

## 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 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.**
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. **The accomplished HARD COPY of the APP-CSE shall be submitted in the following manner:**
  - a. DBM Central Office- for entities in the Central Office
  - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

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

  - a. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
  - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
  - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
  - d. ps.app.deped@gmail.com- For primary and secondary schools
  - e. ps.app.lgu@gmail.com - For Local government units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, 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. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: Department of the Interior and Local Government  
 Region: Regional Office No. 1  
 Address: Aguila Road, Sevilla, City of San Fernando  
 La Union

Agency Account Code: L2502

Contact Person: ALEXANDER A. ABERIN  
 Position: Administrative Officer V  
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Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	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>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																									
<b>COMMON ELECTRICAL SUPPLIES</b>																									
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	15			15	261.3	15				15	261.3	15			15	261.3	15			15	261.3	60	17.42	1,045.20
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	15			15	225.5	15				15	225.5	15			15	225.5	15			15	225.5	60	15.03	901.80
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0	0					0	0				0	0				0	0	0	77.56	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0	0					0	0				0	0				0	0	0	114.40	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0	0					0	0				0	0				0	0	0	280.80	-

6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0				0	0			0	0			0	0	0		-		
7	TAPE, electrical	roll	10			10	182				0	0	10			10	182			0	0	20	18.20	364.00	
<b>COMMON OFFICE SUPPLIES</b>																									
1	ACETATE, gauge #3, 50m per roll	roll				0	0				0	0			0	0			0	0	0	624.00	-		
2	AIR FRESHENER, 280mL/can	can	10			10	832	10			10	832	10			10	832	10		10	832	40	83.20	3,328.00	
3	ALCOHOL, 70%, ethyl, 500ml	bottle	50			50	2391				0	0	50			50	2391			0	0	100	47.82	4,782.00	
4	CARBON FILM, A4 size, 100 sheets per box	box	2			2	395.2				0	0			0	0			0	0	2	197.58	395.16		
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	5	15	967.2	10	5	5	20	1290	10	5	5	20	1290	10	5	5	20	1290	75	64.48	4,836.00
7	CHALK, white, dustless, 100 pieces per box	box				0	0				0	0			0	0			0	0	0	25.86	-		
8	CLEARBOOK, A4 size	piece				0	0				0	0			0	0			0	0	0	39.52	-		
9	CLEARBOOK, Legal size	piece				0	0				0	0			0	0			0	0	0	43.68	-		
10	CLIP, backfold, 19mm, 12 pieces per box	box	5	5	5	15	109.2	10	5	5	20	145.6	10	5	5	20	145.6	10	5	5	20	145.6	75	7.28	546.00
11	CLIP, backfold, 25mm, 12 pieces per box	box	10			10	104	10			10	104	10			10	104	10		10	104	40	10.40	416.00	
12	CLIP, backfold, 32mm, 12 pieces per box	box	10			10	191.2	10			10	191.2	10			10	191.2	10		10	191.2	40	19.12	764.80	
13	CLIP, backfold, 50mm, 12 pieces per box	box	10			10	363.8	10			10	363.8	10			10	363.8	10		10	363.8	40	36.38	1,455.20	
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	30			30	936	30			30	936	30			30	936	30		30	936	120	31.20	3,744.00	
15	DATA FILE BOX, made with chipboard, with closed ends	box	10			10	697.8	10			10	697.8	10			10	697.8	10		10	697.8	40	69.78	2,791.20	
16	DATA FOLDER, made with chipboard, taglia lock	piece				0	0	5			5	343.2			5	343.2			0	0	10	68.64	686.40		
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	2			2	763.1				0	0	2			2	763.1			0	0	4	381.54	1,526.16	
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	2			2	1015				0	0	2			2	1015			0	0	4	507.40	2,029.60	
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	2			2	1243	2			2	1243	2			2	1243	2		2	1243	8	621.71	4,973.68	
20	ENVELOPE, EXPANDING, plastic	piece	1			1	27.61				0	0			0	0			0	0	1	27.61	27.61		
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	1			1	499.2	1			1	499.2	1			1	499.2	1		1	499.2	4	499.20	1,996.80	
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	0				0	0			0	0			0	0	0	561.60	-		
23	ERASER, felt, for blackboard/whiteboard	piece				0	0				0	0			0	0			0	0	0	11.11	-		
24	ERASER, plastic or rubber	piece	10			10	22.9				0	0			0	0			0	0	10	2.29	22.90		
25	FASTENER, for paper, metal, 50 sets per box	box	50			50	2855				0	0	50			50	2855			0	0	100	57.09	5,709.00	
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	5			5	353.4	5	5		10	706.7	5	5		10	706.7	5	5		10	706.7	35	70.67	2,473.45
27	FILE TAB DIVIDER, A4, five (5) colors per set	set	1			1	12.48				0	0			0	0			0	0	1	12.48	12.48		
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	1			1	16.64				0	0			0	0			0	0	1	16.64	16.64		
29	FOLDER, Fancy, A4, 50s/ bundle	bundle	2			2	468				0	0			0	0			0	0	2	234.00	468.00		
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	5			5	1456				0	0	5			5	1456			0	0	10	291.20	2,912.00	
31	FOLDER, L-type, A4, 50 pieces pack	pack				0	0				0	0			0	0			0	0	0	166.40	-		
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	0				0	0			0	0			0	0	0	203.84	-		

