



Office of the President of the Philippines
COOPERATIVE DEVELOPMENT AUTHORITY

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Pampanga Extension Office

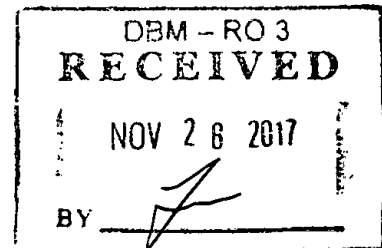
Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga

November 27, 2017

ELISA D. SALON

Regional Director

Department of Budget and Management III



Dear Ma'am:

In reference with the Circular Letter No. 2017-12 dated October 19, 2017, We are respectfully submitting herewith the copy of Annual Procurement Plan for year 2018.

For your guidance and reference.

Respectfully yours,


MARIETA P. HWANG
Regional Director





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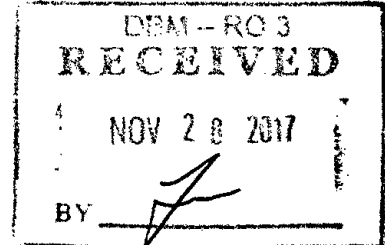
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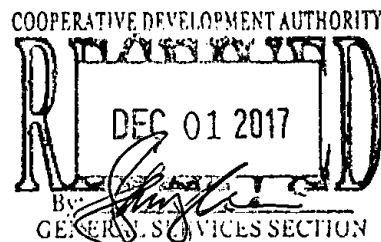
November 27, 2017

ORLANDO R. RAVANERA

Chairman

Cooperative Development Authority Central Office

THRU : ELMER BAJADO
Supply Officer

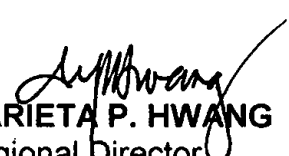


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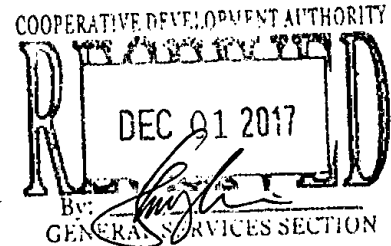
November 27, 2017

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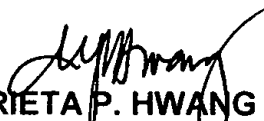


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COOPERATIVE DEVELOPMENT AUTHORITY
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GENERAL SERVICES SECTION

1. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCsThe accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

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BY

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BY [Signature]

Department/Bureau/Office: COOPERATIVE DEV'T AUTHORITY - PAMPANGA EXTN OFFICE
 Region: III - Pampanga
 Address: DIOSDADO MACAPAGAL GOVERNMENT CENTER, BRGY.
MAIMPIS CITY OF SAN FERNANDO PAMPANGA

Agency Account Code: No Code

Contact Person:	MARIETA P. HWANG
Position:	Regional Director
E-mail :	cda_pampanga@yahoo.com
Telephone/Mobile Nos:	459635107

[illegible]

1	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				0				24	0				0	0	766.73	-
2	AIR FRESHENER, aerosol, 280ml/150g min	can	1	1		2	1	1		2	1		1	2	1	1		2	8	88.69	709.52	
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	49.73	1,193.52	
4	CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0				0	0	205.48	-	
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0				0	0	210.91	-	
6	CARTOLINA, assorted colors	pack				0				0				0				0	0	67.06	-	
7	CHALK, molded, white, dustless, length: 78mm min	box				0				0				0				0	0	26.89	-	
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0				0				0				0	0	38.19	-	
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece				0				0				0				0	0	40.47	-	
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box				0				0				0				0	0	7.87	-	
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box				0				0				0				0	0	13.94	-	
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box				0				0				0				0	0	19.88	-	
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box				0				0				0				0	0	41.10	-	
14	CORRECTION TAPE, film base type, UL 6m min	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	18.26	1,095.60	
15	DATA FILE BOX, made of chipboard, with closed ends	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	72.57	870.84	
16	DATA FOLDER, made of chipboard, taglia lock	piece	1			1	1			1	1			1	1			1	4	71.39	285.56	
17	ENVELOPE, DOCUMENTARY, for A4 size document	box				0				0				0				0	0	424.47	-	
18	ENVELOPE, DOCUMENTARY, for legal size document	box	1			1	1			1	1			1	1			1	4	538.80	2,155.20	
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	1			1	1			1	1			1	1			1	4	667.84	2,671.36	
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0				0				0				0	0	28.71	-	
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	1			1	1			1	1			1	1			1	4	341.79	1,367.16	
22	ENVELOPE, mailing, white, with window	box				0				0				0				0	0	427.23	-	
23	ERASER, FELT, for blackboard/whiteboard	piece				0				0				0				0	0	11.55	-	
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	6.23	149.52	

25	FASTENER, METAL, 70mm between prongs	box	2	2	2	6	2	2	2	6	2	2	2	24	6	2	2	2	6	24	59.37	1,424.88
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0				0				0				0	0	73.59	-	
27	FILE TAB DIVIDER, bristol board, for A4	set				0				0				0				0	0	12.98	-	
28	FILE TAB DIVIDER, bristol board, for legal	set				0				0				0				0	0	17.31	-	
29	FOLDER, FANCY, for A4 size documents	bundle				0				0				0				0	0	258.50	-	
30	FOLDER, FANCY, for legal size documents	bundle				0				0				0				0	0	302.85	-	
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0				0				0				0	0	177.92	-	
	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0				0				0				0	0	222.27	-	
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box				0				0				0				0	0	776.59	-	
34	FOLDER, TAGBOARD, for A4 size documents	pack				0				0				0				0	0	226.05	-	
35	FOLDER, TAGBOARD, for legal size documents	pack	1	1		2	1	1		2	1	1		2	1	1		2	8	208.38	1,667.04	
36	GLUE, all purpose, gross weight: 200 grams min	jar	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	49.73	596.76	
37	INDEX TAB, self-adhesive, transparent	box				0				0				0				0	0	53.74	-	
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0				0				0	0	676.00	-	
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0				0				0				0	0	43.26	-	
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	1			1	1			1	1			1	1			1	4	36.97	147.88	
	MARKER, whiteboard, black, felt tip, bullet type	piece	3	3	3	9	3	3	3	9	3	3	3	9	3	3	1	7	34	10.69	363.46	
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	10.69	128.28	
43	MARKER, whiteboard, red, felt tip, bullet type	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	10.69	128.28	
44	MARKER, PERMANENT, bullet type, black	piece	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	10.04	361.44	
45	MARKER, PERMANENT, bullet type, blue	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	10.04	120.48	
46	MARKER, PERMANENT, bullet type, red	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	10.04	120.48	
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0				0				0				0	0	12.52	-	
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				0				0				0				0	0	32.45	-	

49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	1	1	1	3	1	1	1	3	1	1	1	24	3	1	1	1	3	12	44.32	531.84
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad				0				0				0				0	0	59.49	-	
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0				0				0				0	0	18.99	-	
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	6.91	82.92	
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	3	2	2	7	2	2	2	6	2	2	2	6	2	2	2	6	25	14.04	351.00	
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	137.66	16,519.20	
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	7	7	6	20	7	7	6	20	7	7	6	20	7	7	6	20	80	160.94	12,875.20	
	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				0				0				0				0	0	119.09	-	
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream				0				0				0				0	0	123.08	-	
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0				0				0				0	0	95.18	-	
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0				0				0				0	0	34.29	-	
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	20.40	244.80	
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	1			1	1			1	1			1	1			1	4	319.07	1,276.28	
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	1	1		2	1	1		2	1	1		2	1	1		2	8	62.73	501.84	
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	2	1	1	4	1	1	1	3	1	1	1	3	1	1	1	3	13	97.34	1,265.42	
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	1			1	1			1	1			1	1			1	4	267.14	1,068.56	
	RUBBER BAND, 70mm min lay flat length (#18)	box	1	1		2	1	1		2	1	1		2	1	1		2	8	97.04	776.32	
66	RULER, plastic, 450mm (18"), width: 38mm min	piece				0				0				0				0	0	16.10	-	
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	35.99	2,159.40	
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	35.99	1,295.64	
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	35.99	431.88	
70	STAMP PAD INK, purple or violet	bottle	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	25.62	307.44	
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	1	1		2	1	1		2	1	1		2	1	1		2	8	28.77	230.16	
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0				0				0				0	0	21.51	-	

