

**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/Offi	<u>TOURISM PROMOTIONS BOARD</u>	Agency Account Code:	<u>No Code</u>	Contact Person:	<u>Remigio Pagaduan</u>
Region:	<u>MAIN &amp; NCR</u>			Position:	<u>OIC - Procurement and General Services Division</u>
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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			
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																					
<b>COMMON ELECTRICAL SUPPLIES</b>																					
1	BATTERY, dry cell, AA, 2 pieces per blister pack	pack			28	28				0		22		22				0	50	20.28	1,014.00
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack			42	42				0		30		30				0	72	19.20	1,382.40
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-
4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube			20	20				0		20		20				0	40	40.97	1,638.80
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	75.39	-
6	TAPE, ELECTRICAL, 18mm x 16M min	roll			15	15				0		10		10				0	25	18.93	473.25
<b>COMMON OFFICE SUPPLIES</b>																					

1	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0			Pages 2 0				0			0	0	766.73	-
2	AIR FRESHENER, aerosol, 280ml/150g min	can			9	9			0		9		9			0	18	88.69	1,596.42
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle			8	8			0		7		7			0	15	49.73	745.95
4	CARBON FILM, PE, black, size 210mm x 297mm	box			2	2			0		1		1			0	3	205.48	616.44
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0			0				0			0	0	210.91	-
6	CARTOLINA, assorted colors	pack				0			0				0			0	0	67.06	-
7	CHALK, molded, white, dustless, length: 78mm min	box				0			0				0			0	0	26.89	-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece			169	169			0		166		166			0	335	38.19	12,793.65
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece			106	106			0		102		102			0	208	40.47	8,417.76
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box			115	115			0		102		102			0	217	7.87	1,707.79
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box			111	111			0		101		101			0	212	13.94	2,955.28
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box			125	125			0		114		114			0	239	19.88	4,751.32
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box			136	136			0		130		130			0	266	41.10	10,932.60
14	CORRECTION TAPE, film base type, UL 6m min	piece			117	117			0		105		105			0	222	18.26	4,053.72
15	DATA FILE BOX, made of chipboard, with closed ends	box			54	54			0		53		53			0	107	72.57	7,764.99
16	DATA FOLDER, made of chipboard, taglia lock	piece			142	142			0		137		137			0	279	71.39	19,917.81
17	ENVELOPE, DOCUMENTARY, for A4 size document	box			5	5			0		5		5			0	10	424.47	4,244.70
18	ENVELOPE, DOCUMENTARY, for legal size document	box			5	5			0		5		5			0	10	538.80	5,388.00
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box			12	12			0		8		8			0	20	667.84	13,356.80
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece			151	151			0		145		145			0	296	28.71	8,498.16
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box			1	1			0				0			0	1	341.79	341.79
22	ENVELOPE, mailing, white, with window	box				0			0				0			0	0	427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece			41	41			0				0			0	41	11.55	473.55
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece			41	41			0		29		29			0	70	6.23	436.10

25	FASTENER, METAL, 70mm between prongs	box			98	98				Pages 3 0		86		86				0	184	59.37	10,924.08
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece			10	10				0		10		10				0	20	73.59	1,471.80
27	FILE TAB DIVIDER, bristol board, for A4	set			307	307				0		306		306				0	613	12.98	7,956.74
28	FILE TAB DIVIDER, bristol board, for legal	set			16	16				0		14		14				0	30	17.31	519.30
29	FOLDER, FANCY, for A4 size documents	bundle			38	38				0		31		31				0	69	258.50	17,836.50
30	FOLDER, FANCY, for legal size documents	bundle			20	20				0		19		19				0	39	302.85	11,811.15
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack			66	66				0		63		63				0	129	177.92	22,951.68
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack			60	60				0		54		54				0	114	222.27	25,338.78
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box			16	16				0		4		4				0	20	776.59	15,531.80
34	FOLDER, TAGBOARD, for A4 size documents	pack			14	14				0		10		10				0	24	226.05	5,425.20
35	FOLDER, TAGBOARD, for legal size documents	pack			13	13				0		8		8				0	21	208.38	4,375.98
36	GLUE, all purpose, gross weight: 200 grams min	jar			14	14				0		11		11				0	25	49.73	1,243.25
37	INDEX TAB, self-adhesive, transparent	box			11	11				0		9		9				0	20	53.74	1,074.80
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0				0				0	0	676.00	-
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece			26	26				0		17		17				0	43	43.26	1,860.18
40	MARKER, FLUORESCENT, 3 assorted colors per set	set			46	46				0		37		37				0	83	36.97	3,068.51
41	MARKER, whiteboard, black, felt tip, bullet type	piece			37	37				0		34		34				0	71	10.69	758.99
42	MARKER, whiteboard, blue, felt tip, bullet type	piece			32	32				0		30		30				0	62	10.69	662.78
43	MARKER, whiteboard, red, felt tip, bullet type	piece			32	32				0		30		30				0	62	10.69	662.78
44	MARKER, PERMANENT, bullet type, black	piece			61	61				0		58		58				0	119	10.04	1,194.76
45	MARKER, PERMANENT, bullet type, blue	piece			51	51				0		38		38				0	89	10.04	893.56
46	MARKER, PERMANENT, bullet type, red	piece			41	41				0		36		36				0	77	10.04	773.08
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece			69	69				0		57		57				0	126	12.52	1,577.52
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad			41	41				0		35		35				0	76	32.45	2,466.20