33	FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box	5		5	3734				0	0	5			5	3734				0	0	10	746.72	7,467.20
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack	5		5	896.4				0	0	5			5	896.4				0	0	10	179.28	1,792.80
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	5		5	1002				0	0	5			5	1002				0	0	10	200.37	2,003.70
36	GLUE, all purpose, 300 grams min.	jar	5		5	220.9				0	0	5			5	220.9				0	0	10	44.18	441.80
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box		5	5	239.5				0	0				0	0				0	0	5	47.90	239.50
38	LOOSELEAF COVER, 50sets per bundle	bundle			0	0				0	0				0	0				0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece	5		5	208				0	0	5			5	208				0	0	10	41.60	416.00
40	MARKER, fluorescent, 3 colors per set	set	5		5	177.8	5			5	177.8	5			5	177.8	5			5	177.8	20	35.55	711.00
41	MARKER, whiteboard, bullet type, black	piece	5		5	51.4	5			5	51.4	20			20	205.6	5			5	51.4	35	10.28	359.80
42	MARKER, whiteboard, bullet type, blue	piece	5		5	51.4	5			5	51.4	5			5	51.4	5			5	51.4	20	10.28	205.60
43	MARKER, whiteboard, bullet type, red	piece	10		10	102.8	10			10	102.8	10			10	102.8	10			10	102.8	40	10.28	411.20
44	MARKER, permanent, bullet type, black	piece	15		15	144.8	10			10	96.5	30			30	289.5	10			10	96.5	65	9.65	627.25
45	MARKER, permanent, bullet type, blue	piece	15		15	144.8	10			10	96.5	10			10	96.5	10			10	96.5	45	9.65	434.25
46	MARKER, permanent, bullet type, red	piece	15		15	144.8	15			15	144.8	15			15	144.8	15			15	144.8	60	9.65	579.00
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece	50		50	520				0	0				0	0	215			215	2236	265	10.40	2,756.00
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	5		5	156	5			5	156	5			5	156	5			5	156	20	31.20	624.00
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	5		5	202.7	5			5	202.7	5			5	202.7	5			5	202.7	20	40.54	810.80
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	5		5	270.3	5			5	270.3	5			5	270.3	5			5	270.3	20	54.06	1,081.20
51	PAD PAPER, Ruled	pad	15		15	273.9	5			5	91.3	15			15	273.9	5			5	91.3	40	18.26	730.40
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box	10		10	128.5				0	0	10			10	128.5				0	0	20	12.85	257.00
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box	10		10	64.3				0	0	10			10	64.3				0	0	20	6.43	128.60
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	50		50	5753	25			25	2876	50			50	5753	50			50	5753	175	115.05	20,133.75
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	50		50	7062	25			25	3531	50			50	7062	50			50	7062	175	141.23	24,715.25
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	50		50	5225	25			25	2613	50			50	5225	50			50	5225	175	104.50	18,287.50
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	50		50	5741	25			25	2871	50			50	5741	50			50	5741	175	114.82	20,093.50
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream			0	0				0	0				0	0				0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll	50		50	1558				0	0	50			50	1558				0	0	100	31.15	3,115.00
60	PENCIL, lead, w/eraser, one(1) dozen per box	box	5		5	98.1				0	0	5			5	98.1				0	0	10	19.62	196.20
61	PHILIPPINE NATIONAL FLAG	piece	5		5	1394				0	0				0	0				0	0	5	278.72	1,393.60
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	50		50	3016				0	0	30			30	1810				0	0	80	60.32	4,825.60
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	50		50	4343				0	0	30			30	2606				0	0	80	86.85	6,948.00
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	50		50	12844				0	0	10			10	2569				0	0	60	256.87	15,412.20
65	RUBBER BAND, 70mm min lay flat length (#18)	box	2		2	186.6				0	0				0	0				0	0	2	93.31	186.62
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece	10		10	154.8				0	0				0	0				0	0	10	15.48	154.80
67	SIGN PEN, black	piece	50		50	1905				0	0	50			50	1905				0	0	100	38.10	3,810.00
68	SIGN PEN, blue	piece	50		50	1905				0	0	50			50	1905				0	0	100	38.10	3,810.00
69	SIGN PEN, red	piece	25		25	952.5				0	0	25			25	952.5				0	0	50	38.10	1,905.00

