

**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/C	DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY	Agency Account Code:	No Code	Contact Person:	Antonio B. Mercado
Region:	III - Pampanga			Position:	Administrative Officer V
Address:	Cabambangan, Bacolor, Pampanga			E-mail :	dhvtsuprocurement@yahoo.com
				Telephone/Mobile Nos:	9002453

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	50			50				0	50			50				0	100	20.28	2,028.00
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	30			30				0	30			30				0	60	19.20	1,152.00
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack	5			5				0	5			5				0	10	91.94	919.40
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	5			5				0	5			5				0	10	40.97	409.70

5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece	50			50				0	50			50				0	100	75.39	7,539.00
6	TAPE, ELECTRICAL, 18mm x 16M min	roll	15		15	30			15	15			15	30		15		15	90	18.93	1,703.70
COMMON OFFICE SUPPLIES																					
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	8			8	8			8	8			8	8			8	32	766.73	24,535.36
2	AIR FRESHENER, aerosol, 280ml/150g min	can	15			15	15			15	15			15	15			15	60	88.69	5,321.40
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	49.73	5,967.60
4	CARBON FILM, PE, black, size 210mm x 297mm	box	1			1	1			1	1			1	1			1	4	205.48	821.92
5	CARBON FILM, PE, black, size 216mm x 330mm	box	1			1	1			1	1			1	1			1	4	210.91	843.64
6	CARTOLINA, assorted colors	pack	20			20	20			20	20			20	20			20	80	67.06	5,364.80
7	CHALK, molded, white, dustless, length: 78mm min	box	80	70	70	220	80	70	70	220	80	70	70	220	80	70	70	220	880	26.89	23,663.20
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	10			10	10			10	10			10	10			10	40	38.19	1,527.60
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	10			10	10			10	10			10	10			10	40	40.47	1,618.80
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	20			20	20			20	20			20	20			20	80	7.87	629.60
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	20			20	20			20	20			20	20			20	80	13.94	1,115.20
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	20			20	20			20	20			20	20			20	80	19.88	1,590.40
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	20			20	20			20	20			20	20			20	80	41.10	3,288.00
14	CORRECTION TAPE, film base type, UL 6m min	piece	70			70	70			70	70			70	70			70	280	18.26	5,112.80
15	DATA FILE BOX, made of chipboard, with closed ends	box	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	72.57	17,416.80
16	DATA FOLDER, made of chipboard, taglia lock	piece	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	71.39	8,566.80
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	10,187.28
18	ENVELOPE, DOCUMENTARY, for legal size document	box	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	538.80	51,724.80

19	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	50			50	50			50	50			50	50			50	200	667.84	133,568.00
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	25			25	25			25	25			25	25			25	100	28.71	2,871.00
21	ENVELOPE, MAILING,white, 80gsm (-5%)	box	3			3				0	2			2				0	5	341.79	1,708.95
22	ENVELOPE, mailing, white, with window	box	3			3				0	2			2				0	5	427.23	2,136.15
23	ERASER, FELT, for blackboard/whiteboard	piece	50			50	50			50	50			50	50			50	200	11.55	2,310.00
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	6.23	747.60
25	FASTENER, METAL, 70mm between prongs	box	25			25	25			25	25			25	25			25	100	59.37	5,937.00
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	15			15	5			5	5			5				0	25	73.59	1,839.75
27	FILE TAB DIVIDER, bristol board, for A4	set	10			10	10			10	10			10	10			10	40	12.98	519.20
28	FILE TAB DIVIDER, bristol board, for legal	set	10			10	10			10	10			10	10			10	40	17.31	692.40
29	FOLDER, FANCY, for A4 size documents	bundle	5			5	5			5	5			5	5			5	20	258.50	5,170.00
30	FOLDER, FANCY, for legal size documents	bundle	5			5	5			5	5			5	5			5	20	302.85	6,057.00
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	5			5	5			5	5			5	5			5	20	177.92	3,558.40
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	5			5	5			5	5			5	5			5	20	222.27	4,445.40
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	776.59	93,190.80
34	FOLDER, TAGBOARD, for A4 size documents	pack	2			2	2			2	2			2	2			2	8	226.05	1,808.40
35	FOLDER, TAGBOARD, for legal size documents	pack	3			3	3			3	3			3	3			3	12	208.38	2,500.56
36	GLUE, all purpose, gross weight: 200 grams min	jar	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	49.73	3,580.56
37	INDEX TAB, self-adhesive, transparent	box	20			20	20			20	20			20	20			20	80	53.74	4,299.20
38	LOOSELEAF COVER, made of chipboard, for legal	bundle	2			2	2			2	2			2	2			2	8	676.00	5,408.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	5			5	5			5	5			5	5			5	20	43.26	865.20

40	MARKER, FLUORESCENT, 3 assorted colors per set	set	2			2	2			2	2			2	2			2	8	36.97	295.76
41	MARKER, whiteboard, black, felt tip, bullet type	piece	30	5	5	40	30	5	5	40	30	5	5	40	30	5	5	40	160	10.69	1,710.40
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	30	5	5	40	30	5	5	40	30	5	5	40	30	5	5	40	160	10.69	1,710.40
43	MARKER, whiteboard, red, felt tip, bullet type	piece	30	5	5	40	30	5	5	40	30	5	5	40	30	5	5	40	160	10.69	1,710.40
44	MARKER, PERMANENT, bullet type, black	piece	30	5	5	40	30	5	5	40	30	5	5	40	30	5	5	40	160	10.04	1,606.40
45	MARKER, PERMANENT, bullet type, blue	piece	30	5	5	40	30	5	5	40	30	5	5	40	30	5	5	40	160	10.04	1,606.40
46	MARKER, PERMANENT, bullet type, red	piece	30	5	5	40	30	5	5	40	30	5	5	40	30	5	5	40	160	10.04	1,606.40
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	3			3				0	3			3				0	6	12.52	75.12
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	6			6	6			6	6			6	6			6	24	32.45	778.80
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	6			6	6			6	6			6	6			6	24	44.32	1,063.68
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	6			6	6			6	6			6	6			6	24	59.49	1,427.76
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	10			10	10			10	10			10	10			10	40	18.99	759.60
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	25			25	25			25	25			25	25			25	100	6.91	691.00
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	25			25	25			25	25			25	25			25	100	14.04	1,404.00
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	70	70	70	210	70	60	60	190	70	70	70	210	70	60	60	190	800	137.66	110,128.00
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	160.94	96,564.00
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	40	40	40	120	40	40	50	130	40	40	50	130	40	40	40	120	500	119.09	59,545.00
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	40	40	40	120	40	40	50	130	40	40	50	130	40	40	40	120	500	123.08	61,540.00
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	20			20	20			20	20			20	20			20	80	95.18	7,614.40
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	20			20	20			20	20			20	20			20	80	34.29	2,743.20
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	25			25	25			25	25			25	25			25	100	20.40	2,040.00

61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	5		5			0			0			0	5	319.07	1,595.35
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	20		20	20		20	20		20	20		20	80	62.73	5,018.40
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	20		20	20		20	20		20	20		20	80	97.34	7,787.20
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	50		50	50		50	50		50	50		50	200	267.14	53,428.00
65	RUBBER BAND, 70mm min lay flat length (#18)	box	20		20	20		20	20		20	20		20	80	97.04	7,763.20
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	15		15	15		15	15		15	15		15	60	16.10	966.00
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	30		30	30		30	30		30	30		30	120	35.99	4,318.80
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	30		30	30		30	30		30	30		30	120	35.99	4,318.80
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	30		30	30		30	30		30	30		30	120	35.99	4,318.80
70	STAMP PAD INK, purple or violet	bottle	10		10	10		10	10		10	10		10	40	25.62	1,024.80
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	15		15	15		15	15		15	15		15	60	28.77	1,726.20
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	20	20	20	60	20	20	20	60	20	20	20	60	240	21.51	5,162.40
73	STAPLE WIRE, STANDARD, (26/6)	box	20	20	20	60	20	20	20	60	20	20	20	60	240	19.68	4,723.20
74	TAPE, MASKING, width: 24mm (±1mm)	roll	25		25	25		25	25		25	25		25	100	57.32	5,732.00
75	TAPE, MASKING, width: 48mm (±1mm)	roll	25		25	25		25	25		25	25		25	100	109.24	10,924.00
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	10		10	10		10	10		10	10		10	40	29.08	1,163.20
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	25		25	25		25	25		25	25		25	100	11.36	1,136.00
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	25		25	25		25	25		25	25		25	100	27.58	2,758.00
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	20	20	20	60	20	20	20	60	20	20	20	60	240	70.30	16,872.00
80	TWINE, plastic, one (1) kilo per roll	roll	2		2	2		2	2		2	2		2	8	51.92	415.36
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	5		5	5		5	5		5	5		5	20	133.99	2,679.80

82	Airline Travel	ticket				0				0				0				0	0	0.00	-
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, for heavy duty cutter	tube	10			10	10			10	10			10	10			10	40	10.22	408.80
2	CUTTER KNIFE, for general purpose	piece	10			10	10			10	10			10	10			10	40	20.55	822.00
3	DATING AND STAMPING MACHINE, heavy duty	piece	5			5	5			5	5			5	5			5	20	497.52	9,950.40
4	PENCIL SHARPENER, manual, single cutter head	piece	3			3	3			3	3			3	3			3	12	194.69	2,336.28
5	PUNCHER, paper, heavy duty, with two hole guide	piece	3			3	3			3	3			3	3			3	12	123.42	1,481.04
6	SCISSORS, symmetrical, blade length: 65mm min	pair	15			15	15			15	15			15	15			15	60	14.28	856.80
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	15			15	15			15	15			15	15			15	60	85.45	5,127.00
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	1			1	1			1	1			1	1			1	4	913.95	3,655.80
9	STAPLE REMOVER, PLIER-TYPE	piece	10			10	10			10	10			10	10			10	40	18.91	756.40
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	10			10	10			10	10			10	10			10	40	51.57	2,062.80
11	WASTEBASKET, non-rigid plastic	piece	15			15	15			15	15			15	15			15	60	25.96	1,557.60
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	91.94	33,098.40
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	40	40	40	120	40	40	40	120	40	40	40	120	40	40	40	120	480	24.88	11,942.40
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	40	40	40	120	40	40	40	120	40	40	40	120	40	40	40	120	480	43.26	20,764.80
4	CLEANSER, SCOURING POWDER, 350g min./can	can	40	40	40	120	40	40	40	120	40	40	40	120	40	40	40	120	480	24.88	11,942.40
5	DETERGENT POWDER, all purpose, 1kg	pouch	40	40	40	120	40	40	40	120	40	40	40	120	40	40	40	120	480	38.93	18,686.40
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	25			25	25			25	25			25	25			25	100	125.20	12,520.00
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	15			15	15			15	15			15	15			15	60	28.12	1,687.20

8	FLOOR WAX, PASTE, RED	can	10			10	10			10	10			10	10			10	40	280.13	11,205.20
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	10			10	10			10	10			10	10			10	40	90.85	3,634.00
10	INSECTICIDE, aerosol type, net content: 600ml min	can	30			30	30			30	30			30	30			30	120	142.77	17,132.40
11	MOP BUCKET, heavy duty, hard plastic	piece	20			20	20			20	20			20	20			20	80	1,987.44	158,995.20
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	30			30	30			30	30			30	30			30	120	148.18	17,781.60
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	50			50	50			50	50			50	50			50	200	110.32	22,064.00
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	10			10	10			10	10			10	10			10	40	51.68	2,067.20
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	5			5	5			5	5			5	5			5	20	107.08	2,141.60
16	TRASHBAG, plastic, transparent	roll	50			50	50			50	50			50	50			50	200	145.48	29,096.00
17	DETERGENT BAR, 140 grams as packed	bar	50			50	50			50	50			50	50			50	200	7.57	1,514.00
COMMON OFFICE EQUIPMENT																					
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	2			2				0	2			2				0	4	10,816.00	43,264.00
2	CALCULATOR, compact, 12 digits	unit	2			2	2			2	2			2	2			2	8	140.61	1,124.88
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	10			10	10			10	10			10	10			10	40	273.10	10,924.00
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece	10			10	10			10	10			10	10			10	40	273.10	10,924.00
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	2			2				0	2			2				0	4	6,828.14	27,312.56
6	DOCUMENT CAMERA, 3.2M pixels	unit	2			2				0	2			2				0	4	26,391.04	105,564.16
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	3			3				0	3			3				0	6	1,091.33	6,547.98
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	3			3				0	3			3				0	6	1,372.55	8,235.30
9	ELECTRIC FAN, STAND type, plastic blade	unit	3			3				0	3			3				0	6	1,046.65	6,279.90
10	ELECTRIC FAN, WALL type, plastic blade	unit	3			3				0	3			3				0	6	782.00	4,692.00

11	FACSIMILE MACHINE, uses thermal paper	unit	1		1			0			0			0	1	3,642.83	3,642.83	
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	5		5	5		5	5		5	5		5	20	1,123.78	22,475.60	
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	5		5	5		5	5		5	5		5	20	5,191.68	103,833.60	
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	3		3			0	3		3			0	6	27,542.94	165,257.64	
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	2		2			0	2		2			0	4	8,411.60	33,646.40	
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	2		2			0	2		2			0	4	5,927.17	23,708.68	
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	2		2			0	2		2			0	4	19,457.98	77,831.92	
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	2		2			0	2		2			0	4	6,064.78	24,259.12	
19	PRINTER, LASER, monochrome, network-ready	unit	2		2			0	2		2			0	4	744.14	2,976.56	
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	2		2			0	2		2			0	4	1,379.04	5,516.16	
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit	2		2			0	2		2			0	4	1,379.04	5,516.16	
22	Desktop Computer, branded	unit			0	2		2			0			0	2	35,887.49	71,774.98	
23	Laptop Computer, branded	unit			0	2		2			0			0	2	36,587.28	73,174.56	
COMMON COMPUTER SUPPLIES																		
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	50		50	50		50	50		50	50		50	200	709.53	141,906.00	
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	50		50	50		50	50		50	50		50	200	1,070.78	214,156.00	
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	50		50	50		50	50		50	50		50	200	796.06	159,212.00	
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	50		50	50		50	50		50	50		50	200	1,352.00	270,400.00	
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	50		50	50		50	50		50	50		50	200	620.67	124,134.00	
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	50		50	50		50	50		50	50		50	200	1,076.19	215,238.00	
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	50		50	50		50	50		50	50		50	200	22.66	4,532.00	

8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	3			3			0	3			3			0	6	3,152.86	18,917.16
9	FLASH DRIVE, 16 GB capacity	piece	3			3	3		3	3			3	3		3	12	261.75	3,141.00
10	MOUSE, optical, USB connection type	unit	2			2	2		2	2			2	2		2	8	140.39	1,123.12
HANDBOOK ON PROCUREMENT																			
1	HANDBOOK (RA 9184), 7th Edition	piece	2			2			0	2			2			0	4	48.13	192.52
CONSUMABLES																			
1	DRUM CART, BROTHER DR-3455	cart				0			0				0			0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart				0			0				0			0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0			0				0			0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0			0				0			0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0			0				0			0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart	20			20	20		20	20			20	20		20	80	264.99	21,199.20
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	20			20	20		20	20			20	20		20	80	264.99	21,199.20
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	20			20	20		20	20			20	20		20	80	264.99	21,199.20
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	20			20	20		20	20			20	20		20	80	264.99	21,199.20
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				0				0			0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0			0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0			0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0			0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0				0				0			0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0				0			0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0				0			0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0				0			0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0			0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0			0	0	1,222.21	-

37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0			0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0				0				0			0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart	20			20	20			20	20			20	20		20	80	373.15	29,852.00
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	20			20	20			20	20			20	20		20	80	373.15	29,852.00
41	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0			0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0			0	0	379.64	-
43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0			0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0			0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0			0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0			0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0			0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0			0	0	0.00	-
49	INK CART, HP 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				0				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				0				0			0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0			0	0	753.88	-
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart	20			20	20			20	20			20	20		20	80	78.96	6,316.80
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				0				0				0			0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0				0				0			0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0				0			0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0				0			0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart	5			5	5			5	5			5	5		5	20	3,009.01	60,180.20
78	TONER CART, HP CE310A, Black	cart				0				0				0			0	0	2,482.27	-

79	TONER CART, HP CE311A, Cyan	cart				0				0				0			0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0				0				0			0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0				0				0			0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0				0				0			0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0				0				0			0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0				0				0			0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0				0				0			0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0				0				0			0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0				0				0			0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0				0			0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0				0			0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0				0				0			0	0	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0			0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0			0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0			0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0			0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				0				0				0			0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				0				0				0			0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0				0			0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0				0			0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0			0	0	0.00	-

100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0				0			0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0				0				0			0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0			0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0			0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0				0			0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0				0			0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0				0			0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0			0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0			0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0			0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0			0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0				0			0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0			0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0				0			0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0				0			0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0				0			0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0			0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0			0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0			0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0			0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0			0	0	0.00	-

121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0			0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0				0			0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0				0			0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0				0			0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0				0			0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0				0			0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0				0			0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0				0			0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0				0			0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0				0			0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0				0			0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0				0			0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0			0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0			0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0				0			0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0				0			0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0				0			0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0			0	0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0			0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0			0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0			0	0	3,028.48	-

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

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

COMMON ELECTRICAL SUPPLIES

1						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 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	Mimeographing paper, long	rms.	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	212.00	12,720.00
2	Special paper, short (canary yellow)	packs	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	38.00	4,560.00
3	Special paper, long, (canary yellow)	packs	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	45.00	5,400.00
4	Writing pad	packs	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	42.00	1,008.00
5	Sticker paper	pcs.	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	25.00	3,000.00
6	Bond paper, A3 Size 70 GSM	rms.	3			3	3			3	3			3	3			3	12	400.00	4,800.00
7	Arch. File, blue	pcs.	15			15	15			15	15			15	15			15	60	170.00	10,200.00
8	Sticky notes	pads	10			10	10			10	10			10	10			10	40	37.00	1,480.00
9	Ballpen, black	bxs.	20			20	20			20	20			20	20			20	80	500.00	40,000.00
10	Ballpen, blue	bxs.	20			20	20			20	20			20	20			20	80	500.00	40,000.00
11	Ballpen, red	bxs.	20			20	20			20	20			20	20			20	80	500.00	40,000.00
12	Mechanical pencil (.50)	pcs.	1			1	1			1	1			1	1			1	4	245.00	980.00
13	Mechanical pencil lead (.50)	units	5			5	5			5	5			5	5			5	20	50.00	1,000.00
14	Photocopier Toner (Developer Toner TN 116)	bxs.	1			1	1			1	1			1	1			1	4	7,750.00	31,000.00
15	Copier Ink (Gestetner MP 2001)	btls.	2			2	2			2	2			2	2			2	8	3,900.00	31,200.00
16	Typewriter ribbon, black	pcs.	3			3	3			3	3			3	3			3	12	32.00	384.00
17	Acetate for ringbind, long	bundles	15			15	15			15	15			15	15			15	60	520.00	31,200.00

18	Acetate for ringbind, short	bundles	15			15	15			15	15			15	15			15	60	420.00	25,200.00
19	Coil for ringbind, 1/4", black	pcs.	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	7.00	2,100.00
20	Coil for ringbind, 1/2", black	pcs.	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	15.00	4,500.00
COMMON JANITORIAL SUPPLIES																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
CONSUMABLES																					
1	Coil for ringbind, 1", black	pcs.	40	40	40	120	40	40	40	120	40	40	40	120	40	40	40	120	480	39.00	18,720.00
2	Coil for ringbind, 3/4", black	pcs.	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	25.00	7,500.00
3	Coil for ringbind, 2", black	pcs.	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	68.00	4,080.00
4	Double-sided tape, 1"	rls.	30			30	30			30	30			30	30			30	120	40.00	4,800.00
5	Glue stick, medium size	pcs.	10			10	10			10	10			10	10			10	40	12.00	480.00
6	Book rings, 3"	pcs.	10			10	10			10	10			10	10			10	40	115.00	4,600.00
7	Book rings, 2.3/8"	pcs.	10			10	10			10	10			10	10			10	40	100.00	4,000.00
8	Redstone paste	pcs.	10			10	10			10	10			10	10			10	40	40.00	1,600.00
9	Elmer's glue	tubes	20			20	20			20	20			20	20			20	80	65.00	5,200.00
10	Index tabs, (clear)	bxs.	10			10	10			10	10			10	10			10	40	112.00	4,480.00
11	Index tabs, (yellow, pink, yellow)	bxs.	10			10	10			10	10			10	10			10	40	85.00	3,400.00

12	Stapler with remover	pcs.	10			10	10			10	10			10	10			10	40	400.00	16,000.00
13	Rubber band, big	bxs.	10			10	10			10	10			10	10			10	40	230.00	9,200.00
14	Extension cord, 5 mtrs.	pcs.	5			5	5			5	5			5	5			5	20	780.00	15,600.00
15	Whiteboard eraser	pcs.	50			50	50			50	50			50	50			50	200	20.00	4,000.00
16	Scientific calculator	units	2			2	2			2	2			2	2			2	8	1,250.00	10,000.00
17	Thumb tacks, vinyl coated	bxs.	10			10	10			10	10			10	10			10	40	20.00	800.00
18	Hand rotating pencil sharpener	pcs.	3			3	3			3	3			3	3			3	12	490.00	5,880.00
19	Certificate holder, CH-381/2X size 8-1/2"x11"	pcs.	15			15	15			15	15			15	15			15	60	51.25	3,075.00
20	Plastic envelope, clear, long	pcs.	15			15	15			15	15			15	15			15	60	15.00	900.00
21	Paper cutter, No. 8013	pcs.	1			1	1			1	1			1	1			1	4	1,250.00	5,000.00
22						0				0				0				0	0		-
23						0				0				0				0	0		-
24						0				0				0				0	0		-
25						0				0				0				0	0		-
26						0				0				0				0	0		-
27						0				0				0				0	0		-
28						0				0				0				0	0		-
29						0				0				0				0	0		-
30						0				0				0				0	0		-
Office Equipment and Accessories																					
1						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					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		-

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		-
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					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 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					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		-
C. TOTAL (A + B):																			₱	3,994,480.91
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			₱	399,448.09
E. GRAND TOTAL (C + D)																			₱	4,393,929.00
F. APPROVED BUDGET BY THE AGENCY HEAD																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores					1,006,557.51		856,689.74		1,002,236.11		708,950.55								₱	3,574,433.91
G.2 Other Items not available at PS but regularly purchased from other sources					97,211.75		97,211.75		97,211.75		97,211.75								₱	388,847.00
TOTAL MONTHLY CASH REQUIREMENTS					1,103,769.26		953,901.49		1,099,447.86		806,162.30								₱	3,963,280.91

*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:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:

Antonio B. Mercado

Property/Supply Officer

Joseph Ian P. Guintu

Accountant / Local Budget Officer

Enrique G. Baking

Head of Office/Agency

Date: 2/7/2018