

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

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

1. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
  - a. DBM Central Office- for entities in the Central Office
  - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

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

  - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
  - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
  - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
  - d. app.deped.ps@gmail.com- For primary and secondary schools
  - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Offi DILG-CAR  
 Region: CAR - Baguio  
 Address: Upper Session Road, cor. North Drive, Baguio City

Agency Account Code: No Code

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Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																					
<b>COMMON ELECTRICAL SUPPLIES</b>																					
1	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	16	15	2	33	17	4	2	23	12	2	2	16	20	2	2	24	96	20.28	1,946.88
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	13	10		23	15	2		17	18	2		20	18	2		20	80	19.20	1,536.00
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				0				0				0				0	0	40.97	-
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece		20		20				0	20			20				0	40	75.39	3,015.60
6	TAPE, ELECTRICAL, 18mm x 16M min	roll	2			2				0	1			1				0	3	18.93	56.79
<b>COMMON OFFICE SUPPLIES</b>																					

1	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				Pages 2 of 0			0			0	0	766.73	-		
2	AIR FRESHENER, aerosol, 280ml/150g min	can	10			10	10			10	12		12	10			10	42	88.69	3,724.98	
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	10	12	10	32	12	10	10	32	10	12	10	32	12	10	10	32	128	49.73	6,365.44
4	CARBON FILM, PE, black, size 210mm x 297mm	box	1			1				0	1			1			0	2	205.48	410.96	
5	CARBON FILM, PE, black, size 216mm x 330mm	box	2		1	3		1	1	2	1		1	2		1		1	8	210.91	1,687.28
6	CARTOLINA, assorted colors	pack	12	1	1	14	2	1		3	4		1	5	2			2	24	67.06	1,609.44
7	CHALK, molded, white, dustless, length: 78mm min	box	2			2				0				0			0	2	26.89	53.78	
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	2			2				0	2			2			0	4	38.19	152.76	
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	13			13				0	17			17			0	30	40.47	1,214.10	
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	17	1		18	4			4	5			5	4		4	31	7.87	243.97	
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	22	3		25	6			6	8			8	6		6	45	13.94	627.30	
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	10	7		17	5			5	6			6	5		5	33	19.88	656.04	
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	20	11		31	11	3	2	16	11		2	13	14		3	17	77	41.10	3,164.70
14	CORRECTION TAPE, film base type, UL 6m min	piece	25	20	20	65	30	12	20	62	35	15	20	70	20	20	30	70	267	18.26	4,875.42
15	DATA FILE BOX, made of chipboard, with closed ends	box	20	15	2	37	7	1	2	10	15		2	17	9	1		10	74	72.57	5,370.18
16	DATA FOLDER, made of chipboard, taglia lock	piece			4	4			4	4			4	4			0	12	71.39	856.68	
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	8	4	0.125	12	5		0.125	5.125	5		0.125	5.125	5		5	27.375	424.47	11,619.87	
18	ENVELOPE, DOCUMENTARY, for legal size document	box	5	5	0.125	10	5		0.125	5.125	4		0.125	4.125	4		4	23.375	538.80	12,594.45	
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	4		0.125	4	1	1.5	3.5	6	4	1.625	0.2	5.825	1	1		2	17.95	667.84	11,987.73
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	60	25	60	145	20			20	14	20		34	20		20	219	28.71	6,287.49	
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	7			7				0	7			7			0	14	341.79	4,785.06	
22	ENVELOPE, mailing, white, with window	box	2			2				0	2			2			0	4	427.23	1,708.92	
23	ERASER, FELT, for blackboard/whiteboard	piece	11	8		19				0	10			10			0	29	11.55	334.95	
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	20	22		42	17			17	24			24	17		17	100	6.23	623.00	

