

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 PHILIPPINE NORMAL UNIVERSITY

Region: MAIN & NCR

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Agency Account Code: 2004

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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	30	30	40	100	30	30	40	100	30	30	40	100	30	30	40	100	400	20.28	8,112.00
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	30	30	40	100	30	30	40	100	30	30	40	100	30	30	40	100	400	19.20	7,679.36
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	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	75.39	9,046.75
6	TAPE, ELECTRICAL, 18mm x 16M min	roll	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	18.93	2,725.63
COMMON OFFICE SUPPLIES																					
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	4	4	2	10				0	4	4	2	10				0	20	766.73	15,334.59

2	AIR FRESHENER, aerosol, 280ml/150g min	can	24	24	24	72	24	24	24	Pages 2 72	24	24	24	72	24	24	24	72	288	88.69	25,543.07
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	48	48	48	144	48	48	48	144	48	48	48	144	48	48	48	144	576	49.73	28,646.09
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				0				0				0				0	0	67.06	-
7	CHALK, molded, white, dustless, length: 78mm min	box				0				0				0				0	0	26.89	-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0				0				0				0	0	38.19	-
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	40.47	9,711.94
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	7.87	755.79
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	13.94	1,337.86
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	19.88	1,908.94
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	41.10	3,945.68
14	CORRECTION TAPE, film base type, UL 6m min	piece	40	40	40	120	40	40	40	120	40	40	40	120	40	40	40	120	480	18.26	8,765.95
15	DATA FILE BOX, made of chipboard, with closed ends	box	32	32	32	96	32	32	32	96	32	32	32	96	32	32	32	96	384	72.57	27,867.34
16	DATA FOLDER, made of chipboard, taglia lock	piece	60	60	60	180	60	60	60	180	60	60	60	180	60	60	60	180	720	71.39	51,397.63
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	424.47	10,187.17
18	ENVELOPE, DOCUMENTARY, for legal size document	box	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	538.80	12,931.28
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	667.84	16,028.06
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0				0				0				0	0	28.71	-
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	341.79	20,507.14
22	ENVELOPE, mailing, white, with window	box				0				0				0				0	0	427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	11.55	1,663.83
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	10	10	10	30				0	10	10	10	30				0	60	6.23	373.78
25	FASTENER, METAL, 70mm between prongs	box	15	10	10	35	15	10	10	35	15	10	10	35	15	10	10	35	140	59.37	8,312.30
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				Pages 3 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	2	2	1	5	2	2	1	5	2	2	1	5	2	2	1	5	20	776.59	15,531.78
34	FOLDER, TAGBOARD, for A4 size documents	pack	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	226.05	13,563.26
35	FOLDER, TAGBOARD, for legal size documents	pack	10	5	5	20	10	5	5	20	10	5	5	20	10	5	5	20	80	208.38	16,670.78
36	GLUE, all purpose, gross weight: 200 grams min	jar	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	49.73	4,774.35
37	INDEX TAB, self-adhesive, transparent	box	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	53.74	16,121.04
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	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	36.97	6,654.96
41	MARKER, whiteboard, black, felt tip, bullet type	piece	240	120	120	480	240	120	120	480	240	120	120	480	240	120	120	480	1920	10.69	20,527.10
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	80	80	80	240	80	80	80	240	80	80	80	240	80	80	80	240	960	10.69	10,263.55
43	MARKER, whiteboard, red, felt tip, bullet type	piece	60	60	60	180	60	60	60	180	60	60	60	180	60	60	60	180	720	10.69	7,697.66
44	MARKER, PERMANENT, bullet type, black	piece	60	60	60	180	60	60	60	180	60	60	60	180	60	60	60	180	720	10.04	7,225.92
45	MARKER, PERMANENT, bullet type, blue	piece	40	40	40	120	40	40	40	120	40	40	40	120	40	40	40	120	480	10.04	4,817.28
46	MARKER, PERMANENT, bullet type, red	piece	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	10.04	2,408.64
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	15	15	10	40	15	15	10	40	15	15	10	40	15	15	10	40	160	12.52	2,003.46
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				0				0				0				0	0	32.45	-
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad				0				0				0				0	0	44.32	-
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	75	75	50	200	75	75	50	200	75	75	50	200	75	75	50	200	800	59.49	47,590.40
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	8	6	6	20	8	6	6	20	8	6	6	20	8	6	6	20	80	18.99	1,519.23

