

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

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

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- Region XIII
 - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- Regions VI, VII, VIII, X, & XI
 - Surigao Del Norte - Surigao Del Norte
 - Zamboanga Sibugay- Zamboanga Sibugay
 - Camiguin - Camiguin
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.
- For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - DBM Central Office- for entities in the Central Office
 - DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

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

 - ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
 - ps.app.lgu@gmail.com - For Local government units

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of August 16, 2016	TOTAL AMOUNT	
		Jan	Feb	Mar.	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
A. AVAILABLE AT PROCUREMENT SERVICE STORES																								
COMMON ELECTRICAL SUPPLIES																								
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack	65			65	1,268	65			65	1,268	65			65	1,268	65			65	1,268	260	19.50	5,070.00
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	-	25			25	376	25			25	376	25			25	376	75	15.03	1,127.25
3 BATTERY, dry cell D, 2 pieces per blister pack	pack				0	-				0	-				0	-				-	-	-	77.56	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0	-				0	-				0	-				-	-	-	114.40	-
5 LED Linear Tube, 18 watts individually wrapped in carton	tube	10			10	363				0	-				0	-				-	-	10	36.30	363.00
6 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0	-				0	-				0	-				-	-	-	93.29	-
7 TAPE, electrical	roll	10			10	182				0	-				0	-				-	-	10	18.20	182.00
COMMON OFFICE SUPPLIES																								
1 ACETATE, gauge #3, 50m per roll	roll				0	-			1	1	735				0	-				-	-	1	735.16	735.16
2 AIR FRESHENER, 280mL/150g min	can				0	-				0	-	96			96	7,987				-	-	96	83.20	7,987.20
3 ALCOHOL, 70%, ethyl, 500ml	bottle	120			120	5,738				0	-	120			120	5,738				-	-	240	47.82	11,476.80
4 CARBON FILM, A4 size, 100 sheets per box	box	1			1	198	1			1	198	1			1	198	1			1	198	4	197.58	790.32
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	-				0	-				0	-				-	-	-	202.80	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0	-				0	-	5			5	322				-	-	5	64.48	322.40
7 CHALK, white, enamel, 100 pieces per box	box				0	-				0	-				0	-				-	-	-	25.86	-
8 CLEARBOOK, A4 size	piece				0	-				0	-				0	-				-	-	-	39.52	-
9 CLEARBOOK, Legal size	piece	20			20	874	20			20	874	20			20	874	20			20	874	80	43.68	3,494.40
10 CLIP, backfold, 19mm, 12 pieces per box	box	25			25	182	25			25	182	25			25	182	25			25	182	100	7.28	728.00
11 CLIP, backfold, 25mm, 12 pieces per box	box				0	-	60			60	810				0	-				-	-	60	13.50	810.00
12 CLIP, backfold, 32mm, 12 pieces per box	box	25			25	478	25			25	478	25			25	478	25			25	478	100	19.12	1,912.00
13 CLIP, backfold, 50mm, 12 pieces per box	box	15			15	655	15			15	655	15			15	655	15			15	655	60	43.68	2,620.80
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0	-	50			50	1,560				0	-				-	-	50	31.20	1,560.00

Item & Specifications		Unit of Measure	Pages 2 of 10 Quantity Requirement																				Price Catalogue as of August 16, 2016	TOTAL AMOUNT	
			Jan	Feb	Mar.	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
15	DATA FILE BOX, made with chipboard, with closed ends	box	25			25	1,745	25			25	1,745	25			25	1,745	25			25	1,745	100	69.78	6,978.00
16	DATA FOLDER, made with chipboard, taglia lock	piece	20			20	1,373	20			20	1,373	20			20	1,373	20			20	1,373	80	68.64	5,491.20
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0	-				0	-				0	-				-	-	-	381.54	-
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	2			2	1,015	2			2	1,015	2			2	1,015	2			2	1,015	8	507.40	4,059.20
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0	-	5			5	3,109				0	-	5			5	3,109	10	621.71	6,217.10
20	ENVELOPE, EXPANDING, plastic	piece	30			30	828				0	-	30			30	828				-	-	60	27.61	1,656.60
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	1			1	499	1			1	499	1			1	499	1			1	499	4	499.20	1,996.80
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box	2			2	1,123	2			2	1,123	2			2	1,123	2			2	1,123	8	561.60	4,492.80
23	ERASER, felt, for blackboard/whiteboard	piece				0	-	12			12	133				0	-				-	-	12	11.11	133.32
24	ERASER, plastic or rubber	piece				0	-				0	-				0	-				-	-	-	2.29	-
25	FASTENER, for paper, metal, 50 sets per box	box				0	-				0	-	60			60	3,425				-	-	60	57.09	3,425.40
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	12			12	848	12			12	848	12			12	848	12			12	848	48	70.67	3,392.16
27	FILE TAB DIVIDER, A4, five (5) colors per set	set	20			20	250	20			20	250	20			20	250	10			10	125	70	12.48	873.60
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	20			20	333	20			20	333	20			20	333	20			20	333	80	16.64	1,331.20
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0	-				0	-				0	-		10		10	2,486	10	248.56	2,485.60
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	6			6	1,747	6			6	1,747	6			6	1,747	6			6	1,747	24	291.20	6,988.80
31	FOLDER, L-type, A4, 50 pieces pack	pack				0	-				0	-				0	-				-	-	-	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	-				0	-				0	-				-	-	-	203.84	-
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0	-				0	-	3			3	2,240	3			3	2,240	6	746.72	4,480.32
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				0	-				0	-	5			5	896				-	-	5	179.28	896.40
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0	-				0	-	5			5	1,002				-	-	5	200.37	1,001.85
36	GLUE, all purpose, 300 grams min.	jar	5			5	221	5			5	221	5			5	221	5			5	221	20	44.18	883.60
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	10			10	508	10			10	508	10			10	508	10			10	508	40	50.84	2,033.60
38	LOOSELEAF COVER, 50sets per bundle	bundle				0	-				0	-				0	-				-	-	-	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece	10			10	416	10			10	416	10			10	416	10			10	416	40	41.60	1,664.00
40	MARKER, fluorescent, 3 colors per set	set				0	-	50			50	1,778				0	-	120			120	4,266	170	35.55	6,043.50
41	MARKER, whiteboard, bullet type, black	piece				0	-	72			72	740				0	-				-	-	72	10.28	740.16
42	MARKER, whiteboard, bullet type, blue	piece				0	-	72			72	740				0	-				-	-	72	10.28	740.16
43	MARKER, whiteboard, bullet type, red	piece	15			15	154	15			15	154	15			15	154	15			15	154	60	10.28	616.80
44	MARKER, permanent, bullet type, black	piece				0	-	72			72	695	120			120	1,158				-	-	192	9.65	1,852.80
45	MARKER, permanent, bullet type, blue	piece				0	-				0	-	120			120	1,158				-	-	120	9.65	1,158.00
46	MARKER, permanent, bullet type, red	piece	15			15	145	15			15	145	15			15	145	15			15	145	60	9.65	579.00
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	-	120			120	1,445	120			120	1,445				-	-	240	12.04	2,889.60
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	-				0	-				0	-				-	-	-	31.20	-
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0	-				0	-				0	-				-	-	-	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0	-	72	12		84	4,805	100			100	5,720				-	-	184	57.20	10,524.80
51	PAD PAPER, Ruled	pad				0	-			50	50	913				0	-				-	-	50	18.26	913.00
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0	-				0	-				0	-	50			50	643	50	12.85	642.50
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box	30			30	193	30			30	193	30			30	193	30			30	193	120	6.43	771.60
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	ream	250			250	30,773	250			250	30,773	250			250	30,773	250			250	30,773	1,000	123.09	123,090.00
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	50			50	7,738	50			50	7,738	50			50	7,738	50			50	7,738	200	154.75	30,950.00
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0	-				0	-				0	-				-	-	-	91.94	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0	-				0	-				0	-				-	-	-	114.35	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream				0	-				0	-	5			5	458	10			10	915	15	91.52	1,372.80
59	PAPER, Thermal, 216mm x 30m	roll	30			30	935	30			30	935	30			30	935	30			30	935	120	31.15	3,738.00