49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad			120	120				Pages 40		104		104			0	224	44.32	9,927.68
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad			35	35				0		35		35			0	70	59.49	4,164.30
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad			8	8				0		8		8			0	16	18.99	303.84
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box			76	76				0		74		74			0	150	6.91	1,036.50
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box			103	103				0		101		101			0	204	14.04	2,864.16
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream			996	996				0		996		996			0	1992	137.66	274,218.72
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream			144	144				0		105		105			0	249	160.94	40,074.06
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream			153	153				0		152		152			0	305	119.09	36,322.45
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream			102	102				0		97		97			0	199	123.08	24,492.92
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream			12	12				0		11		11			0	23	95.18	2,189.14
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll			29	29				0		5		5			0	34	34.29	1,165.86
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box			28	28				0		24		24			0	52	20.40	1,060.80
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0				0			0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book			46	46				0		34		34			0	80	62.73	5,018.40
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book			23	23				0		16		16			0	39	97.34	3,796.26
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle			10	10				0				0			0	10	267.14	2,671.40
65	RUBBER BAND, 70mm min lay flat length (#18)	box			22	22				0		10		10			0	32	97.04	3,105.28
66	RULER, plastic, 450mm (18"), width: 38mm min	piece			33	33				0		28		28			0	61	16.10	982.10
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece			315	315				0		304		304			0	619	35.99	22,277.81
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece			170	170				0		157		157			0	327	35.99	11,768.73
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece			145	145				0		132		132			0	277	35.99	9,969.23
70	STAMP PAD INK, purple or violet	bottle			12	12				0		8		8			0	20	25.62	512.40
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece			12	12				0		3		3			0	15	28.77	431.55
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box			6	6				0		6		6			0	12	21.51	258.12

73	STAPLE WIRE, STANDARD, (26/6)	box			69	69				Pages 5 0		67		67				0	136	19.68	2,676.48
74	TAPE, MASKING, width: 24mm (±1mm)	roll			61	61				0		54		54				0	115	57.32	6,591.80
75	TAPE, MASKING, width: 48mm (±1mm)	roll			43	43				0		42		42				0	85	109.24	9,285.40
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll			263	263				0		205		205				0	468	29.08	13,609.44
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll			130	130				0		124		124				0	254	11.36	2,885.44
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll			96	96				0		85		85				0	181	27.58	4,991.98
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack			12	12				0		12		12				0	24	70.30	1,687.20
80	TWINE, plastic, one (1) kilo per roll	roll				0				0				0				0	0	51.92	-
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0				0				0				0	0	133.99	-
82	Airline Travel	ticket				0				0				0				0	0	0.00	-

**COMMON OFFICE DEVICES**

1	CUTTER BLADE, for heavy duty cutter	tube			17	17				0		12		12				0	29	10.22	296.38
2	CUTTER KNIFE, for general purpose	piece			5	5				0		3		3				0	8	20.55	164.40
3	DATING AND STAMPING MACHINE, heavy duty	piece			2	2				0				0				0	2	497.52	995.04
4	PENCIL SHARPENER, manual, single cutter head	piece			8	8				0				0				0	8	194.69	1,557.52
5	PUNCHER, paper, heavy duty, with two hole guide	piece			9	9				0		4		4				0	13	123.42	1,604.46
6	SCISSORS, symmetrical, blade length: 65mm min	pair			50	50				0		26		26				0	76	14.28	1,085.28
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece			49	49				0		25		25				0	74	85.45	6,323.30
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece			8	8				0				0				0	8	913.95	7,311.60
9	STAPLE REMOVER, PLIER-TYPE	piece			38	38				0		16		16				0	54	18.91	1,021.14
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece			7	7				0		1		1				0	8	51.57	412.56
11	WASTEBASKET, non-rigid plastic	piece				0				0				0				0	0	25.96	-

**COMMON JANITORIAL SUPPLIES**

1	BROOM, soft (tambo)	piece				0				0				0				0	0	91.94	-
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2	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0				Pages 6 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				0				0				0			0	0	38.93	-
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can				0				0				0			0	0	125.20	-
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				0				0				0			0	0	90.85	-
10	INSECTICIDE, aerosol type, net content: 600ml min	can				0				0				0			0	0	142.77	-
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				0				0				0			0	0	10,816.00	-
2	CALCULATOR, compact, 12 digits	unit		20	20					0				0			0	20	140.61	2,812.20
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		11	11					0				0			0	11	6,828.14	75,109.54
6	DOCUMENT CAMERA, 3.2M pixels	unit				0				0				0			0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit		2	2					0				0			0	2	1,091.33	2,182.66

8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit			3	3				Pages 7 0				0			0	3	1,372.55	4,117.65
9	ELECTRIC FAN, STAND type, plastic blade	unit			6	6				0				0			0	6	1,046.65	6,279.90
10	ELECTRIC FAN, WALL type, plastic blade	unit			2	2				0				0			0	2	782.00	1,564.00
11	FACSIMILE MACHINE, uses thermal paper	unit			2	2				0				0			0	2	3,642.83	7,285.66
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit			10	10				0		5		5			0	15	1,123.78	16,856.70
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit			10	10				0		5		5			0	15	5,191.68	77,875.20
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0				0			0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit			1	1				0				0			0	1	8,411.60	8,411.60
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit			1	1				0				0			0	1	5,927.17	5,927.17
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			1	1				0				0			0	1	6,064.78	6,064.78
19	PRINTER, LASER, monochrome, network-ready	unit				0				0				0			0	0	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				0				0				0			0	0	36,587.28	-

