

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. 4031.



Department/Bureau/Office: DOH - REG. OFFICE VIII (PALO, LEYTE)

Region: VIII - Tacloban

Address: Gov't Center, Candahug, Palo, Leyte

Agency Account Code: 0028

Contact Person:

PROSPERO T. PEQUE

Position:

ADM. Supply Officer

E-mail:

prospeck@yahoo.com

Telephone/Mobile No.:

9204407183

*Recd -
On 11/29/17*

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, 3 pieces per blister pack	pack	34	7	36	67				0	6			6				0	73	20.28	1,460.4
2. BATTERY, dry cell, AAA, 3 pieces per blister pack	pack	34	7	30	71				0			5	5				0	76	19.10	1,455.4
3. BATTERY, dry cell, D, 1.5 volts, alkaline	pack			5	5				0			5	5				0	10	91.94	919.4
4. FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube			5	6				0				0				0	6	40.97	245.8
5. High Bulb, LED, 7 watts : pc in individual box	piece				0				0				0				0	0	75.39	
6. TAPE, ELECTRICAL, 18mm x 36M min	roll	8		1	9				0				0				0	9	18.93	170.3
COMMON OFFICE SUPPLIES																				
1. ACETATE, thickness: 0.075mm min (2page #3)	roll				0				0				0				0	0	766.73	

2	AIR FRESHENER, aerosol, 250ml (5oz min)	can	60	48	5	111			12	12				0			0	113	88.69	10,908.87
3	ALCOHOL, ethyl, 840 proof, scented, 500ml (1.7qt)	bottle	142	48	5	200	3		10	13	16			16			0	339	49.73	11,358.17
4	CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0			0	0	205.48	-
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0			0	0	210.91	-
6	CARTOLINA, assorted colors	pack	1		1	2				0				0			0	2	67.06	154.11
7	CHALK, molded, white, dustless, length 78mm min	box				0				0				0			0	0	26.89	-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	6	5		11				0				0			0	11	38.19	120.09
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	6	3		9				0				0			0	9	40.47	164.33
10	CUP, BACKFOLD, all metal, clamping: 19mm (11/16")	box	35	15		50				0				0			0	50	7.87	391.50
11	CUP, BACKFOLD, all metal, clamping: 25mm (1 1/8")	box	25	10		55				0				0			0	55	13.94	256.20
12	CUP, BACKFOLD, all metal, clamping: 32mm (1 1/4")	box	5	25		30				0				0			0	30	19.88	396.40
13	CUP, BACKFOLD, all metal, clamping: 50mm (2")	box	1	25		27				0				0			0	27	41.10	1,109.70
14	CORRECTION TAPE, film base type, 1/16" min	piece	81	5	5	95				0	5			9			0	104	18.26	1,891.06
15	DATA FILE BOX, made of chipboard, with closed ends	box	5	10	0	27			5	8			8	8			0	43	77.57	3,120.51
16	DATA FOLDER, made of chipboard, tag labeled	piece			4	4				0			4	4			0	8	71.39	571.12
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	1			1				0				0			0	1	424.47	424.47
18	ENVELOPE, DOCUMENTARY, for legal size document	box	1		1	2				0				0			0	2	538.80	1,077.60
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc.	box	5		2	7				0				0			0	7	667.84	4,574.88
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	12			12				0				0			0	12	28.71	344.52
21	ENVELOPE, MAILING, white, 50gsm (15)	box			1	1				0				0			0	1	341.79	341.79
22	ENVELOPE, mailing, white, with window	box				0				0				0			0	0	427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece	2	6		6	2			2				0			0	10	11.55	115.50
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	20	9		31				0				0			0	31	6.23	193.13
25	FASTENER, METAL, 70mm between prongs	box	30	8		38				0				0			0	38	59.37	2,256.06
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece		8		8				0				0			0	8	73.59	588.72

27	FILE TAB DIVIDER, bristol board, for A4	set	6	20		25				0				0			0	25	12.98	327.48
28	FILE TAB DIVIDER, bristol board, for legal	set	6	5		11				0				0			0	11	17.31	190.41
29	FOLDER, FANCY, for A4 size documents	bundle		1		1				0				0			0	1	258.50	258.50
30	FOLDER, FANCY, for legal size documents	bundle		1		1		2		2				0			0	3	302.85	908.55
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack		1	1	2				0				0			0	2	177.92	355.84
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack		1		1				0				0			0	1	322.27	322.27
33	FOLDER, PRESSBOARD, size: 140mm x 320mm (-5mm)	box	1			1				0	1			1			0	2	776.59	1,553.18
34	FOLDER, TAGBOARD, for A4 size documents	pack	1	1	3	5				0		1		1			0	6	226.05	1,556.40
35	FOLDER, TAGBOARD, for legal size documents	pack	1	2	5	6				0		2		2			0	8	268.38	1,667.04
36	GLUE, all purpose, gross weight: 200 grams min	jar	10	11	2	23	5			5	2			2			0	18	49.73	1,293.44
37	INDEX TAB, self-adhesive, transparent	box	86		1	87				0				0			0	87	53.74	4,675.98
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				9				0				0			0	0	676.00	-
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	10			10				0				0			0	10	43.26	432.60
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	6	2	5	13		2		2				0			0	15	36.97	554.55
41	MARKER, whiteboard, black, felt tip, bullet type	piece	2	34	5	41				0				0			0	41	10.69	438.19
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	6	40	5	51				0	4			4			0	55	10.69	587.95
43	MARKER, whiteboard, red, felt tip, bullet type	piece	4	34	2	40				0	4			4			0	44	10.69	470.36
44	MARKER, PERMANENT, bullet type, black	piece	5	16	2	23				0				0			0	23	10.04	290.93
45	MARKER, PERMANENT, bullet type, blue	piece	5	16	2	23				0				0			0	23	10.04	230.93
46	MARKER, PERMANENT, bullet type, red	piece	2	15	1	16				0				0			0	16	10.04	160.64
47	NOTEBOOK, STENOCHAPHER, spiral, 40 leaves	piece	6	8	10	22				0				0			0	22	12.52	275.44
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	32	12	5	59				0	9			9			0	50	32.45	2,206.60
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	13	29	5	47				0	9			9			0	56	44.32	2,481.92
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	13	15	5	33				0	9			9			0	40	59.49	2,498.68
51	PAPER, PAO, ruled, size: 216mm x 330mm (8 1/2" x 13")	pad				0				0				0			0	0	18.99	-