Item & Specifications		Unit of Measure	Pages 3 of 10 Quantity Requirement																				Price Catalogue as of August 16, 2016	TOTAL AMOUNT	
			Jan	Feb	Mar.	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
60	PENCIL, lead, w/eraser, one(1) dozen per box	box	0			0	-	36			36	706	12			12	235	12			12	235	60	19.62	1,177.20
61	PHILIPPINE NATIONAL FLAG	piece				0	-				0	-				0	-				-	-	-	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0	-				0	-				0	-				-	-	-	60.32	-
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	20			20	1,737				0	-				0	-	20			20	1,737	40	86.85	3,474.00
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	3			3	771	3			3	771	3			3	771	3			3	771	12	256.87	3,082.44
65	RUBBER BAND, 70mm min lay flat length (#18)	box	1			1	93	1			1	93	1			1	93	1			1	93	4	93.31	373.24
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece	18			18	279				0	-	18			18	279				-	-	36	15.48	557.28
67	SIGN PEN, black	piece	100			100	3,810				0	-				0	-	100			100	3,810	200	38.10	7,620.00
68	SIGN PEN, blue	piece	100			100	3,810				0	-				0	-	100			100	3,810	200	38.10	7,620.00
69	SIGN PEN, red	piece	15			15	572	0			0	-				0	-	15			15	572	30	38.10	1,143.00
70	STAMP PAD INK, violet, 50mL	bottle	5			5	123	5			5	123	5			5	123	5			5	123	20	24.63	492.60
71	STAMP PAD, felt pad, min 60mm x 100mm	piece				0	-	5			5	138	5			5	138				-	-	10	27.66	276.60
72	STAPLE WIRE, Heavy duty, 23/13	box	5			5	152				0	-	5			5	152	2			2	61	12	30.42	365.04
73	STAPLE WIRE, Standard	box	20			20	378	20			20	378	20			20	378	20			20	378	80	18.92	1,513.60
74	TAPE, masking, 24mm, 50 meters length	roll				0	-		50		50	2,756				0	-				-	-	50	55.12	2,756.00
75	TAPE, masking, 48mm, 50 meters length	roll	10			10	1,050	10			10	1,050	10			10	1,050	10			10	1,050	40	105.04	4,201.60
76	TAPE, transparent, 24mm, 50 meters	roll	15			15	261	15			15	261	15			15	261	15			15	261	60	17.37	1,042.20
77	TAPE, transparent, 48mm, 50 meters	roll	50			50	1,326				0	-				0	-	32			32	849	82	26.52	2,174.64
78	TAPE, packaging, 48mm, 50 meters length	roll				0	-	40			40	1,118	10			10	280	10			10	280	60	27.96	1,677.60
79	TOILET TISSUE, 12 rolls per pack	pack	100			100	6,760	100			100	6,760	100			100	6,760	100			100	6,760	400	67.60	27,040.00
80	TWINE, plastic, one kilo per roll	roll	0			0	-	8			8	399				0	-				-	-	8	49.92	399.36
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack	2			2	250	2			2	250	2			2	250	2			2	250	8	124.80	998.40
COMMON OFFICE DEVICES						-					0	-				0	-				-	-			
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	5			5	46				0	-	10			10	92				-	-	15	9.19	137.85
2	CUTTER KNIFE, heavy duty	piece				0	-	8			8	158				0	-	8			8	158	16	19.76	316.16
3	DATING AND STAMPING MACHINE	piece	1			1	478	1			1	478	1			1	478	1			1	478	4	478.38	1,913.52
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece	8			8	1,498				0	-				0	-				-	-	8	187.20	1,497.60
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	12			12	1,371	12			12	1,371	12			12	1,371	12			12	1,371	48	114.28	5,485.44
6	SCISSORS, (6")	pair				0	-				0	-	20			20	275				-	-	20	13.73	274.60
7	STAPLER, standard	piece	15			15	1,232	15			15	1,232	15			15	1,232				-	-	45	82.16	3,697.20
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	5			5	4,394				0	-	5			5	4,394				-	-	10	878.80	8,788.00
9	STAPLE REMOVER, plier type	piece	15			15	273	15			15	273	15			15	273	15			15	273	60	18.18	1,090.80
10	TAPE DISPENSER, table top	piece	8			8	382	8			8	382	8			8	382	8			8	382	32	47.72	1,527.04
11	WASTE BASKET, non-rigid plastic	piece				0	-				0	-				0	-	10			10	499	10	49.92	499.20
COMMON JANITORIAL SUPPLIES						-					0	-				0	-				-	-			
1	BROOM, soft (tambo)	piece	5			5	442	5			5	442	5			5	442	5			5	442	20	88.40	1,768.00
2	BROOM, stick (tingting)	piece	6			6	144				0	-	6			6	144				-	-	12	23.92	287.04
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	10			10	416	10			10	416	10			10	416	10			10	416	40	41.60	1,664.00
4	CLEANSER, scouring powder, 350grams/can	can	20			20	425	20			20	425	20			20	425	20			20	425	80	21.27	1,701.60
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	15			15	561	15			15	561	15			15	561	15			15	561	60	37.43	2,245.80
6	DISINFECTANT SPRAY, 400-550 grams	can				0	-				0	-				0	-	96			96	11,482	96	119.60	11,481.60
7	DUST PAN, non-rigid plastic	piece	8			8	200				0	-				0	-				-	-	8	24.96	199.68

