

**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/Off: PHILIPPINE SCIENCE HIGH SCHOOL ILOCOS REGION CAMPUS
 Region: I - La Union
 Address: Poblacion East, San Ildefonso, Ilocos Sur

Agency Account Code: No Code

Contact Person: JOSEPHINE D. ZAMBRANO
 Position: Administrative Officer V
 E-mail: zambranojd@irc.pshs.edu.ph
 Telephone/Mobile Nos: 776741446

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		20		20		20		20		20		20		20		20	80	20.28	1,622.40
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack		30		30		30		30		30		30		30		30	120	19.20	2,304.00
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	-
5 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	75.39	-
6 TAPE, ELECTRICAL, 18mm x 16M min	roll	10			10	10			10	10			10	10			10	40	18.93	757.20
COMMON OFFICE SUPPLIES																				

1	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0			Pages 2 0				0			0	0	766.73	-	
2	AIR FRESHENER, aerosol, 280ml/150g min	can	60			60	60		60	50			50	50		50	220	88.69	19,511.80	
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	90			90	90		90	90			90	80		80	350	49.73	17,405.50	
4	CARBON FILM, PE, black, size 210mm x 297mm	box	4	8		12	4	8	12	2	7		9		7		40	205.48	8,219.20	
5	CARBON FILM, PE, black, size 216mm x 330mm	box		5		5		5	5		5		5		5		20	210.91	4,218.20	
6	CARTOLINA, assorted colors	pack	3	3		6	3	3	6		3		3		3		18	67.06	1,207.08	
7	CHALK, molded, white, dustless, length: 78mm min	box				0			0	100			100				0	100	26.89	2,689.00
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece		20		20			0				0				20	38.19	763.80	
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece		50		50			0				0				50	40.47	2,023.50	
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box		7		7		7	7		7		7		7		28	7.87	220.36	
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	2	5		7	2	5	7		7		7		7		28	13.94	390.32	
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box		7		7		7	7		7		7		7		28	19.88	556.64	
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box		7		7		7	7		7		7		7		28	41.10	1,150.80	
14	CORRECTION TAPE, film base type, UL 6m min	piece				0			0				0				0	18.26	-	
15	DATA FILE BOX, made of chipboard, with closed ends	box		30		30			0				0				30	72.57	2,177.10	
16	DATA FOLDER, made of chipboard, taglia lock	piece		10		10			0				0				10	71.39	713.90	
17	ENVELOPE, DOCUMENTARY, for A4 size document	box		2		2		2	2		2		2		2		8	424.47	3,395.76	
18	ENVELOPE, DOCUMENTARY, for legal size document	box	2	2		4		2	2		2		2		2		10	538.80	5,388.00	
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box		3		3		3	3	3			6		3		15	667.84	10,017.60	
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0			0				0				0	28.71	-	
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	1	1	1	3		1	1		1		1		1		6	341.79	2,050.74	
22	ENVELOPE, mailing, white, with window	box		1		1		1	1		1		1		1		4	427.23	1,708.92	
23	ERASER, FELT, for blackboard/whiteboard	piece				0			0				0				0	11.55	-	
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece				0			0				0				0	6.23	-	

