

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

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. **The accomplished HARD COPY of the APP-CSE shall be submitted in the following manner:**
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs
6. **The accomplished SOFT COPY of the APP-CSE shall be submitted to the following email addresses:**
 - a. ps.app.nga@gmail.com- 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
7. Consistent with National Budget Circular No. 555, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
8. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: Batangas State University - JPLPC Malvar Campus
 Region: IV-A
 Address: G. Leviste St. Poblacion, Malvar Batangas

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Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of Oct 1, 2017	TOTAL AMOUNT		
		Jan	Feb	March	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, size AA, alkaline, 2 pieces per blister pack	pack			10	10	195					0	0	10			10	195	10			10	195	30	19.50	585.00
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack			5	5	92.3					0	0	5			5	92.3				0	0	10	18.46	184.60
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack			10	10	88.4					0	0	10			10	88.4				0	0	20	88.40	1,768.00
4 TAPE, electrical	roll			25	25	455					0	0	25			25	455	25			25	455	75	18.20	1,365.00
COMMON OFFICE SUPPLIES																									

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		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4			Q4 AMOUNT	Total Quantity
2 AIR FRESHENER, 280ml/can	can			50	50	4264			10	10	852.8	20	20	20	60	5116.8	20	10		30	2558.4	150	85.28	12,792.00
3 ALCOHOL, 70%, ethyl, 500ml	bottle			20	20	956.4			20	20	956.4	40		30	70	3347.4	20	20		40	1912.8	150	47.82	7,173.00
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0					0	0			0	0				0	0	0	202.80	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack			10	10	644.8			10	10	644.8			10	10	644.8				0	0	30	64.48	1,934.40
10 CLIP, backfold, 19mm, 12 pieces per box	box				0	0					0	0			0	0				0	0	0	7.57	-
11 CLIP, backfold, 25mm, 12 pieces per box	box				0	0					0	0			0	0				0	0	0	13.40	-
12 CLIP, backfold, 32mm, 12 pieces per box	box				0	0					0	0			0	0				0	0	0	19.12	-
13 CLIP, backfold, 50mm, 12 pieces per box	box				0	0					0	0			0	0				0	0	0	39.52	-
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece			25	25	439			25	25	439			25	25	439			25	25	439	100	17.56	1,756.00
15 DATA FILE BOX, made with chipboard, with closed ends	box			50	50	3489			50	50	3489			100	100	6978				0	0	200	69.78	13,956.00
16 DATA FOLDER, made with chipboard, taglia lock	piece			100	100	6864					0	0			0	0				0	0	100	68.64	6,864.00
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0	0					0	0			0	0				0	0	0	408.14	-
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box			5	5	2590.4			5	5	2590.4			5	5	2590.4			5	5	2590.4	20	518.08	10,361.60
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box			5	5	3210.8			5	5	3210.8			5	5	3210.8			5	5	3210.8	20	642.15	12,843.00
20 ENVELOPE, EXPANDING, plastic	piece				0	0					0	0			0	0				0	0	0	27.61	-
21 ENVELOPE, MAILING, 500 pieces per box	box			5	5	1643.2					0	0			5	5	1643.2			0	0	10	328.64	3,286.40
22 ENVELOPE, MAILING, with window, 500 pieces per box	box				0	0					0	0			0	0				0	0	0	410.80	-
23 ERASER, felt, for blackboard/whiteboard	piece				0	0					0	0			0	0				0	0	0	11.11	-
24 ERASER, plastic or rubber	piece			20	20	119.8			20	20	119.8			20	20	119.8				0	0	60	5.99	359.40
25 FASTENER, for paper, metal, 50 sets per box	box			50	50	2854.5			50	50	2854.5			25	25	1427.3			25	25	1427.3	150	57.09	8,563.50
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0					0	0			0	0				0	0	0	70.67	-
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0	0					0	0			0	0				0	0	0	12.48	-
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0	0					0	0			0	0				0	0	0	16.64	-
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0	0					0	0			0	0				0	0	0	248.56	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0	0					0	0			0	0				0	0	0	291.20	-
31 FOLDER, L-type, A4, 50 pieces pack	pack				0	0					0	0			0	0				0	0	0	171.08	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	0					0	0			0	0				0	0	0	213.72	-
33 FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box			5	5	3733.6			5	5	3733.6			5	5	3733.6			5	5	3733.6	20	746.72	14,934.40
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				0	0					0	0			0	0				0	0	0	217.36	-
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack			5	5	1001.9			5	5	1001.9			5	5	1001.9			5	5	1001.9	20	200.37	4,007.40
36 GLUE, all purpose, 300 grams min.	jar			10	10	478.2			10	10	478.2			10	10	478.2			20	20	956.4	50	47.82	2,391.00
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box			25	25	1291.8			25	25	1291.8			25	25	1291.8			25	25	1291.8	100	51.67	5,167.00
38 LOOSELEAF COVER, 50sets per bundle	bundle				0	0					0	0			0	0				0	0	0	650.00	-
39 MACAZINE FILE BOX, LARGE	piece				0	0					0	0			0	0				0	0	0	41.60	-
40 MARKER, fluorescent, 3 colors per set	set			10	10	355.5			10	10	355.5			10	10	355.5			10	10	355.5	40	35.55	1,422.00
41 MARKER, whiteboard, bullet type, black	piece			125	100	1028			100	100	1028			100	100	1028			100	100	1028	400	10.28	4,112.00
42 MARKER, whiteboard, bullet type, blue	piece				0	0					0	0			0	0				0	0	0	10.28	-
43 MARKER, whiteboard, bullet type, red	piece				0	0					0	0			0	0				0	0	0	10.28	-
44 MARKER, permanent, bullet type, black	piece			20	20	193			10	10	96.5			20	20	193			10	10	96.5	60	9.65	579.00
45 MARKER, permanent, bullet type, blue	piece			10	10	96.5			10	10	96.5			10	10	96.5			10	10	96.5	40	9.65	386.00
46 MARKER, permanent, bullet type, red	piece			5	5	48.25			5	5	48.25			5	5	48.25			5	5	48.25	20	9.65	193.00
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	0					0	0			0	0				0	0	0	12.04	-
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	0					0	0			0	0				0	0	0	31.20	-

