

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

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

1. 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.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
3. 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.
4. 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. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
  - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
  - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
  - d. app.deped.ps@gmail.com- For primary and secondary schools
  - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/C BATANGAS STATE UNIVERSITY, ARASOF NASUGBU CAMPUS  
 Region: MAIN & NCR  
 Address: R. Martinez Street Brgy. Bucana Nasugbu, Batangas

Agency Account Code: F085

Contact Person: Marife G. Galvezo  
 Position: Admin. Officer I  
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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	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, dry cell, AA, 2 pieces per blister pack	pack	10			10	10			10	10			10	10				10	40	20.28	811.20
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	5			5	5			5	5			5	5				5	20	19.20	383.97
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack	5			5	5			5	5			5	5				5	20	91.94	1,838.72
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	20			20	20			20	20			20	20				20	80	40.97	3,277.25
5 Ligh Bulb, LED, 7 watts 1 pc in individual box	piece	20			20	20			20	20			20	20				20	80	75.39	6,031.17
6 TAPE, ELECTRICAL, 18mm x 16M min	roll	20			20	20			20	20			20	20				20	80	18.93	1,514.24
<b>COMMON OFFICE SUPPLIES</b>																					

1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	2		2			0	1			1			0	3	766.73	2,300.19
2	AIR FRESHENER, aerosol, 280ml/150g min	can	20		20	10		10	20			20			0	50	88.69	4,434.56
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	20		20	10		10	20			20			0	50	49.73	2,486.64
4	CARBON FILM, PE, black, size 210mm x 297mm	box			0			0				0			0	0	205.48	-
5	CARBON FILM, PE, black, size 216mm x 330mm	box			0			0				0			0	0	210.91	-
6	CARTOLINA, assorted colors	pack	1		1			0	1			1			0	2	67.06	134.12
7	CHALK, molded, white, dustless, length: 78mm min	box			0			0				0			0	0	26.89	-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece			0			0				0			0	0	38.19	-
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece			0			0				0			0	0	40.47	-
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	5		5	5		5	5			5	5		5	20	7.87	157.46
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	5		5	5		5	5			5	5		5	20	13.94	278.72
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	5		5	5		5	5			5	5		5	20	19.88	397.70
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	5		5	5		5	5			5	5		5	20	41.10	822.02
14	CORRECTION TAPE, film base type, UL 6m min	piece	10		10	10		10	10			10	10		10	40	18.26	730.50
15	DATA FILE BOX, made of chipboard, with closed ends	box	20		20	20		20	20			20	20		20	80	72.57	5,805.70
16	DATA FOLDER, made of chipboard, taglia lock	piece	20		20	20		20	20			20	20		20	80	71.39	5,710.85
17	ENVELOPE, DOCUMENTARY, for A4 size document	box			0			0				0			0	0	424.47	-
18	ENVELOPE, DOCUMENTARY, for legal size document	box	1		1	1		1	1			1	1		1	4	538.80	2,155.21
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	2		2	2		2	2			2	2		2	8	667.84	5,342.69
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece			0			0				0			0	0	28.71	-
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box			0			0				0			0	0	341.79	-
22	ENVELOPE, mailing, white, with window	box			0			0				0			0	0	427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece			0			0				0			0	0	11.55	-
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	9		9	10		10	10			10	10		10	39	6.23	242.95

