

ANNUAL PROCUREMENT PLAN FOR 2016 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 (Cataraman)- **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 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- For central and regional offices of all national government agencies
 - ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
- Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
- Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -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: COOPERATIVE DEVELOPMENT AUTHORITY
 Region: MAIN
 Address: No. 827 Aurora Blvd., Brgy. Immaculate Concepcion
Cubao, Quezon City

Contact Person: ELMER A. BAJADO
 Position: Supply Officer II
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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Aprll	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	28	29	14	71	20	14	14	48	19	14	14	47	18	29	14	61	227	17.14	3,890.78	
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	20	14	13	47	18	14	13	45	15	14	13	42	16	14	13	43	177	14.77	2,614.29	
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	76.44	-	
4 FLUORESCENT LAMP, tubular, 28 watts	tube	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	114.40	-	
5 FLUORESCENT LAMP, tubular, 36 watts	tube	20	20	10	50	20	20	10	50	20	20	10	50	20	20	10	50	200	41.50	8,300.00	
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece	0	0	10	10	0	0	10	10	0	0	10	10	0	0	10	10	40	101.82	4,072.80	
7 TAPE, electrical	roll	0	0	0	0	3	0	0	3	3	0	0	3	0	0	0	0	6	18.20	109.20	

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COMMON OFFICE SUPPLIES																					
1	ACETATE, gauge #3, 50m per roll	roll	3	2	2	7	2	0	3	5	1	1	1	3	0	1	1	2	17	624.00	10,608.00
2	AIR FRESHENER, 280mL/can	can	18	7	9	34	14	9	7	30	16	9	7	32	13	7	9	29	125	81.12	10,140.00
3	ALCOHOL, 70%, ethyl, 500ml	bottle	57	17	12	86	50	18	12	80	53	17	12	82	46	17	10	73	321	43.14	13,847.94
4	CARBON FILM, A4 size, 100 sheets per box	box	6	10	0	16	3	10	0	13	3	10	0	13	2	10	0	12	54	223.60	12,074.40
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	253.92	253.92
6	CARTOLINA, assorted color, 20 pieces per pack	pack	6	1	11	18	3	1	11	15	5	2	11	18	14	1	0	15	66	70.50	4,653.00
7	CHALK, white, dustless, 100 pieces per box	box	0	0	10	10	0	0	10	10	0	0	10	10	10	0	0	10	40	25.86	1,034.40
8	CLEARBOOK, A4 size	piece	7	0	0	7	5	1	0	6	3	0	0	3	1	3	3	7	23	37.44	861.12
9	CLEARBOOK, Legal size	piece	8	0	0	8	4	0	0	4	5	0	0	5	1	0	0	1	18	41.60	748.80
10	CLIP, backfold, 19mm, 12 pieces per box	box	23	1	1	25	15	1	1	17	14	1	1	16	11	1	1	13	71	7.28	516.88
11	CLIP, backfold, 25mm, 12 pieces per box	box	25	11	1	37	15	11	1	27	14	13	1	28	11	11	1	23	115	16.64	1,913.60
12	CLIP, backfold, 32mm, 12 pieces per box	box	23	11	1	35	15	11	1	27	14	11	1	26	11	11	1	23	111	20.68	2,295.48
