

ANNUAL PROCUREMENT PLAN FOR 2018
For Common-Use Supplies and Equipment

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

1.

Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2.

For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):

a.

Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**

b.

Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataman)- **Regions VI, VII, VIII, X, & XI**

c.

Surigao Del Norte - **Surigao Del Norte**

d.

Zamboanga Sibugay- **Zamboanga Sibugay**

e.

Camiguin - **Camiguin**
3.

Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
4.

APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps- philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.
5.

For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6.

The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:

a.

DBM Central Office- for entities in the Central Office

b.

DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:

a.

ps.app.nga@gmail.com- For central and regional offices of all national government agencies

b.

ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges

c.

ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations

d.

ps.app.deped@gmail.com- For primary and secondary schools

e.

ps.app.lgu@gmail.com - For Local government units
7.

Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8.

Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017-PS- Central Office).
9.

For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____
Region: _____
Address: _____

Agency Account Code: _____

Contact Person: _____
Position: _____
E-mail : _____
Telephone/Mobile Nos: _____

Item & Specifications		Unit of Measur e	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
A.																					
COMMON ELECTRICAL SUPPLIES																					
1	BATTERY, size AA, alkaline, 2 pieces per blister pack	pack			10	10		10		10		10		10		10		40	17.42	696.80	
2	BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack			20	20		20		20		20					0	60	15.03	901.80	
3	BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0				0			0	0	77.56	-	
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0			0	0	114.40	-	

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			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
5	FLUORESCENT LAMP, tubular, 36 watts	tube				0				0				0				0	0	280.80	-
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0				0	0		-
7	TAPE, electrical	roll				0				0				0				0	0	18.20	-
COMMON OFFICE SUPPLIES																					
1	ACETATE, gauge #3, 50m per roll	roll				0				0				0				0	0	624.00	-
2	AIR FRESHENER, 280mL/can	can				0				0				0				0	0	83.20	-
3	ALCOHOL, 70%, ethyl, 500ml	bottle			8	8		8		8		8		8		8		8	32	47.82	1,530.24
4	CARBON FILM, A4 size, 100 sheets per box	box		1		1				0				0				0	1	197.58	197.58
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box			2	2		2		2				0				0	4	202.80	811.20
6	CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0				0	0	64.48	-
7	CHALK, white, dustless, 100 pieces per box	box		1		1				0				0				0	1	25.86	25.86
8	CLEARBOOK, A4 size	piece				0				0				0				0	0	39.52	-
9	CLEARBOOK, Legal size	piece	10			10				0				0				0	10	43.68	436.80
10	CLIP, backfold, 19mm, 12 pieces per box	box	1			1				0				0				0	1	7.28	7.28
11	CLIP, backfold, 25mm, 12 pieces per box	box	2			2				0				0				0	2	10.40	20.80
12	CLIP, backfold, 32mm, 12 pieces per box	box	3			3				0				0				0	3	19.12	57.36
13	CLIP, backfold, 50mm, 12 pieces per box	box				0				0				0				0	0	36.38	-
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	23			23		20		20		20		20		20		20	83	31.20	2,589.60
15	DATA FILE BOX, made with chipboard, with closed ends	box	12			12				0				0				0	12	69.78	837.36
16	DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0	68.64	-
17	ENVELOPE, DOCUMENTARY, for A4 size document,	piece		50		50				0		70		70				0	120	0.76	91.20
18	ENVELOPE, DOCUMENTARY, for Legal size document,	piece			150	150		150		150		70		70				0	370	1.01	375.48
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents,	piece	6			6				0				0				0	6	6.22	37.30
20	ENVELOPE, EXPANDING, plastic	piece	2			2				0				0				0	2	27.61	55.22
21	ENVELOPE, MAILING,, 80 gsm	box				0		15		15				0				0	15	1.00	14.98
22	ENVELOPE, MAILING, with window, 80 gsm	box				0				0				0				0	0	1.12	-
23	ERASER, felt, for blackboard/whiteboard	piece			5	5				0				0				0	5	11.11	55.55
24	ERASER, plastic or rubber	piece			7	7				0				0				0	7	2.29	16.03
25	FASTENER, for paper,plastic, 50 sets per box	box			12	12		13		13				0				0	25	57.09	1,427.25
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0				0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0				0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0				0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0				0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0				0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0				0	0	203.84	-
33	FOLDER, Pressboard, size 210mm x 370mm,	piece			20	20		20		20				0				0	40	7.47	298.69
34	FOLDER, Tagboard, short	piece			100	100		150		150		150		150		162		162	562	1.79	1,007.55
35	FOLDER, Tagboard, Long	piece			100	100		150		150		150		150		162		162	562	2.00	1,126.08