Item & Specifications		Unit of Measure	Pages 4 of 10 Quantity Requirement																				Price Catalogue as of August 16, 2016	TOTAL AMOUNT	
			Jan	Feb	Mar.	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
8	FLOOR WAX, Paste, red	can				0	-				0	-				0	-				-	-	-	202.80	-
9	FURNITURE CLEANER, aerosol, 300mL/can	can	12	12	12	36	3,051	12	12	12	36	3,051	12	12	12	36	3,051	12	12	12	36	3,051	144	84.76	12,205.44
10	INSECTICIDE, aerosol type, 600mL/can	can	12	12	12	36	4,493	12	12	12	36	4,493	12	12	12	36	4,493	12	12	12	36	4,493	144	124.80	17,971.20
11	MOPBUCKET	piece			4	4	7,280				0	-			4	4	7,280				-	-	8	1,820.00	14,560.00
12	MOPHANDLE, screw type, aluminum handle	piece	4			4	570	4			4	570	4			4	570	4			4	570	16	142.48	2,279.68
13	MOPHEAD, made of rayon	piece	12			12	1,186	12			12	1,186	12			12	1,186	12			12	1,186	48	98.80	4,742.40
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle				0	-	36			36	1,789				0	-				-	-	36	49.69	1,788.84
15	SCOURING PAD, 5 pieces per pack	pack	3			3	309	3			3	309	3			3	309	3			3	309	12	102.96	1,235.52
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll	400			400	2,400	400			400	2,400	400			400	2,400	400			400	2,400	1,600	6.00	9,600.00
17	DISINFECTANT, bleaching solution	cont	1			1	102	1			1	102	1			1	102	1			1	102	4	101.82	407.28
18	DETERGENT BAR, 140g as packed (-2.5%)	bar	10			10	73	10			10	73	10			10	73	10			10	73	40	7.28	291.20
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	2			2	20,800				0	-				0	-				-	-	2	10,400.00	20,800.00
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	3			3	427				0	-				0	-				-	-	3	142.36	427.08
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0	-				0	-				0	-				-	-	-	328.64	-
4	CHAIR, monobloc, without armrest, beige	piece				0	-				0	-				0	-				-	-	-	254.68	-
5	CHAIR, monobloc, without armrest, white	piece				0	-				0	-				0	-				-	-	-	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				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	-				-	-	-	25,272.00	-
8	ELECTRIC FAN, industrial	unit				0	-				0	-				0	-				-	-	-	956.80	-
9	ELECTRIC FAN, orbit type	unit				0	-				0	-				0	-				-	-	-	1,248.00	-
10	ELECTRIC FAN, stand type	unit				0	-				0	-				0	-				-	-	-	967.10	-
11	ELECTRIC FAN, wall type	unit				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	unit				0	-				0	-				0	-				-	-	-	3,502.72	-
13	FIRE EXTINGUISHER, with automatic cap, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				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	10			10	49,920				0	-				0	-				-	-	10	4,992.00	49,920.00
15	MULTIMEDIA PROJECTOR, 4000 ansi lumens, 3000 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				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	-				-	-	-	7,488.00	-
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0	-				0	-				0	-				-	-	-	5,699.20	-
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0	-				0	-				0	-				-	-	-	18,709.60	-
19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0	-				0	-				0	-				-	-	-	5,831.52	-
20	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0	-				0	-				0	-				-	-	-	10,000.00	-
21	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0	-				0	-				0	-				-	-	-	1,237.60	-