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49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0	0				0	0				0	0				0	0	0	42.62	-			
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad			5	5	286				5	5	286			5	5	286		5	5	286	20	57.20	1,144.00			
51 PAD PAPER, Ruled	pad				0	0				0	0				0	0				0	0	0	17.35	-			
52 PAPER CLIP, gem type, 33mm, 100 pieces per box	box			20	20	132.8				10	10	66.4			10	10	66.4			10	10	66.4	50	6.64	332.00		
53 PAPER CLIP, gem type, 50mm, 100 pieces per box	box			20	20	270				10	10	135			10	10	135			10	10	135	50	13.50	675.00		
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0				0	0				0	0				5	5	661.85	5	132.37	661.85		
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0				0	0				0	0				5	5	773.75	5	154.75	773.75		
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream			75	75	8588.3				75	75	8588.3			75	75	8588.3			75	75	8588.3	300	114.51	34,353.00		
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream			200	200	23670				200	200	23670			300	300	35505			300	300	35505	1000	118.35	118,350.00		
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0	0				0	0				0	0					0	0	0	114.51	-		
59 PAPER, Thermal, 216mm x 30m	roll				0	0				0	0				0	0					0	0	0	32.97	-		
60 PENCIL, lead, w/eraser, one(1) dozen per box	box			10	5	98.1				10	5	98.1			5	5	98.1			5	5	98.1	20	19.62	392.40		
61 PHILIPPINE NATIONAL FLAG	piece			4	4	1227.2				0	0				0	0					0	0	4	306.80	1,227.20		
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book			50	50	3016				50	50	3016			50	50	3016			50	50	3016	200	60.32	12,064.00		
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book			25	25	2340				25	25	2340			50	50	4680			50	50	4680	150	93.60	14,040.00		
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0	0				0	0				0	0					0	0	0	256.87	-		
65 RUBBER BAND, 70mm min lay flat length (#18)	box			1	1	93.31				1	1	93.31			1	1	93.31			2	2	186.62	5	93.31	466.55		
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece			10	10	154.8				10	10	154.8			5	5	77.4			5	5	77.4	30	15.48	464.40		
67 SIGN PEN, black	piece			100	100	3461				100	100	3461			100	100	3461				0	0	300	34.61	10,383.00		
68 SIGN PEN, blue	piece			24	24	830.64				24	24	830.64			24	24	830.64				0	0	72	34.61	2,491.92		
69 SIGN PEN, red	piece			12	12	415.32				12	12	415.32			12	12	415.32				0	0	36	34.61	1,245.96		
70 STAMP PAD INK, violet, 50mL	bottle			5	5	123.15				5	5	123.15			5	5	123.15				0	0	15	24.63	369.45		
71 STAMP PAD, felt pad, min 60mm x 100mm	piece			5	5	138.3				5	5	138.3			5	5	138.3				0	0	15	27.66	414.90		
72 STAPLE WIRE, Heavy duty, 23/13	box				0	0				0	0				10	10	206.8				0	0	10	20.68	206.80		
73 STAPLE WIRE, Standard	box			25	25	546				25	25	546			25	25	546			25	25	546	100	21.84	2,184.00		
74 TAPE, masking, 24mm, 50 meters length	roll			20	20	1102.4				40	40	2204.8			30	30	1653.6				0	0	90	55.12	4,960.80		
75 TAPE, masking, 48mm, 50 meters length	roll			20	20	2100.8				20	20	2100.8			20	20	2100.8				0	0	60	105.04	6,302.40		
76 TAPE, transparent, 24mm, 50 meters	roll			50	50	546				50	50	546			50	50	546			30	30	327.6	180	10.92	1,965.60		
77 TAPE, transparent, 48mm, 50 meters	roll			40	40	1060.8				40	40	1060.8			40	40	1060.8				0	0	120	26.52	3,182.40		
78 TAPE, packaging, 48mm, 50 meters length	roll			5	5	139.8				5	5	139.8			5	5	139.8			3	3	83.88	18	27.96	503.28		
79 TOILET TISSUE, 12 rolls per pack	pack			50	50	3380				50	50	3380			50	50	3380			50	50	3380	200	67.60	13,520.00		
80 TWINE, plastic, one kilo per roll	roll				0	0				0	0				0	0					0	0	0	49.92	-		
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0	0				0	0				0	0					0	0	0	128.84	-		
COMMON OFFICE DEVICES																											
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube			5	5	49.15				5	5	49.15			5	5	49.15			5	5	49.15	20	9.83	196.60		
2 CUTTER KNIFE, heavy duty	piece			5	5	98.8				5	5	98.8			5	5	98.8			5	5	98.8	20	19.76	395.20		
3 DATING AND STAMPING MACHINE	piece			5	5	2391.9				5	5	2391.9			0	0				1	1	478.38	11	478.38	5,262.18		
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0	0				5	5	936			5	5	936				0	0	10	187.20	1,872.00		
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0	0				5	5	571.4			5	5	571.4				0	0	10	114.28	1,142.80		
6 SCISSORS, (6")	pair			20	20	274.6				20	20	274.6			10	10	137.3				0	0	50	13.73	686.50		
7 STAPLER, standard	piece			5	5	460.8				5	5	460.8			5	5	460.8			5	5	460.8	20	92.16	1,843.20		

