

**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/Office BATANGAS STATE UNIVERSITY
 Region: MAIN & NCR
 Address: Rizal Avenue Extension, Batangas City

Agency Account Code: Z070

Contact Person: Mr. MARIO C. EBORA
 Position: Assistant Director, Procurement
 E-mail: procurement.batstateu@gmail.com
 Telephone/Mobile Nos: 439800385

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			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	38	3	3	44	26	4	3	33	36	4	3	43	26	3	2	31	151	20.28	3,062.28	
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	53	2	10	65	44	2	10	56	52	2	10	64	44	2	8	54	239	19.20	4,588.80	
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack	3	15		18	2	15		17	3	15		18	2	30		32	85	91.94	7,814.90	
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	10	5		15		5		5	10	5		15		3		3	38	40.97	1,556.86	
5 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece	6	7	5	18	6	7	5	18	6	6	5	17	6	6	5	17	70	75.39	5,277.30	
6 TAPE, ELECTRICAL, 18mm x 16M min	roll	16	1		17	16	1		17	16			16	16	1		17	67	18.93	1,268.31	

COMMON OFFICE SUPPLIES																					
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	5	2		7	5	2		7	10	2		12	4	2		6	32	766.73	24,535.36
2	AIR FRESHENER, aerosol, 280ml/150g min	can	42	24	8	74	46	32	28	106	46	35	26	107	47	30	24	101	388	88.69	34,411.72
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	43	68	26	137	42	58	32	132	43	68	26	137	42	40	44	126	532	49.73	26,456.36
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	5	3	3	11	3	3	3	9	3	3	3	9	3	3	3	9	38	210.91	8,014.58
6	CARTOLINA, assorted colors	pack	7	5	3	15	7	5	4	16	9	10	5	24	10	5	2	17	72	67.06	4,828.32
7	CHALK, molded, white, dustless, length: 78mm min	box	28	5	5	38	8	5	15	28	8	5	5	18	8	5	5	18	102	26.89	2,742.78
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	21	4		25	21	4		25	21	4		25	21	4		25	100	38.19	3,819.00
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	171	11	150	332	5	2		7	121	11		132	5	1		6	477	40.47	19,304.19
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	70	16	7	93	41	9	7	57	41	11	7	59	70	9	7	86	295	7.87	2,321.65
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	76	18	16	110	46	15	13	74	48	15	14	77	72	13	10	95	356	13.94	4,962.64
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	89	20	19	128	59	18	16	93	50	18	16	84	77	17	10	104	409	19.88	8,130.92
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	66	19	17	102	33	16	14	63	37	17	14	68	61	15	9	85	318	41.10	13,069.80
14	CORRECTION TAPE, film base type, UL 6m min	piece	96	50	39	185	79	44	41	164	85	40	38	163	78	46	37	161	673	18.26	12,288.98
15	DATA FILE BOX, made of chipboard, with closed ends	box	207	31	14	252	130	29	17	176	140	23	16	179	116	16	12	144	751	72.57	54,500.07
16	DATA FOLDER, made of chipboard, taglia lock	piece	80	8	3	91	38	8	3	49	51	8	3	62	28	10	5	43	245	71.39	17,490.55
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	2	2		4	1			1	1	1	1	3			1		9	424.47	3,820.23
18	ENVELOPE, DOCUMENTARY, for legal size document	box	44	7	2	53	2	3	5	10	24	3	3	30	1	2	2	5	98	538.80	52,802.40
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	41	4	3	48	22	3	3	28	24	4	4	32	22	3	2	27	135	667.84	90,158.40
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	17	13	1	31	7	10	1	18	7	12	1	20	6	10	1	17	86	28.71	2,469.06
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	8	3	3	14	3	2	3	8	3	2	4	9	3	1	3	7	38	341.79	12,988.02

22	ENVELOPE, mailing, white, with window	box	6	1		7				0					0			0	7	427.23	2,990.61
23	ERASER, FELT, for blackboard/whiteboard	piece	272	64	12	348	72	34	35	141	272	64	12	348	72	33	12	117	954	11.55	11,018.70
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	50	38	35	123	40	34	34	108	46	38	35	119	39	34	29	102	452	6.23	2,815.96
25	FASTENER, METAL, 70mm between prongs	box	71	25	28	124	46	24	28	98	49	29	24	102	41	24	23	88	412	59.37	24,460.44
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	42	18	6	66	5	16	6	27	9	18	6	33	5	16	5	26	152	73.59	11,185.68
27	FILE TAB DIVIDER, bristol board, for A4	set	25	12	10	47	25	12	10	47	20	12	10	42	20	11	10	41	177	12.98	2,297.46
28	FILE TAB DIVIDER, bristol board, for legal	set	35	22	10	67	35	21	10	66	30	22	10	62	30	21	10	61	256	17.31	4,431.36
29	FOLDER, FANCY, for A4 size documents	bundle	1	1		2				0		1		1				0	3	258.50	775.50
30	FOLDER, FANCY, for legal size documents	bundle	6	2	1	9	4	1	1	6	4	1	1	6	4		1	5	26	302.85	7,874.10
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	1			1				0				0				0	1	177.92	177.92
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	8	2		10	5	1		6	7	1		8	5	1		6	30	222.27	6,668.10
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	31	4	2	37	7	2	4	13	7	2	4	13	6	2	2	10	73	776.59	56,691.07
34	FOLDER, TAGBOARD, for A4 size documents	pack		4		4				0		1		1				0	5	226.05	1,130.25
35	FOLDER, TAGBOARD, for legal size documents	pack	28	12	2	42	15	8	5	28	15	9	3	27	10	8	3	21	118	208.38	24,588.84
36	GLUE, all purpose, gross weight: 200 grams min	jar	60	23	36	119	30	16	30	76	34	22	30	86	31	16	29	76	357	49.73	17,753.61
37	INDEX TAB, self-adhesive, transparent	box	129	34	63	226	73	23	8	104	68	22	8	98	73	22	8	103	531	53.74	28,535.94
38	LOOSELEAF COVER, made of chipboard, for legal	bundle	4	2	1	7	4	1	1	6	4	1	1	6	4	1	1	6	25	676.00	16,900.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	65	8		73		5	30	35	65	5		70		5		5	183	43.26	7,916.58
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	49	25	12	86	37	14	10	61	32	15	16	63	42	15	16	73	283	36.97	10,462.51
41	MARKER, whiteboard, black, felt tip, bullet type	piece	641	175	245	1061	393	138	259	790	493	222	245	960	392	148	259	799	3610	10.69	38,590.90
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	79	23	2	104	77	23	2	102	77	23	2	102	44	8	2	54	362	10.69	3,869.78
43	MARKER, whiteboard, red, felt tip, bullet type	piece	52	2	1	55	51	2	1	54	52	2	1	55	1	1	1	3	167	10.69	1,785.23
44	MARKER, PERMANENT, bullet type, black	piece	177	43	30	250	126	44	30	200	156	39	36	231	135	39	23	197	878	10.04	8,815.12

45	MARKER, PERMANENT, bullet type, blue	piece	12	1		13	10	1		11	12	1		13	10			10	47	10.04	471.88
46	MARKER, PERMANENT, bullet type, red	piece	10	1		11	10	1		11	10	1		11	10			10	43	10.04	431.72
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	5	21		26	5	21		26	5	21		26	5	20		25	103	12.52	1,289.56
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	88	25	16	129	37	20	7	64	40	20	16	76	37	19	7	63	332	32.45	10,773.40
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	50	27	18	95	38	22	9	69	41	22	18	81	38	21	9	68	313	44.32	13,872.16
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	33	26	22	81	28	26	22	76	33	26	22	81	28	25	22	75	313	59.49	18,620.37
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	15	18	25	58	25	18	5	48	15	18	5	38	30	8	5	43	187	18.99	3,551.13
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	127	39	36	202	97	37	40	174	103	39	33	175	95	36	30	161	712	6.91	4,919.92
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	91	49	36	176	53	37	41	131	63	37	42	142	53	36	39	128	577	14.04	8,101.08
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	149	36	85	270	61	31	80	172	142	37	75	254	62	32	63	157	853	137.66	117,423.98
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	520	185	255	960	275	155	185	615	425	145	195	765	905	135	160	1200	3540	160.94	569,727.60
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	74	50	53	177	65	46	48	159	63	49	48	160	58	47	48	153	649	119.09	77,289.41
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	525	215	160	900	225	210	160	595	225	215	160	600	205	210	160	575	2670	123.08	328,623.60
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	34	5	2	41	2	4	2	8	4	6	2	12	2	3	2	7	68	95.18	6,472.24
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	34.29	411.48
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	69	47	36	152	53	32	28	113	68	41	35	144	51	36	23	110	519	20.40	10,587.60
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece		1		1	1	1		2				0				0	3	319.07	957.21
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	96	29	30	155	28	23	31	82	48	24	26	98	27	21	27	75	410	62.73	25,719.30
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	36	6	11	53	29	6	12	47	30	5	12	47	27	5	10	42	189	97.34	18,397.26
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	11	8	1	20	10	7	1	18	10	8		18	9	6		15	71	267.14	18,966.94
65	RUBBER BAND, 70mm min lay flat length (#18)	box	34	6	4	44	18	6	6	30	19	6	8	33	18	9	2	29	136	97.04	13,197.44
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	34	9	8	51	17	7	5	29	17	9	8	34	17	7	7	31	145	16.10	2,334.50
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	126	84	59	269	105	46	79	230	107	64	60	231	105	42	59	206	936	35.99	33,686.64

68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	100	62	21	183	63	34	20	117	74	40	20	134	72	28	20	120	554	35.99	19,938.46
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	13	10	4	27	10	3	3	16	10	5	3	18	10	3	3	16	77	35.99	2,771.23
70	STAMP PAD INK, purple or violet	bottle	29	17	13	59	15	6	13	34	16	12	13	41	18	11	10	39	173	25.62	4,432.26
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	22	13	12	47	10	6	11	27	16	13	10	39	9	9	9	27	140	28.77	4,027.80
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	29	13	6	48	19	11	6	36	19	11	6	36	19	11	6	36	156	21.51	3,355.56
73	STAPLE WIRE, STANDARD, (26/6)	box	68	43	49	160	47	37	33	117	63	43	30	136	47	37	30	114	527	19.68	10,371.36
74	TAPE, MASKING, width: 24mm (±1mm)	roll	48	23	25	96	35	28	16	79	42	19	20	81	33	20	16	69	325	57.32	18,629.00
75	TAPE, MASKING, width: 48mm (±1mm)	roll	45	18	19	82	28	17	14	59	29	27	20	76	28	16	14	58	275	109.24	30,041.00
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	15	5	2	22	9	4	2	15	9	3	2	14	9	3	2	14	65	29.08	1,890.20
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	112	60	39	211	78	50	36	164	79	59	36	174	72	46	36	154	703	11.36	7,986.08
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	51	12	7	70	29	11	2	42	20	15	2	37	19	10	7	36	185	27.58	5,102.30
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	80	50	47	177	75	63	46	184	76	63	50	189	69	58	36	163	713	70.30	50,123.90
80	TWINE, plastic, one (1) kilo per roll	roll	1			1				0				0				0	1	51.92	51.92
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	1			1				0				0				0	1	133.99	133.99
82	Airline Travel	ticket	2			2	2			2	2			2	2			2	8	0.00	-

COMMON OFFICE DEVICES

1	CUTTER BLADE, for heavy duty cutter	tube	11	4	3	18	9	3	2	14	9	3	2	14	9	3	3	15	61	10.22	623.42
2	CUTTER KNIFE, for general purpose	piece	23	14	9	46	19	8	8	35	22	13	8	43	19	11	5	35	159	20.55	3,267.45
3	DATING AND STAMPING MACHINE, heavy duty	piece	15	5		20	1	2		3	1			1	1		1	2	26	497.52	12,935.52
4	PENCIL SHARPENER, manual, single cutter head	piece	20	7	1	28	4	7	1	12	3	2		5	2		1	3	48	194.69	9,345.12
5	PUNCHER, paper, heavy duty, with two hole guide	piece	14	8	8	30	8	3	9	20	10	6	9	25	7	3	7	17	92	123.42	11,354.64
6	SCISSORS, symmetrical, blade length: 65mm min	pair	36	14	9	59	16	9	9	34	20	12	9	41	16	10	8	34	168	14.28	2,399.04

7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	27	13	9	49	16	7	8	31	16	12	12	40	16	7	8	31	151	85.45	12,902.95
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	3	1		4	1	2		3	3	1	1	5	1			1	13	913.95	11,881.35
9	STAPLE REMOVER, PLIER-TYPE	piece	41	8	4	53	7	5	6	18	10	9	6	25	7	3	4	14	110	18.91	2,080.10
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	14	8	8	30	5	3	7	15	8	4	8	20	5	2	7	14	79	51.57	4,074.03
11	WASTEBASKET, non-rigid plastic	piece	35	15	10	60	10	9	8	27	31	14	9	54	10	9	6	25	166	25.96	4,309.36

COMMON JANITORIAL SUPPLIES

1	BROOM, soft (tambo)	piece	29	20	16	65	16	21	17	54	19	28	15	62	20	13	15	48	229	91.94	21,054.26
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	29	27	18	74	20	26	13	59	26	15	16	57	32	14	13	59	249	24.88	6,195.12
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	38	28	6	72	29	23	5	57	41	26	5	72	28	23	5	56	257	43.26	11,117.82
4	CLEANSER, SCOURING POWDER, 350g min./can	can	18	8	5	31	18	5	5	28	17	8	5	30	12	5	5	22	111	24.88	2,761.68
5	DETERGENT POWDER, all purpose, 1kg	pouch	122	98	32	252	102	107	26	235	103	108	31	242	102	107	26	235	964	38.93	37,528.52
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	15	12	8	35	15	8	8	31	16	12	8	36	15	5	8	28	130	125.20	16,276.00
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	18	16	1	35	9	9	1	19	17	11	2	30	9	4		13	97	28.12	2,727.64
8	FLOOR WAX, PASTE, RED	can	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	280.13	3,361.56
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	12	10	9	31	11	7	9	27	12	8	9	29	11	7	9	27	114	90.85	10,356.90
10	INSECTICIDE, aerosol type, net content: 600ml min	can	15	10	10	35	9	5	9	23	16	6	9	31	8	7	9	24	113	142.77	16,133.01
11	MOP BUCKET, heavy duty, hard plastic	piece	7			7	2			2	2			2				0	11	1,987.44	21,861.84
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	8	6	3	17	9	3	1	13	15	8	4	27	7	3	1	11	68	148.18	10,076.24
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	19	12	4	35	13	8	4	25	19	12	3	34	13	8	2	23	117	110.32	12,907.44
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	47	17	24	88	38	9	20	67	47	16	27	90	37	8	23	68	313	51.68	16,175.84
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	18	11	2	31	16	8	2	26	18	9	2	29	16	6	2	24	110	107.08	11,778.80
16	TRASHBAG, plastic, transparent	roll	27	20	13	60	27	19	13	59	27	19	13	59	30	13	13	56	234	145.48	34,042.32

