

## 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: <u>VISAYAS STATE UNIVERSITY</u>	Agency Account Code: <u>No Code</u>	Contact Person: <u>REMBERTO A. PATINDOL</u>
Region: <u>VIII - Tacloban</u>		Position: <u>VICE PRESIDENT FOR ADMINISTRATION &amp; FINANCE</u>
Address: <u>Visca, Baybay City, Leyte</u>		E-mail : <u>rpat85@yahoo.com</u>
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Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																				
<b>COMMON ELECTRICAL SUPPLIES</b>																				
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	70			70				0				0				0	70	20.28	1,419.60
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	35			35				0				0				0	35	19.20	672.00
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	-
5 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	75.39	-
6 TAPE, ELECTRICAL, 18mm x 16M min	roll				0		30		30				0				0	30	18.93	567.90
<b>COMMON OFFICE SUPPLIES</b>																				

1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	10		10				0				0				0	10	766.73	7,667.30
2	AIR FRESHENER, aerosol, 280ml/150g min	can		85	85				0				0				0	85	88.69	7,538.65
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	200		200				0	150			150				0	350	49.73	17,405.50
4	CARBON FILM, PE, black, size 210mm x 297mm	box		5	5				0				0				0	5	205.48	1,027.40
5	CARBON FILM, PE, black, size 216mm x 330mm	box			0				0	2			2				0	2	210.91	421.82
6	CARTOLINA, assorted colors	pack	70		70				0	5			5				0	75	67.06	5,029.50
7	CHALK, molded, white, dustless, length: 78mm min	box	95		95				0	30			30				0	125	26.89	3,361.25
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece		10	10				0				0				0	10	38.19	381.90
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece		10	10				0				0				0	10	40.47	404.70
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box		20	20				0				0				0	20	7.87	157.40
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box		25	25				0				0				0	25	13.94	348.50
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box		35	35				0				0				0	35	19.88	695.80
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box		40	40				0				0				0	40	41.10	1,644.00
14	CORRECTION TAPE, film base type, UL 6m min	piece	200		200				0	100			100				0	300	18.26	5,478.00
15	DATA FILE BOX, made of chipboard, with closed ends	box		60	10	70			0				0				0	70	72.57	5,079.90
16	DATA FOLDER, made of chipboard, taglia lock	piece	10		10				0				0				0	10	71.39	713.90
17	ENVELOPE, DOCUMENTARY, for A4 size document	box		50	50				0	50			50				0	100	424.47	42,447.00
18	ENVELOPE, DOCUMENTARY, for legal size document	box		50	50				0	50			50				0	100	538.80	53,880.00
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	100		100				0	30			30				0	130	667.84	86,819.20
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece			10	10			0				0				0	10	28.71	287.10
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box		30	30				0				0				0	30	341.79	10,253.70
22	ENVELOPE, mailing, white, with window	box	15		15				0		5		5				0	20	427.23	8,544.60
23	ERASER, FELT, for blackboard/whiteboard	piece			135	135			0				0				0	135	11.55	1,559.25
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece			0				0	10			10				0	10	6.23	62.30

25	FASTENER, METAL, 70mm between prongs	box			54	54				0				0				0	54	59.37	3,205.98
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0				0	35			35				0	35	73.59	2,575.65
27	FILE TAB DIVIDER, bristol board, for A4	set				0				0	25			25				0	25	12.98	324.50
28	FILE TAB DIVIDER, bristol board, for legal	set				0				0	35			35				0	35	17.31	605.85
29	FOLDER, FANCY, for A4 size documents	bundle		3		3				0				0				0	3	258.50	775.50
30	FOLDER, FANCY, for legal size documents	bundle		5		5				0				0				0	5	302.85	1,514.25
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack		200		200				0				0				0	200	177.92	35,584.00
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack		150		150				0				0				0	150	222.27	33,340.50
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	300			300				0				0				0	300	776.59	232,977.00
34	FOLDER, TAGBOARD, for A4 size documents	pack		50		50				0				0				0	50	226.05	11,302.50
35	FOLDER, TAGBOARD, for legal size documents	pack		100		100				0				0				0	100	208.38	20,838.00
36	GLUE, all purpose, gross weight: 200 grams min	jar			155	155				0				0				0	155	49.73	7,708.15
37	INDEX TAB, self-adhesive, transparent	box	23			23				0				0				0	23	53.74	1,236.02
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0	1			1				0	1	676.00	676.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0				0	10			10				0	10	43.26	432.60
40	MARKER, FLUORESCENT, 3 assorted colors per set	set		65		65				0				0				0	65	36.97	2,403.05
41	MARKER, whiteboard, black, felt tip, bullet type	piece	240			240				0	125			125				0	365	10.69	3,901.85
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	165			165				0				0				0	165	10.69	1,763.85
43	MARKER, whiteboard, red, felt tip, bullet type	piece	57			57				0				0				0	57	10.69	609.33
44	MARKER, PERMANENT, bullet type, black	piece	315			315				0				0				0	315	10.04	3,162.60
45	MARKER, PERMANENT, bullet type, blue	piece	73			73				0				0				0	73	10.04	732.92
46	MARKER, PERMANENT, bullet type, red	piece	25			25				0				0				0	25	10.04	251.00
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece		28		28				0				0				0	28	12.52	350.56
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad			15	15				0				0				0	15	32.45	486.75

49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad		150		150				0	175			175			0	325	44.32	14,404.00
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad		73		73				0				0			0	73	59.49	4,342.77
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	63			63				0				0			0	63	18.99	1,196.37
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	150			150				0	135			135			0	285	6.91	1,969.35
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	225			225				0	185			185			0	410	14.04	5,756.40
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	1250		500	1750				0	855			855			0	2605	137.66	358,604.30
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	450			450				0	550			550			0	1000	160.94	160,940.00
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	650		250	900				0	200			200			0	1100	119.09	130,999.00
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	710			710				0	380			380			0	1090	123.08	134,157.20
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream		1		1				0				0			0	1	95.18	95.18
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll		25		25				0				0			0	25	34.29	857.25
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box			60	60				0				0			0	60	20.40	1,224.00
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece		5		5				0				0			0	5	319.07	1,595.35
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	150			150				0				0			0	150	62.73	9,409.50
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	120			120				0				0			0	120	97.34	11,680.80
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle			5	5				0				0			0	5	267.14	1,335.70
65	RUBBER BAND, 70mm min lay flat length (#18)	box		30		30				0	35			35			0	65	97.04	6,307.60
66	RULER, plastic, 450mm (18"), width: 38mm min	piece			20	20				0				0			0	20	16.10	322.00
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	315			315				0				0			0	315	35.99	11,336.85
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece		234		234				0				0			0	234	35.99	8,421.66
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	55			55				0				0			0	55	35.99	1,979.45
70	STAMP PAD INK, purple or violet	bottle			15	15				0				0			0	15	25.62	384.30
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece			25	25				0				0			0	25	28.77	719.25
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box		10		10				0				0			0	10	21.51	215.10

73	STAPLE WIRE, STANDARD, (26/6)	box	425		425				0				0				0	425	19.68	8,364.00
74	TAPE, MASKING, width: 24mm (±1mm)	roll	200		200				0	50			50				0	250	57.32	14,330.00
75	TAPE, MASKING, width: 48mm (±1mm)	roll	150		150				0	75			75				0	225	109.24	24,579.00
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	100		100				0	60			60				0	160	29.08	4,652.80
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	200		200				0	153			153				0	353	11.36	4,010.08
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	45		45				0				0				0	45	27.58	1,241.10
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack		98	98				0				0				0	98	70.30	6,889.40
80	TWINE, plastic, one (1) kilo per roll	roll			0				0	35			35				0	35	51.92	1,817.20
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack		4	4				0				0				0	4	133.99	535.96
82	Airline Travel	ticket	10		10	10			10	10			10	10			10	40	5,000.00	200,000.00

**COMMON OFFICE DEVICES**

1	CUTTER BLADE, for heavy duty cutter	tube		5	5				0				0				0	5	10.22	51.10
2	CUTTER KNIFE, for general purpose	piece		5	5				0				0				0	5	20.55	102.75
3	DATING AND STAMPING MACHINE, heavy duty	piece			0				0				0				0	0	497.52	-
4	PENCIL SHARPENER, manual, single cutter head	piece		5	5				0				0				0	5	194.69	973.45
5	PUNCHER, paper, heavy duty, with two hole guide	piece		3	3				0				0				0	3	123.42	370.26
6	SCISSORS, symmetrical, blade length: 65mm min	pair		3	3				0				0				0	3	14.28	42.84
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	5		5				0				0				0	5	85.45	427.25
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	5		5				0				0				0	5	913.95	4,569.75
9	STAPLE REMOVER, PLIER-TYPE	piece	5		5				0				0				0	5	18.91	94.55
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	5		5				0				0				0	5	51.57	257.85
11	WASTEBASKET, non-rigid plastic	piece			0				0	10			10				0	10	25.96	259.60

**COMMON JANITORIAL SUPPLIES**

1	BROOM, soft (tambo)	piece		145	145				0				0				0	145	91.94	13,331.30
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2	BROOM, STICK (TING-TING), usable length: 760mm min	piece			24	24				0				0			0	24	24.88	597.12
3	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle			0		75		75		50		50				0	125	43.26	5,407.50
4	CLEANSER, SCOURING POWDER, 350g min./can	can			0		85		85				0				0	85	24.88	2,114.80
5	DETERGENT POWDER, all purpose, 1kg	pouch			0		25		25				0				0	25	38.93	973.25
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can			0		15		15				0				0	15	125.20	1,878.00
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece			0		12		12				0				0	12	28.12	337.44
8	FLOOR WAX, PASTE, RED	can			0		20		20				0				0	20	280.13	5,602.60
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can			0		50		50				0				0	50	90.85	4,542.50
10	INSECTICIDE, aerosol type, net content: 600ml min	can			0				0				0				0	0	142.77	-
11	MOP BUCKET, heavy duty, hard plastic	piece			0		15		15				0				0	15	1,987.44	29,811.60
12	MOPHANDLE, heavy duty, aluminum, screw type	piece			0		10		10				0				0	10	148.18	1,481.80
13	MOPHEAD, made of rayon, weight: 400 grams min	piece			0		60		60				0				0	60	110.32	6,619.20
14	RAGS, all cotton, 32 pieces per kilogram min	bundle			0		5		5				0				0	5	51.68	258.40
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack			0		10		10				0				0	10	107.08	1,070.80
16	TRASHBAG, plastic, transparent	roll			0		15		15				0				0	15	145.48	2,182.20
17	DETERGENT BAR, 140 grams as packed	bar			0		50		50				0				0	50	7.57	378.50

**COMMON OFFICE EQUIPMENT**

1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit			0		2		2				0				0	2	10,816.00	21,632.00
2	CALCULATOR, compact, 12 digits	unit			0		10		10				0				0	10	140.61	1,406.10
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece			150		150		0				0				0	150	273.10	40,965.00
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		2		2				0				0	2	6,828.14	13,656.28
6	DOCUMENT CAMERA, 3.2M pixels	unit			0		2		2				0				0	2	26,391.04	52,782.08
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit			0				10		10		0				0	10	1,091.33	10,913.30

8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0			5	5				0				0	5	1,372.55	6,862.75
9	ELECTRIC FAN, STAND type, plastic blade	unit				0			5	5				0				0	5	1,046.65	5,233.25
10	ELECTRIC FAN, WALL type, plastic blade	unit				0			10	10				0				0	10	782.00	7,820.00
11	FACSIMILE MACHINE, uses thermal paper	unit				0	2			2				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	15			15				0				0	15	5,191.68	77,875.20
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit			1	1				0				0				0	1	27,542.94	27,542.94
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				0				0				0				0	0	5,927.17	-
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0				0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0				0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit				0				0				0				0	0	744.14	-
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-
22	Desktop Computer, branded	unit			5	5				0				0				0	5	35,887.49	179,437.45
23	Laptop Computer, branded	unit			5	5				0				0				0	5	36,587.28	182,936.40

**COMMON COMPUTER SUPPLIES**

1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	7			7				0				0				0	7	709.53	4,966.71
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	8			8				0				0				0	8	1,070.78	8,566.24
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box		5		5				0				0				0	5	796.06	3,980.30
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box		5		5				0				0				0	5	1,352.00	6,760.00
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	12			12				0				0				0	12	620.67	7,448.04
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			200	200				0				0				0	200	22.66	4,532.00

8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece			5	5				0				0			0	5	3,152.86	15,764.30
9	FLASH DRIVE, 16 GB capacity	piece	75			75				0				0			0	75	261.75	19,631.25
10	MOUSE, optical, USB connection type	unit		10		10				0				0			0	10	140.39	1,403.90

**HANDBOOK ON PROCUREMENT**

1	HANDBOOK (RA 9184), 7th Edition	piece				0				0				0			0	0	48.13	-
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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	24			24				0				0			0	24	1,070.78	25,698.72
4	INK CART, CANON PG-740, Black	cart				0				0				0			0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart	34			34				0				0			0	34	811.20	27,580.80
6	INK CART, EPSON C13T664100 (T6641), Black	cart				0				0				0			0	0	264.99	-
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	250			250				0				0			0	250	264.99	66,247.50
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	150			150				0				0			0	150	264.99	39,748.50
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	150			150				0				0			0	150	264.99	39,748.50
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	10			10				0				0			0	10	676.00	6,760.00
13	INK CART, HP C9352AA, (HP22), Tri-color	cart	4			4				0				0			0	4	782.00	3,128.00
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				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	665.18	-
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				0				0				0			0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0			0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0			0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0			0	0	379.64	-

43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0			0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0			0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0			0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0			0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0			0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart	20			20				0				0			0	20	0.00	-
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0				0			0	0	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0				0			0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0				0			0	0	0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart				0				0				0			0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0			0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0			0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0			0	0	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0				0			0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0			0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0			0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0			0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0			0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0			0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				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		3		3				0				0			0	3	753.88	2,261.64

67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				0				0				0			0	0	78.96	-
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				0				0				0			0	0	3,009.01	-
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				0				0				0			0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0				0			0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0				0			0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0				0				0			0	0	10,377.95	-

91	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0			0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0			0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0			0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0			0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				0				0				0			0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				0				0				0			0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0				0			0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0				0			0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0			0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0				0			0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0				0				0			0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0			0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0			0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0				0			0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0				0			0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0				0			0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0			0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0			0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0			0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0			0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0				0			0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0			0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0				0			0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0				0			0	0	0.00	-

115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0				0			0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0			0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0			0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0			0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0			0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0			0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0			0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0				0			0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0				0			0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0				0			0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0				0			0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0				0			0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0				0			0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0				0			0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0				0			0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0				0			0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0				0			0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0				0			0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0			0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0			0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0				0			0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0				0			0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0				0			0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0			0	0	9,229.29	-

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

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

**COMMON ELECTRICAL SUPPLIES**

1						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						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 SUPPLIES**

1	Certificate Frames, Short	piece	50		50				0				0			0	50	80.00	4,000.00
2	Corkboard, 36" x 24" x 1"	piece	3		3				0				0			0	3	210.00	630.00
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		-
11					0				0				0			0	0		-
12					0				0				0			0	0		-
13					0				0				0			0	0		-
14					0				0				0			0	0		-
15					0				0				0			0	0		-
16					0				0				0			0	0		-
17					0				0				0			0	0		-
18					0				0				0			0	0		-
19					0				0				0			0	0		-
20					0				0				0			0	0		-

**COMMON JANITORIAL 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		-

**CONSUMABLES**

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		-
11					0				0				0				0	0		-
12					0				0				0				0	0		-
13					0				0				0				0	0		-
14					0				0				0				0	0		-
15					0				0				0				0	0		-
16					0				0				0				0	0		-
17					0				0				0				0	0		-



18					0				0				0				0	0		-
19					0				0				0				0	0		-
20					0				0				0				0	0		-
21					0				0				0				0	0		-
22					0				0				0				0	0		-
23					0				0				0				0	0		-
24					0				0				0				0	0		-
25					0				0				0				0	0		-
26					0				0				0				0	0		-
27					0				0				0				0	0		-
28					0				0				0				0	0		-
29					0				0				0				0	0		-
30					0				0				0				0	0		-

**Office Equipment and Accessories**

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

**Office Supplies**

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

**Audio and visual presentation and composing equipment**

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

**Photographic or filming or video equipment**

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

**Paper Materials and Products**

1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-

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

**Lighting and fixtures and accessories**

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

**Electrical equipment and components and supplies**

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

**Computer Equipment and Accessories**

1					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			-
<b>*Other Categories</b>																					
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			-
<b>C. TOTAL (A + B):</b>																		<b>P</b>	<b>2,774,240.72</b>		
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																		<b>P</b>	<b>277,424.07</b>		
<b>E. GRAND TOTAL (C + D)</b>																		<b>P</b>	<b>3,051,664.79</b>		
<b>F. APPROVED BUDGET BY THE AGENCY HEAD</b>																					
<b>G. MONTHLY CASH REQUIREMENTS</b>																					
G.1 Available at Procurement Service Stores		X		1,955,614.26	X		316,530.11	X		447,466.35	X		50,000.00	P		2,769,610.72					
G.2 Other Items not available at PS but regulary purchased from other sources		X		4,630.00	X		-	X		-	X		-	P		4,630.00					
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>		X		<b>1,960,244.26</b>	X		<b>316,530.11</b>	X		<b>447,466.35</b>	X		<b>50,000.00</b>	<b>P</b>		<b>2,774,240.72</b>					

\*Other categories that are not indicated herein

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

**Approved by:**

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:**

ALICIA M. FLORES

\_\_\_\_\_  
**Property/Supply Officer**

MYRNA A. PANCITO

\_\_\_\_\_  
**Accountant / Local Budget Officer**

EDGARDO E. TULIN

\_\_\_\_\_  
**Head of Office/Agency**

**Date:** 21/11/2017