Item & Specifications	Unit of Measure	Quantity Requirement																			Price Catalogue as of Oct 1, 2017	TOTAL AMOUNT					
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8 STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0	0				0	0				1	1	878.8				0	0	1	878.80	878.80		
9 STAPLE REMOVER, plier type	piece			12	12	262.08			12	12	262.08				12	12	262.08			12	12	262.08	48	21.84	1,048.32		
10 TAPE DISPENSER, table top	piece			5	5	247.95			5	5	247.95						0	0			0	0	10	49.59	495.90		
11 WASTE BASKET, non-rigid plastic	piece			20	20	499.2			20	20	499.2				20	20	499.2			20	20	499.2	80	24.96	1,996.80		
COMMON JANITORIAL SUPPLIES																											
1 BROOM, soft (tambo)	piece			25	25	2210			25	25	2210				25	25	2210					0	0	75	88.40	6,630.00	
2 BROOM, stick (tingting)	piece			10	10	239.2			10	10	239.2						0	0					0	0	20	23.92	478.40
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0	0				0	0						0	0					0	0	0	41.60	-
4 CLEANSER, scouring powder, 350grams/can	can			50	50	1063.5			50	50	1063.5						0	0					0	0	100	21.27	2,127.00
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch			100	100	3743			50	50	1871.5			100	100	3743			50	50	1871.5	300	37.43	11,229.00			
6 DISINFECTANT SPRAY, 400-550 grams	can			50	50	6019			50	50	6019			50	50	6019					50	50	1871.5	300	37.43	11,229.00	
7 DUST PAN, non-rigid plastic	piece			10	10	270.4			10	10	270.4			10	10	270.4			10	10	270.4	40	27.04	1,081.60			
8 FLOOR WAX, Paste, red	can			10	10	2693.6			10	10	2693.6			10	10	2693.6			10	10	2693.6	40	269.36	10,774.40			
9 FURNITURE CLEANER, aerosol, 300mL/can	can			50	50	4368			50	50	4368			50	50	4368							0	0	150	87.36	13,104.00
10 INSECTICIDE, aerosol type, 600mL/can	can			50	50	6864			50	50	6864			50	50	6864							0	0	150	137.28	20,592.00
11 MOPBUCKET	piece			1	1	1911			1	1	1911						0	0					0	0	2	1,911.00	3,822.00
12 MOPHANDLE, screw type, aluminum handle	piece			10	10	1424.8			10	10	1424.8			10	10	1424.8							0	0	30	142.48	4,274.40
13 MOPHEAD, made of rayon	piece			24	24	2545.9			24	24	2545.9			24	24	2545.9			24	24	2545.9	96	106.08	10,183.68			
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle			1	1	49.69			1	1	49.69			1	1	49.69			1	1	49.69	4	49.69	4	49.69	198.76	
15 SCOURING PAD, 5 pieces per pack	pack			5	5	514.8			5	5	514.8			5	5	514.8			5	5	514.8	20	102.96	2,059.20			
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0	0				0	0												0	0	0	139.88	-
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	0					0	0	0	10,400.00	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0	0				0	0						0	0					0	0	0	135.20	-
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0	0				0	0						0	0					0	0	0	413.92	-
4 CHAIR, monobloc, without armrest, beige	piece				0	0				0	0						0	0					0	0	0	262.60	-
5 CHAIR, monobloc, without armrest, white	piece				0	0				0	0						0	0					0	0	0	262.60	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0	0				0	0						0	0					0	0	0	6,565.52	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0	0				0	0						0	0					0	0	0	25,376.00	-
8 ELECTRIC FAN, industrial	unit				0	0				0	0						0	0					0	0	0	1,049.36	-
9 ELECTRIC FAN, orbit type	unit	2			2	2639.5			2	2	2639.5						0	0			1	1	1319.8	5	1,319.76	6,598.80	
10 ELECTRIC FAN, stand type	unit				0	0				0	0						0	0					0	0	0	967.10	-
11 ELECTRIC FAN, wall type	unit	2			2	1503.8			2	2	1503.8						0	0			1	1	751.92	5	751.92	3,759.60	

Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue as of Oct 1, 2017	TOTAL AMOUNT
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit				0	0				0	0				0	0				0	0	0	3,502.72	-
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0	0				0	0				0	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	0				0	0	0	4,992.00	-
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0	0				0	0				0	0				0	0	0	41,116.70	-
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	0				0	0	0	8,088.08	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0	0				0	0				0	0				0	0	0	5,699.20	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0	0				0	0				0	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	0				0	0	0	5,831.52	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0	0				0	0				0	0				0	0	0	10,000.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0	0				0	0				0	0				0	0	0	715.52	-
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0	0				0	0				0	0				0	0	0	1,323.92	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0	0				0	0				0	0				0	0	0	1,326.00	-
COMMON COMPUTER SUPPLIES																								
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0	0				0	0				0	0				0	0	0	682.24	-
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0	0				0	0				0	0				0	0	0	1,029.60	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0	0				0	0				0	0				0	0	0	765.44	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0	0				0	0				0	0				0	0	0	1,300.00	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0	0				0	0				0	0				0	0	0	596.80	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box			5	5	5174				0	0	5			5	5174				0	0	10	1,034.80	10,348.00
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece			10	10	217.9			10	10	217.9	10			10	217.9	20			20	435.8	50	21.79	1,089.50
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			2	2	6063.2			3	3	9094.8	3			1	3031.6	2			2	6063.2	8	3,031.60	24,252.80
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece			5	5	1258.4			5	5	1258.4	20			20	5033.6	20			20	5033.6	50	251.68	12,584.00
10 MOUSE, optical, USB connection type	unit			10	10	1278			10	10	1278	10			10	1278	10	10		20	2556	50	127.80	6,390.00

Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue as of Oct 1, 2017	TOTAL AMOUNT
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
11 Mithi Desktop Computer, HP 280 G2 Microtower	unit			2	2	69014				0	0				0	0				0	0	2	34,507.20	69,014.40
HANDBOOK ON PROCUREMENT																								
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0	0				0	0				0	0				0	0	0	46.28	-
CONSUMABLES																								
1 INK CART, BROTHER LC39BK, Black	cart				0	0				0	0				0	0				0	0	0	681.20	-
2 INK CART, BROTHER LC39C, Cyan	cart				0	0				0	0				0	0				0	0	0	447.20	-
3 INK CART, BROTHER LC39M, Magenta	cart				0	0				0	0				0	0				0	0	0	447.20	-
4 INK CART, BROTHER LC39Y, Yellow	cart				0	0				0	0				0	0				0	0	0	447.20	-
5 INK CART, BROTHER LC67B, Black	cart				0	0				0	0				0	0				0	0	0	910.00	-
6 INK CART, BROTHER LC67C, Cyan	cart				0	0				0	0				0	0				0	0	0	546.00	-
7 INK CART, BROTHER LC67M, Magenta	cart				0	0				0	0				0	0				0	0	0	546.00	-
8 INK CART, BROTHER LC67Y, Yellow	cart				0	0				0	0				0	0				0	0	0	546.00	-
9 INK CART, BROTHER LC67HYBK, Black	cart				0	0				0	0				0	0				0	0	0	1,601.60	-
10 INK CART, BROTHER LC67HYC, Cyan	cart				0	0				0	0				0	0				0	0	0	868.40	-
11 INK CART, BROTHER LC67HYM, Magenta	cart				0	0				0	0				0	0				0	0	0	868.40	-
12 INK CART, BROTHER LC67HY, Yellow	cart				0	0				0	0				0	0				0	0	0	868.40	-
13 INK CART, CANON PG-810, Black	cart				0	0				0	0				0	0				0	0	0	619.84	-
14 INK CART, CANON PG-740, Black	cart				0	0				0	0				0	0				0	0	0	702.00	-
15 INK CART, CANON PGI-725, Black	cart				0	0				0	0				0	0				0	0	0	491.92	-
16 INK CART, CANON CLI-726, Black	cart				0	0				0	0				0	0				0	0	0	464.88	-
17 INK CART, CANON CL-811, Colored	cart				0	0				0	0				0	0				0	0	0	819.52	-
18 INK CART, CANON CL-741, Colored	cart				0	0				0	0				0	0				0	0	0	819.52	-
19 INK CART, CANON CLI-726, Cyan	cart				0	0				0	0				0	0				0	0	0	535.60	-
20 INK CART, CANON CLI-726, Magenta	cart				0	0				0	0				0	0				0	0	0	535.60	-
21 INK CART, CANON CLI-726, Yellow	cart				0	0				0	0				0	0				0	0	0	535.60	-
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0	0				0	0				0	0				0	0	0	491.92	-
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0	0				0	0				0	0				0	0	0	770.64	-
24 INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0				0	0				0	0				0	0	0	426.40	-
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0				0	0				0	0				0	0	0	426.40	-
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0				0	0				0	0				0	0	0	426.40	-
27 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0				0	0				0	0				0	0	0	426.40	-
28 INK CART, EPSON C13T6664100 (T6641), Black	cart			50	50	12740			50	50	12740			20	20	5096				0	0	120	254.80	30,576.00
29 INK CART, EPSON C13T6664200 (T6642), Cyan	cart			25	25	6370			25	25	6370			15	15	3822				0	0	65	254.80	16,562.00
30 INK CART, EPSON C13T6664300 (T6643), Magenta	cart			25	25	6370			25	25	6370			15	15	3822				0	0	65	254.80	16,562.00
31 INK CART, EPSON C13T6664400 (T6644), Yellow	cart			25	25	6370			25	25	6370			15	15	3822				0	0	65	254.80	16,562.00
32 INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0				0	0	0	1,310.40	-
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,612.00	-
34 INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0				0	0	0	1,492.40	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0				0	0	0	1,523.60	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0				0	0	0	1,029.60	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0				0	0	0	1,029.60	-

Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue as of Oct 1, 2017	TOTAL AMOUNT
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0				0	0	0	1,029.60	-
39 INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0				0	0	0	891.28	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0				0	0	0	672.88	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0				0	0	0	672.88	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0				0	0	0	672.88	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,513.20	-
44 INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0				0	0	0	1,237.60	-
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,346.80	-
46 INK CART, HP C6656AA, (HP56), Black	cart				0	0				0	0				0	0				0	0	0	921.44	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,466.40	-
48 INK CART, HP C8727AA, (HP27), Black	cart				0	0				0	0				0	0				0	0	0	800.80	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0				0	0	0	884.00	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,103.44	-
51 INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0				0	0	0	1,357.20	-
52 INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0				0	0	0	643.76	-
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0				0	0	0	751.92	-
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,346.80	-
55 INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0				0	0	0	600.08	-
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,490.32	-
57 INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0				0	0	0	811.20	-
58 INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0				0	0	0	296.40	-
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0				0	0	0	360.88	-
60 INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0				0	0	0	678.08	-
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0				0	0	0	1,461.20	-
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0				0	0	0	780.00	-
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,482.00	-
64 INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0				0	0				0	0	0	634.40	-
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0				0	0	0	1,398.80	-
66 INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0				0	0				0	0				0	0	0	747.76	-
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,627.60	-
68 INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0				0	0				0	0	0	634.40	-
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0				0	0				0	0				0	0	0	977.60	-
70 INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0				0	0	0	1,004.64	-
71 INK CART, HP CD887AA, (HP703), Black	cart				0	0				0	0				0	0				0	0	0	346.32	-
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0				0	0				0	0				0	0	0	346.32	-
73 INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0				0	0	0	792.48	-
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0				0	0				0	0				0	0	0	608.40	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0				0	0	0	608.40	-
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0				0	0				0	0	0	608.40	-
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0				0	0				0	0	0	1,144.00	-
78 INK CART, HP CH561WA, (HP61), Black	cart				0	0				0	0				0	0				0	0	0	608.40	-
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0				0	0				0	0				0	0	0	752.96	-
80 INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0				0	0				0	0	0	1,542.32	-
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0				0	0				0	0	0	1,144.00	-
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0				0	0				0	0	0	1,144.00	-

Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue as of Oct 1, 2017	TOTAL AMOUNT
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0				0	0				0	0				0	0	0	1,144.00	-
84 INK CART, HP CN692AA, (HP704), Black	cart				0	0				0	0				0	0				0	0	0	346.32	-
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				0	0				0	0				0	0				0	0	0	346.32	-
86 INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0				0	0				0	0	0	357.76	-
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0				0	0				0	0	0	360.88	-
88 INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0				0	0				0	0	0	364.00	-
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0				0	0	0	239.20	-
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0				0	0	0	239.20	-
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0				0	0	0	239.20	-
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0				0	0				0	0				0	0	0	915.20	-
93 INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				0	0				0	0	0	1,003.60	-
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0				0	0				0	0	0	1,196.00	-
95 TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0				0	0	0	2,556.32	-
96 TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0				0	0	0	1,820.00	-
97 TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0				0	0	0	2,860.00	-
98 TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0				0	0	0	3,336.32	-
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (Color Printer)	cart				0	0				0	0				0	0				0	0	0	4,971.20	-
100 TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0				0	0	0	2,741.44	-
101 TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0				0	0	0	5,352.88	-
102 TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0				0	0	0	2,971.28	-
103 TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0				0	0	0	2,719.60	-
104 TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0				0	0	0	3,062.80	-
105 TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0				0	0	0	3,266.64	-
106 TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0				0	0	0	2,970.24	-
107 TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0				0	0	0	2,970.24	-
108 TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0				0	0	0	2,970.24	-
109 TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0				0	0	0	7,321.60	-
110 TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0				0	0	0	5,163.60	-
111 TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0				0	0	0	4,843.28	-
112 TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0				0	0	0	4,843.28	-
113 TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0				0	0	0	4,843.28	-
114 TONER CART, HP CE255A, Black	cart				0	0				0	0				0	0				0	0	0	6,355.44	-
115 TONER CART, HP CE278A, Black	cart				0	0				0	0				0	0				0	0	0	3,070.08	-
116 TONER CART, HP CE285A (HP85A), Black	cart				0	0				0	0				0	0				0	0	0	2,707.12	-
117 TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0				0	0	0	2,317.12	-
118 TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0				0	0	0	2,475.20	-
119 TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0				0	0	0	2,475.20	-
120 TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0				0	0	0	2,475.20	-
121 TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0				0	0	0	3,057.60	-
122 TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0				0	0	0	2,943.20	-
123 TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0				0	0	0	2,943.20	-
124 TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0				0	0	0	2,943.20	-
125 TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0				0	0	0	7,280.00	-
126 TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0				0	0	0	6,595.68	-
127 TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0				0	0	0	9,655.36	-

Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue as of Oct 1, 2017	TOTAL AMOUNT
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
128 TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0				0	0	0	9,655.36	-
129 TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0				0	0	0	9,655.36	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0				0	0	0	3,640.00	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0				0	0	0	5,392.40	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0				0	0	0	5,392.40	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0				0	0	0	5,392.40	-
134 TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0				0	0	0	3,660.80	-
135 TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0				0	0	0	6,721.52	-
136 TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0				0	0	0	2,971.28	-
137 TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0				0	0	0	3,328.00	-
138 TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0				0	0	0	7,280.00	-
139 TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0				0	0	0	3,530.80	-
140 TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0				0	0	0	7,644.00	-
141 TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0				0	0	0	10,845.12	-
142 TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0				0	0	0	10,845.12	-
143 TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0				0	0	0	10,845.12	-
144 TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0				0	0	0	3,317.60	-
145 TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0				0	0	0	3,614.00	-
146 TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0				0	0	0	3,614.00	-
147 TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0				0	0	0	3,614.00	-
148 TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0				0	0	0	5,526.56	-
149 TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0				0	0	0	5,495.36	-
150 TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0				0	0	0	5,844.80	-
151 TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0				0	0	0	5,844.80	-
152 TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0				0	0	0	3,763.76	-
153 TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0				0	0	0	8,874.32	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0				0	0	0	9,630.40	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0				0	0	0	4,836.00	-
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0				0	0	0	2,600.00	-
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				0	0				0	0	0	2,912.00	-
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0				0	0				0	0				0	0	0	2,912.00	-
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0				0	0				0	0	0	2,548.00	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0				0	0				0	0				0	0	0	2,860.00	-
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0				0	0				0	0				0	0	0	2,600.00	-
162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0				0	0				0	0				0	0	0	3,120.00	-
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0				0	0				0	0				0	0	0	7,280.00	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0				0	0				0	0				0	0	0	5,512.00	-
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0	0				0	0				0	0				0	0	0	9,464.00	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0				0	0				0	0				0	0	0	8,008.00	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0				0	0				0	0				0	0	0	4,784.00	-
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0				0	0				0	0				0	0	0	4,212.00	-
169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart			10	10	767.5			10	10	767.5			10	10	767.5			10	10	767.5	40	76.75	3,070.00
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0				0	0				0	0				0	0	0	724.88	-
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	0				0	0				0	0				0	0	0	334.88	-
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0	0				0	0				0	0				0	0	0	75.92	-