70	STAMP PAD INK, violet, 50mL	bottle	5		5	123.2				0	0			0	0			0	0	5	24.63	123.15			
71	STAMP PAD, felt pad, min 60mm x 100mm	piece	5		5	138.3				0	0			0	0			0	0	5	27.66	138.30			
72	STAPLE WIRE, Heavy duty, 23/13	box			0	0				0	0			0	0			0	0	0	23.40	-			
73	STAPLE WIRE, Standard	box	50		50	946				0	0			0	0	50		50	946	100	18.92	1,892.00			
74	TAPE, masking, 24mm, 50 meters length	roll	25		25	1378				0	0	25		25	1378	25		25	1378	75	55.12	4,134.00			
75	TAPE, masking, 48mm, 50 meters length	roll	25		25	2626				0	0	25		25	2626	25		25	2626	75	105.04	7,878.00			
76	TAPE, transparent, 24mm, 50 meters	roll	25		25	273				0	0	25		25	273	25		25	273	75	10.92	819.00			
77	TAPE, transparent, 48mm, 50 meters	roll	25		25	663				0	0	25		25	663	25		25	663	75	26.52	1,989.00			
78	TAPE, packaging, 48mm, 50 meters length	roll	25		25	818.5				0	0	25		25	818.5			0	0	50	32.74	1,637.00			
79	TOILET TISSUE, 12 rolls per pack	pack	5		5	338	5			5	338	5		5	338	5		5	338	20	67.60	1,352.00			
80	TWINE, plastic, one kilo per roll	roll	5		5	249.6				0	0	5		5	249.6			0	0	10	49.92	499.20			
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack			0	0				0	0			0	0			0	0	0	128.84	-			
82	Software				0	0				0	0			0	0			0	0	0		-			
83	Airline Travel				0	0				0	0			0	0			0	0	0		-			
<b>COMMON OFFICE DEVICES</b>																									
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	10		10	91.9	10			10	91.9	10		10	91.9	10		10	91.9	40	9.19	367.60			
2	CUTTER KNIFE, heavy duty	piece	15		15	296.4				0	0	15		15	296.4	10		10	197.6	40	19.76	790.40			
3	DATING AND STAMPING MACHINE	piece	10		10	4784				0	0	10		10	4784			0	0	20	478.38	9,567.60			
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece	10		10	1872				0	0			0	0			0	0	10	187.20	1,872.00			
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	10		10	1143				0	0	10		10	1143			0	0	20	114.28	2,285.60			
6	SCISSORS, (6")	pair	5		5	68.65	10			10	137.3	10		10	137.3	10		10	137.3	35	13.73	480.55			
7	STAPLER, standard	piece	15		15	1232				0	0	15		15	1232			0	0	30	82.16	2,464.80			
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			0	0			0	0	0	878.80	-			
9	STAPLE REMOVER, plier type	piece	15		15	272.7				0	0			0	0			0	0	15	18.18	272.70			
10	TAPE DISPENSER, table top	piece	5		5	238.6				0	0			0	0			0	0	5	47.72	238.60			
11	WASTE BASKET, non-rigid plastic	piece	25		25	597.5				0	0			0	0			0	0	25	23.90	597.50			
<b>COMMON JANITORIAL SUPPLIES</b>																									
1	BROOM, soft (tambo)	piece	5	5	5	15	1326	5	5	5	15	1326	5	5	5	15	1326	5	5	5	15	1326	60	88.40	5,304.00
2	BROOM, stick (tingting)	piece	5	5	5	15	358.8	5	5	5	15	358.8	5	5	5	15	358.8	5	5	5	15	358.8	60	23.92	1,435.20
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml can	bottle	5	5	5	15	624	5	5	5	15	624	5	5	5	15	624	5	5	5	15	624	60	41.60	2,496.00
4	CLEANSER, scouring powder, 350grams/can	can	5	5	5	15	319.1	5	5	5	15	319.1	5	5	5	15	319.1	5	5	5	15	319.1	60	21.27	1,276.20
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	5	5	5	15	561.5	5	5	5	15	561.5	5	5	5	15	561.5	5	5	5	15	561.5	60	37.43	2,245.80
6	DISINFECTANT SPRAY, 400-550 grams	can	5	5	5	15	1794	5	5	5	15	1794	5	5	5	15	1794	5	5	5	15	1794	60	119.60	7,176.00
7	DUST PAN, non-rigid plastic	piece	10		10	249.6	10			10	249.6	10		10	249.6	10		10	249.6	40	24.96	998.40			
8	FLOOR WAX, Paste, red	can			0	0				0	0			0	0			0	0	0	202.80	-			
9	FURNITURE CLEANER, aerosol, 300mL/can	can	5		5	423.8	5			5	423.8	5		5	423.8	5		5	423.8	20	84.76	1,695.20			

10	INSECTICIDE, aerosol type, 600mL/can	can	5		5	624	5			5	624	5			5	624	5			5	624	20	124.80	2,496.00
11	MOPBUCKET	piece	5		5	9555	5			5	9555	5			5	9555	5			5	9555	20	1,911.00	38,220.00
12	MOPHANDLE, screw type, aluminum handle	piece	5		5	712.4	5			5	712.4	5			5	712.4	5			5	712.4	20	142.48	2,849.60
13	MOPHEAD, made of rayon	piece	10		10	988	10			10	988	10			10	988	10			10	988	40	98.80	3,952.00
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle	5		5	248.5				0	0				0	0				0	0	5	49.69	248.45
15	SCOURING PAD, 5 pieces per pack	pack	5	5	5	1544	5	5	5	15	1544	5	5	5	15	1544	5	5	5	15	1544	60	102.96	6,177.60
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll	5	5	5	2098	5	5	5	15	2098	5	5	5	15	2098	5	5	5	15	2098	60	139.88	8,392.80
17	DISINFECTANT, bleaching solution	cont			0					0					0					0		0	101.82	-
																							7.28	
<b>COMMON OFFICE EQUIPMENT</b>																								
	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	10		10	1352				0	0	10			10	1352				0	0	20	135.20	2,704.00
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit	10		10	2588				0	0	10			10	2588				0	0	20	258.84	5,176.80
4	CHAIR, monobloc, without armrest, beige	piece	50		50	12734				0	0				0	0				0	0	50	254.68	12,734.00
5	CHAIR, monobloc, without armrest, white	piece			0	0				0	0				0	0				0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit	5		5	31148				0	0				0	0				0	0	5	6,229.60	31,148.00
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%)	unit	1		1	25272				0	0				0	0				0	0	1	25,272.00	25,272.00
8	ELECTRIC FAN, industrial	unit			0	0				0	0				0	0				0	0	0	956.80	-
9	ELECTRIC FAN, orbit type	unit			0	0				0	0				0	0				0	0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit			0	0				0	0				0	0				0	0	0	967.10	-
11	ELECTRIC FAN, wall type	unit			0	0				0	0				0	0				0	0	0	790.40	-
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit	5		5	17514				0	0				0	0				0	0	5	3,502.72	17,513.60
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	20		20	21611				0	0				0	0				0	0	20	1,080.56	21,611.20
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	26,483.60	-

