



Office of the President of the Philippines
COOPERATIVE DEVELOPMENT AUTHORITY
Department of Finance

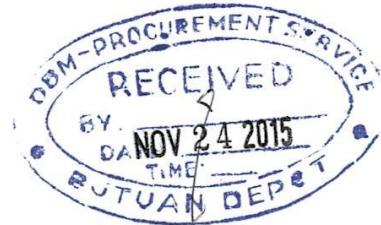


<http://caraga.cda.gov.ph> cda.caraga13@gmail.com [CDA Caraga](#)

Caraga Extension Office
3/F Balequia Bldg., Pili Drive 8600 Butuan City

November 24, 2015

ACHILLES GERARD C. BRAVO
Regional Director
Department of Budget & Management
J. Rosales Avenue, Butuan City



Dear Sir:

Greetings of Peace!

This has reference to the Circular Letter No. 2013-14 of Department of Budget & Management.

On this note, we are respectfully furnishing your end the accomplished Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) FY 2016 of Cooperative Development Authority - Caraga Extension Office in compliance with the standard forms and guidelines

May you find this in order.

Truly yours,

GENARO D. POGATA, JR.
Regional Director

*Cc: Budget and Management Bureau
DBM Central Office*





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Central Office

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines



MEMORANDUM

TO : ALL EXTENSION OFFICE DIRECTORS
CDA Extension Offices

FROM : THE EXECUTIVE DIRECTOR

SUBJECT : SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR COMMON-USE SUPPLIES AND EQUIPMENT FOR FY2016 (APPCSE-FY2016)

DATE : NOVEMBER 9, 2015

This has reference to the attached Circular Letter No. 2013-14 of the Department of Budget and Management requiring all Government Agencies to submit their Annual Procurement Plan for Common-Use Supplies and Equipment (APPCSE) on or before November 30 of each year.

In this connection, you are hereby instructed to undertake the following:

- 1) The APPCSE must be based on the approved FY 2016 Work Plan of the Extension Office.
- 2) All Extension Offices must not go beyond the approved budget allotted for Common-Use Supplies and Equipment. Items that are not available at the PS Regional Office but are needed in the respective programs of the Extension Office must also be included in the APPCSE.
- 3) Prepare your respective APPCSE for FY 2016 using the **PS prescribed format** which can be downloaded from the PhilGEPS or Procurement Service (PS) websites;





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- 4) Submit the same directly to the following:
 - a. DBM-PS (soft copy for email at ps.app.nga@gmail.com)
 - b. PhilGEPS (soft copy for email at app@philgeps.gov.ph)
 - c. DBM Regional Office (hard copy)
 - d. GSS, Administrative Division, Central Office (hard and soft copy: for email at e_bajado@cda.gov.ph)
- 5) Deadline for submission is on or before November 27, 2015.

For immediate action and strict compliance.

RAY R. ELEVAZO
Executive Director

Xcellence, Commitment, Integrity and Teamwork

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Officer of the Day : (02) 725-3764



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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACAÑANG, MANILA

CIRCULAR LETTER

No. 2013- 14

November 29 , 2013

TO : Heads of Departments, Bureaus, offices and Agencies of the National Government, including State Universities and Colleges (SUCs); Government-Owned or Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), Local Government Units (LGUs) and All Others Concerned

SUBJECT: Reiterating the Submission of Annual Procurement Plan for Common Use Supplies and Equipment (APP-CSE)

1.0 Rationale

In support of the government's policy for transparency in government transactions and efficiency in procurement processes, all government agencies are directed to continue to:

- Procure their common-use supplies and equipment from the DBM Procurement Service (DBM-PS) without need for public bidding; and
- Use the Philippine Government Electronic Procurement System (PhilGEPS) in all procurement activities pursuant to Section 53.5 of the IRR of R.A. No. 9184.

Said policy is provided under Administrative Order No. 17 (series of 2011) and reiterated annually as one of the General Provisions of the General Appropriations Act (GAA).

Moreover, Section 445 of the Government Accounting and Auditing Manual (GAAM), Volume 1 and Section 4b of Executive Order (EO) No. 359, dated June 2, 1989, provide that agencies shall remit in advance to the PS the funds needed to service their requirements for supplies, materials and equipment as reflected in the Work and Financial Plan.

2.0 Purpose

- 2.1 To reiterate the procedure and guidelines provided under DBM Circular Letter (CL) Nos. 2011-6/2011-6A on the submission to DBM, of an **Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE)** by all National Government Agencies (NGAs) and other procuring government entities.

2.2 To modify the APP-CSE format by integrating the agency's financial plan, i.e., quarterly cash requirements corresponding to the procurement work plan, and to expand the use of the APP-CSE as the **Agency Procurement Request** for the purpose of ordering said items.

2.3 To reiterate the posting of the **Annual Procurement Plan (APP)**, which includes the APP-CSE, in the Transparency Seal, as required for the grant of the annual Performance Based Bonus (PBB).

3.0 **Coverage**

This Circular Letter covers all National Government Agencies (NGAs) including State Universities and Colleges (SUCs) and Military/Police Units; Government-Owned and Controlled Corporations (GOCCs); Government Financial Institutions (GFIs); and Local Government Units (LGUs).

4.0 **General Guidelines**

4.1 As a general rule, all procurements shall be undertaken within the approved budget of the procuring agency. Given the one-year validity period of appropriations, agencies should be ready with their **budget execution plans and targets** before the start of the year to ensure timely implementation of procurement activities.

4.2 All government instrumentalities covered by this Circular shall submit their APP-CSE to DBM-PS, prescribed in DBM Circular Letter Nos. 2011-6/2011-6A, using the modified format prescribed herein, shown as **Annex A**.

4.2.1 For procurements covered by the FY 2014 GAA (as indicated in the FY 2014 NEP), the APP-CSE shall be submitted on or before **December 15, 2013** in view of the modification of the APP-CSE format.

4.2.2 For the subsequent years, the submission deadline shall be **November 30**, instead of November 15 as prescribed in the DBM CL Nos. 2011-6/2011-6A.

4.3 A separate APP-CSE shall be prepared for procurements chargeable against prior year's appropriation, using the same format.

4.4 Consistent with the policy provided under COA-GAAM (Volume 1, Sec. 445b) and E.O. No. 359, the following shall be observed:

4.4.1 The APP-CSE shall serve as both the work and financial plan, to be used by DBM as basis in the release of funds.

4.4.2 The **quarterly cash requirements** for common supplies, materials and equipment as reflected in the APP-CSE, shall serve as guide of the agency in the deposit of cash to DBM-PS on quarterly basis, for payment of purchases made. Separate guidelines will be issued by DBM relative to the electronic procurement of such items thru the PhilGEPs Virtual Store and as well as electronic payment for the purpose.

- 4.5 The following procedures shall be adopted in the submission of the CY 2014 APP-CSE by the covered government entities:
- 4.5.1 The accomplished APP-CSE shall be submitted in the following manner to the DBM offices concerned thru:
- 4.5.1.1 DBM-PS e-mail at app@procurementservice.org;
- 4.5.1.2 E-mail to PhilGEPS at app@philgeps.gov.ph the signed copy of APP-CSE in PDF format;
- 4.5.1.3 Liaison officers, one (1) printed or hardcopy to the:
- Budget and Management Bureau (BMB) of DBM-CO - for entities in the Central Office (CO); and
 - DBM Regional Office (RO) - for ROs and operating units (OUS) of DepEd, DOH, DPWH, CHED, TESDA and SUCs.
- 4.5.2 The modified APP-CSE format, which integrates the corresponding cash requirements of the annual plan, shall be adopted in 2014 and in the ensuing years.
- 4.5.2.1 This format shall be downloaded thru the DBM-PS website at <http://www.procurementservice.org-Downloads> tab and the PhilGEPS website at <http://www.philgeps.gov.ph-> About PhilGEPS tab - Useful Downloads.
- 4.5.2.2 APP-CSE accomplished/submitted not using the prescribed format under Item 4.5.2.1 of this Circular will be considered invalid due to incompatibility with IT system requirements, to wit:
- form used is **other than** the prescribed format downloaded at [philgeps.gov.ph](http://www.philgeps.gov.ph) and;
 - correct format but fields were deleted and/or inserted in Portion A (Available at PS Stores) of the APP-CSE.
- 4.6 The 2014 appropriation for common supplies and equipment under the agency specific budgets shall be part of the **comprehensive release** using the 2014 General Appropriations Act (GAA) as release document, upon its effectivity.
- 4.7 In line with the mandated public procurement from PS-DBM, the following policy/guidelines shall be observed in the incurrence and recording of obligations chargeable against the appropriations to be comprehensively released thru the GAA for common supplies and equipment:

- 4.7.1 Agencies can initially obligate **2%** of their 2014 appropriation for common use supplies and equipment upon approval of the GAA.
- 4.7.2 Incurrence of obligations for the **remaining 75%** of their released 2014 appropriation for common use supplies and equipment shall be contingent on the submission of the required APP-CSE to DBM.
- 4.8 The DBM (BMBs and ROs) shall closely monitor compliance with the submission of APP-CSEs of the agencies under their respective coverages and prepare reminders/call-up letters, if necessary.
- 4.9 The COA Auditors are enjoined to include in their audit observations, the status of agency compliance with RA 9184, i.e., disallow procurements from other sources if not covered with PS Certificates of Non-Availability of Stocks.
- 4.10 DBM-PS shall:
- 4.10.1 Consolidate the APP-CSE submitted by procuring entities. These shall be the basis of the DBM-PS in:
- Projecting inventory requirements, scheduling of procurement activities, and overall management of the central procurement of common-use goods.
 - Expanding the Electronic Catalogue (now the Virtual Store) to include other products commonly purchased by government procuring entities.
- 4.10.2 Post at its website, a status report on agency compliance with the submission of APP-CSE, i.e., agencies with submission and those without submission.
- 4.10.3 Provide the Commission on Audit, copy of the status report, as guide in assessing/authorizing agency procurement of common supplies and equipment **outside of DBM-PS**.
- 4.10.4 Provide updates on the additional features and services of PhilGEPS in procurement activities such as the Virtual Store, Government of the Philippines-Official Merchant Registry, e-Payment and e-Bid Submission, for guidance and information to all procuring entities.
- 4.11 All government entities covered by this Circular shall immediately register with PhilGEPS, to use/access the electronic procurement system and enable the availment of the most competitive manner of procurement, advantageous and lowest possible prices for common supplies and equipment.
- 5.0 For guidance and compliance.


FLORENCIO B. ABAD
Secretary

ANNUAL PROCUREMENT PLAN FOR 2016
For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)-Region XII
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)-Regions VI, VII, VIII, X, & XI
 - c. Surigao Del Norte - Surigao Del Norte
 - d. Zamboanga Sibugay-Zamboanga Sibugay
 - e. Camiguin - Camiguin

3. 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.
4. 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.
5. For Other items not available from the Procurement Service but regularly purchased from other sources, agency must 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.
6. 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
 - c. ps.app-gocc@gmail.com-For main and other campuses of all state universities and colleges
 - d. ps.app-deped@gmail.com- For primary and secondary schools
7. Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before November 30, 2015.
8. Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -PS- Central Office).
9. 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: CARAGA REGION XIII
Address: 3/F BALIBREA BLDG. PILI DRIVE, BUTUAN CITY

Contact Person: FIL CHRISTIAN Y. VILLANUEVA
Position: SUPPLY OFFICER DESIGNATE
E-mail: guanohair@gmail.com
Telephone/Mobile Nos: (085) 342-5530 / 09399317755



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
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack				0				0				0	0	0	18.17	-
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	3		3			0	3	3			0	6	15.66	93.94	-	
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0			0	0	0	81.03	-	
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0			0	0	0	121.26	-	
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0				0			0	0	0	43.99	-	

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	
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece			0				0		0		0		0	0	0	0	107.93	-
7 TAPE, electrical	roll			0				0		0		0		0	0	0	0	19.29	-
COMMON OFFICE SUPPLIES																			
1 ACETATE, gauge #3, 50m per roll	roll			0				0		0		0		0	0	0	0	661.44	-
2 AIR FRESHENER, 280ml/can	can	6		6	1			1	3	3	1		1	1	11	85.99	945.86	320.10	
3 ALCOHOL, 70%, ethyl, 500ml	bottle	3		3	1			1	2	2	1		1	1	7	45.73	-	-	
4 CARBON FILM, A4 size, 100 sheets per box	box			0				0		0		0		0	0	0	0	237.02	-
5 CARBON FILM, PE, black, 216mmx30mm, 100	box	1		1				0		0		0		0	1	269.16	269.16	-	
6 CARTOLINA, assorted color, 20 pieces per pack	pack			0				0		0		0		0	0	0	0	74.73	-
7 CHALK, white, dustless, 100 pieces per box	box			0				0		0		0		0	0	0	0	27.41	-
8 CLEARBOOK, A4 size	piece			0				0		0		0		0	0	0	0	39.69	-
9 CLEARBOOK, Legal size	piece	1		1				0		1		1		0	2	44.10	88.19	-	
10 CLIP, backfold, 19mm, 12 pieces per box	box			0				0		0		0		0	0	0	0	7.72	-
11 CLIP, backfold, 25mm, 12 pieces per box	box			0				0		0		0		0	0	0	0	17.64	-
12 CLIP, backfold, 32mm, 12 pieces per box	box	1		1				0		0		0		0	1	21.92	21.92	-	
13 CLIP, backfold, 50mm, 12 pieces per box	box	2		2				0		1		1		0	3	46.30	138.90	-	
14 CORRECTION TAPE, 6 meters/min, 1 piece in DATA FILE BOX, made with chipboard, with closed ends	piece	13		3				3		8		3		3	27	43.54	1,175.71	-	
15 DATA FOLDER, made with chipboard, taglia lock	box	37		37				0		2		2		0	39	73.91	2,882.64	-	
16 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box			0				0		0		0		0	2	81.57	163.13	-	
17 ENVELOPE, DOCUMENTARY, for Legal size	box			0				0		0		0		0	0	0	427.73	-	
18 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box			0				0		0		0		0	0	0	537.84	-	
19 ENVELOPE, EXPANDING, plastic	piece			0				0		0		0		0	0	0	0	37.13	-
20 ENVELOPE, MAILING, 500 pieces per box	box	6		6	2			2		2		2		2	12	659.01	7,908.15	-	
21 ENVELOPE, MAILING, with window, 500 pieces per box	box			0				0		0		0		0	0	0	0	207.08	-
22 ERASER, felt, for blackboard/whiteboard	piece			0				0		0		0		0	0	0	10.67	-	
23 ERASER, plastic or rubber	piece			0				0		0		0		0	0	0	0	2.29	-
24 FASTENER, for paper, metal, 50 sets per box	box			0				0		0		0		0	0	0	0	60.52	-
25 FILE ORGANIZER, expanding, legal, plastic	piece			0				0		0		0		0	0	0	82.84	-	
26 FILE TAB DIVIDER, A4, five (5) colors per set	set			0				0		0		0		0	0	0	0	13.23	-
27 FILE TAB DIVIDER, legal Size, five (5) colors	set			0				0		0		0		0	0	0	0	17.64	-
28 FOLDER, Fancy, A4, 50s/bundle	bundle			0				0		0		0		0	0	0	0	248.04	-
29 FOLDER, Fancy, A4, 50s/bundle	bundle			0				0		0		0		0	0	0	0	-	-

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
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0			0			0	0	308.67	-
31 FOLDER, L-type, A4, 50 pieces pack	pack				0				0			0			0	0	176.38	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0			0			0	0	192.92	-
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0				0			0			0	0	992.04	-
34 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	1			1				0			0			0	1	263.47	263.47
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	4			4	2			2	2		2			0	8	317.98	2,543.83
36 GLUE, all purpose, 300 grams min.	jar				0				0			0			0	0	51.81	-
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	1			1				0			0			0	1	53.89	53.89
38 LOOSELEAF COVER, 5sets per bundle	bundle				0				0			0			0	0	572.15	-
39 MAGAZINE FILE BOX, LARGE	piece				0				0			0			0	0	46.47	-
40 MARKER, fluorescent, 3 colors per set	set	3			3				0			0			0	3	327.68	113.05
41 MARKER, whiteboard, bullet type, black	piece	11			2				2	6		6			2	21	12.51	262.67
42 MARKER, whiteboard, bullet type, blue	piece	1			1				0			0			0	1	12.51	12.51
43 MARKER, whiteboard, bullet type, red	piece	1			1				0			0			0	1	12.51	12.51
44 MARKER, permanent, bullet type, black	piece	7			3				3	4		4			2	16	10.23	163.66
45 MARKER, permanent, bullet type, blue	piece				0				0			0			0	0	10.23	-
46 MARKER, permanent, bullet type, red	piece				0				0			0			0	0	10.23	-
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0				0			0			0	0	10.92	-
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	4			4				0	4		4			0	8	33.07	264.58
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0				0			0			0	0	40.68	-
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0				0			0			0	0	57.30	-
51 PAD PAPER, Ruled	pad	1			1				0	1		1			0	2	18.52	37.04
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	10			10	3			3	5		5			2	20	14.33	286.62
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	8			8	4			4	5		5			3	20	7.17	143.31
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	7			7	2			2	5		5			1	15	124.90	1,873.50
55 PAPER, MULTICOPY, 80gsm, size: 216mm x	ream	5			5	1			3	3		3			0	9	129.94	1,259.47
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	37			37	13			13	22		22			12	84	108.53	9,116.81
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	33			33	10			10	17		17			8	68	121.76	8,279.83

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
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0			0		0			0		0	0	97.56	-
59 PAPER, Thermal, 216mm x 30m	roll				0			0		0			0		0	0	37.81	-
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				0			0		0			0		0	0	20.80	-
61 PHILIPPINE NATIONAL FLAG	piece				0			0		0			0		0	0	317.49	-
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	6			6	1		1	2		2	1		1	10	63.94	639.39	
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0			0		0			0		0	0	92.06	-
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0			0		0			0		0	0	272.28	-
65 RUBBER BAND, 70mm min lay flat length (#18)	box	1	1					0		0			0		1	112.20	112.20	
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				0			0		0			0		0	0	16.54	-
67 SIGN PEN, black	piece	14			14	3		3	6		6	2		2	25	46.65	1,166.27	
68 SIGN PEN, blue	piece	1			1	1		1	1		1	1		1	4	46.65	186.60	
69 SIGN PEN, red	piece				0			0		0			0		0	0	46.65	-
70 STAMP PAD INK, violet, 50ml	bottle	2			0			0		0			0		2	24.25	48.51	
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	1			1	0		0		0			0		0	1	32.94	32.94
72 STAPLE WIRE, Heavy duty, 23/13	box				0			0		0			0		0	0	32.25	-
73 STAPLE WIRE, Standard	box	6			6	2		2	2		2	2		0	8	20.06	160.44	
74 TAPE, masking, 24mm, 50 meters length	roll	4			0			0		0			0		4	58.43	233.71	
75 TAPE, masking, 48mm, 50 meters length	roll	2			2	1		1	1		1	1		0	3	113.34	334.03	
76 TAPE, transparent, 24mm, 50 meters	roll	5			5	0		2	2		2	2		0	7	18.41	128.89	
77 TAPE, transparent, 48mm, 50 meters	roll	8			8	0		2	2		2	2		0	10	35.28	352.77	
78 TAPE, packaging, 48mm, 50 meters length	roll	2			0	1		1	1		1	1		0	3	35.28	105.83	
79 TOILET TISSUE, 12 rolls per pack	pack	1	1		1	1		1	1		1	1		1	4	80.10	320.42	
80 TWINE, plastic, one kilo per roll	roll				0			0		0		0		0	0	57.32	-	
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0			0		0		0		0	0	199.48	-	
COMMON OFFICE DEVICES																		
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0			0		0			0		0	8.32	-	
2 CUTTER KNIFE, heavy duty	piece				0			0		0			0		0	20.60	-	
3 DATING AND STAMPING MACHINE	piece				0			0		0			0		0	507.08	-	
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0			0		0			0		0	198.43	-	
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	1			1	0		0		0			0		1	130.84	130.84	

Item & Specifications	Unit of Measure	Periodic 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	
6 SCISSORS,(6")	pair	2			2			0		0		0		0		0	2	16.46	32.92
7 STAPLER, standard	piece	2			2			0		0		0		0		0	2	97.76	195.53
7 STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper, stapling capacity, min 100 staples, with adjustable paper guide	piece				0			0		0		0		0		0	0	1,123.35	-
8 STAPLE REMOVER, plier type	piece				0			0		0		0		0		0	0	18.69	-
10 TAPE DISPENSER, table top	piece				0			0		0		0		0		0	0	50.58	-
11 WASTE BASKET, non-rigid plastic	piece				0			0		0		0		0		0	0	32.52	-
COMMON JANITORIAL SUPPLIES																			
1 BROOM, soft (tambo)	piece	1			1			0	1	1		0		0		0	2	10.24	220.48
2 BROOM, stick (tingting)	piece				0			0		0		0		0		0	0	25.36	-
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	1			1			0	1	1		0		0		2	44.10	88.19	
4 CLEANSER, scouring powder, 350grams/can	can				0			0		0		0		0		0	0	19.29	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	1			1			1	1	1		1		1		4	44.10	176.38	
6 DISINFECTANT SPRAY, 400-520 grams	can				0			0		0		0		0		0	0	121.26	-
7 DUST PAN, non-rigid plastic	piece				0			0		0		0		0		0	0	38.46	-
8 FLOOR WAX, Paste, red	can				0			0		0		0		0		0	0	242.53	-
9 FURNITURE CLEANER, aerosol, 300mL/can	can	1			1			0		0		0		0		1	89.85	89.85	
10 INSECTICIDE, aerosol type, 600mL/can	can	1			0			1	1	1		1		1		4	124.57	498.28	
11 MOPBUCKET	piece				0			0		0		0		0		0	0	1,984.32	-
12 MOPHANDLE, screw type, aluminum handle	piece				0			0		0		0		0		0	0	137.80	-
13 MOPHEAD, made of rayon	piece				0			0		0		0		0		0	0	104.73	-
14 RAG, all cotton, 33 pieces per kilo per bundle	bundle				0			0		0		0		0		0	0	46.30	-
15 SCOURING PAD, 5 pieces per pack	pack	1			1			0	1	1		1		0		2	126.78	253.55	
16 TRASHBAG, Plastic, transparent, 10pcs/roll	roll				0			0		0		0		0		0	0	148.27	-
COMMON OFFICE EQUIPMENT																			
BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes), 1 punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0			0		0		0		0		0	11,022.90	-	
CALCULATOR, COMPACT, electronic, 12 digits 2 cap, 1 unit in individual box	unit	1			1			0		0		0		0		1	163.16	163.16	

Item & Specifications	Unit of Measure	Project 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	
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit	1			1			0			0		0		0	0	1	438.76	438.76
4 CHAIR, monobloc, without armrest, beige	piece				0			0			0		0		0	0	0	297.65	-
5 CHAIR, monobloc, without armrest, white	piece				0			0			0		0		0	0	0	297.65	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0			0			0		0		0	0	0	6,603.38	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0			0			0		0		0	0	0	26,678.08	-
8 ELECTRIC FAN, industrial	unit				0			0			0		0		0	0	0	1,212.64	-
9 ELECTRIC FAN, orbit type	unit				0			0			0		0		0	0	0	1,222.88	-
10 ELECTRIC FAN, stand type	unit				0			0			0		0		0	0	0	1,099.09	-
11 ELECTRIC FAN, wall type	unit				0			0			0		0		0	0	0	989.96	-
12 FAXSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width	unit				0			0			0		0		0	0	0	3,772.88	-
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-toxic, non-corrosive, electrical conductor, non-corrosive, 4.5kg (10lbs.), brand new	unit	1			1			0			0		0		0	1	1,373.59	1,373.59	
FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0			0			0		0		0	0	0	4,175.89	-
14 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0			0			0		0		0	0	0	43,583.70	-
PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0			0			0		0		0	0	0	5,820.67	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0			0			0		0		0	0	0	19,522.20	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0			0			0		0		0	0	0	6,181.41	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0			0			0		0		0	0	0	10,600.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0			0			0		0		0	0	0	1,752.82	-

Item & Specifications	Unit of Measure	Planned 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	
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0			0			0		0		0	0	0	1,306.34	
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0			0			0		0		0	0	0	1,307.40	
COMMON COMPUTER SUPPLIES																			
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0			0			0		0		0	0	638.01		
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0			0			0		0		0	0	935.39		
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0			0			0		0		0	0	724.50		
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0			0			0		0		0	0	1,007.59		
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 9-1/2", 500 sets/box	box				0			0			0		0		0	0	605.16		
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0			0			0		0		0	0	964.60		
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0			0			0		0		0	0	22.65		
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 indicate USB 3.0/USB 2.0 transmission. USB powered.	piece				0			0			0		0		0	0	3,278.54		
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0			0			0		0		0	0	248.04		
10 MOUSE, optical, USB connection type	unit	1			1			1			1		1		1	2	145.52	291.03	
HANDBOOK ON PROCUREMENT																			
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x	piece				0			0			0		0		0	0	30.63		
CONSUMABLES																			
1 INK CART, BROTHER LC39BK, Black	cart				0			0			0		0		0	0	698.23		
2 INK CART, BROTHER LC39C, Cyan	cart				0			0			0		0		0	0	474.03		
3 INK CART, BROTHER LC39M, Magenta	cart				0			0			0		0		0	0	474.03		
4 INK CART, BROTHER LC39Y, Yellow	cart				0			0			0		0		0	0	964.60		
5 INK CART, BROTHER LC67B, Black	cart				0			0			0		0		0	0	578.76		
6 INK CART, BROTHER LC67C, Cyan	cart				0			0			0		0		0	0	578.76		
7 INK CART, BROTHER LC67M, Magenta	cart				0			0			0		0		0	0	578.76		
8 INK CART, BROTHER LC67Y, Yellow	cart				0			0			0		0		0	0	1,697.70		
9 INK CART, BROTHER LC67HYC, Cyan	cart				0			0			0		0		0	0	920.50		
10 INK CART, BROTHER LC67HYM, Magenta	cart				0			0			0		0		0	0	920.50		
11 INK CART, BROTHER LC67HYM, Magenta	cart				0			0			0		0		0	0	920.50		

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	Price Catalogue as of Sept 9,2015
12 INK CART, BROTHER LC67HY, Yellow	cart				0					0				0	0	0	920.50		
13 INK CART, CANON PG-810, Black	cart	13			13	2			2	2	1		1	18	657.03		11,826.55		
14 INK CART, CANON PG-740, Black	cart				0				0		0		0	0	0	0	244.12		
15 INK CART, CANON PG-725, Black	cart				0				0		0		0	0	0	0	521.44		
16 INK CART, CANON CLI-726, Black	cart				0				0		0		0	0	0	0	492.77		
17 INK CART, CANON CL-811, Colored	cart	13			13	2			2	2	1		1	18	868.69		15,636.44		
18 INK CART, CANON CLI-741, Colored	cart				0				0		0		0	0	0	0	868.69		
19 INK CART, CANON CLI-726, Cyan	cart				0				0		0		0	0	0	0	567.74		
20 INK CART, CANON CLI-726, Magenta	cart				0				0		0		0	0	0	0	567.74		
21 INK CART, CANON CLI-726, Yellow	cart				0				0		0		0	0	0	0	521.44		
22 INK CART, EPSON C13T038190 (T038), Black	cart				0				0		0		0	0	0	0	816.88		
23 INK CART, EPSON C13T039090 (T039),	cart				0				0		0		0	0	0	0	816.88		
24 INK CART, EPSON	cart				0				0		0		0	0	0	0	451.98		
25 INK CART, EPSON	cart				0				0		0		0	0	0	0	451.98		
26 INK CART, EPSON	cart				0				0		0		0	0	0	0	451.98		
27 INK CART, EPSON	cart				0				0		0		0	0	0	0	270.09		
28 INK CART, EPSON C13T5664100 (T56641), Black	cart				0				0		0		0	0	0	0	270.09		
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0		0		0	0	0	0	270.09		
30 INK CART, EPSON C13T664300 (T6643),	cart				0				0		0		0	0	0	0	270.09		
31 INK CART, EPSON C13T664400 (T6644),	cart				0				0		0		0	0	0	0	1,289.02		
32 INK CART, HP 51645A, (HP45), Black	cart				0				0		0		0	0	0	0	1,289.72		
33 INK CART, HP C1831A, (HP23), Tri-color	cart				0				0		0		0	0	0	0	1,091.38		
34 INK CART, HP C4844A, (HP10), Black	cart				0				0		0		0	0	0	0	1,581.94		
35 INK CART, HP C4905AA, (HP940XL), Black	cart				0				0		0		0	0	0	0	1,615.02		
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0		0		0	0	0	0	1,091.38		
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0		0		0	0	0	0	1,091.38		
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0		0		0	0	0	0	1,091.38		
39 INK CART, HP C4936A, (HP18), Black	cart				0				0		0		0	0	0	0	944.76		
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0		0		0	0	0	0	713.25		
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0		0		0	0	0	0	713.25		
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0		0		0	0	0	0	976.73		
43 INK CART, HP C6578DA, (HP28), Tri-color	cart				0				0		0		0	0	0	0	1,554.38		
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0		0		0	0	0	0	1,311.86		
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0		0		0	0	0	0	1,427.61		
46 INK CART, HP C6656AA, (HP36), Black	cart				0				0		0		0	0	0	0	1,619.65		
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0		0		0	0	0	0	1,438.63		
48 INK CART, HP C8727AA, (HP27), Black	cart				0				0		0		0	0	0	0	848.85		
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0		0		0	0	0	0	937.04		
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0		0		0	0	0	0	1,427.61		
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0		0		0	0	0	0	636.08		
52 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0		0		0	0	0	0	1,579.74		
53 INK CART, HP C9364WA, (HP98), Black	cart				0				0		0		0	0	0	0	859.87		
54 INK CART, HP C9365WA, (HP99), Black	cart				0				0		0		0	0	0	0	314.18		
55 INK CART, HP C9362WA, (HP92), Black	cart				0				0		0		0	0	0	0	382.53		
56 INK CART, HP C9361WA, (HP91), Black	cart				0				0		0		0	0	0	0	718.76		
57 INK CART, HP C9351WA, (HP90), Black	cart				0				0		0		0	0	0	0	0		
58 INK CART, HP CB314A, (HP900), Black	cart				0				0		0		0	0	0	0	0		
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0				0		0		0	0	0	0	0		
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0		0		0	0	0	0	0		
61 INK CART, HP CB335WA, (HP74), Black	cart				0				0		0		0	0	0	0	0	1,548.87	

Item & Specifications	Unit of Measure	Planned/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	
62 INK CART, HP CB332WA, (HP725), Tri-color	cart	0								0					0	0	826.80	
63 INK CART, HP CB338WA, (HP724L), Tri-color	cart	0								0					0	0	1,570.92	
64 INK CART, HP CC640WA, (HP60), Black	cart	0								0					0	0	672.46	
65 INK CART, HP CC641WA, (HP60XL), Black	cart	0								0					0	0	1,482.73	
66 INK CART, HP CC643WA, (HP60), Tri-color	cart	0								0					0	0	792.63	
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart	0								0					0	0	1,725.26	
68 INK CART, HP CC653AA, (HP901), Black	cart	0								0					0	0	672.46	
69 INK CART, HP CC656AA, (HP901), Tri-color	cart	0								0					0	0	1,836.26	
70 INK CART, HP CC660AA, (HP702), Black	cart	0								0					0	0	1,064.92	
71 INK CART, HP CD887AA, (HP703), Black	cart	0								0					0	0	367.10	
72 INK CART, HP CD888AA, (HP703), Tri-color	cart	0								0					0	0	367.10	
73 INK CART, HP CD971AA, (HP 920), Black	cart	0								0					0	0	840.03	
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart	0								0					0	0	644.90	
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart	0								0					0	0	644.90	
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart	0								0					0	0	644.90	
77 INK CART, HP CD975AA, (HP 920XL), Black	cart	0								0					0	0	1,212.64	
78 INK CART, HP CH561WA, (HP61), Black	cart	0								0					0	0	644.90	
79 INK CART, HP CH572WA, (HP61), Tri-color	cart	0								0					0	0	798.14	
80 INK CART, HP CN045AA, (HP900XL), Black	cart	0								0					0	0	1,634.86	
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart	0								0					0	0	644.90	
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart	0								0					0	0	1,212.64	
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart	0								0					0	0	1,212.64	
84 INK CART, HP CN692AA, (HP704), Black	cart	4								4					2	14	367.10	5,139.39
85 INK CART, HP CN693AA, (HP704), Tri-color	cart	2								2					2	9	367.10	3,203.89
86 INK CART, HP C7107AA, (HP678), Black	cart	3								3					1	9	379.23	3,413.03
87 INK CART, HP C7108AA, (HP678), Tri-color	cart	2								1					1	6	382.53	2,295.20
88 INK CART, HP C7121A (HP885A), Black	cart	0								0					0	0	385.84	
89 INK CART, HP C7122A (HP685A), Cyan	cart	0								0					0	0	253.55	
90 INK CART, HP C7123A (HP685A), Magenta	cart	0								0					0	0	253.55	
91 INK CART, HP C7124A (HP685A), Yellow	cart	0								0					0	0	253.55	
92 INK CART, HP Q5893AA (C87284A), (HP28)	cart	0								0					0	0	920.11	
93 INK CART, LEXMARK 10N0217 (#17), Black	cart	0								0					0	0	1,063.82	
94 INK CART, LEXMARK 10N0227 (#27), Colored	cart	0								0					0	0	1,063.82	
95 TONER CART, BROTHER TN-2025, Black	cart	0								0					0	0	2,709.70	
96 TONER CART, BROTHER TN-2130, Black	cart	0								0					0	0	1,929.20	
97 TONER CART, BROTHER TN-2150, Black	cart	0								0					0	0	3,031.60	
98 TONER CART, BROTHER TN-3320, Black	cart	0								0					0	0	3,336.50	
99 TONER CART, BROTHER TN-3350, Black, for	cart	0								0					0	0	5,269.47	
100 TONER CART, HP C4092A, Black	cart	0								0					0	0	2,905.93	
101 TONER CART, HP C4096A, Black	cart	0								0					0	0	3,462.64	
105 TONER CART, HP C5341A, Cyan	cart	0								0					0	0	3,448.45	
106 TONER CART, HP C5341A, Magenta	cart	0								0					0	0	3,448.45	
107 TONER CART, HP C5342A, Yellow	cart	0								0					0	0	3,448.45	
108 TONER CART, HP C5343A, Magenta	cart	0								0					0	0	3,448.45	
109 TONER CART, HP C5343A, Black	cart	0								0					0	0	2,760.90	
110 TONER CART, HP C5330A, Black	cart	0								0					0	0	5,473.42	
111 TONER CART, HP C5331A, Cyan	cart	0								0					0	0	5,133.88	

Item & Specifications	Unit of Measure	P/Q 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	Catalogue Price as of Sept 9,2015
112 TONER CART, HP CC532A, Yellow	cart				0					0					0	0	5,133.88		
113 TONER CART, HP CC533A, Magenta	cart				0					0					0	0	5,133.88		
114 TONER CART, HP CE55A, Black	cart				0					0					0	0	6,736.77		
115 TONER CART, HP CE278A, Black	cart				0					0					0	0	3,254.28		
116 TONER CART, HP CE285A (HP85A), Black	cart				0					0					0	0	2,889.55		
117 TONER CART, HP CE310A, Black	cart				0					0					0	0	2,456.15		
118 TONER CART, HP CE311A, Cyan	cart				0					0					0	0	2,623.71		
119 TONER CART, HP CE312A, Yellow	cart				0					0					0	0	2,623.71		
120 TONER CART, HP CE313A, Magenta	cart				0					0					0	0	2,623.71		
121 TONER CART, HP CE320A, Black	cart				0					0					0	0	3,241.06		
122 TONER CART, HP CE321A, Cyan	cart				0					0					0	0	3,119.79		
123 TONER CART, HP CE322A, Yellow	cart				0					0					0	0	3,119.79		
124 TONER CART, HP CE323A, Magenta	cart				0					0					0	0	3,119.79		
125 TONER CART, HP CE390A, Black	cart				0					0					0	0	7,716.80		
126 TONER CART, HP CE400A, Black	cart				0					0					0	0	6,991.42		
127 TONER CART, HP CE401A, Cyan	cart				0					0					0	0	10,234.68		
128 TONER CART, HP CE402A, Yellow	cart				0					0					0	0	10,234.68		
129 TONER CART, HP CE403A, Magenta	cart				0					0					0	0	10,234.68		
130 TONER CART, HP CE410A, (HP305), Black	cart				0					0					0	0	3,858.40		
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0					0					0	0	5,715.94		
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0					0					0	0	5,715.94		
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0					0					0	0	5,715.94		
134 TONER CART, HP CE505A, Black	cart				0					0					0	0	3,880.45		
135 TONER CART, HP CE505X, Black, high cap	cart				0					0					0	0	7,716.81		
136 TONER CART, HP Q2612A, Black	cart				0					0					0	0	3,149.56		
137 TONER CART, HP Q2613A, Black	cart				0					0					0	0	3,527.68		
138 TONER CART, HP Q5942A, Black	cart				0					0					0	0	7,716.80		
139 TONER CART, HP Q5949A, Black	cart				0					0					0	0	3,142.65		
140 TONER CART, HP Q5950A, Black	cart				0					0					0	0	8,102.64		
141 TONER CART, HP Q5951A, Cyan	cart				0					0					0	0	11,495.83		
142 TONER CART, HP Q5952A, Yellow	cart				0					0					0	0	11,495.83		
143 TONER CART, HP Q5953A, Magenta	cart				0					0					0	0	11,495.83		
144 TONER CART, HP Q6000A, Black	cart				0					0					0	0	3,516.56		
145 TONER CART, HP Q6001A, Cyan	cart				0					0					0	0	3,830.84		
146 TONER CART, HP Q6002A, Yellow	cart				0					0					0	0	3,830.84		
147 TONER CART, HP Q6003A, Magenta	cart				0					0					0	0	3,830.84		
148 TONER CART, HP Q6470A, Black	cart				0					0					0	0	5,838.15		
149 TONER CART, HP Q6471A, Cyan	cart				0					0					0	0	5,835.08		
150 TONER CART, HP Q6472A, Yellow	cart				0					0					0	0	6,195.49		
151 TONER CART, HP Q6473A, Magenta	cart				0					0					0	0	6,195.49		
152 TONER CART, HP Q6470A, Black	cart				0					0					0	0	3,989.59		
153 TONER CART, LEXMARK E360H1P, Black	cart				0					0					0	0	9,496.78		
154 TONER CART, LEXMARK T650A1P, Black	cart				0					0					0	0	10,208.22		
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0					0					0	0	5,126.16		
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				0					0					0	0	2,756.00		
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0					0					0	0	3,986.72		
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0					0					0	0	3,986.72		
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0					0					0	0	2,700.88		
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0					0					0	0	3,031.60		
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0					0					0	0	2,756.00		

Item & Specifications	PQ Quantity Requirement												Price Catalogue as of Sept 9,2015	TOTAL AMOUNT					
	Unit of Measure	Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
162 TONER CART, SAMSUNG MLT-D110S(MLT-D110S), Black	cart				0				0			0			0	0	0	3,502.20	-
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0			0			0	0	0	7,716.80	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0			0			0	0	0	5,842.72	-
165 TONER CART, SAMSUNG MLT-D203U, Black	cart				0				0			0			0	0	0	10,031.84	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0			0			0	0	0	8,488.48	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0			0			0	0	0	5,071.04	-
168 TONER CART, SAMSUNG SCX-D6550A, Black	cart				0				0			0			0	0	0	4,964.72	-
169 RIBBON CART, EPSON C13S015156 (#8750),	cart				0				0			0			0	0	0	81.36	-
170 RIBBON CART, EPSON C13S0151564 (S015327),	cart				0				0			0			0	0	0	768.37	-
171 RIBBON CART, EPSON C13S0151562, Black, for	cart				0				0			0			0	0	0	354.97	-
172 RIBBON CART, EPSON C13S0151562, Black, for	cart				0				0			0			0	0	0	80.48	-
B. OTHER ITEMS NOT AVAILABLE ATPS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																			
COMMON ELECTRICAL SUPPLIES																			
1 BALLAST, 36 watts	piece				0				0			0			0	0	0	79.27	-
2 FLUORESCENT LAMP, tubular, 14 watts	tube				0				0			0			0	0	0	93.70	-
3 FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set				0				0			0			0	0	0	385.84	-
COMMON OFFICE EQUIPMENT																			
1 CALCULATOR, MINI-PRINTING, 1 unit per box	unit				0				0			0			0	0	0	986.65	-
2 CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit				0				0			0			0	0	0	2,083.54	-
3 ELECTRONIC TIME RECORDER OR BUNDY	unit				0				0			0			0	0	0	3,514.45	-
4 CLOCK, electronic, compact design with large	unit				0				0			0			0	0	0	2,866.24	-
MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn	unit				0				0			0			0	0	0	1,100.20	-
5 DIAMETER, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color	unit				0				0			0			0	0	0	54.35	-
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 10/100 WAN port, LED indicator: Power, WLAN, 8 INDEX CARD, 3" x 5", 500 pieces per pack	unit				0				0			0			0	0	0	54.35	-
COMMON OFFICE SUPPLIES																			
1 CARTOLINA, white, 20 pieces per pack	pack				0				0			0			0	0	0	55.12	-
2 CLIP, bulldog, .73mm (3")	piece				0				0			0			0	0	0	8.82	-
3 COLUMNAR PAD, 18 cols, 50 gsm min.	pad				0				0			0			0	0	0	69.45	-
4 ENVELOPE, PAY, 500 pieces per box	box				0				0			0			0	0	0	121.59	-
5 ILLUSTRATION BOARD, (30"x40")	piece	10			0				0			0			0	0	0	37.15	371.53
6 INDEX CARD BOX, 3" x 5"	piece	10			0				0			0			0	0	0	38.58	-
7 INDEX CARD BOX, 5" x 8"	piece	0			0				0			0			0	0	0	58.43	-
8 INDEX CARD, 3" x 5", 500 pieces per pack	pack	0			0				0			0			0	0	0	54.35	-

Item & Specifications		P/Q Yearly Requirement												Price Catalogue as of Sept 9,2015	TOTAL AMOUNT				
		Unit of Measure	Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity
9	INDEX CARD, 5"x8", 500 pieces per pack	pack				0				0				0		0	0	147.70	-
10	MANILLA PAPER, 105sheets per pack	pack	1			1			0		0		0	0	0	1	27.56	27.56	
11	MAP PIN, round head,100 pieces per case	case				0			0		0		0	0	0	0	0	42.77	-
12	OIL, for general purpose lubricant, 120 mL	bottle				0			0		0		0	0	0	0	0	39.11	-
13	PAPER, Thermal, 210mm x 30m	roll				0			0		0		0	0	0	0	0	31.75	-
14	PUSH PIN, flat head type, assorted colors, 100 pieces per case	case				0			0		0		0	0	0	0	0	26.46	-
15	RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool				0			0		0		0	0	0	0	0	17.09	-
16	RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle				0			0		0		0	0	0	0	0	159.85	-
17	RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle				0			0		0		0	0	0	0	0	308.49	-
18	STAPLE WIRE, Heavy duty,23/17	box				0			0		0		0	0	0	0	0	43.97	-
19	TAPE DISPENSER, handheld	piece				0			0		0		0	0	0	0	0	30.85	-
20	TAPE, for adding machine	roll				0			0		0		0	0	0	0	0	8.60	-
21	TIME CARD, for Amano Bundy Clock,100 pieces bundle	bundle	1			1			1		1		1	1	1	4	73.64	294.55	-
COMMON JANITORIAL SUPPLIES																			
1	FLOOR WAX, Liquid type, natural	can				0			0		0		0	0	0	0	0	392.73	-
2	FLOOR WAX, Paste type, natural	can				0			0		0		0	0	0	0	0	237.02	-
3	SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece				0			0		0		0	0	0	0	0	23.70	-
CONSUMABLES																			
1	INK CART, EPSON C13T103190 (103), Black	cart				0			0		0		0	0	0	0	0	918.30	-
2	INK CART, EPSON C13T103290 (103), Cyan	cart				0			0		0		0	0	0	0	0	611.83	-
3	INK CART, EPSON C13T103390 (103), Magenta	cart				0			0		0		0	0	0	0	0	611.83	-
4	INK CART, EPSON C13T103490 (103), Yellow	cart				0			0		0		0	0	0	0	0	611.83	-
5	INK CART, EPSON C13T143190 (143), Black	cart				0			0		0		0	0	0	0	0	622.86	-
6	INK CART, EPSON C13T143290 (143), Cyan	cart				0			0		0		0	0	0	0	0	493.88	-
7	INK CART, EPSON C13T143390 (143), Magenta	cart				0			0		0		0	0	0	0	0	493.88	-
8	INK CART, EPSON C13T143490 (143), Yellow	cart				0			0		0		0	0	0	0	0	493.88	-
9	INK CART, EPSON C13T166190 (166XL), Black	cart				0			0		0		0	0	0	0	0	187.41	-
10	INK CART, EPSON C13T166290 (166XL), Cyan	cart				0			0		0		0	0	0	0	0	352.77	-
11	INK CART, EPSON C13T166390 (166XL),	cart				0			0		0		0	0	0	0	0	352.77	-
12	INK CART, EPSON C13T166490 (166XL), Yellow	cart				0			0		0		0	0	0	0	0	352.77	-
13	INK CART, HP C4836A, (HP11), Cyan	cart				0			0		0		0	0	0	0	0	1627.14	-
14	INK CART, HP C4837A, (HP11), Magenta	cart				0			0		0		0	0	0	0	0	1627.14	-
15	INK CART, HP C4838A, (HP11), Yellow	cart				0			0		0		0	0	0	0	0	1627.14	-
16	RIBBON CART, LEXMARK 30/07659 (11A3550)	cart				0			0		0		0	0	0	0	0	826.80	-
17	RIBBON CART., FUJITSU DL-3850	cart				0			0		0		0	0	0	0	0	474.03	-
18	TONER CART, BROTHER TN-750C, Black	cart				0			0		0		0	0	0	0	0	3433.98	-
19	TONER CART, BROTHER TN-750C, Cyan	cart				0			0		0		0	0	0	0	0	3,930.06	-

Item & Specifications		Priority/Requirement												Total Catalogue as of Sept 9,2015	Price				
		Unit of Measure	Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Oct	Nov	Dec	Q4	Total Quantity	
20 TONER CART, BROTHER TN-150M, Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,930.06	-
21 TONER CART, BROTHER TN-150Y, Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,930.06	-
22 TONER CART, BROTHER TN-155BK, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,830.56	-
23 TONER CART, FUJI/XEROX CWAA0762, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,028.62	-
24 TONER CART, HP CE2250A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,732.48	-
25 TONER CART, HP CE2251A, Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11,184.95	-
26 TONER CART, HP CE2252A, Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11,184.95	-
27 TONER CART, HP CE2253A, Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11,184.95	-
28 TONER CART, HP Q338A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,077.41	-
29 TONER CART, HP Q6511A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,246.20	-
30 TONER CART, HP Q7551A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,531.72	-
31 TONER CART, LEXMARK 34217HR, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,994.97	-
32 TONER CART, SAMSUNG ML-2250D5, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,071.04	-
33 TONER CART, SAMSUNG ML-D3050B, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,055.36	-
Office Equipment and Accessories																			
Office Supplies																			
1 PRINTER w/ Continuous/Refillable (Epson L120)	unit	2			2			0			0		0		0	2	5,400.00	10,800.00	
2 STAPLER W/ REMOVER	piece	1			1			0			0		0		1	110.00	110.00		
3 GLUE, ALL PURPOSE, 100 ml	bottle	6			6			0			0		0		6	40.00	240.00		
4 TYPEWRITER RIBBON	spool	6			6			0			0		0		6	25.00	150.00		
5 CORRECTION PEN(Uni Brand)	piece	6			6			0			0		0		6	90.00	540.00		
6 CALCULATOR(Casio MX-1205 12-digit)	unit	1			1			0			0		0		1	35.00	35.00		
7 BOARD PAPER A4	back	1			1			0			0		0		1	45.00	45.00		
8 RING BINDER, 3/4" size 10 pcs/bundle	bundle	2			2			0			0		0		2	23.00	46.00		
9 MARKER REFILL INK, 1 fl. oz.	bottle	1			1			0			0		0		1	175.00	175.00		
10 TONER CART, MINOLTA 1600 MF, Black	cart	1			1			1			1		1		1	4,980.00	7,920.00		
Office Supplies																			
1 SIGN PEN, black (UniBall Impact/0.5)	piece	1			1			1			1		1		4	57.50	230.00		
2 SIGN PEN, refill (Dong-A, My Gel,5)	piece	5			2			7			2		2		16	14.00	224.00		
3 BALL PEN,.5 mm Ball Point,Black	piece	100			0			0			0		0		100	5.00	500.00		
4 VINYL COATED FASTENER	box	40			40			0			0		0		40	25.00	1,000.00		
5 CORRECTION TAPE (Joy Brand)	piece	25			0			0			0		0		25	25.00	625.00		
6 CORRECTION FLUID(touch & go)	bottle	7			7			0			0		0		7	20.00	140.00		
7 DOUBLE SIDED ADHESIVE 1"	roll	2			2			0			0		0		2	65.00	130.00		
8 STAPLE WIRE, COPPER #35	box	2			2			0			0		0		2	35.00	70.00		
9 MECHANICAL PENCIL	piece	2			2			0			0		0		2	45.00	90.00		
10 MARKER, permanent, broad type, black	piece	10			0			0			0		0		10	30.00	300.00		
11 SHOE LACE	piece	50			0			0			0		0		50	10.00	500.00		
12 RER	pad	8			0			0			0		0		8	20.00	160.00		
14 NOTARIAL SEAL (Globe Brand #33)	pack	10			10			0			0		0		10	38.00	380.00		
15 UNI FILER BOX w/COVER	piece	1			1			0			0		0		1	30.00	30.00		
16 INK REFILL for Printer, Color 100ml	bottle	2			2			1			1		1		6	100.00	600.00		
17 INK REFILL for Printer, Color 100ml	bottle	6			3			3			3		3		15	100.00	1,500.00		
Audio and visual presentation and compositing																			
1 PROJECTOR, LCD (EPSON)	set	1			1			0			0		0		1	21,200.00	21,200.00		
2 TARPAULINE PRINTING	piece	3			3			3			4		2		12	500.00	6,000.00		
3 Photographic or filming or video equipment	unit	0			0			0			0		0		0	1	12,000.00	12,000.00	
1 FLAT SCREEN TV 32" LED or PLASMA TV	unit	1			1			0			0		0		1	12,000.00	12,000.00		
2		0			0			0			0		0		0	0	0	-	

Item & Specifications	Unit of Measure	PQ Quantity Requirement												Price Catalogue as of Sept 9/2015	TOTAL AMOUNT			
		Jan	Feb	March	Q1	April	May	June	C2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity
*Other Categories - Vehicle																		
1 VEHICLE GASOLINE	ltrs	90	90	90	270	90	90	90	270	90	20	270	160	90	90	340	46.00	52,390.00
2 ENGINE OIL (for every 5000 miles)	piece	1			1	1			1	1	1	1	1	1	1	4	840.00	3,350.00
3 OIL FILTER	piece	1				1										1	450.00	1,800.00
4 BRAKE SHOE	set	1				1										1	160.00	160.00
5 ATF	piece	1				1										1	324.00	324.00
6 COOLANT	piece	1				1										2	648.00	648.00
7 ALTERNATOR BELT	piece	1				1										1	475.00	475.00
8 FAN BELT	piece	1				1										1	350.00	350.00
9 ROTOR DISC	piece	1				1										1	1,152.00	1,152.00
10 BRAKE PAD	piece	1				1										1	248.00	248.00
11 BRAKE FLUID	piece	1				1										1	692.00	692.00
12 CARDBOARD BOXES (Cigarette Box)	box	6				6										12	10.50	120.00
13 PLAQUES	piece	0				0										0	4.00	16.00
14 MOBILE PHONE LOAD, 100 card for Technical/Field Officer	piece	36	36	36	108											0	108	954.00
C. TOTAL (A + B):																	291,999.09	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																	29,399.09	
E. GRAND TOTAL (C + D)																	320,398.03	
F. APPROVED BUDGET BY THE AGENCY HEAD																		
In Figures and Words:																		
G. MONTHLY CASH REQUIREMENTS																		
C.1 Available at Procurement Service Stores		50253			12475				17689			8350					29,399.09	
C.2 Other items not available at PS but regularly purchased from other sources.		112898			18166				25091			21036					17,230.00	
TOTAL MONTHLY CASH REQUIREMENTS		30541							42780			39395						

*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 our within our approved budget for the year.

Prepared by:


CHRISTIAN Y. MALANUEVA
Property Supply Officer-Des

Certified Funds Available /
Certified Appropriate Funds Available:


DAVID F. LAZARTE
Accountant /
Local Budget Officer

Approved by:


GENARO D. ENCINA JR.
Head of Office/Agency

Date Prepared: November 23, 2015