

ANNUAL PROCUREMENT PLAN FOR 2017 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 (Cataman)- **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
 - ps.app.lgu@gmail.com- For Local government units
- Consistent with National Budget Circular No. 555, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: COOPERATIVE DEVELOPMENT AUTHORITY-DAGUPAN EXT. OFFICE Agency Account Code: _____

Region: 1

Address: 3RD FLOOR SIAPNO CLINIC
PEREZ BLVD., DAGUPAN CITY, PANGASINAN

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Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
A. AVAILABLE AT PROCUREMENT SERVICE STORES																								
COMMON ELECTRICAL SUPPLIES																								
1 BATTERY, size AA, alkaline, 2 pieces per	pack	4			4	69.68	4				4	69.68			0	0	4			4	69.68	12	17.42	209.04
2 BATTERY, size AAA, alkaline, 2 pieces per	pack	4			4	60.12	4				4	60.12			0	0				4	60.12	12	15.03	180.36
3 BATTERY, size D, alkaline, 2 pieces per	pack				0	0					0	0			0	0	4			0	0	0	77.56	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0	0					0	0			0	0				0	0	0	114.40	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube	5			5	181.5					0	0	5		5	182	5			5	181.5	15	36.30	544.50
6 COMPACT FLUORESCENT LAMP, 18 watts,	piece				0	0					0	0			0	0				0	0	0	93.29	-
7 TAPE, electrical	roll				0	0					0	0			0	0				0	0	0	18.20	-

[illegible]

47	NOTE BOOK, stenographer's, 40 leaves,	piece				0	0				0	0				0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets	pad	4			4	124.8	4			4	124.8	4			4	124.8	16	31.20	499.20
49	NOTE PAD, stick-on, (3"x3"), 100 sheets	pad				0	0				0	0				0	0	0	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 100 sheets	pad				0	0				0	0				0	0	0	54.06	-
51	PAD PAPER, Ruled	pad	3			3	54.78	3			3	54.78	3			3	54.78	12	18.26	219.12
52	PAPER CLIP, gem type, 48mm, 100 pieces	box	32			32	411.2				0	0	32			32	411	64	12.85	822.40
53	PAPER CLIP, gem type, 32mm, 100 pieces	box				0	0				0	0				0	0	0	6.43	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x	ream				0	0				0	0				0	0	0	121.55	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x	ream				0	0				0	0				0	0	0	141.25	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	30			30	3135	30			30	3135	30			30	3135	120	104.50	12,540.00
57	PAPER, Multi-Purpose (COPY), Legal size,	ream	30			30	3708	30			30	3708	30			30	3708	120	123.60	14,832.00
58	PARCHMENT PAPER, A4 size, 80 gsm, 100	ream				0	0				0	0				0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll	5			5	155.8	5			5	155.8	5			5	155.8	20	31.15	623.00
60	PENCIL, lead, w/eraser, one(1) dozen per	box	4			4	78.48	4			4	78.48	4			4	78.48	16	19.62	313.92
61	PHILIPPINE NATIONAL FLAG	piece				0	0				0	0				0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x	book	10			10	603.2				0	0	10			10	603.2	30	60.32	1,809.60
63	RECORD BOOK, 500 pages, size: 214mm x	book	3			3	260.6				0	0	3			3	260.6	9	86.85	781.65
64	RING BINDER, Plastic 32mm, 10 pieces per	bundle	1			1	256.9				0	0				0	0	1	256.87	256.87
65	RUBBER BAND, 70mm min lay flat length	box	2			2	186.6	2			2	186.6	2			2	186.6	8	93.31	746.48
66	RULER, plastic, 450mm, 1 piece in	piece				0	0				0	0				0	0	0	15.48	-
67	SIGN PEN, black	piece	32			32	1219	32			32	1219	32			32	1219	128	38.10	4,876.80
68	SIGN PEN, blue	piece				0	0				0	0				0	0	0	38.10	-
69	SIGN PEN, red	piece				0	0				0	0				0	0	0	38.10	-
70	STAMP PAD INK, violet, 50mL	bottle	4			4	98.52	4			4	98.52	4			4	98.52	16	24.63	394.08
71	STAMP PAD, felt pad, min 60mm x 100mm	piece	5			5	138.3	5			5	138.3	5			5	138.3	20	27.66	553.20
72	STAPLE WIRE, Heavy duty, 23/13	box				0	0				0	0				0	0	0	30.42	-
73	STAPLE WIRE, Standard	box	10			10	189.2	10			10	189.2	10			10	189.2	40	18.92	756.80
74	TAPE, masking, 24mm, 50 meters length	roll				0	0				0	0				0	0	0	55.12	-
75	TAPE, masking, 48mm, 50 meters length	roll				0	0				0	0				0	0	0	105.04	-
76	TAPE, transparent, 24mm, 50 meters	roll	10			10	173.7				0	0	10			10	174	20	17.37	347.40
77	TAPE, transparent, 48mm, 50 meters	roll	10			10	265.2				0	0	10			10	265	20	26.52	530.40
78	TAPE, packaging, 48mm, 50 meters length	roll	10			10	306.3				0	0	10			10	306	20	30.63	612.60
79	TOILET TISSUE, 12 rolls per pack	pack	15			15	1014	15			15	1014	15			15	1014	60	67.60	4,056.00
80	TWINE, plastic, one kilo per roll	roll	2			2	99.84	2			2	99.84	2			2	99.84	8	49.92	399.36
81	WRAPPING PAPER, kraft, 50 sheets per	pack				0	0				0	0				0	0	0	124.80	-
COMMON OFFICE DEVICES																				
1	CUTTER BLADE, heavy duty cutter, 10	tube				0	0				0	0				0	0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece				0	0				0	0				0	0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece				0	0				0	0				0	0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in individual	piece	1			1	187.2				0	0	1			1	187	2	187.20	374.40
5	PUNCHER, paper, heavy duty, with two	piece	3			3	342.8				0	0	3			3	343	6	114.28	685.68
6	SCISSORS, (6")	pair	32			32	439.4				0	0	32			32	439	64	13.73	878.72
7	STAPLER, standard	piece	5			5	410.8				0	0	5			5	411	10	82.16	821.60
8	STAPLER, binder type, heavy duty for high	piece				0	0				0	0				0	0	0	878.80	-

9	STAPLE REMOVER, plier type	piece	10			10	181.8				0	0	10			10	182			0	0	20	18.18	363.60
10	TAPE DISPENSER, table top	piece	1			1	47.72				0	0	1			1	47.7			0	0	2	47.72	95.44
11	WASTE BASKET, non-rigid plastic	piece	2			2	47.8				0	0	2			2	47.8			0	0	4	23.90	95.60
COMMON JANITORIAL SUPPLIES																								
1	BROOM, soft (tambo)	piece	3			3	265.2				0	0	3			3	265			0	0	6	88.40	530.40
2	BROOM, stick (tingting)	piece				0	0				0	0				0	0			0	0	0	23.92	-
3	CLEANER, TOILET BOWL AND URINAL, 900	bottle	3			3	124.8				0	0	3			3	125			0	0	6	41.60	249.60
4	CLEANSER, scouring powder,	can				0	0				0	0				0	0			0	0	0	21.27	-
5	DETERGENT POWDER, all purpose,	pouch	6			6	224.6	6			6	224.6	6			6	225			0	0	18	37.43	673.74
6	DISINFECTANT SPRAY, 400-550 grams	can				0	0				0	0				0	0			0	0	0	119.60	-
7	DUST PAN, non-rigid plastic	piece				0	0				0	0				0	0			0	0	0	27.96	-
8	FLOOR WAX, Paste, red	can	3			3	608.4	3			3	608.4	3			3	608	3		3	608.4	12	202.80	2,433.60
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0	0				0	0				0	0			0	0	0	84.76	-
10	INSECTICIDE, aerosol type, 600mL/can	can	2			2	249.6	2			2	249.6	2			2	250	2		2	249.6	8	124.80	998.40
11	MOPBUCKET	piece				0	0				0	0				0	0			0	0	0	1,820.00	-
12	MOPHANDLE, screw type, aluminum	piece	2			2	285				0	0	2			2	285			0	0	4	142.48	569.92
13	MOPHEAD, made of rayon	piece	2			2	197.6				0	0	2			2	198			0	0	4	98.80	395.20
14	RAG, all cotton, 32 pieces per kilo per	bundle	3			3	149.1	3			3	149.1	3			3	149	3		3	149.1	12	49.69	596.28
15	SCOURING PAD, 5 pieces per pack	pack				0	0				0	0				0	0			0	0	0	102.96	-
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll	6			6	839.3	6			6	839.3	6			6	839	6		6	839.3	24	139.88	3,357.12
17	DISINFECTANT, bleaching solution	cont				0					0					0				0		0	101.82	-
COMMON OFFICE EQUIPMENT																								
1	BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24	unit				0	0				0	0				0	0			0	0	0	10,400.00	-
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	5			5	711.8	5			5	711.8				0	0	5		5	711.8	15	142.36	2,135.40
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0	0				0	0				0	0			0	0	0	328.64	-
4	CHAIR, monobloc, without armrest, beige	piece				0	0				0	0				0	0			0	0	0	254.68	-
5	CHAIR, monobloc, without armrest, white	piece				0	0				0	0				0	0			0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0	0				0	0				0	0			0	0	0	6,229.60	-
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%)	unit				0	0				0	0				0	0			0	0	0	25,272.00	-
8	ELECTRIC FAN, industrial	unit				0	0				0	0				0	0			0	0	0	956.80	-
9	ELECTRIC FAN, orbit type	unit				0	0				0	0				0	0			0	0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit				0	0				0	0				0	0			0	0	0	967.10	-

11	ELECTRIC FAN, wall type	unit				0	0				0	0				0	0			0	0	0	790.40	-
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm,	unit				0	0				0	0				0	0			0	0	0	3,502.72	-
13	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-	unit	1			1	1081				0	0				0	0			0	0	1	1,080.56	1,080.56
14	FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire,	unit	1			1	4992				0	0				0	0			0	0	1	4,992.00	4,992.00
15	MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports	unit				0	0				0	0				0	0			0	0	0	26,483.60	-
16	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap.,	unit				0	0				0	0				0	0			0	0	0	7,488.00	-
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0	0				0	0				0	0			0	0	0	5,699.20	-
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0	0				0	0				0	0			0	0	0	18,709.60	-
19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0	0				0	0				0	0			0	0	0	5,831.52	-
20	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing	unit				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	1,237.60	-
22	TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and	unit				0	0				0	0				0	0			0	0	0	1,289.60	-
23	TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and	unit				0	0				0	0				0	0			0	0	0	1,242.80	-
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	630.76	-
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0	0				0	0				0	0			0	0	0	950.30	-
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0	0				0	0				0	0			0	0	0	716.04	-
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0	0				0	0				0	0			0	0	0	1,220.96	-
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0	0				0	0				0	0			0	0	0	571.80	-
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0	0				0	0				0	0			0	0	0	958.15	-
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0	0				0	0				0	0			0	0	0	21.79	-
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB	piece	1			1	2818				0	0				0	0			0	0	1	2,818.40	2,818.40
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	2			2	389	2			2	389				0	0	2		2	389	6	194.48	1,166.88
10	MOUSE, optical, USB connection type	unit	2			2	255.6	2			2	255.6				0	0	2		2	255.6	6	127.80	766.80

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21	INK CART, CANON CLI-726, Yellow	cart				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	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				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	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				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	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0				0	0				0	0			0	0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart				0	0				0	0				0	0			0	0	0	254.80	-
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0	0				0	0				0	0			0	0	0	254.80	-
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0	0				0	0				0	0			0	0	0	254.80	-
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0	0				0	0				0	0			0	0	0	254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0			0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0			0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0			0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0			0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0			0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0			0	0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0			0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				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	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0	0				0	0				0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0				0	0				0	0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0	0				0	0				0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0				0	0				0	0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0				0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0				0	0				0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0				0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0				0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0				0	0				0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0	0	1,086.80	-

71	INK CART, HP CD887AA, (HP703), Black	cart				0	0				0	0				0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0				0	0				0	0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0				0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0				0	0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0	0				0	0				0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0				0	0				0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0				0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0				0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0				0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0	0				0	0				0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0				0	0				0	0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0				0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0				0	0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0				0	0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0				0	0				0	0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0				0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0	0	2,556.32	-

96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0				0	0				0	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0				0	0				0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0				0	0				0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0				0	0				0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0				0	0				0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0				0	0				0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0				0	0				0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0				0	0				0	0	0	2,490.80	-

121	TONER CART, HP CE320A, Black	cart				0	0				0	0				0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0				0	0				0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0	0	3,614.00	-

146	TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				0	0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0				0	0				0	0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0				0	0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0				0	0				0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0				0	0				0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0				0	0				0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0				0	0				0	0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0				0	0				0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0				0	0				0	0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0				0	0				0	0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0				0	0				0	0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0				0	0				0	0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0	0				0	0				0	0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0				0	0				0	0	0	724.88	-

171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	0				0	0					0	0	0	334.88	-	
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0	0				0	0					0	0	0	75.92	-	
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	0	0		-	
2						0	0				0	0					0	0	0		-	
3						0	0				0	0					0	0	0		-	
COMMON OFFICE EQUIPMENT																						
1						0	0				0	0					0	0	0		-	
2						0	0				0	0					0	0	0		-	
3						0	0				0	0					0	0	0		-	
4						0	0				0	0					0	0	0		-	
5						0	0				0	0					0	0	0		-	
COMMON OFFICE SUPPLIES																						
1	Notarial Seal #24		10			10	51				10	10	51				0	51	30	51.00	1,530.00	
2	Concorde yellow short		1			1	613				1	1	613				1	1	613	4	613.00	2,452.00
3	Concorde white long		1			1	733				1	1	733				1	1	733	4	733.00	2,932.00
4	Ballpen		5			5	57				5	5	57				5	5	57	20	57.00	1,140.00
5	Paste Redstone		5			5	35				5	5	35				5	5	35	20	35.00	700.00
6	Expanding Envelope Colored					0	800				1	1	800				1	1	800	3	800.00	2,400.00
7	Nakaijima Typewriter Ribbon		1			1	125				1	1	125				1	1	125	4	125.00	500.00
8	Paper Fastener					10	24.5				10	10	24.5				0	24.5	30	24.50	735.00	
9	Toner for Xerox machine		1			1	3500				1	1	3500				1	1	3500	4	3,500.00	14,000.00
10						0	0				0	0					0	0	0		-	
11						0	0				0	0					0	0	0		-	
12						0	0				0	0					0	0	0		-	
13						0	0				0	0					0	0	0		-	
14						0	0				0	0					0	0	0		-	
15						0	0				0	0					0	0	0		-	
16						0	0				0	0					0	0	0		-	
17						0	0				0	0					0	0	0		-	
18						0	0				0	0					0	0	0		-	
19						0	0				0	0					0	0	0		-	
20						0	0				0	0					0	0	0		-	
21						0	0				0	0					0	0	0		-	
COMMON JANITORIAL SUPPLIES																						
1						0	0				0	0					0	0	0		-	
2						0	0				0	0					0	0	0		-	
3						0	0				0	0					0	0	0		-	
CONSUMABLES																						
1						0	0				0	0					0	0	0		-	

2					0	0				0	0					0	0	0		-
3					0	0				0	0					0	0	0		-
4					0	0				0	0					0	0	0		-
5					0	0				0	0					0	0	0		-
6					0	0				0	0					0	0	0		-
7					0	0				0	0					0	0	0		-
8					0	0				0	0					0	0	0		-
9					0	0				0	0					0	0	0		-
10					0	0				0	0					0	0	0		-
11					0	0				0	0					0	0	0		-
12					0	0				0	0					0	0	0		-
13					0	0				0	0					0	0	0		-
14					0	0				0	0					0	0	0		-
15					0	0				0	0					0	0	0		-
16					0	0				0	0					0	0	0		-
17					0	0				0	0					0	0	0		-
18					0	0				0	0					0	0	0		-
19					0	0				0	0					0	0	0		-
20					0	0				0	0					0	0	0		-
21					0	0				0	0					0	0	0		-
22					0	0				0	0					0	0	0		-
23					0	0				0	0					0	0	0		-
24					0	0				0	0					0	0	0		-
25					0	0				0	0					0	0	0		-
26					0	0				0	0					0	0	0		-
27					0	0				0	0					0	0	0		-
28					0	0				0	0					0	0	0		-
29					0	0				0	0					0	0	0		-
30					0	0				0	0					0	0	0		-
31					0	0				0	0					0	0	0		-
32					0	0				0	0					0	0	0		-
33					0	0				0	0					0	0	0		-
Office Equipment and Accessories																				
1					0	0				0	0					0	0	0		-
2					0	0				0	0					0	0	0		-
3					0	0				0	0					0	0	0		-
4					0	0				0	0					0	0	0		-
5					0	0				0	0					0	0	0		-
6					0	0				0	0					0	0	0		-
7					0	0				0	0					0	0	0		-
8					0	0				0	0					0	0	0		-
9					0	0				0	0					0	0	0		-
10					0	0				0	0					0	0	0		-
Office Supplies																				
1					0	0				0	0					0	0	0		-
2					0	0				0	0					0	0	0		-
3					0	0				0	0					0	0	0		-

4					0	0				0	0				0	0	0			-
5					0	0				0	0				0	0	0			-
6					0	0				0	0				0	0	0			-
7					0	0				0	0				0	0	0			-
8					0	0				0	0				0	0	0			-
9					0	0				0	0				0	0	0			-
10					0	0				0	0				0	0	0			-
Audio and visual presentation and composing					0															-
1					0	0				0	0				0	0	0			-
2					0	0				0	0				0	0	0			-
3					0	0				0	0				0	0	0			-
4					0	0				0	0				0	0	0			-
5					0	0				0	0				0	0	0			-
6					0	0				0	0				0	0	0			-
7					0	0				0	0				0	0	0			-
8					0	0				0	0				0	0	0			-
9					0	0				0	0				0	0	0			-
10					0	0				0	0				0	0	0			-
Photographic or filming or video equipment					0															-
1					0	0				0	0				0	0	0			-
2					0	0				0	0				0	0	0			-
3					0	0				0	0				0	0	0			-
4					0	0				0	0				0	0	0			-
5					0	0				0	0				0	0	0			-
6					0	0				0	0				0	0	0			-
7					0	0				0	0				0	0	0			-
8					0	0				0	0				0	0	0			-
9					0	0				0	0				0	0	0			-
10					0	0				0	0				0	0	0			-
Cleaning Equipment and Supplies					0															-
1					0	0				0	0				0	0	0			-
2					0	0				0	0				0	0	0			-
3					0	0				0	0				0	0	0			-
4					0	0				0	0				0	0	0			-
5					0	0				0	0				0	0	0			-
6					0	0				0	0				0	0	0			-
7					0	0				0	0				0	0	0			-
8					0	0				0	0				0	0	0			-
9					0	0				0	0				0	0	0			-
10					0	0				0	0				0	0	0			-
Paper Materials and Products					0															-
1					0	0				0	0				0	0	0			-
2					0	0				0	0				0	0	0			-
3					0	0				0	0				0	0	0			-
4					0	0				0	0				0	0	0			-
5					0	0				0	0				0	0	0			-
6					0	0				0	0				0	0	0			-
7					0	0				0	0				0	0	0			-

[illegible]

1	Battery for vehicles (motolite)		1		1	5500			0	0			0	0		0	0	1	5,500.00	5,500.00
2	Tires (205/65/15)		4		4	3500			0	0			0	0		0	0	4	3,500.00	14,000.00
3					0	0			0	0			0	0		0	0	0		-
4					0	0			0	0			0	0		0	0	0		-
5					0	0			0	0			0	0		0	0	0		-
6					0	0			0	0			0	0		0	0	0		-
7					0	0			0	0			0	0		0	0	0		-
8					0	0			0	0			0	0		0	0	0		-
9					0	0			0	0			0	0		0	0	0		-
10					0	0			0	0			0	0		0	0	0		-
C. TOTAL (A + B):																			136,065.06	
D. ADDITIONAL PROVISION FOR																			13,606.51	
E. GRAND TOTAL (C + D)																			149,671.57	
F. APPROVED BUDGET BY THE AGENCY																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores						39170				23494				26791				24475		0
G.2 Other Items not available at PS but regular						9000				0				0				0		0
TOTAL MONTHLY CASH						48170				23494				26791				24475		0

*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:


AMOR T. VALDEZ
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:


JONATHAN CUISON
Accountant /
Local Budget Officer

Approved by:


JOSEFINA B. BITONIO
Head of Office/Agency

Date Prepared: November 8, 2016