

ANNUAL PROCUREMENT PLAN FOR 2016 For Common-Use Supplies and Equipment

Technical Support Office

*15 ENE -5 P1:05

DONE

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs
6. The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
 - a. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
7. Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
8. Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **NATIONAL PRINTING OFFICE (NPO)**
Region: **NATIONAL CAPITAL REGION (NCR)**
Address: **EDSA CORNER NPO ROAD, DILIMAN
QUEZON CITY**

Contact Person: **RUBEN A. DANCEL**
Position: **CHIEF, PROPERTY AND SUPPLY SECTION**
E-mail : _____
Telephone/Mobile Nos: **(02) 928 6563**

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	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, size AA, alkaline, 2 pieces per blister pack	pack	3			3	3			3	3			3	2			2	11	17.14	188.54
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	1		1	2		1		1	1		1	2		1		1	6	14.77	88.62
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	76.44	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	114.40	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0				0				0				0	0	41.50	-
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0				0	0	101.82	-

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
7 TAPE, electrical	roll	10	1	1	12	10	1	1	12	10	1	1	12	10	1	1	12	48	18.20	873.60
COMMON OFFICE SUPPLIES																				
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0				0	0	624.00	-
2 AIR FRESHENER, 280ml/can	can	27			27	20			20	21			21	20			20	88	81.12	7,138.56
3 ALCOHOL, 70%, ethyl, 500ml	bottle	31	3	4	38	25	4	33	62	31	3	4	38	25	19	34	78	216	43.14	9,318.24
4 CARBON FILM, A4 size, 100 sheets per box	box	5	1	1	7	1	1	1	3	1	1	1	3	1	1	1	3	16	223.60	3,577.60
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	15	2	2	19	2	2	2	6	5	2	2	9	2	2	2	6	40	253.92	10,156.80
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0				0	0	70.50	-
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0				0	0	25.86	-
8 CLEARBOOK, A4 size	piece				0				0				0				0	0	37.44	-
9 CLEARBOOK, Legal size	piece				0				0				0				0	0	41.60	-
10 CLIP, backfold, 19mm, 12 pieces per box	box	4	1	2	7	4	2	2	8	3	2	2	7	4	2	2	8	30	7.28	218.40
11 CLIP, backfold, 25mm, 12 pieces per box	box	3	2	3	8	3	3	3	9	2	3	3	8	3	3	3	9	34	16.64	565.76
12 CLIP, backfold, 32mm, 12 pieces per box	box	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	20.68	496.32
13 CLIP, backfold, 50mm, 12 pieces per box	box	2	1	2	5	2	2	2	6	1	2	2	5	2	2	2	6	22	43.68	960.96
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	127	49	47	223	65	47	42	154	129	42	47	218	70	66	43	179	774	41.08	31,795.92
15 DATA FILE BOX, made with chipboard, with closed ends	box	3			3				0	3			3				0	6	69.73	418.38
16 DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0	76.95	-
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	1			1	1			1	1			1	1			1	4	403.52	1,614.08
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0				0				0				0	0	507.40	-
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	1			1				0				0				0	1	621.71	621.71
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0				0	0	35.03	-
21 ENVELOPE, MAILING, 500 pieces per box	box	3			3				0				0				0	3	139.36	418.08
22 ENVELOPE, MAILING, with window, 500 pieces per box	box	3			3				0				0				0	3	195.36	586.08
23 ERASER, felt, for blackboard/whiteboard	piece	2			2				0				0				0	2	10.07	20.14
24 ERASER, plastic or rubber	piece	5		3	8	2	3		5	5		3	8	2	18		20	41	2.16	88.56
25 FASTENER, for paper, metal, 50 sets per box	box	3	2	2	7	2	2	2	6	3	2	2	7	2	2	2	6	26	57.09	1,484.34
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	4			4				0				0				0	4	82.87	331.48
27 FILE TAB DIVIDER, A4, five (5) colors per set	set	10			10				0				0				0	10	12.48	124.80
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	10			10				0				0				0	10	16.64	166.40
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0				0	0	234.00	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0				0	0	291.20	-
31 FOLDER, L-type, A4, 50 pieces pack	pack	100	50	25	175	100	25	25	150	125	25	25	175	100	25	25	150	650	166.40	108,160.00
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack	100	50	25	175	100	25	25	150	125	25	25	175	100	25	25	150	650	182.00	118,300.00
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0				0				0				0	0	935.89	-
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	191	48	47	286	96	47	148	291	190	48	47	285	95	47	150	292	1154	248.56	286,838.24
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	304	89	88	481	160	87	187	434	301	88	87	476	160	87	187	434	1825	299.98	547,463.50
36 GLUE, all purpose, 300 grams min.	jar				0				0				0				0	0	48.88	-
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0				0				0	0	50.84	-
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0				0	0	539.76	-
39 MAGAZINE FILE BOX, LARGE	piece	2			2				0				0				0	2	43.84	87.68
40 MARKER, fluorescent, 3 colors per set	set	32			32	31			31	31			31	31			31	125	35.55	4,443.75

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	6			6	2	1		3	2		1	3	2			2	14	7.85	109.90
2 CUTTER KNIFE, heavy duty	piece	9			9	3			3	3			3	3			3	18	19.43	349.74
3 DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	-
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0				0	0	187.20	-
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	6			6				0				0				0	6	123.43	740.58
6 SCISSORS, (6")	pair				0				0				0				0	0	15.53	-
7 STAPLER, standard	piece				0				0				0				0	0	92.23	-
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0				0				0				0	0	1,059.76	-
9 STAPLE REMOVER, plier type	piece	8			8				0				0				0	8	17.63	141.04
10 TAPE DISPENSER, table top	piece	6			6				0				0				0	6	47.72	286.32
11 WASTE BASKET, non-rigid plastic	piece	2			2				0				0				0	2	30.68	61.36
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece	15			15	15			15	15			15	15			15	60	104.00	6,240.00
2 BROOM, stick (tingting)	piece	21			21	15			15	15			15	15			15	66	23.92	1,578.72
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	20			20	20			20	20			20	20			20	80	41.60	3,328.00
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	18.20	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	50			50	50			50	50			50	50			50	200	41.60	8,320.00
6 DISINFECTANT SPRAY, 400-550 grams	can	20			20	20			20	20			20	20			20	80	114.40	9,152.00
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	36.28	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	228.80	-
9 FURNITURE CLEANER, aerosol, 300ml/can	can	15			15	15			15	15			15	15			15	60	84.76	5,085.60
10 INSECTICIDE, aerosol type, 600ml/can	can	22			22	17			17	22			22	17	15		32	93	117.52	10,929.36
11 MOPBUCKET	piece				0				0				0				0	0	1,872.00	-
12 MOPHANDLE, screw type, aluminum handle	piece	15			15	15			15	15			15	15			15	60	130.00	7,800.00
13 MOPHEAD, made of rayon	piece	15			15	15			15	15			15	15			15	60	98.80	5,928.00
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle	517	512	512	1541	517	512	512	1541	517	512	512	1541	517	514	512	1543	6166	43.68	269,330.88
15 SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	119.60	-
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll	30			30	30			30	30			30	30			30	120	139.88	16,785.60
COMMON OFFICE EQUIPMENT																				
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0				0				0	0	10,398.96	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	13			13				0				0				0	13	153.92	2,000.96
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	413.92	-
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	280.80	-
5 CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	280.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0	6,229.60	-

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7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cami video switcher, plug and play	unit				0				0				0				0	0	25,168.00	-
8 ELECTRIC FAN, industrial	unit				0				0				0				0	0	1,144.00	-
9 ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,248.00	-
10 ELECTRIC FAN, stand type	unit	8			8				0				0				0	8	1,036.88	8,295.04
11 ELECTRIC FAN, wall type	unit				0				0				0				0	0	933.92	-
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit	1			1				0				0				0	1	3,502.72	3,502.72
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0				0				0				0	0	1,295.84	-
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0				0				0				0	0	3,939.52	-
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0				0	0	41,116.70	-
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0				0	0	7,956.00	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0				0	0	5,491.20	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,417.17	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	5,831.52	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit	12			12				0				0				0	12	10,000.00	120,000.00
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit	1			1				0				0				0	1	1,653.60	1,653.60
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,232.40	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,233.40	-
COMMON COMPUTER SUPPLIES																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	601.90	-
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box	2			2	2		2	4		2		2	2			2	10	882.44	8,824.40
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	683.49	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	950.56	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	570.91	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	910.00	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	20			20				0				0		10		10	30	21.37	641.10

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8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece	2			2				0				0				0	2	3,092.96	6,185.92
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	14	2	1	17	2	1	1	4	12	1	1	14	2	1	1	4	39	234.00	9,126.00
10	MOUSE, optical, USB connection type	unit	7			7				0				0				0	7	137.28	960.96
	HANDBOOK ON PROCUREMENT																				
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RAG 184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0	28.90	-
	CONSUMABLES																				
1	INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	681.20	-
2	INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	447.20	-
3	INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	447.20	-
4	INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	447.20	-
5	INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00	-
6	INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00	-
7	INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00	-
9	INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,601.60	-
10	INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	868.40	-
12	INK CART, BROTHER LC67HYY, Yellow	cart				0				0				0				0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart	6	2		8	6	2		8	6	2		8	6	2		8	32	619.84	19,834.88
14	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	702.00	-
15	INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	491.92	-
16	INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	464.88	-
17	INK CART, CANON CL-811, Colored	cart	3	1		4	3			3	4			4	3			3	14	819.52	11,473.28
18	INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	819.52	-
19	INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0				0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0				0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0				0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0				0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart	21	6	6	33	12	7	6	25	14	6	7	27	12	10	6	28	113	254.80	28,792.40
29	INK CART, EPSON C13T6664200 (T6642), Cyan	cart	13	3	4	20	8	4	4	16	9	4	4	17	8	6	4	18	71	254.80	18,090.80
30	INK CART, EPSON C13T6664300 (T6643), Magenta	cart	13	3	4	20	8	4	4	16	9	4	4	17	8	6	4	18	71	254.80	18,090.80
31	INK CART, EPSON C13T6664400 (T6644), Yellow	cart	13	3	4	20	8	4	4	16	9	4	4	17	8	6	4	18	71	254.80	18,090.80
32	INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,310.40	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,492.40	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,523.60	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,029.60	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,029.60	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,029.60	-
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	891.28	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	672.88	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	672.88	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	672.88	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,513.20	-
44 INK CART, HP C6615DA, (HP15), Black	cart		2		2		2		2		2		2		2		2	8	1,237.60	9,900.80
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-
48 INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	800.80	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	884.00	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,103.44	-
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,357.20	-
52 INK CART, HP C9351AA, (HP21), Black	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	643.76	7,725.12
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	751.92	-
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,346.80	-
55 INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08	-
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,490.32	-
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	811.20	-
58 INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	296.40	-
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	360.88	-
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	678.08	-
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,461.20	-
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	780.00	-
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,482.00	-
64 INK CART, HP CC640WA, (HP60), Black	cart	3	1	1	5	2	1	1	4	3	1	1	5	2	1	1	4	18	634.40	11,419.20
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,398.80	-
66 INK CART, HP CC643WA, (HP60), Tri-color	cart	3	1	1	5	2	1	1	4	3	1	1	5	2	1	1	4	18	747.76	13,459.68
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,627.60	-
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	634.40	-
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	977.60	-
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,004.64	-
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	346.32	-
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	346.32	-
73 INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	792.48	-
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	608.40	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	608.40	-
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	608.40	-
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,144.00	-

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
78	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	608.40	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	752.96	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,542.32	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,144.00	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,144.00	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,144.00	-
84	INK CART, HP CN692AA, (HP704), Black	cart	3	1	1	5	1	3	1	5	1	1	3	5	1	1	1	3	18	346.32	6,233.76
85	INK CART, HP CN693AA, (HP704), Tri-color	cart	3	1	1	5	1	1	1	3	2	1	1	4	2	1	1	4	16	346.32	5,541.12
86	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	357.76	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart	2		2	4		2		2	2		2	4		2		2	12	364.00	4,368.00
89	INK CART, HP CZ122A (HP685A), Cyan	cart	3			3	3			3	3			3	3			3	12	239.20	2,870.40
90	INK CART, HP CZ123A (HP685A), Magenta	cart	3			3	3			3	3			3	3			3	12	239.20	2,870.40
91	INK CART, HP CZ124A (HP685A), Yellow	cart	3			3	3			3	3			3	3			3	12	239.20	2,870.40
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	915.20	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0				0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,336.32	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Distinctive)	cart				0				0				0				0	0	4,971.20	-
100	TONER CART, HP C4092A, Black	cart				0				0				0				0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0				0				0				0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,719.60	-
104	TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,062.80	-
105	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,266.64	-
106	TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,970.24	-
107	TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,970.24	-
108	TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,970.24	-
109	TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,321.60	-
110	TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,163.60	-
111	TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	4,843.28	-
112	TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	4,843.28	-
113	TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	4,843.28	-
114	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,355.44	-
115	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,070.08	-
116	TONER CART, HP CE285A (HP85A), Black	cart	1		1	2		1		1	1		1	2		1		1	6	2,707.12	16,242.72
117	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,317.12	-
118	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,475.20	-
119	TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,475.20	-
120	TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,475.20	-
121	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,057.60	-
122	TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	2,943.20	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	2,943.20	-
124 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	2,943.20	-
125 TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,280.00	-
126 TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,595.68	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,655.36	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,655.36	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,655.36	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,640.00	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,392.40	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,392.40	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,392.40	-
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,660.80	-
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	6,721.52	-
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	2,971.28	-
137 TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,280.00	-
139 TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,530.80	-
140 TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-
141 TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-
142 TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
143 TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144 TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145 TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146 TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147 TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
148 TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
149 TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
150 TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
151 TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
152 TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,763.76	-
153 TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,836.00	-
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,600.00	-
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,548.00	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,860.00	-
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,600.00	-
162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	3,120.00	-
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,280.00	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	5,512.00	-
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,008.00	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,784.00	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0				0				0				0	0	76.75	-
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	724.88	-
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	334.88	-
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart	2		2	4		2		2	2		2	4		2		2	12	75.92	911.04
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
COMMON ELECTRICAL SUPPLIES																				
1 BALLAST, 36 watts	piece				0				0				0				0	0	74.78	-
2 FLUORESCENT LAMP, tubular, 14 watts	tube				0				0				0				0	0	88.40	-
3 FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set				0				0				0				0	0	364.00	-
COMMON OFFICE EQUIPMENT																				
1 CALCULATOR, MINI-PRINTING, 1 unit per box	unit				0				0				0				0	0	930.80	-
2 CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit				0				0				0				0	0	1,965.60	-
3 ELECTRONIC TIME RECORDER OR BUNDY CLOCK, electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts	unit				0				0				0				0	0	3,315.52	-
4 MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color	unit				0				0				0				0	0	2,704.00	-
5 WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEEE 802.3u, IEEE 802.3, interface: 4 x 10/100 ports, 1 x 10/100 WAN port, LED indicator: Power, WLAN, LAN(10/100), Internet Status, with patch cable and power adapter, warranty: one(1) year warranty, frequency band: 2.4 GHz, one(1) unit/box	unit				0				0				0				0	0	1,037.92	-
COMMON OFFICE SUPPLIES																				
1 CARTOLINA, white, 20 pieces per pack	pack				0				0				0				0	0	52.00	-
2 CLIP, bulldog, 73mm (3")	piece	3	2	3	8	2	3	2	7	3	2	3	8	2	3	2	7	30	8.32	249.60
3 COLUMNAR PAD, 18 cols, 50 gsm min.	pad				0				0				0				0	0	65.52	-
4 ENVELOPE, PAY, 500 pieces per box	box	3	2	3	8	2	3	2	7	3	2	3	8	2	3	2	7	30	114.71	3,441.30
5 ILLUSTRATION BOARD, (30"x40")	piece				0				0				0				0	0	35.05	-
6 INDEX CARD BOX, 3"x5"	piece				0				0				0				0	0	36.40	-
7 INDEX CARD BOX, 5"x8"	piece				0				0				0				0	0	55.12	-
8 INDEX CARD, 3"x5", 500 pieces per pack	pack				0				0				0				0	0	51.27	-
9 INDEX CARD, 5"x8", 500 pieces per pack	pack				0				0				0				0	0	139.34	-
10 MANILA PAPER, 10sheets per pack	pack	1000			1000				0	1000			1000				0	2000	26.00	52,000.00
11 MAP PIN, round head, 100 pieces per case	case				0				0				0				0	0	40.35	-
12 OIL, for general purpose lubricant, 120 mL	bottle				0				0				0				0	0	36.90	-
13 PAPER, Thermal, 210mm x 30m	roll	16	9	10	35	9	10	21	40	16	9	10	35	9	9	21	39	149	29.95	4,462.55
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case				0				0				0				0	0	24.96	-
15 RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool	13	1	2	16	7	2	1	10	8	1	2	11	8	2	1	11	48	16.12	773.76

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
16 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle				0				0				0				0	0	150.80	-
17 RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	291.03	3,492.36
18 STAPLE WIRE, Heavy duty, 23/17	box				0				0				0				0	0	41.48	-
19 TAPE DISPENSER, handheld	piece				0				0				0				0	0	29.10	-
20 TAPE, for adding machine	roll				0				0				0				0	0	8.11	-
21 TIME CARD, for Amano Bundy Clock, 100 pieces bundle	bundle				0				0				0				0	0	69.47	-
COMMON JANITORIAL SUPPLIES																				
1 FLOOR WAX, Liquid type, natural	can				0				0				0				0	0	370.50	-
2 FLOOR WAX, Paste type, natural	can				0				0				0				0	0	223.60	-
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece				0				0				0				0	0	22.36	-
CONSUMABLES																				
1 INK CART, EPSON C13T103190 (103), Black	cart				0				0				0				0	0	866.32	-
2 INK CART, EPSON C13T103290 (103), Cyan	cart				0				0				0				0	0	577.20	-
3 INK CART, EPSON C13T103390 (103), Magenta	cart				0				0				0				0	0	577.20	-
4 INK CART, EPSON C13T103490 (103), Yellow	cart				0				0				0				0	0	577.20	-
5 INK CART, EPSON C13T143190 (143), Black	cart				0				0				0				0	0	587.60	-
6 INK CART, EPSON C13T143290 (143), Cyan	cart				0				0				0				0	0	465.92	-
7 INK CART, EPSON C13T143390 (143), Magenta	cart				0				0				0				0	0	465.92	-
8 INK CART, EPSON C13T143490 (143), Yellow	cart				0				0				0				0	0	465.92	-
9 INK CART, EPSON C13T166190 (166XL), Black	cart				0				0				0				0	0	176.80	-
10 INK CART, EPSON C13T166290 (166XL), Cyan	cart				0				0				0				0	0	332.80	-
11 INK CART, EPSON C13T166390 (166XL), Magenta	cart				0				0				0				0	0	332.80	-
12 INK CART, EPSON C13T166490 (166XL), Yellow	cart				0				0				0				0	0	332.80	-
13 INK CART, HP C4836A, (HP11), Cyan	cart				0				0				0				0	0	1,535.04	-
14 INK CART, HP C4837A, (HP11), Magenta	cart				0				0				0				0	0	1,535.04	-
15 INK CART, HP C4838A, (HP11), Yellow	cart				0				0				0				0	0	1,535.04	-
16 RIBBON CART, LEXMARK 3070169 (11A3550)	cart				0				0				0				0	0	780.00	-
17 RIBBON CART., FUJITSU DL 3850	cart				0				0				0				0	0	447.20	-
18 TONER CART, BROTHER TN-150BK, Black	cart				0				0				0				0	0	3,239.60	-
19 TONER CART, BROTHER TN-150C, Cyan	cart				0				0				0				0	0	3,707.60	-
20 TONER CART, BROTHER TN-150M, Magenta	cart				0				0				0				0	0	3,707.60	-
21 TONER CART, BROTHER TN-150Y, Yellow	cart				0				0				0				0	0	3,707.60	-
22 TONER CART, BROTHER TN-155BK, Black	cart				0				0				0				0	0	4,576.00	-
23 TONER CART, FUJI XEROX CWAA0762, Black	cart				0				0				0				0	0	5,683.60	-
24 TONER CART, HP CE250A, Black	cart				0				0				0				0	0	5,408.00	-
25 TONER CART, HP CE251A, Cyan	cart				0				0				0				0	0	10,551.84	-
26 TONER CART, HP CE252A, Yellow	cart				0				0				0				0	0	10,551.84	-
27 TONER CART, HP CE253A, Magenta	cart				0				0				0				0	0	10,551.84	-
28 TONER CART, HP Q1338A, Black	cart				0				0				0				0	0	6,676.80	-
29 TONER CART, HP Q6511A, Black	cart				0				0				0				0	0	5,892.64	-
30 TONER CART, HP Q7551A, Black	cart				0				0				0				0	0	6,162.00	-
31 TONER CART, LEXMARK 34217HR, Black	cart				0				0				0				0	0	4,712.24	-
32 TONER CART, SAMSUNG ML-2250D5, Black	cart				0				0				0				0	0	4,784.00	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
33 TONER CART, SAMSUNG ML-D3050B, Black	cart				0				0				0				0	0	6,656.00	-
Office Equipment and Accessories																				
1 CHAIR, CLERICAL	PC	4			4				0				0				0	4	2,500.00	10,000.00
2 PHOTOCOPIER MACHINE	PC	2			2				0				0				0	2	15,000.00	30,000.00
3 PRINTER, DOT MATRIX EPSON 2175	UNIT	3			3				0				0				0	3	21,500.00	64,500.00
4 PRINTER, OFFICE JET 7110 WIDE FORMAT PRINTER	UNIT	1			1				0				0				0	1	5,600.00	5,600.00
5 UNINTERRUPTED POWER SUPPLY (UPS)	UNIT	3			3				0				0				0	3	3,500.00	10,500.00
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		-
Office Supplies																				
1 ALCOHOL, ISOPROPYL (100%)	GAL	33	33	33	99	33	33	34	100	33	34	34	101	33	33	34	100	400	475.00	190,000.00
2 BALLPEN, BLACK	PC	406	51	50	507	248	51	50	349	394	51	50	495	248	111	62	421	1772	222.00	393,384.00
3 BALLPEN, BLUE	PC	291	43	43	377	193	43	43	279	273	43	43	359	193	43	55	291	1306	222.00	289,932.00
4 BALLPEN, FRIXION, (BLACK)	PC	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	57.00	2,736.00
5 BALLPEN, FRIXION, (BLUE)	PC	1		1	2		1		1	1		1	2		1		1	6	57.00	342.00
6 BALLPEN, FRIXION, (RED)	PC	1		1	2		1		1	1		1	2		1		1	6	57.00	342.00
7 BALLPEN, RED	PC	310	21	22	353	171	22	21	214	304	21	22	347	172	82	34	288	1202	222.00	266,844.00
8 BLADE	PC	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	15.00	180.00
9 BOND PAPER WITH LETTERHEAD, LETTER SIZE	RM	3	1	1	5	2	1	1	4	2	1	1	4	2	1	1	4	17	1,228.00	20,876.00
10 BOND PAPER WITH LETTERHEAD, LONG SIZE	RM	3	1	1	5	2	1	1	4	2	1	1	4	2	1	1	4	17	1,228.00	20,876.00
11 BOND PAPER, WHITE	RM	10	6	5	21	7	5	5	17	9	5	5	19	7	7	5	19	76	1,228.00	93,328.00
12 CARBON FILM, PC, BLUE, SIZE 218MM X 330MM, 100 SHEETS PER BOX	BX	1			1			1	1			1	1			1	1	4	253.92	1,015.68
13 CORRECTION FLUID	PC	55	36	36	127	48	36	36	120	56	37	37	130	49	37	37	123	500	9.82	4,910.00
14 CORRUGATED BOX SIZE: 21X9.5X11.5	PC	3,000			3000				0	3,000			3000				0	6000	34.00	204,000.00
15 CORRUGATED BOX SIZE: SIZE : 24X18X12	PC	750			750				0	750			750				0	1500	69.00	103,500.00
16 CORRUGATED BOX SIZE: SIZE : 26X11.5X11.5	PC	1,000			1000				0	1,000			1000				0	2000	44.00	88,000.00
17 CORRUGATED CARTOON SIZE: 28"X34"	PC	1,000		1,000	2000		1000		1000	1000		1000	2000		1000		1000	6000	23.00	138,000.00
18 DESK TRAY WITH 3 LAYERS	PC	4			4				0				0				0	4	410.00	1,640.00
19 ENVELOPE, DOCUMENTARY (10"X15"), 500S/BOX	PC	741	93	68	902	176	67	126	369	291	68	68	427	176	68	137	381	2079	1.50	3,118.50
20 ENVELOPE, MAILING WHITE WITH WINDOW, 9.5" X 4-1/2"	BX	6			6	4			4	6			6	4			4	20	380.00	7,600.00
21 FASTENER, PLASTIC, 50 SETS PER BOX	BX	31	15	15	61	18	14	44	76	29	15	14	58	18	14	44	76	271	20.00	5,420.00
22 FOLDER, EXPANDABLE, SHORT (YELLOW)	PC	125			125	125			125	125			125	125			125	500	14.56	7,280.00
23 INK, MARKING REFILL (BLACK)	BTLE	6			6	6			6	6			6	6			6	24	63.75	1,530.00
24 INK, SUPER COLOR MARKER REFILL (BLACK)	BX	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	63.75	765.00
25 MARKER , SUPERCOLOR (SC-6600)	PC	3			3				0	3			3				0	6	99.00	594.00
26 MARKER, PERMANENT, BROAD, BLACK	PC	2	1	1	4	1	1	1	3	1	1	1	3	1	1	2	4	14	22.00	308.00
27 MARKER, PERMANENT, BROAD, BLUE	PC	2	1	1	4	1	1	1	3	1	1	1	3	1	1	2	4	14	22.00	308.00
28 MARKER, PERMANENT, BROAD, RED	PC	2	1	1	4	1	1	1	3	1	1	1	3	1	1	2	4	14	22.00	308.00
29 NT CUTTER BLADE DISPENSER A	TUBE	8			8	8			8	8			8	8			8	32	100.00	3,200.00
30 PLASTIC STRAP	RL	3	2	2	7	2	2	2	6	2	2	2	6	2	2	2	6	25	1,100.00	27,500.00
31 PLASTIC, TRANSPARENT	RL	6	4	4	14	4	5	4	13	4	4	5	13	4	4	5	13	53	798.00	42,294.00
32 POST-IT, "SIGN HERE"	BX	9			9				0	9			9				0	18	300.00	5,400.00

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
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33	RIBBON, ADDING MACHINE	PC	1			1				0	1			1				0	2	10.66	21.32
34	RIBBON, BUNDYCLOCK	PC	4			4	4			4	4			4	4			4	16	875.00	14,000.00
35	RIBBON, TYPEWRITER	PC	4		1	5	3	1		4	4		1	5	3	1		4	18	100.00	1,800.00
36	RIBBON, TYPEWRITER (BROTHER)	PC	1		1	2	1	1	1	3		1	1	2	1	1	1	3	10	100.00	1,000.00
37	RIBBON, TYPEWRITER, ELECTRIC	PC	2		1	3		1		1	1		1	2	1	1		2	8	400.00	3,200.00
38	RIBBON, TYPEWRITER, ELECTRIC (ADLER)	PC	2	1	2	5	1	2	1	4	2	1	1	4	1	1	1	3	16	400.00	6,400.00
39	RIBBON, TYPEWRITER, ELECTRIC (TWIN NYLON GR-188FN)	PC				0			2	2				0			2	2	4	795.00	3,180.00
40	RING BINDER (HARD BOUND)	PC	250			250				0	250			250				0	500	100.00	50,000.00
41	RUBBER BAND (BIG)	BX	3			3				0	3			3				0	6	90.00	540.00
42	RULER STAINLES 40 INCHES	PC	1			1				0				0				0	1	80.00	80.00
43	RULER, PLASTIC, 24 INCHES LONG	PC	1			1				0				0				0	1	40.00	40.00
44	STAMP PAD INK, PURPLE OR VIOLET	LITER	1			1	1			1	1			1	1			1	4	25.00	100.00
45	STAMP PAD, BIG	PC	5			5				0				0				0	5	35.00	175.00
46	STAPLE WIRE # 43	BX	1			1	1			1	1			1	1		1	2	5	30.00	150.00
47	TAPE, DOUBLE SIDED/ADHESIVE, 1"	PC	4			4	4			4	4			4	4			4	16	400.00	6,400.00
48	TAPE, GUMMED	RL	80			80	80			80	80			80	80			80	320	120.00	38,400.00
49	TAPE, PACKAGING, 70" WIDTH	RL	226			226	91			91	226			226	226			226	769	40.00	30,760.00
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					0				0				0	0		-
6					0					0				0				0	0		-
7					0					0				0				0	0		-
8					0					0				0				0	0		-
9					0					0				0				0	0		-
10					0					0				0				0	0		-
Photographic or filming or video equipment																					
1					0					0				0				0	0		-
2					0					0				0				0	0		-
3					0					0				0				0	0		-
4					0					0				0				0	0		-
5					0					0				0				0	0		-
6					0					0				0				0	0		-
7					0					0				0				0	0		-
8					0					0				0				0	0		-
9					0					0				0				0	0		-
10					0					0				0				0	0		-
Cleaning Equipment and Supplies																					
1	BAR SOAP	PC	12	13	13	38	12	13	12	37	13	13	13	39	12	12	12	36	150	18.50	2,775.00
2	BROOM, CEILING	PC	5			5	5			5	5			5	5			5	20	40.00	800.00
3	CARPET SHAMPOO	GAL	5			5	5			5	5			5	5			5	20	180.00	3,600.00
4	CAUTION SIGNAGE	PC	5			5				0				0				0	5	450.00	2,250.00
5	DOOR MAT	PC	15			15				0	15			15				0	30	30.00	900.00
6	DUST MOP	PC	5			5	5			5	5			5	5			5	20	1,400.00	28,000.00

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7	EMULSION WAX	GAL	20			20	20			20	20			20	20			20	80	160.00	12,800.00
8	FABRIC CONDITIONER	GAL	20			20	20			20	20			20	20			20	80	160.00	12,800.00
9	GLASS CLEANER	GAL	12			12	12			12	12			12	12			12	48	110.00	5,280.00
10	GLASS SQUEEZE	PC	1			1	1			1	1			1	1			1	4	455.00	1,820.00
11	GRASS CUTTER	UNIT	2			2				0				0				0	2	8,500.00	17,000.00
12	GRASS SCISSORS	PC	2			2				0				0				0	2	350.00	700.00
13	MOP SQUEEZER	PC	9			9	9			9	9			9	9			9	36	3,500.00	126,000.00
14	MURIATIC ACID	GAL	5			5	5			5	5			5	5			5	20	180.00	3,600.00
15	PAIL	PC	10			10				0	10			10				0	20	120.00	2,400.00
16	POLISHING PAD - BALCK 16" DIAMETER	PC	4			4	4			4	4			4	4			4	16	240.00	3,840.00
17	POLISHING PAD - WHITE 16" DIAMETER	PC	4			4	4			4	4			4	4			4	16	240.00	3,840.00
18	PRANELA	PC	20			20	20			20	20			20	20			20	80	18.00	1,440.00
19	PUSH BRUSH	PC	3			3	3			3	3			3	3			3	12	85.00	1,020.00
20	RUBBER RUG	PC	15			15	15			15	15			15	15			15	60	100.00	6,000.00
21	RUBBER TOILET PLUNGER	PC	3			3				0	3			3				0	6	45.00	270.00
22	SEALER WAX	GAL	20			20	20			20	20			20	20			20	80	500.00	40,000.00
23	STEEL WOOL	TUBE	30			30	30			30	30			30	30			30	120	95.00	11,400.00
24	TOILET BRUSH	PC	15			15	15			15	15			15	15			15	60	68.00	4,080.00
25	TOILET DEODORANT CAKE (3PCS/PACK)	PACK	152			152	152			152	152			152	152			152	608	33.00	20,064.00
26	WAX STRIPPER	GAL	20			20	20			20	20			20	20			20	80	100.00	8,000.00
27	ZONROX/CLOROX	GAL	20			20	20			20	20			20	20			20	80	95.00	7,600.00
Paper Materials and Products																					
1					0					0				0				0	0		-
2					0					0				0				0	0		-
3					0					0				0				0	0		-
4					0					0				0				0	0		-
5					0					0				0				0	0		-
6					0					0				0				0	0		-
7					0					0				0				0	0		-
8					0					0				0				0	0		-
9					0					0				0				0	0		-
10					0					0				0				0	0		-
Lighting and fixtures and accessories																					
1					0					0				0				0	0		-
2					0					0				0				0	0		-
3					0					0				0				0	0		-
4					0					0				0				0	0		-
5					0					0				0				0	0		-
6					0					0				0				0	0		-
7					0					0				0				0	0		-
8					0					0				0				0	0		-
9					0					0				0				0	0		-
10					0					0				0				0	0		-
Electrical equipmnet and components and supplies																					
1	LINE MAN TELEPHONE HANDSET	SET	3			3				0				0				0	3	3,000.00	9,000.00
2	TELEPHONE LINE CORD	PC	5			5				0				0				0	5	700.00	3,500.00

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3 TELEPHONE WIRE (3 WIRES)	RL	1			1	1			1	1			1	1			1	4	1,600.00	6,400.00
4 WIRELESS ADAPTER WITH ANTENNA	PC	5			5				0				0				0	5	750.00	3,750.00
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 COMPUTER CONTINUOUS FORM (1PLY; 11 X 8 1/2)	BX	2			2	2		2	4		2		2	2			2	10	826.00	8,260.00
2 COMPUTER CONTINUOUS FORM (4PLY; 11 X 14 7/8), 250 SETS/BOX	BX	2			2	2		2	4		2		2	2			2	10	722.80	7,228.00
3 COMPUTER CONTINUOUS FORM (4PLY; 11 X 8 1/2)	BX	2			2	2		2	4		2		2	2			2	10	1,300.00	13,000.00
4 DISKETTE	BX	1			1				0				0				0	1	10.00	10.00
5 FLASH DRIVE (8GB), USB	PC	10			10				0	10			10		10		10	30	180.00	5,400.00
6 INK CARTRIDGE, (CANON PG 830), BLACK	PC	2			2				0	2			2				0	4	780.00	3,120.00
7 INK CARTRIDGE, (CANON PG 831), TRICOLOR	PC	2			2				0	2			2				0	4	1,000.00	4,000.00
8 INK, HP LASERJET P1102	PC	3			3	3			3	3			3	3			3	12	2,500.00	30,000.00
9 INK, HP LASERJET P1102, BLACK	PC	2			2	2			2	2			2	2			2	8	2,500.00	20,000.00
10 INK, PRINTER BROTHER (CMYK) REFILL (CONTINUOUS)	SET	2			2				0	2			2				0	4	400.00	1,600.00
11 INK, PRINTER BROTHER MFC-J220 CARTRIDGE - CMYK	SET	2			2				0	2			2				0	4	400.00	1,600.00
12 INK, PRINTER EPSON 31 STYLUS PRO 7890, 8 COLORS/SET	SET	3			3	3			3	3			3	3			3	12	60,000.00	720,000.00
13 INK, PRINTER HP (CMYK) REFILL (CONTINUOUS)	SET	2			2				0	2			2				0	4	500.00	2,000.00
14 INK, PRINTER, 6 BOTTLE PER SET	SET	1			1		1		1			1	1				0	3	500.00	1,500.00
15 RIBBON PACK, HITI CARD PRINTER	SET	1			1				0	1			1				0	2	3,900.00	7,800.00
16 RIBBON, PRINTER EPSON (FX-2175/2190)	CART	13			13	13		12	25	13			13	13		12	25	76	350.00	26,600.00
17 TONER, CARTRIDGE SHARP AR 168 FT	CART	1		1	2		1		1	1		1	2		1		1	6	3,500.00	21,000.00
18 TONER, FUJI DOCUPRINT C2255, BLACK CT201160	PC	6			6				0				0			12	12	18	9,480.00	170,640.00
19 TONER, FUJI DOCUPRINT C2255, CYAN CT201161	PC	4			4				0				0			2	2	6	13,400.00	80,400.00
20 TONER, FUJI DOCUPRINT C2255, MAGENTA CT201162	PC	4			4				0				0				0	4	13,400.00	53,600.00
21 TONER, FUJI DOCUPRINT C2255, YELLOW CT201163	PC	4			4				0				0				0	4	13,400.00	53,600.00
22 TONER, HP LASER JET 1020	PC	2			2				0				0				0	2	300.00	600.00
23 TONER, KYOCERA TK-479	CART				0				0				0		2		2	2	8,400.00	16,800.00
24 TONER, SHARP AR 5320E	PC	2	1	1	4	2	1	1	4	2	2	1	5	1	1	2	4	17	6,155.00	104,635.00
25 TONER, SHARP AR-5520D	BX	1	1	1	3	2	1	1	4	1	2	1	4	1	1	2	4	15	6,575.00	98,625.00
26 TONER, SHARP AR-5620N	BX				0	1			1		1		1			1	1	3	6,576.00	19,728.00
Computer Equipment and Accessories																				
1 CABLE, UTP CABLE CAT5E	BX				0			1	1				0			1	1	2	200.00	400.00
2 COMPUTER SET, DESKTOP (WITH OS)	PC	13			13				0				0				0	13	50,000.00	650,000.00
3 KEYBOARD USB CONNECTION	PC	7			7				0				0				0	7	50.00	350.00
4 LAPTOP	UNIT	1			1				0				0				0	1	50,000.00	50,000.00
5 MOUSE PAD	PC	12			12				0				0				0	12	120.00	1,440.00
6 OFFICE PROFESSIONAL PLUS 2016	UNIT	250			250				0				0				0	250	4,000.00	1,000,000.00
7 RJ-45 CONNECTOR	PC				0			500	500				0			500	500	1000	25.00	25,000.00
8 SYMANTEC ENDPOINT PROTECTION	UNIT	250			250				0				0				0	250	2,000.00	500,000.00
9 WINDOWS 7 PROFESSIONAL/ENTERPRISE	UNIT	250			250				0				0				0	250	2,000.00	500,000.00
10					0				0				0				0	0		-

C. TOTAL (A + B):		10,409,868.60
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		1,040,986.86

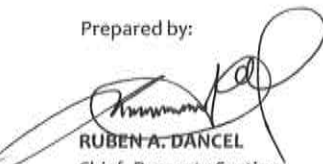
Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
E. GRAND TOTAL (C + D)																				11,450,855.46
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		Eleven Million Four Hundred Fifty Thousand Eight Hundred Fifty-Five Pesos and Forty-Six Centavos																		11,450,855.46
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores					743728				522993				585194				527708			
G.2 Other Items not available at PS but regularly purchased from other sources					4507826				957363				1400137				1164919			
TOTAL MONTHLY CASH REQUIREMENTS					5251554				1480356				1985331				1692627			

*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:


RUBEN A. DANCEL
 Chief, Property Section
 Administrative Division

Date Prepared: November 26, 2015

Certified Funds Available / Certified Appropriate Funds Available:


WINIFREDO B. TALLA
 Acting Chief, Accounting Section
 Financial and Management Division


BUENAVENTURA G. GONZALES, JR.
 Chief, Budget Section
 Financial and Management Division

Approved by:


EMMANUEL C. ANDAYA, CEO VI
 Acting Director