52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	55	9	5	69			0	8			8			0	27	5.91	558.07
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	95	9	5	50			0	8			8			0	58	14.04	814.30
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	342			342	25	10	35	50			50	30		30	307	137.66	49,344.62
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	28			28	10	5	15	5			5	5		5	43	160.94	8,575.80
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	70	145	20	235	20	5	25	50		5	55		5	5	318	119.09	27,870.67
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	53	84	15	150		5	5	20			20			0	173	123.08	21,539.00
58	PAPER, PARCHMENT, size: 210 x 297mm, multi purpose	ream				0			0	5			5			0	5	95.18	475.90
59	PAPER, THERMAL, 55gsm, size: 216mm x 304mm x 30m roll	roll				0			0				0			0	0	34.29	-
60	PENCIL, lead, w/eraser, wood cases, hardness: HB	box	25	2	2	27			0				0			0	27	20.40	550.80
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece		1	1	2			0				0			0	2	319.07	638.14
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	2			2			0				0			0	2	62.75	125.46
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	5		3	8			0		2		2			0	10	97.34	973.40
64	RING BINDER, 30 rings, plastic, 32mm x 1.0m	bundle				0			0				0			0	0	267.14	-
65	RUBBER BAND, 70mm min by flat length (#15)	box	2		5	7			0				0			0	7	97.04	679.28
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	8		7	15		1	1			1	1			0	17	16.10	278.70
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	46		45	94		12	12	3	15	3	21			0	127	35.99	6,570.73
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	254	147	14	410		24	14	125	18	6	159			0	603	35.99	21,701.57
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	6		5	11			0				0			0	11	35.99	395.89
70	STAMP PAD INK, purple or violet	bottle	9	1	2	12			0				0			0	12	25.62	307.44
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	9		1	10			0				0			0	10	28.77	287.70
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	20		4	24			0	5			5			0	29	21.51	623.79
73	STAPLE WIRE, STANDARD, (20/6)	box	6	3	5	14			0	5	2		8			0	22	19.68	432.96
74	TAPE, MASKING, width: 24mm (1mm)	roll	11	14		24			0	1		1	2			0	26	57.32	1,490.32
75	TAPE, MASKING, width: 48mm (2mm)	roll	5	11		16			0	1		1	2			0	16	109.24	1,747.64
76	TAPE, PACKAGING, width: 48mm (2mm)	roll	15	13	2	30			0			1	1			0	31	29.08	901.48

27	TAPE, TRANSPARENT, width 24mm (1mm)	roll	17	75		37				0	1		1	2			0	34	11.36	386.24
28	TAPE, TRANSPARENT, width 48mm (1mm)	roll	3			3				0	1		1	2			0	5	27.58	137.90
29	TOILET TISSUE PAPER 2-ply sheets, 150 pull	pack	65	58	23	146			1	5	1	3	4	6			0	157	70.30	11,037.10
30	TATNE, plastic, one (1) kilo per roll	roll	3			3				0				0			0	3	51.92	155.76
31	WRAPPING PAPER, kraft, 65gram (50)	pack	1			1				0				0			0	1	133.99	133.99
32	Airline Travel	ticket				0				0				0			0	0	0.00	-
COMMON OFFICE DEVICES																				
1	CUTTER BLADE, for heavy duty cutter	tube	3	9		12			3	3				0			0	15	10.22	153.30
2	CUTTER KNIFE, for general purpose	piece	2	10	1	13				0	4			4			0	17	20.55	349.35
3	DATING AND STAMPING MACHINE, heavy duty	piece	3	1		4				0				0			0	4	497.57	1,990.68
4	PENCIL SHARPENER, manual, single cutter head	piece	2	1	1	4				0				0			0	4	194.69	778.76
5	PUNCHER, paper, heavy duty, with two hole guide	piece	4			4				0				0			0	4	123.42	495.68
6	SCISSORS, symmetrical, blade length: 65mm min	pair	37	9	2	48				0				0			0	68	14.28	685.44
7	STAPLER, STANDARD TYPE, load cap: 300 staples min	piece	5	14		19				0				0			0	19	85.45	1,623.55
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece		1		1				0				0			0	1	913.95	913.95
9	STAPLE REMOVER, Pliers-type	piece	26	12	3	41				0				0			0	42	18.91	794.22
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	3			3				0				0			0	3	51.57	154.71
11	WASTEBASKET, non rigid plastic	piece	12	8	3	23				0				0			0	23	25.96	597.08
COMMON JANITORIAL SUPPLIES																				
1	BROOM, soft (bambo)	piece	12	6	2	20				0	3			3			0	23	91.94	2,114.62
2	BROOM, STICK (TING-TING), usable length: 750mm min	piece	12	2		14				0				0			0	14	24.88	348.32
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	30	41	3	74				0	12			11			0	85	43.16	3,678.36
4	CLEANSER, SCOURING POWDER, 350g min./can	can	30	6		36				0	6			6			0	42	24.88	1,046.96
5	DETERGENT POWDER, all purpose, pkg.	pkg	34	30	3	67				0	12			12			0	74	38.93	3,073.47
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	35	40		75			3	2	6			6			0	85	125.20	10,642.00

7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	10	4	1	15				0	2			3			0	17	28.12	478.04
8	FLOOR WAX, PASTE, RED	can				0				0				0			0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml/min per can	can	30	8	2	50		2	1	3			5				0	35	90.85	3,079.75
10	INSECTICIDE, aerosol type, net content: 600ml/min	can	35	27	2	54	9		9	14			24				0	87	162.77	12,420.99
11	MOP BUCKET, heavy duty, hard plastic	piece	2	1		3			0				0				0	3	1,987.44	5,962.32
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	10		2	12			0				0				0	12	148.18	1,778.16
13	MOPHEAD, made of rayon, weight: 400 grams/min	piece	10		2	12			0				0				0	12	110.32	1,323.84
14	PADS, all cotton, 30 pieces per kilogram/min	bundle	12	2	1	20		3	5	1			1				0	24	51.68	1,240.32
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	10			10			0				0				0	10	107.08	1,070.80
16	TRASHBAG, plastic, transparent	roll	17	5		22		9	9	4			4				0	39	145.48	5,091.82
17	DETERGENT BAR, 140 grams as packed	bar	10	0	3	15			0				0				0	15	7.57	113.55

COMMON OFFICE EQUIPMENT

1	BINDING AND PUNCHING MACHINE, binding cap: 5mm	unit	1	1		2				0				0			0	2	10,816.00	21,632.00
2	CALCULATOR, compact, 12 digits	unit	11			11				0				0			0	11	140.61	1,546.71
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece		12		12				0				0			0	12	273.10	3,277.20
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				0				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			1	1				0				0			0	1	1,046.65	1,046.65
10	ELECTRIC FAN, WALL type, plastic blade	unit				0				0				0			0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit		2		2				0				0			0	2	3,642.83	7,285.66
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0				0				0			0	0	1,123.78	-
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0			0	0	5,191.68	-

16	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0					0	0	27,542.94	-
17	PAPER TRIMMING/CUTTING MACHINE, max paper size: B4	unit				0				0					0	0	8,411.60	-
18	PAPER SHREDDER, cutting width: 3mm-4mm	unit				0				0					0	0	5,927.17	-
19	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0					0	0	19,457.98	-
20	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column	unit				0				0					0	0	6,064.78	-
21	PRINTER, LASER, monochrome, network ready	unit				0				0					0	0	744.14	-
22	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0					0	0	1,379.04	-
23	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0					0	0	1,379.04	-
24	Desktop Computer, branded	unit				0				0					0	0	35,887.49	-
25	Laptop Computer, branded	unit				0				0					0	0	36,587.28	-
COMMON COMPUTER SUPPLIES																		
1	CONTINUOUS FORM, 1 PLY, 280 x 341mm	box				0				0					0	0	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0					0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 341mm, carbonless	box				0				0					0	0	796.06	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0					0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 341mm, carbonless	box				0				0					0	0	620.67	-
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0					0	0	1,076.19	-
7	DVD REWRITABLE, speed 4x, 120mm, 4.7GB capacity min	piece				0				0					0	0	22.66	-
8	EXTERNAL HARD DRIVE, rtd, 3.5" HDD, USB 3.0	piece		2		2				0					0	2	3,152.86	6,305.72
9	FLASH DRIVE, 16 GB capacity	piece	40	10	8	42				0					0	42	261.75	10,993.50
10	MOUSE, optical, USB connection type	unit	8	2	10					0					0	10	140.39	1,403.90
HANDBOOK ON PROCUREMENT																		
1	HANDBOOK (RA 9184), 7th edition	piece	1			1				0					0	1	48.19	48.19
CONSUMABLES																		
1	DRUM CART, BROTHER DR 3455	cart				0				0					0	0	7,138.56	-

3	INK CART, CANON CL740, Col	cart				0				0					0	0	1,041.58	-
4	INK CART, CANON CL-811, Colored	cart				0	1		1				0		0	1	1,070.78	1,070.78
4	INK CART, CANON PG-240, Black	cart				0			0						0	0	784.16	-
5	INK CART, CANON PG-810, black	cart				0	1		1				0		0	1	811.20	811.20
6	INK CART, EPSON C13T664100 (T6641), Black	cart			10	10	8		8				0		0	18	264.99	4,269.82
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart			7	7	5		5				0		0	7	264.99	1,854.93
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart			7	7	5		5				0		0	7	264.99	1,854.93
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart			7	7	5		5				0		0	7	264.99	1,854.93
10	INK CART, HP C8P04AA (HP62) Black	cart				0			0				0		0	0	0.00	-
11	INK CART, HP C8P05AA (HP62) Tri-color	cart				0			0				0		0	0	0.00	-
12	INK CART, HP C9351AA, (HP71), Black	cart				0			0				0		0	0	676.00	-
13	INK CART, HP C9352AA, (HP72), Tri-color	cart				0			0				0		0	0	782.00	-
14	INK CART, HP C9363AA, (HP97), Tri-color	cart				0			0				0		0	0	1,553.10	-
15	INK CART, HP C9392A (HP72) 69ml Photo Black	cart				0			0				0		0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0			0				0		0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0			0				0		0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0			0				0		0	0	0.00	-
19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0			0				0		0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0			0				0		0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0			0				0		0	0	665.16	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0			0				0		0	0	784.16	-
23	INK CART, HP CD857AA, (HP63), Black	cart				0			0				0		0	0	373.15	-
24	INK CART, HP CD858AA, (HP703), Tri-color	cart				0			0				0		0	0	373.15	-
25	INK CART, HP CD922AA, (HP 92001), Cyan	cart				0			0				0		0	0	654.37	-
26	INK CART, HP CD923AA, (HP 92001), Magenta	cart				0			0				0		0	0	654.37	-

27	INK CART, HP CB024AA, (HP 900XL), Yellow	cart				0				0						0	0	656.37	
28	INK CART, HP CB025AA, (HP 900XL), Black	cart				0				0						0	0	1,292.51	
29	INK CART, HP CH560AA, (HP61), Black	cart				0				0						0	0	670.59	
30	INK CART, HP CH561AA, (HP61), Tri-color	cart				0				0						0	0	859.87	
31	INK CART, HP CH562A (HP61) Black	cart				0				0						0	0	0.00	
32	INK CART, HP CH563A (HP61) Cyan	cart				0				0						0	0	0.00	
33	INK CART, HP CH564A (HP61) Magenta	cart				0				0						0	0	0.00	
34	INK CART, HP CH565A (HP61) Yellow	cart				0				0						0	0	0.00	
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0						0	0	1,615.99	
36	INK CART, HP CN046AA, (HP950XL), Cyan	cart				0				0						0	0	1,222.21	
37	INK CART, HP CN047AA, (HP950XL), Magenta	cart				0				0						0	0	1,227.62	
38	INK CART, HP CN048AA, (HP950XL), Yellow	cart				0				0						0	0	1,227.62	
39	INK CART, HP CN690AA, (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, (HP675), Black	cart				0			4		4					0	4	379.64	1,518.56
42	INK CART, HP CZ108AA, (HP675), Tri-color	cart				0			4		4					0	4	379.64	1,518.56
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 F0V05AA (HP686) Tri-color	cart				0				0						0	0	0.00	
48	INK CART, HP F0V07AA (HP686) Black	cart				0				0						0	0	0.00	
49	INK CART, HP L0S51AA (HP955) Cyan Original	cart				0				0						0	0	0.00	
50	INK CART, HP L0S54AA (HP955) Magenta Original	cart				0				0						0	0	0.00	
51	INK CART, HP L0S57AA (HP955) Yellow Original	cart				0				0						0	0	0.00	

51	INK CART, HP Lx569AA (HP955) Black Original	cart				0				0					0	0	0.00	-
52	INK CART, HP Lx569AA (HP955XL) Cyan Original	cart				0				0					0	0	0.00	-
53	INK CART, HP Lx569AA (HP955XL) Magenta Original	cart				0				0					0	0	0.00	-
54	INK CART, HP Lx569AA (HP955XL) Yellow Original	cart				0				0					0	0	0.00	-
55	INK CART, HP Lx571AA (HP955XL) Black Original	cart				0				0					0	0	0.00	-
56	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0					0	0	0.00	-
57	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0					0	0	0.00	-
58	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0					0	0	0.00	-
59	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0					0	0	0.00	-
60	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0					0	0	0.00	-
61	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0					0	0	0.00	-
62	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0					0	0	0.00	-
63	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0					0	0	0.00	-
64	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0				0					0	0	79.82	-
65	RIBBON CART, EPSON C13S015531 (S015085), Black	cart				0				0					0	0	753.88	-
66	RIBBON CART, EPSON C13S015532, Black, for LX-310	cart				0				0					0	0	78.96	-
67	TONER CART, BROTHER TN-2025, Black	cart				0				0					0	0	2,658.57	-
68	TONER CART, BROTHER TN-2150, Black	cart				0				0					0	0	1,892.80	-
69	TONER CART, BROTHER TN-2150, Black	cart				0				0					0	0	2,720.22	-
70	TONER CART, BROTHER TN-3330, Black	cart				0				0					0	0	3,059.63	-
71	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0					0	0	4,460.08	-
72	TONER CART, HP CB435A, Black	cart				0				0					0	0	2,914.91	-
73	TONER CART, HP CB540A, Black	cart				0				0					0	0	3,444.90	-
74	TONER CART, HP CE755A, Black	cart				0				0					0	0	7,024.99	-
75	TONER CART, HP CE778A, Black	cart				0				0					0	0	3,239.39	-

27	TONER CART, HP CE185A (HP85A), Black	cart	11					4	4	1						0	16	3,009.01	48,144.76
28	TONER CART, HP CE310A, Black	cart				0			0				0			0	0	1,481.27	-
29	TONER CART, HP CE310A, Cyan	cart				0			0				0			0	0	2,590.43	-
30	TONER CART, HP CE310A, Yellow	cart				0			0				0			0	0	2,590.43	-
31	TONER CART, HP CE310A, Magenta	cart				0			0				0			0	0	2,590.43	-
32	TONER CART, HP CE320A, Black	cart				0			0				0			0	0	2,968.99	-
33	TONER CART, HP CE320A, Cyan	cart				0			0				0			0	0	3,131.23	-
34	TONER CART, HP CE320A, Yellow	cart				0			0				0			0	0	3,131.23	-
35	TONER CART, HP CE330A, Magenta	cart				0			0				0			0	0	3,131.23	-
36	TONER CART, HP CE390A, Black	cart				0			0				0			0	0	7,998.43	-
37	TONER CART, HP CE400A, Black	cart				0			0				0			0	0	7,014.99	-
38	TONER CART, HP CE400A, Cyan	cart				0			0				0			0	0	10,377.95	-
39	TONER CART, HP CE400A, Yellow	cart				0			0				0			0	0	10,377.95	-
40	TONER CART, HP CE403A, Magenta	cart				0			0				0			0	0	10,377.95	-
41	TONER CART, HP CE410A (HP305), Black	cart				0			0				0			0	0	3,942.43	-
42	TONER CART, HP CE410A (HP305), Cyan	cart				0			0				0			0	0	5,618.91	-
43	TONER CART, HP CE410A (HP305), Yellow	cart				0			0				0			0	0	5,618.91	-
44	TONER CART, HP CE410A (HP305), Magenta	cart				0			0				0			0	0	5,618.91	-
45	TONER CART, HP CE505A, Black	cart				0			0				0			0	0	4,158.75	-
46	TONER CART, HP CE505X, Black, High cap	cart				0			0				0			0	0	7,349.47	-
47	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0			0				0			0	0	0.00	-
48	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0			0				0			0	0	0.00	-
49	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0			0				0			0	0	0.00	-
50	TONER CART, HP CF400A, LaserJet Pro M401/M405 1.7K Black	cart				0			0				0			0	0	0.00	-
51	TONER CART, HP CF400XC	cart				0			0				0			0	0	7,241.31	-

182	TONER CART, HP CF285A (HP85A) Black LaserJet	cart				0				0					0	0	0.00	-
183	TONER CART, HP CF285A (HP85A) LaserJet Black	cart				0				0					0	0	0.00	-
184	TONER CART, HP CF285XC (HP85X) Blk Contract LJ	cart				0				0					0	0	0.00	-
185	TONER CART, HP CF287A (HP87) black	cart				0				0					0	0	0.00	-
186	TONER CART, HP CF310AC (HP826) black	cart				0				0					0	0	0.00	-
187	TONER CART, HP CF310AC (HP826) cyan	cart				0				0					0	0	0.00	-
188	TONER CART, HP CF310AC (HP826) yellow	cart				0				0					0	0	0.00	-
189	TONER CART, HP CF313AC (HP826) magenta	cart				0				0					0	0	0.00	-
190	TONER CART, HP CF325XC (HP15X) Black LaserJet	cart				0				0					0	0	0.00	-
191	TONER CART, HP CF325A Black LJ	cart				0				0					0	0	0.00	-
192	TONER CART, HP CF351A Cyan LJ	cart				0				0					0	0	0.00	-
193	TONER CART, HP CF352A Yellow LJ	cart				0				0					0	0	0.00	-
194	TONER CART, HP CF353A Magenta LJ	cart				0				0					0	0	0.00	-
195	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0					0	0	0.00	-
196	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0					0	0	0.00	-
197	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0					0	0	0.00	-
198	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0					0	0	0.00	-
199	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0					0	0	0.00	-
200	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0					0	0	0.00	-
201	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0					0	0	0.00	-
202	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0					0	0	0.00	-
203	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0					0	0	0.00	-
204	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0					0	0	0.00	-
205	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0					0	0	0.00	-
206	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0					0	0	0.00	-

101	TONER CART, HP CF410A (HP410A) black	cart				0				0					0	0	0.00	-
102	TONER CART, HP CF410XC (HP410XC) black	cart				0				0					0	0	0.00	-
103	TONER CART, HP CF411A (HP411A) cyan	cart				0				0					0	0	0.00	-
104	TONER CART, HP CF411XC (HP411XC) cyan	cart				0				0					0	0	0.00	-
105	TONER CART, HP CF412A (HP412A) yellow	cart				0				0					0	0	0.00	-
106	TONER CART, HP CF412XC (HP412XC) yellow	cart				0				0					0	0	0.00	-
107	TONER CART, HP CF413A (HP413A) magenta	cart				0				0					0	0	0.00	-
108	TONER CART, HP CF413XC (HP413XC) magenta	cart				0				0					0	0	0.00	-
109	TONER CART, HP Q2612A, Black	cart				0				0					0	0	3,228.58	-
110	TONER CART, HP Q2612A, Black	cart				0				0					0	0	7,782.11	-
111	TONER CART, HP Q2613A, Black	cart				0				0					0	0	4,050.59	-
112	TONER CART, LEXMARK E350H/P, black	cart				0				0					0	0	9,219.29	-
113	TONER CART, LEXMARK T650H/P, Black	cart				0				0					0	0	10,015.62	-
114	TONER CART, SAMSUNG MLT-D201S, Black	cart				0				0					0	0	2,747.26	-
115	TONER CART, SAMSUNG MLT-D203S, Black	cart				0				0					0	0	3,018.48	-
116	TONER CART, SAMSUNG MLT-D204S, Black	cart				0				0					0	0	2,541.76	-
117	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0					0	0	2,898.69	-
118	TONER CART, SAMSUNG MLT-D205S, Black	cart				0				0					0	0	2,855.42	-
119	TONER CART, SAMSUNG MLT-D205T, Black	cart				0				0					0	0	7,403.55	-
120	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0					0	0	4,802.30	-
121	TONER CART, SAMSUNG MLT-D205U, black	cart				0				0					0	0	9,842.56	-
122	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0					0	0	9,572.16	-
123	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0					0	0	5,287.39	-
124	TONER CART, SAMSUNG SCX D6555A, Black	cart				0				0					0	0	4,531.90	-
125	TONER CART RIDGE, BROTHER TN-3478, Black, for printer HL-6400DW (12,000 pages)	cart				0				0					0	0	6,312.22	-

1	TONER CARTRIDGE, LANCN 334 II, for printer LB76/Box	cart																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	Universal extension Cord (Omni no-gang)	unit	2			2				0						0	2	700.00	1,400.00
2	Extension Cord, 9 meters, 4 sockets	unit	6	2		8				0						0	8	600.00	4,800.00
3	Rechargeable Battery, AAA, with fast charger, 1,000 charging cycle (one-opp)	set	6			6				0						0	6	2,128.90	12,773.40
4	Rechargeable battery, AA (4 pcs per pack)	pack	5			5				0						0	5	1,500.00	7,500.00
5	Charger Battery, for AAA & AA	pc	3			3				0						0	3	1,000.00	3,000.00
6	9V Rechargeable Battery, with Charger, extra battery	set	1			1				0						0	1	1,000.00	1,000.00
7	Extension wire 10m, 4 sockets, Heavy duty	pc	2			2				0						0	2	560.00	1,120.00
	Bulb, 9W	pc	2			2				0						0	2	100.00	200.00
	Heavy duty, Extension wire, 5 gang w/ individual switches	pc	1			1				0						0	1	1,228.56	1,228.56
COMMON OFFICE EQUIPMENT																			
1	Heavy duty stapler(Branded:Max RD-50F, Flat Clinch Mechanism)	pc	3			3				0						0	3	872.50	2,617.50
2	Camera Bag, Canon EOS 800D	pc	1			1				0						0	1	1,500.00	1,500.00
3	Paper Cutter, Dell Easy Multi-Functional Manual Steel Paper Trimmer-Cutter 38 x 30cm	pc	1			1				0						0	1	1,788.00	1,788.00
4	WiFi Adapter	pc	1			1				0						0	1	1,325.00	1,325.00
5	Staple Remover (Branded: B0202H Professional Magnetic Day Staple Remover, Black, 400004, Size: 1 Black)	pc	1			1				0						0	1	820.00	820.00
COMMON OFFICE SUPPLIES																			
1	Clo Board, Legal size	pc		4		4				0						0	4	85.00	340.00
2	Clear Sheet protector, 3036 A4 size	pack				0	10		10							0	10	50.00	500.00
3	Paper towel roll type 11" x 11"	pack			3	3				0						0	3	344.00	1,032.00
4	Cotton Towel	pc				0	30		30							0	30	10.00	300.00
5	Adhesive Tape, 24mm, 50 meters	roll		6		6				0						0	6	30.00	180.00
6	Sticky Paper Glue	pack				0		10	10							0	10	40.80	408.00

7 Overhead projection marker, red line 853	pc				0	10			10				0			0	10	60.00	600.00
8 Stapler (Max HD 500T (black))	pc	5			5				0				0			0	3	1,500.00	4,500.00
9 Bound Notebook with Leather Cover	pc	10			10				0				0			0	10	500.00	5,000.00
10 Photopaper, A4 size, 10 sheets	pack	5			5				0				0			0	5	200.00	1,000.00
11 Diploma/Certificate holder	pc	50			50				0				0			0	50	50.00	2,500.00
12 Frame Certificate	pc	30			30	10			10				0			0	40	75.00	3,000.00
13 Sticker paper,A4 size, 10 sheets	pc	5			5				0				0			0	5	500.00	2,500.00
14 Ballpen, blue	pc	40		9	49			9	5	12		9	21			0	79	30.00	2,370.00
15 Ballpen, black	pc	14		2	16			2	2	12		2	14			0	43	30.00	1,290.00
16 Canon Paper (light yellow)	box		1		1				0				0			0	1	180.00	180.00
17 Canon Paper (light green)	box		1		1				0				0			0	1	180.00	180.00
18 Brown envelope, legal size	box	1			1				0	1			1			0	2	538.80	1,077.60
19 Brown envelope, A4 size	box	1			1				0	1			1			0	2	424.47	848.94
20 2018 Planner Notebook	pc	29			29				0				0			0	29	188.90	5,478.10

COMMON JANITORIAL SUPPLIES

1 Gels Cleaner	bot	10	10		20				0				0			0	20	250.00	5,000.00
2 Baygon spray 500ml	bot	20			20				0				0			0	20	390.00	7,800.00
Hand Soap sanitizer with dispenser	pc	10			10				0				0			0	10	120.00	1,200.00
Muriatic Acid	gal	2			2				0				0			0	2	120.00	240.00
Hand Soap with Dispenser	pc	10			10				0				0			0	10	150.00	1,500.00
Dishwashing liquid with dispenser	bot	10			10				0				0			0	10	250.00	2,500.00
Dishwashing liquid refill,200ml	bot	10			10				0				0			0	10	60.00	600.00
Restroom soap	pc	15			15				0				0			0	15	38.00	570.00
Roll 3 in 4 gal.	pc	6			6				0				0			0	6	250.00	1,500.00
3 Basin (clipper)	pc	6			6				0				0			0	6	68.00	408.00

[illegible]

1	Ink cartridge (LC535XL BK) Black	cartr	13	5	3	10			4	4			1	2			0	36	469.00	16,584.00
2	Ink cartridge (LC535 Cyan) Cyan	cartr	6	1	1	8			3	3			1	1			0	12	469.00	5,628.00
3	Ink cartridge (LC535 Magenta) Magenta	cartr	6	1	1	8			3	3			1	1			0	12	469.00	5,628.00
4	Ink cartridge (LC535 Yellow) Yellow	cartr	6	1	1	8			3	3			1	1			0	12	469.00	5,628.00
5	Ink, EPSON, model C462H, Black	bot		6		6		3		3				0			0	11	292.00	3,212.00
6	Ink, EPSON, model C462H, Cyan	bot		3		3		3		3				0			0	6	292.00	1,752.00
7	Ink, EPSON, model C462H, Magenta	bot		3		3		3		3				0			0	6	292.00	1,752.00
8	Ink, EPSON, model C462H, Yellow	bot		3		3		3		3				0			0	6	292.00	1,752.00
9	Epson Original 774 340ml (Black)	bot	15			15				0				0			0	15	760.00	11,400.00
10	Epson Original 654 300ml (Black)	bot	30			30				0				0			0	30	359.00	10,770.00
11	Ink refill, L805, Black (664)	bot	2			2	2			2	2			2	2		2	4	359.00	2,872.00
12	Ink refill, L805, Cyan (664)	bot	1			1	1			1	1			1	1		1	4	359.00	1,436.00
13	Ink refill, L805, Magenta (664)	bot	1			1	1			1	1			1	1		1	4	359.00	1,436.00
14	Ink refill, L805, Yellow (664)	bot	1			1	1			1	1			1	1		1	4	359.00	1,436.00
15	Ink refill, L605/L665, Black (774)	bot	6			6				0				0			0	6	344.00	2,064.00
16	Ink refill, L605/L665, Black (664)	bot	5			5	5			5				0			0	10	344.00	3,440.00
17	Ink refill, L605/L665, Cyan (664)	bot	4			4				0				0			0	4	329.00	1,316.00
18	Ink refill, L605/L665, Magenta (664)	bot	4			4				0				0			0	4	329.00	1,316.00
19	Ink refill, L605/L665, Yellow (664)	bot	4			4				0				0			0	4	329.00	1,316.00
20	Ink refill, L360, Black	bot	12		7	19				0	7			7			0	16	259.00	6,734.00
21	Ink refill, L360, Yellow	bot	1		3	4				0	1			1			0	5	259.00	1,295.00
22	Ink refill, T700W, Cyan	bot	2		3	5				0	2			2			0	7	300.00	2,100.00
23	Ink refill, T700W, Magenta	bot	2		3	5				0	2			2			0	7	300.00	2,100.00
24	Ink refill, T700W, Black	bot	12			12				0				0			0	12	300.00	3,600.00
25	Ink refill, T700W, Yellow	bot	1			1				0				0			0	1	300.00	300.00

18	Epson LX-500-II (Ribbon)	ribbon	5			5				0				0			0	5	115.00	575.00
19	Ink refill, Brother, Black	bot			6	6				0				0			0	6		-
20	Ink refill, Brother, Cyan	bot			2	2				0				0			0	2		-
21	Ink refill, Brother, Magenta	bot			2	2				0				0			0	2		-
22	Ink refill, Brother, Yellow	bot			2	2				0				0			0	2		-
Office Equipment and Accessories																				
1	Office Table					0				0				0			0	0		-
2	Office Chair					0				0				0			0	0		-
3	Refrigerator 4.5 cu. Ft.					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	Certificate Frame Wooden	pc	5			5		10		10				0			0	15	300.00	4,500.00
2	Manila Paper	pc	5			5				0				0			0	5	98.00	490.00
3	Specialty Paper, A4	ream	1			1				0				0			0	1	150.75	150.75
4	Folder, white, legal size, 100/pack	pack	1			1				0				0			0	1	200.00	200.00
5	Max Stapler HD 50DF (Black)	pc	2			2				0				0			0	2	1,500.00	3,000.00
6	Stainless Steel Screws 8" with rubber holder (HD)	pc	5			5				0				0			0	5	300.00	1,500.00
7	Multicolored push pins (blunt flat head) 100/pack	pc	5			5				0				0			0	5	100.00	500.00
8	Binding Presentation Covers (A4) Transparent with Ring Binder (50 pc/pack) Clear Vinyl Binding Covers	pack	2			2				0				0			0	2	2,500.00	5,000.00

[illegible]

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	DOST RSTL Letter Head w/ PAB Logo	ream	15		15				0				0			0	15	1,000.00	15,000.00
2	DOST-RSTL Stationary Letterhead, Legal size	ream		15	15				0				0			0	15	950.00	14,250.00
3	Book Paper A4 w/ Dost & Letterhead and Dost logo watermark	ream	2	5	5				0				0			0	5	1,200.00	6,000.00
4	Bond Paper A4 with letterhead (PS TC SAKAT)	ream		5	5				0				0			0	5	175.00	875.00
5	White mailing envelope w/ DOST template/letterhead w/ dost logo	box	1		1				0				0			0	1	1,985.00	1,985.00
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		

Lighting and fixtures and accessories

1	Emergency Light- Double bulb	pc			3	3			0				0			0	3	1,100.00	3,300.00
2	Fluorescent Lamp(philips) tubular,40 watts fuse	pc		4		4			0				0			0	4	90.00	360.00
3	Light Bulbs, LED, 2 watts 1 pc in individual box	pc		5		5			0				0			0	5	75.39	376.95

7	Cellphone	unit		1		1			0				0			0	1	7,942.00	7,942.00
8	Notebook cover	pc		1		1			0				0			0	1	200.00	200.00
9	Flash Drive, 32 Gb, OTG ready, (branded)	pc	2		2				0				0			0	2	600.00	1,200.00
	Micro SD card 16GB	pc	1		1				0				0			0	1	450.00	450.00
	USB, 32 Gb, Plug and Play	pc		3		3			0				0			0	3	547.00	1,641.00
	USB, 32 GB OTG ready	pc	4		4				0				0			0	4	950.00	3,800.00
	Logitech Rappo wireless presenter (black)	pc	2		2				0				0			0	2	1,890.00	3,780.00
	Computer Anti Virus Kaspersky (5 yr)	pc	1		1				0				0			0	1	3,586.18	3,586.18
10	Micro SD card 32GB	pc	1		1				0				0			0	1	900.00	900.00

Computer Equipment and Accessories

1	Printer HP laser jet Pro2	unit		1		1			0				0			0	1	5,280.00	5,280.00
2	Printer Epson L220	unit		1		1			0				0			0	1	7,425.00	7,425.00
3	Cellphone (VM V5Elite)	unit		1		1			0				0			0	1	8,391.15	8,391.15
4	Laptop	unit			0			1	1				0			0	1	14,000.00	14,000.00
5	Printer, CIS with scanner for legal size	unit	1	1		2			0				0			0	2	7,000.00	14,000.00
6	Printer, Colored w/ continuous Ink	unit			2	2			0				0			0	2	7,000.00	14,000.00
7	Cellphone	unit	2		2				0				0			0	2	9,500.00	18,000.00
8	All-In-One Desktop Printer (1 , Region)	unit	1		1				0				0			0	1	30,000.00	30,000.00
9	1 set Desktop Computer, CPU - core i7, 8GB RAM, 1TB HDD, monitor 24", K&B wireless, UPS & AVS	unit	1		1				0				0			0	1	40,000.00	40,000.00
10	Ergonomic Mesh Office Chair with Adjustable Headrest	unit	5		5				0				0			0	5	5,000.00	25,000.00