Item & Specifications	Unit of Measure	Quantity Requirement														Price Catalogue as of Oct 1, 2017	TOTAL AMOUNT								
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3			Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	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 BALLAST, 36 watts	piece				0	0				0	0				0	0				0	0	0	74.78	-	
2 FLUORESCENT LAMP, tubular, 14 watts	tube				0	0				0	0				0	0				0	0	0	88.40	-	
3 FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set				0	0				0	0				0	0				0	0	0	364.00	-	
COMMON OFFICE EQUIPMENT																									
1 CALCULATOR, MINI-PRINTING, 1 unit per box	unit				0	0				0	0				0	0				0	0	0	930.80	-	
2 CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit				0	0				0	0				0	0				0	0	0	1,965.60	-	
3 ELECTRONIC TIME RECORDER OR BUNDY CLOCK, electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts	unit				0	0				0	0				0	0				0	0	0	3,315.52	-	
4 MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color	unit	2			2	5408				0	0				0	0				0	0	2	2,704.00	5,408.00	
5 WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEE 802.3u, IEEE 802.3, interface: 4 x 10/100 ports, 1 x 10/100 WAN port, LED indicator: Power, WLAN, LAN(10/100), Internet Status, with patch cable and power adapter, warranty: one(1) year warranty, frequency band: 2.4 GHz, one(1) unit/box	unit				0	0				0	0				0	0				0	0	0	1,037.92	-	
COMMON OFFICE SUPPLIES																									
1 CARTOLINA, white, 20 pieces per pack	pack			25	25	1300			25	25	1300				25	25	1300			25	25	1300	100	52.00	5,200.00
2 CLIP, bulldog, 73mm (3")	piece			10	10	83.2			10	10	83.2				10	10	83.2			10	10	83.2	40	8.32	332.80
3 COLUMNAR PAD, 18 cols, 50 gsm min.	pad				0	0				0	0				0	0				0	0	0	65.52	-	
4 ENVELOPE, PAY, 500 pieces per box	box				0	0				0	0				0	0				0	0	0	114.71	-	
5 ILLUSTRATION BOARD, (30"x40")	piece				0	0				0	0				0	0				0	0	0	35.05	-	
6 INDEX CARD BOX, 3"x5"	piece				0	0				0	0				0	0				0	0	0	36.40	-	
7 INDEX CARD BOX, 5"x8"	piece				0	0				0	0				0	0				0	0	0	55.12	-	
8 INDEX CARD, 3"x5", 500 pieces per pack	pack				0	0				0	0				0	0				0	0	0	51.27	-	
9 INDEX CARD, 5"x8", 500 pieces per pack	pack				0	0				0	0				0	0				0	0	0	139.34	-	
10 MANILA PAPER, 10sheets per pack	pack				0	0				0	0				0	0				0	0	0	26.00	-	
11 MAP PIN, round head, 100 pieces per case	case				0	0				0	0				0	0				0	0	0	40.35	-	
12 OIL, for general purpose lubricant, 120 mL	bottle				0	0				0	0				0	0				0	0	0	36.90	-	
13 PAPER, Thermal, 210mm x 30m	roll				0	0				0	0				0	0				0	0	0	29.95	-	
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case				0	0				0	0				0	0				0	0	0	24.96	-	
15 RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool				0	0				0	0				0	0				0	0	0	16.12	-	
16 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle				0	0				0	0				0	0				0	0	0	150.80	-	
17 RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle				0	0				0	0				0	0				0	0	0	291.03	-	
18 STAPLE WIRE, Heavy duty, 23/17	box				0	0				0	0				0	0				0	0	0	41.48	-	
19 TAPE DISPENSER, handheld	piece				0	0				0	0				0	0				0	0	0	29.10	-	
20 TAPE, for adding machine	roll				0	0				0	0				0	0				0	0	0	8.11	-	