16	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit	5		5	37440			0	0			0	0			0	0	5	7,488.00	37,440.00
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit	10		10	56992			0	0			0	0			0	0	10	5,699.20	56,992.00
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	1,237.60	-
22	TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit			0	0			0	0			0	0			0	0	0	1,289.60	-
23	TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit			0	0			0	0			0	0			0	0	0	1,289.60	-
24	Desktop and Laptop	unit			0	0			0	0			0	0			0	0	0		-
<b>COMMON COMPUTER SUPPLIES</b>																					
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box			0	0			0	0			0	0			0	0	0	630.76	-
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box			0	0			0	0			0	0			0	0	0	950.30	-
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box			0	0			0	0			0	0			0	0	0	716.04	-
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box			0	0			0	0			0	0			0	0	0	1,220.96	-
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box			0	0			0	0			0	0			0	0	0	596.80	-
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box			0	0			0	0			0	0			0	0	0	958.15	-
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	30		30	653.7	30		30	653.7	30		30	653.7	30		30	653.7	120	21.79	2,614.80
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	5		5	14092	5		5	14092	5		5	14092	5		5	14092	20	2,818.40	56,368.00
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	25		25	4862			0	0	25		25	4862	215		215	41813	265	194.48	51,537.20
10	MOUSE, optical, USB connection type	unit	5		5	639	5		5	639	5		5	639	5		5	639	20	127.80	2,556.00
11																					
<b>HANDBOOK ON PROCUREMENT</b>																					
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	61.83	-

CONSUMABLES																					
1	INK CART, BROTHER LC39BK, Black	cart																		681.20	-
2	INK CART, BROTHER LC39C, Cyan	cart																		447.20	-
3	INK CART, BROTHER LC39M, Magenta	cart																		447.20	-
4	INK CART, BROTHER LC39Y, Yellow	cart																		447.20	-
5	INK CART, BROTHER LC67B, Black	cart																		910.00	-
6	INK CART, BROTHER LC67C, Cyan	cart																		546.00	-
7	INK CART, BROTHER LC67M, Magenta	cart																		546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart																		546.00	-
9	INK CART, BROTHER LC67HYBK, Black	cart																		1,538.16	-
10	INK CART, BROTHER LC67HYC, Cyan	cart																		868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart																		868.40	-
12	INK CART, BROTHER LC67HYY, Yellow	cart																		868.40	-
13	INK CART, CANON PG-810, Black	cart	10			10	7748													774.80	15,496.00
14	INK CART, CANON PG-740, Black	cart																		754.00	-
15	INK CART, CANON PGI-725, Black	cart																		574.08	-
16	INK CART, CANON CLI-726, Black	cart																		534.56	-
17	INK CART, CANON CL-811, Colored	cart	10			10	10223													1,022.32	20,446.40
18	INK CART, CANON CL-741, Colored	cart																		1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart																		535.60	-
20	INK CART, CANON CLI-726, Magenta	cart																		535.60	-
21	INK CART, CANON CLI-726, Yellow	cart																		535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart																		491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart																		770.64	-
24	INK CART, EPSON C13T105190(73N)(91N),Black	cart																		426.40	-
25	INK CART, EPSON C13T105290(73N)(91N),Cyan	cart																		426.40	-
26	INK CART, EPSON C13T105390(73N)(91N),Magenta	cart																		426.40	-
27	INK CART, EPSON C13T105490(73N)(91N),Yellow	cart																		426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart																		254.80	-
29	INK CART, EPSON C13T6664200 (T6642), Cyan	cart																		254.80	-
30	INK CART, EPSON C13T6664300 (T6643), Magenta	cart																		254.80	-
31	INK CART, EPSON C13T6664400 (T6644), Yellow	cart																		254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart																		1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart																		1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart																		1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart																		1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart																		1,034.80	-

37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0					0	0				0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0					0	0				0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0					0	0				0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0					0	0				0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0					0	0				0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0					0	0				0	0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0					0	0				0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				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	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				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	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0	0					0	0				0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0					0	0				0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0					0	0				0	0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0	0					0	0				0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0					0	0				0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				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	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				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	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0					0	0				0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				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	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0					0	0				0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0					0	0				0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0					0	0				0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0					0	0				0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0					0	0				0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0					0	0				0	0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0					0	0				0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0					0	0				0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0					0	0				0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0					0	0				0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0					0	0				0	0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0	0					0	0				0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0					0	0				0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				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	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0					0	0				0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0					0	0				0	0	0	629.20	-



77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0					0	0	0	1,242.80	-				
78	INK CART, HP CH561WA, (HP61), Black	cart				0	0				0	0					0	0	0	644.80	-				
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0				0	0					0	0	0	826.80	-				
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0					0	0	0	1,554.80	-				
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0					0	0	0	1,175.20	-				
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0					0	0	0	1,180.40	-				
83	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0	0				0	0					0	0	0	1,180.40	-				
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0				0	0					0	0	0	358.80	-				
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0	0				0	0					0	0	0	358.80	-				
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0					0	0	0	358.80	-				
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0					0	0	0	360.88	-				
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0					0	0	0	366.08	-				
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0					0	0	0	249.60	-				
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0					0	0	0	249.60	-				
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0					0	0	0	249.60	-				
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0				0	0					0	0	0	930.80	-				
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				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	1,196.00	-				
95	TONER CART, BROTHER TN-2025, Black	cart				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	1,820.00	-				
97	TONER CART, BROTHER TN-2150, Black	cart				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	3,354.00	-				
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0				0	0					0	0	0	4,992.00	-				
100	TONER CART, HP C4092A, Black	cart				0	0				0	0					0	0	0	2,741.44	-				
101	TONER CART, HP C4096A, Black	cart				0	0				0	0					0	0	0	5,352.88	-				
102	TONER CART, HP C7115A, Black	cart				0	0				0	0					0	0	0	2,971.28	-				
103	TONER CART, HP CB435A, Black	cart				0	0				0	0					0	0	0	2,802.80	-				
104	TONER CART, HP CB436A, Black	cart				0	0				0	0					0	0	0	3,218.80	-				
105	TONER CART, HP CB540A, Black	cart				0	0				0	0					0	0	0	3,312.40	-				
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0					0	0	0	2,984.80	-				
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0					0	0	0	2,984.80	-				
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0					0	0	0	2,984.80	-				
109	TONER CART, HP CC364A, Black	cart				0	0				0	0					0	0	0	7,378.80	-				
110	TONER CART, HP CC530A, Black	cart				0	0				0	0					0	0	0	5,402.80	-				
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0					0	0	0	5,298.80	-				
112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0					0	0	0	5,298.80	-				
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0					0	0	0	5,298.80	-				
114	TONER CART, HP CE255A, Black	cart				0	0				0	0					0	0	0	6,754.80	-				
115	TONER CART, HP CE278A, Black	cart				0	0				0	0					0	0	0	3,114.80	-				
116	TONER CART, HP CE285A (HP85A), Black	cart	5			5	13780	3			3	8268	5				5	13780	2		2	5512	15	2,756.00	41,340.00