25	FASTENER, METAL, 70mm between prongs	box	5	15		20	5	15		Pages 3 20		20		20	2	20		22	82	59.37	4,868.34
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0				0				0				0	0	73.59	-
27	FILE TAB DIVIDER, bristol board, for A4	set				0				0				0				0	0	12.98	-
28	FILE TAB DIVIDER, bristol board, for legal	set				0				0				0				0	0	17.31	-
29	FOLDER, FANCY, for A4 size documents	bundle				0				0				0				0	0	258.50	-
30	FOLDER, FANCY, for legal size documents	bundle				0				0				0				0	0	302.85	-
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0				0				0				0	0	177.92	-
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0				0				0				0	0	222.27	-
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box		6		6		6		6		6		6		6		6	24	776.59	18,638.16
34	FOLDER, TAGBOARD, for A4 size documents	pack		6		6		6		6		6		6		6		6	24	226.05	5,425.20
35	FOLDER, TAGBOARD, for legal size documents	pack	3	6	1	10	2	6	2	10	1	6		7	1	6		7	34	208.38	7,084.92
36	GLUE, all purpose, gross weight: 200 grams min	jar	6	15		21	6	15		21		20		20		20		20	82	49.73	4,077.86
37	INDEX TAB, self-adhesive, transparent	box		5		5				0				0				0	5	53.74	268.70
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0				0				0	0	676.00	-
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0				0				0				0	0	43.26	-
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	10			10	10			10				0				0	20	36.97	739.40
41	MARKER, whiteboard, black, felt tip, bullet type	piece	11	17	10	38	6	20	5	31	20	30	25	75	61	15		76	220	10.69	2,351.80
42	MARKER, whiteboard, blue, felt tip, bullet type	piece				0				0				0				0	0	10.69	-
43	MARKER, whiteboard, red, felt tip, bullet type	piece				0				0				0				0	0	10.69	-
44	MARKER, PERMANENT, bullet type, black	piece	11	25	10	46	10	15	5	30	19	25	5	49	25	20		45	170	10.04	1,706.80
45	MARKER, PERMANENT, bullet type, blue	piece				0				0				0				0	0	10.04	-
46	MARKER, PERMANENT, bullet type, red	piece				0				0				0				0	0	10.04	-
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece		50		50				0	250			250				0	300	12.52	3,756.00
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad		30		30				0				0				0	30	32.45	973.50

49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad								Pages 4 0								0	0	44.32	-
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad								0								0	0	59.49	-
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad								0								0	0	18.99	-
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box								0								0	0	6.91	-
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	30		30	30				30	30							0	90	14.04	1,263.60
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	28	303	2	333	31	250	1	282	40	266	2	308	127	250		377	1300	137.66	178,958.00
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	30	200		230	50	175		225	50	210		260	85	150		235	950	160.94	152,893.00
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				0				0								0	0	119.09	-
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream				0				0								0	0	123.08	-
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0			3	3								0	3	95.18	285.54
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0				0								0	0	34.29	-
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box		12		12		12		12	7	2		9	15	2		17	50	20.40	1,020.00
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece		10		10				0				0				0	10	319.07	3,190.70
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	3	15		18	3	15		18	2	15		17	2	15		17	70	62.73	4,391.10
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book		10		10		10		10		10		10		10		10	40	97.34	3,893.60
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	12			12				0				0				0	12	267.14	3,205.68
65	RUBBER BAND, 70mm min lay flat length (#18)	box		10		10		10		10		10		10		10		10	40	97.04	3,881.60
66	RULER, plastic, 450mm (18"), width: 38mm min	piece				0				0				0				0	0	16.10	-
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece		20		20		20		20		20		20		20		20	80	35.99	2,879.20
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece		15		15		15		15		15		15		15		15	60	35.99	2,159.40
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0				0				0				0	0	35.99	-
70	STAMP PAD INK, purple or violet	bottle		10		10		10		10				0				0	20	25.62	512.40
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece		10		10		10		10				0				0	20	28.77	575.40
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box		3		3				0				0	3			3	6	21.51	129.06

73	STAPLE WIRE, STANDARD, (26/6)	box	6	21		27	31	20		Pages 51	6	20		26	6	20		26	130	19.68	2,558.40
74	TAPE, MASKING, width: 24mm (±1mm)	roll	9	15		24	6	20		26	6	20		26	9	15		24	100	57.32	5,732.00
75	TAPE, MASKING, width: 48mm (±1mm)	roll				0				0				0				0	0	109.24	-
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	15			15	15			15	15			15	15			15	60	29.08	1,744.80
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	6	20		26	6	20		26	6	20		26	6	20		26	104	11.36	1,181.44
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll		10		10		10		10				0				0	20	27.58	551.60
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	7			7	5			5	10			10	5		3	8	30	70.30	2,109.00
80	TWINE, plastic, one (1) kilo per roll	roll				0				0				0				0	0	51.92	-
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0				0				0				0	0	133.99	-
82	Airline Travel	ticket				0				0				0				0	0	0.00	-

COMMON OFFICE DEVICES

1	CUTTER BLADE, for heavy duty cutter	tube		5		5				0				0				0	5	10.22	51.10
2	CUTTER KNIFE, for general purpose	piece		10		10		10		10		10		10		10		10	40	20.55	822.00
3	DATING AND STAMPING MACHINE, heavy duty	piece				0				0				0				0	0	497.52	-
4	PENCIL SHARPENER, manual, single cutter head	piece				0				0				0				0	0	194.69	-
5	PUNCHER, paper, heavy duty, with two hole guide	piece		5		5		5		5	3	2		5		5		5	20	123.42	2,468.40
6	SCISSORS, symmetrical, blade length: 65mm min	pair		15		15		15		15		15		15		15		15	60	14.28	856.80
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece		5		5		5		5		5		5		5		5	20	85.45	1,709.00
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0				0				0	0	913.95	-
9	STAPLE REMOVER, PLIER-TYPE	piece		10		10		10		10		10		10		10		10	40	18.91	756.40
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece				0				0	5			5				0	5	51.57	257.85
11	WASTEBASKET, non-rigid plastic	piece				0				0				0				0	0	25.96	-

COMMON JANITORIAL SUPPLIES

1	BROOM, soft (tambo)	piece		10		10	10			10	10			10	10			10	40	91.94	3,677.60
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2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	13	150	163	13	Pages 6 13	12	12	12	12	12	200	24.88	4,976.00
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	25		25	25	25	25	25	25	25	25	100	43.26	4,326.00
4	CLEANSER, SCOURING POWDER, 350g min./can	can	20		20	20	20	20	20	20	20	20	80	24.88	1,990.40
5	DETERGENT POWDER, all purpose, 1kg	pouch	25		25	25	25	25	25	25	25	25	100	38.93	3,893.00
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	8		8	8	8	7	7	7	7	7	30	125.20	3,756.00
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	6	30	36	12	12	6	6	6	6	6	60	28.12	1,687.20
8	FLOOR WAX, PASTE, RED	can			0		0			0		0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	15		15	15	15	15	15	15	15	15	60	90.85	5,451.00
10	INSECTICIDE, aerosol type, net content: 600ml min	can			0		0			0		0	0	142.77	-
11	MOP BUCKET, heavy duty, hard plastic	piece	2		2	2	2	2	2	2	2	2	8	1,987.44	15,899.52
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	10		10	10	10	10	10	10	10	10	40	148.18	5,927.20
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	25		25	25	25	25	25	25	25	25	100	110.32	11,032.00
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	4		4	4	4	4	4	4	4	4	16	51.68	826.88
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack			0		0			0		0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll	80		80	80	80	80	80	80	80	80	320	145.48	46,553.60
17	DETERGENT BAR, 140 grams as packed	bar			0		0			0		0	0	7.57	-

COMMON OFFICE EQUIPMENT

1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit			0		0			0			0	0	10,816.00	-
2	CALCULATOR, compact, 12 digits	unit			0		0			0			0	0	140.61	-
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece			0		0			0			0	0	273.10	-
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			0		0			0			0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit			0		0			0			0	0	1,091.33	-

8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit			0				Pages 7 0						0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit			0				0						0	0	1,046.65	-
10	ELECTRIC FAN, WALL type, plastic blade	unit			0				0						0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit			0				0						0	0	3,642.83	-
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit			0				0						0	0	1,123.78	-
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit			0				0						0	0	5,191.68	-
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit			0				0						0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit			0				0						0	0	8,411.60	-
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit			0				0						0	0	5,927.17	-
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit			0				0						0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit			0				0						0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit			0				0						0	0	744.14	-
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit			0				0						0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit			0				0						0	0	1,379.04	-
22	Desktop Computer, branded	unit			0				0						0	0	35,887.49	-
23	Laptop Computer, branded	unit	7	2	9				0						0	9	36,587.28	329,285.52

COMMON COMPUTER SUPPLIES

1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box			0				0						0	0	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box			0				0						0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	10		10				0						0	10	796.06	7,960.60
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box			0				0						0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	10		10				0						0	10	620.67	6,206.70
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box			0				0						0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece			0				0						0	0	22.66	-

8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece				0		20		Pages 8 20				0			0	20	3,152.86	63,057.20
9	FLASH DRIVE, 16 GB capacity	piece				0				0				0			0	0	261.75	-
10	MOUSE, optical, USB connection type	unit				0				0				0			0	0	140.39	-
HANDBOOK ON PROCUREMENT																				
1	HANDBOOK (RA 9184), 7th Edition	piece				0				0				0			0	0	48.13	-
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				0				0				0			0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0				0				0			0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0				0				0			0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart				0				0				0			0	0	264.99	-
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0			0	0	264.99	-
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0			0	0	264.99	-
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0			0	0	264.99	-
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				0				0				0			0	0	676.00	-
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			Pages 9 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	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0			0			0			0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0			0			0			0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0			0			0			0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0			0			0			0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0			0			0			0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0			0			0			0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0			0			0			0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0			0			0			0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0			0			0			0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart	10			10	10		10	5		5	5		5	30	373.15	11,194.50
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	10			10	5		5	5		5	5		5	25	373.15	9,328.75
41	INK CART, HP CZ107AA, (HP678), Black	cart	10			10	5		5	5		5	5		5	25	379.64	9,491.00
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart	5			5	5		5	5		5	5		5	20	379.64	7,592.80

															Pages 10					
43	INK CART, HP CZ121A (HP685A), Black	cart									o				o	o	380.72	-		
44	INK CART, HP CZ122A (HP685A), Cyan	cart									o				o	o	259.58	-		
45	INK CART, HP CZ123A (HP685A), Magenta	cart									o				o	o	259.58	-		
46	INK CART, HP CZ124A (HP685A), Yellow	cart									o				o	o	259.58	-		
47	INK CART, HP F6V26AA (HP680) Tri-color	cart									o				o	o	0.00	-		
48	INK CART, HP F6V27AA (HP680) Black	cart									o				o	o	0.00	-		
49	INK CART, HP L0S51AA (HP955) Cyan Original	cart									o				o	o	0.00	-		
50	INK CART, HP L0S54AA (HP955) Magenta Original	cart									o				o	o	0.00	-		
51	INK CART, HP L0S57AA (HP955) Yellow Original	cart									o				o	o	0.00	-		
52	INK CART, HP L0S60AA (HP955) Black Original	cart									o				o	o	0.00	-		
53	INK CART, HP L0S63AA (HP955XL) Cyan Original	cart									o				o	o	0.00	-		
54	INK CART, HP L0S66AA (HP955XL) Magenta Original	cart									o				o	o	0.00	-		
55	INK CART, HP L0S69AA (HP955XL) Yellow Original	cart									o				o	o	0.00	-		
56	INK CART, HP L0S72AA (HP955XL) Black Original	cart									o				o	o	0.00	-		
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart									o				o	o	0.00	-		
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart									o				o	o	0.00	-		
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart									o				o	o	0.00	-		
60	INK CART, HP T6M01AA (HP905) Black Original	cart									o				o	o	0.00	-		
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart									o				o	o	0.00	-		
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart									o				o	o	0.00	-		
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart									o				o	o	0.00	-		
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart									o				o	o	0.00	-		
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart									o				o	o	79.82	-		
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart									o				o	o	753.88	-		

															Pages 11				
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				0							0	0	78.96	-			
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				0							0	0	2,914.91	-			
74	TONER CART, HP CB540A, Black	cart				0							0	0	3,444.90	-			
75	TONER CART, HP CE255A, Black	cart				0							0	0	7,024.99	-			
76	TONER CART, HP CE278A, Black	cart				0							0	0	3,239.39	-			
77	TONER CART, HP CE285A (HP85A), Black	cart				0							0	0	3,009.01	-			
78	TONER CART, HP CE310A, Black	cart				0							0	0	2,482.27	-			
79	TONER CART, HP CE311A, Cyan	cart				0							0	0	2,590.43	-			
80	TONER CART, HP CE312A, Yellow	cart				0							0	0	2,590.43	-			
81	TONER CART, HP CE313A, Magenta	cart				0							0	0	2,590.43	-			
82	TONER CART, HP CE320A, Black	cart				0							0	0	2,968.99	-			
83	TONER CART, HP CE321A, Cyan	cart				0							0	0	3,131.23	-			
84	TONER CART, HP CE322A, Yellow	cart				0							0	0	3,131.23	-			
85	TONER CART, HP CE323A, Magenta	cart				0							0	0	3,131.23	-			
86	TONER CART, HP CE390A, Black	cart				0							0	0	7,998.43	-			
87	TONER CART, HP CE400A, Black	cart				0							0	0	7,024.99	-			
88	TONER CART, HP CE401A, Cyan	cart				0							0	0	10,377.95	-			
89	TONER CART, HP CE402A, Yellow	cart				0							0	0	10,377.95	-			
90	TONER CART, HP CE403A, Magenta	cart				0							0	0	10,377.95	-			

														Pages 12				
91	TONER CART, HP CE410A, (HP305), Black	cart								o				o	o	3,942.43	-	
92	TONER CART, HP CE411A, (HP305), Cyan	cart								o				o	o	5,618.91	-	
93	TONER CART, HP CE412A, (HP305), Yellow	cart								o				o	o	5,618.91	-	
94	TONER CART, HP CE413A, (HP305), Magenta	cart								o				o	o	5,618.91	-	
95	TONER CART, HP CE505A, Black	cart								o				o	o	4,158.75	-	
96	TONER CART, HP CE505X, Black, high cap	cart								o				o	o	7,349.47	-	
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart								o				o	o	0.00	-	
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart								o				o	o	0.00	-	
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart								o				o	o	0.00	-	
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart								o				o	o	0.00	-	
101	TONER CART, HP CF280XC	cart								o				o	o	7,241.31	-	
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart								o				o	o	0.00	-	
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart								o				o	o	0.00	-	
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart								o				o	o	0.00	-	
105	TONER CART, HP CF287A (HP87) black	cart								o				o	o	0.00	-	
106	TONER CART, HP CF310AC (HP826) black	cart								o				o	o	0.00	-	
107	TONER CART, HP CF311AC (HP826) cyan	cart								o				o	o	0.00	-	
108	TONER CART, HP CF312AC (HP826) yellow	cart								o				o	o	0.00	-	
109	TONER CART, HP CF313AC (HP826) magenta	cart								o				o	o	0.00	-	
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart								o				o	o	0.00	-	
111	TONER CART, HP CF350A Black LJ	cart								o				o	o	0.00	-	
112	TONER CART, HP CF351A Cyan LJ	cart								o				o	o	0.00	-	
113	TONER CART, HP CF352A Yellow LJ	cart								o				o	o	0.00	-	
114	TONER CART, HP CF353A Magenta LJ	cart								o				o	o	0.00	-	

															Pages 13			
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	0.00	-	
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart												0	0	0.00	-	
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart												0	0	0.00	-	
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart												0	0	0.00	-	
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart												0	0	0.00	-	
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart												0	0	0.00	-	
127	TONER CART, HP CF410A (HP410A) black	cart												0	0	0.00	-	
128	TONER CART, HP CF410XC (HP410XC) black	cart												0	0	0.00	-	
129	TONER CART, HP CF411A (HP410A) cyan	cart												0	0	0.00	-	
130	TONER CART, HP CF411XC (HP410XC) cyan	cart												0	0	0.00	-	
131	TONER CART, HP CF412A (HP410A) yellow	cart												0	0	0.00	-	
132	TONER CART, HP CF412XC (HP410XC) yellow	cart												0	0	0.00	-	
133	TONER CART, HP CF413A (HP410A) magenta	cart												0	0	0.00	-	
134	TONER CART, HP CF413XC (HP410XC) magenta	cart												0	0	0.00	-	
135	TONER CART, HP Q2612A, Black	cart												0	0	3,228.58	-	
136	TONER CART, HP Q5942A, Black	cart												0	0	7,782.11	-	
137	TONER CART, HP Q7553A, Black	cart												0	0	4,050.59	-	
138	TONER CART, LEXMARK E360H11P, Black	cart												0	0	9,229.29	-	

139	TONER CART, LEXMARK T650A11P, Black	cart							Pages 14 0						0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart							0						0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart							0						0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart							0						0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart							0						0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart							0						0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart							0						0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart							0						0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart							0						0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart							0						0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart							0						0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart							0						0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart							0						0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart							0						0	0	13,935.33	-

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

COMMON ELECTRICAL SUPPLIES

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

COMMON OFFICE EQUIPMENT

1	Filing cabinet	unit		7		7		3		3					0	10	7,000.00	70,000.00
2						0				0					0	0		-

3					0				0				0			0	0		-		
4					0				0				0			0	0		-		
5					0				0				0			0	0		-		
COMMON OFFICE SUPPLIES																					
1	Folder, morocco, A4	pack		1		1		1		1		1		1		1	4	900.00	3,600.00		
2	Folder, morocco, legal	pack		2		2		2		2		2		2		2	8	1,000.00	8,000.00		
3	Ballpen, black	piece	39	200	50	289		152		152		100		100		159	100	259	800	10.00	8,000.00
4	Tape, double adhesive, 1"	roll		20		20		20		20		20		20		20	80	30.00	2,400.00		
5	Time card, 100's	pack		6		6		6		6		6		6		6	24	100.00	2,400.00		
6	CD-Rewritable	piece		30		30		30		30		30		30		30	120	35.00	4,200.00		
7	CD-Recordable	piece		15		15		15		15		15		15		15	60	25.00	1,500.00		
8	Rubber band, small	box		15		15		5		5		5		5		5	30	25.00	750.00		
9	Certificate frame	piece	2	184	4	190		20	2	30	3	19	5	27	1	22	23	270	120.00	32,400.00	
10	Ruler, plastic, 12"	piece		5		5		5		5		5		5		5	20	4.00	80.00		
11	Large binder clamp	piece		25		25		25		25		25		25		25	100	100.00	10,000.00		
12	Push pin	box	20			20		20		20		20					0	60	50.00	3,000.00	
13	Sticker paper	pack	10			10	10			10	10			10	10		10	40	100.00	4,000.00	
14	Battery, 9V	piece		20		20		20		20		20		20		20	80	80.00	6,400.00		
15	Class record	piece				0				0	80			80			0	80	50.00	4,000.00	
16	Chalk, color	box				0				0	30			30			0	30	30.00	900.00	
17	Envelope, pay	box	2			2		2		2		2					0	6	450.00	2,700.00	
18	Envelope, 6" x 9"	box		2		2				0							0	2	600.00	1,200.00	
19						0				0							0	0		-	
20						0				0							0	0		-	

COMMON JANITORIAL 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		-

CONSUMABLES

1	Toner cartridge 319 for LBP 6300dn	piece	4			4	4			4	4			4	4			4	16	4,200.00	67,200.00
2	Toner cartridge for S2011/S2320	piece	3			3	3			3	3			3	3			3	12	4,200.00	50,400.00
3	Toner, MC1600, black	piece	2			2	2			2	2			2	2			2	8	2,200.00	17,600.00
4	Toner MC 1600, cyan	piece	1			1	1			1	1			1	1			1	4	5,500.00	22,000.00
5	Toner MC 1600, magenta	piece	1			1	1			1	1			1	1			1	4	5,500.00	22,000.00
6	Toner MC 1600, yellow	piece	1			1	1			1	1			1	1			1	4	5,500.00	22,000.00
7	Ink for Canon G4000, black	bottle	22	2		24	20			20	20	3		23	23			23	90	350.00	31,500.00
8	Ink for Canon G4000, cyan	bottle	20	1		21	15			15	12	3		15	19			19	70	350.00	24,500.00
9	Ink for Canon G4000, magenta	bottle	20	1		21	15			15	12	3		15	19			19	70	350.00	24,500.00
10	Ink for Canon G4000, yellow	bottle	20	1		21	15			15	12	3		15	19			19	70	350.00	24,500.00
11	Ink for Epson L210, black	bottle	10			10	10			10	10			10	10			10	40	300.00	12,000.00
12	Ink for Epson L210, cyan	bottle	5			5	5			5	5			5	5			5	20	300.00	6,000.00
13	Ink for Epson L210, magenta	bottle	5			5	5			5	5			5	5			5	20	300.00	6,000.00
14	Ink for Epson L210, yellow	bottle	5			5	5			5	5			5	5			5	20	300.00	6,000.00
15	PG 40 ink, black	piece	10			10	10			10	10			10	10			10	40	850.00	34,000.00
16	CL 41 ink, color	piece	5			5	5			5	5			5	5			5	20	980.00	19,600.00
17	Riso ink	piece	3	3	2	8	8			8	6			6	3			3	25	1,800.00	45,000.00

18	Riso master roll	piece	3	3	2	8	8			8	6			6	3			3	25	3,950.00	98,750.00	
19						0				0				0				0	0			-
20						0				0				0				0	0			-
21						0				0				0				0	0			-
22						0				0				0				0	0			-
23						0				0				0				0	0			-
24						0				0				0				0	0			-
25						0				0				0				0	0			-
26						0				0				0				0	0			-
27						0				0				0				0	0			-
28						0				0				0				0	0			-
29						0				0				0				0	0			-
30						0				0				0				0	0			-

Office Equipment and Accessories

1	Paper cutter, heavy duty	unit				0			3	3				0				0	3	1,500.00	4,500.00	
2	Long stapler	unit				0				0	3			3				0	3	1,700.00	5,100.00	
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			-

Office Supplies

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

Audio and visual presentation and composing equipment

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

Photographic or filming or video equipment

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

Cleaning Equipment and Supplies

1	Dishwashing liquid, 250ml	bottle	20			20	20			20	20			20	20			20	80	70.00	5,600.00
2	Gloves, rubber	pair	25			25	25			25	25			25	25			25	100	100.00	10,000.00
3	Bleach disinfectant, 1 liter	bottle	20			20	20			20	20			20	20			20	80	45.00	3,600.00
4	Muriatic acid, 1 liter	bottle	20			20	20			20	20			20	20			20	80	50.00	4,000.00
5	Toilet pump	piece	10			10	10			10	10			10	10			10	40	70.00	2,800.00
6	Toilet brush	piece	10			10	10			10	10			10	10			10	40	60.00	2,400.00
7	Trash can, plastic	piece	13			13	13			13	12			12	12			12	50	100.00	5,000.00
8	Feather duster	piece	10			10	10			10	10			10	10			10	40	25.00	1,000.00
9	Glass cleaner	bottle	20			20	20			20	20			20	20			20	80	120.00	9,600.00
10						0				0				0				0	0		-

Paper Materials and Products

1	Construction paper	pack	15	13		28		20		20		17		17		15		15	80	30.00	2,400.00
2	Board paper, 8.5" x 11"	pack	17	231	81	329	16	145	1	162	9	131	1	141	12	126		138	770	35.00	26,950.00
3	Manila paper	piece	10	20		30		20		20		15		15	20	15		35	100	4.00	400.00

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		-

Computer Supplies

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

Computer 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		-

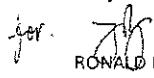
8					0				0					0	0					-	
9					0				0					0	0						-
10					0				0					0	0						-
*Other Categories																					
1	Toilet deodorant cake	piece	30			30	30			30	30			30	30			30	120	35.00	4,200.00
2	Soap, toilet/ bath	piece	20			20	20			20	20			20	20			20	80	40.00	3,200.00
3					0				0					0	0			0	0		-
4					0				0					0	0			0	0		-
5					0				0					0	0			0	0		-
6					0				0					0	0			0	0		-
7					0				0					0	0			0	0		-
8					0				0					0	0			0	0		-
9					0				0					0	0			0	0		-
10					0				0					0	0			0	0		-
C. TOTAL (A + B):																			P	1,869,563.04	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			P	186,956.30	
E. GRAND TOTAL (C + D)																			P	2,056,519.34	
F. APPROVED BUDGET BY THE AGENCY HEAD																					
G. MONTHLY CASH REQUIREMENTS																					
C.1 Available at Procurement Service Stores					528,591.30				216,876.23					165,469.27				161,596.24		P	1,072,533.04
C.2 Other Items not available at PS but regularly purchased from other sources					263,635.00				204,290.00					176,515.00				152,590.00		P	797,030.00
TOTAL MONTHLY CASH REQUIREMENTS					792,226.30				421,166.23					341,984.27				314,186.24		P	1,869,563.04

*Other categories that are not indicated herein

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

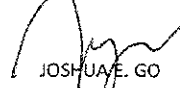
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


RONALD R. RAPADA


Property/Supply Officer

Certified Funds Available / Certified
Appropriate Funds Available:


JOSHUA E. GO

Accountant / Local Budget Officer

Approved by:


DR. RONNALEE N. ORTEZA

Head of Office/Agency 

Date: 11/24/2017