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

DBM-CENTRAL RECORDS DIVISION

Received by: _____

11:49 NOV 15, 2016

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

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

   The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addressess:
   a. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
   b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
   c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
   d. ps.app.deped@gmail.com- For primary and secondary schools
   e. ps.app.lgu@gmail.com - For Local government units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016.**
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **NATIONAL TAX RESEARCH CENTER**
Region: **NATIONAL CAPITAL REGION**
Address: **HARBOR CENTRE II BLDG., 23RD ST. COR. DELGADO ST. PORT AREA, MANILA**

Agency Account Code: **1037**

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	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
	COMMON ELECTRICAL SUPPLIES																				
1	BATTERY, dry cell AA, 2 pieces per blister pack	pack	2		2	4	2		2	4	2		2	4	2		2	4	16	17.42	278.72
2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack	2		2	4	2		2	4	2		2	4	2		2	4	16	15.03	240.48
3	BATTERY, dry cell D, 2 pieces per blister pack	pack		3		3		3		3		3		3		3		3	12	77.56	930.72
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	114.40	-
5	LED Linear Tube, 18 watts individually wrapped in carton	tube				0				0				0				0	0	280.80	-
6	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0		-
7	TAPE, electrical	roll		2		2				0		2		2				0	4	18.20	72.80

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	COMMON OFFICE SUPPLIES																				
1	ACETATE, gauge #3, 50m per roll	roll		1		1				0		1		1				0	2	624.00	1,248.00
2	AIR FRESHENER, 280mL/150g min	can		2		2				0		2		2				0	4	83.20	332.80
3	ALCOHOL, 70%, ethyl, 500ml	bottle		20		20		20		20		20		20		20		20	80	47.82	3,825.60
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		1				0		1		1				0	2	64.48	128.96
7	CHALK, white, enamel, 100 pieces per box	box				0				0				0				0	0	25.86	-
8	CLEARBOOK, A4 size	piece				0				0				0				0	0	39.52	-
9	CLEARBOOK, Legal size	piece		2		2		2		2		2		2		2		2	8	43.68	349.44
10	CLIP, backfold, 19mm, 12 pieces per box	box		10		10		10		10		5		5		5		5	30	7.28	218.40
11	CLIP, backfold, 25mm, 12 pieces per box	box		10		10		10		10		5		5		5		5	30	10.40	312.00
12	CLIP, backfold, 32mm, 12 pieces per box	box		10		10		10		10		5		5		5		5	30	19.12	573.60
13	CLIP, backfold, 50mm, 12 pieces per box	box		10		10		10		10		5		5		5		5	30	36.38	1,091.40
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece		50		50		30		30		50		50		30		30	160	31.20	4,992.00
15	DATA FILE BOX, made with chipboard, with closed ends	box		10		10		5		5		10		10		5		5	30	69.78	2,093.40
16	DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0	68.64	-
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box		1		1		1		1		1		1		1		1	4	381.54	1,526.16
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box		1		1		1		1		1		1				0	3	507.40	1,522.20
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box		1		1				0		1		1				0	2	621.71	1,243.42
20	ENVELOPE, EXPANDING, plastic	piece				0				0				0				0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box		1		1		1		1		1		1		1		1	4	499.20	1,996.80
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0				0				0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece				0				0				0				0	0	11.11	-
24	ERASER, plastic or rubber	piece		20		20		20		20		20		20		20		20	80	2.29	183.20
25	FASTENER, for paper, metal, 50 sets per box	box		15		15		15		15		15		15		15		15	60	57.09	3,425.40
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0				0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0				0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0				0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle		2		2		2		2		2		2		2		2	8	291.20	2,329.60
31	FOLDER, L-type, A4, 50 pieces pack	pack		2		2				0		2		2				0	4	166.40	665.60
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack		2		2				0		2		2				0	4	203.84	815.36
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box		1		1				0		1		1				0	2	746.72	1,493.44
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack		1		1				0		1		1				0	2	179.28	358.56
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack		5		5		5		5		5		5		5		5	20	200.37	4,007.40
36	GLUE, all purpose, 300 grams min.	jar		10		10		10		10		10		10		10		10	40	44.18	1,767.20
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box		10		10		10		10		10		10		10		10	40	47.90	1,916.00
38	LOOSELEAF COVER, 50sets per bundle	bundle		2		2		2		2		2		2		2		2	8	539.76	4,318.08
39	MAGAZINE FILE BOX, LARGE	piece				0				0				0				0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set		15		15		10		10		15		15		10		10	50	35.55	1,777.50
41	MARKER, whiteboard, bullet type, black	piece		10		10				0		10		10				0	20	10.28	205.60