25	FASTENER, METAL, 70mm between prongs	box	10			10	10			10	10			10	40	59.37	2,374.94
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece			0					0				0	0	73.59	-
27	FILE TAB DIVIDER, bristol board, for A4	set			0					0				0	0	12.98	-
28	FILE TAB DIVIDER, bristol board, for legal	set			0					0				0	0	17.31	-
29	FOLDER, FANCY, for A4 size documents	bundle			0					0				0	0	258.50	-
30	FOLDER, FANCY, for legal size documents	bundle			0					0				0	0	302.85	-
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack			0					0				0	0	177.92	-
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack			0					0				0	0	222.27	-
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	3		3	3			3	3				3	12	776.59	9,319.07
34	FOLDER, TAGBOARD, for A4 size documents	pack			0					0				0	0	226.05	-
35	FOLDER, TAGBOARD, for legal size documents	pack	5		5	5			5	5				5	20	208.38	4,167.70
36	GLUE, all purpose, gross weight: 200 grams min	jar	10		10	10			10	10				10	40	49.73	1,989.31
37	INDEX TAB, self-adhesive, transparent	box			0					0				0	0	53.74	-
38	LOOSELEAF COVER, made of chipboard, for legal	bundle			0					0				0	0	676.00	-
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece			0					0				0	0	43.26	-
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	10		10	10			10	10				10	40	36.97	1,478.88
41	MARKER, whiteboard, black, felt tip, bullet type	piece			0					0				0	0	10.69	-
42	MARKER, whiteboard, blue, felt tip, bullet type	piece			0					0				0	0	10.69	-
43	MARKER, whiteboard, red, felt tip, bullet type	piece			0					0				0	0	10.69	-
44	MARKER, PERMANENT, bullet type, black	piece	24		24	24			24	24				24	96	10.04	963.46
45	MARKER, PERMANENT, bullet type, blue	piece	2		2	2			2	2				2	8	10.04	80.29
46	MARKER, PERMANENT, bullet type, red	piece			0					0				0	0	10.04	-
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece			0					0				0	0	12.52	-
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	5		5	5			5	5				5	20	32.45	648.96

49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	5			5	5			5	5			5	20	44.32	886.50
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	5			5	5			5	5			5	20	59.49	1,189.76
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad			0					0				0	0	18.99	
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	20			20	20			20	20			20	80	6.91	552.45
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	20			20	20			20	20			20	80	14.04	1,123.20
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	20			20	20			20	20			20	80	137.66	11,013.18
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	20			20	20			20	20			20	80	160.94	12,875.20
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	100			100	100			100	100			100	400	119.09	47,636.16
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	100			100	100			100	100			100	400	123.08	49,233.60
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream			0					0				0	0	95.18	
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	5			5				0				0	5	34.29	171.44
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	3			3	3			3	3			3	12	20.40	244.86
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece			0					0				0	0	319.07	
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	20			20	20			20	20			20	80	62.73	5,018.62
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	20			20	20			20	20			20	80	97.34	7,787.52
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	2			2				0	1			0	3	267.14	801.43
65	RUBBER BAND, 70mm min lay flat length (#18)	box			0					0				0	0	97.04	
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	4			4	2			2	4			2	12	16.10	193.19
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	36			36	36			36	36			36	144	35.99	5,183.19
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	36			36	36	1		37	36	1		36	146	35.99	5,255.18
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	12			12	12	1		13	12	1		12	50	35.99	1,799.72
70	STAMP PAD INK, purple or violet	bottle	5			5	5			5	5			5	20	25.62	512.30
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	5			5	5			5	5			5	20	28.77	575.33
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	2			2				0				0	2	21.51	43.01

73	STAPLE WIRE, STANDARD, (26/6)	box	20			20	20			20	20			20	20			20	80	19.68	1,574.14
74	TAPE, MASKING, width: 24mm (±1mm)	roll	5	1	1	7	5	1	1	7	3	1	1	5	1	1	1	3	22	57.32	1,261.15
75	TAPE, MASKING, width: 48mm (±1mm)	roll	1			1	1			1	1			1	1			1	4	109.24	436.97
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	1		1	2	1		1	2	1		1	2	1		1	2	8	29.08	232.63
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	36		1	37	36		1	37	36		1	37	36		1	37	148	11.36	1,680.81
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	12			12	12			12	12			12	12			12	48	27.58	1,323.88
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	10			10	10			10	10			10	10			10	40	70.30	2,812.16
80	TWINE, plastic, one (1) kilo per roll	roll	2			2	1			1	2			2				0	5	51.92	259.58
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0				0				0				0	0	133.99	-
82	Airline Travel	ticket				0				0				0				0	0	0.00	-
<b>COMMON OFFICE DEVICES</b>																					
1	CUTTER BLADE, for heavy duty cutter	tube	2			2				0				0				0	2	10.22	20.45
2	CUTTER KNIFE, for general purpose	piece	5			5	5			5	5			5	5			5	20	20.55	411.01
3	DATING AND STAMPING MACHINE, heavy duty	piece				0				0				0				0	0	497.52	-
4	PENCIL SHARPENER, manual, single cutter head	piece	2			2				0	2			2				0	4	194.69	778.75
5	PUNCHER, paper, heavy duty, with two hole guide	piece	3			3	3			3	3			3	3			3	12	123.42	1,481.00
6	SCISSORS, symmetrical, blade length: 65mm min	pair	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	14.28	171.35
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	5			5	5			5		5		5	5			5	20	85.45	1,708.93
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0				0				0	0	913.95	-
9	STAPLE REMOVER, PLIER TYPE	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	18.91	226.89
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	2			2				0	2			2				0	4	51.57	206.29
11	WASTEBASKET, non-rigid plastic	piece	10			10				0				0				0	10	25.96	259.58
<b>COMMON JANITORIAL SUPPLIES</b>																					
1	BROOM, soft (tambo)	piece	20			20	20			20	20			20	20			20	80	91.94	7,354.88