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			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
36	GLUE, all purpose, 300 grams min.	jar			4	4				0				0				0	4	44.18	176.72
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0				0				0	0	47.90	-
38	LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0				0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece	4			4				0				0				0	4	41.60	166.40
40	MARKER, fluoresent, 3 colors per set	set			8	8		6		6				0				0	14	35.55	497.70
41	MARKER, whiteboard, bullet type, black	piece	1			1				0				0				0	1	10.28	10.28
42	MARKER, whiteboard, bullet type, blue	piece				0				0				0				0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece	11			11				0				0				0	11	10.28	113.08
44	MARKER, permanent, bullet type, black	piece		11		11		10		10		10		10		10		10	41	9.65	395.65
45	MARKER, permanent, bullet type, blue	piece				0				0				0				0	0	9.65	-
46	MARKER, permanent, bullet type, red	piece		5		5				0				0				0	5	9.65	48.25
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0				0				0				0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad			4	4				0				0				0	4	31.20	124.80
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad			5	5				0				0				0	5	40.54	202.70
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad			4	4				0				0				0	4	54.06	216.24
51	PAD PAPER, Ruled	pad			10	10				0				0				0	10	18.26	182.60
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box		20		20		19		19		10		10				0	49	12.85	629.65
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box		20		20		19		19		10		10				0	49	6.43	315.07
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0				0	0	109.50	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0	135.65	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream		40		40		40		40		40		40		40		40	160	98.90	15,824.00
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream		40		40		40		40		40		40		40		40	160	109.24	17,478.40
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0				0				0		2		2	2	88.40	176.80
59	PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box		2		2				0				0				0	2	19.62	39.24
61	PHILIPPINE NATIONAL FLAG	piece			9	9				0				0				0	9	278.72	2,508.48
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book			15	15				0				0				0	15	60.32	904.80
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book			10	10		10		10				0				0	20	86.85	1,737.00
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0				0	0	256.87	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box			10	10		7		7				0				0	17	93.31	1,586.27
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece			7	7				0				0				0	7	15.48	108.36
67	SIGN PEN, black	piece			20	20		20		20		25		25		20		20	85	38.10	3,238.50
68	SIGN PEN, blue	piece			2	2				0				0				0	2	38.10	76.20
69	SIGN PEN, red	piece			6	6				0				0				0	6	38.10	228.60
70	STAMP PAD INK, violet, 50mL	bottle			4	4				0				0				0	4	24.63	98.52
71	STAMP PAD, felt pad, min 60mm x 100mm	piece				0				0				0				0	0	27.66	-
72	STAPLE WIRE, Heavy duty, 23/13	box			20	20		15		15		15		15		8		8	58	23.40	1,357.20
73	STAPLE WIRE, Standard	box			3	3				0				0				0	3	18.92	56.76
74	TAPE, masking, 24mm, 50 meters length	roll			20	20		20		20		20		20		20		20	80	55.12	4,409.60
75	TAPE, masking, 48mm, 50 meters length	roll			5	5				0				0				0	5	105.04	525.20
76	TAPE, transparent, 24mm, 50 meters	roll			21	21		10		10		20		20				0	51	10.92	556.92