13	CLIP, backfold, 50mm, 12 pieces per box	box	25	11	1	37	15	11	1	27	14	13	1	28	11	11	1	23	115	43.68	5,023.20
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	68	10	5	83	64	10	5	79	63	10	3	76	57	10	5	72	310	41.08	12,734.80
15	DATA FILE BOX, made with chipboard, with closed ends	box	78	0	0	78	19	0	10	29	20	0	0	20	12	0	0	12	139	69.73	9,692.47
16	DATA FOLDER, made with chipboard, taglia lock	piece	103	4	4	111	74	0	0	74	55	4	4	63	48	0	0	48	296	76.95	22,777.20
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	6	0	4	10	1	1	3	5	2	1	3	6	1	0	3	4	25	403.52	10,088.00
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	5	0	0	5	1	2	0	3	1	1	0	2	0	2	0	2	12	507.40	6,088.80
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	66	3	1	70	51	2	0	53	52	3	1	56	50	2	0	52	231	621.71	143,615.01
20	ENVELOPE, EXPANDING, plastic	piece	60	0	0	60	0	0	0	0	0	0	0	0	0	0	0	0	60	35.03	2,101.80
21	ENVELOPE, MAILING, 500 pieces per box	box	4	1	2	7	3	3	0	6	3	3	2	8	0	3	2	5	26	139.36	3,623.36
22	ENVELOPE, MAILING, with window, 500 pieces per box	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	195.36	-
23	ERASER, felt, for blackboard/whiteboard	piece	0	8	0	8	0	7	0	7	0	6	0	6	1	6	1	8	29	10.07	292.03
24	ERASER, plastic or rubber	piece	3	0	6	9	3	0	6	9	3	0	6	9	0	0	0	0	27	2.16	58.32
25	FASTENER, for paper, metal, 50 sets per box	box	79	1	7	87	68	2	9	79	65	2	7	74	52	2	1	55	295	57.09	16,841.55
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	23	0	0	23	2	0	0	2	10	0	0	10	0	0	0	0	35	82.87	2,900.45
27	FILE TAB DIVIDER, A4, five (5) colors per set	set	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	0	3	0	3	0	3	0	3	0	3	0	3	0	0	0	0	9	16.64	149.76
29	FOLDER, Fancy, A4, 50s/ bundle	bundle	11	3	2	16	5	4	3	12	5	2	2	9	3	1	0	4	41	234.00	9,594.00
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	9	3	1	13	4	1	2	7	4	1	1	6	3	1	1	5	31	291.20	9,027.20
31	FOLDER, L-type, A4, 50 pieces pack	pack	2	0	0	2	0	0	1	1	0	0	0	0	0	0	0	0	3	166.40	499.20
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack	1	4	0	5	0	4	0	4	0	4	0	4	0	0	1	1	14	182.00	2,548.00
33	FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box	6	2	2	10	2	2	2	6	2	2	2	6	0	2	1	3	25	935.89	23,397.25
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack	3	2	0	5	1	2	0	3	2	2	0	4	0	1	0	1	13	248.56	3,231.28
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	5	2	1	8	4	1	1	6	2	2	1	5	1	1	1	3	22	299.98	6,599.56
36	GLUE, all purpose, 300 grams min.	jar	14	0	0	14	6	0	0	6	8	1	0	9	2	0	0	2	31	48.88	1,515.28
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	20	0	0	20	15	0	0	15	20	0	0	20	15	0	0	15	70	50.84	3,558.80
38	LOOSELEAF COVER, 50sets per bundle	bundle	1	0	0	1	1	0	0	1	1	0	0	1	0	0	0	0	3	539.76	1,619.28

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
39] MAGAZINE FILE BOX, LARGE	piece	2	6	0	8	0	6	0	6	0	6	0	6	0	6	0	6	26	43.84	1,139.84
40] MARKER, fluoresent, 3 colors per set	set	16	5	2	23	12	7	2	21	14	7	0	21	7	7	2	16	81	35.55	2,879.55
41] MARKER, whiteboard, bullet type, black	piece	31	14	10	55	14	10	4	28	26	10	2	38	9	10	16	35	156	11.80	1,840.80
42] MARKER, whiteboard, bullet type, blue	piece	20	15	9	44	15	9	3	27	17	7	3	27	11	9	15	35	133	11.80	1,569.40
43] MARKER, whiteboard, bullet type, red	piece	10	1	9	20	12	7	3	22	6	7	3	16	5	10	1	16	74	11.80	873.20
44] MARKER, permanent, bullet type, black	piece	39	21	5	65	18	9	5	32	23	9	11	43	14	9	17	40	180	9.65	1,737.00
45] MARKER, permanent, bullet type, blue	piece	21	19	3	43	14	7	3	24	13	7	9	29	11	7	15	33	129	9.65	1,244.85
46] MARKER, permanent, bullet type, red	piece	6	7	3	16	10	1	3	14	4	1	9	14	4	1	3	8	52	9.65	501.80
47] NOTE BOOK, stenographer's, 40 leaves, spiral	piece	97	14	31	142	49	31	21	101	69	29	16	114	49	16	31	96	453	10.30	4,665.90
48] NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	20	0	5	25	17	3	2	22	20	3	2	25	17	3	2	22	94	31.20	2,932.80
49] NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	43	2	7	52	39	5	4	48	40	5	4	49	31	5	4	40	189	38.38	7,253.82
50] NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	26	4	8	38	17	8	6	31	20	8	4	32	17	8	4	29	130	54.06	7,027.80
51] PAD PAPER, Ruled	pad	7	1	1	9	9	0	1	10	5	0	1	6	9	0	1	10	35	17.47	611.45
52] PAPER CLIP, gem type, 48mm, 100 pieces per box	box	46	1	3	50	15	1	3	19	28	1	3	32	9	1	3	13	114	13.52	1,541.28
53] PAPER CLIP, gem type, 32mm, 100 pieces per box	box	47	5	5	57	24	5	5	34	29	5	5	39	11	5	5	21	151	6.76	1,020.76
54] PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	169	94	88	351	160	90	79	329	156	80	83	319	144	94	83	321	1320	117.83	155,535.60
55] PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	69	29	23	121	42	35	14	91	58	29	18	105	40	25	18	83	400	132.02	52,808.00
56] PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	33	12	1	46	32	2	12	46	32	2	2	36	33	7	1	41	169	102.39	17,303.91
57] PAPER, Multi-Purpose (COPY), Legal size,	ream	22	2	11	35	22	2	1	25	22	2	1	25	7	2	1	10	95	114.87	10,912.65
58] PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	1	2	0	3	2	2	0	4	0	2	0	2	0	2	0	2	11	92.04	1,012.44
59] PAPER, Thermal, 216mm x 30m	roll	18	0	2	20	17	0	2	19	16	0	2	18	9	0	2	11	68	35.67	2,425.56
60] PENCIL, lead, w/eraser, one(1) dozen per box	box	10	0	10	20	4	0	0	4	9	0	0	9	14	0	0	14	47	19.62	922.14
61] PHILIPPINE NATIONAL FLAG	piece	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	299.52	1,198.08
62] RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	38	2	3	43	9	2	3	14	15	2	3	20	15	3	4	22	99	60.32	5,971.68
63] RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	35	3	4	42	11	3	4	18	17	3	4	24	16	3	4	23	107	86.85	9,292.95
64] RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	20	15	0	35	2	0	0	2	2	15	0	17	0	0	15	15	69	256.87	17,724.03
65] RUBBER BAND, 70mm min lay flat length (#18)	box	9	2	0	11	5	0	0	5	6	2	0	8	3	0	0	3	27	105.85	2,857.95
66] RULER, plastic, 450mm, 1 piece in Individual	piece	16	3	0	19	2	0	0	2	3	0	0	3	3	0	0	3	27	15.60	421.20
67] SIGN PEN, black	piece	122	11	16	149	111	11	16	138	112	11	16	139	84	16	16	116	542	44.01	23,853.42
68] SIGN PEN, blue	piece	58	11	10	79	48	11	10	69	39	11	10	60	38	11	10	59	267	44.01	11,750.67
69] SIGN PEN, red	piece	32	6	6	44	21	6	6	33	20	6	6	32	8	6	6	20	129	44.01	5,677.29
70] STAMP PAD INK, violet, 50mL	bottle	10	0	0	10	0	0	0	0	6	0	0	6	0	0	0	0	16	22.88	366.08
71] STAMP PAD, felt pad, min 60mm x 100mm	piece	5	1	0	6	0	1	0	1	2	1	0	3	0	1	0	1	11	31.08	341.88
72] STAPLE WIRE, Heavy duty, 23/13	box	10	0	3	13	3	0	3	6	6	0	3	9	3	0	3	6	34	30.42	1,034.28
73] STAPLE WIRE, Standard	box	39	4	3	46	23	2	8	33	29	6	3	38	13	2	7	22	139	18.92	2,629.88
74] TAPE, masking, 24mm, 50 meters length	roll	24	6	6	36	14	6	6	26	13	6	8	27	6	6	8	20	109	55.12	6,008.08
75] TAPE, masking, 48mm, 50 meters length	roll	29	6	8	43	14	4	8	26	20	4	8	32	8	4	8	20	121	105.04	12,709.84
76] TAPE, transparent, 24mm, 50 meters	roll	50	5	7	62	36	5	7	48	35	6	7	48	33	8	5	46	204	17.37	3,543.48
77] TAPE, transparent, 48mm, 50 meters	roll	23	4	6	33	16	4	6	26	16	4	6	26	8	6	6	20	105	33.28	3,494.40
78] TAPE, packaging, 48mm, 50 meters length	roll	24	8	8	40	18	6	8	32	18	6	8	32	12	6	8	26	130	33.28	4,326.40
79] TOILET TISSUE, 12 rolls per pack	pack	46	10	13	69	41	10	12	63	39	10	12	61	41	10	12	63	256	75.57	19,345.92
80] TWINE, plastic, one kilo per roll	roll	5	2	0	7	4	3	0	7	4	3	0	7	0	2	0	2	23	54.08	1,243.84
81] WRAPPING PAPER, kraft, 50 sheets per pack	pack	6	0	0	6	2	0	0	2	3	0	0	3	1	0	0	1	12	112.72	1,352.64
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

[illegible]

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	6,229.60	6,229.60
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25,168.00	-
8 ELECTRIC FAN, Industrial	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,144.00	-
9 ELECTRIC FAN, orbit type	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,248.00	-
10 ELECTRIC FAN, stand type	unit	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	1,036.88	2,073.76
11 ELECTRIC FAN, wall type	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	933.92	-
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running	unit	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	3,502.72	3,502.72
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive,	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,295.84	-
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor,	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,939.52	-
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit	1	0	0	1	1	0	0	1	0	0	0	0	0	0	0	0	2	41,116.70	82,233.40
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard,	unit	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	7,956.00	7,956.00
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	5,491.20	5,491.20
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18,417.17	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,831.52	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,000.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,653.60	-
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,232.40	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,233.40	-
COMMON COMPUTER SUPPLIES																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	601.90	-
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	882.44	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	683.49	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	950.56	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	570.91	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	910.00	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	20	20	0	40	10	20	0	30	15	15	0	30	5	15	0	20	120	21.37	2,564.40
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to	piece	5	2	0	7	1	0	0	1	0	2	0	2	0	0	0	0	10	3,092.96	30,929.60
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	42	3	8	53	7	9	3	19	25	9	3	37	2	9	3	14	123	234.00	28,782.00

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
10	MOUSE, optical, USB connection type	unit	5	0	0	5	6	2	0	8	5	2	0	7	0	2	0	2	22	137.28	3,020.16
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RAG 9184(6th Edition), 6" x 9", 296 pages.	piece	1	0	20	21	0	0	0	0	0	0	0	0	0	0	0	0	21	28.90	606.90
						0	0	0		0	0	0		0	0	0					
CONSUMABLES						0	0	0		0	0	0		0	0	0					
1	INK CART, BROTHER LC39BK, Black	cart	7	0	0	7	6	0	0	6	6	0	0	6	7	0	0	7	26	681.20	17,711.20
2	INK CART, BROTHER LC39C, Cyan	cart	5	0	0	5	4	0	0	4	4	0	0	4	5	0	0	5	18	447.20	8,049.60
3	INK CART, BROTHER LC39M, Magenta	cart	5	0	0	5	4	0	0	4	4	0	0	4	5	0	0	5	18	447.20	8,049.60
4	INK CART, BROTHER LC39Y, Yellow	cart	5	0	0	5	4	0	0	4	4	0	0	4	5	0	0	5	18	447.20	8,049.60
5	INK CART, BROTHER LC67B, Black	cart	0	0	0	0	0	0	0	0	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	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	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	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	0	0	0	0	0	0	0	0	1,601.60	-
10	INK CART, BROTHER LC67HYC, Cyan	cart	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	868.40	-
12	INK CART, BROTHER LC67HYY, Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart	15	10	0	25	15	10	0	25	15	10	0	25	15	10	0	25	100	619.84	61,984.00
14	INK CART, CANON PG-740, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	702.00	-
15	INK CART, CANON PGI-725, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	491.92	-
16	INK CART, CANON CLI-726, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	464.88	-
17	INK CART, CANON CL-811, Colored	cart	15	12	0	27	15	12	0	27	15	12	0	27	15	12	0	27	108	819.52	88,508.16
18	INK CART, CANON CL-741, Colored	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	819.52	-
19	INK CART, CANON CLI-726, Cyan	cart	0	0	0	0	0	0	0	0	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	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	0	0	0	0	0	0	0	0	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart	10	0	3	13	5	0	3	8	6	0	3	9	4	0	3	7	37	254.80	9,427.60
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart	5	0	1	6	3	0	1	4	3	0	1	4	2	0	1	3	17	254.80	4,331.60
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart	5	0	1	6	3	0	1	4	3	0	1	4	2	0	1	3	17	254.80	4,331.60
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart	5	0	1	6	3	0	1	4	3	0	1	4	2	0	1	3	17	254.80	0
32	INK CART, HP 51645A, (HP45), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,310.40	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart	2	0	0	2	2	0	0	2	2	0	0	2	2	0	0	2	8	1,612.00	12,896.00
34	INK CART, HP C4844A, (HP10), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,492.40	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,523.60	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,029.60	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,029.60	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,029.60	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
39 INK CART, HP C4936A, (HP18), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	891.28	-
40 INK CART, HP C4937A, (HP18), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	672.88	-
41 INK CART, HP C4938A, (HP18), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	672.88	-
42 INK CART, HP C4939A, (HP18), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	672.88	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,513.20	-
44 INK CART, HP C6615DA, (HP15), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,237.60	-
45 INK CART, HP C6625AA, (HP17), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	921.44	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	800.80	-
49 INK CART, HP C8765WA, (HP94), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	884.00	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart	2	1	1	4	2	1	1	4	2	1	1	4	2	1	1	4	16	1,103.44	17,655.04
51 INK CART, HP C8767WA, (HP96), Black	cart	2	1	1	4	2	1	1	4	2	1	1	4	2	1	1	4	16	1,357.20	21,715.20
52 INK CART, HP C9351AA, (HP21), Black	cart	3	0	0	3	3	0	0	3	3	0	0	3	3	0	0	3	12	643.76	7,725.12
53 INK CART, HP C9352AA, (HP22), Tri-color	cart	2	0	0	2	2	0	0	2	2	0	0	2	2	0	0	2	8	751.92	6,015.36
54 INK CART, HP C9361WA, (HP93), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	600.08	-
56 INK CART, HP C9363WA, (HP97), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,490.32	-
57 INK CART, HP C9364WA, (HP98), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	811.20	-
58 INK CART, HP CB314A, (HP900), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	296.40	-
59 INK CART, HP CB315A, (HP900), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	360.88	-
60 INK CART, HP CB335WA, (HP74), Black	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	678.08	8,136.96
61 INK CART, HP CB336WA, (HP74XL), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,461.20	-
62 INK CART, HP CB337WA, (HP75), Tri-color	cart	1	1	0	2	1	1	0	2	1	1	0	2	1	1	0	2	8	780.00	6,240.00
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,482.00	-
64 INK CART, HP CC640WA, (HP60), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	634.40	-
65 INK CART, HP CC641WA, (HP60XL), Black	cart	19	11	9	39	15	11	6	32	19	11	6	36	11	11	6	28	135	1,398.80	188,838.00
66 INK CART, HP CC643WA, (HP60), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	747.76	-
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart	11	8	6	25	9	8	5	22	11	8	5	24	9	8	6	23	94	1,627.60	152,994.40
68 INK CART, HP CC653AA, (HP901), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	634.40	-
69 INK CART, HP CC656AA, (HP901), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	977.60	-
70 INK CART, HP CC660AA, (HP702), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,004.64	-
71 INK CART, HP CD887AA, (HP703), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	346.32	-
72 INK CART, HP CD888AA, (HP703), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	346.32	-
73 INK CART, HP CD971AA, (HP 920), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	792.48	-
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	608.40	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	608.40	-
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	608.40	-
77 INK CART, HP CD975AA, (HP 920XL), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,144.00	-
78 INK CART, HP CH561WA, (HP61), Black	cart	4	4	0	8	4	4	0	8	4	4	0	8	4	4	0	8	32	608.40	19,468.80
79 INK CART, HP CH562WA, (HP61), Tricolor	cart	4	4	0	8	4	4	0	8	4	4	0	8	4	4	0	8	32	752.96	24,094.72
80 INK CART, HP CN045AA, (HP950XL), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,542.32	-
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,144.00	-
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,144.00	-
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,144.00	-
84 INK CART, HP CN692AA, (HP704), Black	cart	36	24	15	75	30	24	12	66	35	24	12	71	25	24	12	61	273	346.32	94,545.36

[illegible]

[illegible]

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
B. OTHER ITEMS NOT AVAILABLE AT PSB BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
COMMON ELECTRICAL SUPPLIES																					
1) BALLAST, 36 watts	piece	0	0	0	0	5	5	5	15	5	5	5	15	0	0	0	0	30	74.78	2,243.40	
2) FLUORESCENT LAMP, tubular, 14 watts	tube	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	88.40	-	
3) FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	364.00	-	
COMMON OFFICE EQUIPMENT																					
1) CALCULATOR, MINI-PRINTING, 1 unit per box	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	930.80	-	
2) CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1,965.60	1,965.60	
3) ELECTRONIC TIME RECORDER OR BUNDY CLOCK, electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,315.52	-	
4) MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable with built-in siren, red or blue color	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,704.00	-	
5) WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEEE 802.3u, IEEE 802.3, Interface: 4 x 10/100 ports, 1 x	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,037.92	-	
COMMON OFFICE SUPPLIES																					
1) CARTOLINA, white, 20 pieces per pack	pack	1	13	0	14	0	6	0	6	1	8	0	9	0	6	0	6	35	52.00	1,820.00	
2) CLIP, bulldog, 73mm (3")	piece	36	0	0	36	30	0	0	30	30	0	0	30	30	0	0	30	126	8.32	1,048.32	
3) COLUMNAR PAD, 18 cols, 50 gsm min.	pad	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	65.52	-	
4) ENVELOPE, PAY, 500 pieces per box	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	114.71	-	
5) ILLUSTRATION BOARD, (30"x40")	piece	3	0	0	3	3	0	0	3	3	0	0	3	3	0	0	3	12	35.05	420.60	
6) INDEX CARD BOX, 3"x5"	piece	1	0	0	1	0	0	0	0	0	0	1	1	0	0	0	0	2	36.40	72.80	
7) INDEX CARD BOX, 5"x8"	piece	1	0	0	1	0	0	0	0	0	1	1	0	0	0	0	0	2	55.12	110.24	
8) INDEX CARD, 3"x5", 500 pieces per pack	pack	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	51.27	51.27	
9) INDEX CARD, 5"x8", 500 pieces per pack	pack	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	139.34	139.34	
10) MANILA PAPER, 10 sheets per pack	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26.00	-	
11) MAP PIN, round head, 100 pieces per case	case	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40.35	-	
12) OIL, for general purpose lubricant, 120 mL	bottle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	36.90	-	
13) PAPER, Thermal, 210mm x 30m	roll	3	1	0	4	3	1	0	4	1	3	0	4	1	3	0	4	16	29.95	479.20	
14) PUSH PIN, flat head type, assorted colors, 100 pieces per case	case	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	8	24.96	199.68	
15) RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool	5	5	0	10	5	5	0	10	5	5	0	10	5	5	0	10	40	16.12	644.80	
16) RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle	4	2	0	6	4	2	0	6	3	2	0	5	3	2	0	5	22	150.80	3,317.60	
17) RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle	0	2	0	2	0	2	0	2	0	2	0	2	0	2	0	2	8	291.03	2,328.24	
18) STAPLE WIRE, Heavy duty, 23/17	box	2	0	2	4	2	0	2	4	2	0	2	4	2	0	2	4	16	41.48	663.68	
19) TAPE DISPENSER, handheld	piece	2	0	0	2	0	0	0	0	2	0	0	2	0	0	0	0	4	29.10	116.40	
20) TAPE, for adding machine	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8.11	-	
21) TIME CARD, for Amano Bundy Clock,100 pieces bundle	bundle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	69.47	-	
COMMON JANITORIAL SUPPLIES																					
1) FLOOR WAX, Liquid type, natural	can	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	370.50	-	
2) FLOOR WAX, Paste type, natural	can	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	223.60	-	

[illegible]

[illegible]

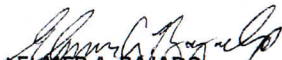
Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
16		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		-	
17		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		-	
18		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		-	
19		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		-	
C. TOTAL (A + B):																					2,438,800.04
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					243,880.00
E. GRAND TOTAL (C+D)																					2,682,680.04
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		THREE MILLION ONE HUNDRED FIFTY NINE THOUSAND PESOS																			3,159,000.00
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores					687422				488735				474648				395786				
G.2 Other Items not available at PS but regularly purchased from other sources					39032				45882				41492				32342				
TOTAL MONTHLY CASH REQUIREMENTS					726454				534617				516140				428128				

*Other categories that are not indicated herein

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

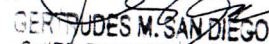
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


ELMER A. BAJADO
 Property/Supply Officer

Certified Funds Available /

Certified Appropriate Funds Available


GERARDO M. SAN DIEGO
 CHIEF FINANCE DIVISION
ROSANNA B. SIANG
 Accountant /
 Local Budget Officer

Approved by:


RAY B. ELEVARZO
 Executive Director
 Head of Office/Agency

Date Prepared: Nov. 26, 2015*