2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	20			20	20					20	20			20	80	24.88	1,990.14
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	20			20	20					20	20			20	80	43.26	3,461.12
4	CLEANSER, SCOURING POWDER, 350g min./can	can				0						0				0	0	24.88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch				0						0				0	0	38.93	-
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	10			10	10					10	10			10	40	125.20	5,007.81
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	10			10	10					10	10			10	40	28.12	1,124.86
8	FLOOR WAX, PASTE, RED	can				0						0				0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	20			20	20					20	20			20	80	90.85	7,268.35
10	INSECTICIDE, aerosol type, net content: 600ml min	can	20			20	20					20	20			20	80	142.77	11,421.70
11	MOP BUCKET, heavy duty, hard plastic	piece	5			5						5				5	10	1,987.44	19,874.40
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	10			10	10					10	10			10	40	148.18	5,927.17
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	20			20	20					20	20			20	80	110.32	8,825.86
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	10			10	10					10	10			10	40	51.68	2,067.10
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	10			10	10					10	10			10	40	107.08	4,283.14
16	TRASHBAG, plastic, transparent	roll	50			50	50					50	50			50	200	145.48	29,095.04
17	DETERGENT BAR, 140 grams as packed	bar				0						0				0	0	7.57	-
<b>COMMON OFFICE EQUIPMENT</b>																			
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0						0				0	0	10,816.00	-
2	CALCULATOR, compact, 12 digits	unit	5			5						5				5	10	140.61	1,406.08
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0						0				0	0	273.10	-
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0						0				0	0	273.10	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0						0				0	0	6,828.14	-
6	DOCUMENT CAMERA, 3.2M pixels	unit				0						0				0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0						0				0	0	1,091.33	-

8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0				0				0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit				0				0				0	0	1,046.65	-
10	ELECTRIC FAN, WALL type, plastic blade	unit				0				0				0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit				0				0				0	0	3,642.83	-
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0				0				0	0	1,123.78	-
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0	0	5,191.68	-
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0				0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0				0				0	0	8,411.60	-
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit				0				0				0	0	5,927.17	-
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit				0				0				0	0	744.14	-
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0				0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0				0	0	1,379.04	-
22	Desktop Computer, branded	unit				0				0				0	0	35,887.49	-
23	Laptop Computer, branded	unit				0				0				0	0	36,587.28	-
<b>COMMON COMPUTER SUPPLIES</b>																	
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0				0	0	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0				0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0				0	0	796.06	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0				0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	5			5	5			5	5			5	20	620.67	12,413.44
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0				0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece				0				0				0	0	22.66	-

8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	2		2			0			0			0	2	3,152.86	6,305.73
9	FLASH DRIVE, 16 GB capacity	piece	10		10	5		5	5		5	5		5	25	261.75	6,543.68
10	MOUSE, optical, USB connection type	unit	5		5			0	5		5			0	10	140.39	1,403.90
<b>HANDBOOK ON PROCUREMENT</b>																	
1	HANDBOOK (RA 9184), 7th Edition	piece			0			0			0			0	0	48.13	
<b>CONSUMABLES</b>																	
1	DRUM CART, BROTHER DR-3455	cart			0			0			0			0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart			0			0			0			0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart			0			0			0			0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart			0			0			0			0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart			0			0			0			0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart	20		20	20		20	20		20	20		20	80	264.99	21,199.36
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	10		10	10		10	10		10	10		10	40	264.99	10,599.68
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	10		10	10		10	10		10	10		10	40	264.99	10,599.68
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	10		10	10		10	10		10	10		10	40	264.99	10,599.68
10	INK CART, HP C2P04AA (HP62) Black	cart			0			0			0			0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart			0			0			0			0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart	2		2	1		1	1		1	1		1	5	676.00	3,380.00
13	INK CART, HP C9352AA, (HP22), Tri-color	cart	1		1	1		1	1		1	1		1	4	782.00	3,127.99
14	INK CART, HP C9363WA, (HP97), Tri-color	cart			0			0			0			0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart			0			0			0			0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart			0			0			0			0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart			0			0			0			0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart			0			0			0			0	0	0.00	-