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			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
77	TAPE, transparent, 48mm, 50 meters	roll			12	12				0				0				0	12	26.52	318.24
78	TAPE, packaging, 48mm, 50 meters length	roll			2	2		2		2				0				0	4	32.74	130.96
79	TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0	67.60	-
80	TWINE, plastic, one kilo per roll	roll				0				0				0				0	0	49.92	-
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	128.84	-
82	Software					0				0				0				0	0		-
83	Airline Travel					0				0				0				0	0		-
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube			4	4		4		4		4		4				0	12	9.19	110.28
2	CUTTER KNIFE, heavy duty	piece				0				0				0				0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece			3	3				0				0				0	3	478.38	1,435.14
4	PENCIL SHARPENER, 1 piece in indiviual plastic case	piece			4	4				0				0				0	4	187.20	748.80
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece			3	3				0				0				0	3	114.28	342.84
6	SCISSORS, (6")	pair			4	4				0				0				0	4	13.73	54.92
7	STAPLER, standard	piece			3	3				0				0				0	3	82.16	246.48
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece			3	3				0				0				0	3	878.80	2,636.40
9	STAPLE REMOVER, plier type	piece				0		4		4				0				0	4	18.18	72.72
10	TAPE DISPENSER, table top	piece				0		1		1				0				0	1	47.72	47.72
11	WASTE BASKET, non-rigid plastic	piece				0		3		3				0				0	3	23.90	71.70
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece			10	10		10		10		15		15				0	35	88.40	3,094.00
2	BROOM, stick (tingting)	piece			20	20		20		20		20		20		26		26	86	23.92	2,057.12
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle			4	4				0		4		4				0	8	41.60	332.80
4	CLEANSER, scouring powder, 350grams/can	can			4	4				0		4		4				0	8	21.27	170.16
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch			4	4				0		4		4				0	8	37.43	299.44
6	DISINFECTANT SPRAY, 400-550 grams	can			4	4		4		4		4		4		2		2	14	119.60	1,674.40
7	DUST PAN, non-rigid plastic	piece			1	1		1		1				0		1		1	3	24.96	74.88
8	FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9	FURNITURE CLEANER, aerosol, 300mL/can	can			2	2				0		2		2				0	4	84.76	339.04
10	INSECTICIDE, aerosol type, 600mL/can	can			5	5				0		5		5				0	10	124.80	1,248.00
11	MOPBUCKET	piece			1	1				0		1		1				0	2	1,911.00	3,822.00
12	MOPHANDLE, screw type, aluminum handle	piece			1	1		1		1		1		1				0	3	142.48	427.44
13	MOPHEAD, made of rayon	piece			1	1		1		1		1		1		1		1	4	98.80	395.20
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle			1	1		1		1		1		1		1		1	4	49.69	198.76
15	SCOURING PAD, 5 pieces per pack	pack			4	4		4		4		4		4		4		4	16	102.96	1,647.36
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll			10	10		10		10		10		10		10		10	40	139.88	5,595.20
17	DISINFECTANT, bleaching solution	cont			2	2		2		2		2		2		2		2	8	101.82	814.56

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			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
COMMON OFFICE EQUIPMENT																					
1	BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0				0				0	0	10,400.00	-
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit		1		1				0				0				0	1	135.20	135.20
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	258.84	-
4	CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	254.68	-
5	CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit		1		1				0				0				0	1	6,229.60	6,229.60
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0				0				0	0	25,272.00	-
8	ELECTRIC FAN, industrial	unit		1		1				0				0				0	1	956.80	956.80
9	ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit				0				0				0				0	0	967.10	-
11	ELECTRIC FAN, wall type	unit				0				0				0				0	0	790.40	-
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit				0				0				0				0	0	3,502.72	-
13	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit		4		4				0				0				0	4	1,080.56	4,322.24
14	FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0				0				0				0	0	4,992.00	-
15	MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0				0	0	26,483.60	-
16	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0				0	0	7,488.00	-
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit		1		1				0				0				0	1	5,699.20	5,699.20
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,709.60	-
19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	5,831.52	-
20	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0				0	0	10,000.00	-
21	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	1,237.60	-
22	TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-

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23	TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-
24	Desktop and Laptop	unit				0				0				0				0	0		-
COMMON COMPUTER SUPPLIES																					
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box			2	2		2		2		3		3				0	7	630.76	4,415.32
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	950.30	-
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box			3	3				0				0				0	3	716.04	2,148.12
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	1,220.96	-
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	596.80	-
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	958.15	-
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0				0				0	0	21.79	-
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece			2	2				0				0				0	2	2,818.40	5,636.80
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece			4	4				0				0				0	4	194.48	777.92
10	MOUSE, optical, USB connection type	unit			4	4		4		4		4		4		2		2	14	127.80	1,789.20
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece			5	5				0				0				0	5	61.83	309.15
CONSUMABLES																					
1	INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	681.20	-
2	INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	447.20	-
3	INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	447.20	-
4	INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	447.20	-
5	INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00	-
6	INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00	-
7	INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00	-
9	INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,538.16	-
10	INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	868.40	-
12	INK CART, BROTHER LC67HYY, Yellow	cart				0				0				0				0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart				0				0				0				0	0	774.80	-
14	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	754.00	-
15	INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	574.08	-

	Item & Specifications	Unit of Measur e	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
16	INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	534.56	-
17	INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,022.32	-
18	INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0				0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0				0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0				0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0				0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart			25	25		25		25		25		25		23		23	98	254.80	24,970.40
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart			20	20		20		20		20		20		2		2	62	254.80	15,797.60
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart			20	20		20		20		20		20		2		2	62	254.80	15,797.60
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart			20	20		20		20		20		20		2		2	62	254.80	15,797.60
32	INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40	-

Item & Specifications		Unit of Measur e	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
57	INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80	-
80	INK CART, HP CNo45AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	-
81	INK CART, HP CNo46AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	-
82	INK CART, HP CNo47AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	-
83	INK CART, HP CNo48AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0				0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,860.00	-

Item & Specifications		Unit of Measur e	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
98	TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU	cart				0				0				0				0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0				0				0				0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0				0				0				0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,482.80	-

Item & Specifications		Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
139	TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart			8	8		8		8		8		8				0	24	76.75	1,842.00
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	334.88	-
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart			4	4		4		4		4		4		4		4	16	75.92	1,214.72
B.																					
COMMON ELECTRICAL SUPPLIES																					
1					0				0				0				0	0			-
2					0				0				0				0	0			-
3					0				0				0				0	0			-

Item & Specifications	Unit of Measur e	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
COMMON OFFICE EQUIPMENT																				
1 ADDING MACHINE	PIECE			1	1				0				0				0	1	5,500.00	5,500.00
2 CPU	PIECE			2	2		2		2		2		2		1		1	7	20,600.00	144,200.00
3 COMPUTER TABLE	PIECE			1	1				0				0				0	1	1,500.00	1,500.00
4 BILL COUNTER MACHINE	PIECE			1	1				0				0				0	1	12,000.00	12,000.00
5 INTERNAL HARD DISK	PIECE			1	1				0				0				0	1	4,500.00	4,500.00
6 LAMINATING MACHINE	PIECE				0		1		1				0				0	1	3,000.00	3,000.00
7 MONITOR	PIECE			2	2		2		2				0				0	4	4,000.00	16,000.00
8 MONEY DETECTOR	PIECE			2	2				0				0				0	2	800.00	1,600.00
9 OFFICE JET PRINTER 7612	PIECE			1	1				0				0				0	1	15,000.00	15,000.00
10 PRINTER LX-310	PIECE			2	2				0				0				0	2	10,200.00	20,400.00
11 PRINTER 3-IN-1	PIECE			2	2				0				0				0	2	8,400.00	16,800.00
12 SWIVEL CHAIR	PIECE			1	1				0				0				0	1	4,000.00	4,000.00
13 USB 32GB	PIECE			2	2				0				0				0	2	1,200.00	2,400.00
14 VISOR W/ PRINTER	PIECE			3	3				0				0				0	3	78,000.00	234,000.00
COMMON OFFICE SUPPLIES																				
1 Ball Pen, Retractable, black	piece			10	10		13		13				0				0	23	50.00	1,150.00
2 Ball Pen, Retractable, blue	piece			3	3				0				0				0	3	50.00	150.00
3 Ball Pen, Retractable, red	piece			3	3				0				0				0	3	50.00	150.00
4 Ballpen Retractable Refill, black	piece			12	12		12		12		12		12				0	36	20.00	720.00
5 Ballpen Retractable Refill, blue	piece			12	12				0				0				0	12	20.00	240.00
6 Ballpen Retractable Refill, red	piece			12	12				0				0				0	12	20.00	240.00
7 Ball Pen, ordinary, black (retractable)	piece			30	30		20		20		28		28				0	78	10.00	780.00
8 Ball Pen, ordinary, red (retractable)	piece			12	12				0				0				0	12	10.00	120.00
9 Box File (metal)	piece			5	5		5		5		4		4		4		4	18	550.00	9,900.00
10 Box File (board)	piece			8	8				0				0				0	8	150.00	1,200.00
11 Brown envelop Short	piece			50	50		50		50		50		50				0	150	8.00	1,200.00
12 Brown envelop Long	piece			50	50		50		50		50		50				0	150	6.00	900.00
13 Correction Fluied	piece			4	4				0				0				0	4	25.00	100.00
14 Double Adhesive Tape	piece			5	5				0		5		5				0	10	25.00	250.00
15 Double Adhesive Tape (Heavy Duty)	piece			6	6				0		6		6				0	12	450.00	5,400.00
16 File Organizer	piece			8	8				0				0				0	8	350.00	2,800.00
17 Friction Pen, 0.4mm	piece			5	5				0				0				0	5	55.00	275.00
18 Friction Pen refill, 0.4mm	piece			5	5		5		5		7		7				0	17	30.00	510.00
19 Glue Gun Stick Refill	piece			10	10		10		10		10		10		10		10	40	20.00	800.00
20 Glue Stick	piece			4	4				0				0				0	4	5.00	20.00
21 Paper, bond, letter size , 8" x 11"	ream			40	40		50		50		50		50		48		48	188	180.00	33,840.00
22 Paper, bond, legal size, 8" x 13"	ream			32	32		32		32		45		45		32		32	141	200.00	28,200.00
23 Paper, Photo, Glossy 200GSM	pack			5	5		5		5		5		5				0	15	45.00	675.00

Item & Specifications		Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
24	Paper, Specialty Board Linen 200GSM	pack			30	30		30		30		26		26				0	86	40.00	3,440.00
25	Plastic Cover	yard			5	5				0				0				0	5	25.00	125.00
26	Sticker Paper	pack			10	10				0		11		11				0	21	45.00	945.00
COMMON JANITORIAL SUPPLIES																					
1	Air freshener, big	piece			8	8		8		8		8		8		4		4	28	250.00	7,000.00
2	Brush (escoba)	piece			10	10		10		10		10		10				0	30	50.00	1,500.00
3	Brush w/ handle	piece			2	2		2		2		2		2		2		2	8	55.00	440.00
4	Cleaning Rag	piece			3	3		3		3		3		3		3		3	12	60.00	720.00
5	Detergent, powder big pack	pack			3	3		3		3		3		3		3		3	12	160.00	1,920.00
6	Dishwashing Liquid, big	bottle			2	2		2		2		2		2		2		2	8	175.00	1,400.00
7	Doormat, cloth, big	piece			6	6		6		6		6		6		6		6	24	50.00	1,200.00
8	Door mat, rubber	piece			2	2		1		1		1		1		1		1	5	165.00	825.00
9	Glass Cleaner	piece			2	2		1		1		1		1		1		1	5	130.00	650.00
10	Feather Duster	piece			1	1		1		1		1		1		1		1	4	50.00	200.00
11	Furniture Polish	piece			2	2		2		2		2		2		2		2	8	140.00	1,120.00
12	Liquid Bleach, big	piece			2	2		2		2		2		2		2		2	8	120.00	960.00
13	Muriatic Acid	piece			10	10		10		10		15		15				0	35	55.00	1,925.00
14	Trash bag, clear, XXL	piece			10	10		10		10		10		10		10		10	40	145.00	5,800.00
15	Steel Wool	piece			1	1		1		1		1		1		1		1	4	35.00	140.00
16	Scotch Bright w/ foam	piece			3	3		3		3		3		3		3		3	12	35.00	420.00
17	Sponge, cloth, yellow	piece			10	10		10		10		10		10				0	30	95.00	2,850.00
						0				0				0				0	0		
						0				0				0				0	0		
						0				0				0				0	0		
ACCOUNTABLE FORMS																					
1	Official Receipt (Teller)	box			100	100				0		100		100				0	200	2,750.00	550,000.00
2	Official Receipt (Cashier)	booklet			3	3				0				0				0	3	2,750.00	8,250.00
3	Thermal Coreless / Paper 57mm x 38mm , 1 ply	roll			20	20				0		16		16				0	36	1,760.00	63,360.00
4	Checks	booklet			15	15				0				0				0	15	385.00	5,775.00
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		-

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
Office Equipment and Accessories																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Office Supplies																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Audio and visual presentation and composing equipment																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Photographic or filming or video equipment																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-

Item & Specifications		Unit of Measur e	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
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						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		-
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	Flourescent Lamp, 40W	set			10	10			10	10			10	10			10	10	40	500.00	20,000.00
2	Flourescent Lamp, 20W	set			8	8			8	8			8	8			6	6	30	500.00	15,000.00
3	Bulb 9W	pcs			10	10			10	10			10	10				0	30	120.00	3,600.00
4	Battery, 9 volts	pack			4	4			4	4			4	4			4	4	16	85.00	1,360.00
5	Timer Realy	pcs			2	2			2	2			2	2				0	6	700.00	4,200.00
6	Floatless Relay 440 V	piece			4	4			3	3			3	3				0	10	3,000.00	30,000.00
7	Floatless Relay 230 V	piece			4	4			3	3			3	3			5	5	15	3,000.00	45,000.00

Item & Specifications		Unit of Measur e	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
8	Circuit Breaker 30 A	piece			2	2			2	2			2	2				0	6	2,000.00	12,000.00
9	Circuit Breaker 60A	piece			2	2			2	2			2	2				0	6	2,500.00	15,000.00
10	Circuit Breaker 100 A/440 V	piece			2	2			2	2			2	2				0	6	3,000.00	18,000.00
11	Magnetic Contactor with Overload Relay 16 Amp	piece			4	4			4	4			2	2				0	10	6,000.00	60,000.00
12	Magnetic Contactor with Overload Relay for 5 Hp	piece			4	4			4	4			2	2				0	10	6,000.00	60,000.00
13	Under/Over Relay 230 V	piece			4	4			4	4			2	2				0	10	3,000.00	30,000.00
14	24 Hours Timer	piece			10	10			10	10			10	10				0	30	450.00	13,500.00
15	THW # 12	box			2	2				0				0				0	2	5,000.00	10,000.00
16	THW # 14	box			2	2				0				0				0	2	8,000.00	16,000.00
17	Outlet	piece			5	5			5	5			5	5				0	15	200.00	3,000.00
18	Switch	piece			5	5			5	5			5	5			5	5	20	150.00	3,000.00
19	Switch (surface type)	piece			5	5			5	5				0				0	10	1,000.00	10,000.00
20	Bulb Sucket (3")	piece			5	5			5	5				0				0	10	200.00	2,000.00
Computer Supplies																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Computer Equipment and Accessories																					-
1		unit				0				0				0				0	0		-
2		unit				0				0				0				0	0		-
3		unit				0				0				0				0	0		-
4		unit				0				0				0				0	0		-
5		unit				0				0				0				0	0		-
6		unit				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	3 layer tray	piece			4	4				0				0				0	4	650.00	2,600.00
2	battery 9 volts	piece			8	8				0		8		8				0	16	95.00	1,520.00
3	blind rivet (500pcs/box)	box			20	20				0		16		16				0	36	400.00	14,400.00
4	boots	piece			18	18				0		1		1				0	19	450.00	8,550.00
5	chopping board	piece			1	1				0				0				0	1	300.00	300.00
6	cutter blade	piece			10	10				0		10		10				0	20	6,200.00	124,000.00
7	dish organizer	piece			1	1				0				0				0	1	1,800.00	1,800.00

Item & Specifications		Unit of Measur e	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
8	gas stove 2 burner	piece			1	1				0				0				0	1	2,650.00	2,650.00
9	flat washer	kilo			5	5		5		5		5		5				0	15	230.00	3,450.00
10	glass	piece				0		24		24				0				0	24	35.00	840.00
11	ice bag	bag			250	250		250		250		250		250		250		250	1000	35.00	35,000.00
12	pail	piece			1	1		1		1		1		1		1		1	4	175.00	700.00
13	plate	piece				0		24		24				0				0	24	180.00	4,320.00
14	raincoat	piece				0				0		24		24				0	24	465.00	11,160.00
15	sling bag	piece			6	6				0				0				0	6	1,200.00	7,200.00
16	spoon & fork	piece				0		24		24				0				0	24	250.00	6,000.00
17	spray paint (green)	piece			15	15				0		17		17				0	32	180.00	5,760.00
18	spray paint (red)	piece			15	15				0		17		17				0	32	180.00	5,760.00
19	tea pot	piece				0		1		1				0				0	1	450.00	450.00
20	typewriter ribbon	piece			12	12				0		12		12				0	24	45.00	1,080.00
21	umbrella (big)	piece				0		3		3				0				0	3	1,500.00	4,500.00
22	water jug	piece				0		4		4				0				0	4	650.00	2,600.00
23	Water Meter Plastic New	piece	1600			1600				0				0				0	1600	550.85	881,360.00
24	Elbow Reducer 3/4 x 1/2 (Plastic)	piece	1300			1300				0				0				0	1300	43.70	56,810.00
25	Elbow Reducer 1" x 1/2	piece	170			170				0				0				0	170	23.31	3,962.70
26	Brass Adaptor 1/2"	piece	250			250				0				0				0	250	101.19	25,297.50
27	Brass Adaptor 3/4"	piece	30			30				0				0				0	30	141.45	4,243.50
28	Brass Adaptor 1"	piece	100			100				0				0				0	100	239.20	23,920.00
29	Plastic Adaptor 1/2	piece	2800			2800				0				0				0	2800	27.60	77,280.00
30	Plastic Adaptor 3/4	piece	500			500				0				0				0	500	50.45	25,225.00
31	Plastic Adaptor 1"	piece	300			300				0				0				0	300	62.10	18,630.00
32	Ball Valve 1/2 with lockwing	piece	1800			1800				0				0				0	1800	162.55	292,590.00
33	Ballvalve with Lockwing 1"	piece	30			30				0				0				0	30	740.28	22,208.40
34	Brass Gate Valve 2"	piece	30			30				0				0				0	30	1,115.73	33,471.90
35	Plastic Elbow 1/2	piece	2800			2800				0				0				0	2800	33.61	94,108.00
36	Plastic Elbow 1"	piece	200			200				0				0				0	200	76.66	15,332.00
37	Plastic Straight Elbow 1/2	piece	1600			1600				0				0				0	1600	38.33	61,328.00
38	Thread Sealant	piece	5000			5000				0				0				0	5000	12.65	63,250.00
39	Plastic Coupling 1/2	piece	1000			1000				0				0				0	1000	27.60	27,600.00
40	Plastic Coupling 1"	piece	120			120				0				0				0	120	73.88	8,865.60
41	G.I. Tee 1/2	piece	300			300				0				0				0	300	11.36	3,408.00
42	G.I. Tee 3/4 x 1/2	piece	70			70				0				0				0	70	18.80	1,316.00
43	G.I. Tee 1 x 1/2	piece	300			300				0				0				0	300	37.95	11,385.00
44	Plastic Nipple 1/2 x 2	piece	250			250				0				0				0	250	19.55	4,887.50
45	Plastic Nipple 1/2 x 3	piece	250			250				0				0				0	250	24.15	6,037.50
46	Plastic Nipple 1/2 x 4	piece	250			250				0				0				0	250	25.30	6,325.00
47	Plastic Nipple 1/2 x 12"	piece	4000			4000				0				0				0	4000	64.27	257,080.00
48	Plastic Nipple 1 x 6	piece	300			300				0				0				0	300	120.75	36,225.00
49	G.I. Nipple 1 x 10	piece	200			200				0				0				0	200	62.10	12,420.00
50	P.E. Tubing 1/2 Pipe Blue	piece	5000			5000				0				0				0	5000	14.95	74,750.00

Item & Specifications		Unit of Measur e	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
51	P.E. Tubing 3/4	piece	400			400				0				0				0	400	27.60	11,040.00
52	P.E. Tubing 1"	piece	600			600				0				0				0	600	40.25	24,150.00
53	Plastic Saddle Clamp 2 x 1/2	piece	450			450				0				0				0	450	191.66	86,247.00
54	Plastic Saddle Clamp 3 x 1/2	piece	450			450				0				0				0	450	227.31	102,289.50
55	Plastic Saddle Clamp 4 x 1/2	piece	300			300				0				0				0	300	287.50	86,250.00
56	Plastic Saddle Clamp 2 x 1	piece	100			100				0				0				0	100	191.66	19,166.00
57	Plastic Saddle Clamp 3 x 1	piece	100			100				0				0				0	100	227.31	22,731.00
58	Plastic Saddle Clamp 4 x 1	piece	100			100				0				0				0	100	287.50	28,750.00
59	C.I. Saddle Clamp 6 x 1/2	piece	250			250				0				0				0	250	439.08	109,770.00
60	C.I. Saddle Clamp 8 x 1/2	piece	75			75				0				0				0	75	684.99	51,374.25
61	C.I. Saddle Clamp 6 x 1	piece	30			30				0				0				0	30	448.50	13,455.00
62	C.I. Saddle Clamp 8 x 1	piece	20			20				0				0				0	20	718.75	14,375.00
63	Saw Blade	piece	75			75				0				0				0	75	43.36	3,252.00
64	STC 2"	piece	30			30				0				0				0	30	919.77	27,593.10
65	STC 3"	piece	30			30				0				0				0	30	1,216.47	36,494.10
66	STC 4"	piece	30			30				0				0				0	30	1,898.88	56,966.40
67	STC 6"	piece	30			30				0				0				0	30	2,702.50	81,075.00
68	STC 8"	piece	8			8				0				0				0	8	3,622.50	28,980.00
69	Plastic Repair Clamp 1/2	piece	350			350				0				0				0	350	171.35	59,972.50
70	Plastic Repair Clamp 3/4	piece	100			100				0				0				0	100	207.00	20,700.00
71	Plastic Repair Clamp 1"	piece	100			100				0				0				0	100	162.66	16,266.00
72	Plastic Repair Clamp 2"	piece	20			20				0				0				0	20	787.50	15,750.00
73	Plastic Repair Clamp 3"	piece	15			15				0				0				0	15	893.55	13,403.25
74	Plastic Repair Clamp 4"	piece	5			5				0				0				0	5	1,533.33	7,666.65
75	Plastic Repair Clamp 6"	piece	5			5				0				0				0	5	2,957.14	14,785.70
76	C. I. Tee 4 x 3	piece	3			3				0				0				0	3	9,545.00	28,635.00
77	C. I. Tee 3 x 3	piece	5			5				0				0				0	5	2,300.00	11,500.00
78	C. I. Tee 2 x 2	piece	4			4				0				0				0	4	1,980.47	7,921.88
79	C. I. Tee 6 x 6	piece	1			1				0				0				0	1	6,148.38	6,148.38
80	G. I. Elbow 2"	piece	40			40				0				0				0	40	70.15	2,806.00
81	PVC Red. 4 x 3	piece	4			4				0				0				0	4	641.70	2,566.80
82	PVC Red. 6 x 3	piece	4			4				0				0				0	4	1,014.30	4,057.20
83	G. I. St. Elbow 1"	piece	50			50				0				0				0	50	23.31	1,165.50
84	G. I. St. Elbow 2	piece	50			50				0				0				0	50	113.33	5,666.50
85	C. I. Saddle Clamp 6 x 2	piece	5			5				0				0				0	5	1,039.60	5,198.00
86	C. I. Saddle Clamp 8 x 2	piece	5			5				0				0				0	5	1,659.99	8,299.95
87	C. I. Saddle Clamp 4 x 2	piece	6			6				0				0				0	6	755.70	4,534.20
88	C. I. Saddle Clamp 3 x 2	piece	10			10				0				0				0	10	524.40	5,244.00
89	G. I. Plug 1/2"	piece	300			300				0				0				0	300	7.25	2,175.00
90	G. I. Plug 3/4"	piece	100			100				0				0				0	100	7.30	730.00
91	G. I. Plug 1"	piece	100			100				0				0				0	100	10.12	1,012.00
92	G.I. Elbow 1/2	piece	100			100				0				0				0	100	17.25	1,725.00
93	C. I. Gate Valve 2"	piece	10			10				0				0				0	10	4,465.45	44,654.50