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42	MARKER, whiteboard, bullet type, blue	piece				0				0				0				0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece				0				0				0				0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece		20		20		20		20		20		20		20		20	80	9.65	772.00
45	MARKER, permanent, bullet type, blue	piece		10		10		10		10		10		10		10		10	40	9.65	386.00
46	MARKER, permanent, bullet type, red	piece				0				0				0				0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece		20		20		10		10		20		20		10		10	60	10.40	624.00
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad		10		10		5		5		10		10		5		5	30	31.20	936.00
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad		10		10		5		5		10		10		5		5	30	40.54	1,216.20
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad		10		10		5		5		10		10		5		5	30	54.06	1,621.80
51	PAD PAPER, Ruled	pad				0				0				0				0	0	18.26	-
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box		10		10				0		10		10				0	20	12.85	257.00
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box		20		20		10		10		20		20		10		10	60	6.43	385.80
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream		150		150		150		150		150		150		150		150	600	112.32	67,392.00
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream		75		75		75		75		75		75		75		75	300	132.02	39,606.00
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0				0				0	0	95.26	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0				0	0	114.35	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream		1		1				0		1		1				0	2	88.40	176.80
59	PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box		15		15		15		15		15		15		15		15	60	19.62	1,177.20
61	PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book		20		20		20		20		20		20		20		20	80	60.32	4,825.60
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0				0				0				0	0	86.85	-
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0				0	0	256.87	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box		3		3				0		3		3				0	6	93.31	559.86
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0				0				0	0	15.48	-
67	SIGN PEN, black	piece		60		60		60		60		60		60		60		60	240	38.10	9,144.00
68	SIGN PEN, blue	piece		30		30		30		30		30		30		30		30	120	38.10	4,572.00
69	SIGN PEN, red	piece		10		10		10		10		10		10		10		10	40	38.10	1,524.00
70	STAMP PAD INK, violet, 50mL	bottle		3		3				0		3		3				0	6	24.63	147.78
71	STAMP PAD, felt pad, min 60mm x 100mm	piece		2		2				0		2		2				0	4	27.66	110.64
72	STAPLE WIRE, Heavy duty, 23/13	box				0				0				0				0	0	23.40	-
73	STAPLE WIRE, Standard	box		15		15		15		15		15		15		15		15	60	18.92	1,135.20
74	TAPE, masking, 24mm, 50 meters length	roll		2		2		2		2		2		2		2		2	8	55.12	440.96
75	TAPE, masking, 48mm, 50 meters length	roll		2		2		2		2		2		2		2		2	8	105.04	840.32
76	TAPE, transparent, 24mm, 50 meters	roll		10		10		10		10		10		10		10		10	40	10.92	436.80
77	TAPE, transparent, 48mm, 50 meters	roll		2		2		2		2		2		2		2		2	8	26.52	212.16
78	TAPE, packaging, 48mm, 50 meters length	roll		2		2		2		2		2		2		2		2	8	32.74	261.92
79	TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0	67.60	-
80	TWINE, plastic, one kilo per roll	roll		2		2		2		2		2		2		2		2	8	49.92	399.36
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	128.84	-
82	Software					0				0				0				0	0		-
83	Airline Travel					0				0				0				0	0		-
	COMMON OFFICE DEVICES																				
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0				0				0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece				0				0				0				0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	-

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			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
4	PENCIL SHARPENER, 1 piece in indiviual plastic case	piece		2		2		2		2		2		2		2		2	8	187.20	1,497.60
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0				0				0				0	0	114.28	-
6	SCISSORS, (6")	pair		3		3				0		3		3				0	6	13.73	82.38
7	STAPLER, standard	piece		2		2		2		2		2		2		2		2	8	82.16	657.28
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0				0				0				0	0	878.80	-
9	STAPLE REMOVER, plier type	piece		5		5		5		5		5		5		5		5	20	18.18	363.60
10	TAPE DISPENSER, table top	piece		1		1				0		1		1				0	2	47.72	95.44
11	WASTE BASKET, non-rigid plastic	piece				0				0				0				0	0	23.90	-
	COMMON JANITORIAL SUPPLIES																				
1	BROOM, soft (tambo)	piece		4		4		4		4		4		4		4		4	16	88.40	1,414.40
2	BROOM, stick (tingting)	piece				0				0				0				0	0	23.92	-
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	41.60	-
4	CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27	-
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch		15		15		15		15		15		15		15		15	60	37.43	2,245.80
6	DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	119.60	-
7	DUST PAN, non-rigid plastic	piece				0				0				0				0	0	24.96	-
8	FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0				0				0				0	0	84.76	-
10	INSECTICIDE, aerosol type, 600mL/can	can				0				0				0				0	0	124.80	-
11	MOPBUCKET	piece				0				0				0				0	0	1,911.00	-
12	MOPHANDLE, screw type, aluminum handle	piece		4		4				0		4		4				0	8	142.48	1,139.84
13	MOPHEAD, made of rayon	piece		6		6		6		6		6		6		6		6	24	98.80	2,371.20
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle		20		20		20		20		20		20		20		20	80	49.69	3,975.20
15	SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	102.96	-
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll		20		20		20		20		20		20		20		20	80	139.88	11,190.40
17	DISINFECTANT, bleaching solution	cont				0				0				0				0	0	101.82	-
18	DETERGENT BAR, 140g as packed (-2.5%)	bar				0				0				0				0	0	7.28	-
	COMMON OFFICE EQUIPMENT																				
1	BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0				0				0	0	10,400.00	-
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0				0				0				0	0	135.20	-
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	258.84	-
4	CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	254.68	-
5	CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0	6,229.60	-
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0				0				0	0	25,272.00	-
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	-

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10	ELECTRIC FAN, stand type	unit		1		1		1		1		1		1		1		1	4	967.10	3,868.40
11	ELECTRIC FAN, wall type	unit				0				0				0				0	0	790.40	-
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit				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, 4.5kg (10lbs.), brand new	unit				0				0				0				0	0	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, 4.5kg (10 lbs), brand new	unit				0				0				0				0	0	4,992.00	-
15	MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0				0	0	26,483.60	-
16	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0				0	0	7,488.00	-
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0				0	0	5,699.20	-
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	1,289.60	-
24	Desktop and Laptop	unit				0				0				0				0	0		-
	COMMON COMPUTER SUPPLIES																				
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	630.76	-
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	950.30	-
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	716.04	-
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	1,220.96	-
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	596.80	-
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	958.15	-
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0				0				0	0	21.79	-
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		1		1		1		1		1		1		1		1	4	2,818.40	11,273.60
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece		4		4		4		4		4		4		4		4	16	194.48	3,111.68
10	MOUSE, optical, USB connection type	unit				0				0				0				0	0	127.80	-
	HANDBOOK ON PROCUREMENT																				

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0	61.83	-
	CONSUMABLES																				
1	INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	681.20	-
2	INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	447.20	-
3	INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	447.20	-
4	INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	447.20	-
5	INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00	-
6	INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00	-
7	INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00	-
9	INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,538.16	-
10	INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	868.40	-
12	INK CART, BROTHER LC67HYY, Yellow	cart				0				0				0				0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart				0				0				0				0	0	774.80	-
14	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	754.00	-
15	INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	534.56	-
17	INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,022.32	-
18	INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0				0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0				0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0				0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0				0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0	254.80	-
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0	0	254.80	-
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	-
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	-