117	TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				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	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				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	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				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	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0				0	0				0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0				0	0				0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D1195(ML-2010D3), Black	cart				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	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0				0	0				0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				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	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0				0	0				0	0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0				0	0				0	0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0	0				0	0				0	0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0				0	0				0	0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				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	75.92	-

**COMMON ELECTRICAL SUPPLIES**

<b>COMMON ELECTRICAL SUPPLIES</b>																				
1	Ballast, 36 watts	piece				0	0				0	0				0	0	0	76.65	-
2	Extension Cords 5meters	set	10		10	3500					10	3500				0	0	20	350.00	7,000.00
3	Adapter (3 holes)	pc	5		5	250					0	0				0	0	5	50.00	250.00

**COMMON OFFICE EQUIPMENT**

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

**COMMON OFFICE SUPPLIES**

1	Columnar 18 col. 50 gsm min	pad	5		5	375					0	0				0	0	5	75.00	375.00
2	Manila Paper	sheet	25		25	200					0	0				0	0	25	8.00	200.00
3	Sticker Paper Short	pack	10		10	200					0	0				0	0	10	20.00	200.00
4	Mop Pin round Head 100 pcs per case	case	10		10	450					0	0				0	0	10	45.00	450.00
5	Mop Pin Flat Head 100 pcs per case	case	5		5	240					0	0				0	0	5	48.00	240.00
6	Ribbon, Manual Typewriter in box each	box			0	0					0	0				0	0	0	15.00	-
7	Ring Binder Plastic 25mm 10 pcs per bundle	bundle			0	0					0	0				0	0	0	154.57	-
8	Ring Binder Plastic 50mm 10 pcs per bundle	bundle			0	0					0	0				0	0	0	298.00	-

9	Push Pins	bx	5			5	250				0	0				0	0			0	0	5	50.00	250.00	
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		-	
13						0	0				0	0				0	0			0	0	0		-	
14						0	0				0	0				0	0			0	0	0		-	
15						0	0				0	0				0	0			0	0	0		-	
<b>COMMON JANITORIAL SUPPLIES</b>																									
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		-	
<b>CONSUMABLES</b>																									
1	Toner-Reproduction NPG 59 Blk	cart	2	2	2	6	17460	2	2	2	6	17460	2	2	2	6	17460	2	2	2	6	17460	24	2,910.00	69,840.00
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		-	
<b>Office Equipment and Accessories</b>																									
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		-	
<b>Office Supplies</b>																									
1	Specialty Paper A4- 90 gsm/asstdcolors	pack	25			25	1300	10			10	520	10			10	520	10			10	520	55	52.00	2,860.00
2	Specialty Paper Legal - 90 gsm/asstdcolors	pack	20			20	1700	10			10	850	10			10	850	10			10	850	50	85.00	4,250.00
3	Specialty paper - Board - A4	pack	15			15	900				0	0	15			15	900			0	0	30	60.00	1,800.00	
4	Specialty Paper Board - Legal	pack	15			15	1350				0	0	15			15	1350			0	0	30	90.00	2,700.00	
5	Photo Paper A4	pack	25			25	3125				0	0	20			20	2500			0	0	45	125.00	5,625.00	
6	Sticker Paper Legal	pack	20			20	700				0	0	10			10	350			0	0	30	35.00	1,050.00	
7	DILG ID with plastic ID Jacket	piece	50			50	2500				0	0				0	0			0	0	50	50.00	2,500.00	
8	Ballpens	piece	50			50	750				0	0	50			50	750	50		50	750	150	15.00	2,250.00	
9	Double Sided Tape	rolls	5			5	325	5			5	325	5			5	325	5		5	325	20	65.00	1,300.00	
10						0	0				0	0				0	0			0	0	0		-	
<b>Audio and visual presentation and composing equipment</b>																									
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			-	
4					0	0				0	0						0	0	0			-	
5					0	0				0	0						0	0	0			-	
6					0	0				0	0						0	0	0			-	
7					0	0				0	0						0	0	0			-	
8					0	0				0	0						0	0	0			-	
9					0	0				0	0						0	0	0			-	
10					0	0				0	0						0	0	0			-	
<b>Photographic or filming or video equipment</b>						0																	
1					0	0				0	0						0	0	0			-	
2					0	0				0	0						0	0	0			-	
3					0	0				0	0						0	0	0			-	
4					0	0				0	0						0	0	0			-	
5					0	0				0	0						0	0	0			-	
6					0	0				0	0						0	0	0			-	
7					0	0				0	0						0	0	0			-	
8					0	0				0	0						0	0	0			-	
9					0	0				0	0						0	0	0			-	
10					0	0				0	0						0	0	0			-	
<b>Cleaning Equipment and Supplies</b>						0																	
1					0	0				0	0						0	0	0			-	
2					0	0				0	0						0	0	0			-	
3					0	0				0	0						0	0	0			-	
4					0	0				0	0						0	0	0			-	
5					0	0				0	0						0	0	0			-	
6					0	0				0	0						0	0	0			-	
7					0	0				0	0						0	0	0			-	
8					0	0				0	0						0	0	0			-	
9					0	0				0	0						0	0	0			-	
10					0	0				0	0						0	0	0			-	
<b>Paper Materials and Products</b>						0																	
1					0	0				0	0						0	0	0			-	
2					0	0				0	0						0	0	0			-	
3					0	0				0	0						0	0	0			-	
4					0	0				0	0						0	0	0			-	
5					0	0				0	0						0	0	0			-	
6					0	0				0	0						0	0	0			-	
7					0	0				0	0						0	0	0			-	
8					0	0				0	0						0	0	0			-	
9					0	0				0	0						0	0	0			-	
10					0	0				0	0						0	0	0			-	
<b>Lighting and fixtures and accessories</b>						0																	
1					0	0				0	0						0	0	0			-	
2					0	0				0	0						0	0	0			-	
3					0	0				0	0						0	0	0			-	
4					0	0				0	0						0	0	0			-	
5					0	0				0	0						0	0	0			-	
6					0	0				0	0						0	0	0			-	
7					0	0				0	0						0	0	0			-	
8					0	0				0	0						0	0	0			-	



G.1 Available at Procurement Service Stores		4E+05		66569		2E+05		1E+05				0
G.2 Other Items not available at PS but regular		3E+05		55430		1E+05		63680				0
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>		6E+05		1E+05		3E+05		2E+05				0

\*Other categories that are not indicated herein

\*\*Prices are FOB Manila/Applicable for items under A.


We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available /

Certified Appropriate Funds Available:

Approved by:

  
 ALEXANDER A. ABERIN  
 Property Supply Officer

  
 SETY ZORAYDA S. PEREZ  
 Accountant

  
 MERCEDES C. LLANES  
 Budget Officer

  
 JAMES F. FADRILAN, CESO IV  
 Head of Office/Agency

Date Prepared:

November 27, 217