Item & Specifications		Unit of Measure	Pages 5 of 10 Quantity Requirement																				Price Catalogue as of August 16, 2016	TOTAL AMOUNT	
			Jan	Feb	Mar.	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
22	TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				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	-				-	-	-	1,242.80	-
						-	-				0	-				0	-				-	-	-		
COMMON COMPUTER SUPPLIES						-	-				0	-				0	-				-	-	-		
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0	-				0	-				0	-				-	-	-	630.76	-
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0	-				0	-				0	-				-	-	-	950.30	-
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0	-				0	-				0	-				-	-	-	716.04	-
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0	-				0	-				0	-				-	-	-	1,220.96	-
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0	-				0	-				0	-				-	-	-	571.80	-
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0	-				0	-				0	-				-	-	-	958.15	-
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				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 2.0 cable and product guide	piece	9			9	27,284			1	1	3,032	7			7	21,221				-	-	17	3,031.60	51,537.20
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	10			10	1,945	5			5	972	5			5	972	5			5	972	25	194.48	4,862.00
10	MOUSE, optical, USB connection type	unit				0	-				0	-				0	-				-	-	-	127.80	-
						-	-				0	-				0	-				-	-	-		
HANDBOOK ON PROCUREMENT						-	-				0	-				0	-				-	-	-		
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296	piece				0	-				0	-				0	-				-	-	-	61.83	-
CONSUMABLES						-	-				0	-				0	-				-	-	-		
1	INK CART, BROTHER LC39BK, Black	cart				0	-				0	-				0	-				-	-	-	681.20	-
2	INK CART, BROTHER LC39C, Cyan	cart				0	-				0	-				0	-				-	-	-	447.20	-
3	INK CART, BROTHER LC39M, Magenta	cart				0	-				0	-				0	-				-	-	-	447.20	-
4	INK CART, BROTHER LC39Y, Yellow	cart				0	-				0	-				0	-				-	-	-	447.20	-
5	INK CART, BROTHER LC67B, Black	cart				0	-				0	-				0	-				-	-	-	910.00	-
6	INK CART, BROTHER LC67C, Cyan	cart				0	-				0	-				0	-				-	-	-	546.00	-
7	INK CART, BROTHER LC67M, Magenta	cart				0	-				0	-				0	-				-	-	-	546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart				0	-				0	-				0	-				-	-	-	546.00	-
9	INK CART, BROTHER LC67HYBK, Black	cart				0	-				0	-				0	-				-	-	-	1,538.16	-
10	INK CART, BROTHER LC67HYC, Cyan	cart				0	-				0	-				0	-				-	-	-	868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart				0	-				0	-				0	-				-	-	-	868.40	-
12	INK CART, BROTHER LC67HYY, Yellow	cart				0	-				0	-				0	-				-	-	-	868.40	-
13	INK CART, CANON PG-810, Black	cart	3			3	2,340			3	3	2,340				0	-	5			5	3,900	11	780.00	8,580.00
14	INK CART, CANON PG-740, Black	cart				0	-				0	-				0	-				-	-	-		-
15	INK CART, CANON PGI-725, Black	cart				0	-				0	-				0	-				-	-	-	574.08	-
16	INK CART, CANON CLI-726, Black	cart				0	-				0	-				0	-				-	-	-	534.56	-
17	INK CART, CANON CL-811, Colored	cart	3			3	3,089			3	3	3,089				0	-	5			5	5,148	11	1,029.60	11,325.60
18	INK CART, CANON CL-741, Colored	cart				0	-				0	-				0	-				-	-	-	945.36	-
19	INK CART, CANON CLI-726, Cyan	cart				0	-				0	-				0	-				-	-	-	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0	-				0	-				0	-				-	-	-	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0	-				0	-				0	-				-	-	-	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0	-				0	-				0	-				-	-	-	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0	-				0	-				0	-				-	-	-	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	-				0	-				0	-				-	-	-	426.40	-

Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	Mar.	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	-				0	-				0	-				-	-	-	426.40	-
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	-				0	-				0	-				-	-	-	426.40	-
27 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	-				0	-				0	-				-	-	-	426.40	-
28 INK CART, EPSON C13T6664100 (T6641), Black	cart	4			4	1,019	4			4	1,019	4			4	1,019	4			4	1,019	16	254.80	4,076.80
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart	4			4	1,019	4			4	1,019	4			4	1,019	4			4	1,019	16	254.80	4,076.80
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart	2			2	510				0	-				0	-				-	-	2	254.80	509.60
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart	2			2	510				0	-				0	-				-	-	2	254.80	509.60
32 INK CART, HP 51645A, (HP45), Black	cart				0	-				0	-				0	-				-	-	-	1,346.80	-
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0	-				0	-				0	-				-	-	-	1,612.00	-
34 INK CART, HP C4844A, (HP10), Black	cart				0	-				0	-				0	-				-	-	-	1,554.80	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0	-				0	-				0	-				-	-	-	1,554.80	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	-				0	-				0	-				-	-	-	1,034.80	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	-				0	-				0	-				-	-	-	1,034.80	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	-				0	-				0	-				-	-	-	1,034.80	-
39 INK CART, HP C4936A, (HP18), Black	cart				0	-				0	-				0	-				-	-	-	982.80	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0	-				0	-				0	-				-	-	-	717.60	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0	-				0	-				0	-				-	-	-	717.60	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0	-				0	-				0	-				-	-	-	717.60	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0	-				0	-				0	-				-	-	-	1,606.80	-
44 INK CART, HP C6615DA, (HP15), Black	cart				0	-				0	-				0	-				-	-	-	1,237.60	-
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0	-				0	-				0	-				-	-	-	1,346.80	-
46 INK CART, HP C6656AA, (HP56), Black	cart				0	-				0	-				0	-				-	-	-	921.44	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0	-				0	-				0	-				-	-	-	1,466.40	-
48 INK CART, HP C8727AA, (HP27), Black	cart				0	-				0	-				0	-				-	-	-	826.80	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0	-				0	-				0	-				-	-	-	930.80	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0	-				0	-				0	-	5			5	5,668	5	1,133.60	5,668.00
51 INK CART, HP C8767WA, (HP96), Black	cart				0	-				0	-				0	-				-	-	-	1,430.00	-
52 INK CART, HP C9351AA, (HP21), Black	cart				0	-				0	-				0	-				-	-	-	650.00	-
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				0	-				0	-				0	-				-	-	-	751.92	-
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0	-				0	-				0	-				-	-	-	1,346.80	-
55 INK CART, HP C9362WA, (HP92), Black	cart				0	-				0	-				0	-				-	-	-	600.08	-
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0	-				0	-				0	-				-	-	-	1,492.40	-
57 INK CART, HP C9364WA, (HP98), Black	cart				0	-				0	-				0	-				-	-	-	826.80	-
58 INK CART, HP CB314A, (HP900), Black	cart				0	-				0	-				0	-				-	-	-	296.40	-
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0	-				0	-				0	-				-	-	-	379.60	-
60 INK CART, HP CB335WA, (HP74), Black	cart				0	-				0	-				0	-				-	-	-	696.80	-
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0	-				0	-				0	-				-	-	-	1,508.00	-
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0	-				0	-				0	-				-	-	-	803.92	-
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	-				0	-				0	-				-	-	-	1,606.80	-
64 INK CART, HP CC640WA, (HP60), Black	cart	3			3	1,919	3			3	1,919	3			3	1,919	3			3	1,919	12	639.60	7,675.20
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0	-				0	-				0	-				-	-	-	1,445.60	-
66 INK CART, HP CC643WA, (HP60), Tri-color	cart	3			3	2,262	3			3	2,262	3			3	2,262	3			3	2,262	12	754.00	9,048.00
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	-				0	-				0	-				-	-	-	1,658.80	-
68 INK CART, HP CC653AA, (HP901), Black	cart				0	-				0	-				0	-				-	-	-	639.60	-
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0	-				0	-				0	-				-	-	-	1,019.20	-
70 INK CART, HP CC660AA, (HP702), Black	cart				0	-				0	-				0	-				-	-	-	1,086.80	-
71 INK CART, HP CD887AA, (HP703), Black	cart	5			5	1,794	14			14	5,023	20			20	7,176	10			10	3,588	49	358.80	17,581.20
72 INK CART, HP CD888AA, (HP703), Tri-color	cart	5			5	1,794	14			14	5,023	20			20	7,176	10			10	3,588	49	358.80	17,581.20
73 INK CART, HP CD971AA, (HP 920), Black	cart				0	-				0	-				0	-				-	-	-	792.48	-
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	-				0	-				0	-				-	-	-	629.20	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	-				0	-				0	-				-	-	-	629.20	-
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	-				0	-				0	-				-	-	-	629.20	-
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0	-				0	-				0	-				-	-	-	1,242.80	-
78 INK CART, HP CH561WA, (HP61), Black	cart				0	-				0	-				0	-				-	-	-	644.80	-
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0	-				0	-				0	-				-	-	-	826.80	-
80 INK CART, HP CN045AA, (HP950XL), Black	cart	2			2	3,110	2	4		6	9,329				0	-	5			5	7,774	13	1,554.80	20,212.40