Item & Specifications		Unit of Measur e	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
94	C. I. Gate Valve 3"	piece	7			7				0				0				0	7	8,245.50	57,718.50
95	C. I. Gate Valve 4"	piece	5			5				0				0				0	5	11,452.62	57,263.10
96	C. I. Gate Valve 8"	piece	2			2				0				0				0	2	20,958.75	41,917.50
97	G. I. Pipe 3" sched 20	piece	5			5				0				0				0	5	1,276.55	6,382.75
98	G. I. Pipe 3" sched 40	piece	10			10				0				0				0	10	3,657.00	36,570.00
99	Flow Meter 2"	piece	6			6				0				0				0	6	14,369.25	86,215.50
100	Flow Meter 3"	piece	5			5				0				0				0	5	18,285.00	91,425.00
101	Flow Meter 6"	piece	2			2				0				0				0	2	62,111.50	124,223.00
102	G. I. Elbow 3 x 45°	piece	4			4				0				0				0	4	181.93	727.72
103	G. I. Elbow 3 x 90°	piece	10			10				0				0				0	10	198.38	1,983.80
104	C. I. End Cap 2"	piece	20			20				0				0				0	20	912.35	18,247.00
105	C. I. End Cap 3"	piece	10			10				0				0				0	10	1,127.46	11,274.60
106	C. I. End Cap 4"	piece	5			5				0				0				0	5	1,520.59	7,602.95
107	C. I. End Cap 6"	piece	6			6				0				0				0	6	2,440.36	14,642.16
108	G.i. elbow red. 1 x 1/2	piece	150			150				0				0				0	150	23.31	3,496.50
109	G.i. bushing 1 x 3/4	piece	200			200				0				0				0	200	14.95	2,990.00
110	G.i. bushing 3/4 x 1/2	piece	200			200				0				0				0	200	8.45	1,690.00
111	Flow Meter insert 2"	piece	2			2				0				0				0	2	3,966.35	7,932.70
112	Flow Meter insert 3"	piece	2			2				0				0				0	2	10,971.00	21,942.00
113	Flow Meter insert 6"	piece	2			2				0				0				0	2	59,411.00	118,822.00
114	Plastic Nipple 3/4 x 6	piece	150			150				0				0				0	150	55.05	8,257.50
115	Plastic Nipple 1 x 10	piece	100			100				0				0				0	100	132.25	13,225.00
116	PVC Pipe 2"	piece	10			10				0				0				0	10	588.80	5,888.00
117	PVC Pipe 3"	piece	10			10				0				0				0	10	1,046.50	10,465.00
118	PVC Pipe 4"	piece	10			10				0				0				0	10	1,600.00	16,000.00
119	PVC Pipe 6"	piece	5			5				0				0				0	5	3,432.75	17,163.75
120	PVC Pipe 8"	piece	5			5				0				0				0	5	7,638.30	38,191.50
121	Plastic coupling 3/4	piece	100			100				0				0				0	100	34.27	3,427.00
C. TOTAL (A + B):																				6,122,182.52	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				612,218.25	
E. GRAND TOTAL (C + D)																				6,734,400.77	
F. APPROVED BUDGET BY THE AGENCY HEAD		In Figures and Words:																			
G. MONTHLY CASH REQUIREMENTS																					

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
G.1 Available at Procurement Service Stores					88109.5				52649.9				46124				23240		0	
G.2 Other Items not available at PS but regularly purchased from other sources					4909163				110915				476770				52180		0	
TOTAL MONTHLY CASH REQUIREMENTS					4997273				163565				522894				75420		0	

**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:

SGD

Property/Supply Officer

SGD

Accountant /
Local Budget Officer

SGD

Head of Office/Agency