

**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 LEYTE NORMAL UNIVERSITY
 Region: VIII - Tacloban
 Address: PATERNO ST

Agency Account Code: No Code

Contact Person: JOSISA C. CONCHADA
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Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	20	55	9	84	8	5	5	18	8	5	9	22	5	5	5	15	139	20.28	2,818.92
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	12			12				0				0				0	12	19.20	230.40
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	4			4	4			4	4			4	4			4	16	91.94	1,471.04
4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	20			20				0	15		3	18	2			2	40	40.97	1,638.80
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece			2	2				0				0				0	2	75.39	150.78
6	TAPE, ELECTRICAL, 18mm x 16M min	roll	10	10	1	21				0				0				0	21	18.93	397.53
COMMON OFFICE SUPPLIES																					

1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	8		0	8	0			Pages 2 of 0	4			4	0		0	12	766.73	9,200.76		
2	AIR FRESHENER, aerosol, 280ml/150g min	can	57		0	57	46		1	47	8			8	45			45	157	88.69	13,924.33	
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	68	2	25	95	44	3	4	51	50	2	5	57	44	2	4	50	253	49.73	12,581.69	
4	CARBON FILM, PE, black, size 210mm x 297mm	box	1		3	4	0			0	0			2	2	0		2	2	8	205.48	1,643.84
5	CARBON FILM, PE, black, size 216mm x 330mm	box	1		0	1	0			0	1			1	0			0	2	210.91	421.82	
6	CARTOLINA, assorted colors	pack	27	6	20	53	1	4	1	6	24	1	1	26	3			3	88	67.06	5,901.28	
7	CHALK, molded, white, dustless, length: 78mm min	box	140	6	1	147	1	6		7	74			74	0			0	228	26.89	6,130.92	
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	68	11	3	82	0		2	2	0		2	2	0	2		2	88	38.19	3,360.72	
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	118	12	58	188	21	1	3	25	17	2	3	22	5	3	1	9	244	40.47	9,874.68	
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	46	3	13	62	11	6	2	19	10	2	2	14	0	4		4	99	7.87	779.13	
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	89	3	11	103	13	1		14	10			10	0			0	127	13.94	1,770.38	
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	95	3	17	115	13	3	3	19	22	2	2	26	0	2		2	162	19.88	3,220.56	
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	79	1	20	100	13	1	2	16	15	1	2	18	4		1	5	139	41.10	5,712.90	
14	CORRECTION TAPE, film base type, UL 6m min	piece	484	3	34	521	78	29	9	116	91	4	10	105	69	7	8	84	826	18.26	15,082.76	
15	DATA FILE BOX, made of chipboard, with closed ends	box	202	3	15	220	42	11	5	58	25	3	5	33	25	1	1	27	338	72.57	24,528.66	
16	DATA FOLDER, made of chipboard, taglia lock	piece	158	5	8	171	50		3	53	80		3	83	33		50	83	390	71.39	27,842.10	
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	3	1	0	4	0			0	0			0	0			0	4	424.47	1,697.88	
18	ENVELOPE, DOCUMENTARY, for legal size document	box	10	1	1	12	3			3	1			1	1			1	17	538.80	9,159.60	
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	9		0	9	3			3	1			1	1			1	14	667.84	9,349.76	
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	73	1	4	78	1	1	4	6	6	1	4	11	3			3	98	28.71	2,813.58	
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	6	1	3	10	0			0	0		1	1	0			0	11	341.79	3,759.69	
22	ENVELOPE, mailing, white, with window	box	1		1	2	0			0	0		1	1	0			0	3	427.23	1,281.69	
23	ERASER, FELT, for blackboard/whiteboard	piece	208	1	4	213	3	1	1	5	1		1	2	0			0	220	11.55	2,541.00	
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	117	2	5	124	2	5	4	11	5	2	3	10	5	1	3	9	154	6.23	959.42	

25	FASTENER, METAL, 70mm between prongs	box	84	1	11	96	4		14	Pages 3 of 18	5	1	13	19	6		11	17	150	59.37	8,905.50
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	55	7	2	64	5	1	2	8	4		1	5	1			1	78	73.59	5,740.02
27	FILE TAB DIVIDER, bristol board, for A4	set	19	6	2	27	0			0	0			0	0			0	27	12.98	350.46
28	FILE TAB DIVIDER, bristol board, for legal	set	29		2	31	0			0	0			0	0			0	31	17.31	536.61
29	FOLDER, FANCY, for A4 size documents	bundle	14	3	1	18	0		1	1	5			5	0			0	24	258.50	6,204.00
30	FOLDER, FANCY, for legal size documents	bundle	22	3	1	26	1		1	2	8			8	1			1	37	302.85	11,205.45
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	24		1	25	0			0	5			5	0			0	30	177.92	5,337.60
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	34	22	5	61	4	2	2	8	12	1	1	14	1	1	1	3	86	222.27	19,115.22
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	1	1	2	4	0			0	0			0	0			0	4	776.59	3,106.36
34	FOLDER, TAGBOARD, for A4 size documents	pack	18	1	1	20	0			0	5			5	0			0	25	226.05	5,651.25
35	FOLDER, TAGBOARD, for legal size documents	pack	31	1	7	39	7			7	16			16	11			11	73	208.38	15,211.74
36	GLUE, all purpose, gross weight: 200 grams min	jar	160	9	10	179	20	2	4	26	47	1	3	51	21	1	1	23	279	49.73	13,874.67
37	INDEX TAB, self-adhesive, transparent	box	36	11	1	48	1	6		7	21	5		26	1	5		6	87	53.74	4,675.38
38	LOOSELEAF COVER, made of chipboard, for legal	bundle			1	1	0			0	0			0	0			0	1	676.00	676.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	31	2	6	39	8	3	1	12	8	2	1	11	7	2	2	11	73	43.26	3,157.98
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	169	9	6	184	14	1	1	16	9	1	1	11	5	1	1	7	218	36.97	8,059.46
41	MARKER, whiteboard, black, felt tip, bullet type	piece	409	4	5	418	11		2	13	16		2	18	6			6	455	10.69	4,863.95
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	258	10	5	273	5		2	7	12		2	14	2			2	296	10.69	3,164.24
43	MARKER, whiteboard, red, felt tip, bullet type	piece	238		5	243	8		2	10	17		2	19	7			7	279	10.69	2,982.51
44	MARKER, PERMANENT, bullet type, black	piece	281	14	29	324	47	14	6	67	50	2	6	58	11	2	4	17	466	10.04	4,678.64
45	MARKER, PERMANENT, bullet type, blue	piece	226	1	17	244	16	6	2	24	26	3	2	31	9			9	308	10.04	3,092.32
46	MARKER, PERMANENT, bullet type, red	piece	185	1	18	204	14	7	3	24	10	1	3	14	7	1	1	9	251	10.04	2,520.04
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	5	4	7	16	4			4	4			4	0			0	24	12.52	300.48
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	153	1	10	164	23		2	25	27		2	29	2			2	220	32.45	7,139.00

49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	121	1	7	129	30			Pages 4 of 30	30			30	8			8	197	44.32	8,731.04
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	78		9	87	2		2	4	4		2	6	4			4	101	59.49	6,008.49
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	7		0	7	2			2	4			4	2			2	15	18.99	284.85
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	163	6	17	186	51	6	3	60	78	6	3	87	48	6		54	387	6.91	2,674.17
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	159	1	19	179	37	7	5	49	85	1	5	91	35			35	354	14.04	4,970.16
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	753	1	48	802	474	2	10	486	552	2	11	565	424			424	2277	137.66	313,451.82
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	1053	1	38	1092	492	2		494	572	2	1	575	443			443	2604	160.94	419,087.76
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	243	11	40	294	223	3	1	227	273	3	1	277	163	1	1	165	963	119.09	114,683.67
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	986	24	47	1057	226	15	8	249	300	16	8	324	166	14	9	189	1819	123.08	223,882.52
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	16	1	11	28	1	1	1	3	4			4	0			0	35	95.18	3,331.30
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	10		1	11	1	1	1	3	1	1	1	3	1	1		2	19	34.29	651.51
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	84	2	18	104	18	1	2	21	18		1	19	3			3	147	20.40	2,998.80
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	6	4	2	12	0			0	0			0	0			0	12	319.07	3,828.84
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	114	13	7	134	3	1	1	5	3	1	1	5	4			4	148	62.73	9,284.04
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	55	9	4	68	2	7	1	10	19	1	3	23	2			2	103	97.34	10,026.02
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	9		0	9	3			3	2			2	2			2	16	267.14	4,274.24
65	RUBBER BAND, 70mm min lay flat length (#18)	box	55	3	9	67	26	4	2	32	27		1	28	26			26	153	97.04	14,847.12
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	56	1	5	62	2	6		8	1	4		5	7			7	82	16.10	1,320.20
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	301	25	57	383	78	23	14	115	119	16	9	144	79	11	8	98	740	35.99	26,632.60
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	211	13	38	262	34	19	7	60	102	8	5	115	35	6	3	44	481	35.99	17,311.19
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	146	8	6	160	17	8	3	28	20	4	2	26	19	2	2	23	237	35.99	8,529.63
70	STAMP PAD INK, purple or violet	bottle	47	4	13	64	2	6		8	6			6	0			0	78	25.62	1,998.36
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	38	1	6	45	2	6		8	5			5	0			0	58	28.77	1,668.66
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	102	12	14	128	12	6	2	20	4		2	6	3			3	157	21.51	3,377.07

73	STAPLE WIRE, STANDARD, (26/6)	box	130	2	15	147	32	2	2	Pages 5 of 36	37	4	2	43	17	1		18	244	19.68	4,801.92
74	TAPE, MASKING, width: 24mm (±1mm)	roll	122	1	38	161	5	1	1	7	34	1	1	36	3			3	207	57.32	11,865.24
75	TAPE, MASKING, width: 48mm (±1mm)	roll	66		22	88	1	30	2	33	52		4	56	13			13	190	109.24	20,755.60
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	58	1	8	67	1		3	4	5		3	8	3		1	4	83	29.08	2,413.64
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	95	1	49	145	20	1	2	23	18	1	2	21	8		1	9	198	11.36	2,249.28
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	105	1	6	112	11	13	1	25	18	1	1	20	22			22	179	27.58	4,936.82
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	153	101	114	368	110	113	101	324	132	101	101	334	117	101	100	318	1344	70.30	94,483.20
80	TWINE, plastic, one (1) kilo per roll	roll		1	2	3	0		0	0	0			0	0			0	3	51.92	155.76
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	1		0	1	0			0	0			0	0			0	1	133.99	133.99
82	Airline Travel	ticket	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10	0.00	-

COMMON OFFICE DEVICES

1	CUTTER BLADE, for heavy duty cutter	tube	62		6	68	6	6		12	4			4	6			6	90	10.22	919.80
2	CUTTER KNIFE, for general purpose	piece	19	3	2	24	4	7	3	14	3		2	5	3			3	46	20.55	945.30
3	DATING AND STAMPING MACHINE, heavy duty	piece	12		1	13	1			1	0			0	0			0	14	497.52	6,965.28
4	PENCIL SHARPENER, manual, single cutter head	piece	22		1	23	0	4		4	1			1	0			0	28	194.69	5,451.32
5	PUNCHER, paper, heavy duty, with two hole guide	piece	111		2	113	0			0	0			0	0			0	113	123.42	13,946.46
6	SCISSORS, symmetrical, blade length: 65mm min	pair	48		2	50	1	7	1	9	2			2	0			0	61	14.28	871.08
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	31		6	37	1	1	1	3	0		1	1	1			1	42	85.45	3,588.90
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	11			11	0			0	0			0	0			0	11	913.95	10,053.45
9	STAPLE REMOVER, PLIER-TYPE	piece	6			6	0	6		6	2			2	0			0	14	18.91	264.74
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	12		1	13	0	3		3	0			0	0			0	16	51.57	825.12
11	WASTEBASKET, non-rigid plastic	piece	5		1	6	1	1	1	3	6			6	0			0	15	25.96	389.40

COMMON JANITORIAL SUPPLIES

1	BROOM, soft (tambo)	piece	62		7	69	1	21		Pages 6 of 22		21	1	22	1			1	114	91.94	10,481.16
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	17	3	2	22	50		50	51			51	1				1	124	24.88	3,085.12
3	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	12		1	13	4	3		7	4	3		7				0	27	43.26	1,168.02
4	CLEANSER, SCOURING POWDER, 350g min./can	can	22		1	23			0					0				0	23	24.88	572.24
5	DETERGENT POWDER, all purpose, 1kg	pouch	110		2	112	2	2	2	6	2	2	2	6	2	2		4	128	38.93	4,983.04
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	48		2	50		2		2				2		2		2	56	125.20	7,011.20
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	31		5	36		3		3	2	3		5				0	44	28.12	1,237.28
8	FLOOR WAX, PASTE, RED	can	10			10				0				0				0	10	280.13	2,801.30
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	6			6				0				0				0	6	90.85	545.10
10	INSECTICIDE, aerosol type, net content: 600ml min	can	12		1	13		6	1	7	1	6		7	1			1	28	142.77	3,997.56
11	MOP BUCKET, heavy duty, hard plastic	piece	5		1	6				0				0				0	6	1,987.44	11,924.64
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	25		4	29				0	2			2				0	31	148.18	4,593.58
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	35		2	37				0				0				0	37	110.32	4,081.84
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	25		3	28			1	1			1	1	1			1	31	51.68	1,602.08
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack			1	1				0				0				0	1	107.08	107.08
16	TRASHBAG, plastic, transparent	roll	44		2	46	2		2	4	2		2	4	2			2	56	145.48	8,146.88
17	DETERGENT BAR, 140 grams as packed	bar			2	2	1	1	1	3	1	1	1	3	1	1		2	10	7.57	75.70

COMMON OFFICE EQUIPMENT

1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0				0				0				0	0	10,816.00	-
2	CALCULATOR, compact, 12 digits	unit	13		7	20	1			1				0				0	21	140.61	2,952.81
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				0				0				0				0	0	6,828.14	-

6	DOCUMENT CAMERA, 3.2M pixels	unit	2		2	1			Pages 7 of 1				0			0	3	26,391.04	79,173.12
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	6		6				0				0			0	6	1,091.33	6,547.98
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	30		30				0				0			0	30	1,372.55	41,176.50
9	ELECTRIC FAN, STAND type, plastic blade	unit	25		5	30	1		1				0			0	31	1,046.65	32,446.15
10	ELECTRIC FAN, WALL type, plastic blade	unit	30		30				0				0			0	30	782.00	23,460.00
11	FACSIMILE MACHINE, uses thermal paper	unit			0				0				0			0	0	3,642.83	-
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	11		1	12	50		50				0			0	62	1,123.78	69,674.36
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit			1	1	4		4				0			0	5	5,191.68	25,958.40
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	16		16				0				0			0	16	27,542.94	440,687.04
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit			0				0				0			0	0	8,411.60	-
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	2		1	3			0				0			0	3	5,927.17	17,781.51
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	1		1	2			0				0			0	2	744.14	1,488.28
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	1		1				0				0			0	1	35,887.49	35,887.49
23	Laptop Computer, branded	unit	85		3	88			0				0			0	88	36,587.28	3,219,680.64

COMMON COMPUTER SUPPLIES																			
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1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box			1	1				0				0			0	1	709.53	709.53
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box			1	1				0				0			0	1	1,070.78	1,070.78
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box			1	1				0				0			0	1	796.06	796.06
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box			1	1				0				0			0	1	1,352.00	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				0				0				0			0	0	1,076.19	-	
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	3	13	3	19	3	3	3	9	3	3	3	9	3	3	3	9	46	22.66	1,042.36
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	5	1	2	8	1			1	1			1	1			1	11	3,152.86	34,681.46
9	FLASH DRIVE, 16 GB capacity	piece	7		4	11	4			4	2			2	2			2	19	261.75	4,973.25
10	MOUSE, optical, USB connection type	unit	4	2	3	9	2	2	2	6	2	2	2	6	2	2	2	6	27	140.39	3,790.53

HANDBOOK ON PROCUREMENT

1	HANDBOOK (RA 9184), 7th Edition	piece	4			4				0				0				0	4	48.13	192.52
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CONSUMABLES

1	DRUM CART, BROTHER DR-3455	cart				0				0				0				0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart				0				0				0				0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0				0				0				0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart	19	4	2	25	2	4		6	2			2	2			2	35	264.99	9,274.65
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	16	4	2	22	2	4		6	2			2	2			2	32	264.99	8,479.68
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	15	4	2	21	2	4		6	2			2	2			2	31	264.99	8,214.69
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	3	4	2	9	2	4		6	2			2	2			2	19	264.99	5,034.81
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	1	1	1	3	4	1	1	6	1	1	1	3	1	1	1	3	15	676.00	10,140.00
13	INK CART, HP C9352AA, (HP22), Tri-color	cart	1	1	1	3	4	1	1	6	1	1	1	3	1	1	1	3	15	782.00	11,730.00
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,552.10	-

15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0			Pages 9 of 0				0			0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0			0				0			0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0			0				0			0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0			0				0			0	0	0.00	-
19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0			0				0			0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart	3			3	2		2	1			1	1		1	7	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart	1			1	2		2	1			1	1		1	5	665.18	3,325.90
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0			0				0			0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0			0				0			0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0			0				0			0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0			0				0			0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0			0				0			0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0			0				0			0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0			0				0			0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0			0				0			0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0			0				0			0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0			0				0			0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0			0				0			0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0			0				0			0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0			0				0			0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0			0				0			0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0			0				0			0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0			0				0			0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0			0				0			0	0	1,227.62	-

39	INK CART, HP CN692AA, (HP704), Black	cart			4	4			4	4			4	4			16	373.15	5,970.40	
40	INK CART, HP CN693AA, (HP704), Tri-color	cart			2	2			2	2			2	2			8	373.15	2,985.20	
41	INK CART, HP CZ107AA, (HP678), Black	cart	2			2	2			2	2			2	2			8	379.64	3,037.12
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart	2			2	2			2	2			2	2			8	379.64	3,037.12
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				0				0				0			0	0	0.00	-	
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0			0	0	0.00	-	
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0				0				0			0	0	79.82	-	
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0			0	0	753.88	-	
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	78.96	947.52
68	TONER CART, BROTHER TN-2025, Black	cart				0				0				0			0	0	2,658.57	-	
69	TONER CART, BROTHER TN-2130, Black	cart				0				0				0			0	0	1,892.80	-	
70	TONER CART, BROTHER TN-2150, Black	cart				0				0				0			0	0	2,720.22	-	
71	TONER CART, BROTHER TN-3320, Black	cart				0				0				0			0	0	3,059.63	-	
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0			0	0	4,460.08	-	
73	TONER CART, HP CB435A, Black	cart				0				0				0			0	0	2,914.91	-	
74	TONER CART, HP CB540A, Black	cart				0				0				0			0	0	3,444.90	-	
75	TONER CART, HP CE255A, Black	cart				0				0				0			0	0	7,024.99	-	
76	TONER CART, HP CE278A, Black	cart				0				0				0			0	0	3,239.39	-	
77	TONER CART, HP CE285A (HP85A), Black	cart			4	4				0	4			4	4		4	12	3,009.01	36,108.12	
78	TONER CART, HP CE310A, Black	cart				0				0				0			0	0	2,482.27	-	
79	TONER CART, HP CE311A, Cyan	cart				0				0				0			0	0	2,590.43	-	
80	TONER CART, HP CE312A, Yellow	cart				0				0				0			0	0	2,590.43	-	
81	TONER CART, HP CE313A, Magenta	cart				0				0				0			0	0	2,590.43	-	
82	TONER CART, HP CE320A, Black	cart				0				0				0			0	0	2,968.99	-	
83	TONER CART, HP CE321A, Cyan	cart				0				0				0			0	0	3,131.23	-	
84	TONER CART, HP CE322A, Yellow	cart				0				0				0			0	0	3,131.23	-	
85	TONER CART, HP CE323A, Magenta	cart				0				0				0			0	0	3,131.23	-	
86	TONER CART, HP CE390A, Black	cart				0				0				0			0	0	7,998.43	-	

87	TONER CART, HP CE400A, Black	cart				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	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	2,747.26	32,967.12
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						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-

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

COMMON OFFICE EQUIPMENT

1	Printer - Brother	unit	3			3				0				0			0	3	12,000.00	36,000.00
2						0				0				0			0	0		-
3						0				0				0			0	0		-
4						0				0				0			0	0		-
5						0				0				0			0	0		-

COMMON OFFICE SUPPLIES

1	POS Thermal paper 80mm X 80mm	roll	30			30	30			30	30			30	30			30	120	80.00	9,600.00
2	Bond paper, short, subs. 20	ream	5			5	5			5	5			5	5			5	20	187.50	3,750.00
3	Bond paper with LNU letterhead, short	ream	1			1	0			0	0			0	0			0	1	375.00	375.00
4	Develop toner TN114	piece	2			2	1			1	1			1	1			1	5	3,125.00	15,625.00
5	Ink for xerox copying machine, Sharp AR 6020	bottle	2			2	1			1	1			1	1			1	5	7,000.00	35,000.00
6	Ball pen, pilot, fine	piece	4			4	4			4	4			4	4			4	16	37.50	600.00
7	Sticker, 3M, for property number		1000			1000	0			0	0			0	0			0	1000	5.25	5,250.00
8	Cannon board, 185 gsm, 8-1/2 x 11', cream	piece	20			20	0			0	0			0	0			0	20	2,500.00	50,000.00
9	Staple wire #35, copper, STEVE	box	1			1	1			1	1			1	1			1	4	56.25	225.00
10	Correction fluid, water base	piece	1			1	1			1	1			1	1			1	4	93.75	375.00
11	Computer ribbon for DOT MATRIX printer	box	12			12	12			12	12			12	12			12	48	56.25	2,700.00
12	Stabilo boss	piece	4			4	0			0	4			4	0			0	8	93.75	750.00
13	PVC Cover, 200MIC,217mm x 331mm, Clear	box	1			1				0				0				0	1	520.00	520.00
14	Folder, Morocco, Short, Blue	piece		20		20				0				0				0	20	18.00	360.00
15	PAPER, Multi-Purpose (COPY),letter,short	Ream	5			5	5			5	5			5	5			5	20	200.00	4,000.00

16																				
17																				
18																				
19																				
20																				

COMMON JANITORIAL SUPPLIES

1	Heavy duty rubber matting rubber mats interlocking jigsaw mat 12ml	pcs	6		6				0				0				0	6	2,000.00	12,000.00
2	Downy 900 ml		4		4				0	2			2				0	6	300.00	1,800.00
3	Choline (1 kilo)		2		2				0				0				0	2	100.00	200.00
4	door mat (cloth)	pc	12		12				0	12			12				0	24	200.00	4,800.00
5	door mat (rubber)	pc	12		12				0	12			12				0	24	350.00	8,400.00

CONSUMABLES

1	Ink, HP 680 Black	cart			0				0	4			4				0	4	400.00	1,600.00
2	Ink, HP 680 Tri-color	cart			0				0	4			4				0	4	400.00	1,600.00
3	Toner, Ineo TN 116	cart	2		15	17	13		13	12			12	13			13	55	5,156.25	283,593.75
4	Toner, Sharp AR6020 (MX-237FT)	cart			0	2			2				0	2			2	4	6,980.00	27,920.00
5	Imaging Unit (Ineo)	unit			0	20	1		21				0				0	21	8,500.00	178,500.00
6	Fusing Unit (Ineo)	unit			0	20	1		21				0				0	21	9,000.00	189,000.00
7	Drum (Ineo)	unit			0	20	1		21				0				0	21	10,000.00	210,000.00
8	Developer (Ineo)	unit			0	20	1		21				0				0	21	1,500.00	31,500.00
9	Imaging Cartridge (Konica)	unit	1		1	20			20				0				0	21	6,500.00	136,500.00
10	Toner (Konica) Black	cart	3	10	13	3	10		13		10		10		10		10	46	2,000.00	92,000.00
11	Toner (Konica) Cyan	cart		10	10		10		10		10		10	2	10		12	42	5,300.00	222,600.00
12	Toner (Konica) Magenta	cart		10	10		10		10		10		10	2	10		12	42	5,300.00	222,600.00

13	Toner (Konica) Yellow	cart		10		10		10		10		10	2	10		12	42	5,300.00	222,600.00
14	Anti Virus	unit	1		1			0				0				0	1	1,300.00	1,300.00
15	cologne 100 ml bottle	pc	8		8			0	6			6				0	14	350.00	4,900.00
16	baby powde (bottle -200 g)	pc	8		8			0	6			6				0	14	280.00	3,920.00
17	clay (non toxic) assorted colors	box	18		18			0				0				0	18	100.00	1,800.00
18	socks (assorted colors) kids size	pair	15		15			0				0				0	15	30.00	450.00
19	First aide kit	pack	3		3			0				0				0	3	1,000.00	3,000.00
20	hand soap	pc	20		20			0	10			10				0	30	100.00	3,000.00
21	Develop INEO TN116(164), Toner		1		1			0				0				0	1	3,700.00	3,700.00
22	Toner, Konika Minolta Magicolor 1690 MF, Black				0	1		1				0				0	1	3,900.00	3,900.00
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	Chair, Swivel	unit	1		1			0				0				0	1	3,500.00	3,500.00
2	Brother M402-02 Daisy wheel-Prestige Typewriter wheel	pc	2		2			0				0				0	2	3,500.00	7,000.00
3	Brother M1030 Correctable Ribbon for GX6750 / 8250	pc	3		3			0				0				0	3	1,500.00	4,500.00
4	Steel cabinet for pupils record	unit	3		3			0				0				0	3	15,000.00	45,000.00
5	sound system for IGP food court	unit	1		1			0				0				0	1	50,000.00	50,000.00

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	Diploma Case	pc	2000			2000				0				0				0	2000	80.00	160,000.00
2	Security Paper for TOR, A4	ream	20			20				0	10			10	10			10	40	7,500.00	300,000.00
3	Cannon Paper, Powder Blue, Long	ream			20	20		10		10				0				0	30	800.00	24,000.00
4	Parchment Paper, 8.5x11	ream	5			5				0				0				0	5	2,000.00	10,000.00
5	Brown envelope with plastic long	pc	200			200				0	200			200				0	400	15.00	6,000.00
6	double sided tape (1")	roll	10			10				0	10			10				0	20	75.00	1,500.00
7	dark tranfer	packs	15			15	15			15	15			15	15			15	60	200.00	12,000.00
8	laminating film	rolls	2			2	2			2				0	2			2	6	50,000.00	300,000.00
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		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-

Cleaning Equipment and Supplies

1	Turbo mop	unit	10		10				0				0				0	10	1,000.00	10,000.00
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		-
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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					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-

Computer Supplies

1	UPS	unit	7		7				0				0				0	7	6,500.00	45,500.00
2	Scanner	unit	2		2				0				0				0	2	8,000.00	16,000.00
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-

Computer Equipment and Accessories

1					0				0				0				0	0		-
2					0				0				0				0	0		-

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

***Other Categories**

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

C. TOTAL (A + B):		P	8,997,168.53
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	899,716.85
E. GRAND TOTAL (C + D)		P	9,896,885.38
F. APPROVED BUDGET BY THE AGENCY HEAD			
G. MONTHLY CASH REQUIREMENTS			

G.1 Available at Procurement Service Stores		4,869,906.33		Pages 23 of 46 439,731.01		389,434.41		272,783.03		P	5,963,854.78
G.2 Other Items not available at PS but regularly purchased from other sources		980,976.25		1,123,291.25		341,205.00		473,191.25		P	2,918,663.75
TOTAL MONTHLY CASH REQUIREMENTS		5,850,882.58		1,555,022.26		730,639.41		745,974.28		P	8,882,518.53

*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:

ILUMINADO S. MARMITA

Property/Supply Officer

CORAZON Q. DELA CRUZ

Accountant / Local Budget Officer

JUDE A. DUARTE, DPA

Head of Office/Agency

Date: 11/21/2017