**COMMON COMPUTER SUPPLIES**

1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0				0			0	0	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0				0			0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0				0			0	0	796.06	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0				0			0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0				0				0			0	0	620.67	-
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0				0			0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece			186	186				0		186		186			0	372	22.66	8,429.52

8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece			21	21				Pages 8 0		3		3			0	24	3,152.86	75,668.64
9	FLASH DRIVE, 16 GB capacity	piece			75	75				0		13		13			0	88	261.75	23,034.00
10	MOUSE, optical, USB connection type	unit			11	11				0		4		4			0	15	140.39	2,105.85

**HANDBOOK ON PROCUREMENT**

1	HANDBOOK (RA 9184), 7th Edition	piece			31	31				0				0			0	31	48.13	1,492.03
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**CONSUMABLES**

1	DRUM CART, BROTHER DR-3455	cart				0				0				0			0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart				0				0				0			0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0				0				0			0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0				0				0			0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0				0				0			0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart				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				Pages 9 0				0			0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0			0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0			0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0			0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0			0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0			0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0			0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0			0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0			0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0			0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0			0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0			0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0				0				0			0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0				0			0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0				0			0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0				0			0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0			0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0			0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0			0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0				0				0			0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart				0				0				0			0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0			0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0			0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0			0	0	379.64	-

43	INK CART, HP CZ121A (HP685A), Black	cart				o				Pages 10 o				o			o	o	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				o				o				o			o	o	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				o				o				o			o	o	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				o				o				o			o	o	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				o				o				o			o	o	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				o				o				o			o	o	0.00	-
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				o				o				o			o	o	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				o				o				o			o	o	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				o				o				o			o	o	0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart				o				o				o			o	o	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				o				o				o			o	o	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				o				o				o			o	o	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				o				o				o			o	o	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				o				o				o			o	o	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				o				o				o			o	o	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				o				o				o			o	o	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				o				o				o			o	o	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				o				o				o			o	o	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				o				o				o			o	o	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				o				o				o			o	o	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				o				o				o			o	o	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				o				o				o			o	o	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				o				o				o			o	o	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				o				o				o			o	o	753.88	-

67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				0				Pages 11 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				0				0			0			0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0				0			0			0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0			0			0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0			0			0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart			10	10				0		5	5			0	15	3,009.01	45,135.15
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				o				Pages 12 o				o			o	o	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				o				o				o			o	o	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				o				o				o			o	o	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				o				o				o			o	o	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				o				o				o			o	o	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				o				o				o			o	o	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				o				o				o			o	o	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				o				o				o			o	o	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				o				o				o			o	o	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				o				o				o			o	o	0.00	-
101	TONER CART, HP CF280XC	cart				o				o				o			o	o	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				o				o				o			o	o	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				o				o				o			o	o	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				o				o				o			o	o	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				o				o				o			o	o	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				o				o				o			o	o	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				o				o				o			o	o	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				o				o				o			o	o	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				o				o				o			o	o	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				o				o				o			o	o	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				o				o				o			o	o	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				o				o				o			o	o	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				o				o				o			o	o	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				o				o				o			o	o	0.00	-

115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				Pages 13 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				0		5		5			0	10	3,228.58	32,285.80
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			Pages 14 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	RECHARGEABLE BATTERY WITH CHARGER, 4 BATTERIES PER SET CAMERA FLASH 2 UNITS	set			2	2			0		2				0	4	2,000.00	8,000.00
2	LED Linear Tube, 18 watts individually wrapped in carton	tube			10	10			0		10				0	20	500.00	10,000.00
3						0			0						0	0		-
4						0			0						0	0		-
5						0			0						0	0		-

**COMMON OFFICE EQUIPMENT**

1	3-hole HEAVY-DUTY PUNCHER	piece			1	1			0						0	1	1,500.00	1,500.00
2	Heavy-duty Stapler	piece			1	1			0						0	1	270.00	270.00

3	Heavy-duty Cutter	piece			2	2				0				0			0	2	100.00	200.00
4	UPS (Uninterrupted Power Supply)	pc			1	1				0				0			0	1	5,000.00	5,000.00
5	Calculator, 14 digit printing	pc.			3	3				0				0			0	3	6,000.00	18,000.00
<b>COMMON OFFICE SUPPLIES</b>																				
1	TAPE, double-sided, 12mm	roll			6	6				0		6		6			0	12	30.00	360.00
2	TAPE, double-sided, 1"	roll			3	3				0		3		3			0	6	60.00	360.00
3	MARKER, permanent, CD, black	piece			2	2				0		1		1			0	3	80.00	240.00
4	3-hole Ring Binder (side), Navy Blue, 2"	piece			12	12				0		12		12			0	24	180.00	4,320.00
5	3-hole Ring Binder (side), Red, 2"	piece			12	12				0		12		12			0	24	180.00	4,320.00
6	3-hole Ring Binder (side), Green, 2"	piece			6	6				0		6		6			0	12	180.00	2,160.00
7	CD sleeves, blue	piece			150	150				0		150		150			0	300	2.00	600.00
8	Sticky - Note 100's Yellow 3x3 100's	pack			5	5				0		5		5			0	10	50.00	500.00
9	Sticky - Flag 5 Colors 100 Flags 11 x 43 mm	pack			10	10				0		5		5			0	15	244.00	3,660.00
10	A3 Paper Cutter Wooden Base	pc			1	1				0				0			0	1	1,400.00	1,400.00
11	A3 Cutting Matt Green	pc			2	2				0		1		1			0	3	244.00	732.00
12	Cheque Book			15		15		15		15		15		15		15	15	60	250.00	15,000.00
13	Clip, backfold 13mm				25	25				0		25		25			0	50	10.00	500.00
14	Columnar Book 552, 300 pages, 10 columns, Hardbound				4	4				0				0			0	4	350.00	1,400.00
15	Correction Tape Refill				15	15				0		10		10			0	25	30.00	750.00
16	General ledger form (for CASH)				2	2				0				0			0	2	300.00	600.00
17	Official Receipt (AR Form)				30	30				0		30		30			0	60	150.00	9,000.00
18	Stamp Pad Ink, black				3	3				0		2		2			0	5	40.00	200.00
19	Stamp "Paid" with date mahine				1	1				0		1		1			0	2	2,000.00	4,000.00
20	File Organizer, Legal Size	pc			5	5				0				0			0	5	72.00	360.00

**COMMON JANITORIAL SUPPLIES**

1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-

**CONSUMABLES**

1	TONER CARTRIDGE, HP M750, Yellow	cart		4	4				0		4		4				0	8	20,000.00	160,000.00
2	TONER CARTRIDGE, HP M750, Cyan	cart		4	4				0		4		4				0	8	20,000.00	160,000.00
3	TONER CARTRIDGE, HP M750, Magenta	cart		4	4				0		4		4				0	8	20,000.00	160,000.00
4	TONER CARTRIDGE, HP M750, Black	cart		6	6				0		6		6				0	12	20,000.00	240,000.00
5	HP Toner CF412A - Yellow	cart	20	6	26		20		20		26		26		20		20	92	5,200.00	478,400.00
6	HP Toner CF411A - Cyan	cart	20	6	26		20		20		26		26		20		20	92	5,200.00	478,400.00
7	HP Toner CF413A - Magenta	cart	20	6	26		20		20		26		26		20		20	92	5,200.00	478,400.00
8	HP Toner CF410A - Black	cart	25	6	31		25		25		31		31		25		25	112	4,100.00	459,200.00
9	INK Cartridge, BROTHER, LC73Y, Yellow	cart		5	5				0		5		5				0	10	770.00	7,700.00
10	INK Cartridge, BROTHER, LC73Y, Cyan	cart		5	5				0		5		5				0	10	770.00	7,700.00
11	INK Cartridge, BROTHER, LC73Y, Magenta	cart		5	5				0		5		5				0	10	770.00	7,700.00
12	INK Cartridge, BROTHER, LC73Y, Black	cart		5	5				0		5		5				0	10	770.00	7,700.00
13	INK CART, HP C8766WA, (HP95), Tri-color	cart		5	5				0		5		5				0	10	1,500.00	15,000.00
14	INK CART, HP C9364WA, (HP98), Black	cart		5	5				0		5		5				0	10	1,100.00	11,000.00
15	HP Toner CF280A	cart	15	15		15		15		15		15		15		15	15	60	4,800.00	288,000.00
16	HP Toner CF410A - Black - Remanufactured	cart	40	40		30		30					0				0	70	3,100.00	217,000.00
17	HP Toner CF411A - Cyan - Remanufactured	cart	25	25		25		25					0				0	50	4,100.00	205,000.00



18	HP Toner CF412A - Yellow - Remanufactured	cart		25		25		25		25				0			0	50	4,100.00	205,000.00
19	HP Toner CF413A - Magenta - Remanufactured	cart		25		25		25		25				0			0	50	4,100.00	205,000.00
20	Fusing Unit (UBIX 501 Dup. Mach.)	set		1		1				0		1		1			0	2	88,000.00	176,000.00
21	Toner Cartridge (New SHARP dup. mach. Models)	cart		10		10				0		5		5			0	15	14,000.00	210,000.00
22	Toner Cartridge (SHARP 455 Dup. Mach.)	cart		4		4				0		4		4			0	8	11,000.00	88,000.00
23	Toner Cartridge (SHARP Portable Du. Mach.)	cart		3		3				0		3		3			0	6	7,000.00	42,000.00
24	Toner Cartridge (UBIX 501 Dup. Mach.)	cart		4		4				0		4		4			0	8	9,000.00	72,000.00
25	CORRECTABLE FILM RIBBON, BROTHER Correctronic GX6750 Typewriter	cart		2		2				0		2		2			0	4	455.00	1,820.00
26						0				0				0			0	0		-
27						0				0				0			0	0		-
28						0				0				0			0	0		-
29						0				0				0			0	0		-
30						0				0				0			0	0		-

**Office Equipment and Accessories**

1	Heavy Duty Copier (Xerox Machine)	units				0	2			2				0			0	2	500,000.00	1,000,000.00
2	TV - 50" LED Monitor	units				0	3			3				0			0	3	70,000.00	210,000.00
3	3TR ceiling Cassette Airconditioner, Split type, INVERTER with installation	unit				0				0		3		3			0	3	140,000.00	420,000.00
4	Handheld Radios with complete accessories	unit			20	20				0				0			0	20	45,000.00	900,000.00
5	2.5HP wall mounted inverter split type airconditioner with installation	unit			4	4				0				0			0	4	70,000.00	280,000.00
6	Magnetic Tempered Graphic coated Glass with lisso	pc			1	1				0				0			0	1	40,000.00	40,000.00
7	MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0	1			1				0			0	1	35,000.00	35,000.00
8	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0	1			1				0			0	1	25,000.00	25,000.00
9	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	units				0	10			10				0			0	10	50,000.00	500,000.00
10	Typewriter	unit			2	2				0				0			0	2	15,000.00	30,000.00

Office Supplies																					
1	BALIKBAYAN BOX	pieces			39	39				0		39		39				0	78	100.00	7,800.00
2	BALLPEN, black	box			78	78				0		78		78				0	156	180.00	28,080.00
3	CLEAR BOOK, A4 size, 10 pockets	pieces			15	15				0		15		15				0	30	120.00	3,600.00
4	CLEAR BOOK, A4 size, 20 pockets	pieces			15	15				0		15		15				0	30	132.00	3,960.00
5	CLEAR BOOK, A4 size, 40 pockets	pieces			25	25				0		25		25				0	50	180.00	9,000.00
6	CLEAR BOOK, A4 size, 40 pockets, fixed type, blue	pieces			15	15				0		15		15				0	30	264.00	7,920.00
7	CLEAR BOOK, Legal size, 60 pockets, fixed type	pieces			15	15				0		15		15				0	30	360.00	10,800.00
8	CLEAR BOOK RCB50 SEAGULL A-4	pieces			15	15				0		15		15				0	30	280.00	8,400.00
9	CLEAR SHEET PROTECTOR, A4 size, 10 pieces	pack			125	125				0		125		125				0	250	40.00	10,000.00
10	CLIPBOARD, Legal size	pieces			3	3				0		3		3				0	6	70.00	420.00
11	DOCUMENT STORAGE BOX, Fixed, Hardbound, Black	pieces			3	3				0		3		3				0	6	350.00	2,100.00
12	FASTENER, for paper, plastic, 50 pcs per box	box			10	10				0		10		10				0	20	30.00	600.00
13	FOLDER, A4, clear with plastic slide	pieces			50	50				0		50		50				0	100	4.00	400.00
14	FRAME, Letter size	pieces			30	30				0		30		30				0	60	150.00	9,000.00
15	ID HOLDER, plastic	pieces			150	150				0		150		150				0	300	20.00	6,000.00
16	PVC Clear binding cover kit, A4 size	pack			25	25				0		25		25				0	50	72.00	3,600.00
17	RING BINDER, A4 size, 2-hole	pieces			45	45				0		45		45				0	90	252.00	22,680.00
18	RING BINDER, A4 size, 3-hole, navy blue	pieces			15	15				0		15		15				0	30	300.00	9,000.00
19	RUBBER STAMP	pieces			4	4				0		4		4				0	8	1,800.00	14,400.00
20	STAMP PAD INK, red, 50 ml	bottle			16	16				0		16		16				0	32	29.56	945.92
21	STAMP PAD INK, blue, 50 ml	bottle			5	5				0		0		0				0	5	29.56	147.80
22	STAMP PAD INK, black, 50 ml	bottle			5	5				0		0		0				0	5	29.56	147.80
23	BALLPEN, Red	box			18	18				0		38		38				0	56	180.00	10,080.00

24	BALLPEN, Blue	box			26	26				0		23		23				0	49	180.00	8,820.00
25	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box			1	1				0				0				0	1	1,140.36	1,140.36
26	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box			8	8				0				0				0	8	1,149.78	9,198.24
27	2 Layer Tray	piece			20	20				0		20		20				0	40	300.00	12,000.00
28	Handy Box	piece			20	20				0		20		20				0	40	300.00	12,000.00
29	Clearbook Refill (Legal)	piece			50	50				0		50		50				0	100	10.00	1,000.00
30	Clearbook Refill (A4)	piece			50	50				0		50		50				0	100	10.00	1,000.00
31	INK For ID printing with 400pcs PVC ID card	piece			2	2				0		2		2				0	4	8,500.00	34,000.00
32	PERMANENT MARKER BLACK (BROAD TIP)	pcs			10	10				0		10		10				0	20	75.00	1,500.00
33	PERMANENT MARKER BLUE (BROAD TIP)	pcs			10	10				0		10		10				0	20	75.00	1,500.00
34	PERMANENT MARKER RED (BROAD TIP)	pcs			10	10				0		10		10				0	20	75.00	1,500.00
35	WHITE BOARD MARKER BLACK (BROAD TIP)	pcs			10	10				0		10		10				0	20	75.00	1,500.00
36	WHITE BOARD MARKER BLUE (BROAD TIP)	pcs			10	10				0		10		10				0	20	75.00	1,500.00
37	WHITE BOARD MARKER RED (BROAD TIP)	pcs			10	10				0		10		10				0	20	75.00	1,500.00
38	SPIRAL NOTEBOOK (100sheets)	pcs			20	20				0		20		20				0	40	60.00	2,400.00
39	STICKER PAPER	packs			10	10				0		10		10				0	20	65.00	1,300.00
40	INDEX CARD (1/2 CROSSWISE)	packs			10	10				0		10		10				0	20	70.00	1,400.00
41	MANILA PAPER	pcs			20	20				0		20		20				0	40	30.00	1,200.00
42	TIMECARD	bundles			10	10				0		10		10				0	20	100.00	2,000.00
43	DATA FOLDER FINGER RING 3X3X15	pcs			5	5				0		5		5				0	10	80.00	800.00
44	TAPE CORRECTOR	pcs			10	10				0		10		10				0	20	45.00	900.00
45	DOUBLE ADHESIVE TAPE (WITH FOAM)	rolls			5	5				0		5		5				0	10	30.00	300.00
46	DOUBLE ADHESIVE TAPE (WITHOUT FOAM)	rolls			5	5				0		5		5				0	10	35.00	350.00
47	STAMP PAD INK	bottles			2	2				0		2		2				0	4	30.00	120.00