Pages 7 of 10 Quantity Requirement																								
Item & Specifications	Unit of Measure																						Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	Mar.	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
81 INK CART, HP CNo46AA, (HP951XL), Cyan	cart	2			2	2,350		4		4	4,701				0	-	5			5	5,876	11	1,175.20	12,927.20
82 INK CART, HP CNo47AA, (HP951XL), Magenta	cart	2			2	2,361		4		4	4,722				0	-	5			5	5,902	11	1,180.40	12,984.40
83 INK CART, HP CNo48AA, (HP951XL), Yellow	cart	2			2	2,361		4		4	4,722				0	-	5			5	5,902	11	1,180.40	12,984.40
84 INK CART, HP CN692AA, (HP704), Black	cart	18			18	6,458	18			18	6,458	18			18	6,458	18			18	6,458	72	358.80	25,833.60
85 INK CART, HP CN693AA, (HP704), Tri-color	cart	18			18	6,458	18			18	6,458	18			18	6,458	18			18	6,458	72	358.80	25,833.60
86 INK CART, HP CZ107AA, (HP678), Black	cart				0	-				0	-				0	-	12			12	4,380	12	365.04	4,380.48
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	-				0	-				0	-	12			12	4,380	12	365.04	4,380.48
88 INK CART, HP CZ121A (HP685A), Black	cart	2			2	732				0	-	7			7	2,563				-	-	9	366.08	3,294.72
89 INK CART, HP CZ122A (HP685A), Cyan	cart	3			3	749				0	-	3			3	749				-	-	6	249.60	1,497.60
90 INK CART, HP CZ123A (HP685A), Magenta	cart	3			3	749				0	-	3			3	749				-	-	6	249.60	1,497.60
91 INK CART, HP CZ124A (HP685A), Yellow	cart	3			3	749				0	-	3			3	749				-	-	6	249.60	1,497.60
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	-				0	-				0	-				-	-	-	930.80	-
93 INK CART, LEXMARK 10NO217 (#17), Black	cart				0	-				0	-				0	-				-	-	-	1,003.60	-
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	-				0	-				0	-				-	-	-	1,196.00	-
95 TONER CART, BROTHER TN-2025, Black	cart				0	-				0	-				0	-				-	-	-	2,556.32	-
96 TONER CART, BROTHER TN-2130, Black	cart				0	-				0	-				0	-				-	-	-	1,820.00	-
97 TONER CART, BROTHER TN-2150, Black	cart				0	-				0	-				0	-				-	-	-	2,860.00	-
98 TONER CART, BROTHER TN-3320, Black	cart				0	-				0	-				0	-				-	-	-	3,354.00	-
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	-				0	-				0	-				-	-	-	4,992.00	-
100 TONER CART, HP C4092A, Black	cart				0	-				0	-				0	-				-	-	-	2,741.44	-
101 TONER CART, HP C4096A, Black	cart				0	-				0	-				0	-				-	-	-	5,352.88	-
102 TONER CART, HP C7115A, Black	cart				0	-				0	-				0	-				-	-	-	2,971.28	-
103 TONER CART, HP CB435A, Black	cart	6			6	16,817	5			5	14,014	1			1	2,803	2			2	5,606	14	2,802.80	39,239.20
104 TONER CART, HP CB436A, Black	cart				0	-				0	-				0	-				-	-	-	3,218.80	-
105 TONER CART, HP CB540A, Black	cart				0	-				0	-				0	-				-	-	-	3,312.40	-
106 TONER CART, HP CB541A, Cyan	cart				0	-				0	-				0	-				-	-	-	2,984.80	-
107 TONER CART, HP CB542A, Yellow	cart				0	-				0	-				0	-				-	-	-	2,984.80	-
108 TONER CART, HP CB543A, Magenta	cart				0	-				0	-				0	-				-	-	-	2,984.80	-
109 TONER CART, HP CC364A, Black	cart				0	-				0	-				0	-				-	-	-	7,378.80	-
110 TONER CART, HP CC530A, Black	cart				0	-				0	-				0	-				-	-	-	5,402.80	-
111 TONER CART, HP CC531A, Cyan	cart				0	-				0	-				0	-				-	-	-	5,298.80	-
112 TONER CART, HP CC532A, Yellow	cart				0	-				0	-				0	-				-	-	-	5,298.80	-
113 TONER CART, HP CC533A, Magenta	cart				0	-				0	-				0	-				-	-	-	5,298.80	-
114 TONER CART, HP CE255A, Black	cart				0	-				0	-				0	-				-	-	-	6,754.80	-
115 TONER CART, HP CE278A, Black	cart				0	-				0	-				0	-				-	-	-	3,114.80	-
116 TONER CART, HP CE285A (HP85A), Black	cart	6			6	23,993	2			2	7,998				0	-	10			10	39,988	18	3,998.80	71,978.40
117 TONER CART, HP CE310A, Black	cart				0	-				0	-				0	-				-	-	-	2,386.80	-
118 TONER CART, HP CE311A, Cyan	cart				0	-				0	-				0	-				-	-	-	2,490.80	-
119 TONER CART, HP CE312A, Yellow	cart				0	-				0	-				0	-				-	-	-	2,490.80	-
120 TONER CART, HP CE313A, Magenta	cart				0	-				0	-				0	-				-	-	-	2,490.80	-
121 TONER CART, HP CE320A, Black	cart				0	-				0	-				0	-				-	-	-	3,166.80	-
122 TONER CART, HP CE321A, Cyan	cart				0	-				0	-				0	-				-	-	-	3,010.80	-
123 TONER CART, HP CE322A, Yellow	cart				0	-				0	-				0	-				-	-	-	3,010.80	-
124 TONER CART, HP CE323A, Magenta	cart				0	-				0	-				0	-				-	-	-	3,010.80	-
125 TONER CART, HP CE390A, Black	cart				0	-				0	-				0	-				-	-	-	7,690.80	-
126 TONER CART, HP CE400A, Black	cart				0	-				0	-				0	-				-	-	-	6,754.80	-
127 TONER CART, HP CE401A, Cyan	cart				0	-				0	-				0	-				-	-	-	9,978.80	-
128 TONER CART, HP CE402A, Yellow	cart				0	-				0	-				0	-				-	-	-	9,978.80	-
129 TONER CART, HP CE403A, Magenta	cart				0	-				0	-				0	-				-	-	-	9,978.80	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0	-				0	-				0	-				-	-	-	3,790.80	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0	-				0	-				0	-				-	-	-	5,402.80	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0	-				0	-				0	-				-	-	-	5,402.80	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0	-				0	-				0	-				-	-	-	5,402.80	-
134 TONER CART, HP CE505A, Black	cart	6			6	23,993	12	5		17	67,980	3	6		9	35,989	2	10		12	47,986	44	3,998.80	175,947.20
135 TONER CART, HP CE505X, Black, high cap	cart				0	-				0	-				0	-				-	-	-	7,066.80	-
136 TONER CART, HP Q2612A, Black	cart				0	-				0	-				0	-				-	-	-	3,104.40	-

Item & Specifications		Unit of Measure	Quantity Requirement																				Price Catalogue as of August 16, 2016	TOTAL AMOUNT		
			Jan	Feb	Mar.	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity	
137	TONER CART, HP Q2613A, Black	cart				0	-				0	-				0	-				-	-	-	3,328.00	-	
138	TONER CART, HP Q5942A, Black	cart				0	-				0	-				0	-				-	-	-	7,482.80	-	
139	TONER CART, HP Q5949A, Black	cart				0	-				0	-				0	-				-	-	-	3,530.80	-	
140	TONER CART, HP Q5950A, Black	cart				0	-				0	-				0	-				-	-	-	7,644.00	-	
141	TONER CART, HP Q5951A, Cyan	cart				0	-				0	-				0	-				-	-	-	10,845.12	-	
142	TONER CART, HP Q5952A, Yellow	cart				0	-				0	-				0	-				-	-	-	10,845.12	-	
143	TONER CART, HP Q5953A, Magenta	cart				0	-				0	-				0	-				-	-	-	10,845.12	-	
144	TONER CART, HP Q6000A, Black	cart	3			3	9,953	3			3	9,953	3			3	9,953	3			3	9,953	12	3,317.60	39,811.20	
145	TONER CART, HP Q6001A, Cyan	cart	3			3	10,842	3			3	10,842	3			3	10,842	3			3	10,842	12	3,614.00	43,368.00	
146	TONER CART, HP Q6002A, Yellow	cart	3			3	10,842	3			3	10,842	3			3	10,842	3			3	10,842	12	3,614.00	43,368.00	
147	TONER CART, HP Q6003A, Magenta	cart	3			3	10,842	3			3	10,842	3			3	10,842	3			3	10,842	12	3,614.00	43,368.00	
148	TONER CART, HP Q6470A, Black	cart				0	-				0	-				0	-				-	-	-	5,526.56	-	
149	TONER CART, HP Q6471A, Cyan	cart				0	-				0	-				0	-				-	-	-	5,495.36	-	
150	TONER CART, HP Q6472A, Yellow	cart				0	-				0	-				0	-				-	-	-	5,844.80	-	
151	TONER CART, HP Q6473A, Magenta	cart				0	-				0	-				0	-				-	-	-	5,844.80	-	
152	TONER CART, HP Q7553A, Black	cart				0	-				0	-				0	-				-	-	-	3,894.80	-	
153	TONER CART, LEXMARK E360H11P, Black	cart				0	-				0	-				0	-				-	-	-	8,874.32	-	
154	TONER CART, LEXMARK T650A11P, Black	cart				0	-				0	-				0	-				-	-	-	9,630.40	-	
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	-				0	-				0	-				-	-	-	4,992.00	-	
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	-				0	-				0	-				-	-	-	2,600.00	-	
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	-				0	-				0	-				-	-	-	2,912.00	-	
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	-				0	-				0	-				-	-	-	2,912.00	-	
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	-				0	-				0	-				-	-	-	2,392.00	-	
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	-				0	-				0	-				-	-	-	2,704.00	-	
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	-				0	-				0	-				-	-	-	2,631.20	-	
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3),	cart				0	-				0	-				0	-				-	-	-	3,120.00	-	
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	-				0	-				0	-				-	-	-	7,280.00	-	
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	-				0	-				0	-				-	-	-	4,368.00	-	
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	-				0	-				0	-				-	-	-	9,464.00	-	
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	-				0	-				0	-				-	-	-	8,736.00	-	
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	-				0	-				0	-				-	-	-	4,888.00	-	
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	-				0	-				0	-				-	-	-	4,212.00	-	
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0	-				0	-				0	-				-	-	-	76.75	-	
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	-				0	-				0	-				-	-	-	724.88	-	
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	-				0	-				0	-				-	-	-	334.88	-	
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				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	FLUORESCENT Lamp LED, tubular, 28 watts	pc.	10			10	2,000				0	-				0	-				-	-	10	200.00	2,000.00	
COMMON OFFICE EQUIPMENT																										
1	Camera Document, DSLR	unit				0	-				0	-				0	-				-	-	-	30,940.00	-	
2	Printer, 3 in 1 refillable tank	unit				0	-				0	-				0	-				-	-	-	8,000.00	-	
3	Printer, Laser Colored Heavy Duty	unit				0	-				0	-				0	-				-	-	-	40,000.00	-	
4	Fax Machine	unit				0	-				0	-				0	-				-	-	-	7,500.00	-	
5																									-	
COMMON OFFICE SUPPLIES																										
1	Air Freshener, Car	pc.	26	26	26	78	13,650	26	26	26	78	13,650	26	26	26	78	13,650	26	26	26	78	13,650	312	175.00	54,600.00	
2	Ballpen (Black)	pc.	50	50	50	150	615	50	50	50	150	615	50	50	50	150	615	50	50	50	150	615	600	4.10	2,460.00	
3	Ballpen (Blue)	pc.	50	50	50	150	615	50	50	50	150	615	50	50	50	150	615	50	50	50	150	615	600	4.10	2,460.00	
4	CD,Rewritable, 700MB	pc.	30			30	318	30			30	318	30			30	318	30			30	318	120	10.60	1,272.00	
5	Correctible tape	pc.	25			25	625	25			25	625	25			25	625	25			25	625	100	25.00	2,500.00	
6	DVD Rewritable	pc.	60			60	1,307				0	-				0	-				-	-	60	21.79	1,307.40	
7	DVD, Recordable	pc.	30			30	335	30			30	335	30			30	335	30			30	335	120	11.15	1,338.00	
8	HUDCC Letter envelope with logo	box	5		5	10	6,500	5		5	10	6,500	5		5	10	6,500	5		5	10	6,500	35	650.00	22,750.00	

Item & Specifications		Unit of Measure	Pages 9 of 10 Quantity Requirement																				Price Catalogue as of August 16, 2016	TOTAL AMOUNT	
			Jan	Feb	Mar.	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
9	HUDCC Letterhead	ream	25			25	7,500				0	-	25			25	7,500				-	-	50	300.00	15,000.00
10	Illustration Board	pc.	10			10	351				0	-	10			10	351				-	-	20	35.05	701.00
11	Index Card Box 3" x 5"	piece				0	-	6			6	216				0	-	6			6	216	12	36.04	432.48
12	Index Card Box 3" x 5"/500/pack	pack	6			6	308				0	-	6			6	308				-	-	12	51.27	615.24
13	Index Card Box 5" x 8"	piece	6			6	331				0	-	6			6	331				-	-	12	55.12	661.44
14	Index Card Box 5" x 8"/500 pcs./pack	pack	6			6	836				0	-	6			6	836				-	-	12	139.34	1,672.08
15	Notarial seal Gold 25/pack	pack	40			40	1,600				0	-	40			40	1,600				-	-	80	40.00	3,200.00
16	Paper, Oslo 8.5"x11"	rm	1			1	430				0	-	1			1	430				-	-	2	430.00	860.00
17	Paper, Smooth Master specialty, Ivory 120gsm	rm	5			5	4,050	5			5	4,050	5			5	4,050	5			5	4,050	20	810.00	16,200.00
18	Paper, Thermal 210mm x 30mm	pc.	25			25	749	25			25	749	25			25	749	25			25	749	100	29.95	2,995.00
19	Ribbon, Typewriter, Manual	spool	3			3	51	3			3	51	3			3	51	3			3	51	12	17.14	205.68
20	Ring Binder, plastic 25mm, 10 pieces/bundle	bundle	3			3	873	3			3	873	3			3	873	3			3	873	12	291.03	3,492.36
21	Ring Binder, plastic 50mm, 10 pieces/bundle	bundle	3			3	452	3			3	452	3			3	452	3			3	452	12	150.80	1,809.60
22	Time Card, Amano Time Recorder/100 pcs./bundle	bundle	2			2	139	2			2	139	2			2	139	2			2	139	8	69.47	555.76
COMMON JANITORIAL SUPPLIES																									
1	Dishwashing liquid	pack	12	12	12	36	1,800	12	12	12	36	1,800	12	12	12	36	1,800	12	12	12	36	1,800	144	50.00	7,200.00
2	Sanitizer Hand	gal.	2	2	2	6	1,500	2	2	2	6	1,500	2	2	2	6	1,500	2	2	2	6	1,500	24	250.00	6,000.00
3	Soap, Bathroom, 90 gms	pc.	6			6	1,500	6			6	1,500	6			6	1,500	6			6	1,500	24	250.00	6,000.00
CONSUMABLES																									
						-					0	-				0	-				-	-			
	Office Equipment and Accessories					-					0	-				0	-				-	-			
	Office Supplies					-					0	-				0	-				-	-			
	Audio and visual presentation and composing equipment					-					0	-				0	-				-	-			
	Photographic or filming or video equipment					-					0	-				0	-				-	-			
	Cleaning Equipment and Supplies					-					0	-				0	-				-	-			
	Paper Materials and Products					-					0	-				0	-				-	-			
	Lighting and fixtures and accessories					-					0	-				0	-				-	-			
	Electrical equipment and components and supplies					-					0	-				0	-				-	-			
	Computer Supplies					-					0	-				0	-				-	-			
1	HP Laserjet Pro 200 color MFP (OPT 210A Black)	pc.	2			2	5,560				0	-	2			2	5,560				-	-	4	2,780.00	11,120.00
2	HP Laserjet Pro 200 color MFP (OPT 211A Cyan)	pc.	2			2	5,560				0	-	2			2	5,560				-	-	4	2,780.00	11,120.00
3	HP Laserjet Pro 200 color MFP (OPT 212A Yellow)	pc.	2			2	5,560				0	-	2			2	5,560				-	-	4	2,780.00	11,120.00
4	HP Laserjet Pro 200 color MFP (OPT 213A Magenta)	pc.	2			2	5,560				0	-	2			2	5,560				-	-	4	2,780.00	11,120.00
5	Toner, Kyocera TK-120	pc.	7			7	35,700				0	-	7			7	35,700				-	-	14	5,100.00	71,400.00
6	Toner, Fuji Docuprint, C2200, (black)	pc.	2			2	18,900				0	-	2			2	18,900				-	-	4	9,450.00	37,800.00
7	Toner, Fuji Docuprint, C2200, (cyan)	pc.	2			2	29,460				0	-	2			2	29,460				-	-	4	14,730.00	58,920.00
8	Toner, Fuji Docuprint, C2200, (magenta)	pc.	2			2	29,460				0	-	2			2	29,460				-	-	4	14,730.00	58,920.00
9	Toner, Fuji Docuprint, C2200, (yellow)	pc.	2			2	29,460				0	-	2			2	29,460				-	-	4	14,730.00	58,920.00
10	Toner, Fuji Zerox Phaser 3435	cart	2			2	14,012	2			2	14,012	2			2	14,012	2			2	14,012	8	7,006.00	56,048.00
11	Ink Canon Pixma Black #35	cart	8			8	5,400	7			7	4,725	8			8	5,400	7			7	4,725	30	675.00	20,250.00
12	Ink Canon Pixma BC #36	cart	8			8	9,440	7			7	8,260	8			8	9,440	7			7	8,260	30	1,180.00	35,400.00
13	Ink Canon Pixma Black PG88	cart	5			5	2,800	5			5	2,800	5			5	2,800	5			5	2,800	20	560.00	11,200.00
14	Ink Canon Pixma Tricolor CL 98	cart	5			5	3,475	5			5	3,475	5			5	3,475	5			5	3,475	20	695.00	13,900.00
Computer Equipment and Accessories																0	-				-	-			
*Other Categories																									
1																									
C. TOTAL (A + B):																								1,888,033.49	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								188,803.35	
E. GRAND TOTAL (C + D)																								2,076,836.84	

Item & Specifications	Unit of Measure	Pages 10 of 10 Quantity Requirement																				Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	Mar.	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity	
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																							
G. MONTHLY CASH REQUIREMENTS																							
G.1 Available at Procurement Service Stores					363,466					300,580					268,902					329,560			1,262,507.45
G.2 Other Items not available at PS but regularly purchased from other sources					248,781					67,260					245,474					64,010			625,526.04
TOTAL MONTHLY CASH REQUIREMENTS					612,247					367,840					514,376					393,570			1,888,033.49

*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:

CELJA MIRAFLORES

Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:

ANILAINE GAMBA

Budget Officer

Approved by:

ATTY. FALCONI V. MILLAR, CPA

Secretary General

Date Prepared: