

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

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

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
  - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
  - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
  - Surigao Del Norte - **Surigao Del Norte**
  - Zamboanga Sibugay- **Zamboanga Sibugay**
  - Camiguin - **Camiguin**
- 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.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at [philgeps.gov.ph](http://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.**
- 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.
- The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
  - DBM Central Office- for entities in the Central Office
  - 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:

  - [ps.app.nga@gmail.com](mailto:ps.app.nga@gmail.com)- For central and regional offices of all national government agencies
  - [ps.app.suc@gmail.com](mailto:ps.app.suc@gmail.com)- For main and other campuses of all state universities and colleges
  - [ps.app.gocc@gmail.com](mailto:ps.app.gocc@gmail.com)- For all central and regional offices of government owned and controlled corporations
  - [ps.app.deped@gmail.com](mailto:ps.app.deped@gmail.com)- For primary and secondary schools
  - [ps.app.lgu@gmail.com](mailto:ps.app.lgu@gmail.com). For Local Government Units
- Consistent with National Budget Circular No. 555, the APP for FY 2017 must be submitted on or before **November 30, 2017**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: TESDA - LUPON SCHOOL OF FISHERIES

Region: XI

Address: ROXAS STREET, LUPON, DAVAO ORIENTAL

Agency Account Code: \_\_\_\_\_

Contact Person: NIMFA M. LIM

Position: ADMINISTRATIVE OFFICER I/SUPPLY OFFICER

E-mail: [limnemen@yahoo.com](mailto:limnemen@yahoo.com)

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Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT		
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																							
<b>COMMON ELECTRICAL SUPPLIES</b>																							
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack	0		0	0		10		10	174.2		12		12	209		0		0	0	22	17.42	383.24
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	6		6	90.18				0	0		6		6	90.18				0	0	12	15.03	180.36
3 BATTERY, dry cell D, 2 pieces per blister pack	pack			0	0				0	0				0	0				0	0	0	77.56	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0					0					0				0	0	0	114.40	-