17	DETERGENT BAR, 140 grams as packed	bar	26	6	4	36	4	4	4	12	4	6	4	14	19	4	4	27	89	7.57	673.73
COMMON OFFICE EQUIPMENT																					
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	1			1				0				0				0	1	10,816.00	10,816.00
2	CALCULATOR, compact, 12 digits	unit	6	4	2	12	4	1	2	7	6	1	2	9	4		1	5	33	140.61	4,640.13
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece			1	1			1	1			1	1			1	1	4	273.10	1,092.40
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0				0				0				0	0	6,828.14	-
6	DOCUMENT CAMERA, 3.2M pixels	unit	1			1				0			1	1				0	2	26,391.04	52,782.08
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit		3		3				0				0				0	3	1,091.33	3,273.99
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0				0				0				0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit		3		3		1	1	2		1		1		1		1	7	1,046.65	7,326.55
10	ELECTRIC FAN, WALL type, plastic blade	unit	5			5				0	5			5				0	10	782.00	7,820.00
11	FACSIMILE MACHINE, uses thermal paper	unit				0				0				0				0	0	3,642.83	-
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	29	6		35			4	4	4			2	6			0	45	1,123.78	50,570.10
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0				0	0	5,191.68	-
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0				0				0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit		1		1				0		1		1				0	2	8,411.60	16,823.20
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	1	2		3				0				0				0	3	5,927.17	17,781.51
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0				0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0				0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit		1		1				0				0				0	1	744.14	744.14
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-

21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-
22	Desktop Computer, branded	unit				0				0				0				0	0	35,887.49	-
23	Laptop Computer, branded	unit				0				0				0				0	0	36,587.28	-
COMMON COMPUTER SUPPLIES																					
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	3	2	2	7	3	2	2	7	3	2	3	8	3	2	3	8	30	709.53	21,285.90
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	2			2			2	2				0				0	4	1,070.78	4,283.12
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	796.06	9,552.72
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0				0				0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	9	1	1	11	5	1	4	10	8	1	1	10	4	1	4	9	40	620.67	24,826.80
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	1,076.19	12,914.28
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	81	9	10	100	80	9	10	99	81	9	12	102	81	9	8	98	399	22.66	9,041.34
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	5	3	2	10		1		1	2			2				0	13	3,152.86	40,987.18
9	FLASH DRIVE, 16 GB capacity	piece	22	6	5	33		2	5	7	16	2		18		3		3	61	261.75	15,966.75
10	MOUSE, optical, USB connection type	unit	20	3	4	27	14	3	4	21	19	2	4	25	42	2	4	48	121	140.39	16,987.19
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK (RA 9184), 7th Edition	piece	16			16	5	1		6	15			15	5			5	42	48.13	2,021.46
CONSUMABLES																					
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	2			2				0	2			2				0	4	1,070.78	4,283.12
4	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart	2			2				0	2			2				0	4	811.20	3,244.80

6	INK CART, EPSON C13T664100 (T6641), Black	cart	118	59	35	212	90	55	29	174	90	57	29	176	85	51	32	168	730	264.99	193,442.70
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	89	37	21	147	65	29	20	114	54	36	21	111	54	31	20	105	477	264.99	126,400.23
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	89	37	21	147	65	29	20	114	54	36	21	111	54	33	20	107	479	264.99	126,930.21
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	89	37	21	147	65	29	20	114	54	36	21	111	53	33	20	106	478	264.99	126,665.22
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	20			20				0				0				0	20	676.00	13,520.00
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	782.00	-
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 (HP72) 69ml Gray	cart				0				0				0				0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0				0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,292.51	-

29	INK CART, HP CH561WA, (HP61), Black	cart				0				0								0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0								0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0				0								0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0								0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0								0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0								0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0								0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0								0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0								0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0				0								0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart	3	4	3	10	3	4	3	10	3	4	3	10	3	4	3	10	40	373.15	14,926.00
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	3	4	3	10	3	4	3	10	3	4	3	10	3	4	3	10	40	373.15	14,926.00
41	INK CART, HP CZ107AA, (HP678), Black	cart	35	19	4	58	19	24	4	47	22	22	3	47	8	17	3	28	180	379.64	68,335.20
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart	41	20	3	64	14	14	3	31	16	13	2	31	5	13	2	20	146	379.64	55,427.44
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	6			6	6			6	6			6				0	18	361.00	6,498.00
48	INK CART, HP F6V27AA (HP680) Black	cart	8			8	8			8	8			8				0	24	358.00	8,592.00
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0				0				0	0	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0				0				0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0				0				0	0	0.00	-

52	INK CART, HP LoS60AA (HP955) Black Original	cart				0							0					0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0							0					0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0							0					0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0							0					0	0	0.00	-
56	INK CART, HP LoS72AA (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	10	10	12	32	10	10	10	30	12	10	12	34	10	10	4	24	120	79.82	9,578.40
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0												0	0	753.88	-
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart	30	15	15	60	11	10	15	36	15	16	30	61	15	10	8	33	190	78.96	15,002.40
68	TONER CART, BROTHER TN-2025, Black	cart				0												0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0												0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0												0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0												0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0												0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart	4			4												0	4	2,914.91	11,659.64
74	TONER CART, HP CB540A, Black	cart				0												0	0	3,444.90	-