*Other Categories

1	Office Chair Wooden/Narra	pc		2		2			0				0			0	2	2,500.00	5,000.00
2	Steel Filing Cabinet 3 Drawers Mobile	pc	2	1		3			0				0			0	3	4,620.00	13,860.00
3	Sofa Bed (Narra/Wood) Some expendable expenses	set			0			1	1				0			0	1	9,698.00	9,698.00
4	Christmas Tree	pc			0				0				0	1		1	1	3,045.10	3,045.10

2	Curved type steel faucet	set	1			1				0				0			0	1	1,499.00	1,499.00
3	Spoon and Fork Stewies	dozen	1			1				0				0			0	1	350.00	350.00
4	Table top glass 24" x 48	lot				0	1			1				0			0	1	350.00	350.00
5	LPG Tank	pc				0			1	1				0			0	1	3,000.00	3,000.00
6	LPG Regulator	pc				0			1	1				0			0	1	450.00	450.00
7	Gas Stove Asahi-Glass Frame	unit				0			1	1				0			0	1	2,850.00	2,850.00
8	Reclining chair	unit	2			2				0				0			0	2	5,000.00	10,000.00
9	Water Dispenser, Hot and Cold	unit		1		1				0				0			0	1	5,000.00	5,000.00
10	Cabinet (wood)	unit		1		1				0				0			0	1	8,000.00	8,000.00
11	Pillows	pc		4		4				0				0			0	4	200.00	800.00
12	Curtains & Drapes (light color)	set		5		5				0				0			0	5	1,000.00	5,000.00
13	Bed Sheets with 2 pillow cases	set		5		5				0				0			0	5	300.00	1,500.00
14	Polo shirt with embroidered office logo	pc		2		2				0				0			0	2	300.00	2,000.00
15	Lifeguard life jacket	pc		4		4				0				0			0	4	700.00	2,800.00
16	Tubeless Tire 165/65 R13 Apollo	pc		4		4				0				0			0	4	1,500.00	6,000.00
17	Motolite battery NSAppl., Maintenance Free	pc		1		1				0				0			0	1	4,000.00	4,000.00
18	Holding Bed with Down Foam	pc		3		3				0				0			0	3	2,700.00	8,100.00
19	Pillow (Down foam)	pc		6		6				0				0			0	6	500.00	3,000.00
20	Blanket	pc		12		12				0				0			0	12	250.00	3,000.00
21	Pillow cases	pc		6		6				0				0			0	6	80.00	480.00
22	Oil Filter	pc		1		1				0				0			0	1	350.00	350.00
23	Wiper Blade	pc		3		3				0				0			0	3	200.00	600.00
24	Colant	liter		1		1				0				0			0	1	185.00	185.00
25	Dash Cam HD	unit	2			2				0				0			0	2	4,050.00	8,100.00
26	Charcoal	pc	10			10				0				0			0	10	100.00	2,000.00

Table top steel rack 3 levels	unit	1			1			0				0			0	1	400.00	400.00
Cloth Hand Towels for Comfort Room	pc		3		3			0				0			0	3	60.00	180.00
Liquid Hand Soap for Comfort Room	bot		3		3			0				0			0	3	100.00	300.00
Coffee Tray	unit		1		1			0				0			0	1	250.00	250.00
Plate and utensils holder with cover	unit		1		1			0				0			0	1	500.00	500.00
In Executive Office Table	pc		1		1			0				0			0	1	5,000.00	5,000.00
Pillow (Mendous Room)	pc		2		2			0				0			0	2	400.00	800.00
Water Drum Container	pc	1			1			0				0			0	1	700.00	700.00
Portable Vacuum Cleaner	pc	1			1			0				0			0	1	3,500.00	3,500.00
Synthetic engine oil	bot				0	0		0				0			0	0	600.00	3,600.00
Oil Filter	pc				0	2		2				0			0	2	500.00	1,000.00
Fuel Filter	pc				0	2		2				0			0	2	500.00	1,000.00
Coat/Jacket with PS IC Samar Logo	pc				0	4		4				0			0	4	1,000.00	4,000.00
155 Sink 50cm x 37cm	unit				0	1		1				0			0	1	700.00	700.00

C. TOTAL (A + B):																	P	1,079,658.64
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																	P	107,965.86
E. GRAND TOTAL (C + D)																	P	1,187,624.50
F. APPROVED BUDGET BY THE AGENCY HEAD																		
G. MONTHLY CASH REQUIREMENTS																		
G.1 Available at Procurement Service Stores						377,921.55			38,840.79			13,313.32				5,029.95		P 414,985.51
G.2 Other Items not available at PS but regularly purchased from other sources						590,101.28			60,235.00			9,435.37				4,800.00		P 664,705.13
TOTAL MONTHLY CASH REQUIREMENTS						977,923.31			99,075.79			22,748.69				9,830.05		P 1,079,608.54

*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:


PROSPERO A. PEQUE
Property/Supply Officer

Date: 20/11/2017

Certified Funds Available / Certified
Appropriate Funds Available:


LOURDES C. SALVATIERRA / DEBBIE G. DELMO
Accountant / Local Budget Officer

Approved by:


EDGARDO M. ESPERANCILLA, CESO II
Head of Office/Agency