19	INK CART, HP C9401A (HP77) 69ml Gray	cart					0									0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart					0									0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart					0									0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart					0									0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart					0									0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart					0									0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart					0									0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart					0									0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart					0									0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart					0									0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart					0									0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart					0									0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart					0									0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart					0									0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart					0									0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart					0									0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart					0									0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart					0									0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart					0									0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL), Yellow	cart					0									0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart					0									0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart					0									0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart					0									0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart					0									0	0	379.64	-

43	INK CART, HP CZ121A (HP685A), Black	cart					0					0				0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart					0					0				0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart					0					0				0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart					0					0				0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart					0					0				0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart					0					0				0	0	0.00	-
49	INK CART, HP L0S51AA (HP955) Cyan Original	cart					0					0				0	0	0.00	-
50	INK CART, HP L0S54AA (HP955) Magenta Original	cart					0					0				0	0	0.00	-
51	INK CART, HP L0S57AA (HP955) Yellow Original	cart					0					0				0	0	0.00	-
52	INK CART, HP L0S60AA (HP955) Black Original	cart					0					0				0	0	0.00	-
53	INK CART, HP L0S63AA (HP955XL) Cyan Original	cart					0					0				0	0	0.00	-
54	INK CART, HP L0S66AA (HP955XL) Magenta Original	cart					0					0				0	0	0.00	-
55	INK CART, HP L0S69AA (HP955XL) Yellow Original	cart					0					0				0	0	0.00	-
56	INK CART, HP L0S72AA (HP955XL) Black Original	cart					0					0				0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart					0					0				0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart					0					0				0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart					0					0				0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart					0					0				0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart					0					0				0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart					0					0				0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart					0					0				0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart					0					0				0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart	4				4					0				0	4	79.82	319.28
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart					0					0				0	0	753.88	-

67	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart	5			5	5			5	5			5	5			5	20	78.96	1,579.14
68	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart	4			4	4			4	4			4	4			4	16	2,914.91	46,638.59
74	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart	4			4	4	1		5	4			4	4	1		5	18	3,009.01	54,162.20
78	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0				0				0				0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	10,377.95	-





115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0				0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0				0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0				0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0				0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0				0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0				0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0				0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0				0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0				0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0				0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0				0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0				0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart	6			6	6			6	6			6	24	3,228.58	77,485.82
136	TONER CART, HP Q5942A, Black	cart				0				0				0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0				0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0	0	9,229.29	-

139	TONER CART, LEXMARK T650A11P, Black	cart				0				0					0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0					0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0					0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0					0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0					0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0					0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0					0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0					0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0					0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0					0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0					0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0					0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0				0					0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				0					0	0	13,935.33	-

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

**COMMON ELECTRICAL SUPPLIES**

1						0				0					0	0		-
2						0				0					0	0		-
3						0				0					0	0		-
4						0				0					0	0		-
5						0				0					0	0		-

**COMMON OFFICE EQUIPMENT**

1	Printer, CIS all-in-one	unit	2			2				0					0	2	10,000.00	20,000.00
2	UPS, 625VA	unit	1			1				0					0	1	8,000.00	8,000.00
3	Fax machine	unit	1			1				0					0	1	10,000.00	10,000.00
4	Executive chair, high back	unit	2			2				0					0	2	7,000.00	14,000.00
5	Telephone unit	unit	2			2				0					0	2	2,000.00	4,000.00

**COMMON OFFICE SUPPLIES**

1	Ink for self-inking stamp	bot	2			2				0					0	2	200.00	400.00
2	Specialty board, A4 10's	pack	10			10				0					0	10	120.00	1,200.00
3	Specialty board, legal 10's	pack	10			10				0					0	10	150.00	1,500.00