73	STAPLE WIRE, STANDARD, (26/6)	box	1	1	1	3	1	1	1	3	1	1	1	24	3	1	1	1	3	12	19.68	236.16
74	TAPE, MASKING, width: 24mm (±1mm)	roll				0				0				0				0	0	57.32	-	
75	TAPE, MASKING, width: 48mm (±1mm)	roll	1			1	1			1	1			1	1			1	4	109.24	436.96	
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	29.08	348.96	
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll				0				0				0				0	0	11.36	-	
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	27.58	330.96	
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	70.30	1,687.20	
	TWINE, plastic, one (1) kilo per roll	roll	1	1		2	1	1		2	1	1		2	1	1		2	8	51.92	415.36	
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	1			1				0	1			1				0	2	133.99	267.98	
82	Airline Travel	ticket				0				0				0				0	0	3,000.00	-	
COMMON OFFICE DEVICES																						
1	CUTTER BLADE, for heavy duty cutter	tube	1			1	1			1	1			1	1			1	4	10.22	40.88	
2	CUTTER KNIFE, for general purpose	piece	1	1		2	1	1		2	1	1		2	1	1		2	8	20.55	164.40	
3	DATING AND STAMPING MACHINE, heavy duty	piece				0				0				0				0	0	497.52	-	
4	PENCIL SHARPENER, manual, single cutter head	piece	1			1	1			1	1			1	1			1	4	194.69	778.76	
5	PUNCHER, paper, heavy duty, with two hole guide	piece	1	1	1	3	1	1	1	3				0				0	6	123.42	740.52	
	SCISSORS, symmetrical, blade length: 65mm min	pair	1	1	1	3	1	1	1	3				0				0	6	14.28	85.68	
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	1	1	1	3	1	1	1	3				0				0	6	85.45	512.70	
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	1			1				0				0				0	1	913.95	913.95	
9	STAPLE REMOVER, PLIER-TYPE	piece				0				0				0				0	0	18.91	-	
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece				0				0				0				0	0	51.57	-	
11	WASTEBASKET, non-rigid plastic	piece	2	2	2	6				0				0				0	6	25.96	155.76	
COMMON JANITORIAL SUPPLIES																						
1	BROOM, soft (tambo)	piece	2			2	2			2	2			2	2			2	8	91.94	735.52	

2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	1			1	1			1	1		24	1	1		1	4	24.88	99.52
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	1	1	1	3	1	1	1	3	1	1	3	1	1	1	3	12	43.26	519.12
4	CLEANSER, SCOURING POWDER, 350g min./can	can				0				0			0				0	0	24.88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch	3	3	3	9	3	3	3	9	3	3	9	3	3	3	9	36	38.93	1,401.48
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can				0				0			0				0	0	125.20	-
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0				0			0				0	0	28.12	-
8	FLOOR WAX, PASTE, RED	can				0				0			0				0	0	280.13	-
	FURNITURE CLEANER, aerosol type, 300ml min per can	can	1			1	1			1	1		1	1			1	4	90.85	363.40
10	INSECTICIDE, aerosol type, net content: 600ml min	can	1	1	1	3	1	1	1	3	1	1	3	1	1	1	3	12	142.77	1,713.24
11	MOP BUCKET, heavy duty, hard plastic	piece				0				0			0				0	0	1,987.44	-
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	1			1	1			1	1		1	1			1	4	148.18	592.72
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	1	1	1	3	1	1	1	3	1	1	3	1	1	1	3	12	110.32	1,323.84
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	1			1	1			1	1		1	1			1	4	51.68	206.72
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	1			1	1			1	1		1	1			1	4	107.08	428.32
16	TRASHBAG, plastic, transparent	roll	1	1	1	3	1	1	1	3	1	1	3	1	1	1	3	12	145.48	1,745.76
17	DETERGENT BAR, 140 grams as packed	bar				0				0			0				0	0	7.57	-

COMMON OFFICE EQUIPMENT

1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0				0			0				0	0	10,816.00	-
2	CALCULATOR, compact, 12 digits	unit				0				0			0				0	0	140.61	-
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0			0				0	0	273.10	-
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0				0			0				0	0	273.10	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0				0			0				0	0	6,828.14	-
6	DOCUMENT CAMERA, 3.2M pixels	unit				0				0			0				0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0				0			0				0	0	1,091.33	-

8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0				0				24	0			0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit				0				0				0			0	0	1,046.65	-	
10	ELECTRIC FAN, WALL type, plastic blade	unit				0				0				0			0	0	782.00	-	
11	FACSIMILE MACHINE, uses thermal paper	unit				0				0				0			0	0	3,642.83	-	
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0				0				0			0	0	1,123.78	-	
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0			0	0	5,191.68	-	
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0				0			0	0	27,542.94	-	
	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0				0				0			0	0	8,411.60	-	
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit				0				0				0			0	0	5,927.17	-	
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0			0	0	19,457.98	-	
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0			0	0	6,064.78	-	
19	PRINTER, LASER, monochrome, network-ready	unit				0				0				0			0	0	744.14	-	
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0				0			0	0	1,379.04	-	
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0				0			0	0	1,379.04	-	
22	Desktop Computer, branded	unit				0				0				0			0	0	35,887.49	-	
23	Laptop Computer, branded	unit				0				0				0			0	0	36,587.28	-	

COMMON COMPUTER SUPPLIES

1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0				0			0	0	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0				0			0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0				0			0	0	796.06	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0				0			0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0				0				0			0	0	620.67	-
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0				0			0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece				0				0				0			0	0	22.66	-

8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece				0				0				24	0			0	0	3,152.86	-
9	FLASH DRIVE, 16 GB capacity	piece				0				0				0				0	0	261.75	-
10	MOUSE, optical, USB connection type	unit	2			2	2			2	1			1	1			1	6	140.39	842.34
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK (RA 9184), 7th Edition	piece				0				0				0				0	0	48.13	-
CONSUMABLES																					
1	DRUM CART, BROTHER DR-3455	cart				0				0				0				0	0	7,138.56	-
	INK CART, CANON CL-741, Col.	cart				0				0				0				0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0				0				0				0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	264.99	6,359.76
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	264.99	3,179.88
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	264.99	3,179.88
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	264.99	3,179.88
10	INK CART, HP C2P04AA (HP62) Black	cart				0				0				0				0	0	0.00	-
	INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0				0				0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0				0				0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0				0				0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0				0				0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0				0				0	0	0.00	-

19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0				0				24	0			0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0				0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	654.37	-
	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0				0				0				0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0				0				0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0				0				0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0				0				0	0	0.00	-
	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	373.15	17,911.20
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	3	3	2	8	3	3	2	8	2	2	2	6	3	2	2	7	29	373.15	10,821.35
41	INK CART, HP CZ107AA, (HP678), Black	cart	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	379.64	18,222.72
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart	3	3	2	8	3	3	2	8	3	3	2	8	3	3	2	8	32	379.64	12,148.48

43	INK CART, HP CZ121A (HP685A), Black	cart				0				0			24	0			0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0			0				0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0			0				0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0			0				0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0			0				0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0			0				0	0	0.00	-
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0			0				0	0	0.00	-
	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0			0				0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0			0				0	0	0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart				0				0			0				0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0			0				0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0			0				0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0			0				0	0	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0			0				0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0			0				0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0			0				0	0	0.00	-
	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0			0				0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0			0				0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0			0				0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0			0				0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0			0				0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0			0				0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0				0			0				0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart	1			1	1			1			0				0	2	753.88	1,507.76

67	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0				240				0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,914.91	-
	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	3,009.01	-
78	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	2,968.99	-
	TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0				0				0				0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	10,377.95	-

91	TONER CART, HP CE410A, (HP305), Black	cart				0				0				24	0			0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0			0	0	5,618.91	-	
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0			0	0	5,618.91	-	
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0			0	0	5,618.91	-	
95	TONER CART, HP CE505A, Black	cart				0				0				0			0	0	4,158.75	-	
96	TONER CART, HP CE505X, Black, high cap	cart				0				0				0			0	0	7,349.47	-	
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0				0			0	0	0.00	-	
	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0				0			0	0	0.00	-	
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0			0	0	0.00	-	
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0				0			0	0	0.00	-	
101	TONER CART, HP CF280XC	cart				0				0				0			0	0	7,241.31	-	
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0			0	0	0.00	-	
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0			0	0	0.00	-	
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0				0			0	0	0.00	-	
105	TONER CART, HP CF287A (HP87) black	cart				0				0				0			0	0	0.00	-	
106	TONER CART, HP CF310AC (HP826) black	cart				0				0				0			0	0	0.00	-	
	TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0			0	0	0.00	-	
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0			0	0	0.00	-	
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0			0	0	0.00	-	
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0			0	0	0.00	-	
111	TONER CART, HP CF350A Black LJ	cart				0				0				0			0	0	0.00	-	
112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0			0	0	0.00	-	
113	TONER CART, HP CF352A Yellow LJ	cart				0				0				0			0	0	0.00	-	
114	TONER CART, HP CF353A Magenta LJ	cart				0				0				0			0	0	0.00	-	

[illegible]

139	TONER CART, LEXMARK T650A11P, Black	cart				0				0			24				0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0			0				0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0			0				0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0			0				0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0			0				0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0			0				0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0			0				0	0	7,403.55	-
	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0			0				0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0			0				0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0			0				0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0			0				0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0			0				0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0				0			0				0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				0			0				0	0	13,935.33	-

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

COMMON ELECTRICAL SUPPLIES

		unit	1			1				0			0				0	1		-
2		units	2			2				0			0				0	2		-
3						0				0			0				0	0		-
4						0				0			0				0	0		-
5						0				0			0				0	0		-

COMMON OFFICE EQUIPMENT

1		unit	2			2				0			0				0	2		-
2		pcs	8			8				0			0				0	8		-

3		unit	1			1				0				0				0	1		-
4		pcs	4			4				0				0				0	4		-
5						0				0				0				0	0		-
COMMON OFFICE SUPPLIES																					
1	BALLPEN BLACK	pcs	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	5.00	240.00
2	STORAGE BOX	pcs	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	9	18	100.00	1,800.00
3	SPECIALTY PAPER A4 (white)	pack	1			1	1			1	1	5		6	5			5	13	50.00	650.00
	STICKER PAPER MATTE A4	pack	20	2	1	23	2	2	1	5	2	2	1	5	2	2	1	5	38	50.00	1,900.00
5	PHOTO PAPER	pack	1			1	1			1	1	1		2	3			3	7	60.00	420.00
6	CERTIFICATE FRAMES	pcs				0				0		10		10	10			10	20	100.00	2,000.00
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
11						0				0				0				0	0		-
12						0				0				0				0	0		-
						0				0				0				0	0		-
14						0				0				0				0	0		-
15						0				0				0				0	0		-
16						0				0				0				0	0		-
17						0				0				0				0	0		-
18						0				0				0				0	0		-
19						0				0				0				0	0		-
20						0				0				0				0	0		-

115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart			0			0				240			0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart			0			0				0			0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart			0			0				0			0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart			0			0				0			0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart			0			0				0			0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart			0			0				0			0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart			0			0				0			0	0	0.00	-
	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart			0			0				0			0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart			0			0				0			0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart			0			0				0			0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart			0			0				0			0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart			0			0				0			0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart			0			0				0			0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart			0			0				0			0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart			0			0				0			0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart			0			0				0			0	0	0.00	-
	TONER CART, HP CF412A (HP410A) yellow	cart			0			0				0			0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart			0			0				0			0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart			0			0				0			0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart			0			0				0			0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart			0			0				0			0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart			0			0				0			0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart			0			0				0			0	0	4,050.59	-
138	TONER CART, LEXMARK E360H1P, Black	cart			0			0				0			0	0	9,229.29	-

Office Supplies

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

Audio and visual presentation and composing equipment

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

Photographic or filming or video equipment

[illegible]

2						0										0		0		
3						0										0		0		
4						0										0		0		
5						0										0		0		
6						0										0		0		
7						0										0		0		
8						0										0		0		
						0										0		0		
10						0										0		0		

Cleaning Equipment and Supplies

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

Paper Materials and Products

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

6						0											0		0		
7						0											0		0		
8						0											0		0		
9						0											0		0		
10						0											0		0		

Computer Supplies

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

Other Equipment and Accessories

1						0											0		0		
2						0											0		0		
3						0											0		0		
4						0											0		0		
5						0											0		0		
6						0											0		0		
7						0											0		0		

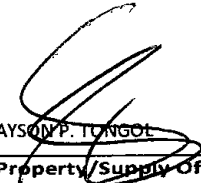
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
*Other Categories																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
C. TOTAL (A + B):																		P	159,091.60	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		P	15,909.16	
AND TOTAL (C + D)																		P	175,000.76	
F. APPROVED BUDGET BY THE AGENCY HEAD																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores					40,152.17				38,837.09				36,437.28				36,655.06	P	152,081.60	
G.2 Other Items not available at PS but regularly purchased from other sources					1,620.00				720.00				2,030.00				2,640.00	P	7,010.00	
TOTAL MONTHLY CASH REQUIREMENTS					41,772.17				39,557.09				38,467.28				39,295.06	P	159,091.60	

*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:


JAYSON P. TUNGOL
Property/Supply Officer

Certified Funds Available / Certified
Appropriate Funds Available:


VERILYNN F. CUNANAN
Accountant / Local Budget Officer

Approved by:


MARIETA P. HWANG
Head of Office/Agency

Date: 11/24/2017