25	FASTENER, METAL, 70mm between prongs	box	15	1	1	17	13	1	1	Pages 3 of 15	10	2	1	13	13	1	1	15	60	59.37	3,562.20
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	24			24				0	17			17				0	41	73.59	3,017.19
27	FILE TAB DIVIDER, bristol board, for A4	set	3			3	2			2	2			2	2			2	9	12.98	116.82
28	FILE TAB DIVIDER, bristol board, for legal	set	4			4	2			2	2			2	2			2	10	17.31	173.10
29	FOLDER, FANCY, for A4 size documents	bundle	13	1		14	1			1	6	1		7	1			1	23	258.50	5,945.50
30	FOLDER, FANCY, for legal size documents	bundle	10	1		11	1			1	5	1		6				0	18	302.85	5,451.30
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	5	1	1	7				0	2	2		4				0	11	177.92	1,957.12
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	10	3	1	14	3			3	5	1		6	3			3	26	222.27	5,779.02
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	3	0.5		3	0.5		0.1	0.6	0.5			0.5	0.5			0.5	4.65	776.59	3,611.14
34	FOLDER, TAGBOARD, for A4 size documents	pack	2			2	0.5			0.5	0.6			0.6	0.5			0.5	3-3	226.05	745.97
35	FOLDER, TAGBOARD, for legal size documents	pack	15	11		26	0.05			0.05	0.6			0.6	0.5			0.5	27.15	208.38	5,657.52
36	GLUE, all purpose, gross weight: 200 grams min	jar	15	22		37	12	1		13	11		1	12	11			11	73	49.73	3,630.29
37	INDEX TAB, self-adhesive, transparent	box	4	2		6				0				0				0	6	53.74	322.44
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	7	20	10	37	7		10	17	22		10	32	2		10	12	98	43.26	4,239.48
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	13	20	3	36	1			1	30			30	6			6	73	36.97	2,698.81
41	MARKER, whiteboard, black, felt tip, bullet type	piece	30	15		45	18			18	25			25	19			19	107	10.69	1,143.83
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	13	20		33	5			5	7	5		12	5			5	55	10.69	587.95
43	MARKER, whiteboard, red, felt tip, bullet type	piece	5	20		25	5			5	5			5		5		5	40	10.69	427.60
44	MARKER, PERMANENT, bullet type, black	piece	52			52	20			20	30			30	20			20	122	10.04	1,224.88
45	MARKER, PERMANENT, bullet type, blue	piece	19			19	5			5	16			16	5			5	45	10.04	451.80
46	MARKER, PERMANENT, bullet type, red	piece	11			11	5			5	10			10	5			5	31	10.04	311.24
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	20	65	3	88	4			4	20			20	9			9	121	12.52	1,514.92
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	20	18	7	45	20	4	1	25	20	16	2	38	20	4		24	132	32.45	4,283.40

49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	25	11		36	10	2		Pages 4 of 12	15	11		26	10	2		12	86	44.32	3,811.52
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	21	5		26	12	2		14	10	2		12	9	2		11	63	59.49	3,747.87
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	23		3	26	6			6	18			18	6			6	56	18.99	1,063.44
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	23		3	26	6			6	18			18	6			6	56	6.91	386.96
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	25	8		33	20		2	22	26	1		27	15	5		20	102	14.04	1,432.08
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	25	15	21	61	20	12	12	44	20	13	15	48	30	15	10	55	208	137.66	28,633.28
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	20	20	20	60	20	20	18	58	15	20	15	50	25	15	18	58	226	160.94	36,372.44
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	25	2	1	28	25	2	3	30	30	2	3	35	25	2	1	28	121	119.09	14,409.89
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	35		2	37	18		4	22	30		4	34	13		2	15	108	123.08	13,292.64
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	17			17	2			2				0				0	19	95.18	1,808.42
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	3			3	3			3	3			3	3			3	12	34.29	411.48
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	12	13	1	26	12	1	1	14	15	2		17	11	1		12	69	20.40	1,407.60
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	1	4		5				0				0				0	5	319.07	1,595.35
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	20	5	5	30	7	5	2	14	10	7		17	12	5		17	78	62.73	4,892.94
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	30			30	3			3	6	2		8	3			3	44	97.34	4,282.96
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	5	2		7		1		1	5	2		7	1			1	16	267.14	4,274.24
65	RUBBER BAND, 70mm min lay flat length (#18)	box	2			2				0				0				0	2	97.04	194.08
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	19			19	7			7	9			9	7			7	42	16.10	676.20
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	40	20	20	80	40	13	20	73	40	11	21	72	40	3	25	68	293	35.99	10,545.07
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	32	35		67	31	4		35	40	8	6	54	30	3		33	189	35.99	6,802.11
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	10	14		24	14			14	15		5	20	10			10	68	35.99	2,447.32
70	STAMP PAD INK, purple or violet	bottle	13	11		24	8			8	12			12	8			8	52	25.62	1,332.24
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	11	4		15	2			2	5			5				0	22	28.77	632.94
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	3	11		14	10			10	10			10	10			10	44	21.51	946.44

73	STAPLE WIRE, STANDARD, (26/6)	box	70	11	1	82	19	1	Pages 5 of 20	24		2	26	18			18	146	19.68	2,873.28	
74	TAPE, MASKING, width: 24mm (±1mm)	roll	14	11		25	12	1		13	16	1	17	12			12	67	57.32	3,840.44	
75	TAPE, MASKING, width: 48mm (±1mm)	roll	10	9		19	10			10	12		12	11	2		13	54	109.24	5,898.96	
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	15	15	5	35	12	3		15	18	8	26	15			15	91	29.08	2,646.28	
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	20	8	1	29	11	2		13	14		14	14			14	70	11.36	795.20	
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	9			9	3	1		4	6		6	3			3	22	27.58	606.76	
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	10	5	5	20	12	5	2	19	10	2	6	18	20	5	4	29	86	70.30	6,045.80
80	TWINE, plastic, one (1) kilo per roll	roll	1			1	1			1	1		1	1			1	4	51.92	207.68	
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0				0			0				0	0	133.99	-	
82	Airline Travel	ticket				0				0			0				0	0	0.00	-	

**COMMON OFFICE DEVICES**

1	CUTTER BLADE, for heavy duty cutter	tube	17	11		28	1			1	20			20	1			1	50	10.22	511.00
2	CUTTER KNIFE, for general purpose	piece	22			22	7	5		12	17			17	7			7	58	20.55	1,191.90
3	DATING AND STAMPING MACHINE, heavy duty	piece	5	5		10				0	4			4				0	14	497.52	6,965.28
4	PENCIL SHARPENER, manual, single cutter head	piece	8			8				0	3			3				0	11	194.69	2,141.59
5	PUNCHER, paper, heavy duty, with two hole guide	piece	5	8		13				0	10			10				0	23	123.42	2,838.66
6	SCISSORS, symmetrical, blade length: 65mm min	pair	32	8	1	41				0	21			21				0	62	14.28	885.36
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	20	6		26				0	20			20				0	46	85.45	3,930.70
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	2	2		4				0				0				0	4	913.95	3,655.80
9	STAPLE REMOVER, PLIER-TYPE	piece	20	11	1	32				0	13			13				0	45	18.91	850.95
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	9	8		17				0	18			18				0	35	51.57	1,804.95
11	WASTEBASKET, non-rigid plastic	piece	12			12				0	10			10				0	22	25.96	571.12

**COMMON JANITORIAL SUPPLIES**

1	BROOM, soft (tambo)	piece	6	10	1	17	10	1	11	10	1	11	12	1	13	52	91.94	4,780.88
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	7	10		17	15		15	20		20	28		28	80	24.88	1,990.40
3	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	7	25		32	25		25	25		25	25		25	107	43.26	4,628.82
4	CLEANSER, SCOURING POWDER, 350g min./can	can	5			5	40		40	40		40	38		38	123	24.88	3,060.24
5	DETERGENT POWDER, all purpose, 1kg	pouch	6	30	1	37	30	1	32	30	1	32	30	1	32	133	38.93	5,177.69
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	10			10	10		10	10		10	10		10	40	125.20	5,008.00
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	7	10		17	6		6	15		15	4		4	42	28.12	1,181.04
8	FLOOR WAX, PASTE, RED	can		8		8	8		8	8		8	8		8	32	280.13	8,964.16
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	4			4	3		3	5		5	3		3	15	90.85	1,362.75
10	INSECTICIDE, aerosol type, net content: 600ml min	can	7	5	1	13	8	1	10	8	1	10	10	1	12	45	142.77	6,424.65
11	MOP BUCKET, heavy duty, hard plastic	piece	1			1	1		1	1		1			0	3	1,987.44	5,962.32
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	10	15		25	15		15	18		18	15		15	73	51.68	3,772.64
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	2			2			0	1		1			0	3	107.08	321.24
16	TRASHBAG, plastic, transparent	roll	3	3	3	9	3	3	9	3	3	9	3	3	9	36	145.48	5,237.28
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	1		1			0			0	1	10,816.00	10,816.00
2	CALCULATOR, compact, 12 digits	unit	5	3		8	1		1	3		3	1		1	13	140.61	1,827.93
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	1			1			0	1		1			0	2	6,828.14	13,656.28