4	Replacement pad for self inking stamp	pcs	5						0	10					0	15	300.00	4,500.00
5	Keyboard, usb	pcs	10						0						0	10	500.00	5,000.00
6	Olympia carbon ribbon	pcs	12						0						0	12	400.00	4,800.00
7	Numbering stamp, 8 digits	pcs	5						0						0	5	300.00	1,500.00
8									0						0	0		-
9									0						0	0		-
10									0						0	0		-
11									0						0	0		-
12									0						0	0		-
13									0						0	0		-
14									0						0	0		-
15									0						0	0		-
16									0						0	0		-
17									0						0	0		-
18									0						0	0		-
19									0						0	0		-
20									0						0	0		-

COMMON JANITORIAL SUPPLIES

1									0						0	0		-
2									0						0	0		-
3									0						0	0		-
4									0						0	0		-
5									0						0	0		-

CONSUMABLES

1	Toner HP P1505 36A	cart	3			3			3	3					3	12	3,500.00	42,000.00
2	Toner for new copier	cart	3			3			3	3					3	12	8,000.00	96,000.00
3	Duplo ink	cart	4			4	3		3	3					2	12	1,500.00	18,000.00
4	Master roll	roll	2			2			0	1					1	3	6,400.00	19,200.00
5	Drum for canon copier IR2318L	unit	2			2			0	2					0	4	15,000.00	60,000.00
6	Drum for canon copier IR1024	unit	1			1			0	1					0	2	15,000.00	30,000.00
7	Toner, NPG28	cart	1		1	2	1		1	1				1	2	6	3,000.00	18,000.00
8	Tone NPG 32	cart	1			1	1		1	1				1	4		3,500.00	14,000.00
9	Drum new copier	cart	1			1			0	1				0	2		15,000.00	30,000.00
10	HP 126A Drum CE314A	cart	1			1			0					0	1		10,000.00	10,000.00
11	Toner, HP 130A CF350A black	cart	2			2			0	2				0	4		4,000.00	16,000.00
12	Toner, HP 130A CF353A magenta	cart	2			2			0	2				0	4		4,000.00	16,000.00
13	Toner, HP 130A CF351A cyan	cart	2			2			0	2				0	4		4,000.00	16,000.00
14	Toner, HP 130A CF352A yellow	cart	2			2			0	2				0	4		4,000.00	16,000.00
15	Ink cart, HP 97	cart	1			1			0	1				0	2		2,000.00	4,000.00
16	Ink cart, HP 98	cart	2			2			0	2				0	4		1,500.00	6,000.00
17	Toner gestetner MP2001	cart	2			2	2		2	2				0	6		3,000.00	18,000.00
18	Toner HP 1200 C7115A	cart	2			2	1		1	2				1	6		5,000.00	30,000.00
19						0			0					0	0			-
20						0			0					0	0			-
21						0			0					0	0			-
22						0			0					0	0			-
23						0			0					0	0			-
24						0			0					0	0			-
25						0			0					0	0			-
26						0			0					0	0			-
27						0			0					0	0			-

28					0					0				0	0				
29					0					0				0	0				
30					0					0				0	0				
<b>Office Equipment and Accessories</b>																			
1	Label printer, thermal transfer, 180dpi	unit	1		1					0				0	1	6,005.24	6,005.24		
2					0					0				0	0				
3					0					0				0	0				
4					0					0				0	0				
5					0					0				0	0				
6					0					0				0	0				
7					0					0				0	0				
8					0					0				0	0				
9					0					0				0	0				
10					0					0				0	0				
<b>Office Supplies</b>																			
1	Ring binder, 1"	pcs	5		5					0	10			10		0	15	50.00	750.00
2	Ring binder, 1/2"	pcs	5		5					0	10			10		0	15	70.00	1,050.00
3					0					0				0	0				
4					0					0				0	0				
5					0					0				0	0				
6					0					0				0	0				
7					0					0				0	0				
8					0					0				0	0				
9					0					0				0	0				
10					0					0				0	0				
<b>Audio and visual presentation and composing equipment</b>																			
1					0					0				0	0				
2					0					0				0	0				
3					0					0				0	0				
4					0					0				0	0				
5					0					0				0	0				
6					0					0				0	0				
7					0					0				0	0				
8					0					0				0	0				
9					0					0				0	0				
10					0					0				0	0				
<b>Photographic or filming or video equipment</b>																			
1					0					0				0	0				
2					0					0				0	0				
3					0					0				0	0				
4					0					0				0	0				
5					0					0				0	0				
6					0					0				0	0				
7					0					0				0	0				
8					0					0				0	0				
9					0					0				0	0				
10					0					0				0	0				