48	ELMER'S GLUE BIG	bottles			5	5				0		4		4			0	9	45.00	405.00
49	TYPEWRITER RIBBON (IBM6783)	pcs			6	6				0		6		6			0	12	500.00	6,000.00
50	TYPEWRITER RIBBON CORRECTOR (IBM6783)	pcs			6	6				0		6		6			0	12	450.00	5,400.00
51	INDEX BOX	pcs			3	3				0		3		3			0	6	60.00	360.00
52	CALCULATOR RIBBON (BLACK AND RED)	pcs			5	5				0		5		5			0	10	35.00	350.00
53	Vertical Extension Cord	pc			2	2				0				0			0	2	1,500.00	3,000.00
54	Folder, expanding type	pc/			10	10				0		5		5			0	15	25.00	375.00
55	Stick On, 12.7mm x 44.4mm	pads			5	5				0		5		5			0	10	80.00	800.00
56	Bookbinding Kit PVC A4 5's/pack	pack			75	75				0		75		75			0	150	50.00	7,500.00
57	Plastic Binder 84 Rings 25mm (1") 10's/bundle	bundles			5	5				0		5		5			0	10	200.00	2,000.00
58	Plastic Binder 84 Rings 25mm (1/4") 10's/bundle	bundles			15	15				0		15		15			0	30	200.00	6,000.00
59	Folder (Standard Short)	pc			45	45				0		40		40			0	85	5.00	425.00
60	Folder, clear with plastic fastener (Seagull A4)	pc			52	52				0		52		52			0	104	40.00	4,160.00
61	NOTE PAD, stick-on, (4"x4"), 100 sheets per pad	pads			20	20				0		20		20			0	40	250.00	10,000.00
	Calling Card Case	pc.			5	5				0				0			0	5	600.00	3,000.00
	Clearbook (A4-20 pockets) fixed	pc.			8	8				0		7		7			0	15	105.00	1,575.00
	Clearbook (A4-40 pockets) fixed type	pc.			2	2				0				0			0	2	150.00	300.00
	Clearbook (Long-20 pockets) fixed type	pc.			3	3				0		2		2			0	5	105.00	525.00
	Paper Fastener (Plastic) 50set/bx 8cm	box			3	3				0		3		3			0	6	35.00	210.00
	Tape, Double adhesive (w/ foam) - 1" (green)	pc.			3	3				0		1		1			0	4	25.00	100.00
	Columnar Book - 12 Columns	pc			10	10				0		10		10			0	20	60.00	1,200.00
	EDP Binder, for 11" x 14-7/8" computer	pc			6	6				0		6		6			0	12	41.60	499.20
	Folder, clear plastic, L-type, A4 size, 50's/pack	pack			5	5				0		5		5			0	10	180.00	1,800.00
	Folder, clear plastic, L-type, Legal size, 50's/pack	pack			5	5				0		5		5			0	10	180.00	1,800.00

	Index Card, 5" x 8", 3 columns 100's/pack	pc.			3	3				0		2		2			0	5	80.00	400.00
	Notebook, Corona 100's (152 x 216mm)	pc			6	6				0		6		6			0	12	50.00	600.00
62	Tape, adding machine	roll			18	18				0		18		18			0	36	8.00	288.00
63	Tray In and Out	pc			3	3				0				0			0	3	350.00	1,050.00
64	Typewriter Correction Film (Olympia)	pc			25	25				0		25		25			0	50	50.00	2,500.00
	Folder, Clear A4 with plastic slide	pc			15	15				0				0			0	15	4.00	60.00
	Pin Board	pc			5	5				0		5		5			0	10	20.00	200.00
	Folder A4, Morroco	pc/			100	100				0		100		100			0	200	10.00	2,000.00
65	Typewriter Ribbon (Olympia)	pc			25	25				0		25		25			0	50	70.00	3,500.00
66	Columnar Book - 6columns	pc			5	5				0		5		5			0	10	30.00	300.00
67	Envelope, Expanding plastic w/ lock long	pc			5	5				0		5		5			0	10	45.00	450.00

**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	Professional Drone Camera with accessories	unit			1	1				0				0			0	1	70,000.00	70,000.00
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2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-

**Cleaning Equipment and Supplies**

1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-

**Paper Materials and Products**

1	PAPER, Multi-Purpose (COPY) A3,100gsm	ream			3	3				0			3	3				0	6	480.00	2,880.00
2	Matte Photo Paper A4 140gsm	pack			8	8				0			5	5				0	13	42.00	546.00
3	PAPER, Multipurpose (Copy) A3, 70 gsm	ream			3	3				0				0				0	3	600.00	1,800.00

4	PAPER, Matte sticker (10pcs/pack)	pack			34	34				0		33		33				0	67	42.00	2,814.00
5	PAPER, Thick paper A4, 250gsm	ream			2	2				0				0				0	2	1,200.00	2,400.00
6	PAPER, Assorted colored	ream			1	1				0				0				0	1	250.00	250.00
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-

**Lighting and fixtures and accessories**

1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-

**Electrical equipment and components and supplies**

1	Contact cleaner (Lubricant)	btls			1	1				0				0				0	1	600.00	600.00
2	CONVENIENT OUTLET 2 gang	pcs			15	15				0				0				0	15	600.00	9,000.00
3	Crow Bar	pc			1	1				0				0				0	1	1,000.00	1,000.00
4	Cutter Tube	pc			1	1				0				0				0	1	400.00	400.00
5	Cutting Dimond Glass Tool	pc			1	1				0				0				0	1	2,000.00	2,000.00

6	Electric Angle Grinder	unit			1	1				0				0			0	1	4,500.00	4,500.00
7	Electric Bench Grinder	unit			1	1				0				0			0	1	3,500.00	3,500.00
8	Electric Drill Bits	set			2	2				0				0			0	2	3,400.00	6,800.00
9	Electric Heat gun	unit			1	1				0				0			0	1	3,800.00	3,800.00
10	Electric Jigsaw	unit			1	1				0				0			0	1	5,800.00	5,800.00
11	Electric Planer	unit			1	1				0				0			0	1	8,500.00	8,500.00
12	Flexible Tube (Plastic orange 1/2), 100 meters	roll			1	1				0				0			0	1	400.00	400.00
13	Gypsum screw 1"	pcs.			500	500		500	500			500	500		500		500	2000	2,000.00	4,000,000.00
14	Hammer Ball pen	pc			1	1				0				0			0	1	1,500.00	1,500.00
15	Junction Box 4x4	pcs.			20	20				0				0			0	20	400.00	8,000.00
16	Mapp Gas w/ Tourh	unit			1	1				0				0			0	1	4,500.00	4,500.00
17	Tox, with Screw (assorted sizes) 10-cs/pack	packs			75	75				0	75		75				0	150	45,000.00	6,750,000.00
18	Utiliy Box, Surface type	pcs.			15	15				0				0			0	15	600.00	9,000.00
19	WIRE, THHN 3.5 mm2 Stranded	rlls			2	2				0				0			0	2	7,400.00	14,800.00
20	Wire, 22mm2 standed	roll			1	1				0				0			0	1	14,500.00	14,500.00
21	WIRE, UTP CAT5 Wire	roll			1	1				0				0			0	1	6,500.00	6,500.00
22						0				0				0			0	0		-
23						0				0				0			0	0		-
24						0				0				0			0	0		-
25						0				0				0			0	0		-
<b>Computer Supplies</b>																				
1	Flash Drive, 32GB, USB 2.0 plug and play	piece			10	10				0	5		5				0	15	233.38	3,500.70
2	4TB External Hard Drive USB 3.0 USB Powered- No Power Supply	piece			4	4				0	3		3				0	7	9,000.00	63,000.00
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		-

**Computer Equipment and Accessories**

1	Computer Unit (include specs)	unit			0	3			3				0				0	3	60,000.00	180,000.00
2	Computer Unit, Work Station (Creatives)	unit			0	2			2				0				0	2	100,000.00	200,000.00
3	Laptop, dual-core, intel core i7	unit			0	2			2				0				0	2	80,000.00	160,000.00
4	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video	unit		1	1				0				0				0	1	35,000.00	35,000.00
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	Filing Cabinet, 4 layers, lateral, metal	piece			0	11			11				0				0	11	15,000.00	165,000.00
2	Filing Cabinet, 3 layers, lateral, metal	piece			0	13			13				0				0	13	8,000.00	104,000.00
3	CD Cabinet Drawer, Plastic	piece			0	1			1				0				0	1	3,000.00	3,000.00
4	Passenger Van 3.0 MT diesel 2017 10 seater	units			0				0			1	1				0	1	2,000,000.00	2,000,000.00
5	Sedan 1.5 CVT Gasoline 2017	units			0				0			2	2				0	2	1,250,000.00	2,500,000.00