75	TONER CART, HP CE255A, Black	cart				0				0							0	0	7,024.99	-	
76	TONER CART, HP CE278A, Black	cart				0				0							0	0	3,239.39	-	
77	TONER CART, HP CE285A (HP85A), Black	cart	20	7	7	34	8	5	2	15	10	6	10	26	9	4	2	15	90	3,009.01	270,810.90
78	TONER CART, HP CE310A, Black	cart	2			2				0	3			3				0	5	2,482.27	12,411.35
79	TONER CART, HP CE311A, Cyan	cart	2			2				0	3			3				0	5	2,590.43	12,952.15
80	TONER CART, HP CE312A, Yellow	cart	2			2				0	3			3				0	5	2,590.43	12,952.15
81	TONER CART, HP CE313A, Magenta	cart	2			2				0	3			3				0	5	2,590.43	12,952.15
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	-
91	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart	8	4	4	16	7	4	6	17	8	4	4	16	7	4	5	16	65	4,158.75	270,318.75
96	TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0				0				0	0	0.00	-

98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart																0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart																0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart																0	0	0.00	-
101	TONER CART, HP CF280XC	cart																0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart																0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart																0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart																0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart																0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart																0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart																0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart																0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart																0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart																0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart																0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart																0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart																0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart																0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart																0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart																0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart																0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart																0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart																0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart																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	1			1	1			1	1			1	4	6,600.00	26,400.00
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart	1			1	1			1	1			1	4	9,700.00	38,800.00
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart	1			1	1			1	1			1	4	9,700.00	38,800.00
125	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart	1			1	1			1	1			1	4	9,700.00	38,800.00
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	2			2	1			1	2			2	1	3,228.58	19,371.48
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	Adapter (Universal)	piece		2		2		2		2		2		2		2		2		2	8	75.00	600.00
2	Extension Cord Heavy Duty 6m-10m	piece		1	1	2		1	1				0	1	1			2		5		1,000.00	5,000.00
3	Fluorescent Ballast, 40 watts	piece	6		6	6		6	6				6	6				6		24		25.00	600.00
4	Fluorescent Lamp, Tubular, 14watts	piece	4		4								0					0		4		88.40	353.60
5	Fluorescent Tube 20 watts	piece	6		6	6		6	6				6	6				6		24		65.00	1,560.00
6	Fluorescent Tube 40 watts	piece	20		20	20		20	20				20	20				20		80		85.00	6,800.00
7	Starter FS4, 40 watts	box	2		2								0					0		2		412.50	825.00

COMMON OFFICE EQUIPMENT

1							0						0					0		0			-
2							0						0					0		0			-
3							0						0					0		0			-

4					0				0				0				0	0		
5					0				0				0				0	0		

COMMON OFFICE SUPPLIES

1	Ballpen (Black)	piece	247	36	30	313	90	31	54	175	120	31	20	171	89	26	15	130	789	6.00	4,734.00
2	Ballpen (Red)	piece	22	9	9	40	7	4	4	15	12	16	8	36	10			10	101	6.00	606.00
3	Cartolina, White, 20pcs/pack	pack		2		2				0				0				0	2	52.00	104.00
4	Certificate Frame (A4)	piece	10			10				0				0				0	10	85.00	850.00
5	Clip, Bulldog, 73mm (3")	piece		2		2		2		2		2		2				0	6	8.32	49.92
6	Envelope, Brown, Short	piece	15			15	15			15	15			15	15			15	60	1.50	90.00
7	Envelope, Expanded, Portfolio	piece	15			15	10			10	15			15	10			10	50	10.00	500.00
8	Expanded File Case with Divider, Blue, Long	piece	80			80				0	20			20				0	100	120.00	12,000.00
9	Folder, Long, with BatStateU Logo	piece	75			75	75			75	75			75	75			75	300	25.00	7,500.00
10	Illustration Board (30" x 40")	piece		5		5				0				0				0	5	35.05	175.25
11	Illustration Board (1/8)	piece	5			5	5			5	5			5	5			5	20	10.00	200.00
12	Index Card, 3" x 5", 500 pieces per pack	pack	2			2				0	2			2				0	4	51.27	205.08
13	Index Card, 5" x 8", 500 pieces per pack	pack	2			2				0	2			2				0	4	139.34	557.36
14	Index Card Box, 5" x 8"	piece		3		3		3		3		2		2		2		2	10	55.12	551.20
15	Lever Arch File Folder 2" Thick	piece	150		100	250				0	110			110				0	360	120.00	43,200.00
16	Lever Arch File Folder 3" Thick	piece	10			10				0	10			10				0	20	130.00	2,600.00
17	Manila Paper, 10 sheets per pack	pack		5		5				0				0				0	5	26.00	130.00
18	Map Pin, Round Head, 100 pieces per case	case	1			1	1			1	1			1	1			1	4	40.35	161.40
19	Paper Cutter (Heavy Duty)	piece	1			1	1			1	1			1				0	3	1,500.00	4,500.00
20	Paper, Mimeo, Long (Whitewove)	ream	3			3	2			2	3			3	2			2	10	150.00	1,500.00

21	Photo Paper (Glossy, A4)	pack	20			20				0				0				0	20	140.00	2,800.00
22	Photo Paper (Matte, A4)	pack	20			20				0				0				0	20	125.00	2,500.00
23	Photo Paper (8 x 12")	pack	20	1		21	1		1	2	21		1	22				0	45	85.25	3,836.25
24	Push Pin, Flat Head Type, Assorted Colors	box	19	12		31	11	9		20	14	6		20	14	6		20	91	24.96	2,271.36
25	PVC Cover (A4) 100pcs per box	box		1		1		1		1				0				0	2	400.00	800.00
26	PVC Cover (Long) 100pcs per box	box	36	2		38	14	1		15	31	1		32				0	85	450.00	38,250.00
27	Ring Binding Element, White 1/2"	piece	14			14	7			7	14			14	7			7	42	30.00	1,260.00
28	Ring Binding Element, White 3/4"	piece	19			19	12			12	19			19	12			12	62	30.00	1,860.00
29	Ring Binding Element, White 1"	piece	19			19	12			12	19			19	12			12	62	35.00	2,170.00
30	Ring Binding Element, White 2"	piece	16			16	10			10	16			16	10			10	52	40.00	2,080.00
31	Ring Binding Element, Black 1/2"	piece	6			6				0	6			6				0	12	30.00	360.00
32	Ring Binding Element, Black 3/4"	piece	6			6				0	6			6				0	12	30.00	360.00
33	Ring Binding Element, Black 1"	piece	19		5	24	12		5	17	7		5	12			5	5	58	35.00	2,030.00
34	Ring Binding Element, Black 2"	piece	19		10	29	12		10	22	7			7				0	58	40.00	2,320.00
35	Rubber Band, Small	box	9			9	9			9	9			9	8			8	35	7.00	245.00
36	Ruler, 12"	piece		1		1		1		1				0				0	2	4.00	8.00
37	Specialty Board (Long, White)	pack	154	7	9	170	6	4	4	14	157	4	9	170	4	4	4	12	366	30.00	10,980.00
38	Specialty Paper (A4, Cream)	ream	5			5				0				0				0	5	620.00	3,100.00
39	Specialty Paper (Long, Cream)	pack	74	3	6	83	74	3	6	83	64	3	5	72	64	3	6	73	311	25.00	7,775.00
40	Staple Wire, Heavy Duty, 23/17	box		1		1				0				0				0	1	41.48	41.48
41	Stencil Paper	box	3			3	1			1	1			1	1			1	6	275.00	1,650.00
42	Sticker Label Paper (A4 Size)	pack		5		5	2	3		5	1	3		4		3		3	17	45.45	772.65
43	Sticker Paper (Glossy, A4)	pack	20	3		23	5	1		6	20	1		21	5	1		6	56	30.00	1,680.00

44	Sticker Paper (Matte, A4)	pack	92	12	6	110	77	3	6	86	87	5	6	98	74	1	6	81	375	30.00	11,250.00
45	Tape (Double Sided, 1")	roll	24	4	1	29	9	4	2	15	13	3	2	18	8	3	2	13	75	54.25	4,068.75
46	Tape (Double Sided, 2")	roll	10			10	5			5	10			10	5			5	30	30.00	900.00
47	Thumbtacks	box	1			1	2			2	1			1	1			1	5	45.00	225.00
48	Whiteboard Marker Refillable, Black	piece	102	2	8	112	2	2	38	42	72	2	9	83	2	2	2	6	243	44.50	10,813.50
49	Whiteboard Marker Refill Ink, Black	bottle	70	13		83			20	20	70			70			5	5	178	103.00	18,334.00

COMMON JANITORIAL SUPPLIES

1	Bathroom Cleaning Gloves	pair	10			10	10			10	10			10	10			10	40	120.00	4,800.00
2	Bathroom Soap, 90grams	box	9	1	1	11	9	1	1	11	7	1	1	9	7	1	1	9	40	22.36	894.40
3	Bleaching Solution	gallon	5	1	6	12	4	1	3	8	5	1	5	11	4	1	3	8	39	120.00	4,680.00
4	Deodorant Cake (Albatross)	box	78	73	4	155	78	72		150	78	73	2	153	78	72		150	608	50.31	30,588.48
5	Dipper	piece	30	7		37	21	7	6	34	22	6		28	21	6		27	126	34.18	4,306.68
6	Dishwashing Liquid	bottle	9	8	1	18	8	6		14	4	6	1	11	4	1		5	48	140.45	6,741.60
7	Fabric Conditioner (1L)	bottle		1		1				0				0		1		1	2	155.64	311.28
8	Glass Cleaner	bottle	4	1		5	4			4	5	1		6	3			3	18	168.51	3,033.18
9	Muriatic Acid	gallon	8	4	5	17	6	5	5	16	6	5	5	16	5	4	5	14	63	149.00	9,387.00
10	Pail, 64 liters	piece	11	7		18	4	7		11	5	6		11	2	5		7	47	140.45	6,601.15
11	Plastic Trash Bag (18x18x40", green)	bundle	2		5	7	1		5	6	2		6	8	1			1	22	425.00	9,350.00
12	Toilet Brush	piece	10	8		18	9	8		17	10	8		18	9	8		17	70	30.00	2,100.00
13	Toilet Pump	piece	9			9	7			7	9			9	7			7	32	50.00	1,600.00

CONSUMABLES

1	Develop Ineo 163v Toner (TN114)	cart	2			2	1			1	2			2	1			1	6	3,125.00	18,750.00
2	Develop Ineo 195 Developer	piece				0	1			1	1			1				0	2	500.00	1,000.00

3	Develop Ineo 195 Drum Kit	unit			0	1			1	1			1			0	2	500.00	1,000.00
4	Develop Ineo 195 Toner (TN118)	piece			0	1			1				0	1		1	2	3,125.00	6,250.00
5	Develop Ineo 215 Toner	cart	1		1	1			1	1			1	1		1	4	3,125.00	12,500.00
6	EPSON LaserJet P1102 CE285AC	cart	1		1	1			1	1			1			0	3	2,707.12	8,121.36
7	EPSON LaserJet P1106 CE285AC	cart	2		2	2			2	2			2			0	6	2,707.12	16,242.72
8	Fuji Xerox DocuCentre S1810 Toner	cart	1		1	1			1	1			1			0	3	4,000.00	12,000.00
9	Fuji Xerox DocuCentre S1810 Drum Kit	unit	1		1				0				0			0	1	13,600.00	13,600.00
10	HP CZ637AA (HP 46) Black Ink	piece	4	3	7	3			3	4			4			0	14	549.00	7,686.00
11	HP CZ638AA (HP 46) Tricolor Ink	piece	3	2	5	2			2	4			4			0	11	549.00	6,039.00
12	HP Ink 932XL, Black	piece	25		25				0				0			0	25	1,500.00	37,500.00
13	HP Ink 933, Cyan	piece	15		15				0				0			0	15	800.00	12,000.00
14	HP Ink 933, Magenta	piece	15		15				0				0			0	15	800.00	12,000.00
15	HP Ink 933, Yellow	piece	15		15				0				0			0	15	800.00	12,000.00
16	HP LaserJet CF210A (HP 131A) Black	cart			0				0			1	1		1	1	2	4,300.00	8,600.00
17	HP LaserJet CF211A (HP 131A) Cyan	cart			0				0			1	1		1	1	2	4,475.00	8,950.00
18	HP LaserJet CF212A (HP 131A) Magenta	cart			0				0			1	1		1	1	2	4,475.00	8,950.00
19	HP LaserJet CF213A (HP 131A) Yellow	cart			0				0			1	1		1	1	2	4,475.00	8,950.00
20	HP LaserJet P1006 (HP 35A) Black Toner	cart	1		1				0	1			1			0	2	3,005.00	6,010.00
21	HP OfficeJet J4660 Black (901)	piece	2		2				0	2			2			0	4	690.00	2,760.00
22	HP OfficeJet J4660 Tri-Color (901)	piece	2		2				0	2			2			0	4	690.00	2,760.00
23	HP OfficeJet Pro 6830 (934XL) Black	piece	1	1	2				0				0			0	2	1,700.00	3,400.00
24	HP OfficeJet Pro 6830 (935XL) Cyan	piece	1	1	2				0				0			0	2	1,900.00	3,800.00
25	HP OfficeJet Pro 6830 (935XL) Magenta	piece	1	1	2				0				0			0	2	1,900.00	3,800.00

26	HP OfficeJet Pro 6830 (935XL) Yellow	piece	1	1	2				0				0			0	2	1,900.00	3,800.00	
27	HP 126A LaserJet Imaging Drum (CE314A)	cart		1	1				0				0			0	1	6,550.00	6,550.00	
28	Kyocera FS 3140 Toner - TK-354	piece	5	1	2	8			0	1	2	3				0	11	8,450.00	92,950.00	
	Kyocera Toner - TK135	piece	1			1	1		1				0	1		1	3	3,880.00	11,640.00	
	Kyocera Toner - TK-1147	piece	1	3		4	1		5	6	1	2		3	1		1	14	6,470.00	90,580.00
	Lexmark 603HE Black Toner	cart	4			4			0							0	4	9,229.29	36,917.16	
	Muratec Toner MFX 2335/2835R/2010/2835 (TS1820)	piece	13	1		14	7	1	1	9	11	1	1	13	6	1	1	8	4,975.00	218,900.00
29	Muratec Drum Kit	unit				0	1			1	1			1	1		1	3	13,000.00	39,000.00
30	Muratec Drum Kit MFX 2010	unit	3			3				0							0	3	11,500.00	34,500.00

Office Equipment and Accessories

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		-

Office Supplies

1	Cash Box (Small, with 2 Keys)	piece	1			1				0						0	1	700.00	700.00
2	File Tray, 3 tier, plastic	piece	4			4				0						0	4	400.00	1,600.00

3					0				0				0			0	0			-
4					0				0				0			0	0			-
5					0				0				0			0	0			-
6					0				0				0			0	0			-
7					0				0				0			0	0			-
8					0				0				0			0	0			-
9					0				0				0			0	0			-
10					0				0				0			0	0			-

Audio and visual presentation and composing equipment

1	Portable Player/ Amplifier	unit		1	1				0				0			0	1	6,000.00	6,000.00	-
2					0				0				0			0	0			-
3					0				0				0			0	0			-
4					0				0				0			0	0			-
5					0				0				0			0	0			-
6					0				0				0			0	0			-
7					0				0				0			0	0			-
8					0				0				0			0	0			-
9					0				0				0			0	0			-
10					0				0				0			0	0			-

Photographic or filming or video equipment

1					0				0				0			0	0			-
2					0				0				0			0	0			-
3					0				0				0			0	0			-

4					0				0				0				0	0		
5					0				0				0				0	0		
6					0				0				0				0	0		
7					0				0				0				0	0		
8					0				0				0				0	0		
9					0				0				0				0	0		
10					0				0				0				0	0		

Cleaning Equipment and Supplies

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

Paper Materials and Products

1					0				0				0				0	0		
2					0				0				0				0	0		
3					0				0				0				0	0		
4					0				0				0				0	0		

5					0				0				0			0	0			-
6					0				0				0			0	0			-
7					0				0				0			0	0			-
8					0				0				0			0	0			-
9					0				0				0			0	0			-
10					0				0				0			0	0			-

Lighting and fixtures and accessories

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

Electrical equipment and components and supplies

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

6					0				0				0			0	0			-
7					0				0				0			0	0			-
8					0				0				0			0	0			-
9					0				0				0			0	0			-
10					0				0				0			0	0			-

Computer Supplies

1	External Hard Drive 3.5 (4TB)	piece			0	1			1				0			0	1	6,500.00	6,500.00	
2	HDMI Cable	piece		8	8			8	8			8	8		8	8	32	300.00	9,600.00	
3	Keyboard, USB Type	piece			0				0			2	2	2		2	4	500.00	2,000.00	
4	USB Flash Drive 32GB	piece	1		1				0	1			1			0	2	500.00	1,000.00	
5	USB Flash Drive 64GB	piece	1		1				0	1			1			0	2	1,000.00	2,000.00	
6	VGA Cable	piece			0	1			1			1	1			0	2	300.00	600.00	
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	Laptop Computer (Netbook, 12 inches)	unit	1		1				0				0			0	1	15,000.00	15,000.00	
2	Wireless N-Router, Wireless Speed: 300 Mbps	unit	1	1	2				0				0			0	2	1,518.96	3,037.92	
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		
8						0				0							0	0		
9						0				0							0	0		
10						0				0							0	0		

***Other Categories**

1	Bulletin Board	piece				0	1			1							0	1	503.26	503.26	
2	CIGNAL Cable TV Prepaid Load	piece	5	5		10	5		5	10	5		5	10	5		5	35	200.00	7,000.00	
3	Customized Official Receipt	box	17	15	9	41	15	15	9	39	15	14	9	38	15	14	9	38	156	1,465.00	228,540.00
4	Drinking Water, Purified, Refill, 5 gallons	gallon	40			40	40			40	40			40	40			40	160	35.00	5,600.00
5	Drugs and Medicine	lot		1		1				0				0				0	1	119,400.00	119,400.00
6	LPG Refill, 11kg	tank	3			3	2			2	3			3	2			2	10	500.00	5,000.00
7	Medicine Box	piece				0	6			6				0				0	6	535.00	3,210.00
8	Printing and Publication Expenses	lot				0	1			1				0				0	1	50,000.00	50,000.00
	Textbooks and Other Instructional Materials	lot				0	1			1				0				0	1	1,800,000.00	1,800,000.00
	Whiteboard	piece	2			2	2			2	2			2	2			2	8	2,000.00	16,000.00
9	Whiteboard (Magnetic)	unit	13			13				0				0				0	13	10,000.00	130,000.00
10	Whiteboard (With Stand)	unit	2			2				0				0				0	2	5,000.00	10,000.00

C. TOTAL (A + B):																			P	7,862,724.44	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			P	786,272.44	
E. GRAND TOTAL (C + D)																			P	8,648,996.88	
F. APPROVED BUDGET BY THE AGENCY HEAD																					
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores						1,478,176.50				884,783.82				1,085,301.08				906,578.05		P	4,354,839.45

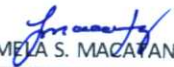
G.2 Other Items not available at PS but regularly purchased from other sources	X	879,223.41	X	2,105,350.04	X	333,306.48	X	190,005.06	₱ 3,507,884.99
TOTAL MONTHLY CASH REQUIREMENTS		2,357,399.91		2,990,133.86		1,418,607.56		1,096,583.11	₱ 7,862,724.44 ⁷

*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.

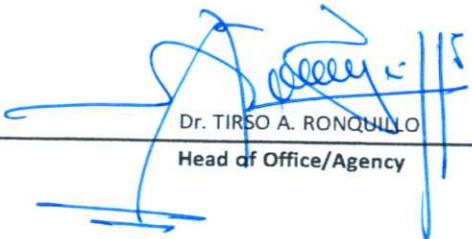
Prepared by:


 Dr. CARMELA S. MACATANGAY
 Property/Supply Officer

Certified Funds Available / Certified Appropriate
 Funds Available:


 Mrs. LOLITA M. ATIENZA
 Accountant / Local Budget Officer

Approved by:


 Dr. TIRSO A. RONQUILLO
 Head of Office/Agency

Date: 11/20/2017