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 addressess:
   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 TOURISM PROMOTIONS BOARD
Region: MAIN & NCR
Address: 4th Floor Legaspi Towers 300, Inc. Roxas Blvd. Cor. Vito Cruz St. Malate, Manila

Agency Account Code: No Code

Contact Person: Remigio Pagaduan
Position: OIC - Procurement and General Services Division
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	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
	COMMON ELECTRICAL SUPPLIES																				
	ATTERY, 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
	COMMON OFFICE SUPPLIES																				

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
[illegible]	LEARBOOK, 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
[illegible]	NVELOPE, DOCUMENTARY, for legal size ocument	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
[illegible]	OLDER, 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
[illegible]	ARKER, 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 4 0		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
	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
	ULER, 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				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	-
	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
	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	-

2	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0				0				0				0	0	24.88	-
3	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0				0				0				0	0	43.26	-
4	CLEANSER, SCOURING POWDER, 350g min./can	can				0				0				0				0	0	24.88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch				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				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
[illegible]	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																				
[illegible]	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
	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				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	-
	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	-
	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				0				Pages 10 0				0				0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0				0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0				0	0	0.00	-
49	INK CART, HP L0S51AA (HP955) Cyan Original	cart				0				0				0				0	0	0.00	-
50	INK CART, HP L0S54AA (HP955) Magenta Original	cart				0				0				0				0	0	0.00	-
	INK CART, HP L0S57AA (HP955) Yellow Original	cart				0				0				0				0	0	0.00	-
52	INK CART, HP L0S60AA (HP955) Black Original	cart				0				0				0				0	0	0.00	-
53	INK CART, HP L0S63AA (HP955XL) Cyan Original	cart				0				0				0				0	0	0.00	-
54	INK CART, HP L0S66AA (HP955XL) Magenta Original	cart				0				0				0				0	0	0.00	-
55	INK CART, HP L0S69AA (HP955XL) Yellow Original	cart				0				0				0				0	0	0.00	-
56	INK CART, HP L0S72AA (HP955XL) Black Original	cart				0				0				0				0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0				0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0				0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0				0	0	0.00	-
	IK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0				0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0				0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0				0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0				0				0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0				0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0				0				0				0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	753.88	-

67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				0				0				0				0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				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				0				0				0				0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				0				0				0				0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0				0				0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0				0				0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0				0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0				0				0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0				0				0				0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0				0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0				0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0				0				0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0				0				0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0				0				0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0				0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0				0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0				0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0				0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0				0				0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0				0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0				0				0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0				0				0	0	0.00	-

115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0				0				0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0				0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0				0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0				0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0				0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0				0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0				0	0	0.00	-
	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				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 AVALABLE 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		2				0	4	2,000.00	8,000.00
2	LED Linear Tube, 18 watts individually wrapped in carton	tube			10	10				0		10		10				0	20	500.00	10,000.00
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-

COMMON OFFICE EQUIPMENT

1	3-hole HEAVY-DUTY PUNCHER	piece			1	1				0				0				0	1	1,500.00	1,500.00
2	Heavy-duty Stapler	piece			1	1				0				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
COMMON OFFICE SUPPLIES																					
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	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	5	29.56	147.80
22	STAMP PAD INK, black, 50 ml	bottle			5	5				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
	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
	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		-
						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

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																					
						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		-
						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
	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		-
						0				0				0				0	0		-
24						0				0				0				0	0		-
25						0				0				0				0	0		-
Computer Supplies																					
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																					
	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		-
						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
[illegible]	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
[illegible]	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
	elephone 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
	osters (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		-

C. TOTAL (A + B):		₱ 33,434,767.90
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱ 3,343,476.79
E. GRAND TOTAL (C + D)		₱ 36,778,244.69
[illegible]PPROVED BUDGET BY THE AGENCY [illegible]D		
G. MONTHLY CASH REQUIREMENTS		

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 regulary purchased from other sources		8,023,484.56		5,486,250.00		17,193,427.46		1,538,000.00		₱ 32,241,162.02
TOTAL MONTHLY CASH REQUIREMENTS		8,761,109.60		5,486,250.00		17,633,432.30		1,538,000.00		₱ 33,418,791.90

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.

[illegible]epared by:

Roselle D. Romero

Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

Marian Sarah Garate

Accountant / Local Budget Officer

Approved by:

for Le Sy 11/29/17

Cesar D. Montano

Head of Office/Agency

Date: 11/27/2017