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart		3		3		3		3		3		3		3		3	12	650.00	7,800.00
53	INK CART, HP C9352AA, (HP22), Tri-color	cart		2		2		1		1		2		2		1		1	6	751.92	4,511.52
54	INK CART, HP C9361WA, (HP93), Tri-color	cart		2		2		2		2		2		2		2		2	8	1,346.80	10,774.40
55	INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart		3		3		3		3		3		3		3		3	12	826.80	9,921.60
58	INK CART, HP CB314A, (HP900), Black	cart		2		2				0		2		2				0	4	296.40	1,185.60
59	INK CART, HP CB315A, (HP900), Tri-color	cart		2		2				0		2		2				0	4	379.60	1,518.40
60	INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart		3		3		3		3		3		3		3		3	12	639.60	7,675.20
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		2		2				0		2		2				0	4	754.00	3,016.00
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0				0				0				0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart		9		9		9		9		9		9		9		9	36	358.80	12,916.80
85	INK CART, HP CN693AA, (HP704), Tri-color	cart		3		3		3		3		3		3		3		3	12	358.80	4,305.60
86	INK CART, HP CZ107AA, (HP678), Black	cart		12		12		12		12		12		12		12		12	48	358.80	17,222.40
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart		6		6		6		6		6		6		6		6	24	360.88	8,661.12
88	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	366.08	-

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	930.80	-
93	INK CART, LEXMARK 10N0217 (#17), Black	cart				0				0				0				0	0	1,003.60	-
94	INK CART, LEXMARK 10N0227 (#27), Colored	cart				0				0				0				0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart		5		5		5		5		5		5		5		5	20	3,354.00	67,080.00
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CO Printer)	cart				0				0				0				0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0				0				0				0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0				0				0				0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,802.80	-
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 CE285A (HP85A), Black	cart				0				0				0				0	0	2,756.00	-
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	-
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	-

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
135	TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart		1		1		1		1		1		1				0	3	3,104.40	9,313.20
137	TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				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-D203E, Black	cart				0				0				0				0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart		1		1		1		1		1		1				0	3	4,368.00	13,104.00
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0				0				0				0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	334.88	-
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0				0				0	0	75.92	-
	B. OTHER ITEMS NOT AVALABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																			**PRICE BASED FROM OTHER SOURCES**	
	COMMON ELECTRICAL SUPPLIES																				
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
	COMMON OFFICE EQUIPMENT																				
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
	COMMON OFFICE SUPPLIES																				
	BALLPEN, PANDA, BRAND, ORIGINAL, BLACK/BLUE/RED	piece		180		180		180		180		180		180		180		180	720	4.50	3,240.00
	CARBON PAPER, LEGAL, CLUB INTERNATIONAL BRAND	box		2		2				0		2		2				0	4	516.00	2,064.00
	TISSUEPAPER, KLEENEX, 3 PLY	roll		280		280		280		280		280		280		280		280	1120	19.44	21,772.80
	CAR FRESHENER, AMBIPUR	box	3		3	6	3		3	6	3		3	6	3		3	6	24	196.00	4,704.00
	CAR FRESHENER, MY SHALDAN	box	3		3	6	3		3	6	3		3	6	3		3	6	24	119.75	2,874.00
	CORRECTION FLUID	bottle		10		10		10		10		10		10		10		10	40	22.59	903.60
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
	COMMON JANITORIAL SUPPLIES																				
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
	CONSUMABLES																				
1	INKCART, BROTHER LC 535XL, MAGENTA	cart		1		1				0		1		1				0	2	399.00	798.00
2	INKCART, BROTHER LC 535XL, CYAN	cart		1		1				0		1		1				0	2	399.00	798.00
3	INKCART, BROTHER LC 535XL, YELLOW	cart		1		1				0		1		1				0	2	399.00	798.00
4	INKCART, BROTHER LC 535XL, BLACK	cart		1		1		1		1		1		1		1		1	4	399.00	1,596.00
5	INKCART, CANON PG-745XL, BLACK	cart		4		4		4		4		4		4		4		4	16	935.00	14,960.00
6	INKCART, CANON CL-746XL, COLORED	cart		2		2		2		2		2		2		2		2	8	1,350.00	10,800.00
7	INKCART, HP OFFICEJET 933XL, CYAN	cart		9		9		9		9		9		9		9		9	36	750.00	27,000.00
8	INKCART, HP OFFICEJET 933XL, YELLOW	cart		9		9		9		9		9		9		9		9	36	750.00	27,000.00

