

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/Offi MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
Region: CAR - Bontoc
Address: Bontoc, Mountain Province

Agency Account Code: Z092

Contact Person: DR. REXTON F. CHAKAS
Position: COLLEGE PRESIDENT
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Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	22	15	15	52	10	10	8	28	15	15	10	40	10	10	10	30	150	20.28	3,042.00
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	30	20	20	70	20	10	10	40	10	10	10	30	10			10	150	19.20	2,880.00
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	25	25	25	75				0				0				0	75	91.94	6,895.50
4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	25	25	25	75	10			10	25	25	25	75				0	160	40.97	6,555.20
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece	10	10	5	25	5	5		10		5	5	10				0	45	75.39	3,392.55
6	TAPE, ELECTRICAL, 18mm x 16M min	roll	55	50	50	155	30	50	50	130	33	50	30	113	10	10	10	30	428	18.93	8,102.04

COMMON OFFICE SUPPLIES																					
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	5			5				0	40			40				0	45	766.73	34,502.85
2	AIR FRESHENER, aerosol, 280ml/150g min	can	49	10	20	79	28	10	10	48	34		10	44	19	4		23	194	88.69	17,205.86
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	305	110	110	525	238	100	100	438	252	52	100	404	203	60	38	301	1668	49.73	82,949.64
4	CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0				0	0	205.48	-
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0				0	0	210.91	-
6	CARTOLINA, assorted colors	pack	68	10	10	88	33	5		38	34		5	39	26	3		29	194	67.06	13,009.64
7	CHALK, molded, white, dustless, length: 78mm min	box	298	13	10	321	78	57	10	145	87	39		126	15	66		81	673	26.89	18,096.97
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	21			21	21			21	21			21	19			19	82	38.19	3,131.58
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	135		10	145	51			51	74			74	75			75	345	40.47	13,962.15
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	175	50	30	255	103	36	16	155	115	17	30	162	65	22	10	97	669	7.87	5,265.03
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	183	65	30	278	127	31	19	177	128	29	30	187	81	18	13	112	754	13.94	10,510.76
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	182	65	30	277	97	27	12	136	160	22	30	212	61	19	9	89	714	19.88	14,194.32
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	161	65	30	256	88	36	11	135	152	16	30	198	62	27	9	98	687	41.10	28,235.70
14	CORRECTION TAPE, film base type, UL 6m min	piece	283	100	50	433	199	35	29	263	237	50	50	337	155	20	18	193	1226	18.26	22,386.76
15	DATA FILE BOX, made of chipboard, with closed ends	box	148	50	20	218	69	10	20	99	45	20	20	85	17	6		23	425	72.57	30,842.25
16	DATA FOLDER, made of chipboard, taglia lock	piece	115	10	10	135	77	2	10	89	25	2	10	37	15			15	276	71.39	19,703.64
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	8			8	2	2		4	1			1	1			1	14	424.47	5,942.58
18	ENVELOPE, DOCUMENTARY, for legal size document	box	57	10	10	77	10	10	10	30	20			20	2			2	129	538.80	69,505.20
19	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	43	20	20	83	21	20	10	51	20	10	10	40	2	2		4	178	667.84	118,875.52
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	205	10	20	235	84	20	20	124	106	12	2	120	68	5		73	552	28.71	15,847.92
21	ENVELOPE, MAILING,white, 80gsm (-5%)	box	10	5		15	2			2	7			7	3			3	27	341.79	9,228.33
22	ENVELOPE, mailing, white, with window	box	5			5	1			1	3			3	1	1		2	11	427.23	4,699.53
23	ERASER, FELT, for blackboard/whiteboard	piece	307	2		309	19	20		39	95	11		106	36	20		56	510	11.55	5,890.50

24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	120	4		124	67	10		77	90			90	62	15	1	78	369	6.23	2,298.87
25	FASTENER, METAL, 70mm between prongs	box	96	3	10	109	57	6	10	73	64	4	10	78	37	5		42	302	59.37	17,929.74
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	146	2	2	150	69	2	2	73	75	6	2	83	12			12	318	73.59	23,401.62
27	FILE TAB DIVIDER, bristol board, for A4	set	52			52	3	15		18	3	31		34	5			5	109	12.98	1,414.82
28	FILE TAB DIVIDER, bristol board, for legal	set	76	10		86	11	15	10	36	17	31	10	58	5			5	185	17.31	3,202.35
29	FOLDER, FANCY, for A4 size documents	bundle	22			22	10			10	11			11	10			10	53	258.50	13,700.50
30	FOLDER, FANCY, for legal size documents	bundle	77	28	30	135	56	38	30	124	39	30	30	99	23	6		29	387	302.85	117,202.95
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	36		2	38	9			9	19			19	9			9	75	177.92	13,344.00
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	76	25	25	126	30	30	30	90	39	10	10	59	4	7		11	286	222.27	63,569.22
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	25	10	10	45	10	10	10	30	12	10		22	2			2	99	776.59	76,882.41
34	FOLDER, TAGBOARD, for A4 size documents	pack	8			8	4			4	3			3	2			2	17	226.05	3,842.85
35	FOLDER, TAGBOARD, for legal size documents	pack	71	5	10	86	17	10		27	30	9	10	49	5			5	167	208.38	34,799.46
36	GLUE, all purpose, gross weight: 200 grams min	jar	116	10	10	136	42	15	10	67	82	11		93	31	6		37	333	49.73	16,560.09
37	INDEX TAB, self-adhesive, transparent	box	138	10	10	158	59	2		61	83	10		93	48	1		49	361	53.74	19,400.14
38	LOOSELEAF COVER, made of chipboard, for legal	bundle	13	10		23	3	3		6	10			10	3			3	42	676.00	28,392.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	65			65	34	3		37	25	28		53	17	2		19	174	43.26	7,527.24
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	162	34		196	80	6		86	95	10	15	120	61	5		66	468	36.97	17,301.96
41	MARKER, whiteboard, black, felt tip, bullet type	piece	252	200	300	752	153	300	100	553	203	100	100	403	114	17	17	148	1856	10.69	19,840.64
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	236	100	300	636	127	100	300	527	197	20	25	242	87	17	17	121	1526	10.69	16,312.94
43	MARKER, whiteboard, red, felt tip, bullet type	piece	93	10		103	42	30		72	48			48	34	10		44	267	10.69	2,854.23
44	MARKER, PERMANENT, bullet type, black	piece	295	24	21	340	144	31	20	195	178	15	20	213	69	6		75	823	10.04	8,262.92
45	MARKER, PERMANENT, bullet type, blue	piece	219	35	4	258	103	30		133	111	58		169	63	21		84	644	10.04	6,465.76
46	MARKER, PERMANENT, bullet type, red	piece	97	100		197	38	1	100	139	58	2		60	19	2		21	417	10.04	4,186.68
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	68	4	4	76	28			28	38			38	8			8	150	12.52	1,878.00