6	DOCUMENT CAMERA, 3.2M pixels	unit				0				Pages 7 of 0				0			0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0				0				0			0	0	1,091.33	-
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0				0				0			0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit				0				0	6			6			0	6	1,046.65	6,279.90
10	ELECTRIC FAN, WALL type, plastic blade	unit				0				0				0			0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit				0				0				0			0	0	3,642.83	-
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	2			2				0	4			4			0	6	1,123.78	6,742.68
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0	1			1			0	1	5,191.68	5,191.68
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	2			2				0	1			1			0	3	8,411.60	25,234.80
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit				0				0	1			1			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				0				0				0			0	0	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	-

<b>COMMON COMPUTER SUPPLIES</b>																				
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1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0				0			0	0	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0				0			0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0				0			0	0	796.06	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0				0			0	0	1,352.00	-

5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0			Pages 8 of 0				0			0	0	620.67	-	
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	1			1	1		1	1			1	1		1	4	1,076.19	4,304.76	
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	45	10		55	22		22	20			20	12		12	109	22.66	2,469.94	
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	1			1	1		1	1			1	1		1	4	3,152.86	12,611.44	
9	FLASH DRIVE, 16 GB capacity	piece	10	8		18			0	10			10			7	7	35	261.75	9,161.25
10	MOUSE, optical, USB connection type	unit	7	4	5	16	2		2	10			10	2		2	30	140.39	4,211.70	

<b>HANDBOOK ON PROCUREMENT</b>																			
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1	HANDBOOK (RA 9184), 7th Edition	piece	3			3			0				0			0	3	48.13	144.39
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<b>CONSUMABLES</b>																			
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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	2			2	2		2	2			2	2		2	8	1,070.78	8,566.24
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	8			8	8		8	8			8	8		8	32	264.99	8,479.68
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	8			8	8		8	8			8	8		8	32	264.99	8,479.68
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	8			8	8		8	8			8	8		8	32	264.99	8,479.68
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	8			8	8		8	8			8	8		8	32	264.99	8,479.68
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	3			3	1		1	2			2	1		1	7	676.00	4,732.00
13	INK CART, HP C9352AA, (HP22), Tri-color	cart	1			1	1		1				0	1		1	3	782.00	2,346.00
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				o			Pages 9 of 0				o				o	o	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				o			o				o				o	o	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				o			o				o				o	o	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				o			o				o				o	o	0.00	-
19	INK CART, HP C9401A (HP72) 69ml Gray	cart				o			o				o				o	o	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				o			o				o				o	o	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				o			o				o				o	o	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				o			o				o				o	o	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				o			o				o				o	o	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				o			o				o				o	o	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				o			o				o				o	o	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				o			o				o				o	o	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				o			o				o				o	o	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				o			o				o				o	o	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				o			o				o				o	o	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				o			o				o				o	o	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				o			o				o				o	o	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				o			o				o				o	o	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				o			o				o				o	o	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				o			o				o				o	o	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				o			o				o				o	o	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				o			o				o				o	o	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				o			o				o				o	o	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart				o			o				o				o	o	1,227.62	-

39	INK CART, HP CN692AA, (HP704), Black	cart				0				0				0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart	5			5	5			5	5			5	20	379.64	7,592.80
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart	5			5	5			5	5			5	20	379.64	7,592.80
43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0	0	0.00	-
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0				0	0	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0				0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0				0	0	0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart				0				0				0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0	0	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0				0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0	0	0.00	-

63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				o			pages 11 d o				o			o	o	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				o			o				o			o	o	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				o			o				o			o	o	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				o			o				o			o	o	753.88	-
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				o			o				o			o	o	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				o			o				o			o	o	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				o			o				o			o	o	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				o			o				o			o	o	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				o			o				o			o	o	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				o			o				o			o	o	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				o			o				o			o	o	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				o			o				o			o	o	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				o			o				o			o	o	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				o			o				o			o	o	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				o			o				o			o	o	3,009.01	-
78	TONER CART, HP CE310A, Black	cart				o			o				o			o	o	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				o			o				o			o	o	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				o			o				o			o	o	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				o			o				o			o	o	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				o			o				o			o	o	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				o			o				o			o	o	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				o			o				o			o	o	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				o			o				o			o	o	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				o			o				o			o	o	7,998.43	-

87	TONER CART, HP CE400A, Black	cart				o				pages 12 d o				o			o	o	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				o				o				o			o	o	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				o				o				o			o	o	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				o				o				o			o	o	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart				o				o				o			o	o	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				o				o				o			o	o	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				o				o				o			o	o	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				o				o				o			o	o	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				o				o				o			o	o	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				o				o				o			o	o	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				o				o				o			o	o	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				o				o				o			o	o	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				o				o				o			o	o	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				o				o				o			o	o	0.00	-
101	TONER CART, HP CF280XC	cart				o				o				o			o	o	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				o				o				o			o	o	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				o				o				o			o	o	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				o				o				o			o	o	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				o				o				o			o	o	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				o				o				o			o	o	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				o				o				o			o	o	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				o				o				o			o	o	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				o				o				o			o	o	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				o				o				o			o	o	0.00	-

111	TONER CART, HP CF350A Black LJ	cart				o			pages 13 d o				o				o	o	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				o			o				o				o	o	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				o			o				o				o	o	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				o			o				o				o	o	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				o			o				o				o	o	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				o			o				o				o	o	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				o			o				o				o	o	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				o			o				o				o	o	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				o			o				o				o	o	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				o			o				o				o	o	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				o			o				o				o	o	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				o			o				o				o	o	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				o			o				o				o	o	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				o			o				o				o	o	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				o			o				o				o	o	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				o			o				o				o	o	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				o			o				o				o	o	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				o			o				o				o	o	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				o			o				o				o	o	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				o			o				o				o	o	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				o			o				o				o	o	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				o			o				o				o	o	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				o			o				o				o	o	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				o			o				o				o	o	0.00	-

135	TONER CART, HP Q2612A, Black	cart				0				pages 14 d 0				0			0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0				0			0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0				0			0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0			0	0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0			0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0			0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0			0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0			0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0			0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0			0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0			0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0			0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0			0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0			0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0			0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0			0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0				0				0			0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				0				0			0	0	13,935.33	-

**B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)**

COMMON ELECTRICAL SUPPLIES																					
1	FLUORESCENT LAMP, tubular, 36 watts	tube	4		1	5	2			2	4			4	2	1		3	14	25.48	356.72
2	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece	4			4				0	1			1				0	5	50.48	252.40
3	Rechargeable battery, 680 mah, 9v	piece		10		10				0				0				0	10	300.00	3,000.00

4						0				0				0			0	0		-
5						0				0				0			0	0		-

**COMMON OFFICE EQUIPMENT**

1	CALCULATOR, SCIENTIFIC, 1 unit per box	unit	3			3				0	5			5			0	8	226.50	1,812.00
2	Conference table	unit	1			1				0				0			0	1	12,000.00	12,000.00
3	Corkboard 4x6 feet	unit		1		1				0				0			0	1	400.00	400.00
4	Dry seal	piece		4		4				0				0			0	4	1,500.00	6,000.00
5	Electric fan, stand fan	unit	1			1				0	1			1			0	2	1,600.00	3,200.00

**COMMON OFFICE SUPPLIES**

1	Ballpen, 0.5mm., black	piece		80	40	120			40	40			40	40			0	200	7.50	1,500.00	
2	Ballpen, 0.5mm., blue	piece			50	50			50	50			50	50			0	150	7.50	1,125.00	
3	Ballpen, 0.5mm., red	piece			5	5				0				0			0	5	7.50	37.50	
4	Battery for calculator	piece	1			1				0				0			0	1	25.00	25.00	
5	Certificate holder,, 8.5x11"	piece	30	5	85	120			25	25				0			0	145	35.00	5,075.00	
6	Clip, bulldog, 3"	piece	4			4	4			4	4			4	4		4	16	6.00	96.00	
7	Columnar notebook, 4 columns	piece	14			14				0				0			0	14	25.00	350.00	
8	Double sided tape without foam	roll			2	2			2	2			2	2			0	6	44.00	264.00	
9	Drum, Brother DR1000	piece				0	1			1				0			0	1	1,000.00	1,000.00	
10	Fax film, 2 roll/box	box	2			2				0				0	2		2	4	545.00	2,180.00	
11	Folder plastic with slide, legal	piece			100	100				0				0			0	100	15.00	1,500.00	
12	Folder, transparency, long	piece				0			25	25				0			0	25	8.00	200.00	
13	Gel pen, blue	piece	1	30	5	36	4	25	5	34	1	40		41		30		30	141	16.00	2,256.00
14	Gel pen, green	piece				0	3			3				0			0	3	15.75	47.25	
15	Highlighter pen, 3 colors/pack	pack				0	5			5				0			0	5	21.00	105.00	

16	ID jacket with lace, 150x90mm	piece		50		50				0				0			0	50	15.00	750.00
17	ID jacket with lace, 55x90mm	piece		40		40				0				0			0	40	10.00	400.00
18	Marker, permanent, broad, black	piece	1		5	6				0		2	2				0	8	11.00	88.00
19	Marker, permanent, broad, blue	piece			5	5				0		2	2				0	7	9.75	68.25
20	Marker, permanent, broad, red	piece			1	1				0			0				0	1	9.75	9.75

**COMMON JANITORIAL SUPPLIES**

1	Bath soap, petite	piece		25		25	25			25	20			20	22			22	92	12.00	1,104.00
2	Bleach, detergent, 1000ml.	bottle		4		4	2			2	2			2	2			2	10	100.00	1,000.00
3	Dishwashing liquid, 800ml	bottle		10		10	12			12	12			12	12			12	46	90.00	4,140.00
4	Dishwashing sponge	piece	1		1	1				1	1			1	1			1	4	34.51	138.04
5	Face mask, disposable, ear loop, 3ply	box			4	4	4			4	4			4	4			4	16	44.75	716.00

**CONSUMABLES**

1	INK CART, BROTHER LC39BK, Black	Cart	1			1	1			1	1			1	1			1	4		-
2	INK CART, BROTHER LC39C, Cyan	Cart	1			1	1			1	1			1	1			1	4		-
3	INK CART, BROTHER LC39M, Magenta	Cart	1			1	1			1	1			1	1			1	4		-
4	INK CART, BROTHER LC39Y, Yellow	Cart	1			1	1			1	1			1	1			1	4		-
5	INK CART, CANON PG-810, Black	Cart	7		5	12	5			5	7			5	12	5		5	10	39	-
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		-
11						0				0				0				0	0		-
12						0				0				0				0	0		-



13					0				0				0				0	0		-
14					0				0				0				0	0		-
15					0				0				0				0	0		-
16					0				0				0				0	0		-
17					0				0				0				0	0		-
18					0				0				0				0	0		-
19					0				0				0				0	0		-
20					0				0				0				0	0		-
21					0				0				0				0	0		-
22					0				0				0				0	0		-
23					0				0				0				0	0		-
24					0				0				0				0	0		-
25					0				0				0				0	0		-
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					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	Camera	unit			1	1			0				0				0	1	15,000.00	15,000.00
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		-
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**Paper Materials and Products**

1	Board paper, 8.5x11", 10's/pack	pack	42	40		82	12			12	2			2	2			2	98	13.00	1,274.00
2	Board paper, 8.5x13", 10's/pack	pack		53		53		10		10		13		13		12		12	88	20.00	1,760.00
3	Bond paper, 80gsm. 8.5x11", letter	ream	8			8	8			8	10			10	8			8	34	120.00	4,080.00
4	Colored paper, short, assorted colors	ream	10			10				0				0				0	10	200.00	2,000.00
5	Envelope, catalogue	piece	35	36	35	106	45	30	35	110	40	35	35	110	45	24	35	104	430	5.00	2,150.00
6	Envelope, expanding, short	piece		10		10		5		5		5		5				0	20	3.00	60.00
7	Envelope, kraft, short	piece		20		20	20		20	40	20			20	20		20	40	120	2.00	240.00
8	Folder, expanding, A4	piece	20			20	10			10	10			10	20			20	60	3.25	195.00
9	Folder, expanding, legal size, colored	piece	5	5	5	15	5	5	5	5	5	5	5	15	5	5	5	15	50	20.00	1,000.00
10	Linen paper, 8.5x11"	ream	2		1	3	3			3	1			1	1			1	8	210.00	1,680.00

**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	Extension wire 10 meters	piece	1			1				0	1			1			0	2	250.00	500.00
2	Extension wire, 8 meters, 4x220v	piece		5		5				0				0			0	5	150.00	750.00
3	Multi-purpose power adapter	piece		10		10				0				0			0	10	30.00	300.00
4						0				0				0			0	0		-
5						0				0				0			0	0		-
6						0				0				0			0	0		-
7						0				0				0			0	0		-
8						0				0				0			0	0		-
9						0				0				0			0	0		-
10						0				0				0			0	0		-

**Computer Supplies**

1	CDRW with case	piece	10			10				0				0			0	10	40.00	400.00
2	Computer paper holder	set		1		1				0				0			0	1	100.00	100.00
3	Crimping tool	piece		4		4				0				0			0	4	400.00	1,600.00
4	HP ink cartridge, black	piece	1			1				0				0			0	1	820.00	820.00
5	HP ink cartridge, colored	piece	1			1				0				0			0	1	830.00	830.00
6	Keyboard, regular size, soft touch, usb connector	piece		5	1	6	2		1	3	1		1	2	2		2	13	370.00	4,810.00
7	Licensed software, Office & Antivirus	piece	2		1	3				0				0			0	3	2,500.00	7,500.00
8	License Antivirus	piece		4		4				0				0			0	4	1,000.00	4,000.00
9	License Windows	piece		2		2				0				0			0	2	4,000.00	8,000.00
10	Mouse pad	piece		2		2				0				0			0	2	50.00	100.00

**Computer Equipment and Accessories**

1	8 GB RAM (upgrading of 3 desktop computers)	piece		2		2				0				0			0	2	1,000.00	2,000.00
2	Memory card	piece		1		1				0				0			0	1	450.00	450.00

3	Portable HDD, 2tb	piece		2	2				0				0				0	2	4,500.00	9,000.00
4	Printer, 3-in-1, specs #1	unit	2		2				0				0				0	2	10,000.00	20,000.00
5	Printer, 3-in-1, specs #2	unit		1	1				0	1			1				0	2	9,000.00	18,000.00
6	Printer, 3-in-1, specs #3	unit	2		2				0				0				0	2	5,400.00	10,800.00
7	UPS, 2k va			1	1				0				0				0	1	4,500.00	4,500.00
8	Wireless Presenter #specs1			2	2				0				0				0	2	800.00	1,600.00
9	Wireless Presenter, laser point, mouse function				0	1			1				0				0	1	2,500.00	2,500.00
10					0				0				0				0	0		-

**\*Other Categories**

1	Curtain	piece			0				0	10			10				0	10	150.00	1,500.00	
2	Medicine, assorted (GAD)	set	1		1	1			1	1			1	1			1	4	2,000.00	8,000.00	
3	Mugs with DILG Logo (CFLGA)	piece		8	8				0				0				0	8	150.00	1,200.00	
4	Paper Weight with DILG Logo ( BPOC)	piece			0				0				0	8			8	8	210.00	1,680.00	
5	Paper Weight with DILG Logo ( LTIA)	piece		8	8				0				0				0	8	250.00	2,000.00	
6	Plaques/Trophies( LTIA)	piece		8	8				0				0				0	8	2,250.00	18,000.00	
7	Plaque/Trophies (BPOC)	piece			0				0				0	8			8	8	2,250.00	18,000.00	
8	Tarpaulin	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	-	
9	Tarpaulin, 3x4 feet	piece	2	2	1	5	2	2	2	6	2	2	5	9	2	2	2	6	26	200.00	5,200.00
10					0				0				0				0	0		-	

<b>C. TOTAL (A + B):</b>		<b>P</b>	<b>804,000.00</b>
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>		<b>P</b>	<b>80,400.00</b>
<b>E. GRAND TOTAL (C + D)</b>		<b>P</b>	<b>884,400.00</b>
<b>F. APPROVED BUDGET BY THE AGENCY HEAD</b>			
<b>G. MONTHLY CASH REQUIREMENTS</b>			

G.1 Available at Procurement Service Stores		213,824.65		Pages 23 of 46 10,573,325.99		162,925.40		89,242.45		P	569,225.09
G.2 Other Items not available at PS but regularly purchased from other sources		166,363.33		14,936.22		24,026.41		29,448.95		P	234,774.91
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>		<b>380,187.98</b>		<b>118,168.81</b>		<b>186,951.81</b>		<b>118,691.40</b>		<b>P</b>	<b>804,000.00</b>

\*Other categories that are not indicated herein

\*\*Prices are FOB Manila/Applicable for items under A.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

**Certified Funds Available / Certified  
Appropriate Funds Available:**

Approved by:

Louven L. Matib

**Property/Supply Officer**

Iris B. Esden

**Accountant / Local Budget Officer**

Engr. Marlo L. Iringan, Ces0 IV

**Head of Office/Agency**

Date: 29/11/2017



















































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