

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/Office: Department of Tourism - Central Office

Region: MAIN & NCR

Address: DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City

Agency Account Code: No Code

Contact Person:

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Position:

Spvsg. Admin. Officer

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Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	2109	49	49	2207	298	39	57	394	294	46	51	391	279	38	47	364	3356	20.28	68,059.68
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	136	23	18	177	165	19	20	204	220	21	20	261	150	19	10	179	821	19.20	15,763.20
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	15			15	12			12	12			12	14			14	53	91.94	4,872.82
4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	2			2	1			1	1			1	1			1	5	40.97	204.85
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece	1			1	1			1	1			1	1			1	4	75.39	301.56
6	TAPE, ELECTRICAL, 18mm x 16M min	roll	1			1	1			1	1			1	1			1	4	18.93	75.72
COMMON OFFICE SUPPLIES																					
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	10	1	1	12				0	3	1	1	5				0	17	766.73	13,034.41
2	AIR FRESHENER, aerosol, 280ml/150g min	can	44	1	6	51	14	4	4	22	36	5	3	44	18	4		22	139	88.69	12,327.91

3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	277	24	70	371	190	26	58	274	236	42	35	313	236	30	29	295	1253	49.73	62,311.69
4	CARBON FILM, PE, black, size 210mm x 297mm	box	3		2	5		3		3	3		2	5		3		3	16	205.48	3,287.68
5	CARBON FILM, PE, black, size 216mm x 330mm	box	2			2				0				0				0	2	210.91	421.82
6	CARTOLINA, assorted colors	pack	5		1	6	2	1		3	3		1	4	2	1		3	16	67.06	1,072.96
7	CHALK, molded, white, dustless, length: 78mm min	box	1			1				0	1			1				0	2	26.89	53.78
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	261	13	104	378	240	21	63	324	250	13	78	341	231	20	43	294	1337	38.19	51,060.03
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	263	24	82	369	222	31	46	299	279	24	60	363	220	31	30	281	1312	40.47	53,096.64
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	192	11	27	230	151	15	23	189	183	15	25	223	162	17	21	200	842	7.87	6,626.54
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	171	6	38	215	136	8	39	183	173	8	39	220	139	12	35	186	804	13.94	11,207.76
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	108	11	60	179	144	18	52	214	156	20	53	229	144	23	23	190	812	19.88	16,142.56
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	202	11	51	264	133	39	50	222	197	17	28	242	187	20	23	230	958	41.10	39,373.80
14	CORRECTION TAPE, film base type, UL 6m min	piece	397	46	75	518	346	56	49	451	379	31	83	493	353	64	40	457	1919	18.26	35,040.94
15	DATA FILE BOX, made of chipboard, with closed ends	box	129	24	29	182	81	19	38	138	98	11	29	138	74	19	16	109	567	72.57	41,147.19
16	DATA FOLDER, made of chipboard, taglia lock	piece	164	19	19	202	107	15	10	132	127	9	16	152	110	14	11	135	621	71.39	44,333.19
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	20	4	1	25	4	4	1	9	11	6	1	18	1	4		5	57	424.47	24,194.79
18	ENVELOPE, DOCUMENTARY, for legal size document	box	26	5	1	32	5	4	1	10	8	5	2	15	1	4		5	62	538.80	33,405.60
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	45	11	2	58	8	13	1	22	17	16	1	34	7	10		17	131	667.84	87,487.04
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	257	30	25	312	86	15	27	128	81	30	37	148	86	15	15	116	704	28.71	20,211.84
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	28	2	2	32	3	4		7	3	4	1	8		1	1	2	49	341.79	16,747.71
22	ENVELOPE, mailing, white, with window	box	9	1	1	11				0			1	1				0	12	427.23	5,126.76
23	ERASER, FELT, for blackboard/whiteboard	piece	27	20	4	51	11			11	11	1		12	11			11	85	11.55	981.75
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	112	8	20	140	58	8	6	72	82	8	6	96	57	14		71	379	6.23	2,361.17
25	FASTENER, METAL, 70mm between prongs	box	168	44	22	234	194	38	24	256	212	43	19	274	194	40	20	254	1018	59.37	60,438.66
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	44	5	16	65	3	1	10	14	4	5	11	20	3	1		4	103	73.59	7,579.77
27	FILE TAB DIVIDER, bristol board, for A4	set	47	2	1	50	35	1		36	41	1	3	45	35	1		36	167	12.98	2,167.66
28	FILE TAB DIVIDER, bristol board, for legal	set	42	2	1	45	30	1		31	37	2	1	40	30	1		31	147	17.31	2,544.57

29	FOLDER, FANCY, for A4 size documents	bundle	44	10	8	62	13	10	12	35	27	10	9	46	17	10	2	29	172	258.50	44,462.00
30	FOLDER, FANCY, for legal size documents	bundle	33	1	10	44	15	1	14	30	22	1	9	32	17	1	2	20	126	302.85	38,159.10
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	42	59	6	107	40	60	14	114	54	62	8	124	37	61	2	100	445	177.92	79,174.40
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	37	69	5	111	38	63	26	127	36	66	5	107	43	63	4	110	455	222.27	101,132.85
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	21	26	5	52	11	23	5	39	10	23	5	38	12	22	1	35	164	776.59	127,360.76
34	FOLDER, TAGBOARD, for A4 size documents	pack	29	24	58	111	20	24	61	105	21	23	58	102	18	25	55	98	416	226.05	94,036.80
35	FOLDER, TAGBOARD, for legal size documents	pack	41	29	39	109	20	29	42	91	21	28	38	87	18	29	36	83	370	208.38	77,100.60
36	GLUE, all purpose, gross weight: 200 grams min	jar	60	14	10	84	70	15	3	88	75	13	11	99	71	15	3	89	360	49.73	17,902.80
37	INDEX TAB, self-adhesive, transparent	box	142	5	1	148	33	5		38	133	5	1	139	33	5		38	363	53.74	19,507.62
38	LOOSELEAF COVER, made of chipboard, for legal	bundle	2		1	3				0			1	1				0	4	676.00	2,704.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	82	8	11	101	6	7	8	21	55	5	11	71	6	7	8	21	214	43.26	9,257.64
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	280	25	19	324	255	27	14	296	270	25	15	310	249	30	12	291	1221	36.97	45,140.37
41	MARKER, whiteboard, black, felt tip, bullet type	piece	185	61	39	285	144	21	34	199	165	58	36	259	142	60	34	236	979	10.69	10,465.51
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	144	7	4	155	118	6	4	128	123	7	1	131	120	2	4	126	540	10.69	5,772.60
43	MARKER, whiteboard, red, felt tip, bullet type	piece	133	7	9	149	113	7	4	124	125	6	1	132	117	7	4	128	533	10.69	5,697.77
44	MARKER, PERMANENT, bullet type, black	piece	223	3	42	268	368	7	37	412	402	5	37	444	375	9	20	404	1528	10.04	15,341.12
45	MARKER, PERMANENT, bullet type, blue	piece	210	2	46	258	241	9	35	285	295	3	33	331	265	9	16	290	1164	10.04	11,686.56
46	MARKER, PERMANENT, bullet type, red	piece	180	3	29	212	129	10	21	160	166	2	23	191	128	8	11	147	710	10.04	7,128.40
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	236	1116	48	1400	154	1130	29	1313	175	1116	53	1344	116	1127	23	1266	5323	12.52	66,643.96
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	156	13	18	187	125	17	3	145	185	13	15	213	123	17	3	143	688	32.45	22,325.60
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	151	10	22	183	127	16	9	152	142	10	22	174	125	14	6	145	654	44.32	28,985.28
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	135	9	25	169	127	13	14	154	128	9	25	162	117	13	11	141	626	59.49	37,240.74
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	68	8	10	86	67	7	8	82	65	8	10	83	62	5	11	78	329	18.99	6,247.71
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	284	33	49	366	219	31	32	282	247	33	53	333	214	31	29	274	1255	6.91	8,672.05
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	287	18	36	341	217	21	20	258	239	33	33	305	212	21	18	251	1155	14.04	16,216.20
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	979	191	115	1285	1054	211	100	1365	1059	187	129	1375	958	252	54	1264	5289	137.66	728,083.74

55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	345	84	95	524	531	99	100	730	628	84	111	823	615	89	100	804	2881	160.94	463,668.14
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	455	277	287	1019	412	272	288	972	410	292	299	1001	397	282	277	956	3948	119.09	470,167.32
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	273	160	163	596	206	199	80	485	230	193	87	510	193	185	71	449	2040	123.08	251,083.20
58	PAPER, PARCHEMENT, size: 210 x 297mm, multi-purpose	ream	53	6	2	61	67	6		73	68	6	1	75	67	5	9	81	290	95.18	27,602.20
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	75	6		81	69	6		75	62	6		68	59	6		65	289	34.29	9,909.81
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	130	1020	20	1170	121	1020	23	1164	162	1020	18	1200	117	1022	21	1160	4694	20.40	95,757.60
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece			1	1		1		1	1			1				0	3	319.07	957.21
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	83	22	10	115	63	22	5	90	70	19	10	99	63	23	5	91	395	62.73	24,778.35
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	114	12	16	142	70	11	10	91	78	13	14	105	76	11	10	97	435	97.34	42,342.90
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	14	4	4	22	4	1	6	11	11	3	2	16	4	1	5	10	59	267.14	15,761.26
65	RUBBER BAND, 70mm min lay flat length (#18)	box	42	3	2	47	41	3		44	39	4	1	44	25	15		40	175	97.04	16,982.00
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	72	1	15	88	35	1	3	39	36	1	4	41	36	1	3	40	208	16.10	3,348.80
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	952	101	137	1190	798	93	99	990	857	135	132	1124	771	80	86	937	4241	35.99	152,633.59
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	857	49	84	990	753	75	72	900	813	68	79	960	749	67	90	906	3756	35.99	135,178.44
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	304	37	42	383	288	40	40	368	285	42	37	364	269	43	28	340	1455	35.99	52,365.45
70	STAMP PAD INK, purple or violet	bottle	70	1	5	76	7	3	3	13	15	4	4	23	4	1	3	8	120	25.62	3,074.40
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	21	2	4	27	9	6	5	20	14	5	4	23	10	3	3	16	86	28.77	2,474.22
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	36	2	6	44	5		2	7	11	2	7	20	5			5	76	21.51	1,634.76
73	STAPLE WIRE, STANDARD, (26/6)	box	210	17	21	248	203	25	24	252	229	18	28	275	204	23	31	258	1033	19.68	20,329.44
74	TAPE, MASKING, width: 24mm (±1mm)	roll	114	37	26	177	142	40	13	195	162	35	26	223	131	40	14	185	780	57.32	44,709.60
75	TAPE, MASKING, width: 48mm (±1mm)	roll	149	22	22	193	136	34	13	183	172	25	21	218	138	32	13	183	777	109.24	84,879.48
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	136	37	24	197	139	43	18	200	165	40	29	234	135	39	17	191	822	29.08	23,903.76
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	243	33	28	304	214	41	20	275	217	34	26	277	207	36	23	266	1122	11.36	12,745.92
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	220	23	24	267	192	26	20	238	206	23	21	250	188	23	15	226	981	27.58	27,055.98
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	86	4	1	91	69	2	1	72	84	2	1	87	66	2	1	69	319	70.30	22,425.70
80	TWINE, plastic, one (1) kilo per roll	roll	3		2	5	2			2	1	2	2	5				0	12	51.92	623.04

81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	3	2	5	10	1	1		2	4	1		5	11	2		13	30	133.99	4,019.70
82	Airline Travel	ticket				0				0				0				0	0	0.00	-
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, for heavy duty cutter	tube	27	4	5	36	8			8	13		3	16	7	3	1	11	71	10.22	725.62
2	CUTTER KNIFE, for general purpose	piece	101		8	109	53	11	1	65	58		1	59	52	1	2	55	288	20.55	5,918.40
3	DATING AND STAMPING MACHINE, heavy duty	piece	19	6	1	26			1	1	3			3				0	30	497.52	14,925.60
4	PENCIL SHARPENER, manual, single cutter head	piece	8	4	2	14	1			1	2		1	3				0	18	194.69	3,504.42
5	PUNCHER, paper, heavy duty, with two hole guide	piece	36	4	3	43	15		1	16	14			14	10			10	83	123.42	10,243.86
6	SCISSORS, symmetrical, blade length: 65mm min	pair	130	6	13	149	59	2	4	65	71	3	1	75	55	2		57	346	14.28	4,940.88
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	85	3	12	100	33			33	34	3		37	30			30	200	85.45	17,090.00
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	11	2	1	14		1		1				0				0	15	913.95	13,709.25
9	STAPLE REMOVER, PLIER-TYPE	piece	57	3	4	64	5	1		6	20	1		21	15	1		16	107	18.91	2,023.37
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	38	3	6	47	10		2	12	11			11	10			10	80	51.57	4,125.60
11	WASTEBASKET, non-rigid plastic	piece	29	6	5	40			4	4	5			5				0	49	25.96	1,272.04
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece				0				0				0				0	0	91.94	-
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0				0				0				0	0	24.88	-
3	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0				0				0				0	0	43.26	-
4	CLEANSER, SCOURING POWDER, 350g min./can	can				0				0				0				0	0	24.88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch	3			3				0	3			3				0	6	38.93	233.58
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	2			2	1			1	1			1				0	4	125.20	500.80
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0				0				0				0	0	28.12	-
8	FLOOR WAX, PASTE, RED	can				0				0				0				0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	1		1	2		1		1	1		1	2		1		1	6	90.85	545.10
10	INSECTICIDE, aerosol type, net content: 600ml min	can	71		2	73	65	1	1	67	68		2	70	65	1	1	67	277	142.77	39,547.29
11	MOP BUCKET, heavy duty, hard plastic	piece				0				0				0				0	0	1,987.44	-

12	MOPHANDLE, heavy duty, aluminum, screw type	piece				0				0				0			0	0	148.18	-
13	MOPHEAD, made of rayon, weight: 400 grams min	piece				0				0				0			0	0	110.32	-
14	RAGS, all cotton, 32-pieces per kilogram min	bundle				0				0				0			0	0	51.68	-
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0				0				0			0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll				0				0				0			0	0	145.48	-
17	DETERGENT BAR, 140 grams as packed	bar				0				0				0			0	0	7.57	-
COMMON OFFICE EQUIPMENT																				
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	2			2		1		1		3		3			0	6	10,816.00	64,896.00
2	CALCULATOR, compact, 12 digits	unit	27	1	4	32	5			5	8	1		9		1	1	47	140.61	6,608.67
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0				0			0	0	273.10	-
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0				0				0			0	0	273.10	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	15	1	1	17		1		1	1	1	1	3			0	21	6,828.14	143,390.94
6	DOCUMENT CAMERA, 3.2M pixels	unit	4			4				0				0			0	4	26,391.04	105,564.16
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	1			1				0				0			0	1	1,091.33	1,091.33
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0				0				0			0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit	8			8				0				0			0	8	1,046.65	8,373.20
10	ELECTRIC FAN, WALL type, plastic blade	unit				0				0				0			0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit				0		1		1				0			0	1	3,642.83	3,642.83
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0				0				0			0	0	1,123.78	-
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0			0	0	5,191.68	-
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	1		1	2				0		1		1			0	3	27,542.94	82,628.82
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	1		1	2				0		1		1			0	3	8,411.60	25,234.80
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	4		1	5				0		2		2			0	7	5,927.17	41,490.19
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0			0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0			0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit	1			1				0				0			0	1	744.14	744.14

20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-
22	Desktop Computer, branded	unit				0				0				0				0	0	35,887.49	-
23	Laptop Computer, branded	unit	4			4				0				0				0	4	36,587.28	146,349.12
COMMON COMPUTER SUPPLIES																					
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	1			1				0				0				0	1	709.53	709.53
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	1			1				0				0				0	1	1,070.78	1,070.78
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	1			1				0				0				0	1	796.06	796.06
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	1			1				0				0				0	1	1,352.00	1,352.00
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	1			1				0				0				0	1	620.67	620.67
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	1			1				0				0				0	1	1,076.19	1,076.19
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	125	45	15	185	65	40	20	125	65	40	20	125	65	35	20	120	555	22.66	12,576.30
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	51	5	11	67	13	1	5	19	4	16	1	21	1			1	108	3,152.86	340,508.88
9	FLASH DRIVE, 16 GB capacity	piece	89	20	8	117	44	1	6	51	52	3		55	30		3	33	256	261.75	67,008.00
10	MOUSE, optical, USB connection type	unit	35	1	6	42	24	2	18	44	9		1	10	15	1	1	17	113	140.39	15,864.07
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK (RA 9184), 7th Edition	piece	10	6	10	26	10	1		11	10			10	10			10	57	48.13	2,743.41
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	20			20	30			30	30		16	46	30		10	40	136	1,070.78	145,626.08
4	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart	20			20	30			30	30		15	45	30		10	40	135	811.20	109,512.00
6	INK CART, EPSON C13T664100 (T6641), Black	cart				0				0				0				0	0	264.99	-
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0				0	0	264.99	-

8	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0	0	264.99	-
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0	0	264.99	-
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	116	45	24	185	114	45	20	179	150	45	20	215	124	65	25	214	793	373.15	295,907.95
24	INK CART, HP CD888AA, (HP703), Tri-color	cart	126	45	24	195	124	45	20	189	160	45	20	225	154	45	20	219	828	373.15	308,968.20
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		10		10		10		10			10	10		9		9	39	670.59	26,153.01
30	INK CART, HP CH562WA, (HP61), Tricolor	cart		10		10		10		10			10	10		8		8	38	859.87	32,675.06
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	3		6	9		3	4	7	3		7	10		7		7	33	1,616.99	53,360.67
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart	3		6	9		3	3	6	3		6	9		7		7	31	1,222.21	37,888.51
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart	3		6	9		3	3	6	3		6	9		7		7	31	1,227.62	38,056.22
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart	3		6	9		3	3	6	3		6	9		7		7	31	1,227.62	38,056.22
39	INK CART, HP CN692AA, (HP704), Black	cart	30	35		65	50	35		85	50	35		85	50	35		85	320	373.15	119,408.00
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	30	35		65	50	35		85	50	35		85	50	35		85	320	373.15	119,408.00
41	INK CART, HP CZ107AA, (HP678), Black	cart	75	5	10	90	83	25		108	83	5	10	98	68	35		103	399	379.64	151,476.36
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart	75	5	10	90	83	25		108	83	5	10	98	68	35		103	399	379.64	151,476.36
43	INK CART, HP CZ121A (HP685A), Black	cart	35			35	30			30	35			35	30			30	130	380.72	49,493.60
44	INK CART, HP CZ122A (HP685A), Cyan	cart	35			35	30			30	35			35	30			30	130	259.58	33,745.40
45	INK CART, HP CZ123A (HP685A), Magenta	cart	35			35	30			30	35			35	30			30	130	259.58	33,745.40
46	INK CART, HP CZ124A (HP685A), Yellow	cart	35			35	30			30	35			35	30			30	130	259.58	33,745.40
47	INK CART, HP F6V26AA (HP680) Tri-color	cart	20	5	4	29	25		4	29	22		4	26	23		4	27	111	397.00	44,067.00
48	INK CART, HP F6V27AA (HP680) Black	cart	20	35	6	61	25	30	6	61	25	30	6	61	20	33	6	59	242	397.00	96,074.00
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart		30		30		30		30		30		30		30		30	120	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0			0			0		0			0	0		0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0			0			0		0			0	0		0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart				0			0			0		0			0	0		0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0			0			0		0			0	0		0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0			0			0		0			0	0		0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0			0			0		0			0	0		0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0			0			0		0			0	0		0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0			0			0		0			0	0		0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0			0			0		0			0	0		0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0			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				0				0				0			0	0	78.96	-	
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	33		2	35	33		2	35	38		4	42	30	3		33	145	2,914.91	422,661.95
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	23		3	26	33		3	36	33		1	34	30		2	32	128	3,009.01	385,153.28
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	5			5	10			10	11			11	10		10	36	3,228.58	116,228.88
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	FLUORESCENT LAMP,tubular, 36 watts	piece	1			1				0				0			0	1	101.82	101.82
2	FLUORESCENT LAMP,tubular, 14 watts	piece			1	1				0				0			0	1	88.40	88.40
3	BALLAST, 36 watts	piece			1	1				0				0			0	1	74.78	74.78
4	FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set			1	1				0				0			0	1	364.00	364.00
5						0				0				0			0	0		-
COMMON OFFICE EQUIPMENT																				
1	CALCULATOR, MINI PRINTING, 1 unit per box	unit		1		1				0				0			0	1	930.80	930.80
2	CALCULATOR, PRINTING, DESKTOP,1 unit per box	unit		1		1				0				0			0	1	1,965.60	1,965.60
3	MULTI-TRAY DRAWER	unit	3		1	4		2		2			2	2			0	8	2,500.00	20,000.00

4	COMPUTER KEYBOARD	unit	5		5	10	26			26	11			11	13			13	60	400.00	24,000.00
5	OPEN STEEL CABINET	unit	2			2				0				0				0	2	7,500.00	15,000.00
COMMON OFFICE SUPPLIES																					
1	CARTOLINA, white, 205/pack	pack	3		1	4	1			1	1			1	1			1	7	52.00	364.00
2	CLIP Bulldog 73mm (3")	piece	3			3		3		3	5			5				0	11	8.32	91.52
3	ENVELOPE, pay kraft (4"x7-1/2"), 5005/box	box	5		1	6				0				0				0	6	108.68	652.08
4	INDEX CARD, 3" X 5", ruled both sides, 5005/pack	pack	3			3				0				0				0	3	51.27	153.81
5	INDEX CARD, 5" X 8", ruled both sides, 5005/pack	pack	8			8	6			6	6			6	6			6	26	139.34	3,622.84
6	INDEX CARD BOX , 4-3/8" X 5-5/8"x 4" (3"x5")	box	2			2				0	1		2	3				0	5	36.40	182.00
7	INDEX CARD BOX , 5-3/8" X 8-7/8"x 6" (5"x8")	box	2		1	3		2		2	1		1	2		2		2	9	49.90	449.10
8	LEAD, for mechanical pencil,0.5mm, 12pcs/tube	tube	5			5				0				0				0	5	19.62	98.10
9	MARKER, permanent, chisel type, black	piece	5			5				0				0				0	5	12.15	60.75
10	FOLDER, Filex (Archfile)	piece		5	86	91		5	86	91		5	86	91		5	86	91	364	100.00	36,400.00
11	Brother Label Maker Tape (18x.7mm) (24 x .94mm)		5			5				0				0				0	5	12.15	60.75
12	PENCIL, mechanical, for 0.5mm lead	piece	5			5				0				0				0	5	22.88	114.40
13	PUSH PIN, flat head type,assorted colors, 1005/case	case	18			18	5			5	6		1	7	4	1		5	35	19.08	667.80
14	TAPE, DOUBLE ADHESIVE	roll	18			18		2		2	18			18	14			14	52	35.00	1,820.00
15	HP Premium Photopaper Plus, A4 high gloss/280g/m2	pack	20	5	5	30	10	10	10	30	10	10	10	30	20	5	5	30	120	75.00	9,000.00
16	BALLPEN, Black	piece	869	27	35	931	863	17	30	910	868	42	17	927	892	17		909	3677	5.00	18,385.00
17	BALLPEN, Blue	piece	467	27	40	534	441	17	30	488	446	12	52	510	446	17	30	493	2025	5.00	10,125.00
18	BALLPEN, Red	box	157	27	10	194	157	14	8	179	158	20	11	189	160	14	8	182	744	5.00	3,720.00
19	COLORLED PAPER	ream	11	2	2	15	42	2	2	46	7	2	2	11	2	2	2	6	78	150.00	11,700.00
20	GLUE STICK	piece	19	5	30	54	7	5	30	42	7	5	30	42	6	5	30	41	179	20.00	3,580.00
COMMON JANITORIAL SUPPLIES																					
1	SOAP, BATHROOM, 90 grams	piece	5			5				0				0				0	5	22.36	111.80
2	WIPEOUT	can	2			2				0	12			12	10			10	24	100.00	2,400.00

3	GARBAGE BAG, Jumbo	piece	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	7.00	4,200.00
4	PLASTIC BAG, Jumbo	piece	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	4.00	2,400.00
5						0				0				0				0	0		
CONSUMABLES																					
1	PRINTHEAD, HP 11, black, C4810A, 8ml for HP Officejet 9110, 9120, 9130 All-In-One, HP Business Inkjet 1100+ printer series, 1200+ printer	cart	3			3				0				0				0	3	1,466.40	4,399.20
2	Omnimetric Fax Ink Film (Panasonic KX-FA93/57A)	cart	4			4	4			4	4			4	4			4	16	1,200.00	19,200.00
3	Brother Label Maker Tape (18x.7mm) (24 x .94mm)	cart	9			9	2			2	3			3	8			8	22	1,000.00	22,000.00
4	INK CARTRIDGE, HP Laserjet P11006	cart	4			4				0				0				0	4	1,200.00	4,800.00
5	TONER CART, HP Laserjet (P1102), Black	cart	1			1	1			1	1			1				0	3	2,707.12	8,121.36
6	INK CARTRIDGE, Canon Part No. PGI-725, Black	cart			15	15	12		24	36	12		12	24	12		12	24	99	574.08	56,833.92
7	INK CARTRIDGE, Canon Part No. CLI-726, Black	cart			12	12	10		10	20	10		10	20	12		12	24	76	534.96	40,656.96
8	INK CARTRIDGE, Canon Part No. CLI-726, Cyan	cart			10	10	10		12	22	10		10	20	10		10	20	72	535.60	38,563.20
9	INK CARTRIDGE, Canon Part No. CLI-726, Magenta	cart			10	10	10		12	22	10		10	20	10		10	20	72	535.60	38,563.20
10	INK CARTRIDGE, Canon Part No. CLI-726, Yellow	cart			8	8	10		12	22	10		8	18	10		10	20	68	535.60	36,420.80
11	INK CARTRIDGE, Canon Part No. CLI-726, Black	cart	10			10	10			10	10			10	10			10	40	600.00	24,000.00
12	INK CARTRIDGE, Canon Part No. CLI-751, Yellow	cart	10			10	10			10	10			10	10			10	40	600.00	24,000.00
13	INK CARTRIDGE, Canon Part No. CLI-751, Cyan	cart	10			10	10			10	10			10	10			10	40	600.00	24,000.00
14	INK CARTRIDGE, Canon Part No. CLI-751, Magenta	cart	10			10	10			10	10			10	10			10	40	600.00	24,000.00
15	INK CARTRIDGE, Canon Part No. CLI-750, PGBK	cart	10			10	10			10	10			10	10			10	40	600.00	24,000.00
16	Hp Ink Cartridge, #61, Black Original	cart	20			20	20			20	20			20	20			20	80	680.00	54,400.00
17	Hp Ink Cartridge, #61, Tri-Color Original	cart	20			20	20			20	20			20	20			20	80	815.00	65,200.00
18	Brother Toner Cartridge TN-2280, DCP-7065 DN, Original	piece	1			1	2			2	2			2	2			2	7	2,600.00	18,200.00
19	Toner, Black, Sharp MX-354N	piece	1			1	2			2	2			2	2			2	7	8,278.00	57,946.00
20	Brother Ink Cartridge, LC73BK, Black, Orig.	cart	5			5	10			10	10			10	10			10	35	1,140.00	39,900.00
21	Brother Ink Cartridge, LC73C-Cyan, Orig.	cart	5			5	10			10	10			10	10			10	35	665.00	23,275.00
22	Brother Ink Cartridge, LC73M-Magenta, Orig.	cart	5			5	10			10	10			10	10			10	35	665.00	23,275.00

23	Brother Ink Cartridge, LC73Y-Yellow, Orig.	cart	5			5	10			10	10			10	10			10	35	665.00	23,275.00
24	HP Ink Cartridge, Hp CNo57A-933, Black, Orig.	cart	5			5	5			5	5			5	5			5	20	910.00	18,200.00
25	HP Ink Cartridge, HP CNo54A-933, Cyan	cart	5			5	5			5	5			5	5			5	20	710.00	14,200.00
26	HP Ink Cartridge, HP CNo54A-933, Magenta	cart	5			5	5			5	5			5	5			5	20	710.00	14,200.00
27	HP Ink Cartridge, HP CNo54A-933, Yellow	cart	5			5	5			5	5			5	5			5	20	710.00	14,200.00
28	Toner SharpMX-M354N, A3MX-312ft	piece	2			2	2			2	2			2	2			2	8	1,742.07	13,936.56
29	Pitney Bowes Fluorescent Red PBI Ink Cartrige	piece	1			1				0				0				0	1	7,878.00	7,878.00
30	Epson Ribbon Cart, SO15589/15537	cart		2		2	2			2	2			2	2			2	8	800.00	6,400.00
Office Equipment and Accessories																					
1	WIRELESS ROUTER, 300Mbps, standard	unit		1		1				0								0	1	1,037.92	1,037.92
2	COMPUTER POWER SUPPLY	unit			2	2		3		3				0	2			2	7	1,500.00	10,500.00
3	VGA CABLE	unit				0	2			2		2		2	1			1	5	500.00	2,500.00
4	HDMI CABLE	unit	2			2	5			5								0	7	5,000.00	35,000.00
5	LOGITECH CLICKER	unit	3			3				0								0	3	2,500.00	7,500.00
6	Electronic Typewriter	unit	1			1				0								0	1	7,699.00	7,699.00
7	Upgrading of CPU	unit				0	5			5	3							0	5	28,345.00	141,725.00
8	Digital Casette Recorder	unit	2			2				0								0	2	7,000.00	14,000.00
9	Labelling Machine	unit	1			1				0								0	1	7,500.00	7,500.00
10	Lamintating Machine	unit	1			1				0								0	1	9,000.00	9,000.00
Office Supplies																					
1	Paste Redstone Solid	jar	20			20	30			30	30			30	30			30	110	100.00	11,000.00
2	TIME CARD	piece	5	2	2	3	2	2	2	6	5	2	2	9	2	2	2	6	24	833.64	20,007.36
3	ID LACE	piece	750			750				0	750			750				0	1500	40.00	60,000.00
4	TAPE, Duct, 1 inch	roll	12			12	5			5	5			5	5			5	27	375.00	10,125.00
5	TAPE Duct, 2 inches	roll	7	5		12				0	5			5				0	17	400.00	6,800.00
6	ID JACKET	piece	750			750			750	750				0				0	1500	8.00	12,000.00

7	CERTIFICATE HOLDER	piece				0				0	50			50			0	50	186.00	9,300.00
8	CORRECTION FLUID	vials	50			50	50			50	50			50	50		50	200	11.55	2,310.00
9	FASTENER, Plastic	box	50			50	50			50	50			50	50		50	200	20.75	4,150.00
10	Mailing Label Sticker, 1"x4" Self Adhesive	pack	20			20	20			20	20			20	20		20	80	32.25	2,580.00
Audio and visual presentation and composing equipment																				
1	LASER POINTER, PEN TYPE	piece	11	1		12		3		3		4		4	2		2	21	550.00	11,550.00
2	PROJECTOR TRIPOD SCREEN	piece	1			1				0				0			0	1	2,800.00	2,800.00
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	Portable Light Album Alloy Tripod for Smartphone, DSLR camera (Benro)	piece	1			1				0				0			0	1	2,900.00	2,900.00
2	Handheld Stabilizer Steadcam for Camcorder Camera Video DV DSLR	piece	1			1				0				0			0	1	3,500.00	3,500.00
3	Recording Microphone for DSLR	piece	2			2				0				0			0	2	3,300.00	6,600.00
4	Wireless Microphone System for DSLR camcorder recorder	piece	2			2				0				0			0	2	4,000.00	8,000.00
5	Handheld Video Camera Stabilizer for DSLR	piece	2			2				0				0			0	2	2,600.00	5,200.00
6	Backpack Bag waterproof for DSLR camera	piece	2			2				0				0			0	2	1,600.00	3,200.00
7	Camera Case Bag for DSLR camera	piece	2			2				0				0			0	2	1,000.00	2,000.00
8	Digital Camera	piece	1			1				0				0			0	1	10,000.00	10,000.00
9	DSLR Camera	piece	2			2				0				0			0	2	25,000.00	50,000.00
10						0				0				0			0	0		-

Cleaning Equipment and Supplies																					
1	PAPER COPY with DOT Logo, Short	ream	43		5	48	40		5	45	41		5	46	40		5	45	184	580.00	106,720.00
2	PAPER COPY with DOT Logo, A4	ream	289	1		290	247	1		248	270	12	1	283	237	10	1	248	1069	680.00	726,920.00
3	PAPER COPY with DOT Logo, Legal	ream	153	1		154	130	1		131	145	1	1	147	130		1	131	563	780.00	439,140.00
4	ENVELOPE, brown with DOT Logo, A4, 100s/box	box	28			28	8			8	38			38	6			6	80	267.00	21,360.00
5	ENVELOPE, brown with DOT Logo, Legal, 100s/box	box	29			29	9			9	27			27	6			6	71	370.00	26,270.00
6	ENVELOPE, Letter Ordinary with DOT logo, 500s/box	box	59	1		60	56	2		58	56	1		57	56	1		57	232	1,125.00	261,000.00
7	DOT Reference Slip	pad	60			60	50			50	50	5		55	50			50	215	63.00	13,545.00
8	ENVELOPE, Airmail w/DOT logo, 500s/box	box	5			5	10			10	10			10	10			10	35	690.00	24,150.00
9	Memo Pad with DOT Logo	pad	55		5	60	55		5	60	55		6	61	55		6	61	242	110.00	26,620.00
10	Reimbursement Expense Receipt	pad	10			10	10			10	10			10	10			10	40	45.00	1,800.00
Paper Materials and Products																					
1	Sticker Paper, Short 8-1/2 x 11"	ream	7	5		12	5		5	10	5		5	10	5			5	37	1,100.00	40,700.00
2	paper, Multi Copy Short	ream	50			50	50			50	50			50	50			50	200	121.00	24,200.00
3	Photopaper, A4, Glossy, 20s/pack	pack	26			26	20		1	21	21			21	20			20	88	75.00	6,600.00
4	Mimeo Paper, A4, Whitewove, 70 gsm, 500s/ream	ream				0	50			50	50			50	50			50	150	136.00	20,400.00
5	Official Cash Book - small	book	5			5	5			5	5			5				0	15	230.00	3,450.00
6	Property Stickers	piece	5000			5000				0				0					5000	15.00	75,000.00
7	Double wall Corrugated board Brown Box	piece	500			500				0				0				0	500	70.00	35,000.00
8	Leitz Folder #1010 - Black	piece	10			10				0	10			10	5			5	25	275.00	6,875.00
9																					
10																					
Lighting and fixtures and accessories																					
1	CABINET, Lateral, 4 layers	unit			2	2				0				0				0	2	14,000.00	28,000.00
2	CABINET, Open Shelves	unit			2	2				0				0				0	2	14,000.00	28,000.00
3	Flourescent Lamp, 36W, cool white (T-8)	piece	100			100	100			100	100			100	100			100	400	50.00	20,000.00

4	T-5 Lamp, 38W, Cool White	piece	50			50	50			50	50			50	50			50	200	60.00	12,000.00
5	T-5 Lamp, 21W, Cool White	piece	100		5	105	100			100	100	5		105	100			100	410	53.00	21,730.00
6	T-5 Lamp, 14, Cool White	piece	50			50	50			50	50			50	50			50	200	45.00	9,000.00
7	LED Bulb, 12W 1000 Lumen or Equivalent Daylight (Omni Brand)	piece	250			250	250			250	250			250	250			250	1000	160.00	160,000.00
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	TAPE, Electrical	roll	20			20	20			20	20			20	20			20	80	18.20	1,456.00
2	Rotor Machine Set	unit	1			1				0				0				0	1	15,000.00	15,000.00
3	Blower Machine	unit	1			1				0				0				0	1	5,000.00	5,000.00
4	Cable Tone Tracer	unit	1			1				0				0				0	1	4,914.00	4,914.00
5	Angle Grinding Machine	unit	1			1				0				0				0	1	10,000.00	10,000.00
6	Cutting Disk 4"	unit	4			4				0				0				0	4	400.00	1,600.00
7	Rechargeable Spot Light (Indoor/Outdoor)	unit	1			1				0				0				0	1	1,500.00	1,500.00
8	Rechargeable Headlight (Indoor/Outdoor)	unit	4			4				0				0				0	4	1,000.00	4,000.00
9	Digital Clamp Meter Multi-Meter Electronic Tester	unit	1			1				0				0				0	1	3,496.91	3,496.91
10	Extension Cord, 10 meters	piece	5		3	8				0				0				0	8	500.00	4,000.00
Computer Supplies																					
1	DVD Recordable, 16x speed, 4.7GB capacity	piece	60	15		75	50	15		65	50	15		65	50	15		65	270	12.50	3,375.00
2	Flash Drive 8GB, USB 2.0 plug and play	piece			5	5				0				0	3			3	8	500.00	4,000.00
3	CD Recordable, Min. of 700MB 1x-52x minimum speed, 80 min, Recordint Time	piece	50			50	50			50	50			50	50			50	200	10.50	2,100.00
4	CD Rewritable, Min. of 700MB 1x-52x minimum speed, 80 min, Recordint Time	piece	100	25		125	50	25		75	50	20		70	50	20		70	340	18.50	6,290.00
5	Epson Ribbon LQ590 Dot Matrix	piece	1			1	1			1	1			1	1			1	4	463.50	1,854.00
6						0				0								0	0		-
7						0				0								0	0		-

8					0				0								0	0		-	
9					0				0								0	0		-	
10					0				0								0	0		-	
Computer Equipment and Accessories																					
1	UNINTERRUPTED POWER SUPPLY (UPS)	unit	6		5	11	13			13	13		4	17	10			10	51	10,000.00	510,000.00
2	LCD PROJECTOR	unit	1			1			0				0					0	1	55,000.00	55,000.00
3	SATA External Hard Drive Enclosures	unit				0	2			2				0				0	2	2,000.00	4,000.00
4	MOUSEPAD	piece				0	10			10	10			10				0	20	200.00	4,000.00
5	MEMORY-DESKTOP COMPUTER	unit		8		8			8	8				0	4			4	20	1,250.00	25,000.00
6	Samsung LS20D300 19.5 LED Monitor	Unit	2			2			0					0				0	2	6,000.00	12,000.00
7	Micro SD card, 128 GB	piece	2			2			0					0				0	2	4,000.00	8,000.00
8	Memory Card Reader, USB 3.0 SDHC/SDXC micro	piece	2			2	2			2				0				0	4	700.00	2,800.00
9	Flash Memory Card, 64 GB	piece	4			4			0					0				0	4	600.00	2,400.00
10	ASUS Laptop	piece	1			1			0					0				0	1	40,000.00	40,000.00
*Other Categories																					
1	GIVEAWAYS FOR VIPs	piece				0			0						100			100	100	380.00	38,000.00
2	PROMO UMBRELLAS	piece			200	200			0									0	200	450.00	90,000.00
3	PROMO PLANNERS	piece	200			200			0									0	200	450.00	90,000.00
4	OUTDOOR ASEAN/APEC Flags	piece	36			36			0					0				0	36	750.00	27,000.00
5	INDOOR ASEAN/APEC Flags	piece	36			36			0					0				0	36	750.00	27,000.00
6	TABLE ASEAN/APEC Flags	piece	36			36			0					0				0	36	1,000.00	36,000.00
7	TABLE Name Plates (Blank)	piece	100			100			0					0				0	100	300.00	30,000.00
8	TABLE Name Plates with ASEAN/APEC Label	piece	36			36			0					0				0	36	400.00	14,400.00
9	PROMO GIVEAWAYS	piece	300			300			0	300				300				0	600	667.00	400,200.00
10						0			0					0				0	0		-
C. TOTAL (A + B):																				P	13,476,734.69

D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)										P	1,347,673.47
E. GRAND TOTAL (C + D)										P	14,824,408.16
F. APPROVED BUDGET BY THE AGENCY HEAD											
G. MONTHLY CASH REQUIREMENTS											
G.1 Available at Procurement Service Stores		2,675,858.83		1,863,728.89		2,126,839.33		1,750,028.90		P	8,416,455.95
G.2 Other Items not available at PS but regularly purchased from other sources		1,818,126.94		1,011,866.48		1,134,860.14		811,480.18		P	4,776,333.74
TOTAL MONTHLY CASH REQUIREMENTS		4,493,985.77		2,875,595.37		3,261,699.47		2,561,509.08		P	13,192,789.69

*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:

by *Marilyn*
Marilyn Alicia Padilla
Property/Supply Officer

for: Lú
Ma. Luz Falcunaya
Accountant / Local Budget Officer

Wanda
Wanda Tulfo-Teo
Head of Office/Agency

Date: 22/11/2017