Item & Specifications	Unit of Measure	Quantity Requirement														Price Catalogue as of Oct 1, 2017	TOTAL AMOUNT								
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3			Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity	
21 TIME CARD, for Amano Bundy Clock,100 pieces bundle	bundle				0	0					0	0			0	0					0	0	0	69.47	-
COMMON JANITORIAL SUPPLIES																									
1 FLOOR WAX, Liquid type, natural	can				0	0					0	0			0	0					0	0	0	370.50	-
2 FLOOR WAX, Paste type, natural	can				0	0					0	0			0	0					0	0	0	223.60	-
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece				0	0					0	0			0	0					0	0	0	22.36	-
CONSUMABLES																									
1 INK CART, EPSON C13T103190 (103), Black	cart				0	0					0	0			0	0					0	0	0	866.32	-
2 INK CART, EPSON C13T103290 (103), Cyan	cart				0	0					0	0			0	0					0	0	0	577.20	-
3 INK CART, EPSON C13T103390 (103), Magenta	cart				0	0					0	0			0	0					0	0	0	577.20	-
4 INK CART, EPSON C13T103490 (103), Yellow	cart				0	0					0	0			0	0					0	0	0	577.20	-
5 INK CART, EPSON C13T143190 (143), Black	cart				0	0					0	0			0	0					0	0	0	587.60	-
6 INK CART, EPSON C13T143290 (143), Cyan	cart				0	0					0	0			0	0					0	0	0	465.92	-
7 INK CART, EPSON C13T143390 (143), Magenta	cart				0	0					0	0			0	0					0	0	0	465.92	-
8 INK CART, EPSON C13T143490 (143), Yellow	cart				0	0					0	0			0	0					0	0	0	465.92	-
9 INK CART, EPSON C13T166190 (166XL), Black	cart				0	0					0	0			0	0					0	0	0	176.80	-
10 INK CART, EPSON C13T166290 (166XL), Cyan	cart				0	0					0	0			0	0					0	0	0	332.80	-
11 INK CART, EPSON C13T166390 (166XL), Magenta	cart				0	0					0	0			0	0					0	0	0	332.80	-
12 INK CART, EPSON C13T166490 (166XL), Yellow	cart				0	0					0	0			0	0					0	0	0	332.80	-
13 INK CART, HP C4836A, (HP11), Cyan	cart				0	0					0	0			0	0					0	0	0	1,535.04	-
14 INK CART, HP C4837A, (HP11), Magenta	cart				0	0					0	0			0	0					0	0	0	1,535.04	-
15 INK CART, HP C4838A, (HP11), Yellow	cart				0	0					0	0			0	0					0	0	0	1,535.04	-
16 RIBBON CART, LEXMARK 3070169 (11A3550)	cart				0	0					0	0			0	0					0	0	0	780.00	-
17 RIBBON CART., FUJITSU DL 3850	cart				0	0					0	0			0	0					0	0	0	447.20	-
18 TONER CART, BROTHER TN-150BK, Black	cart				0	0					0	0			0	0					0	0	0	3,239.60	-
19 TONER CART, BROTHER TN-150C, Cyan	cart				0	0					0	0			0	0					0	0	0	3,707.60	-
20 TONER CART, BROTHER TN-150M, Magenta	cart				0	0					0	0			0	0					0	0	0	3,707.60	-
21 TONER CART, BROTHER TN-150Y, Yellow	cart				0	0					0	0			0	0					0	0	0	3,707.60	-
22 TONER CART, BROTHER TN-155BK, Black	cart				0	0					0	0			0	0					0	0	0	4,576.00	-
23 TONER CART, FUJI XEROX CWAA0762, Black	cart				0	0					0	0			0	0					0	0	0	5,683.60	-
24 TONER CART, HP CE250A, Black	cart				0	0					0	0			0	0					0	0	0	5,408.00	-
25 TONER CART, HP CE251A, Cyan	cart				0	0					0	0			0	0					0	0	0	10,551.84	-
26 TONER CART, HP CE252A, Yellow	cart				0	0					0	0			0	0					0	0	0	10,551.84	-
27 TONER CART, HP CE253A, Magenta	cart				0	0					0	0			0	0					0	0	0	10,551.84	-
28 TONER CART, HP Q1338A, Black	cart				0	0					0	0			0	0					0	0	0	6,676.80	-
29 TONER CART, HP Q6511A, Black	cart				0	0					0	0			0	0					0	0	0	5,892.64	-
30 TONER CART, HP Q7551A, Black	cart				0	0					0	0			0	0					0	0	0	6,162.00	-
31 TONER CART, LEXMARK 34217HR, Black	cart				0	0					0	0			0	0					0	0	0	4,712.24	-
32 TONER CART, SAMSUNG ML-2250D5, Black	cart				0	0					0	0			0	0					0	0	0	4,784.00	-
33 TONER CART, SAMSUNG ML-D3050B, Black	cart				0	0					0	0			0	0					0	0	0	6,656.00	-
Office Equipment and Accessories																									
1	units				0	0					0	0			0	0					0	0	0		-
2	units				0	0					0	0			0	0					0	0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue as of Oct 1, 2017	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity			
3					0	0				0	0				0	0				0	0	0			
4					0	0				0	0				0	0				0	0	0			
5					0	0				0	0				0	0				0	0	0			
6					0	0				0	0				0	0				0	0	0			
7					0	0				0	0				0	0				0	0	0			
8					0	0				0	0				0	0				0	0	0			
9					0	0				0	0				0	0				0	0	0			
10					0	0				0	0				0	0				0	0	0			
Office Supplies																									
1 Ballpen Black	pcs			50	50	245				50	50	245			50	50	245			50	50	245	200	4.90	980.00
2 Ballpen Blue	pcs			10	10	49				10	10	49			10	10	49			10	10	49	40	4.90	196.00
3 Ballpen Red	pcs			10	10	49				10	10	49			10	10	49			10	10	49	40	4.90	196.00
4 White Board Refill Ink	bottles			20	20	1800				20	20	1800			30	30	2700			30	30	2700	100	90.00	9,000.00
5					0	0				0	0				0	0				0	0	0			
6					0	0				0	0				0	0				0	0	0			
7					0	0				0	0				0	0				0	0	0			
8					0	0				0	0				0	0				0	0	0			
9					0	0				0	0				0	0				0	0	0			
10					0	0				0	0				0	0				0	0	0			
Audio and visual presentation and composing equipment						0																			
1					0	0				0	0				0	0				0	0	0			
2					0	0				0	0				0	0				0	0	0			
3					0	0				0	0				0	0				0	0	0			
4					0	0				0	0				0	0				0	0	0			
5					0	0				0	0				0	0				0	0	0			
6					0	0				0	0				0	0				0	0	0			
7					0	0				0	0				0	0				0	0	0			
8					0	0				0	0				0	0				0	0	0			
9					0	0				0	0				0	0				0	0	0			
10					0	0				0	0				0	0				0	0	0			
Photographic or filming or video equipment						0																			
1					0	0				0	0				0	0				0	0	0			
2					0	0				0	0				0	0				0	0	0			
3					0	0				0	0				0	0				0	0	0			
4					0	0				0	0				0	0				0	0	0			
5					0	0				0	0				0	0				0	0	0			
6					0	0				0	0				0	0				0	0	0			
7					0	0				0	0				0	0				0	0	0			
8					0	0				0	0				0	0				0	0	0			
9					0	0				0	0				0	0				0	0	0			
10					0	0				0	0				0	0				0	0	0			
Cleaning Equipment and Supplies						0																			
1 Zonrox	bottles				0	0				0	0				0	0				0	0	0		40.00	-
2 Muriatic Acid	bottles			2	2	600				2	2	600			1	1	300			0	0	5	300.00	1,500.00	
3 WD 40	bottles			2	2	735				0	0	2			2	735			1	1	367.5	5	367.50	1,837.50	
4 Contact Cleaner	bottles			2	2	735				2	2	735			1	1	367.5			1	1	367.5	6	367.50	2,205.00

Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue as of Oct 1, 2017	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity			
5 Deodorant Cake	box			40	40	1055.2			40	40	1055.2			40	40	1055.2			40	40	1055.2	160	26.38	4,220.80	
6					0	0				0	0				0	0					0	0	0		-
7					0	0				0	0				0	0					0	0	0		-
8					0	0				0	0				0	0					0	0	0		-
9					0	0				0	0				0	0					0	0	0		-
10					0	0				0	0				0	0					0	0	0		-
Paper Materials and Products						0																			-
1 Accreditation Folder	pcs			100	100	3000			100	100	3000			100	100	3000	100		100	200	6000	500	30.00	15,000.00	
2 Sticker Paper	pcs			10	10	100			10	10	100			10	10	100	20		10	30	300	60	10.00	600.00	
3					0					0					0						0		0		-
4					0					0					0						0		0		-
5					0	0				0	0				0	0					0	0	0		-
6					0	0				0	0				0	0					0	0	0		-
7					0	0				0	0				0	0					0	0	0		-
8					0	0				0	0				0	0					0	0	0		-
9					0	0				0	0				0	0					0	0	0		-
10					0	0				0	0				0	0					0	0	0		-
11					0	0				0	0				0	0					0	0	0		-
12					0	0				0	0				0	0					0	0	0		-
Lighting and fixtures and accessories						0																			-
1					0	0				0	0				0	0					0	0	0		-
2					0	0				0	0				0	0					0	0	0		-
3					0	0				0	0				0	0					0	0	0		-
4					0	0				0	0				0	0					0	0	0		-
5					0	0				0	0				0	0					0	0	0		-
6					0	0				0	0				0	0					0	0	0		-
7					0	0				0	0				0	0					0	0	0		-
8					0	0				0	0				0	0					0	0	0		-
9					0	0				0	0				0	0					0	0	0		-
10					0	0				0	0				0	0					0	0	0		-
Electrical equipment and components and supplies						0																			-
1					0	0				0	0				0	0					0	0	0		-
2					0	0				0	0				0	0					0	0	0		-
3					0	0				0	0				0	0					0	0	0		-
4					0	0				0	0				0	0					0	0	0		-
5					0	0				0	0				0	0					0	0	0		-
6					0	0				0	0				0	0					0	0	0		-
7					0	0				0	0				0	0					0	0	0		-
8					0	0				0	0				0	0					0	0	0		-
9					0	0				0	0				0	0					0	0	0		-
10					0	0				0	0				0	0					0	0	0		-
Computer Supplies						0																			-
1					0	0				0	0				0	0					0	0	0		-
2					0	0				0	0				0	0					0	0	0		-
3					0	0				0	0				0	0					0	0	0		-
4					0	0				0	0				0	0					0	0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of Oct 1, 2017	TOTAL AMOUNT				
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity			
5					0	0				0	0				0	0					0	0	0		-		
6					0	0				0	0				0	0						0	0	0		-	
7					0	0				0	0				0	0						0	0	0		-	
8					0	0				0	0				0	0						0	0	0		-	
9					0	0				0	0				0	0						0	0	0		-	
10					0	0				0	0				0	0						0	0	0		-	
Computer Equipment and Accessories																										-	
1 Toner OKI Model	pcs				0	0				0	0				0	0						0	0	0		4,000.00	
2 Samsung Toner	bottles				0	0				0	0				0	0						0	0	0		315.00	
3 Samsung Drum	pcs				0	0				0	0				0	0						0	0	0		140.00	
4 INEO 164 Toner	set			2	2	7000			2	2	7000			2	2	7000	4		2	6	21000	12			3,500.00	42,000.00	
5 EPSON FX-2190 Ribbon	rolls				0	0				0	0				0	0						0	0	0		234.88	
6 EPSON FX-2190 Printer	units				0	0				0	0				0	0						0	0	0		10,000.00	
7 Sharp Drum Developer	pcs			2	2	4000			2	2	4000			2	2	4000	2		1	3	6000	9			2,000.00	18,000.00	
8 Sharp Cleaner Blade	pcs			2	2	4800			2	2	4800			2	2	4800	2		1	3	7200	9			2,400.00	21,600.00	
9 HP Officejet 7110 Ink - 932 (Black)	pcs				0	0				0	0				0	0						0	0	0		1,500.00	
10 HP Officejet 7110 Ink - 933 (Magenta)	pcs				0	0				0	0				0	0						0	0	0		800.00	
11 HP Officejet 7110 Ink - 933 (Blue)	pcs				0	0				0	0				0	0						0	0	0		800.00	
12 HP Officejet 7110 Ink - 933 (Yellow)	pcs				0	0				0	0				0	0						0	0	0		800.00	
13 Sharp Toner	pcs			2	2	8678			2	2	8678			2	2	8678	3		2	5	21695	11			4,339.00	47,729.00	
*Other Categories																										-	
1 Text Book and Instructional Materials	set	1			1	500000				0	0				0	0						0	0	1		500,000.00	500,000.00
2					0	0				0	0				0	0						0	0	0		-	
3					0	0				0	0				0	0						0	0	0		-	
4					0	0				0	0				0	0						0	0	0		-	
5					0	0				0	0				0	0						0	0	0		-	
6					0	0				0	0				0	0						0	0	0		-	
7					0	0				0	0				0	0						0	0	0		-	
8					0	0				0	0				0	0						0	0	0		-	
9					0	0				0	0				0	0						0	0	0		-	
10					0	0				0	0				0	0						0	0	0		-	
C. TOTAL (A + B):																										1,363,462.30	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										136,346.23	
E. GRAND TOTAL (C + D)																										1,499,808.53	
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		One Million Five Hundred Fifty Thousand Pesos Only.																					1,550,000.00				
G. MONTHLY CASH REQUIREMENTS																											
G.1 Available at Procurement Service Stores					248618					163129					169179							106531					
G.2 Other Items not available at PS but regularly purchased from other sources					539637					33494					34462							68411					

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Oct 1, 2017	TOTAL AMOUNT								
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug			Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT
TOTAL MONTHLY CASH REQUIREMENTS					788255					196624				203641						174942			

*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:




Engr. Jovito P. Bermante
Director, Administrative & Financial Services

Certified Funds Available /
Certified Appropriate Funds Available:



Madel D. De La Cruz
Accountant /
Local Budget Officer

Approved by:



Dr. Tirso A. Ronquillo
Head of Office/Agency

Date Prepared: November 6, 2017