6	Delivery Van Cab and Chassis	unit			0				0			1	1				0	1	2,200,000.00	2,200,000.00
7	Coaster 25-27 Seater	unit			0				0			1	1				0	1	4,200,000.00	4,200,000.00
8	Fitness / Gym Equipment	lot			0	1			1				0				0	1	1,000,000.00	1,000,000.00
9	ACOUSTIC BOARD, anay finish 2 X 4	pcs		10	10		10		10				0	5			5	25	350.00	8,750.00
10	Blind Rivets Assorted	pcks		5	5				0				0				0	5	120.00	600.00
11	CABLE TRACER, with tone generator	unit		1	1				0				0				0	1	8,500.00	8,500.00
12	Car Fresheners	can		63	63				0	62		62					0	125	70.00	8,750.00
13	Christmas Decorations	lot			0				0				0	1			1	1	40,000.00	40,000.00
14	CLAMP AMMETER Tester	unit		1	1				0				0				0	1	4,750.00	4,750.00
15	FILTER CARTRIDGE (drinking fountain) glass	rlls		1	1				0				0				0	1	900.00	900.00
16	Filter Foam (drinking fountain)	pc.		6	6				0	6		6					0	12	200.00	2,400.00
17	Handsoap Refill Pack (500ml)	pc.		60	60				0	60		60					0	120	80.00	9,600.00
18	Humidifier	units		15	15				0				0				0	15	1,000.00	15,000.00
19	Humidifier Scent (50 ml.)	units		15	15				0				0				0	15	200.00	3,000.00
20	LED Flashlight	pcs		1	1				0				0				0	1	500.00	500.00
21	LED headlight	pcs		1	1				0				0				0	1	300.00	300.00
22	LOCK, Door Yale	pcs		5	5				0				0				0	5	600.00	3,000.00
23	MALE PLUG	pcs		10	10				0	10		10					0	20	70.00	1,400.00
24	Mighty Bond	tubes		3	3				0	2		2					0	5	100.00	500.00
25	NAIL, Finishing 1"	kilo		1	1				0				0				0	1	55.00	55.00
26	NAIL, Finishing 2"	kilo		1	1				0				0				0	1	60.00	60.00
27	NAIL, Finishing 3"	kilo		1	1				0				0				0	1	70.00	70.00
28	NAIL, Concrete 1"	kilo		1	1				0				0				0	1	25.00	25.00
29	NAIL, Concrete 2"	kilo		1	1				0				0				0	1	30.00	30.00

30	NAIL, Concrete 3"	kilo		1	1				0				0			0	1	43.00	43.00
31	Plants	pcs.		25	25			25	25				0	25		25	75	150.00	11,250.00
32	SURFACE Type 3-gang outlet	pcs		5	5				0	5		5				0	10	50.00	500.00
33	SURGE PROTECTOR with individual switch	pcs		3	3				0	2		2				0	5	1,500.00	7,500.00
34	TAPE, Rubber Big	rolls			12	12			0			0				0	12	375.00	4,500.00
35	Telephone box	pcs		25	25				0	25		25				0	50	25.00	1,250.00
36	Telephone Cord	pcs.		25	25				0	25		25				0	50	40.00	2,000.00
37	Telephone Jacketed Wire 3C	rolls		2	2				0	2		2				0	4	2,600.00	10,400.00
38	Telephone Wire	pcs		25	25				0	25		25				0	50	30.00	1,500.00
39	3-way Crossover	unit			1	1			0			0				0	1	6,000.00	6,000.00
40	4 Channel mixer with USB and /or bluetooth	unit			1	1			0			0				0	1	9,500.00	9,500.00
41	Amplifier 702	unit			1	1			0			0				0	1	8,500.00	8,500.00
42	Speaker for 702 Amplifier	unit			2	2			0			0				0	2	9,500.00	19,000.00
43	Equalizer (Stereo) 20 band	unit			1	1			0			0				0	1	6,000.00	6,000.00
44	Mic Stand	unit			2	2			0			0				0	2	1,750.00	3,500.00
45	Mini Drawer	pcs			3	3			0			0				0	3	800.00	2,400.00
46	Assorted Medicines (For TPB Clinic)	lot			1	1		1	1		1	1			1	1	4	6,000.00	24,000.00
47	Posters (For TPB Clinic)	pcs			5	5		5	5			0				0	10	800.00	8,000.00
48	Soap, bathroom	pcs.			3	3			0	3		3				0	6	50.00	300.00
49	4-5 Layer boltless heavy duty warehouse steel rack shelves	pc			1	1			0			0				0	1	5,000.00	5,000.00
50	Plastic storage box	pc			2	2			0	2		2				0	4	480.00	1,920.00
51	Pocket Wi-fi	pc			1	1			0			0				0	1	5,000.00	5,000.00
52	Wheeled suitcase (hard case)	pc			1	1			0			0				0	1	3,500.00	3,500.00
53	CD Rack	pc			2	2			0			0				0	2	1,500.00	3,000.00

54	Appointment Book	pc			1	1				0				0			0	1	3,000.00	3,000.00	
55	Cork Board	pc			1	1				0				0			0	1	500.00	500.00	
56						0				0				0			0	0		-	
57						0				0				0			0	0		-	
58						0				0				0			0	0		-	
<b>C. TOTAL (A + B):</b>																		<b>₱</b>	<b>33,434,767.90</b>		
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																		<b>₱</b>	<b>3,343,476.79</b>		
<b>E. GRAND TOTAL (C + D)</b>																		<b>₱</b>	<b>36,778,244.69</b>		
<b>F. APPROVED BUDGET BY THE AGENCY HEAD</b>																					
<b>G. MONTHLY CASH REQUIREMENTS</b>																					
G.1 Available at Procurement Service Stores					737,625.04				-					440,004.84				-		₱	1,177,629.88
G.2 Other Items not available at PS but regularly purchased from other sources					8,023,484.56				5,486,250.00					17,193,427.46				1,538,000.00		₱	32,241,162.02
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					<b>8,761,109.60</b>				<b>5,486,250.00</b>					<b>17,633,432.30</b>				<b>1,538,000.00</b>		<b>₱</b>	<b>33,418,791.90</b>

\*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:

Roselle D. Romero  
Property/Supply Officer

Marian Sarah Garate  
Accountant / Local Budget Officer

Cesar D. Montano  
Head of Office/Agency

Date: 11/27/2017





























































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