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
9	INKCART, HP OFFICEJET 933XL, MAGENTA	cart		9		9		9		9		9		9		9		9	36	750.00	27,000.00
10	INKCART, HP OFFICEJET 933XL, BLACK	cart		28		28		28		28		28		28		28		28	112	1,450.00	162,400.00
11	TONER, SAMSUNG MLT - 111S	cart		1		1		1		1		1		1				0	3	2,195.00	6,585.00
12	TONER, HP C7115 FOR HP LASERJET 1000, BLACK	cart		1		1		1		1		1		1				0	3	4,270.00	12,810.00
13	TONER, HP2610A FOR HP LASERJET 2300, BLACK	cart		1		1				0		1		1				0	2	7,050.00	14,100.00
14	TONER, EPSON ACCULASER 50627, CYAN	cart		1		1				0		1		1				0	2	4,475.00	8,950.00
15	TONER, EPSON ACCULASER 50628, MAGENTA	cart		1		1				0		1		1				0	2	4,475.00	8,950.00
16	TONER, EPSON ACCULASER 50629, YELLOW	cart		1		1				0		1		1				0	2	4,475.00	8,950.00
17	TONER, EPSON ACCULASER 50630, BLACK	cart		1		1		1		1		1		1				0	3	4,770.00	14,310.00
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
	Office Equipment and Accessories																				
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		
	Office Supplies																				
1						0				0				0				0	0		
2						0				0				0				0	0		
3						0				0				0				0	0		
4						0				0				0				0	0		
5						0				0				0				0	0		
6						0				0				0				0	0		
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
10						0				0				0				0	0		-
	Audio and visual presentation and composing equipment																				
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
	Photographic or filming or video equipment																				
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
	Cleaning Equipment and Supplies																				
1	GO-GETTER, JOHNSON	gallon		3		3				0		3		3				0	6	893.00	5,358.00
2	COMPLETE WAX, JOHNSON	gallon		3		3				0		3		3				0	6	1,773.00	10,638.00
3	SNAP BACK, JOHNSON	gallon		2		2				0		1		1				0	3	1,486.00	4,458.00
4	SEALER, OVER & UNDER, JOHNSON	gallon		3		3				0		3		3				0	6	1,728.00	10,368.00
5	FREEDOM, STRIPPING, JOHNSON	gallon		3		3				0		3		3				0	6	1,208.00	7,248.00
6	STRIPPING PAD, 3M, #16	piece		2		2		2		2		2		2		2		2	8	650.00	5,200.00
7	DEODORANT CAKE, ALBATROSS	piece		20		20		20		20		20		20		20		20	80	28.70	2,296.00
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
	Paper Materials and Products																				
1	MOROCCO PAPER, 31 X 43, CREAM, BUFFALO, 230G	piece		100		100				0		100		100				0	200	30.00	6,000.00
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
	Lighting and fixtures and accessories																				

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
1	FLOURESCENT LAMP, 40WATTS	tube		36		36		36		36		36		36				0	108	85.00	9,180.00
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
	Electrical equipment and components and supplies																				
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
	Computer Supplies																				
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
	Computer Equipment and Accessories																				-
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
	***Other Categories**																				-
1	DUPLO ROLL MASTER, DRA-12	roll		2		2				0		1		1				0	3	3,861.00	11,583.00
2	DUPLO INK, DA - 14, BLACK	cart		6		6				0		6		6				0	12	729.00	8,748.00
3	BOOKCLOTH, BROWN	roll				0		1		1				0				0	1	14,520.00	14,520.00
4						0				0				0				0	0		-

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
C. TOTAL (A + B):																					**886,654.30**
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					88,665.43
E. GRAND TOTAL (C + D)																					**975,319.73**
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																					**976,000.00**
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores						109164.88				99037.87				108798.98				90692.17			407693.90
G.2 Other Items not available at PS but regulary purchased from other sources						149809.60				106751.60				144462.60				77936.60			478960.40
TOTAL MONTHLY CASH REQUIREMENTS						258974.48				205789.47				253261.58				168628.77			886654.30

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:

ELIZABETH MIRIAM L. PAREDES
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:

GRACE A. MANALO
Accountant /
Local Budget Officer

Approved by:

TRINIDAD A. RODRIGUEZ
Head of Office/Agency

Date Prepared:

NOVEMBER 11, 2016