52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	35	35	30	100	35	35	30	Pages 100	35	35	30	100	35	35	30	100	400	6.91	2,762.24
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	35	35	30	100	35	35	30	100	35	35	30	100	35	35	30	100	400	14.04	5,616.00
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	200	200	150	550	200	200	150	550	200	200	150	550	200	200	150	550	2200	137.66	302,862.56
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	150	150	150	450	225	225	200	650	150	150	150	450	150	150	150	450	2000	160.94	321,880.00
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	30	30	40	100	30	30	40	100	30	30	40	100	30	30	40	100	400	119.09	47,636.16
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	30	30	40	100	30	30	40	100	30	30	40	100	30	30	40	100	400	123.08	49,233.60
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	5	5	5	15				0	5	5	5	15				0	30	95.18	2,855.42
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	4	4	4	12				0	4	4	4	12				0	24	34.29	822.93
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	20.40	4,897.15
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	5	5	5	15				0	5	5	5	15				0	30	319.07	9,572.16
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	20	20	10	50	20	20	10	50	20	20	10	50	20	20	10	50	200	62.73	12,546.56
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book				0				0				0				0	0	97.34	-
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	4	3	3	10	4	3	3	10	4	3	3	10	4	3	3	10	40	267.14	10,685.79
65	RUBBER BAND, 70mm min lay flat length (#18)	box	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	97.04	5,822.54
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	120	120	120	360	120	120	120	360	120	120	120	360	120	120	120	360	1440	35.99	51,831.94
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	80	80	80	240	80	80	80	240	80	80	80	240	80	80	80	240	960	35.99	34,554.62
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	80	80	80	240	80	80	80	240	80	80	80	240	80	80	80	240	960	35.99	34,554.62
70	STAMP PAD INK, purple or violet	bottle	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	25.62	1,536.91
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	28.77	1,725.98
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0				0				0				0	0	21.51	-
73	STAPLE WIRE, STANDARD, (26/6)	box	30	30	20	80	30	30	20	80	30	30	20	80	30	30	20	80	320	19.68	6,296.58
74	TAPE, MASKING, width: 24mm (±1mm)	roll	40	40	40	120	40	40	40	120	40	40	40	120	40	40	40	120	480	57.32	27,515.90
75	TAPE, MASKING, width: 48mm (±1mm)	roll	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	109.24	26,217.98
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	29.08	6,978.82

77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	40	40	40	120	40	40	40	Pages 5 120	40	40	40	120	40	40	40	120	480	11.36	5,451.26
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	27.58	6,619.39
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	30	30	20	80	30	30	20	80	30	30	20	80	30	30	20	80	320	70.30	22,497.28
80	TWINE, plastic, one (1) kilo per roll	roll	3	3	4	10	3	3	4	10	3	3	4	10	3	3	4	10	40	51.92	2,076.67
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0				0				0				0	0	133.99	-
82	Airline Travel	ticket	15	15	20	50	15	15	20	50	15	15	20	50	15	15	20	50	200	10,000.00	2,000,000.00

COMMON OFFICE DEVICES

1	CUTTER BLADE, for heavy duty cutter	tube	3	3	4	10	3	3	4	10	3	3	4	10	3	3	4	10	40	10.22	408.93
2	CUTTER KNIFE, for general purpose	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	20.55	2,959.26
3	DATING AND STAMPING MACHINE, heavy duty	piece	3	3	4	10				0	3	3	4	10				0	20	497.52	9,950.30
4	PENCIL SHARPENER, manual, single cutter head	piece	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	194.69	9,345.02
5	PUNCHER, paper, heavy duty, with two hole guide	piece	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	123.42	5,924.01
6	SCISSORS, symmetrical, blade length: 65mm min	pair	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	14.28	2,056.20
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	15	15	10	40	15	15	10	40	15	15	10	40	15	15	10	40	160	85.45	13,671.42
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0				0				0	0	913.95	-
9	STAPLE REMOVER, PLIER-TYPE	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	18.91	2,722.64
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	51.57	2,475.53
11	WASTEBASKET, non-rigid plastic	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	25.96	3,738.01

COMMON JANITORIAL SUPPLIES

1	BROOM, soft (tambo)	piece				0				0				0				0	0	91.94	-
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0				0				0				0	0	24.88	-
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0				0				0				0	0	43.26	-
4	CLEANSER, SCOURING POWDER, 350g min./can	can	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	24.88	1,194.09
5	DETERGENT POWDER, all purpose, 1kg	pouch				0				0				0				0	0	38.93	-
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	125.20	6,009.37

7	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0				0				0				0	0	28.12	-
8	FLOOR WAX, PASTE, RED	can				0				0				0				0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can				0				0				0				0	0	90.85	-
10	INSECTICIDE, aerosol type, net content: 600ml min	can				0				0				0				0	0	142.77	-
11	MOP BUCKET, heavy duty, hard plastic	piece				0				0				0				0	0	1,987.44	-
12	MOPHANDLE, heavy duty, aluminum, screw type	piece				0				0				0				0	0	148.18	-
13	MOPHEAD, made of rayon, weight: 400 grams min	piece				0				0				0				0	0	110.32	-
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	51.68	12,402.62
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0				0				0				0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll				0				0				0				0	0	145.48	-
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	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	140.61	8,436.48
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				0				0				0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit				0				0				0				0	0	1,046.65	-
10	ELECTRIC FAN, WALL type, plastic blade	unit				0				0				0				0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit				0				0				0				0	0	3,642.83	-
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0				0				0				0	0	1,123.78	-
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0				0	0	5,191.68	-

14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				Pages 7 0				0				0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0				0				0				0	0	8,411.60	-
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit				0				0				0				0	0	5,927.17	-
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0				0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0				0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit				0				0				0				0	0	744.14	-
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-
22	Desktop Computer, branded	unit				0				0				0				0	0	35,887.49	-
23	Laptop Computer, branded	unit				0				0				0				0	0	36,587.28	-
COMMON COMPUTER SUPPLIES																					
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0				0				0	0	709.53	-
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	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	22.66	5,438.78
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	3,152.86	189,171.84
9	FLASH DRIVE, 16 GB capacity	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	261.75	37,691.60
10	MOUSE, optical, USB connection type	unit	8	6	6	20	8	6	6	20	8	6	6	20	8	6	6	20	80	140.39	11,231.17
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				Pages 8 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	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	264.99	95,397.12
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	264.99	95,397.12
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	264.99	95,397.12
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	30	30	30	90	25	30	30	85	30	30	30	90	30	30	30	90	355	30.00	10,650.00
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				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				Pages 9 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	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	670.59	24,141.31
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	3	3	3	9	3	3	3	9	3	3	3	9	27	859.87	23,216.54
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	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	373.15	26,866.94
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	373.15	26,866.94
41	INK CART, HP CZ107AA, (HP678), Black	cart	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	379.64	136,670.98
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	379.64	136,670.98
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 LoS51AA (HP955) Cyan Original	cart				0				0				0				0	0	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0				0				0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0				0				0	0	0.00	-

52	INK CART, HP LoS60AA (HP955) Black Original	cart				0				Pages 10				0				0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0				0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0				0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0				0	0	0.00	-
56	INK CART, HP LoS72AA (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				0	2	2	1	5				0	2	2	1	5	10	79.82	798.20
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	2	2	1	5				0	2	2	1	5	10	753.88	7,538.75
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart	3	3	4	10	3	3	4	10	3	3	4	10	3	3	4	10	40	78.96	3,158.27
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				0				0				0				0	0	3,059.63	-
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	2	2	1	5	2	2	1	5	2	2	1	5	2	2	1	5	20	2,914.91	58,298.24
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	20	20	20	60	20	20	20	Pages 1 60	20	20	20	60	20	20	20	60	240	3,009.01	722,162.69
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			Pages 1 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			Pages 11 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				Pages 1 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	Fluorescent tube, 36 watts	tube	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	41.50	49,800.00
2	Ballast, 36 watts	piece	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	75.00	9,000.00
3	Surge protector, with 6 universal outlet	piece	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	600.00	57,600.00
4						0				0				0				0	0		
5						0				0				0				0	0		-
COMMON OFFICE EQUIPMENT																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
COMMON OFFICE SUPPLIES																					
1	Ballpen, fine point, black	piece	150	150	150	450	150	150	150	450	150	150	150	450	150	150	150	450	1800	4.20	7,560.00
2	Ballpen, fine point, blue	piece	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	4.20	5,040.00
3	Ballpen, fine point, red	piece	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	4.20	2,520.00
4	Ballpen, fine point, lavender	piece	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	30.00	2,880.00
5	Carolina, 22-1/2 x 28-1/2, 100 lbs., US, assorted colors	piece	300	300	400	1000	300	300	400	1000	300	300	400	1000	300	300	400	1000	4000	8.50	34,000.00
6	Cash book, General Form No. 103	book	3	3	4	10	3	3	4	10	3	3	4	10	3	3	4	10	40	420.00	16,800.00
7	Cleaner, multi purpose, 250ml/can	can	3	3	4	10	3	3	4	10	3	3	3	9	3	3	4	10	39	55.00	2,145.00
8	Correction fluid, water based, white opaque, 4oz/bottle	bottle	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	15.00	2,160.00
9	Dressmakers pin, aspile	card	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	10.00	2,400.00
10	Fastener, vinyl coated, 50 sets/box	box	20	20	10	50	20	20	10	50	20	20	10	50	20	20	10	50	200	25.00	5,000.00
11	Felt paper, assorted colors	piece	30	30	40	100				0	30	30	40	100				0	200	15.00	3,000.00
12	Envelope, paym kraft, 500 pcs/box	box	2	2	1	5				0				0	2	2	1	5	10	115.00	1,150.00
13	Manila paper, 1 whole	piece	100	100	50	250	100	100	50	250	100	100	50	250	100	100	50	250	1000	2.50	2,500.00
14	Paste, solid, with waterwell applicator	jar	7	7	6	20	7	7	6	20	7	7	6	20	7	7	6	20	80	25.00	2,000.00
15	Push pin, flathead type, assorted colors, 100 pcs/box	case	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	25.00	1,500.00
16	Ruler, plastic, 300mm (12")	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	4.00	576.00
17	Sign pen, high tech., lavender	piece	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	60.00	5,760.00
18	Styropore, 1/2" x 4' x 8'	piece	4	4	2	10	4	4	2	10	4	4	2	10	4	4	2	10	40	170.00	6,800.00
19	Styropore, 1" x 4' x 8'	piece	4	4	2	10	4	4	2	10	4	4	2	10	4	4	2	10	40	330.00	13,200.00
20	Tape, double adhesive, foam type, 1" x 5m	roll	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	100.00	14,400.00
COMMON JANITORIAL SUPPLIES																					
1	Liquid hand soap, anti-bacterial, 3.78 ltr/gal	gallon	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	250.00	24,000.00
2	Shampoo, sachet, 5ml	piece	2000	2000	1000	5000				0	2000	2000	1000	5000				0	10000	2.00	20,000.00
3	Soap, bath, 13 grams	piece	2000	2000	1000	5000				0	2000	2000	1000	5000				0	10000	4.00	40,000.00
4	Toilet tissue, jumbo, 200 mtrs/roll/2 ply	roll	75	75	50	200				0	75	75	50	200				0	400	100.00	40,000.00
5						0				0				0				0	0		-
CONSUMABLES																					
1	Toner, for copier, Kyocera Mita TK-435 (K1000)	cart	1	1		2				0				0	1	1		2	4	3,696.00	14,784.00
2	Toner, for copier, Kyocera Mita TK-439	cart	1	1	1	3				0	1	1	1	3				0	6	6,944.00	41,664.00
3	Toner, fpr copier, Sharp AR-203 (AR-208FT)	cart	1	1		2				0	1	1		2				0	4	4,133.00	16,532.00
4	Toner, for copier, Sharp AR-420CU (AR-450FT)	cart	1			1	1			1	1			1	1			1	4	7,075.00	28,300.00
5	Toner, for copier, Sharp AR-5620N (MX-235FT)	cart	2	2	1	5	2	2	1	5	2	2	1	5	2	2	1	5	20	6,576.00	131,520.00

6	Toner, for copier, Sharp (MX-2014N (MX-2014N) black	cart	6	6	6	18	6	6	6	Pages 1:	6	6	6	18	6	6	6	18	72	5,000.00	360,000.00
7	Toner, for copier, Sharp (MX-23FTCA), cyan	cart	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	7,000.00	504,000.00
8	Toner, for copier, Sharp (MX-23FTMA), magenta	cart	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	7,000.00	504,000.00
9	Toner, for copier, Sharp (MX-23FTYA), yellow	cart	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	7,000.00	504,000.00
10	Toner, for copier, Sharp AR-6020N (MX-237FT)	cart	3	3	4	10	3	3	4	10	3	3	4	10	3	3	4	10	40	7,000.00	280,000.00
11	Toner, for copier, Fuji DC S1810 CT201911	cart	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	3,000.00	144,000.00
12	Toner, for copier, Fuji DC S2320 CT202384	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	6,142.00	73,704.00
13	Toner, for laserjet printer, Brother HL-1110 (TN-100)	cart	1			1	1			1	1			1	1			1	4	1,800.00	7,200.00
14	Toner, for laserjet printer, Brother HL-2240D (TN-2260)	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	1,800.00	21,600.00
15	Toner, for laserjet printer, Brother HL-2130D (TN-100)	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	1,300.00	15,600.00
16	Toner, for laserjet printer, Samsung ML-12035D (MLT-D100)	cart	2	1	1	4	2	1	1	4	2	1	1	4	2	1	1	4	16	2,600.00	41,600.00
17	Toner, for laserjet printer, Samsung ML2020V (ML-D100)	cart	2	2	3	7	2	2	3	7	2	2	3	7	2	2	3	7	28	2,000.00	56,000.00
18	Toner, for laserjet printer, HP CF217A (HP#17A)	cart	2	2	1	5	2	2	1	5	2	2	1	5	2	2	1	5	20	4,000.00	80,000.00
19	Toner, for laserjet printer, Samsung ML-D2050B, black	cart	1	1		2				0				0	1	1		2	4	4,992.00	19,968.00
20	inkjet cartridge for officejet printer, HP 7012, magenta (HP8033) black	cart	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	900.00	54,000.00
21	inkjet cartridge for officejet printer, HP 7012, magenta (HP8033) cyan	cart	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	800.00	38,400.00
22	inkjet cartridge for officejet printer, HP 7012, magenta (HP8033) yellow	cart	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	800.00	38,400.00
23	inkjet cartridge for officejet printer, HP 7012, magenta (HP8033) yellow	cart	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	800.00	38,400.00
24	Retransfer film, colored, XID 8600	cart	2	1	1	4				0	2	1	1	4				0	8	27,000.00	216,000.00
25	RFID card	piece				0	1000	1000	1500	3500				0				0	3500	20.00	70,000.00
26	Comcolor, black X1 for Risograph Comcolor 7150	cart	3	3	2	8				0	1	1		2				0	10	14,000.00	140,000.00
27	Comcolor, cyan X1 for Risograph Comcolor 7150	cart	1	1	1	3				0	1			1				0	4	26,000.00	104,000.00
28	Comcolor, magenta X1 for Risograph Comcolor 7150	cart	1	1	1	3				0	1			1				0	4	26,000.00	104,000.00
29	Comcolor, yellow X1 for Risograph Comcolor 7150	cart	1	1	1	3				0	1			1				0	4	26,000.00	104,000.00
30	Ink, for Duplo, DU14L, black	piece				0	8	8	8	24				0				0	24	1,500.00	36,000.00

Office Equipment and Accessories

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

Office Supplies

1	Tape, double adhesive, tissue type, 1" x 10m	roll	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	20.00	3,600.00
2	Tape flag, (Sign Here), self adhesive	pack	50	25	25	100	50	25	25	100	50	25	25	100	50	25	25	100	400	120.00	48,000.00
3	Envelope, catalog, 7" x 10", kraft	piece	1000	1000	1000	3000				0	1000	1000	1000	3000				0	6000	1.00	6,000.00
4	Paper, copy, 80gsm., 8-1/2" x 11" (short)	ream	40	40	60	140	40	40	20	100	40	40	20	100	40	40	20	100	440	120.00	52,800.00
5	Paper, special, Galassia natural, 180gsm., A4	ream	7	7	6	20	7	7	6	20	7	7	6	20	7	7	6	20	80	1,850.00	148,000.00
6	Paper, copy, A3, 80gsm (297mm x 420mm)	ream	4	4	2	10	4	4	2	10	4	4	2	10	4	4	2	10	40	250.00	10,000.00
7	Staple wire, heavy duty, 23/17, No. 6	box	3	3	4	10				0	3	3	4	10				0	20	35.00	700.00
8	Blanket wash	gallon	10	5	5	20	3	3	4	10	3	3	4	10	2	2	1	5	45	200.00	9,000.00
9	Retransfer film, XID 8600	cart	2	1	1	4				0	2	1	1	4				0	8	9,100.00	72,800.00
10						0				0				0				0	0		-

Audio and visual presentation and composing equipment

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

5					0				Pages 1				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-

Photographic or filming or video equipment

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

Cleaning Equipment and Supplies

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

Paper Materials and Products

1	Paper, book, 25" x 38", book 60	ream				0	10	5	5	20				0			0	20	1,500.00	30,000.00
2	Paper, book, 25" x 38", book 70	ream				0	2	2	1	5				0			0	5	1,700.00	8,500.00
3	Paper cloth, 42" x 50 yards/roll	roll	3	3	4	10				0				0			0	10	3,500.00	35,000.00
4	Paper, kromecote 189, 25" x 38"	sheet	500	500	500	1500	100	100	100	300	200	200	100	500			0	2300	15.00	34,500.00
5	Personalized Official Receipt	box				0				0	20	20	10	50			0	50	3,300.00	165,000.00
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		-

Lighting and fixtures and accessories

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

Electrical equipment and components and supplies																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Computer Supplies																					
1	Compact disc, rewritable (CDRW), 700MB, with	piece	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	25.00	30,000.00
2	Computer toner, continuous in cartridge, 11 x 6.25 inch, cyan	box	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	1,700.00	163,200.00
3	Keyboard, USB type connection	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	400.00	24,000.00
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Computer Equipment and Accessories																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
*Other Categories																					
1	Master roll, Duplo DRU85	roll				0	5	5	10	20				0				0	20	4,500.00	90,000.00
2	Ink, Duplo 514K	piece				0	4	4	4	12				0				0	12	750.00	9,000.00
3	Master roll, Duplo 875	roll				0	4	4	2	10				0				0	10	4,000.00	40,000.00
4	Toner, Ineo+ 284e TN 321, black	cart	1			1				0				0				0	1	9,000.00	9,000.00
5	Toner, Ineo+ 284e TN 321, cyan	cart	1	1		2				0				0				0	2	15,500.00	31,000.00
6	Toner, Ineo+ 284e TN 321, magenta	cart	1	1		2				0				0				0	2	15,500.00	31,000.00
7	Toner, Ineo+ 284e TN 321, yellow	cart	1	1		2				0				0				0	2	15,500.00	31,000.00
8	Thinner, lacquer, 4 liters/gallon	gallon	3	3	4	10	2	2	1	5	3	3	4	10	2	2	1	5	30	300.00	9,000.00
9						0				0				0				0	0		-
10						0				0				0				0	0		-
C. TOTAL (A + B):																				10,493,824.18	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				1,049,382.42	
E. GRAND TOTAL (C + D)																				11,543,206.60	

F. APPROVED BUDGET BY THE AGENCY HEAD									
G. MONTHLY CASH REQUIREMENTS									
G.1 Available at Procurement Service Stores		1E+06		1E+06		1E+06		1E+06	5243261.179
G.2 Other Items not available at PS but regularly purchased from other sources		2E+06		1E+06		1E+06		936256	5250563
TOTAL MONTHLY CASH REQUIREMENTS		3E+06		3E+06		3E+06		2E+06	10493824.18

*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:

Jenith DG. Daligdig
Property/Supply Officer

Certified Funds Available / Certified
Appropriate Funds Available:

Joseph G. Luceno
Accountant / Local Budget Officer

Approved by:



Ester B. Ogena
Head of Office/Agency

Date:

11/24/2017