48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	121	50	12	183	86	17	6	109	110	13	4	127	51	5	3	59	478	32.45	15,511.10
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	137	50	15	202	98	16	5	119	103	12	5	120	45	7	5	57	498	44.32	22,071.36
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	172	12	4	188	116	5	3	124	142	4	3	149	67	7	3	77	538	59.49	32,005.62
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	85	5	1	91	40	4	1	45	41	5	1	47	28	1	1	30	213	18.99	4,044.87
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	182	25	12	219	129	31	11	171	150	18	11	179	112	30	9	151	720	6.91	4,975.20
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	171	27	14	212	115	30	12	157	137	18	11	166	100	19	9	128	663	14.04	9,308.52
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	336	50	100	486	277	66	61	404	256	46	55	357	177	46	26	249	1496	137.66	205,939.36
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	950	950	950	2850	800	800	950	2550	680	600	700	1980	420	222	177	819	8199	160.94	1,319,547.06
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	85	10	10	105	75		11	86	87	6	5	98	61		4	65	354	119.09	42,157.86
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	428	400	450	1278	450	300	200	950	396	450	100	946	202	37	17	256	3430	123.08	422,164.40
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	124	100	100	324	84	60	50	194	87	50	50	187	29	10	10	49	754	95.18	71,765.72
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0				0				0				0	0	34.29	-
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	133	50	100	283	71	50	50	171	115	50	15	180	38	12	12	62	696	20.40	14,198.40
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	10			10		3		3				0				0	13	319.07	4,147.91
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	233	14	3	250	60	11	3	74	152	3	3	158	75	8	1	84	566	62.73	35,505.18
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	105	4	1	110	19	14	1	34	46	12	1	59	19	9	1	29	232	97.34	22,582.88
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	82	21	2	105	48	5	10	63	65	2		67	34	7		41	276	267.14	73,730.64
65	RUBBER BAND, 70mm min lay flat length (#18)	box	18		1	19	2		1	3	5		1	6	1			1	29	97.04	2,814.16
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	50			50	10			10	30			30				0	90	16.10	1,449.00
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	537	300	200	1037	419	161	138	718	469	200	147	816	355	119	85	559	3130	35.99	112,648.70
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	500	300	250	1050	420	300	150	870	478	200	200	878	357	118	83	558	3356	35.99	120,782.44
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	351	100	200	651	268	88	106	462	332	95	115	542	236	71	47	354	2009	35.99	72,303.91
70	STAMP PAD INK, purple or violet	bottle	17	2	1	20	2	1		3	8	3		11	3	1		4	38	25.62	973.56
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	28	1	1	30	2			2	13	1		14	1			1	47	28.77	1,121.19

72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	54	5		59	27	9	2	38	32	2	2	36	24	7	2	33	166	21.51	3,570.66
73	STAPLE WIRE, STANDARD, (26/6)	box	85	10	10	105	38	17	10	65	68	4	10	82	32	7	2	41	293	19.68	5,766.24
74	TAPE, MASKING, width: 24mm (±1mm)	roll	84	10	10	104	59	11	3	73	65	1	3	69	51	5	2	58	304	57.32	17,425.28
75	TAPE, MASKING, width: 48mm (±1mm)	roll	119	12	10	141	91	22	8	121	93	10	50	153	79	8	1	88	503	109.24	54,947.72
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	113	8	19	140	86	23	6	115	87	19	50	156	67	7		74	485	29.08	14,103.80
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	158	50	20	228	116	27	50	193	131	50	50	231	97	7		104	756	11.36	8,588.16
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	134	50	20	204	103	17	50	170	109	50	50	209	94	7		101	684	27.58	18,864.72
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	207	100	70	377	170	70	70	310	197	60	70	327	152	58	41	251	1265	70.30	88,929.50
80	TWINE, plastic, one (1) kilo per roll	roll	11		5	16		1		1	5			5				0	22	51.92	1,142.24
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	6			6				0				0				0	6	133.99	803.94
82	Airline Travel	ticket				0				0				0				0	0	0.00	-