Cleaning Equipment and Supplies																				
1	Pail	pcs	10			10				0	10			10			0	20	300.00	6,000.00
2	Trash bin with frame, colored 15x15x40"	pcs	14			14				0				0			0	14	14,500.00	203,000.00
3	Dipper	pcs	20			20				0	20			20			0	40		-
4						0				0				0			0	0		-
5						0				0				0			0	0		-
6						0				0				0			0	0		-
7						0				0				0			0	0		-
8						0				0				0			0	0		-
9						0				0				0			0	0		-
10						0				0				0			0	0		-
Paper Materials and Products																				
1	Paper, sticker A4 10's glossy	pack	10			10				0	10			10			0	20	150.00	3,000.00
2	Photo paper, A4 10's	pack	5			5				0				0			0	5	100.00	500.00
3	Employees leave card	pcs	500			500				0				0			0	500	6.00	3,000.00
4						0				0				0			0	0		-
5						0				0				0			0	0		-
6						0				0				0			0	0		-
7						0				0				0			0	0		-
8						0				0				0			0	0		-
9						0				0				0			0	0		-
10						0				0				0			0	0		-
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	Ink, Epson 73N cyan	cart	1			1	1			1				0	1		1	3	1,200.00	3,600.00
2	Ink, Epson 73N magenta	cart	1			1	1			1				0	1		1	3	1,200.00	3,600.00

3	Ink, Epson 73N yellow	cart	1			1	1			1				0	1		1	3	1,200.00	3,600.00
4	Ink, Epson 73N black	cart	1			1	1			1				0	1		1	3	1,200.00	3,600.00
5	Kasperky internet security	pcs	1			1				0				0			0	1	6,400.00	6,400.00
6						0				0				0			0	0		
7						0				0				0			0	0		
8						0				0				0			0	0		
9						0				0				0			0	0		
10						0				0				0			0	0		

**Computer Equipment and Accessories**

1						0				0				0			0	0		
2						0				0				0			0	0		
3						0				0				0			0	0		
4						0				0				0			0	0		
5						0				0				0			0	0		
6						0				0				0			0	0		
7						0				0				0			0	0		
8						0				0				0			0	0		
9						0				0				0			0	0		
10						0				0				0			0	0		

**\*Other Categories**

1	Door knob	pcs	10			10				0				0			0	10	700.00	7,000.00
2	Padlock	pcs	10			10				0				0			0	10	500.00	5,000.00
3	Faucet	pcs	10			10	10			10	10			10	10		10	40	250.00	10,000.00
4	Bathroom soap	bar	10			10				0	10			10	20		10	20	30.00	600.00
5						0				0				0			0	0		
6						0				0				0			0	0		
7						0				0				0			0	0		
8						0				0				0			0	0		
9						0				0				0			0	0		
10						0				0				0			0	0		

<b>C. TOTAL (A + B):</b>																				<b>1,409,090.91</b>	
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																					140,909.09
<b>E. GRAND TOTAL (C + D)</b>																					<b>1,550,000.00</b>
<b>F. APPROVED BUDGET BY THE AGENCY HEAD</b>																					
<b>G. MONTHLY CASH REQUIREMENTS</b>																					
G.1 Available at Procurement Service Stores						165777				144322				155602				142585			608285.6728
G.2 Other Items not available at PS but regularly purchased from other sources						501305				63800				176100				59600			800805.24
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>						<b>667082</b>				<b>208122</b>				<b>331702</b>				<b>202185</b>			<b>1409090.913</b>

\*Other categories that are not indicated herein  
 \*\*Prices are FOB Manila/Applicable for Items under A.

G.1 Available at Procurement Service Stores		165777		144322		155602		142585		608285.6728
G.2 Other Items not available at PS but regularly purchased from other sources		501305		63800		176100		59600		800805.24
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>		<b>667082</b>		<b>208122</b>		<b>331702</b>		<b>202185</b>		<b>1409090.913</b>

\*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:



Johanna Paula Barcelon

Property/Supply Officer


Certified Funds Available / Certified  
Appropriate Funds Available:



Eleonor T. Lana

Accountant / Local Budget Officer

Approved by:



Dr. Tirso A. Ronquillo

Head of Office/Agency

Date: 11/09/2017