5	FLUORESCENT LAMP, tubular, 36 watts	tube		2	2	72.6	0			0	2			2	72.6			0	0	4	36.30	145.20			
6	COMPACT FLUORESCENT LAMP, 10 watts, 1 piece in individual box	piece	10	8	18	1679	10	8	4	22	2052	6	4	8	18	1679	6	8	4	18	1679	76	93.29	7,090.04	
7	TAPE, electrical	roll		6	6	109.2		3		3	54.6				0	0		4	4	4	72.8	13	18.20	236.60	
<b>COMMON OFFICE SUPPLIES</b>																									
1	ACETATE, gauge #3, 50m per roll	roll			0	0				0	0				0	0			0	0	0		624.00	-	
2	AIR FRESHENER, 280mL/150g min	can		6	6	12	998.4	6	6	12	998.4	6	6	12	998.4	0	6	6	12	998.4	48	83.20		3,993.60	
3	ALCOHOL, 70%, ethyl, 500ml	bottle		24	24	1148		6	6	12	573.8		12	12	573.8	6	12		18	860.8	66	47.82		3,156.12	
4	CARBON FILM, A4 size, 100 sheets per box	box			0	0				0	0				0	0			0	0	0		197.58	-	
5	CARBON FILM, PE, black, 210mm x 297mm, assorted color, 20 pieces per box	box		1	1	202.8				0	0				0	0			0	0	1	202.80		202.80	
6	CHALK, white, enamel, 100 pieces per box	pack		2	2	129				0	0		3	3	193.4				0	0	5	64.48		322.40	
7	CLEARBOOK, A4 size	piece		12	12	474.2			12	12	474.2				0	0		10	10	395.2	34	39.52		1,343.68	
8	CLEARBOOK, Legal size	piece		15	15	655.2			15	15	655.2		10	10	436.8		10	10	436.8	50	43.68			2,184.00	
9	CLIP, backfold, 19mm, 12 pieces per box	box			0	0				0	0				0	0			0	0	0		7.28	-	
10	CLIP, backfold, 25mm, 12 pieces per box	box		4	4	54				0	0		4	4	54				0	0	0	8	13.50		108.00
11	CLIP, backfold, 32mm, 12 pieces per box	box		4	4	76.48		4	4	76.48			4	4	76.48				0	0	0	12	19.12		229.44
12	CLIP, backfold, 50mm, 12 pieces per box	box		2	2	87.36			2	2	87.36		2	2	87.36				2	2	87.36	8	43.68		349.44
13	CORRECTION TAPE, 6 meters (min), 1 inch wide	piece	4	4	4	12	374.4			0	0		12	12	374.4				0	0	24	31.20		748.80	
14	DATA FILE BOX, made with chipboard, 100 sheets per box	box			0	0		25	25	1745		25	25	1745					0	0	50	69.78		3,489.00	
15	DATA FOLDER, made with chipboard, 100 sheets per folder	piece		6	6	411.8		6	6	411.8			6	6	411.8		6	6	411.8	24	68.64			1,647.36	
16	ENVELOPE, DOCUMENTARY, for A4 size documents	box			0	0				0	0				0	0			0	0	0		381.54	-	
17	ENVELOPE, DOCUMENTARY, for Legal size documents	box		2	2	1015		2	2	1015			1	1	507.4		1	1	507.4	6	507.40			3,044.40	
18	ENVELOPE, EXPANDING, KRAFT BOARD, for legal size documents, 100 pieces per box	box		1	1	621.7				0	0	1	1	621.7					0	0	2	621.71		1,243.42	
19	ENVELOPE, EXPANDING, plastic	piece		35	35	966.4		25	25	690.3		12	12	331.3		20	20	552.2	92	27.61				2,540.12	
20	ENVELOPE, MAILING, 500 pieces per box	box			0	0				0	0		2	2	998.4				0	0	2	499.20		998.40	
21	ENVELOPE, MAILING, with window, 500 pieces per box	box		1	1	561.6		1	1	561.6					0	0			0	0	2	561.60		1,123.20	
22	ERASER, white, 100 pieces per box	piece			0	0				0	0				0	0			0	0	0		11.11	-	
23	ERASER, plastic or rubber	piece			0	0				0	0				0	0			0	0	0		2.29	-	
24	PASTER, for paper, metal, 50 sets per box	box		15	15	856.4		10	10	570.9		10	10	570.9		12	12	685.1	47	57.09				2,683.23	
25	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece			0	0				0	0				0	0			0	0	0		70.67	-	
26	FILE TAB DIVIDER, A4, five (5) colors per set	set			0	0				0	0				0	0			0	0	0		12.48	-	
27	FILE TAB DIVIDER, Legal size, five (5) colors per set	set			0	0				0	0				0	0			0	0	0		16.64	-	
28	FOLDER, Fancy, A4, 50s/ bundle	bundle			0	0				0	0				0	0			0	0	0		234.00	-	
29	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle			0	0				0	0				0	0			0	0	0		291.20	-	
30	FOLDER, L-type, A4, 50 pieces pack	pack			0	0				0	0				0	0			0	0	0		166.40	-	
31	FOLDER, L-type, Legal size, 50 pieces pack	pack			0	0				0	0				0	0			0	0	0		203.84	-	
32	FOLDER, Pressboard, size 240mm x 300mm, 100 pieces per box	box			0	0				0	0				0	0			0	0	0		746.72	-	
33	FOLDER, Tagboard, A4, 100 pieces per box	pack			0	0				0	0				0	0			0	0	0		179.28	-	
34	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack		3	3	601.1		2	2	400.7					0	0	0	2	2	400.7	7	200.37		1,402.59	
35	GLUE, all purpose, 300 grams min.	jar	7	8	3	18	795.2	4	4	6	14	618.5	3	6	6	15	662.7	2	2	1	5	220.9	52	44.18	2,297.36
36	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box			0	0				0	0				0	0			0	0	0		50.84	-	
37	LOOSELEAF COVER, 50sets per bundle	bundle			0	0				0	0				0	0			0	0	0		539.76	-	
38	MAGAZINE FILE BOX, LARGE	piece		15	15	624		20	20	832		25	25	1040		15	15	624	75	41.60				3,120.00	
39	MARKER, fluorescent, 3 colors per set	set			0	0				0	0				0	0			0	0	0		35.55	-	
40	MARKER, whiteboard, bullet type, black	piece		24	24	246.7				0	0	24	24	246.7					0	0	48	10.28		493.44	
41	MARKER, whiteboard, bullet type, blue	piece		10	10	102.8				0	0	10	10	102.8					0	0	20	10.28		205.60	
42	MARKER, whiteboard, bullet type, red	piece		6	6	61.68				0	0	6	6	61.68					0	0	12	10.28		123.36	
43	MARKER, permanent, bullet type, black	piece		6	6	57.9				0	0	6	6	57.9					0	0	12	9.65		115.80	



10	TAPE DISPENSER, table top	piece				0	0			2	2	95.44					0	0			0	0	2	47.72	95.44	
11	WASTE BASKET, non-rigid plastic	piece				0	0				0	0					0	0			0	0	0	23.90	-	
<b>COMMON JANITORIAL SUPPLIES</b>																										
1	BROOM, soft (tambo)	piece		12		12	1061			6		6	530.4				0	0		6		6	530.4	24	88.40	2,121.60
2	BROOM, stick (tingting)	piece				0	0					0	0				0	0				0	0	0	23.92	-
3	CLEANER, TOILET BOWL AND URINAL,	bottle		12		12	499.2		12		12	499.2		12		12	499.2		12		12	499.2	48	41.60	1,996.80	
4	CLEANER, scouring powder,	can				0	0					0	0				0	0				0	0	0	21.27	-
5	DETERGENT POWDER, all purpose,	pouch				0	0					0	0				0	0				0	0	0	37.43	-
6	DISINFECTANT SPRAY, 400-550 grams	can		12		12	1435		12		12	1435		12		12	1435		12		12	1435	48	119.60	5,740.80	
7	DUST PAN, non-rigid plastic	piece				0	0					0	0				0	0				0	0	0	27.96	-
8	FLOOR WAX, Paste, red	can		4		4	811.2				4		4		4	811.2						0	0	8	202.80	1,622.40
9	FURNITURE CLEANER, aerosol,	can				0	0					0	0				0	0				0	0	0	84.76	-
10	INSECTICIDE, aerosol type, 600mL/can	can		12		12	1498		12		12	1498		12		12	1498		12		12	1498	48	124.80	5,990.40	
11	MOPBUCKET	piece				0	0					0	0				0	0				0	0	0	1,820.00	-
12	MOP HANDLE, screw type, aluminum	piece				0	0					0	0				0	0				0	0	0	142.48	-
13	MOPHEAD, made of rayon	piece				0	0					0	0				0	0				0	0	0	98.80	-
14	MOP, air cotton, 32 pieces per kilo per bundle	bundle		2		2	99.38		2		2	99.38		2		2	99.38		2		2	99.38	8	49.69	397.52	
15	SCOURING PAD, 5 pieces per pack	pack		2		2	205.9				2		2		2	205.9						0	0	4	102.96	411.84
16	TRASH BAG, plastic, transparent, 30x30cm	roll		5	10	5	20	2798	5	5	5	15	2098	10	5	5	20	2798	5	10	5	20	2798	75	139.88	10,491.00
17	DISINFECTANT, bleaching solution	cont		1	1	2	203.6		1		1	101.8			1	1	101.8			1	1	101.8	6	101.82	610.92	
<b>COMMON OFFICE EQUIPMENT</b>																										
1	BINDING AND PUNCHING MACHINE,	unit				0	0					0	0				0	0				0	0	0	10,400.00	-
2	CALCULATOR, COMPACT, electronic,	unit			3	3	427.1					0	0				0	0				0	0	3	142.36	427.08
3	CALCULATOR, SCIENTIFIC, 1 unit per	unit				0	0		2		2	657.3					0	0				0	0	2	328.64	657.28
4	CHAIR, monodisc, without armrest,	piece		100	100	25468						0	0	100		100	25468					0	0	200	254.68	50,936.00
5	CHAIR, monodisc, without armrest,	piece				0	0					0	0				0	0				0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB	unit				0	0					0	0				0	0				0	0	0	6,229.60	-
7	DOCUMENT CAMERA, roll (4)	unit				0	0					0	0				0	0				0	0	0	25,272.00	-
8	ELECTRIC FAN, industrial	unit		2		2	1914					0	0	2		2	1914					0	0	4	956.80	3,827.20
9	ELECTRIC FAN, orbit type	unit				0	0					0	0				0	0				0	0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit		2		2	1934		2		2	1934		2		2	1934					0	0	6	967.10	5,802.60
11	ELECTRIC FAN, wall type	unit				0	0		6		6	4742		4		4	3162		3		3	2371	13	790.40	10,275.20	
12	FACSIMILE MACHINE, uses thermal	unit				0	0					0	0				0	0				0	0	0	3,502.72	-
13	FIRE EXTINGUISHER, dry chemical, for	unit			5	5	5403					0	0	5		5	5403					0	0	10	1,080.56	10,805.60
14	FIRE EXTINGUISHER, pure HCFC 123,	unit				0	0					0	0				0	0				0	0	0	4,992.00	-
15	MULTIMEDIA PROJECTOR, 4000 ansi	unit				0	0					0	0				0	0				0	0	0	26,483.60	-
16	PAPER HAMMER, compact machine,	unit				0	0					0	0				0	0				0	0	0	7,488.00	-
17	PAPER SHREDDER, 0.06mm/sec shred	unit				0	0					0	0				0	0				0	0	0	5,699.20	-
18	PRINTER, IMPACT DOT MATRIX, 24	unit				0	0					0	0				0	0				0	0	0	18,709.60	-
19	PRINTER, IMPACT DOT MATRIX, 9 pins,	unit				0	0					0	0				0	0				0	0	0	5,831.52	-
20	PRINTER, INKJET, wireless capable,	unit				0	0					0	0				0	0				0	0	0	10,000.00	-
21	PRINTER, LASER, Monochrome, 24ppm	unit				0	0					0	0				0	0				0	0	0	1,237.60	-
22	TABLE, monodisc, square, 36" x 36",	unit				0	0					0	0				0	0				0	0	0	1,289.60	-
23	TABLE, monodisc, square, 36" x 36",	unit				0	0					0	0				0	0				0	0	0	1,242.80	-
<b>COMMON COMPUTER SUPPLIES</b>																										

1	COMPUTER CONTINUOUS FORMS, 1	box		2	2	1262			0	0		2		2	1262			0	0	4	630.76	2,523.04
2	COMPUTER CONTINUOUS FORMS, 1	box			0	0			0	0				0	0			0	0	0	950.30	-
3	COMPUTER CONTINUOUS FORMS, 2	box			0	0			0	0				0	0			0	0	0	716.04	-
4	COMPUTER CONTINUOUS FORMS, 2	box			0	0			0	0				0	0			0	0	0	1,220.96	-
5	COMPUTER CONTINUOUS FORMS, 3	box			0	0			0	0				0	0			0	0	0	571.80	-
6	COMPUTER CONTINUOUS FORMS, 3	box			0	0			0	0				0	0			0	0	0	958.15	-
7	DVD REWRITABLE, 4x speed, 4.7Gb	piece			0	0			0	0				0	0			0	0	0	21.79	-
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD,	piece		2	2	5637	1		1	2818		2		2	5637			0	0	5	2,818.40	14,092.00
9	HARD DRIVE, 10GB, OSB 2.0, plug and play	piece			0	0	10		10	1945				0	0	6		6	1167	16	194.48	3,111.68
10	MOUSE, optical, USB connection type	unit		3	3	383.4			0	0	3			3	383.4			0	0	6	127.80	766.80
<b>HANDBOOK ON PROCUREMENT</b>																						
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT RA	piece			0	0			0	0				0	0			0	0	0	61.83	-
<b>CONSUMABLES</b>																						
1	INK CART, BROTHER LC39BK, Black	cart			0	0			0	0				0	0			0	0	0	681.20	-
2	INK CART, BROTHER LC39C, Cyan	cart			0	0			0	0				0	0			0	0	0	447.20	-
3	INK CART, BROTHER LC39M, Magenta	cart			0	0			0	0				0	0			0	0	0	447.20	-
4	INK CART, BROTHER LC39Y, Yellow	cart			0	0			0	0				0	0			0	0	0	447.20	-
5	INK CART, BROTHER LC67B, Black	cart			0	0			0	0				0	0			0	0	0	910.00	-
6	INK CART, BROTHER LC67C, Cyan	cart			0	0			0	0				0	0			0	0	0	546.00	-
7	INK CART, BROTHER LC67M, Magenta	cart			0	0			0	0				0	0			0	0	0	546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart			0	0			0	0				0	0			0	0	0	546.00	-
9	INK CART, BROTHER LC67HYBK, Black	cart			0	0			0	0				0	0			0	0	0	1,538.16	-
10	INK CART, BROTHER LC67HYC, Cyan	cart			0	0			0	0				0	0			0	0	0	868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart			0	0			0	0				0	0			0	0	0	868.40	-
12	INK CART, BROTHER LC67HY, Yellow	cart			0	0			0	0				0	0			0	0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart	2	2	1475	2		2	1475	2		2	2	1475	2		2	1475	8	737.36	5,898.88	
14	INK CART, CANON PG-740, Black	cart			0	0			0	0				0	0			0	0	0	-	-
15	INK CART, CANON PGI-725, Black	cart			0	0			0	0				0	0			0	0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart			0	0			0	0				0	0			0	0	0	534.56	-
17	INK CART, CANON CL-811, Colored	cart	2	2	1941	2		2	1941	2		2	2	1941	2		2	1941	8	970.32	7,762.56	
18	INK CART, CANON CL-741, Colored	cart			0	0			0	0				0	0			0	0	0	945.36	-
19	INK CART, CANON CLI-726, Cyan	cart			0	0			0	0				0	0			0	0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart			0	0			0	0				0	0			0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart			0	0			0	0				0	0			0	0	0	535.60	-
22	INK CART, EPSON C131030190 (1030), Black	cart			0	0			0	0				0	0			0	0	0	491.92	-
23	INK CART, EPSON C13103090 (1039), Colored	cart			0	0			0	0				0	0			0	0	0	770.64	-
24	INK CART, EPSON C13103020 (1032), Black	cart			0	0			0	0				0	0			0	0	0	426.40	-
25	INK CART, EPSON C13103030 (1033), Cyan	cart			0	0			0	0				0	0			0	0	0	426.40	-
26	INK CART, EPSON C13103040 (1034), Magenta	cart			0	0			0	0				0	0			0	0	0	426.40	-
27	INK CART, EPSON C13103050 (1035), Yellow	cart			0	0			0	0				0	0			0	0	0	426.40	-
28	INK CART, EPSON C13103060 (1036), Black	cart			0	0			0	0				0	0			0	0	0	254.80	-
29	INK CART, EPSON C13103070 (1037), Cyan	cart			0	0			0	0				0	0			0	0	0	254.80	-
30	INK CART, EPSON C13103080 (1038), Magenta	cart			0	0			0	0				0	0			0	0	0	254.80	-
31	INK CART, EPSON C13103090 (1039), Yellow	cart			0	0			0	0				0	0			0	0	0	254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart			0	0			0	0				0	0			0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart			0	0			0	0				0	0			0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart			0	0			0	0				0	0			0	0	0	1,554.80	-

35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0					0	0				0	0	0	1,554.80	-		
36	INK CART, HP C4907AA, (HP940XL), Black	cart				0	0					0	0				0	0	0	1,034.80	-		
37	INK CART, HP C4908AA, (HP940XL), Black	cart				0	0					0	0				0	0	0	1,034.80	-		
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0					0	0				0	0	0	1,034.80	-		
39	INK CART, HP C4936A, (HP18), Black	cart				0	0					0	0				0	0	0	982.80	-		
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0					0	0				0	0	0	717.60	-		
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0					0	0				0	0	0	717.60	-		
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0					0	0				0	0	0	717.60	-		
43	INK CART, HP C6578DA, (HP76), HP- color	cart				0	0					0	0				0	0	0	1,606.80	-		
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0					0	0				0	0	0	1,237.60	-		
45	INK CART, HP C6625AA, (HP17), HP- color	cart				0	0					0	0				0	0	0	1,346.80	-		
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0					0	0				0	0	0	921.44	-		
47	INK CART, HP C6657AA, (HP57), HP- color	cart				0	0					0	0				0	0	0	1,466.40	-		
48	INK CART, HP C8727AA, (HP27), Black	cart				0	0					0	0				0	0	0	826.80	-		
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0					0	0				0	0	0	930.80	-		
50	INK CART, HP C8766WA, (HP95), HP- color	cart				0	0					0	0				0	0	0	1,133.60	-		
51	INK CART, HP C8767WA, (HP96), Black	cart				0	0					0	0				0	0	0	1,430.00	-		
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0					0	0				0	0	0	650.00	-		
53	INK CART, HP C9352AA, (HP22), HP- color	cart				0	0					0	0				0	0	0	751.92	-		
54	INK CART, HP C9361WA, (HP93), HP- color	cart				0	0					0	0				0	0	0	1,346.80	-		
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0					0	0				0	0	0	600.08	-		
56	INK CART, HP C9363WA, (HP97), HP- color	cart				0	0					0	0				0	0	0	1,492.40	-		
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0					0	0				0	0	0	826.80	-		
58	INK CART, HP CB314A, (HP900), Black	cart				0	0					0	0				0	0	0	296.40	-		
59	INK CART, HP CB315A, (HP900), HP- color	cart				0	0					0	0				0	0	0	379.60	-		
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0					0	0				0	0	0	696.80	-		
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0					0	0				0	0	0	1,508.00	-		
62	INK CART, HP CB337WA, (HP75), HP- color	cart				0	0					0	0				0	0	0	803.92	-		
63	INK CART, HP CB338WA, (HP75XL), HP- color	cart				0	0					0	0				0	0	0	1,606.80	-		
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0					0	0				0	0	0	639.60	-		
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0					0	0				0	0	0	1,445.60	-		
66	INK CART, HP CC643WA, (HP60), HP- color	cart				0	0					0	0				0	0	0	754.00	-		
67	INK CART, HP CC644WA, (HP60XL), HP- color	cart				0	0					0	0				0	0	0	1,658.80	-		
68	INK CART, HP CC653AA, (HP901), Black	cart			3	3	1919				0	0	3			3	1919		0	0	6	639.60	3,837.60
69	INK CART, HP CC658AA, (HP901), HP- color	cart			3	3	3058				0	0	3			3	3058		0	0	6	1,019.20	6,115.20
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0					0	0				0	0	0	1,086.80	-		
71	INK CART, HP CD887AA, (HP703), Black	cart			2	2	717.6				0	0	2			2	717.6		0	0	4	358.80	1,435.20
72	INK CART, HP CD888AA, (HP703), HP- color	cart			2	2	717.6				0	0	2			2	717.6		0	0	4	358.80	1,435.20
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0					0	0				0	0	0	792.48	-		
74	INK CART, HP CD972AA, (HP 920XL), Black	cart				0	0					0	0				0	0	0	629.20	-		
75	INK CART, HP CD973AA, (HP 920XL), Black	cart				0	0					0	0				0	0	0	629.20	-		
76	INK CART, HP CD974AA, (HP 920XL), Black	cart				0	0					0	0				0	0	0	629.20	-		
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0					0	0				0	0	0	1,242.80	-		
78	INK CART, HP CH561WA, (HP61), Black	cart				0	0					0	0				0	0	0	644.80	-		
79	INK CART, HP CH562WA, (HP61), Black	cart				0	0					0	0				0	0	0	826.80	-		
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0					0	0				0	0	0	1,554.80	-		
81	INK CART, HP CN046AA, (HP951XL), Black	cart				0	0					0	0				0	0	0	1,175.20	-		
82	INK CART, HP CN047AA, (HP951XL), Black	cart				0	0					0	0				0	0	0	1,180.40	-		
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0					0	0				0	0	0	1,180.40	-		

84	INK CART, HP CN692AA, (HP704), Black	cart	4	6	4	14	5023	6	4	4	14	5023	6	4	4	14	5023	6	4	10	3588	52	358.80	18,657.60
85	INK CART, HP CN093AA, (HP704), Tri-color	cart	4	6	4	14	5023	6	4	4	14	5023	6	4	4	14	5023	6	4	10	3588	52	358.80	18,657.60
86	INK CART, HP CZ107AA, (HP678), Black	cart			2	2	717.6				0	0		2		2	717.6			0	0	4	358.80	1,435.20
87	INK CART, HP CZ108AA, (HP678), Tri-color	cart			2	2	721.8				0	0		2		2	721.8			0	0	4	360.88	1,443.52
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0				0	0			0	0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0			0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0			0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0			0	0	0	249.60	-
92	INK CART, HP Q0093AA (C6720AA), (HP8) Colored	cart				0	0				0	0				0	0			0	0	0	930.80	-
93	INK CART, LEXMARK 101N0217 (#17), Colored	cart				0	0				0	0				0	0			0	0	0	1,003.60	-
94	INK CART, LEXMARK 101N0227 (#27), Colored	cart				0	0				0	0				0	0			0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0			0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0			0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0			0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0			0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black for HL Color DL (GL Printer)	cart				0	0				0	0				0	0			0	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0			0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0			0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0			0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0			0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0			0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0			0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0			0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0			0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0			0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0			0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0			0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0				0	0				0	0			0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0				0	0				0	0			0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0				0	0				0	0			0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0			0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0			0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0			0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0			0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0			0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0			0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0			0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0			0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0			0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0			0	0	0	5,402.80	-





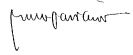
2	Ballpen blue	box		1	1	285			1	1	285			1	1	285			1	285	4	285.00	1,140.00																					
3	Ballpen red	box		1	1	285			0	0				0	0				0	0	1	285.00	285.00																					
4	Double Adhesive # 1/2	roll		1	1	32		1	1	32		2	2	64				0	0	4	32.00	128.00																						
5	Double Adhesive # 1	roll	2	2	4	272	2	2	4	272	2	3	5	340			3	2	5	340	18	68.00	1,224.00																					
6	Double Adhesive # 2	roll		2	2	204		2	2	204		2	2	204					0	0	6	102.00	612.00																					
7	10 Laminating film 700mm x 110 x 259	box		10	10	1201			0	0		5		5	600.5				0	0	15	120.10	1,801.50																					
8	Cellophane # 6	roll		1	1	1520		1	1	1520				0	0				0	0	2	1,520.00	3,040.00																					
9	Correction fluid	bottle	2	6	4	12	420	2	6	4	12	420	2	4	4	10	350		4	4	140	38	35.00	1,330.00																				
10	DP Master Roll 834	roll		3	3	9450		3	3	9450		4	4	12600			3	3	9450	13	3,150.00	40,950.00																						
11	DP Black ink 514	piece		7	7	5194		6	2	8	5936		7	7	5194		7	7	5194	29	742.00	21,518.00																						
12	Kyocera toner TK-1147	piece		3	3	18480		3		3	18480		3	3	18480		3	3	18480	12	6,160.00	73,920.00																						
13	White Folder long	pack			2	2	720		2	2	720	2		2	720			0	0	6	360.00	2,160.00																						
14	Whiteboard pen	piece		25	25	1200			0	0		25	25	1200				0	0	50	48.00	2,400.00																						
15	Whiteboard pen ink	piece		25	25	2644			0	0		25	25	2644				0	0	50	105.75	5,287.50																						
16	Photo frames A4	piece			6	6	773.7			0	0		24	24	3095		6	6	773.7	36	128.95	4,642.20																						
17	Expanding Envelope with handle	piece		36	36	2475			0	0		36	36	2475				0	0	72	68.75	4,950.00																						
18	3 Hole Binder 3" thick	piece	10	10	5	25	4700			0	0		15	15	2820				0	0	40	188.00	7,520.00																					
<b>Audio and visual presentation and composing equipment</b>																											0																	
1	2 Way Radio for Security guards	piece			0	0	4			4	15200			0	0				0	0	4	3,800.00	15,200.00																					
<b>Photographic or filming or video equipment</b>																											0																	
1	Photo paper	pack		10	10	1488			5	5	743.8			0	0		10	10	1488	25	148.75	3,718.75																						
2	Camera 12 mp	piece		2	2	10000					0			0	0				0	2	5,000.00	10,000.00																						
3	Laminating film 70	box		10	10	15000				0	0		5	5	7500					15	1,500.00	22,500.00																						
<b>Cleaning Equipment and Supplies</b>																											0																	
1	Ceiling broom	piece		2	2	156				0	0		2	2	156				0	0	4	78.00	312.00																					
2	Tie wrap black	roll	2		2	4	192		2	2	96		1	1	48		2	2	96	9	48.00	432.00																						
3	Glass cleaner	bottle		6	6	870		6		6	870		6	6	870		6	6	870	24	145.00	3,480.00																						
4	Pail	piece			2	2	96			0	0		2	2	96				0	0	4	48.00	192.00																					
5	Dipper	piece			2	2	30			0	0		2	2	30				0	0	4	15.00	60.00																					
6	Rugs	piece		3	3	525				0	0		3	3	525				0	0	6	175.00	1,050.00																					
<b>Paper Materials and Products</b>																											0																	
1	Bondpaper short	ream		6	6	588	2	3	2	7	686	2	2	2	6	588	2	2	2	6	588	25	98.00	2,450.00																				
2	Bookpaper short	ream		2	2	220				0	0			0	0				0	0	2	110.00	220.00																					
3	Bondpaper A4	ream	2		2	4	392		3	3	294	2		2	4	392		6	6	588	17	98.00	1,666.00																					
4	Sticker Blue long	pack			0	0				0	0	2		2	136				0	0	2	68.00	136.00																					
5	Sticker white long	pack			0	0				0	0	2		2	136				0	0	2	68.00	136.00																					
6	Sticker orange	pack			3	3	144			0	0			0	0				0	0	3	48.00	144.00																					
7	Sticker green	pack			3	3	144			0	0			0	0				0	0	3	48.00	144.00																					
8	Construction paper long	ream	5	5	3	13	1726	2	1	3	398.4	1	1	2	265.6	2	1	3	398.4	21	132.80	2,788.80																						
9	Cartolina yellow 8.5 x 13	piece		3000		3000	3750			0	0		1500	1500	1875				0	0	4500	1.25	5,625.00																					
10	Cartolina blue 8.5 x 13	piece		1500		1500	1875			0	0		1000	1000	1250				0	0	2500	1.25	3,125.00																					
11	Mimeographing paper long	ream		50	50	5000		50	15	65	6500		50	50	5000		50	50	5000	215	100.00	21,500.00																						
12	Mimeographing paper A4 white	ream		35	35	3360		35		35	3360		35	35	3360		35	35	3360	140	96.00	13,440.00																						
13	Paper bags (assorted sizes)	piece	6	6	6	18	810		12	12	540		12	12	540	24		24	1080	66	45.00	2,970.00																						
14	Assorted wrapper	piece		12		12	180			0	0			0	0	12			12	180	24	15.00	360.00																					
15	Linen paper long cream	ream			2	2	1360		2	2	1360		2	2	1360				0	0	6	680.00	4,080.00																					
16	Linen paper A4 cream	ream			2	2	1160		2	2	1160		2	2	1160				0	0	6	580.00	3,480.00																					

17	Linen paper long green	ream			1	1	680		1		1	680			0	0	1		1	680	3	680.00	2,040.00																					
18	Linen paper long pink	ream			1	1	680		1		1	680			0	0	1		1	680	3	680.00	2,040.00																					
19	Assorted ribbons	meter			0	0			0		0	0	50	50	750	50			50	750	100	15.00	1,500.00																					
<b>Lighting and fixtures and accessories</b>																																												
1	Flourescent tube 40 watts	tube			6	6	924		8		8	1232		6		6	924		6	924	26	154.00	4,004.00																					
2	CFL LED 12 wattsw	piece			6	6	12	3564		6		6	1782		6		6	1782		6	1782	30	297.00	8,910.00																				
<b>Electrical equipment and components and supplies</b>																																												
1	Emergency lights	piece			0	0			6		6	15480			0	0	4		4	10320	10	2,580.00	25,800.00																					
2	Rechargeable flashlights	piece			0	0	2		2		2	5600		2		2	5600		0	0	4	2,800.00	11,200.00																					
<b>Computer Supplies</b>																																												
1	Toner refill for HP 85A	cart			8	8	16	19200		8	8	16	19200	5	5		10	12000	8		4	12	14400	54	1,200.00	64,800.00																		
2	Epson ink black #664	bottle	5	6	4	15	5250	5	4	6	15	5250	4	5	3	12	4200	3	3	3	9	3150	51	350.00	17,850.00																			
3	Epson ink cyan #664	bottle	4	4		8	2800	4	4		8	2800	3	5		8	2800	3	5		8	2800	32	350.00	11,200.00																			
4	Epson magenta #664	bottle	4	6		10	3500	4	4		8	2800	3	5		8	2800	3	5		8	2800	34	350.00	11,900.00																			
5	Epson yellow #664	bottle	4	6		10	3500	4	4		8	2800	3	5		8	2800	3	5		8	2800	34	350.00	11,900.00																			
<b>Computer Equipment and Accessories</b>																																												
1	Printer	unit			0	0	1		1		1	5500		1		1	5500		0	0	2	5,500.00	11,000.00																					
2	Computer with complete accessories	unit			0	0		2	2		2	56000			0	0	2		2	56000	4	28,000.00	112,000.00																					
<b>*Other Categories</b>																																												
1					0	0			0	0					0	0			0	0	0			-																				
2					0	0			0	0					0	0			0	0	0			-																				
3					0	0			0	0					0	0			0	0	0			-																				
4					0	0			0	0					0	0			0	0	0			-																				
5					0	0			0	0					0	0			0	0	0			-																				
6					0	0			0	0					0	0			0	0	0			-																				
7					0	0			0	0					0	0			0	0	0			-																				
8					0	0			0	0					0	0			0	0	0			-																				
9					0	0			0	0					0	0			0	0	0			-																				
10					0	0			0	0					0	0			0	0	0			-																				
<b>C. TOTAL (A + B):</b>																																											<b>961,324.50</b>	
<b>D. ADDITIONAL PROVISION FOR</b>																																												96,132.45
<b>E. GRAND TOTAL (C + D)</b>																																												<b>1,057,456.95</b>
<b>F. APPROVED BUDGET BY THE</b>																																												
<b>G. MONTHLY CASH REQUIREMENTS</b>																																												
G.1 Available at Procurement Service Stores					109463					107115.77					176581.12						0				393,159.89																			
G.2 Other Items not available at PS but					89163.9					151012.15					64443.6						110733.9				415,353.55																			
<b>TOTAL MONTHLY CASH</b>					198626.9					258127.92					241024.72						110733.9				808,513.44																			

\*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:



**NIMFA M. LIM**

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Property/Supply Officer

Certified Funds Available /  
Certified Appropriate Funds Available:



**MAE ANN M. GUDES**

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Accountant /  
Local Budget Officer

Approved by:



**RUTH R. PUNDANG**

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Head of Office/Agency

Date Prepared: September 18, 2017