COMMON OFFICE DEVICES

1	CUTTER BLADE, for heavy duty cutter	tube	47		1	48	4	3		7	16	3		19	5	3		8	82	10.22	838.04
2	CUTTER KNIFE, for general purpose	piece	140	10	6	156	17	10		27	55	5		60	15	3		18	261	20.55	5,363.55
3	DATING AND STAMPING MACHINE, heavy duty	piece	8			8	5			5				0				0	13	497.52	6,467.76
4	PENCIL SHARPENER, manual, single cutter head	piece	42			42	5			5	5			5				0	52	194.69	10,123.88
5	PUNCHER, paper, heavy duty, with two hole guide	piece	60			60	5			5	11			11				0	76	123.42	9,379.92
6	SCISSORS, symmetrical, blade length: 65mm min	pair	160	10	20	190	36			36	71		10	81	6			6	313	14.28	4,469.64
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	126	10	10	146	10	5		15	34			34				0	195	85.45	16,662.75
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	29	5		34	1			1				0				0	35	913.95	31,988.25
9	STAPLE REMOVER, PLIER-TYPE	piece	119			119		10		10	51			51				0	180	18.91	3,403.80
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	32			32	1	10		11	2	11		13				0	56	51.57	2,887.92
11	WASTEBASKET, non-rigid plastic	piece	96	20	5	121		20		20	52			52				0	193	25.96	5,010.28

COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece	32	20	30	82	17		15	32	22	5	30	57	15		15	30	201	91.94	18,479.94
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	24	20	15	59	16		5	21	21		15	36	15		5	20	136	24.88	3,383.68
3	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	35	30	20	85	32	30	10	72	32	30		62	32	30		62	281	43.26	12,156.06
4	CLEANSER, SCOURING POWDER, 350g min./can	can	20	20	20	60	17	15	10	42	17	15	10	42	17	15	5	37	181	24.88	4,503.28
5	DETERGENT POWDER, all purpose, 1kg	pouch	60	100	50	210	60	75	30	165	29	75	15	119	54	50	15	119	613	38.93	23,864.09
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	31	15	20	66	20	10	10	40	33	10	20	63	17	10	10	37	206	125.20	25,791.20
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	22	10	10	42	5	10		15	6		6	12	5			5	74	28.12	2,080.88
8	FLOOR WAX, PASTE, RED	can	150	150	150	450	150	150	100	400	100	100	50	250	64	100		164	1264	280.13	354,084.32
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	24	5	6	35	11			11	21		6	27	11			11	84	90.85	7,631.40
10	INSECTICIDE, aerosol type, net content: 600ml min	can	30	30	20	80	17	20	15	52	22	25	20	67	17	15	20	52	251	142.77	35,835.27
11	MOP BUCKET, heavy duty, hard plastic	piece	19	5	10	34	10	5	5	20			10	10				0	64	1,987.44	127,196.16
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	20	20	30	70	20	10	20	50	15	20	20	55	10	5		15	190	148.18	28,154.20
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	26	30	20	76	30	20	20	70	20	20	20	60	20	10	110	140	346	110.32	38,170.72
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	58	50	50	158	50	25	25	100	50	50	25	125	5	5	1	11	394	51.68	20,361.92
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	10	10	10	30	10	5	1	16	10	5	1	16	5	10	1	16	78	107.08	8,352.24
16	TRASHBAG, plastic, transparent	roll	150	160	150	460	150	120	130	400	125	130	140	395	26	20	40	86	1341	145.48	195,088.68
17	DETERGENT BAR, 140 grams as packed	bar	20	20	25	65		10	20	30	12		25	37			20	20	152	7.57	1,150.64
COMMON OFFICE EQUIPMENT																					
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	14			14				0				0	1			1	15	10,816.00	162,240.00
2	CALCULATOR, compact, 12 digits	unit	27			27				0				0				0	27	140.61	3,796.47
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	10			10				0				0				0	10	273.10	2,731.00
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	11			11			0				0				0	11	6,828.14	75,109.54
6	DOCUMENT CAMERA, 3.2M pixels	unit	7			7	1		1				0				0	8	26,391.04	211,128.32
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	3	5	5	13		5	5	10		5	5	10	5		5	38	1,091.33	41,470.54
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	10	5	5	20	10	5	5	20	10	5	5	20	5		5	65	1,372.55	89,215.75
9	ELECTRIC FAN, STAND type, plastic blade	unit	9	5		14				0	5			5			0	19	1,046.65	19,886.35
10	ELECTRIC FAN, WALL type, plastic blade	unit	1	5	5	11				0	5			5			0	16	782.00	12,512.00
11	FACSIMILE MACHINE, uses thermal paper	unit				0				0				0			0	0	3,642.83	-
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	10	5		15		5		5				0			0	20	1,123.78	22,475.60
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	7			7				0				0			0	7	27,542.94	192,800.58
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	6			6				0				0			0	6	8,411.60	50,469.60
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	6			6				0				0			0	6	5,927.17	35,563.02
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	4			4				0				0			0	4	19,457.98	77,831.92
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				0				0				0			0	0	744.14	-
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	11			11				0				0			0	11	1,379.04	15,169.44
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	2			2				0				0			0	2	36,587.28	73,174.56

COMMON COMPUTER SUPPLIES

1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	21			21	10			10	20			20	5			5	56	709.53	39,733.68
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0				0			0	0	1,070.78		
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0				0			0	0	796.06		

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				0				0				0			0	0	620.67	-	
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0				0			0	0	1,076.19	-	
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	298	5	5	308	95	8	5	108	135	45	8	188	60	10	3	73	677	22.66	15,340.82
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	130	2	1	133	8	2		10	5			5				0	148	3,152.86	466,623.28
9	FLASH DRIVE, 16 GB capacity	piece	247	15	13	275	100	10	10	120	133	35	4	172	86	12	3	101	668	261.75	174,849.00
10	MOUSE, optical, USB connection type	unit	102			102	2			2	22			22	1			1	127	140.39	17,829.53
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK (RA 9184), 7th Edition	piece	8			8				0				0				0	8	48.13	385.04
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	4		2	6	1	5		6	1	4		5	1	3		4	21	1,070.78	22,486.38
4	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart	9	1		10	3	8		11	3	7		10	3	3		6	37	811.20	30,014.40
6	INK CART, EPSON C13T664100 (T6641), Black	cart	315	200	200	715	260	200	200	660	232	100	90	422	159	54	41	254	2051	264.99	543,494.49
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	156	22	19	197	98	36	13	147	105	29	8	142	83	17	5	105	591	264.99	156,609.09
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	156	22	19	197	98	36	13	147	105	29	8	142	84	17	5	106	592	264.99	156,874.08
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	172	22	19	213	101	36	13	150	109	30	8	147	87	21	5	113	623	264.99	165,088.77
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	6	2	2	10	5	2		7	5			5	5			5	27	676.00	18,252.00
13	INK CART, HP C9352AA, (HP22), Tri-color	cart	4			4	2			2	2			2	2			2	10	782.00	7,820.00

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	39	30	30	99	30	20	20	70	18	10	10	38	8	4	4	16	223	665.18	148,335.14
22	INK CART, HP CC643WA, (HP60), Tri-color	cart	21	3	6	30	18	4	5	27	16	3	6	25	8	2	2	12	94	784.16	73,711.04
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	25	15	10	50	17	5	5	27	19	2	4	25	17	2	2	21	123	373.15	45,897.45
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	15		5	20	8		1	9	8		1	9	7			7	45	373.15	16,791.75
41	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	379.64	-
43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0				0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0				0	0	0.00	-
49	INK CART, HP Lo551AA (HP955) Cyan Original	cart				0				0				0				0	0	0.00	-
50	INK CART, HP Lo554AA (HP955) Magenta Original	cart				0				0				0				0	0	0.00	-
51	INK CART, HP Lo557AA (HP955) Yellow Original	cart				0				0				0				0	0	0.00	-
52	INK CART, HP Lo560AA (HP955) Black Original	cart				0				0				0				0	0	0.00	-
53	INK CART, HP Lo563AA (HP955XL) Cyan Original	cart				0				0				0				0	0	0.00	-
54	INK CART, HP Lo566AA (HP955XL) Magenta Original	cart				0				0				0				0	0	0.00	-
55	INK CART, HP Lo569AA (HP955XL) Yellow Original	cart				0				0				0				0	0	0.00	-
56	INK CART, HP Lo572AA (HP955XL) Black Original	cart				0				0				0				0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0				0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0				0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0				0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0				0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0				0	0	0.00	-

62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0			0			0			0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0			0			0			0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0			0			0			0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart	3	2		5		3	3		3	1			1	12	79.82	957.84
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0			0			0			0	0	753.88	-
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart	23			23	20	3	23	23		23	18		18	87	78.96	6,869.52
68	TONER CART, BROTHER TN-2025, Black	cart				0			0			0			0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0			0			0			0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0			0			0			0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart	3			3		2	2	2		2	2		2	9	3,059.63	27,536.67
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0			0			0			0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0			0			0			0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0			0			0			0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0			0			0			0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0			0			0			0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				0			0			0			0	0	3,009.01	-
78	TONER CART, HP CE310A, Black	cart				0			0			0			0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0			0			0			0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0			0			0			0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0			0			0			0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0			0			0			0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0			0			0			0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0			0			0			0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0			0			0			0	0	3,131.23	-

86	TONER CART, HP CE390A, Black	cart				0				0				0			0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0				0				0			0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0				0			0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0				0			0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0				0				0			0	0	10,377.95	-
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				0				0				0			0	0	4,158.75	-
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			0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0			0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0				0			0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0				0				0			0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0			0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0			0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0				0			0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0				0			0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0				0			0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0			0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0			0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0			0	0	0.00	-

110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0			0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0				0			0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0			0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0				0			0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0				0			0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0				0			0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0			0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0			0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0			0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0			0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0			0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0			0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0				0			0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0				0			0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0				0			0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0				0			0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0				0			0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0				0			0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0				0			0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0				0			0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0				0			0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0				0			0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0				0			0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0			0	0	0.00	-

134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0			0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0				0			0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0				0			0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0				0			0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0			0	0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0			0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0			0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0			0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0			0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0			0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0			0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0			0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0			0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0			0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0			0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0			0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				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	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				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	Extension Wire	meter	35	15		50	20			20				0				0	70	45.00	3,150.00
2	Female Plug (Four Whole)	pc	17			17	10			10				0				0	27	150.00	4,050.00

3	Male Plug	pc	17			17	10			10				0				0	27	100.00	2,700.00
4	Analog Multitester	meter	3			3				0				0				0	3	200.00	600.00
5	Exhaust Fan	unit	7			7	7			7				0				0	14	1,500.00	21,000.00
COMMON OFFICE EQUIPMENT																					
1	Computer Printer Epson 565	unit	10	10	10	30	2	1	2	5	1			1				0	36	15,000.00	540,000.00
2	Adjustable 3-hole puncher	unit	5	2	3	10	1	1	2	4				0				0	14	2,890.00	40,460.00
3	Ergonomic Chair	unit	20	17	3	40	8			8				0				0	48	15,000.00	720,000.00
4	Calculator Scientific	unit	20			20	12			12	10			10				0	42	400.00	16,800.00
5	Steel File Cabinet, 4layers with lock	unit	4			4	2			2				0				0	6	15,000.00	90,000.00
COMMON OFFICE SUPPLIES																					
1	Binding Strips, 4"	pieces	25			25				0	25			25				0	50	90.00	4,500.00
2	Binding Strips, 3"	pieces	25			25				0	25			25				0	50	85.00	4,250.00
3	Binding Strips, 2"	pieces	46	13	3	62	8	2	36	46	15	12	2	29	3	6	6	15	152	75.00	11,400.00
4	Ballpen Black	pieces	125	100	15	240	75		100	175	25		100	125	25			25	565	25.00	14,125.00
5	Binding Strips, 1 1/2"	pieces	53	5	5	63	8	2	27	37	13	3	3	19	6			6	125	70.00	8,750.00
6	Binding Strips, 1"	pieces	73	23	5	101	8	32	2	42	33	8	3	44	10	2		12	199	65.00	12,935.00
7	B inding Strips, 1/2"	pieces	66	5	5	76	10	3	10	23	15	20		35	9			9	143	60.00	8,580.00
8	Binding Strips, 1/4"	pieces	45	30		75	10	10	10	30	30	10	2	42	6	10		16	163	55.00	8,965.00
9	Binding Strips, 1/8"	pieces	12	10		22	6	10	10	26	12	10		22	6			6	76	50.00	3,800.00
10	Wall clocks	pieces	4			4				0				0				0	4	600.00	2,400.00
11	Extension Cord w/ Four Dual Outlets	meter	4			4		4		4				0				0	8	200.00	1,600.00
12	Ring Binder (for 3hole), long, maroon	pieces	120		20	140	10	20	20	50	17	20	20	57				0	247	550.00	135,850.00
13	Columnar Paper, 14 colums 17" x 14"	pad	5			5	3			3	3			3	3			3	14	65.00	910.00
14	Columnar Paper, 18columns 25.5"x14"	pad	5			5	3			3	3			3	3			3	14	85.00	1,190.00

15	Multi-Purpose Board Paper, Legal, Sonoma White, 100 sheets/ream	ream	10	2		12	5	5		10	10	2		12	2		2	36	40.00	1,440.00
16	Colored paper, 80 gsm, long, light red, avia colors (250/pack)	ream	4			4				0	8			8			0	12	1,200.00	14,400.00
17	Colored paper, 80 gsm, long, yellow, avia colors (250/pack)	ream	4			4				0	8			8			0	12	550.00	6,600.00
18	Class Record	pcs	20			20				0				0			0	20	120.00	2,400.00
19	Ballpen Blue	pieces	100	130	50	280	10	100	65	175	10	55	15	80	10	15	25	560	25.00	14,000.00
20	Hard/Board cover, long	ream	2	20	10	32	1	10		11	10	1		11	11	1	12	66	55.00	3,630.00

COMMON JANITORIAL SUPPLIES

1	Muriatic Acid	bottle	10	10	5	25	10	3	5	18	10	3		13	5	3		8	64	180.00	11,520.00
2	Zonrox Bleach Floral	bottle	10		10	20		10	10	20	10			10			10	10	60	480.00	28,800.00
3	Toilet Pump Wood Handle	pieces	12	10		22	12			12	12	10		22	12			12	68	600.00	40,800.00
4	Toilet Bowl Brush Plastic Long Handle Bathroom	pieces	12	12		24	12	10		22	12	10		22	12			12	80	200.00	16,000.00
5	Waste Basket, push Pedal	pieces	2	20	10	32				0	10			10				0	42	400.00	16,800.00

CONSUMABLES

1	Ineo+35 toner (TNP22)	cart		2		2				0				0				0	2	1,910.00	3,820.00
2	Toner, - Ineo 215	tube	2	2		4				0	2			2				0	6	1,960.00	11,760.00
3	Toner, TN 118	cart	10			10	10			10	10			10				0	30	4,500.00	135,000.00
4	Toner -Ineo 281 TN220 (black)	cart	5	5	5	15	5	5	5	15	5	5	5	15	2	1	1	4	49	9,250.00	453,250.00
5	Toner -Ineo 281 TN220 (cyan)	cart	3			3	3			3			3	3	1	1	1	3	12	9,250.00	111,000.00
6	Toner -Ineo 281 TN220 (magenta)	cart	3			3	3			3			3	3				0	9	9,250.00	83,250.00
7	Toner -Ineo 281 TN220 (yellow)	cart	3			3	3			3			3	3				0	9	9,250.00	83,250.00
8	Toner - Ineo 283	cart	2	2		4		2		2	2			2	1			1	9	3,900.00	35,100.00
9	Ink, for Brother printer (DCP-J100), black	pieces	10		1	11	2			2				0				0	13	2,100.00	27,300.00
10	Ink, for Brother printer (DCP-J100), cyan	pieces	5		1	6	1			1				0				0	7	1,980.00	13,860.00
11	Ink, for Brother printer (DCP-J100), magenta	pieces	5		1	6	1			1				0				0	7	1,980.00	13,860.00

12	Ink, for Brother printer (DCP-J100), yellow	pieces	5		1	6	1			1				0				0	7	1,980.00	13,860.00
13	Ineo+35 toner (TNP22)colored	cart		1		1	1			1				0		1		1	3	4,500.00	13,500.00
14	Ink, Cart, HP Deskjet, GT (GT51), black	pieces	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	380.00	9,120.00
15	Ink, Cart, HP Deskjet, GT (GT52), cyan	pieces	2			2	1			1				0				0	3	400.00	1,200.00
16	Ink, Cart, HP Deskjet, GT (GT53), magenta	pieces	2			2	1			1	2			2	1			1	6	400.00	2,400.00
17	Ink, Cart, HP Deskjet, GT (GT54), yellow	pieces	2			2	1			1	2			2	1			1	6	400.00	2,400.00
18	Riso Master (Z-type)	tube	8	8	8	24	5	5	5	15	5	5	5	15	5	5	5	15	69	3,915.00	270,135.00
19	Riso Ink (E-type)	tube	15	15	15	45	15	15	15	45	15	15	15	45	2	2	2	6	141	1,690.00	238,290.00
20	Singer, oil, 4L/gallon	gallon	3			3				0				0				0	3	2,000.00	6,000.00
21	Water Well Paste	gallon	3			3				0				0				0	3	200.00	600.00
22	Toner 220Y (ineo+280)	pieces	1			1				0				0				0	1	9,250.00	9,250.00
23	Toner 220M (ineo+280)	cart	1			1				0				0				0	1	9,250.00	9,250.00
24	Toner 220C (ineo+280)	cart	1			1				0				0				0	1	9,250.00	9,250.00
25	Toner 220K (ineo+280)	cart	1	1		2	1	1	1	3	1	1		2				0	7	9,250.00	64,750.00
26	Toner TN114 (Ineo 161)	tube	2	2	1	5	2	2	1	5	1	2	1	4	1			1	15	3,125.00	46,875.00
27	Face Mask	pieces	22	12	20	54	12	12	20	44	12	12	20	44	12	12		24	166	150.00	24,900.00
28	Copy Printer Ink, Gestetner, DX 2430	tube	15	5	5	25	10	5		15	12			12	5			5	57	1,081.00	61,617.00
29	Copy Master	tube	12	5	5	22	10	2		12	12			12	5			5	51	1,960.00	99,960.00
30	Ballpen Red	pieces	10	50	100	160	10	70		80	15	20		35	10		20	30	305	25.00	7,625.00
Office Equipment and Accessories																					
1	Graphing calculator	unit	2	2	1	5				0				0				0	5	5,000.00	25,000.00
2	Printer, Inkjet, wireless capable, 55ppm speed, 512 MB memory, duplex printing capable	unit	4			4				0				0				0	4	10,500.00	42,000.00
3	White Board W/ Metal Edge, 42" x 30"	unit	1			1	1			1				0				0	2	2,000.00	4,000.00
4	Water Dispenser (3 in 1)	unit	1	1	1	3	1			1				0				0	4	8,500.00	34,000.00

5	Corckboard 4x8"	unit	4		4	1			1				0				0	5	4,500.00	22,500.00
6	Glass Display Cabinet, layer with lock	unit	3		3				0				0				0	3	14,880.00	44,640.00
7	Canon Pixma G3000 Refillable Ink Tank All-in-One Printer	unit	1		1				0				0				0	1	13,000.00	13,000.00
8	Office Curtains (thick)	pieces	16		16	5			5				0				0	21	500.00	10,500.00
9	Portable Sound System	unit	3		3				0				0				0	3	15,000.00	45,000.00
10	Compression Drive Tweeter, CY 300 (set with cone)	unit	2		2	1			1				0				0	3	6,000.00	18,000.00
Office Supplies																				
1	Double Sided Tape	roll	22	10	10	42	10	10	10	30	14	5	10	29	2		2	103	60.00	6,180.00
2	Duck Tape 2" maroon	roll	10	10	10	30	4	10		14	5	10		15			0	59	260.00	15,340.00
3	PVC clear/transparent cover, A4	pack	9		9	3	3		6	7			7	3	1		4	26	1,000.00	26,000.00
4	PVC Clear/transparent cover, long	pack	37	100	25	162	20	58	100	178	20	50	10	80	5		5	425	1,200.00	510,000.00
5	World Map	pieces	2		2				0				0				0	2	1,500.00	3,000.00
6	Correction Pen	pieces	11		11	5	6		11		5	1	6		6		6	34	120.00	4,080.00
7	Thumbtacks	box	5	5	10		5		5	2	10		12				0	27	15.00	405.00
8	Pushpin	box	2	7	5	14	5	1	1	7		6		6		6	6	33	55.00	1,815.00
9	Epanding Folder with metal tab, long	pieces	35	10	20	65	10	10		20	10	10	10	30	10		10	125	25.00	3,125.00
10	Philippine Map	pieces	5		5				0								0	5	1,500.00	7,500.00
Audio and visual presentation and composing equipment																				
1	Multi-Tester-Sanwa YX360 TRF (Japan Technology)	unit	1		1				0				0				0	1	1,500.00	1,500.00
2	Multi-Tester-Sanwa YX360 TRF (Japan Technology)	unit	1		1				0				0				0	1	3,000.00	3,000.00
3	Soldering Lead Rosin (0.8mm 60/40)	unit	1		1		1		1				0				0	2	500.00	1,000.00
4	Jack Plug Audio Microphone Bacle Connector (10 pair XL r 3 Pin Female MIC)	unit	1		1				0				0				0	1	1,500.00	1,500.00
5	UGREEN 3.5mm adapter Jack Audio Cable (5m)	unit	1		1				0				0				0	1	800.00	800.00
6	Combo A-612 Digital Battery Charger #0935 with 2 pcs 9V Rechargeable Battery #0844	unit	1		1				0				0				0	1	700.00	700.00

7	Kevlar VR-2 Professional Wireless Microphone VHF Dual Channel	unit	1			1				0				0				0	1	2,000.00	2,000.00
8	Hot air rework Soldering Station YIHUa 995 D+ Grey	unit	2	3		5				0				0				0	5	3,500.00	17,500.00
9	Samsung R215 Dynamic Microphone with XLR to 1/4" Mic Cable and Mic Clip	unit	1			1				0				0				0	1	4,000.00	4,000.00
10	Digital Multitester	unit	3			3				0				0				0	3	3,000.00	9,000.00
Photographic or filming or video equipment																					
1	Photo Paper,	pack	60			60	5	10		15	5			5				0	80	150.00	12,000.00
2	LG DVD/CD Player	unit	2			2				0				0				0	2	5,000.00	10,000.00
3	Microphone with cord, and stand	set	2			2				0				0				0	2	3,500.00	7,000.00
4	Tripod Base Speaker stand	pieces	1			1				0				0				0	1	2,500.00	2,500.00
5	Memory Card	pieces	5			5	2			2	5			5				0	12	800.00	9,600.00
6						0				0				0				0	0		
7						0				0				0				0	0		-
8						0				0				0				0	0		
9						0				0				0				0	0		
10						0				0				0				0	0		
Cleaning Equipment and Supplies																					
1	Bolos	pieces	18			18				0				0				0	18	700.00	12,600.00
2	Kevlar cut and Puncture resistant Imported heavy duty gloves	pair	10			10				0	10			10				0	20	745.00	14,900.00
3	Thick non-slip Waterproof Latex Gloves Heavy Duty	pair	10	20	10	40	20		10	30	10	20	10	40	20			20	130	299.00	38,870.00
4	CART (wheel barrow)	unit	5			5				0				0				0	5	1,500.00	7,500.00
5	Melsons rubber rain boots black color size 8.5	pair	10	10		20				0	10	10		20				0	40	402.00	16,080.00
6	Raincoat Poncho Type	pieces	15			15				0				0				0	15	550.00	8,250.00
7	Coverall Suit, Size XL	pieces	15			15		10		10				0				0	25	1,500.00	37,500.00
8	Wilson 25 10" Floor Polisher	unit	2			2		2	1	3				0				0	5	33,000.00	165,000.00

9	Wilson 254 10" Floor Polisher Brush only	unit	10			10		5		5		5				0	20	800.00	16,000.00		
10	Grab Hoe with Handle	unit	13			13				0				0		0	13	800.00	10,400.00		
Paper Materials and Products																					
1	Morroco paper, long, dark blue, 100/pack	ream	52			52	12			12	12			12			0	76	735.00	55,860.00	
2	Morroco paper, long,light blue, 100/pack	ream	10	10	10	30				0	2			2			0	32	735.00	23,520.00	
3	Morroco paper, long, red, 100/pack	ream	7			7				0	2			2			0	9	735.00	6,615.00	
4	Morroco paper, long, yellow, 100/pack	ream	1			1				0	1			1			0	2	735.00	1,470.00	
5	Morroco paper, long, green, 100/pack	ream	101	30	20	151	20	50	20	90	104	10	10	124	2		2	367	735.00	269,745.00	
6	Morroco paper, long, maroon, 100/pack	ream	10	10	10	30				0	2			2			0	32	735.00	23,520.00	
7	Colored paper, 80 gsm, long, dark blue, avia colors (250/pack)	ream	4			4				0	8			8			0	12	500.00	6,000.00	
8	Colored paper, 80 gsm, long, dark red, avia colors (250/pack)	ream	4			4				0	8			8			0	12	500.00	6,000.00	
9	Colored paper, 80 gsm, long, light blue, avia colors (250/pack)	ream	4			4				0	8			8			0	12	500.00	6,000.00	
10	Colored paper, 80 gsm, long, light green, avia colors (250/pack)	ream	4			4				0	8			8			0	12	500.00	6,000.00	
Lighting and fixtures and accessories																					
1	EcoGreen European Quality T8 18W LED Flourescent Tube Light with fixture	box	30	10	10	50	10	10	10	30	10	10	10	30	10	10	10	30	140	1,402.00	196,280.00
2	Flourescent tube, 9 watts complete set	set	50		10	60		10		10	50			50			0	120	1,200.00	144,000.00	
3	Single pole switch element with casing	set	50			50				0	50			50			0	100	150.00	15,000.00	
4	circuit Breaker, 15, 20,30, 45 ampers	box	50			50		5		5	50			50			0	105	500.00	52,500.00	
5	PVC Molding 3/4	pieces	10			10	10	5		15	10			10	10		10	45	95.00	4,275.00	
6	PDX wire #14	box	2			2		5		5				0			0	7	3,000.00	21,000.00	
7	PDX wire #12	box	2			2		5		5				0			0	7	3,000.00	21,000.00	
8	Starter, 40 watts	pieces	50			50				0	50			50			0	100	50.00	5,000.00	
9	Convenience Outlet Element	pieces	50			50				0	50			50			0	100	100.00	10,000.00	
10	2 Gang Plate	box	50			50				0	50			50			0	100	70.00	7,000.00	

Electrical equipment and components and supplies																				
1	Stranded Wire, #14	box	2	2	2	6	1	2		3		2		2			0	11	2,600.00	28,600.00
2	Stranded Wire, #12	box	2	2	2	6	1	2		3		2		2			0	11	3,698.00	40,678.00
3	Firely LED Series/Rechargeable Twinhead Emergency Lamp FEL201L	unit		5	5	10		10		10				0			0	20	2,000.00	40,000.00
4	Flat Cord #18	box	1	1		2		2		2				0			0	4	2,500.00	10,000.00
5	Flat Cord #14	box	1	1		2		2		2				0			0	4	2,100.00	8,400.00
6	Flat Cord #12	box	1	1		2		2		2				0			0	4	2,200.00	8,800.00
7	Stanley FMHT33509S FATMAX Premium Tape Measure, 35' x 1 1/4"	roll	2			2				0				0			0	2	3,200.00	6,400.00
8	Electric Grinder	unit	2			2				0				0			0	2	6,000.00	12,000.00
9	Stanley 51:163 16-Ounce FatMax Xtreme AntiVibe Rip Claw Hammer	unit	2			2				0				0			0	2	2,500.00	5,000.00
10	Stanley FatMax 43-549 48 Inch Box Beam Level Magnetic	unit	2			2				0				0			0	2	4,700.00	9,400.00
Computer Supplies																				
1	USB Multi-Media Keyboard, Ergonomic, Window 10 support	pieces	35			35				0				0			0	35	1,000.00	35,000.00
2	RJ45	pieces	100			100	50			50				0			0	150	50.00	7,500.00
3	Canon GI-790(BK) Genuine Ink Refill	pieces	3			3	2			2		2		2	2		2	9	440.00	3,960.00
4	Canon GI-790(Y) Genuine Ink Refill	pieces	1			1				0				0			0	1	440.00	440.00
5	Canon GI-790(C) Genuine Ink Refill	pieces	1			1				0				0			0	1	440.00	440.00
6	Canon GI-790(M) Genuine Ink Refill	pieces		1		1				0				0			0	1	440.00	440.00
7	External Hard Drive, 2 TB, 2.5" HDD, USB 3.0	pieces	1			1				0				0			0	1	7,000.00	7,000.00
8	Intel Computer Stick	pieces	2			2				0				0			0	2	4,500.00	9,000.00
9	UTP Cable CAT 6(305meters)	box	4			4				0				0			0	4	12,150.00	48,600.00
10	ARDUINO UNO R3 Motherboard with usb cage	pieces	3			3				0				0			0	3	950.00	2,850.00
Computer Equipment and Accessories																				
1	Lacie 1TB (LAC301558) Rugged Mini 2.5-inch Portable Drive	pieces	2			2				0				0			0	2	8,710.00	17,420.00

2	Computer Monitor, LED 24"	pieces	2			2				0				0				0	2	6,000.00	12,000.00
3	APC BR500CI AS	unit	39			39	3			3				0				0	42	7,000.00	294,000.00
4	Samsung 850 Evo 500 6B 2.5" SATAIII(6GB/S) Internal SSD	pieces	5			5				0				0				0	5	11,000.00	55,000.00
5	Converter Regulator, 220v to 110v, 1000 watts	pieces	1			1				0				0				0	1	3,000.00	3,000.00
6	AVR, 220V, 1000 watts, HD for Photocopier	unit	1			1				0				0				0	1	2,500.00	2,500.00
7	Epson L1300 printer	unit	1			1				0				0				0	1	25,000.00	25,000.00
8	Flash Drive, 64gb, usb 3.0 plug and play	pieces	11			11				0	10			10				0	21	1,500.00	31,500.00
9	VGA Cable (1.5m) high quality	box	5			5				0				0				0	5	350.00	1,750.00
10	USB Cable(USB 3.0 A male to A Male Cable, Black (1meter/3.2 feet)	box	5			5				0				0				0	5	300.00	1,500.00
*Other Categories																					
1	Alternator for Corando & RF Engine (mock-up)	unit	3			3				0				0				0	3	7,000.00	21,000.00
2	Battery Charger with indicator gauge (12-2volts)	unit	1			1				0				0				0	1	10,000.00	10,000.00
3	Bosh GSA 18 V-Li Cordless Sabre Saw	unit	1			1	1			1				0				0	2	13,955.00	27,910.00
4	Automotive Battery	unit	4			4				0				0				0	4	4,000.00	16,000.00
5	Sabre saw Blade S-1411DF (combi) 5 pcs	box	1			1	1			1				0				0	2	2,478.00	4,956.00
6	T234X Proressor Wood Blade 5pcs	box	1			1	1			1				0				0	2	590.00	1,180.00
7	Bosch GSA 1100 E Corded Sabre Saw	unit	1			1				0				0				0	1	13,000.00	13,000.00
8	Bosch GST 80 PBE Jigsaw	unit	1			1	1			1				0				0	2	15,000.00	30,000.00
9	Bosch SDS-plus Drill Bit Set HCK001	unit	1			1				0				0				0	1	1,300.00	1,300.00
10	SHINWA JAPANESE 10" Stainless Steel Sliding T Bevel Gauge	unit	1			1				0				0				0	1	1,700.00	1,700.00
C. TOTAL (A + B):																				P	14,803,633.84
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				P	1,480,363.38
E. GRAND TOTAL (C + D)																				P	16,283,997.22
F. APPROVED BUDGET BY THE AGENCY HEAD																					

G. MONTHLY CASH REQUIREMENTS										
G.1 Available at Procurement Service Stores		3,848,532.34		1,865,780.73		1,646,053.27		785,136.50		P 8,145,502.84
G.2 Other Items not available at PS but regularly purchased from other sources		3,849,316.00		1,504,702.00		1,051,253.00		252,860.00		P 6,658,131.00
TOTAL MONTHLY CASH REQUIREMENTS		7,697,848.34		3,370,482.73		2,697,306.27		1,037,996.50		P 14,803,633.84

*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:

MR. ELPECIO B. MARRERO, JR.
Property/Supply Officer

Certified Funds Available / Certified Appropriate
Funds Available:

MS. NORVA F. AKLUTH
Accountant / Local Budget Officer

Approved by:

DR. REXTON F. CHAKAS
Head of Office/Agency

Date: 11/17/2017

