ANNUAL PROCUREMENT PLAN FOR 2017
For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commmonality of freight cost):
   a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
   b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
   c. Surigao Del Norte - **Surigao Del Norte**
   d. Zamboanga Sibugay- **Zamboanga Sibugay**
   e. Camiguin - **Camiguin**
3. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps- philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it'is procured and made available by the Procurement Service.
6. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
   a. DBM Central Office- for entities in the Central Office
   b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

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

   e. ps.app.lgu@gmail.com - For Local government units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016.**
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES
NATIONAL CAPITAL REGION
5th Floor Executive Bldg Center
369 Gil Puyat Avenue Makati City

Agency Account Code: T - 015

Contact Person: Dominador R. Dayo
Position: Supply Officer II
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	Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	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	56	44	40	140	55	41	43	139	41	40	44	125	56	40	43	139	543	17.42	9,459.06
2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack	47	31	36	114	41	27	27	95	27	27	28	82	44	27	26	97	388	15.03	5,831.64
3	BATTERY, dry cell D, 2 pieces per blister pack	pack				0				0				0				0	0	77.56	-
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	114.40	-
5	LED Linear Tube, 18 watts individually wrapped in carton	tube				0				0				0				0	0	280.80	-
6	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0		-
7	TAPE, electrical	roll	3	1	1	5	1	1	1	3	1	1	1	3	1	1	1	3	14	18.20	254.80

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	COMMON OFFICE SUPPLIES																			
1	ACETATE, gauge #3, 50m per roll	roll	2			2	1	1	1	3		1		1				0	6	624.00	3,744.00
2	AIR FRESHENER, 280mL/150g min	can	5	2	2	9	4	2	2	8	4	2	2	8	4	2	2	8	33	83.20	2,745.60
3	ALCOHOL, 70%, ethyl, 500ml	bottle	19	9	8	36	19	9	8	36	19	9	8	36	19	4	8	31	139	47.82	6,646.98
4	CARBON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0	197.58	-
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0				0				0	0	202.80	-
6	CARTOLINA, assorted color, 20 pieces per pack	pack	9	1		10	3			3	3	1		4	3	1		4	21	64.48	1,354.08
7	CHALK, white, enamel, 100 pieces per box	box		1		1		1		1		1		1	1			1	4	25.86	103.44
8	CLEARBOOK, A4 size	piece	30			30	15		3	18	15			15	15		3	18	81	39.52	3,201.12
9	CLEARBOOK, Legal size	piece	20			20	8	10		18	18			18	15			15	71	43.68	3,101.28
10	CLIP, backfold, 19mm, 12 pieces per box	box	21	15	15	51	15	15	15	45	15	15	15	45	15	15	15	45	186	7.28	1,354.08
11	CLIP, backfold, 25mm, 12 pieces per box	box	21	15	15	51	15	15	15	45	15	15	15	45	15	15	15	45	186	10.40	1,934.40
12	CLIP, backfold, 32mm, 12 pieces per box	box	21	15	15	51	15	15	15	45	15	15	15	45	15	15	15	45	186	19.12	3,556.32
13	CLIP, backfold, 50mm, 12 pieces per box	box	21	15	15	51	15	15	15	45	15	15	15	45	15	15	15	45	186	36.38	6,766.68
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	37	7	7	51	23	7	7	37	31	7	7	45	22	7	7	36	169	31.20	5,272.80
15	DATA FILE BOX, made with chipboard, with closed ends	box	19	1	1	21	9	1	1	11	9	1	1	11	9	1	1	11	54	69.78	3,768.12
16	DATA FOLDER, made with chipboard, taglia lock	piece		100		100		100		100		100		100		100		100	400	68.64	27,456.00
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	4	2		6	1	1		2	2	1		3	2	1		3	14	381.54	5,341.56
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	4	1	1	6	2	2	2	6	2	1	1	4	1	1	1	3	19	507.40	9,640.60
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	6	1	1	8	4	1	1	6	4	2		6	4	1	1	6	26	621.71	16,164.46
20	ENVELOPE, EXPANDING, plastic	piece	89	20	23	132	94	25	28	147	83	20	23	126	88	20	23	131	536	27.61	14,798.96
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	4			4				0	1			1	1			1	6	499.20	2,995.20
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box	3			3				0	1			1				0	4	561.60	2,246.40
23	ERASER, felt, for blackboard/whiteboard	piece	6			6	2			2	4			4	1			1	13	11.11	144.43
24	ERASER, plastic or rubber	piece		10		10				0		10		10				0	20	2.29	45.80
25	FASTENER, for paper, metal, 50 sets per box	box	23	7	7	37	9	7	2	18	14	7	2	23	9	7	2	18	96	57.09	5,480.64
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	36	10	5	51	10	10	5	25	29	10	5	44	20	10	5	35	155	70.67	10,953.85
27	FILE TAB DIVIDER, A4, five (5) colors per set	set	60			60	100			100	60		20	80	15		60	75	315	12.48	3,931.20
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	12			12	2			2	2			2	2			2	18	16.64	299.52
29	FOLDER, Fancy, A4, 50s/ bundle	bundle	23	20	20	63	22	21	20	63	22	21	20	63	22	20	20	62	251	234.00	58,734.00
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	3			3	3			3	3			3	2			2	11	291.20	3,203.20
31	FOLDER, L-type, A4, 50 pieces pack	pack	4	2	2	8	3	1	1	5	4	2	2	8	4	2	2	8	29	166.40	4,825.60
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack	4	2	1	7	5	2	1	8	4	1	1	6	5	2		7	28	203.84	5,707.52
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box	5			5	2			2	4			4	1			1	12	746.72	8,960.64
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack	7			7	6	1	1	8	4	1		5	4	1	1	6	26	179.28	4,661.28
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	3	1		4	3	1		4	2	2		4	2	2		4	16	200.37	3,205.92
36	GLUE, all purpose, 300 grams min.	jar	12	2	2	16	5		3	8	5		5	10	5		2	7	41	44.18	1,811.38
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	17	10	10	37	17	10	10	37	17	10	10	37	17	10	10	37	148	47.90	7,089.20
38	LOOSELEAF COVER, 50sets per bundle	bundle	3		2	5		4		4		4		4		4		4	17	539.76	9,175.92
39	MAGAZINE FILE BOX, LARGE	piece	3			3	3			3	3			3	3			3	12	41.60	499.20
40	MARKER, fluorescent, 3 colors per set	set	23	5	5	33	14	5	5	24	14			14	14			14	85	35.55	3,021.75
41	MARKER, whiteboard, bullet type, black	piece	48	48	24	120	48	48	24	120	48	24	48	120	36	36	36	108	468	10.28	4,811.04

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42	MARKER, whiteboard, bullet type, blue	piece	48	48	24	120	48	48	24	120	48	24	48	120	36	36	36	108	468	10.28	4,811.04
43	MARKER, whiteboard, bullet type, red	piece	24	24	24	72	24	24	24	72	24	24	24	72	24	12	12	48	264	10.28	2,713.92
44	MARKER, permanent, bullet type, black	piece	36	36	36	108	36	36	36	108	36	36	36	108	24	24	24	72	396	9.65	3,821.40
45	MARKER, permanent, bullet type, blue	piece	36	36	36	108	36	36	36	108	36	36	36	108	24	24	24	72	396	9.65	3,821.40
46	MARKER, permanent, bullet type, red	piece	24	24	12	60	24	24	12	60	24	24	12	60	24	24	12	60	240	9.65	2,316.00
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece	50	20	20	90	50	20	20	90	50	20	20	90	50	30	30	110	380	10.40	3,952.00
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	35	15	10	60	30	15	15	60	30	15	15	60	20	20	20	60	240	31.20	7,488.00
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	30	20	20	70	30	20	20	70	30	20	20	70	20	20	20	60	270	40.54	10,945.80
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	20	20	15	55	20	20	15	55	20	20	15	55	20	20	10	50	215	54.06	11,622.90
51	PAD PAPER, Ruled	pad		20		20		20		20		20		20		20		20	80	18.26	1,460.80
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box	20	20	20	60	20	20	20	60	20	20	15	55	15	15	15	45	220	12.85	2,827.00
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box	20	20	20	60	20	20	20	60	20	20	15	55	15	15	15	45	220	6.43	1,414.60
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	100	50	50	100	50	100	50	200	100	50	10	160	100	50	10	160	620	112.32	69,638.40
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	15	5	5	25	15	5	5	25	15	5	5	25	15	5	5	25	100	132.02	13,202.00
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	95.26	114,312.00
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	5	5	5	15	5	5	5	15	5	5	5	5	5	5	5	15	50	114.35	5,717.50
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0				0				0				0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll		5		5		5		5		5		5		5		5	20	31.15	623.00
60	PENCIL, lead, w/eraser, one(1) dozen per box	box	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	19.62	1,177.20
61	PHILIPPINE NATIONAL FLAG	piece		4		4		5		5				0				0	9	278.72	2,508.48
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	20			20	20			20	20			20	20		20	40	100	60.32	6,032.00
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book		5		5				0		5		5				0	10	86.85	868.50
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	25			25		25		25		20		20		25		25	95	256.87	24,402.65
65	RUBBER BAND, 70mm min lay flat length (#18)	box		5		5		2		2			2	2				0	9	93.31	839.79
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece		25		25				0				0				0	25	15.48	387.00
67	SIGN PEN, black	piece	40	40	40	120	40	40	40	120	40	40	40	120	40	40	40	120	480	38.10	18,288.00
68	SIGN PEN, blue	piece	40	40	40	120	40	40	40	120	40	40	40	120	40	40	40	120	480	38.10	18,288.00
69	SIGN PEN, red	piece	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	38.10	9,144.00
70	STAMP PAD INK, violet, 50mL	bottle		5		5		5		5		5		5		5		5	20	24.63	492.60
71	STAMP PAD, felt pad, min 60mm x 100mm	piece		5		5				0		5		5				0	10	27.66	276.60
72	STAPLE WIRE, Heavy duty, 23/13	box		5		5		5		5		5		5		5		5	20	23.40	468.00
73	STAPLE WIRE, Standard	box	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	18.92	2,270.40
74	TAPE, masking, 24mm, 50 meters length	roll	20		10	30	20		10	30	20		10	30	10	10	10	30	120	55.12	6,614.40
75	TAPE, masking, 48mm, 50 meters length	roll		10		10		10		10		40		40		10		10	70	105.04	7,352.80
76	TAPE, transparent, 24mm, 50 meters	roll	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	10.92	1,965.60
77	TAPE, transparent, 48mm, 50 meters	roll		15		15		15		15		20		20		20		20	70	26.52	1,856.40
78	TAPE, packaging, 48mm, 50 meters length	roll	10			10	10			10	10			10	10	-		10	40	32.74	1,309.60
79	TOILET TISSUE, 12 rolls per pack	pack	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	67.60	8,112.00
80	TWINE, plastic, one kilo per roll	roll		5		5		5		5		5		5		5		5	20	49.92	998.40
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack			4	4			4	4			4	4			4	4	16	128.84	2,061.44
82	Software					0				0				0				0	0		-
83	Airline Travel					0				0				0				0	0		-
	COMMON OFFICE DEVICES																				
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	2			2				0	2			2		2		2	6	9.19	55.14

	Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
2	CUTTER KNIFE, heavy duty	piece		5		5		5		5				0				0	10	19.76	197.60
3	DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in indiviual plastic case	piece	4			4				0		4		4				0	8	187.20	1,497.60
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	5			5		5		5			5	5				0	15	114.28	1,714.20
6	SCISSORS, (6")	pair	20			20	6			6				0		5		5	31	13.73	425.63
7	STAPLER, standard	piece				0				0				0				0	0	82.16	-
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece	20			20				0	10			10				0	30	878.80	26,364.00
9	STAPLE REMOVER, plier type	piece		15		15				0		10		10				0	25	18.18	454.50
10	TAPE DISPENSER, table top	piece	6			6				0	6			6				0	12	47.72	572.64
11	WASTE BASKET, non-rigid plastic	piece	30			30				0	20			20				0	50	23.90	1,195.00
	COMMON JANITORIAL SUPPLIES																				
1	BROOM, soft (tambo)	piece				0				0				0				0	0	88.40	-
2	BROOM, stick (tingting)	piece				0				0				0				0	0	23.92	-
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	41.60	-
4	CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27	-
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	37.43	-
6	DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	119.60	-
7	DUST PAN, non-rigid plastic	piece				0				0				0				0	0	24.96	-
8	FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0				0				0				0	0	84.76	-
10	INSECTICIDE, aerosol type, 600mL/can	can				0				0				0				0	0	124.80	-
11	MOPBUCKET	piece				0				0				0				0	0	1,911.00	-
12	MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	142.48	-
13	MOPHEAD, made of rayon	piece				0				0				0				0	0	98.80	-
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0	49.69	-
15	SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	102.96	-
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0	139.88	-
17	DISINFECTANT, bleaching solution	cont				0				0				0				0	0	101.82	-
18	DETERGENT BAR, 140g as packed (-2.5%)	bar				0				0				0				0	0	7.28	-
	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	10,400.00	-
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit		9		9				0				0				0	9	135.20	1,216.80
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit		3		3				0				0				0	3	258.84	776.52
4	CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	254.68	-
5	CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit	4			4				0				0				0	4	6,229.60	24,918.40

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7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit		1		1				0				0				0	1	25,272.00	25,272.00
8	ELECTRIC FAN, industrial	unit			5	5				0				0				0	5	956.80	4,784.00
9	ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit			5	5				0		5		5				0	10	967.10	9,671.00
11	ELECTRIC FAN, wall type	unit				0				0				0				0	0	790.40	-
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit			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			5	5				0				0				0	5	1,080.56	5,402.80
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			5	5				0				0				0	5	4,992.00	24,960.00
15	MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0				0	0	26,483.60	-
16	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0				0	0	7,488.00	-
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit	2			2				0				0				0	2	5,699.20	11,398.40
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,709.60	-
19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	5,831.52	-
20	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit			2	2				0				0				0	2	10,000.00	20,000.00
21	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit			2	2				0				0				0	2	1,237.60	2,475.20
22	TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-
23	TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-
24	Desktop and Laptop	unit				0				0				0				0	0		-
	COMMON COMPUTER SUPPLIES																				
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	630.76	-
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	950.30	-
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	716.04	-
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	1,220.96	-
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	596.80	-
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	958.15	-
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	15			15				0				0				0	15	21.79	326.85

	Item & Specifications	Unit of Measure	Quantity Requirement															Total Quantity	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
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	2,818.40	5,636.80
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	20			20	20			20	20			20	20			20	80	194.48	15,558.40
10	MOUSE, optical, USB connection type	unit		10		10				0		10		10				0	20	127.80	2,556.00
	HANDBOOK ON PROCUREMENT																				
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece		10		10				0				0				0	10	61.83	618.30
	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	1,538.16	-
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		6		6		6		6		6		6		6	24	774.80	18,595.20
14	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	754.00	-
15	INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	534.56	-
17	INK CART, CANON CL-811, Colored	cart		3		3		3		3		3		3		3		3	12	1,022.32	12,267.84
18	INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	1,001.52	-
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	30	30	24	84	30	30	24	84	30	30	24	84	30	30	24	84	336	254.80	85,612.80
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	254.80	45,864.00
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	254.80	45,864.00
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	254.80	45,864.00
32	INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,346.80	-

	Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	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	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-
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	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	650.00	-
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	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	826.80	-
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	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart		6		6		6		6		6		6		6		6	24	639.60	15,350.40
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart		3		3		3		3		3		3		3		3	12	754.00	9,048.00
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80	-
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	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80	-

	Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	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	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0				0				0				0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart		6		6		6		6		6		6		6		6	24	358.80	8,611.20
85	INK CART, HP CN693AA, (HP704), Tri-color	cart		3		3		3		3		3		3		3		3	12	358.80	4,305.60
86	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart		12		12		12		12		12		12		12		12	48	366.08	17,571.84
89	INK CART, HP CZ122A (HP685A), Cyan	cart		6		6		6		6		6		6		6		6	24	249.60	5,990.40
90	INK CART, HP CZ123A (HP685A), Magenta	cart		6		6		6		6		6		6		6		6	24	249.60	5,990.40
91	INK CART, HP CZ124A (HP685A), Yellow	cart		6		6		6		6		6		6		6		6	24	249.60	5,990.40
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	930.80	-
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		3		3		3		3		3		3		3		3	12	2,556.32	30,675.84
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	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU	cart				0				0				0				0	0	4,992.00	-
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		3		3		3		3		3		3		3		3	12	2,802.80	33,633.60
104	TONER CART, HP CB436A, Black	cart		3		3		3		3		3		3		3		3	12	3,218.80	38,625.60
105	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart		3		3		3		3		3		3		3		3	12	2,756.00	33,072.00
117	TONER CART, HP CE310A, Black	cart		4		4		4		4		4		4		4		4	16	2,386.80	38,188.80
118	TONER CART, HP CE311A, Cyan	cart		2		2		2		2		2		2		2		2	8	2,490.80	19,926.40
119	TONER CART, HP CE312A, Yellow	cart		2		2		2		2		2		2		2		2	8	2,490.80	19,926.40
120	TONER CART, HP CE313A, Magenta	cart		2		2		2		2		2		2		2		2	8	2,490.80	19,926.40
121	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,010.80	-

	Item & Specifications	Unit of Measure	Quantity Requirement															Price Catalogue as of October 14, 2016	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	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart		5		5		5		5		5		5		5		5	20	3,998.80	79,976.00
135	TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40	-
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	7,482.80	-
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	3,894.80	-
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	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart		3		3		3		3		3		3		3		3	12	2,600.00	31,200.00
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	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,631.20	-
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	4,368.00	-
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	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,888.00	-

	Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	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				0				0				0				0	0	75.92	-
B. OTHER ITEMS NOT AVALABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
	COMMON ELECTRICAL SUPPLIES																				
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						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																				
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
	COMMON JANITORIAL SUPPLIES																				
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
	CONSUMABLES																				
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
	Office Equipment and Accessories																				
1						0				0				0				0	0		-
2						0				0				0				0	0		-

	Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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	Indicator tag, assorted color/set	set	12	6	6	24	7	6	6	19	6	6	6	18	6	6	6	18	79	70.00	5,530.00
2	Premium pad special paper, 10 pcs/pad	pack	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	45.00	2,700.00
3	Satin paper sticker, 10 pcs/pack	pack	50			50	50			50	50			50	50			50	200	55.00	11,000.00
4	2 ring binder A-4 size 300 sheet capacity	pc	30			30	30			30				0				0	60	90.00	5,400.00
5	Plastic ID Jacket with string	pc	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	9.00	3,240.00
6	Transparency film plain A-4 size	box	15			15	15			15	15			15	15			15	60	210.00	12,600.00
7	Folder colored A-4 size	pc	50			50	50			50	50			50	50			50	200	15.00	3,000.00
8	Colored paper A-4 size	ream		10		10		10		10		10		10		10		10	40	180.00	7,200.00
9						0				0				0				0	0		-
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				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						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-

	Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
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						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 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	Toner, Brother 2380 BLACK	cart	2		2	4	2		2	4		3	3	6		3	3	6	20	2,500.00	50,000.00
2	Toner, Epson AL-M200 DN	cart		4		4		4		4		4		4		4		4	16	3,300.00	52,800.00
3	Toner, HP CF280A Black	cart		6		6		6		6		6		6		6		6	24	2,500.00	60,000.00
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-

	Item & Specifications	Unit of Measure	Quantity Requirement															Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
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		-
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	PCAB license, Regular (new, regular, amendments)	pc		12000		12000				0				0				0	12000	12.50	150,000.00
2	PCAB license, Special	pc				0				0	3000			3000				0	3000	20.80	62,400.00
3	Official Receipt	pad			300	300				0			280	280				0	580	100.00	58,000.00
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		-
C. TOTAL (A + B):																					**1,998,198.91**
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					199,819.89
E. GRAND TOTAL (C + D)																					**2,198,018.80**
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																					
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores						499655				338064				350503				326106			1514328.91
G.2 Other Items not available at PS but regulary purchased from other sources						232515				52165				144795				54395			483870
TOTAL MONTHLY CASH REQUIREMENTS						732170				390229				495298				380501			1998198.91

Other categories that are not indicated herein

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

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	

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:

DOMINADOR B. DAYO
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:

EDNA S. DOMINGO
Accountant /
Local Budget Officer

Approved by:

ATTY. RUTH B. CASTELO
Undersecretary for CIAP

Date Prepared: