			80	80			80	80			80	320	67.60	21,632.00
80 TWINE, plastic, one kilo per roll	roll	2			2	2			2	2			2	2			2	8	49.92	399.36
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack	2			2	2			2	2			2	2			2	8	124.80	998.40
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	3			3	3			3	3			3	3			3	12	9.19	110.28
2 CUTTER KNIFE, heavy duty	piece				0	8			8				0	8			8	16	19.76	316.16
3 DATING AND STAMPING MACHINE	piece	1			1	1			1	1			1	1			1	4	478.38	1,913.52
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece	2			2	2			2	2			2	2			2	8	187.20	1,497.60
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	12			12	12			12	12			12	12			12	48	114.28	5,485.44
6 SCISSORS, (6")	pair	15			15	15			15	15			15	15			15	60	13.73	823.80
7 STAPLER, standard	piece	15			15	15			15	15			15				0	45	82.16	3,697.20
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	5			5				0	5			5				0	10	878.80	8,788.00
9 STAPLE REMOVER, plier type	piece	15			15	15			15	15			15	15			15	60	18.18	1,090.80
10 TAPE DISPENSER, table top	piece	8			8	8			8	8			8	8			8	32	47.72	1,527.04
11 WASTE BASKET, non-rigid plastic	piece	8			8	8			8	8			8	8			8	32	23.90	764.80
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece	5			5	5			5	5			5	5			5	20	88.40	1,768.00
2 BROOM, stick (tingting)	piece	6			6				0	6			6				0	12	23.92	287.04
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	10			10	10			10	10			10	10			10	40	41.60	1,664.00
4 CLEANSER, scouring powder, 350grams/can	can	20			20	20			20	20			20	20			20	80	21.27	1,701.60
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	15			15	15			15	15			15	15			15	60	37.43	2,245.80
6 DISINFECTANT SPRAY, 400-550 grams	can	6			6	6			6	6			6	6			6	24	119.60	2,870.40
7 DUST PAN, non-rigid plastic	piece	3			3	3			3	3			3	3			3	12	27.96	335.52
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	
9 FURNITURE CLEANER, aerosol, 300mL/can	can	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	84.76	12,205.44
10 INSECTICIDE, aerosol type, 600mL/can	can	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	124.80	17,971.20
11 MOPBUCKET	piece			4	4				0			4	4				0	8	1,820.00	14,560.00
12 MOPHANDLE, screw type, aluminum handle	piece	4			4	4			4	4			4	4			4	16	142.48	2,279.68

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
13 MOPHEAD, made of rayon	piece	12			12	12			12	12			12	12			12	48	98.80	-4,742.40
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle	12			12	12			12	12			12	12			12	48	49.69	2,385.12
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	400			400	400			400	400			400	400			400	1600	139.88	223,808.00
17 DISINFECTANT, bleaching solution	cont	1			1	1			1	1			1	1			1	4	101.82	407.28
18 DETERGENT BAR, 140g as packed (-2.5%)	bar	10			10	10			10	10			10	10			10	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	3			3				0				0				0	3	142.36	427.08
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	328.64	-
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	3			3				0				0				0	3	6,229.60	18,688.80
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			1	1				0	2	25,272.00	50,544.00
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 switchover	unit	4			4	2			2	2			2	2			2	10	3,502.72	35,027.20
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	1			1				0	1			1				0	2	26,483.60	52,967.20
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	3			3				0				0				0	3	5,699.20	17,097.60
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	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		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	1,242.80	-
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	571.80	-
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	4			4				0	4			4				0	8	2,818.40	22,547.20
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	10			10	5			5	5			5	5			5	25	194.48	4,862.00
10 MOUSE, optical, USB connection type	unit	3			3				0				0				0	3	127.80	383.40
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	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		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	5			5	5			5	5			5	5			5	20	737.36	14,747.20
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0		-
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	5			5	5			5	5			5	5			5	20	970.32	19,406.40
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	945.36	-
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	4			4	4			4	4			4	4			4	16	254.80	4,076.80
29 INK CART, EPSON C13T6664200 (T6642), Cyan	cart	4			4	4			4	4			4	4			4	16	254.80	4,076.80
30 INK CART, EPSON C13T6664300 (T6643), Magenta	cart	4			4	4			4	4			4	4			4	16	254.80	4,076.80
31 INK CART, EPSON C13T6664400 (T6644), Yellow	cart	4			4	4			4	4			4	4			4	16	254.80	4,076.80
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 August 16, 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 CB767WA, (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 C9351AA, (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	3			3	3			3	3			3	3			3	12	639.60	7,675.20
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	3			3	3			3	3			3	3			3	12	754.00	9,048.00
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	18			18	18			18	18			18	18			18	72	358.80	25,833.60
72 INK CART, HP CD888AA, (HP703), Tri-color	cart	18			18	18			18	18			18	18			18	72	358.80	25,833.60
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	4			4	4			4	4			4	4			4	16	1,554.80	24,876.80
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart	4			4	4			4	4			4	4			4	16	1,175.20	18,803.20
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart	4			4	4			4	4			4	4			4	16	1,180.40	18,886.40
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart	4			4	4			4	4			4	4			4	16	1,180.40	18,886.40
84 INK CART, HP CN692AA, (HP704), Black	cart	18			18	18			18	18			18	18			18	72	358.80	25,833.60
85 INK CART, HP CN693AA, (HP704), Tri-color	cart	18			18	18			18	18			18	18			18	72	358.80	25,833.60
86 INK CART, HP CZ107AA, (HP678), Black	cart	18			18	18			18	18			18	18			18	72	358.80	25,833.60
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart	18			18	18			18	18			18	18			18	72	360.88	25,983.36
88 INK CART, HP CZ121A (HP685A), Black	cart	18			18	18			18	18			18	18			18	72	366.08	26,357.76
89 INK CART, HP CZ122A (HP685A), Cyan	cart	18			18	18			18	18			18	18			18	72	249.60	17,971.20
90 INK CART, HP CZ123A (HP685A), Magenta	cart	18			18	18			18	18			18	18			18	72	249.60	17,971.20
91 INK CART, HP CZ124A (HP685A), Yellow	cart	18			18	18			18	18			18	18			18	72	249.60	17,971.20

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 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	5			5	5			5	5			5	5			5	20	2,802.80	56,056.00
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	10			10	5			5	10			10	5			5	30	2,756.00	82,680.00
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 August 16, 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	20			20	20			20	20			20	20			20	80	3,998.80	319,904.00
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	3			3	3			3	3			3	3			3	12	3,317.60	39,811.20
145 TONER CART, HP Q6001A, Cyan	cart	3			3	3			3	3			3	3			3	12	3,614.00	43,368.00
146 TONER CART, HP Q6002A, Yellow	cart	3			3	3			3	3			3	3			3	12	3,614.00	43,368.00
147 TONER CART, HP Q6003A, Magenta	cart	3			3	3			3	3			3	3			3	12	3,614.00	43,368.00
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-2010 D3), 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	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
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	Camera Document, DSLR	unit			0				0				0				0	0	30,940.00	-	
2	Printer, 3 in 1 refillable tank	unit			0				0				0				0	0	8,000.00	-	
3	Printer, Laser Colored Heavy Duty	unit	1		1				0				0				0	1	40,000.00	40,000.00	
4	Fax Machine	unit	1		1				0				0				0	1	7,500.00	7,500.00	
5					0				0				0				0	0		-	
COMMON OFFICE SUPPLIES																					
1	Air Freshener, Car	pc.	26	26	26	78	26	26	26	78	26	26	26	78	26	26	26	260	175.00	45,500.00	
2	Ballpen (Black)	pc.	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	4.10	
3	Ballpen (Blue)	pc.	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	4.10	
4	CD,Rewritable, 700MB	pc.	30			30	30			30	30			30	30			30	120	10.60	
5	Correctible tape	pc.	25			25	25			25	25			25	25			25	100	25.00	
6	DVD Rewritable	pc.	30			30	30			30	30			30	30			30	120	11.50	
7	DVD, Recordable	pc.	30			30	30			30	30			30	30			30	120	11.15	
8	HUDCC Letter envelope with logo	box	5		5	10	5		5	10	5		5	10	5			5	35	650.00	
9	HUDCC Letterhead	ream	25			25				0	25			25				0	50	300.00	
10	Illustration Board	pc.	10			10				0	10			10				0	20	35.05	
11	Index Card Box 3" x 5"	piece				0	6			6				0	6			6	12	36.04	
12	Index Card Box 3" x 5"/500/pack	pack	6			6				0	6			6				0	12	51.27	
13	Index Card Box 5" x 8"	piece	6			6				0	6			6				0	12	55.12	
14	Index Card Box 5" x 8"/500 pcs./pack	pack	6			6				0	6			6				0	12	139.34	
15	Notarial seal Gold 25/pack	pack	40			40				0	40			40				0	80	40.00	
16	Paper, Oslo 8.5"x11"	rm	1			1				0	1			1				0	2	430.00	
17	Paper, Smooth Master specialty, Ivory 120gsm	rm	5			5	5			5	5			5	5			5	20	810.00	
18	Paper, Thermal 210mm x 30mm	pc.	25			25	25			25	25			25	25			25	100	29.95	
19	Ribbon, Typewriter, Manual	spool	3			3	3			3	3			3	3			3	12	17.14	
20	Ring Binder, plastic 25mm, 10 pieces/bundle	bundle	3			3	3			3	3			3	3			3	12	291.03	
21	Ring Binder, plastic 50mm, 10 pieces/bundle	bundle	3			3	3			3	3			3	3			3	12	150.80	
22	Time Card, Amano Time Recorder/100 pcs./bundle	bundle	2			2	2			2	2			2	2			2	8	69.47	
COMMON JANITORIAL SUPPLIES																					
1	Dishwashing liquid	pack	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	50.00	
2	Sanitizer Hand	gal.	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	250.00	
3	Soap, Bathroom, 90 gms	pc.	6			6	6			6	6			6	6			6	24	250.00	

[illegible]

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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	852.00	-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
Audio and visual presentation and composing equipment																				
1					0				0				0				0	0		-
2																				-
3																				-
4																				-
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		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
Computer Supplies																				
1	HP Laserjet Pro 200 color MFP (OPT 210A Black)	pc.	2		2				0	2			2				0	4	2,780.00	11,120.00
2	HP Laserjet Pro 200 color MFP (OPT 211A Cyan)	pc.	2		2				0	2			2				0	4	2,780.00	11,120.00
3	HP Laserjet Pro 200 color MFP (OPT 212A Yellow)	pc.	2		2				0	2			2				0	4	2,780.00	11,120.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
4 HP Laserjet Pro 200 color MFP (OPT 213A Magenta)	pc.	2			2				0	2			2				0	4	2,780.00	11,120.00
5 Toner, Kyocera TK-120	pc.	7			7				0	7			7				0	14	5,100.00	71,400.00
6 Toner, Fuji Docuprint, C2200, (black)	pc.	2			2				0	2			2				0	4	9,450.00	37,800.00
7 Toner, Fuji Docuprint, C2200, (cyan)	pc.	2			2				0	2			2				0	4	14,730.00	58,920.00
8 Toner, Fuji Docuprint, C2200, (magenta)	pc.	2			2				0	2			2				0	4	14,730.00	58,920.00
9 Toner, Fuji Docuprint, C2200, (yellow)	pc.	2			2				0	2			2				0	4	14,730.00	58,920.00
10 Toner, Fuji Xerox Phaser 3435	cart	2			2	2			2	2			2	2			2	8	7,006.00	56,048.00
11 Ink Canon Pixma Black BC 15	cart	5			5	5			5	5			5	5			5	20	675.00	13,500.00
12 Ink Canon Pixma BC 16	cart	3			3	3			3	3			3	3			3	12	1,180.00	14,160.00
13 Ink Canon Pixma Black PG88	cart	3			3	3			3	3			3	3			3	12	560.00	6,720.00
14 Ink Canon Pixma Tricolor CL 98	cart	3			3	3			3	3			3	3			3	12	695.00	8,340.00
					0				0				0				0	0		
Computer Equipment and Accessories																				
1 Laptop, Computer	unit	12			12				0				0				0	12	40,833.00	489,996.00
2 Desktop, Computer	unit	42			42				0				0				0	42	40,000.00	1,680,000.00
3 Server	unit				0				0				0				0	0		1,200,000.00
4 Printer	unit	2			2				0				0				0	2	25,000.00	50,000.00
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		-
*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):																			5,913,760.60	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			591,376.06	
E. GRAND TOTAL (C + D)																			6,505,136.66	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores				548696				442259				547580				428650		1,967,184.46		
G.2 Other Items not available at PS but regularly purchased from other sources				2409908				24692				189912				24692		2,649,204.00		
TOTAL MONTHLY CASH REQUIREMENTS				2958604				466951				737492				453342		4,616,388.46		

*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:

EMMANUEL L. CORREA
Chief Administrative Officer

LOURDES URETA
Supervising Administrative Officer

ASEC. CLARENCE PASCUAL
Deputy Secretary General / BAC Chairperson

Date Prepared: