

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 (Cataraman) - **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. DEM 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. 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
- e. ps.app.lgu@gmail.com - For Local government units

7. Consistent with National Budget Circular No. 555, 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 Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

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Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of August 16, 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	102	76	50	228	10	150	6	166	10	4	100	114	100	100	400	600	1108	17.42	19,301.36	
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	102	74	50	226	10	150	10	170	10	4	100	114	94	100	72	266	776	15.03	11,663.28	
3 BATTERY, dry cell D, 2 pieces per blister pack	pack	10	9		19	10			10	10			10	5			5	44	77.56	3,412.64	
4 FLUORESCENT LAMP, tubular, 18 watts	tube	10			10				0	10			10				0	20	114.40	2,288.00	
5 LED Linear Tube, 18 watts individually wrapped in carton	tube	1			1				0				0				0	1	36.30	36.30	
6 Lith Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0	10			10	10	932.99	932.99	
7 TAPE, electrical	roll	7			7	2	10		12	10			10	10				39	18.20	709.80	

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COMMON OFFICE SUPPLIES																				
1 ACETATE, gauge #3, 50m per roll	roll	1	2	5	8	25	25	25	75	25	25	25	75	2			2	160	624.00	99,840.00
2 AIR FRESHENER, 280ml/50g min	can	15	24	2	41	15	30	35	80	5			5	5			5	131	83.20	10,899.20
3 ALCOHOL, 70%, ethyl, 500ml	bottle	76	85	100	261	33	100	12	145	55	55	100	210	11	100	24	135	751	47.82	35,912.82
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	1	2	2	5	1			1				0				0	6	64.48	386.88
7 CHALK, white, enamel, 100 pieces per box	box	2			2				0				0				0	2	25.86	51.72
8 CLEARBOOK, A4 size	piece	360	185	100	645	46	150	33	229	105	105	150	360	5	150	4	159	1393	39.52	55,051.36
9 CLEARBOOK, Legal size	piece	154	174	100	428	41	150	12	203	105	105	150	360	5	150	4	159	1150	43.68	50,232.00
10 CLIP, backfold, 19mm, 12 pieces per box	box	10	15	50	75	87	50	2	139	50	6	9	65	50	11	120	181	460	7.28	3,348.80
11 CLIP, backfold, 25mm, 12 pieces per box	box	10	27	50	87	14	50	94	158	15	50	16	81	50	12	110	172	498	13.50	6,723.00
12 CLIP, backfold, 32mm, 12 pieces per box	box	10	27	50	87	50	54	56	160	50	6	12	68	50	12	120	182	497	19.12	9,502.64
13 CLIP, backfold, 50mm, 12 pieces per box	box	10	27	50	87	50	74	16	140	50	6	15	71	50	12	110	172	470	43.68	20,529.60
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	60	53	200	313	200	125	76	401	200	69	62	331	200	57	59	316	1361	31.20	41,463.20
15 DATA FILE BOX, made with chipboard, with closed ends	box	100	143	17	260	30	16	14	60	10	30	14	54	30	50	50	130	504	69.78	35,169.12
16 DATA FOLDER, made with chipboard, taglia lock	piece	90	10	12	112	10	12	64	86	10		12	22				0	220	68.64	15,100.80
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	10	3	6	19	5	50	6	61	4	6	2	12	4	2	2	8	100	381.54	38,154.00
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	7	3	1	11	23	50	1	74		1	2	3		2	2	4	92	507.40	46,680.80
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	35	13	3	51	6	33	1	40	6	6	2	14	6	1	2	9	114	621.71	70,874.94
20 ENVELOPE, EXPANDING, plastic	piece	76	228	30	334	52	25	60	137	52	25	60	137	10	25	86	121	729	27.61	20,127.69
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	5	2	3	10	4	1	1	6	1	1	4	6	1	17		18	40	499.20	19,968.00
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box	3	1	2	6	3	6		9	3			3				0	18	561.60	10,108.80
23 ERASER, felt, for blackboard/whiteboard	piece	2	5	6	13	4	8		12	2			2	2			2	29	11.11	322.19
24 ERASER, plastic or rubber	piece	5	40	6	51	5	70	4	79	5	4	33	42	5			5	177	2.39	405.33
25 FASTENER, for paper, metal, 50 sets per box	box	35	67	50	152	12	29	75	116	16	13	75	104	49	13	75	137	509	57.09	29,058.81
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	10	41		51				0				0				0	51	70.67	3,604.47
27 FILE TAB DIVIDER, A4, five (5) colors per set	set	17	5		22		5		5		5		5		5		5	37	12.48	461.76
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	17	5		22		5		5		5		5		5		5	37	16.64	615.68
29 FOLDER, Fancy, A4, 50s/ bundle	bundle	4	4	1	9	2	15	22	39	2			2				0	50	234.00	11,700.00
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	5	4	1	10	5	16	10	31	5	24		29	5			5	75	291.20	21,840.00
31 FOLDER, L-type, A4, 50 pieces per pack	pack	44	4	2	50	4	15	41	60	4	4	4	12				0	122	166.40	20,300.80
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack	43	4	2	49	3	15	48	66	3	4	4	11	1			1	127	203.84	25,887.68
33 FOLDER, Presboard, size 240mm x 370mm, 100s/box	box	5	10	1	16	4	10	3	17	4	10	21	35	4	10		14	82	746.72	61,231.04
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	8	6	12	26	4	15	10	29	4	1	10	15	5	1	10	16	86	179.28	15,418.08
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	10	7	12	29	2	23	10	35	2	1	10	13	2	1	10	13	90	200.37	18,033.30
36 GLUE, all purpose, 300 grams min.	jar	23	28	30	81	4	55	50	109	4	2	50	56	12	2	50	64	310	44.18	13,695.80
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	17	11	70	98	5	26	70	101	24	11	70	105	50	3	20	73	377	50.84	19,166.68
38 LOOSELEAF COVER, 50sets per bundle	bundle		2		2				0				0				0	2	539.76	1,079.52
39 MAGAZINE FILE BOX, LARGE	piece	1	5	12	18	8	8	37	53				0				0	71	41.60	2,953.60
40 MARKER, fluorescent, 3 colors per set	set	107	19	82	208	100	15	12	127	100	3	66	169	100	3		103	607	35.55	21,577.85
41 MARKER, whiteboard, bullet type, black	piece	130	21	100	251	10	11	100	121	5	3	100	108	10	78	100	188	668	10.28	6,867.04

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42 MARKER, whiteboard, bullet type, blue	piece	25	21	100	146	5	11	100	116	5	3	100	108	4	52	100	156	526	10.28	5,407.28
43 MARKER, whiteboard, bullet type, red	piece	10	15	50	75	6	11	50	67	6	3	50	59	5	3	50	58	259	10.28	2,662.52
44 MARKER, permanent, bullet type, black	piece	82	65	110	257	10	17	8	35	10	5	12	27	116	5		121	440	9.65	4,246.00
45 MARKER, permanent, bullet type, blue	piece	82	9	110	201	10	17	8	35	49	5	12	66	110	5		115	417	9.65	4,024.05
46 MARKER, permanent, bullet type, red	piece	53	8	35	96	4	17	8	29	32	5	12	49	80	5		85	259	9.65	2,499.35
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	147	46	92	285	128	25	80	233	110	23	80	213	110	29	80	219	950	10.40	9,880.00
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	10	4	16	30	10	4	30	44	10	4	37	51	10			10	135	31.20	4,212.00
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	10	24	16	50	5	10	44	59	5	4	37	46	5			5	160	40.54	6,486.40
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	64	24	16	104	4			4				4				0	112	54.06	6,054.72
51 PAD PAPER, Ruled	pad	10	25	12	47	10	25	24	59	10	25		35	25			25	166	18.26	3,031.16
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	151	116	40	307	70	150	40	260	14	150	20	184	10	150	4	164	915	12.85	11,757.75
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	145	20	140	305	68	9	150	227	49	5	150	204	6	25	150	181	917	6.43	5,896.31
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	438	68	552	1058	100	62	800	962	100	86	800	986	200	58	800	1058	4064	112.32	456,468.48
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	259	50	12	321	100	10		110	50	74		124	126	10		136	691	132.02	91,225.82
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	500	40	14	554	200	40	24	264	200	24	282	506				0	1324	91.94	121,728.56
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	150	40	12	202	50	40	7	97	50	7	208	265				0	564	114.35	64,493.40
58 PARCHEMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	10	10	12	32	10	13		23	10			10	10			10	75	88.40	6,630.00
59 PAPER, Thermal, 216mm x 30m	roll	50	3	8	61	50	3	4	57	50	3		53	50	3		53	224	31.15	6,977.60
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	107	52	14	173	10	100	29	139	10	100	6	116	100	50	2	152	580	19.62	11,379.60
61 PHILIPPINE NATIONAL FLAG	piece				0	1			1				0				0	1	278.72	278.72
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	14	50	12	76	10	60	6	76	60	2	16	78	60			60	290	60.32	17,493.80
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	84	21	62	167	7	5	60	72	5	5	60	70	60	5	4	69	378	86.85	32,819.30
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	2	3	3	8	12	1	4	17	11	1	8	20		1		1	46	256.87	11,816.02
65 RUBBER BAND, 70mm min lay flat length (#18)	box	27	10	1	38	20	1	12	33	20	2	50	72	20			20	163	33.31	15,209.53
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece	10	10	10	30	10	12	6	28	10	36		46	10			10	114	15.48	1,764.72
67 SIGN PEN, black	piece	549	82	500	1131	230	81	600	911	180	118	600	898	150	34	600	784	3724	38.10	141,884.40
68 SIGN PEN, blue	piece	434	82	400	916	180	46	400	626	10	5	400	415	48	7	400	455	2413	38.10	91,897.30
69 SIGN PEN, red	piece	111	224	12	347	5	200		205	200	48		248	200			200	1000	38.10	38,100.00
70 STAMP PAD INK, violet, 50mL	bottle	34	2	1	37	2	1	12	15	2	2	2	5	2			2	60	24.63	1,477.80
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	27	2	10	39	2	10	3	15	2	2	10	14	3	10	12	25	93	27.66	2,572.38
72 STAPLE WIRE, Heavy duty, 23/13	box	4	15	14	33	2		12	16	4			4				0	53	30.42	1,612.26
73 STAPLE WIRE, Standard	box	61	67	118	246	35	101	150	286	10	5	150	165	2	5	150	157	854	18.92	16,157.68
74 TAPE, masking, 24mm, 50 meters length	roll	139	33	104	276	16	17	100	133	5	5	100	110	4	5	100	109	628	55.12	34,615.36
75 TAPE, masking, 48mm, 50 meters length	roll	111	25	64	250	5	17	50	72	5	5	50	60		5	50	55	437	105.04	45,902.48
76 TAPE, transparent, 24mm, 50 meters	roll	177	90	154	421	26	17	200	243	9	5	200	214	9	5	200	214	1092	17.37	18,968.04
77 TAPE, transparent, 48mm, 50 meters	roll	101	99	54	254	17	5	50	72	8	5	50	63	3	5	50	58	447	26.52	11,854.44
78 TAPE, packaging, 48mm, 50 meters length	roll	219	29	105	353	15	5	200	220	9	5	200	214	4	5	200	209	996	30.63	30,507.48
79 TOILET TISSUE, 12 rolls per pack	pack	20	118	130	268	50			50	20	5		25	20			20	363	67.60	24,538.80
80 TWINE, plastic, one kilo per roll	roll	8			8				0				0				0	8	49.92	399.36
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack	2	2	5	9				0				0				0	9	124.80	1,123.20
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	5	9	15	29	5			5	5			5	5			5	44	9.19	404.36

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2 CUTTER KNIFE, heavy duty	piece	50	9	4	63	2	50	30	82	50	4	4	58	50	28		78	281	19.76	5,552.56
3 DATING AND STAMPING MACHINE	piece	2	5	1	8	2	1	1	4	4			4				0	16	478.38	7,654.08
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece	2	1	4	7	6	4		10				0				0	17	187.20	3,182.40
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	18	1	4	23	5	1	6	12	2	1	1	4	2			2	41	114.28	4,685.48
6 SCISSORS, (6")	pair	17	33	35	85	50	2	1	53	50	5	2	57	50	30	1	81	276	13.73	3,789.48
7 STAPLER, standard	piece	47	31	12	90	3	2	2	7				0				0	97	82.16	7,969.52
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	10	8	1	19	20	4		24	20			20	20			20	83	878.80	72,940.40
9 STAPLE REMOVER, plier type	piece	44	7	15	66	5	30	18	53	5			5	5			5	129	18.18	2,345.22
10 TAPE DISPENSER, table top	piece	3	10	6	19	1	1	8	10				0				0	29	47.72	1,383.88
11 WASTE BASKET, non-rigid plastic	piece	2	7	14	23				0	4			4				0	27	23.90	645.30
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece	6			6				0				0				0	6	88.40	530.40
2 BROOM, stick (tingting)	piece				0				0				0				0	0	23.92	-
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	12			12				0				0				0	12	41.60	499.20
4 CLEANSER, scouring powder, 350grams/can	can	12			12				0				0				0	12	21.27	255.24
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	10			10				0				0				0	10	37.43	374.30
6 DISINFECTANT SPRAY, 400-550 grams	can	14			14				0				0				0	14	119.60	1,674.40
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	27.96	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300ml/can	can	4			4				0				0				0	4	84.75	339.04
10 INSECTICIDE, aerosol type, 600ml/can	can	48	12	2	62	48	9	9	66	60	8		68	60			60	256	124.80	31,948.80
11 MOPBUCKET	piece				0				0				0				0	0	1,820.00	-
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	5			5				0				0				0	5	49.69	248.45
15 SCOURING PAD, 5 pieces per pack	pack	9			9				0				0				0	9	102.96	926.64
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll	29	5	5	39	5	5	5	15	5	5	5	15	5	5	5	15	84	139.88	11,749.92
17 DISINFECTANT, bleaching solution	cont				0				0				0				0	0	101.82	-
18 DETERGENT BAR, 140g as packed (2.5%)	bar	6			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	2	1	1	4				0				0				0	4	10,400.00	41,600.00
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	43	1	2	46	2	13	8	23				0				0	69	142.36	9,822.84
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit	2	2		4				0				0				0	4	328.64	1,314.56
4 CHAIR, monobloc, without armrest, beige	piece	2			2				0				0				0	2	254.68	509.36
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	2	7	13				0	1			1				0	14	6,229.60	87,214.40

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7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600) consecutive zoom, PC and Doc Cam video switcher, blur and play	unit	3	1	1	5			0	1			1				0	6	25,272.00	151,632.00	
8	ELECTRIC FAN, industrial	unit				0			0				0				0	0	956.80	-	
9	ELECTRIC FAN, orbit type	unit				0			0				0				0	0	1,248.00	-	
10	ELECTRIC FAN, stand type	unit	2			2			0	2			2				0	4	967.10	3,868.40	
11	ELECTRIC FAN, wall type	unit	2			2			0				0				0	2	790.40	1,580.80	
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit				0			0				0				0	0	3,502.72	-	
13	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type,non-electrical conductor,non-toxic, non-corrosive, a 3kg (10lbs) brand new	unit	1			1			0				0				0	1	1,080.56	1,080.56	
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, a 3kg (10 lbs) brand new	unit	1			1			0				0				0	1	4,992.00	4,992.00	
15	MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit	2			2							0				0	2	26,483.60	52,967.20	
16	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationary blade guard, A4-A6 format indications	unit	1			1											0	1	7,488.00	7,488.00	
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit	1	1					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				0			0				0				0	0	10,000.00	-	
21	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0			0				0				0	0	1,237.60	-	
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	1,242.80	-	
COMMON COMPUTER SUPPLIES																					
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				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	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	571.80	-	
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	120	50	80	250	5	100	100	205	5	100	105	5	100		105	665	21.79	14,490.35	

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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	19	8	5	32	2	2	2	6				0				0	38	2,818.40	107,099.20
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	63	14	26	103	4	25		29	25			25	25			25	182	194.48	35,395.36
10	MOUSE, optical, USB connection type	unit	27	13	36	76	3	3	1	7	3	3	4	10	3			3	96	127.80	12,268.80
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece	7	6		13				0				0				0	13	61.83	803.79
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 LC67HY, Yellow	cart				0				0				0				0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart	10	10	15	35	10			10	10			10	10			10	65	737.36	47,928.40
14	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	-	-
15	INK CART, CANON PG-725, Black	cart	30	99	29	158	30			30	30			30	30			30	248	574.08	142,371.84
16	INK CART, CANON CLJ-726, Black	cart	30	76	2	108	30			30	30			30	30			30	198	534.56	105,842.88
17	INK CART, CANON CL-815, Colored	cart	10			10	10			10	10			10	10			10	40	970.32	38,812.80
18	INK CART, CANON CL-745, Colored	cart				0				0				0				0	0	945.36	-
19	INK CART, CANON CLJ-726, Cyan	cart	30	72	2	104	30			30	30			30	30			30	194	535.60	103,906.40
20	INK CART, CANON CLJ-726, Magenta	cart	30	68	2	100	30			30	30			30	30			30	190	535.60	101,764.00
21	INK CART, CANON CLJ-726, Yellow	cart	30	72	2	104	30			30	30			30	30			30	194	535.60	103,906.40
22	INK CART, EPSON C13T038900 (To 38), Black	cart				0				0				0				0	0	491.92	-
23	INK CART, EPSON C13T039000 (To 39), Colored	cart				0				0				0				0	0	770.64	-
24	INK CART, EPSON C13T039000 (To 39), Black	cart				0				0				0				0	0	426.40	-
25	INK CART, EPSON C13T039000 (To 39), Cyan	cart				0				0				0				0	0	426.40	-
26	INK CART, EPSON C13T039000 (To 39), Magenta	cart				0				0				0				0	0	426.40	-
27	INK CART, EPSON C13T039000 (To 39), Yellow	cart				0				0				0				0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart	8			8				0				0				0	8	254.80	2,038.40
29	INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-
30	INK CART, EPSON C13T6664300 (T6643), Magenta	cart	8			8				0				0				0	8	254.80	2,038.40
31	INK CART, EPSON C13T6664400 (T6644), Yellow	cart	8			8				0				0				0	8	254.80	2,038.40
32	INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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 C6615AA, (HP15), Black	cart	30			30			0				0				0	30	1,237.60	37,128.00	
45	INK CART, HP C6625AA, (HP17), Tri-color	cart	30			30			0				0				0	30	1,345.80	40,404.00	
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	1,456.40	-	
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	5			5	5		5	5			5	5			5	20	1,430.00	28,600.00	
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	1,345.80	-	
55	INK CART, HP C9363WA, (HP93), Black	cart				0			0				0				0	0	600.08	-	
56	INK CART, HP C9363WA, (HP93), Tri-color	cart	5			5	5		5	5			5	5			5	20	1,492.40	29,848.00	
57	INK CART, HP C9364WA, (HP98), Black	cart				0			0				0				0	0	826.80	-	
58	INK CART, HP C9314A, (HP900), Black	cart				0			0				0				0	0	296.40	-	
59	INK CART, HP C9315A, (HP900), Tri-color	cart				0			0				0				0	0	379.60	-	
60	INK CART, HP C9335WA, (HP74), Black	cart				0			0				0				0	0	696.80	-	
61	INK CART, HP C9336WA, (HP74XL), Black	cart				0			0				0				0	0	1,508.00	-	
62	INK CART, HP C9337WA, (HP75), Tri-color	cart				0			0				0				0	0	803.92	-	
63	INK CART, HP C9338WA, (HP75XL), Tri-color	cart				0			0				0				0	0	1,606.80	-	
64	INK CART, HP CC640WA, (HP60), Black	cart				0			0				0				0	0	639.60	-	
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				0			0				0				0	0	754.00	-	
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	8			8			0				0				0	8	639.60	5,116.80	
69	INK CART, HP CC656AA, (HP901), Tri-color	cart	8			8			0				0				0	8	1,019.20	8,153.60	
70	INK CART, HP CC660AA, (HP702), Black	cart				0			0				0				0	0	1,086.80	-	
71	INK CART, HP CD887AA, (HP703), Black	cart	64	70	20	154	70	40	12	122	4	100	4	108	100		100	484	358.80	173,659.20	
72	INK CART, HP CD888AA, (HP703), Tri-color	cart	64	70	16	150	70	12	12	94	4	100	4	108	100		100	452	358.80	162,177.60	
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	-	
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	-	

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
80	INK CART, HP C045AA, (HP950XL), Black	cart	10	8	12	30	10	6	6	22	10	6		16	10			10	78	1,554.80	121,274.40
81	INK CART, HP C046AA, (HP950XL), Cyan	cart	10	3	3	16	10	6	6	22	10	6		16	10			10	64	1,175.20	75,212.80
82	INK CART, HP C047AA, (HP950XL), Magenta	cart	10	3	3	16	10	6	6	22	10	6		16	10			10	64	1,180.40	75,545.60
83	INK CART, HP C048AA, (HP950XL), Yellow	cart	10	3	3	16	10	6	6	22	10	6		16	10			10	64	1,180.40	75,545.60
84	INK CART, HP C0692AA, (HP704), Black	cart	5	20		25	50			50	4	50		54	20			20	149	358.80	53,461.20
85	INK CART, HP C0693AA, (HP704), Tri-color	cart	4	20		24	50			50	4	50		54	20			20	148	358.80	53,102.40
86	INK CART, HP C0707AA, (HP678), Black	cart	15	30	8	53	15	247		262	15			15	15			15	345	358.80	123,786.00
87	INK CART, HP C0708AA, (HP678), Tricolor	cart	15	30	8	53	15	267		282	15			15	15			15	365	360.88	131,721.20
88	INK CART, HP C0721A (HP685A), Black	cart	20	10	12	42	30	20		50	30			30	30			30	152	249.60	55,644.16
89	INK CART, HP C0722A (HP685A), Cyan	cart	20	10	12	42	30	20		50	30			30	30			30	152	249.60	37,939.20
90	INK CART, HP C0723A (HP685A), Magenta	cart	20	10	12	42	30	20		50	30			30	30			30	152	249.60	37,939.20
91	INK CART, HP C0724A (HP685A), Yellow	cart	20	10	12	42	30	20		50	30			30	30			30	152	249.60	37,939.20
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				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-3210, 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 C7955A, Black	cart				0				0				0				0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart	25	3	10	38	30	10		40	30			30	30			30	138	2,802.80	386,786.40
104	TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,218.80	-
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 CE385A (HP85A), Black	cart	15	4	12	31	20	8		28	20			20	15			15	94	2,756.00	259,064.00
117	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,490.80	-
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	-
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	-

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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				0				0				0				0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart	10	2		12	15			15	10			10	15			15	52	3,104.40	161,428.80
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	3,317.60	-
144	TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,614.00	-
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 E360HP, Black	cart				0				0				0				0	0	8,874.32	-
154	TONER CART, LEXMARK T650HP, 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				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	2,392.00	-
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-D209T, Black	cart				0				0				0				0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D209U, Black	cart				0				0				0				0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D209U, black	cart				0				0				0				0	0	9,454.00	-
166	TONER CART, SAMSUNG MLT-D209T, Black	cart				0				0				0				0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D209L, Black	cart				0				0				0				0	0	4,888.00	-
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	-

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
172	RIBBON CART, EPSON C15015632, Black, for LX-310	cart				0				0				0				0	0	75.92	-
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
COMMON ELECTRICAL SUPPLIES																					
1	FLUORESCENT LAMP, tubular, 36 watts	tube	20	3	1	24	20		20	20			20				0	64	41.50	2,656.00	
2	FLUORESCENT LAMP, tubular, 14 watts	tube	1			1	6		6	6			6				0	13	88.40	1,149.20	
3	T-5 Fluorescent Lamp (14 watts)	piece	10	5		15	10		10	10			10	10			10	45	45.00	2,025.00	
4	T-5 Fluorescent Lamp (21 watts)	piece	50	5		55	60		60	60			60	60			60	235	53.00	12,455.00	
5	Energy Saving Lamp (CFL), 18W, 3U, Cool Daylight	piece	250			250	250		250	250			250	250			250	1000	139.00	139,000.00	
6	Starter, 4-40 watts	piece	50			50	50		50	50			50	50			50	200	5.20	1,040.00	
7	Tape, Duct, 1 inch width	roll	20			20			0				0				0	20	400.00	8,000.00	
8	Tape, Duct, 1 1/2 inches width	roll	15			15			0				0				0	15	400.00	6,000.00	
9	Tape, Duct, 2 inches width	roll	15			15			0				0				0	15	400.00	6,000.00	
10	Tape, Duct, 4 inches width	roll	10			10			0				0				0	10	400.00	4,000.00	
11	Rechargeable battery with charger, size AA, 4pcs/set	set	3			3			0				0				0	3	1,400.00	4,200.00	
12	Rechargeable battery with charger, size AAA, 4pcs/set	set	3			3			0				0				0	3	1,400.00	4,200.00	
13	Ballast, 36 watts	piece	1			1			0				0				0	1	74.78	74.78	
14	Battery Size C, 1.5 Volts	piece	4			4			0				0				0	4	62.00	248.00	
15						0			0				0				0	0		-	
COMMON OFFICE EQUIPMENT																					
1									0				0				0	0		-	
2									0				0				0	0		-	
3									0				0				0	0		-	
4									0				0				0	0		-	
5									0				0				0	0		-	
6									0				0				0	0		-	
7									0				0				0	0		-	
COMMON OFFICE SUPPLIES																					
1	CLIP, bulldog, 73mm (3")	piece	10	25	40	75	10	25	1500	1535	10	25	57	92	10	25	3	38	1740	8.32	14,476.80
2	ILLUSTRATION BOARD, (30" x 40")	piece	4			4	5			5				0				0	9	35.05	315.45
3	INDEX CARD BOX, 5" x 8"	piece	4	10	2	16	10	1	1	12								0	28	55.12	1,543.36
4	MANILA PAPER, 10 sheets per pack	pack	5	10	6	21	20	2		22	20			20	20			20	83	26.00	2,158.00
5	PUSH PIN, flat head type, assorted colors, 100 pieces per case	case	5	30	2	37	30			30	30			30	30			30	127	24.95	3,169.92
6	STAPLE WIRE, Heavy duty, 23/17	box	4	15	2	21	4			4				0			0	25		41.48	1,037.00
7	INDEX CARD, Plain, 5" x 8"	pack	2	3	1	6	3	3	2	8	3	3		6	3	3		6	26	139.34	3,622.84
8	FOLDER, morocco/fancy, A4 size, 50s/pack	pack	5	10	4	19	5			5	5			5	5			5	34	291.20	9,900.80
9	FOLDER, morocco/fancy, legal size, 50s/pack	pack	5	10	2	17	5			5	5			5	5			5	32	234.00	7,488.00
10	FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	3	2		5	3			3	3			3	3			3	14	154.95	2,169.44
11	FOLDER, clear plastic, L-type, Legal size, 50s/pack	pack	3	2		5	3			3	3			3	3			3	14	175.75	2,460.64
12	MARKER, permanent, chisel type, black	piece	300	60	40	400	300	5		305	300			300	400			400	1405	12.15	17,070.75
13	MARKER, permanent, chisel type, blue	piece	200		40	240	200	5		205	200			200	100			100	745	12.15	9,051.75
14	MARKER, permanent, chisel type, red	piece	100		40	140	100	5		105	100			100	50			50	395	12.15	4,799.25
15	PAPER, Thermal, 210mm x 30m	roll	50	2	30	82	50			50	50			50	50			50	232	34.32	7,962.24

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
16	RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic, 10 pcs/bundle	bundle	5	3	1	9	5	40		45	5			5	5			5	64	53.04	3,394.56
17	RING BINDER, 19.7mm x 1.12m (3/4"x44"), plastic, 10 pcs/bundle	bundle	5	1	3	9	5	1		6	5			5	5			5	25	100.36	2,509.00
18	RING BINDER, 25mm x 1.12m (1"x44"), plastic, 10 pcs/bundle	bundle	5	1	9	15	5	2	1	8	5	1	11	17	5			5	45	113.88	5,124.60
19	RING BINDER, 50mm x 1.12m (2"x44"), plastic, 10 pcs/bundle	bundle	5	1	9	15	5	2	1	8	5			5	5			5	33	204.88	6,761.04
20	PAPER, mimeograph, Whitevove, A4	ream	20	200		220	50			50	50			50	50			50	370	112.84	41,750.80
21	PAPER, multicopy, legal, for laser printing	ream	600			600	650			650	650			650	650			650	2550	132.02	336,651.00
22	CORRECTION FLUID, waterbase, liquid	vials	50	4	20	74	50	10		60	50			50	50			50	234	11.55	2,702.70
23	PAPER FASTENER, plastic	box	50	4		54	50			50	50			50	50			50	204	20.75	4,233.00
24	FILEX FOLDER, Hardbound (Archfile)	piece	150	200	80	430	200	160		360	200			200	200			200	1190	90.00	107,100.00
25	MAILING LABEL STICKER, 1"x4" Self Adhesive	pack	50			50	50			50	50			50	50			50	200	32.25	6,450.00
26	PASTE, Redstone solid	jar	20	16	10	46	30	5	5	40	30	4		34	30			30	150	25.75	3,862.50
27	PEN, Ballpoint, Black	piece	500	18	100	618	500	60	500	1060	500	500	101	1101	513			513	3292	5.00	16,460.00
28	PEN, Ballpoint, Blue	piece	400	100	26	526	400	52		452	400			400	401			401	1779	5.00	8,895.00
29	PEN, Ballpoint, Red	piece	150		26	176	150	32		182	150			150	150			150	658	5.00	3,290.00
30	PAPER, multicopy, short	ream	50	50	50	150	50	10	20	80	50			50	50			50	330	121.00	39,930.00
31	Reimbursement Expenses Report (RER) Form	pad	10			10	10			10	10			10	10			10	40	22.00	880.00
32	Sticker Paper, Short 8 1/2 x 11" (500's)	ream	2	1		3	2			2	2			2	2			2	9	1,100.00	9,900.00
33	PHOTOPAPER, A4, Glossy, 20cps/pack	pack	4	10		14	20			20	20			20	20			20	74	75.00	5,550.00
34	Special Board Paper, 220gsm 8 1/2x13, White	pack	10	40	30	80				0				0				0	80	60.00	4,800.00
35	Special Expandable Folder (Blue Hardbound)	piece	50			50	50			50	50			50	50			50	200	39.28	7,856.00
36	RING BINDER, 6mm x 1.12m, plastic, 10 pcs/bundle	bundle	3	1		4				0				0				0	4	33.27	133.08
37	RING BINDER, 8mm x 1.12m, plastic, 10 pcs/bundle	bundle	3	1		4				0				0				0	4	36.39	145.56
38	RING BINDER, 10mm x 1.12m, plastic, 10 pcs/bundle	bundle	3	1		4				0				0				0	4	44.09	176.36
39	RING BINDER, 11mm x 1.12m, plastic, 10 pcs/bundle	bundle	3	1		4				0				0				0	4	53.04	212.16
40	RING BINDER, 14mm x 1.12m, plastic, 10 pcs/bundle	bundle	3	1		4				0				0				0	4	74.35	297.40
41	RING BINDER, 16mm x 1.12m, plastic, 10 pcs/bundle	bundle	2	1		3				0				0				0	3	91.00	273.00
42	RING BINDER, 22mm x 1.12m, plastic, 10 pcs/bundle	bundle	3	1		4				0				0				0	4	148.19	592.76
43	RING BINDER, 28mm x 1.12m, plastic, 10 pcs/bundle	bundle	3	1		4				0				0				0	4	227.23	908.92
44	PENCIL, Mechanical with lead refill (0.5, 2B)	piece	100	5		105				0				0				0	105	60.00	6,300.00
45	STAPLER with remover	piece	15			15				0				0				0	15	270.00	4,050.00
46	Folder, A4 with plastic sheet cover, 100 pcs/pack	pack	1			1				0				0				0	1	244.00	244.00
47	Glue Stick, 21g	piece	20	5	200	225				0				0				0	225	26.80	6,030.00
48	Tape, Double Adhesive	roll	7	8	4	19	6			6	7			7	6			6	38	35.00	1,330.00
49	RULER, Metal, 12"	piece	11			11				0				0				0	11	100.00	1,100.00
50	Hardbound Expandable Folder, 8.5" x 13"	piece	25	60	50	135	25			25	25			25	25			25	210	150.00	31,500.00
51	Leitz Folder Photo, Black	piece	5			5				0	5			5	5			5	15	275.00	4,125.00
52	Binder Folder	piece				0	10			10	10			10				0	20	250.00	5,000.00
53	Map Pin, Round Head, 100 pcs. Per case	case	13	1		14				0				0				0	14	24.95	349.44
54	Columnar Pad, 18 cols, 50 gsm min.	pad	1			1				0				0				0	1	65.52	65.52
55	Index Card, 3"x5", 500 pcs/pack	pack	2	2		4				0				0				0	4	51.27	205.08
56	Paper, for Plain Paper Copier, 254mm, 356mm (8 1/2, 14), 70gsm	ream		15		15		15		15		13		13		15		15	58	148.72	8,625.76
57	Sign Pen, Violet	piece	8			8				0				0				0	8	51.00	408.00

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
1	Stenographers, ruled, 60 leaves	piece	31			31	3			3	38			38	3			3	75	17.80	1,335.00
2	Stenographers, unruled, 60 leaves	piece	5			5				0	5			5				0	10	20.00	200.00
3	ID Jacket	piece	1500			1500				0				0				0	1500	8.00	12,000.00
4	Double Wall Corrugated Board Brown Box	piece	500			500				0				0				0	500	70.00	35,000.00
5	Time Card	piece	325			325				0	325			325				0	650	12.31	8,001.50
6	ID Lace	piece	750			750				0	750			750				0	1500	40.00	60,000.00
7	Dry Seal	piece	2			2				0				0				0	2	960.00	1,920.00
8	Frames	piece	25			25				0				0				0	25	180.00	4,500.00
9	Gold Seal	box	50			50				0				0				0	50	36.00	1,800.00
10	ID Cards	box	1			1				0				0				0	1	2,700.00	2,700.00
11	In Out Tray	piece	2			2				0				0				0	2	120.00	240.00
12	Industrial Pen	piece	12			12				0				0				0	12	120.00	1,440.00
13	Laminating Pouches	box	10			10				0				0				0	10	240.00	2,400.00
14	Paper Rives	sheet	50			50				0				0	50			50	100	3.96	396.00
15	Multi-Tray	piece	40			40				0				0				0	40	600.00	24,000.00
						0				0				0				0	0		-
Audio and visual presentation and composing equipment																					
1	Portable LED Projector	unit	1	1		2				0				0				0	2	10,000.00	20,000.00
2	Card Reader	piece	3			3	3			3	3			3	3			3	12	300.00	3,600.00
3	Monopod w/3-leg locking base & S4 Video Head	unit	1			1				0	1			1				0	2	8,000.00	16,000.00
4	Wireless Presenter (Clicker/Pointer)	piece	4	1	1	6	1	3	1	5	1	1		1	2			2	14	5,000.00	70,000.00
5						0				0				0				0	0		-
Photographic or filming or video equipment																					
1	Benro Tripod + Head	piece	2			2				0				0				0	2	9,000.00	18,000.00
2						0				0				0				0	0		-
Cleaning Equipment and Supplies																					
1	Wipeout	can	1			1				0	11			11	10			10	22	100.00	2,200.00
2						0				0				0				0	0		-
Paper Materials and Products																					
1	Paper, w/DOT Letterhead, A4	ream	10	85	7	102	40	85	450	575	5	85	50	140		85		85	902	370.00	333,740.00
2	Paper, w/DOT Letterhead, Long	ream	8	50	101	159	3	50	30	83	3	50	5	58	3	50		53	353	430.00	151,790.00
3	Paper, w/DOT Letterhead, Short	ream	3	25	5	33	3	25	30	58	3	25	5	33	3	25		28	152	360.25	54,758.00
4	Calling Card	box	8	20	10	38				0	7			7				0	45	768.00	34,560.00
5	Personalized Memo Pad	pad	5	30		35	5			5	5			5				0	45	200.00	9,000.00
6	Reference Slip, DOT	pad	5	50	10	65		50		50	5	50		55		50		50	220	125.00	27,500.00
7	Note Card	piece	27	110		137	25			25	25			25	25			25	212	14.64	3,103.68
8	Envelope, Letter, Ordinary, Long with DOT Logo	piece	50	5	200	255	50	10	4	64	50	10	1	61	50	10		60	440	1.50	660.00
9	Memo Pad w/DOT Seal & Logo	pad	5	50	30	85	5	75		80	5	75		80	5	75		80	325	34.38	11,173.50
10	Envelope, Brown A4 w/DOT Seal & Logo, 100's/box	box	5	51	2	58	5	1		6	5			5	5			5	74	267.00	19,758.00
11	Envelope, Brown Long w/DOT Seal & Logo, 100's/box	box	5	40	2	47	5	1		6	5			5	5			5	63	370.00	23,310.00
12	Envelope, Letter, Airmail w/DOT Seal & Logo, 500's/box	box				0				0	5			5	5			5	10	690.00	6,900.00
13	HP Premium Photopaper Plus	pack	10	5	10	25	10	5	10	25	10	5	10	25	20	5	5	30	105	75.00	7,875.00
14	Gold Paper, Bond w/DOT Letterhead, A4	ream	20			20				0				0				0	20	200.00	4,000.00
15	Colored Paper	pack	50			50				0				0				0	50	80.00	4,000.00
16	Special Paper	pack	35			35				0				0				0	35	117.14	4,099.90
17	Copy Paper, Premium Grade, A4, 70gsm	ream	550			550				0				0				0	550	150.00	82,500.00
18	Copy Paper, Premium Grade, Letter, 70gsm	ream	10			10				0				0				0	10	500.00	5,000.00

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
19) Copy Paper, Premium Grade, 8 1/2" x 11", 70gsm	ream	100			100				0				0				0	100	15,000.00
20) Copy Paper, Premium Grade, A3 (11 x 17)	ream	7			7				0				0				0	7	2,000.00
21) Stick notes & flags, assorted sizes & colors (cased)	case	16		1	17	20	1		21	26		16	42	5	1		6	86	1,000.00
22) Sticky Notes	pack	50	30		80	50			50	50			50	50			50	230	7,500
23) Post It Notes, Yellow, Blue or Pink (2x3 inches, 100sheets/pack)	pack	5			5				0	5			5				0	10	50.50
24) Sticker Paper	pack	50	5		55			5	5				0	5			5	65	66.67
25) Envelope, Pay, 500 pcs/box	box	1	5		6				0				0				0	6	114.71
26) White Envelope	piece				0	10			10	40			40	50			50	100	2.40
27) Certificate Holder	piece	60			60	60			60	60			60	60			60	240	250.00
28) Lighting and fixtures and accessories					0				0				0				0	0	-
1) Electrical equipment and components and supplies					0				0				0				0	0	-
2) Extension Cord, 10 meters	piece	5		3	8				0				0				0	8	500.00
3) Bright Beam Flashlight	piece	2			2				0				0				0	2	1,000.00
3) Computer Supplies					0				0				0				0	0	-
1) CD Recordable, min. of 700MB, 1x-52x minimum speed, 80 min. recording time	piece	50	100		150	100			100	100			100	100			100	450	9.46
2) CD Rewritable, min. of 700MB min. capacity, 80 min. recording time, 4x-48x min speed	piece	50	100	50	200	100			100	50			50	50			50	400	17.42
3) DVD Recordable, 16x speed, 4.7GB capacity	piece	50	375	10	435	100	30		130	50			50	100			100	715	11.19
4) EPSON RIBBON, LQ590 Dot Matrix	piece				0	1			1	1			1	1			1	3	462.46
5) EPSON RIBBON, LQ2180, SO15186/SO15140	piece	2			2	2			2	2			2	2			2	8	744.80
6) BROTHER INK CARTRIDGE, LC73BK - Black Original	cart	10	21		31	10			10	5			5	5			5	51	1,140.00
7) BROTHER INK CARTRIDGE, LC73C - Cyan Original	cart	5	20		25	10			10	5			5	5			5	45	665.00
8) BROTHER INK CARTRIDGE, LC73M - Magenta Original	cart	5	20		25	10			10	5			5	5			5	45	665.00
9) BROTHER INK CARTRIDGE, LC73Y - Yellow Original	cart	5	20		25	10			10	5			5	5			5	45	665.00
10) INK CARTRIDGE, HP CNo57A - 933, Black Original	cart				0	5			5	5			5	5			5	15	910.00
11) INK CARTRIDGE, HP CNo54A - 933, Cyan Original	cart				0	5			5	5			5	5			5	15	710.00
12) INK CARTRIDGE, HP CNo55A - 933, Magenta Original	cart				0	5			5	5			5	5			5	15	710.00
13) INK CARTRIDGE, HP CNo56A - 933, Yellow Original	cart				0	5			5	5			5	5			5	15	710.00
14) Uninterrupted Power Supply (UPS)	unit	2	2	3	7	10			10	10			10	10			10	37	3,700.00
15) EXTERNAL HARD DRIVE, 500GB, 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		1		1				0				0				0	1	2,355.60
16) Portable External Hard Drive, 2TB	piece	7	4	2	13				0		4		4				0	17	5,000.00
17) External Hard Drive Upgrade Cable	piece		10		10				0				0				0	10	500.00
18) External Hard Drive Upgrade Replacement	piece		10		10				0				0				0	10	500.00
19) External Optical Hard Drive	piece			1	1		2		2				0				0	3	3,000.00
20) Flash Drive, Dual USB Drive 3.0, OTG 64GB	piece	6	20		26				0	10			10				0	36	1,272.22
21) Computer Keyboard	piece	11			11	20			20	10			10	10			10	51	400.00
22) Computer Power Supply	piece			2	2		3		3		3		3	2			2	10	1,500.00

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
23	Logitech K499 Plus Wireless/Touch Keyboard	piece	2			2			0				0				0	2	2,500.00	5,000.00	
24	VGA Cable	piece				0	2		2		2		2	1			1	5	500.00	2,500.00	
25	HDMI Cable	piece				0	5		5				0				0	5	1,000.00	5,000.00	
26	SATA External Hard Drive Enclosure	piece				0		2	2				0				0	2	2,000.00	4,000.00	
27	Hard Disk 1 Terra/Internal SATA	piece				0	7		7		8		8				0	15	3,744.20	56,163.00	
28	Label Maker P-Touch 2730	unit	1			1			0				0				0	1	5,000.00	5,000.00	
29	Mouse Pad	piece				0	10		10	10			10				0	20	200.00	4,000.00	
30	Memory - Desktop Computer	piece		8		8			8	8			0	4			4	20	1,250.00	25,000.00	
31	Label Maker Tape, (18 x 0.7mm), (24 x 0.94mm)	cart	6			6	5		5	6			6	5			5	22	1,109.09	24,399.98	
32	CMOS Battery (CR 2032)	piece				0			0	25			25	25			25	50	60.00	3,000.00	
33	3.5 & 2.5 PATA & SATA HDD Enclosure	piece	3			3			0				0				0	3	1,000.00	3,000.00	
34	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, from manufacturer, 1.4 GHz	unit	1	1		2			0				0				0	2	1,037.92	2,075.84	
35	Compact Disk Storage Case, 50 CDs capacity, min. made of durable plastic or nylon fabric, double sided sleeves, with closure	piece	3			3			0				0				0	3	54.79	164.37	
36	Laptop	unit	2			2			0				0				0	2	65,000.00	130,000.00	
37	Computer Desktop	unit	1			1			0				0				0	1	50,000.00	50,000.00	
38						0			0				0				0	0		-	
Computer Equipment and Accessories																					
39	Samsung LS20D300 19.5 LED Monitor	unit	1			1			0				0				0	1	6,000.00	6,000.00	
40	HP Deskjet Printer/Scanner, K209A	unit	1			1			0				0				0	1	5,000.00	5,000.00	
41						0			0				0				0	0		-	
*Other Categories																					
42	Promotional Umbrellas	piece			300	300			0				0				0	300	450.00	135,000.00	
43	Promotional Planners	piece	300	500		800			0				0				0	800	410.00	328,000.00	
44	Give-aways	piece	300			300			0	300			300				0	600	415.66	249,396.00	
45	Promotional Luggage Covers	piece				0			0				0			360	360	360	800.00	288,000.00	
46	Reproduction of GAD Tool Kit as promotional give-aways	piece				0			0				0			356	356	356	800.00	284,800.00	
47	Received Stamp Pad	piece	6			6			0				0				0	6	500.00	3,000.00	
48	Outdoor ASEAN / APEC Flags	unit	36			36			0				0				0	36	750.00	27,000.00	
49	Indoor ASEAN / APEC Flags	unit	36			36			0				0				0	36	750.00	27,000.00	
50	Table ASEAN / APEC Flags	unit	36			36			0				0				0	36	1,000.00	36,000.00	
51	Table Name Plates with ASEAN / APEC Label	unit	36			36			0				0				0	36	400.00	14,400.00	
52	Table Name Plates (Blank)	unit	100			100			0				0				0	100	300.00	30,000.00	
53	Tokens	piece	5			5	5		5	5			5	5			5	20	1,200.00	24,000.00	
54	Bauer Filter	piece	5			5	5		5	5			5				0	15	12,000.00	180,000.00	
55	Carbon Monoxide (CO) 5/a-P	pack				0	10		10				0	5			5	15	8,400.00	126,000.00	
56	Carbon Dioxide (CO2) 100/a-P	pack				0	10		10				0	5			5	15	10,800.00	162,000.00	
57	Compressed Air	tank	15			15			0	15			15				0	30	372.00	11,160.00	
58	Medical Oxygen	tank	50			50			0	50			50				0	100	408.00	40,800.00	
59	Non-Rebreather Mask	piece				0	2		2				0				0	2	900.00	1,800.00	
60	Oil Impaktor	pack				0	10		10				0	4			4	14	9,600.00	134,400.00	
61	Oxygen Regulator 15cc	piece				0	1		1				0				0	1	4,800.00	4,800.00	
62	Water Vapour 20/a	pack				0	10		10				0	5			5	15	8,602.67	129,040.05	
63	Upgrading of CPU	lot	2			2			0				0				0	2	28,345.00	56,690.00	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
23 Refrigerator	unit	1			1				0				0				0	1	10,698.00	10,698.00
24 Lateral Cabinet 2 layer/2 pcs.	piece	1			1				0				0				0	1	6,095.94	6,095.94
25 Lateral Cabinet 4 layer/4 pcs.	piece	1			1				0				0				0	1	9,970.00	9,970.00
					0				0				0				0	0		-
C. TOTAL (A + B):																				11,972,230.85
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				1,197,223.09
E. GRAND TOTAL (C + D)																				13,169,453.94
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores					2263734				1748452				1343224				1080134			6435542.96
G.2 Other Items not available at PS but regularly purchased from other sources					2042389				1001492				637340				1009860			4691081
TOTAL MONTHLY CASH REQUIREMENTS					4306123				2749944				1980564				2089994			11126623.96

*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.

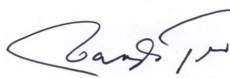
Prepared by:


MARILYN O. PADILLA
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


AIDA T. SORIANO / MA. LUCY BALCUNAYA
Chief Accountant / Chief Budget Officer

Approved by:


SEC. WANDA CORAZON TULFO-TEO
Head of Office/Agency

Date Prepared: November 22, 2016