ANNUAL PROCUREMENT PLAN FOR 2018
For Common-Use Supplies and Equipment

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

1. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps- philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
   a. DBM Central Office- for entities in the Central Office
   b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

   The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addressess:
   a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
   b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
   c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
   d. app.deped.ps@gmail.com- For primary and secondary schools
   e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017.**
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau: COOPERATIVE DEVELOPMENT AUTHORITY- CEBU
Region: VII - Cebu
Address: 2ND FLOOR COOPERATIVE BANK OF CEBU, M. VELEZ ST., GUADALUPE, CEBU CITY

Agency Account Code: No Code

Contact Person: JULITO BELARMINO JR.
Position: OFFICE SUPPLIES OFFICER
E-mail : cdacebu@yahoo.com
Telephone/Mobile Nos: 2547182

	Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
	COMMON ELECTRICAL SUPPLIES																			
1	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	1			1	1			1	1			1	1			1	4	20.28	81.12
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack				0				0				0				0	0	19.20	-
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-
4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	10			10				0				0				0	10	40.97	409.70
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	75.39	-
6	TAPE, ELECTRICAL, 18mm x 16M min	roll	1			1				0				0				0	1	18.93	18.93
	COMMON OFFICE SUPPLIES																			
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				0				0				0	0	766.73	-
2	AIR FRESHENER, aerosol, 280ml/150g min	can				0				0				0				0	0	88.69	-
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle				0				0				0				0	0	49.73	-
4	CARBON FILM, PE, black, size 210mm x 297mm	box	1			1				0	1			1				0	2	205.48	410.96
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0				0	0	210.91	-
6	CARTOLINA, assorted colors	pack	10			10	10			10	5			5	2			2	27	67.06	1,810.62

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	6			6	2			2				0				0	8	7.87	62.96
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	16			16	5			5				0				0	21	13.94	292.74
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	16			16	5			5				0				0	21	41.10	863.10
14	CORRECTION TAPE, film base type, UL 6m min	piece	10			10	10			10	10			10	10			10	40	18.26	730.40
15	DATA FILE BOX, made of chipboard, with closed ends	box				0				0				0				0	0	72.57	-
16	DATA FOLDER, made of chipboard, taglia lock	piece				0				0				0				0	0	71.39	-
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	0.25			0.25	3.25	538.80	1,751.10
19	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	1			1	1			1	1			1	1.5			1.5	4.5	667.84	3,005.28
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0				0				0				0	0	28.71	-
21	ENVELOPE, MAILING,white, 80gsm (-5%)	box	4			4				0				0				0	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				0				0				0				0	0	6.23	-
25	FASTENER, METAL, 70mm between prongs	box				0				0				0				0	0	59.37	-
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	1			1	1			1				0				0	2	177.92	355.84
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	1			1	1			1	1			1	1			1	4	222.27	889.08
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box				0				0				0				0	0	776.59	-
34	FOLDER, TAGBOARD, for A4 size documents	pack	1			1				0				0				0	1	226.05	226.05
35	FOLDER, TAGBOARD, for legal size documents	pack	4			4	4			4	4			4	5			5	17	208.38	3,542.46
36	GLUE, all purpose, gross weight: 200 grams min	jar				0				0				0				0	0	49.73	-

37	INDEX TAB, self-adhesive, transparent	box				0				0				Page 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	3			3	2			2	2			2				0	7	36.97	258.79
41	MARKER, whiteboard, black, felt tip, bullet type	piece	1			1	1			1	1			1				0	3	10.69	32.07
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	1			1	1			1	1			1				0	3	10.69	32.07
43	MARKER, whiteboard, red, felt tip, bullet type	piece	1			1	1			1	1			1				0	3	10.69	32.07
44	MARKER, PERMANENT, bullet type, black	piece	10			10				0	10			10				0	20	10.04	200.80
45	MARKER, PERMANENT, bullet type, blue	piece	10			10				0	10			10				0	20	10.04	200.80
46	MARKER, PERMANENT, bullet type, red	piece	10			10				0	10			10				0	20	10.04	200.80
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				0				0				0				0	0	44.32	-
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	20			20	15			15	8			8	5			5	48	6.91	331.68
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box				0				0				0				0	0	14.04	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0				0	0	137.66	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0	160.94	-
56	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	2			2				0				0				0	2	95.18	190.36
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	10			10	10			10	10			10				0	30	34.29	1,028.70
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	1			1	1			1	1			1	1			1	4	20.40	81.60
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0				0				0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	15			15				0				0				0	15	62.73	940.95
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book				0				0				0				0	0	97.34	-
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0				0				0				0	0	267.14	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box	5			5	2			2	2			2	2			2	11	97.04	1,067.44
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	3			3				0				0				0	3	16.10	48.30

67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	28			28	25			25	25			25	25			25	103	35.99	3,706.97
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece				0				0				0				0	0	35.99	-
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0				0				0				0	0	35.99	-
70	STAMP PAD INK, purple or violet	bottle	3			3		3		3	3			3	3			3	12	25.62	307.44
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece				0				0				0				0	0	28.77	-
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0				0				0				0	0	21.51	-
73	STAPLE WIRE, STANDARD, (26/6)	box	10			10	10			10	10			10	10			10	40	19.68	787.20
74	TAPE, MASKING, width: 24mm (±1mm)	roll	5			5				0				0				0	5	57.32	286.60
75	TAPE, MASKING, width: 48mm (±1mm)	roll	5			5				0				0				0	5	109.24	546.20
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	3			3	3			3	3			3	3			3	12	29.08	348.96
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	30			30	25			25	25			25	25			25	105	11.36	1,192.80
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	15			15	5			5	5			5	5			5	30	27.58	827.40
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack				0				0				0				0	0	70.30	-
80	TWINE, plastic, one (1) kilo per roll	roll				0				0				0				0	0	51.92	-
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0				0				0				0	0	133.99	-
82	Airline Travel	ticket				0				0				0				0	0	0.00	-
	COMMON OFFICE DEVICES																				
1	CUTTER BLADE, for heavy duty cutter	tube				0				0				0				0	0	10.22	-
2	CUTTER KNIFE, for general purpose	piece	2			2				0				0				0	2	20.55	41.10
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				0				0				0	1	194.69	194.69
5	PUNCHER, paper, heavy duty, with two hole guide	piece	6			6				0				0				0	6	123.42	740.52
6	SCISSORS, symmetrical, blade length: 65mm min	pair				0				0				0				0	0	14.28	-
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	18			18				0				0				0	18	85.45	1,538.10
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0				0				0	0	913.95	-
9	STAPLE REMOVER, PLIER-TYPE	piece	11			11				0				0				0	11	18.91	208.01
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece				0				0				0				0	0	51.57	-
11	WASTEBASKET, non-rigid plastic	piece	4			4	4			4				0				0	8	25.96	207.68
	COMMON JANITORIAL SUPPLIES																				
1	BROOM, soft (tambo)	piece				0			1	1				0				0	1	91.94	91.94

2	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0				0				0				0	0	24.88	-
3	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	1			1	1			1	1			1	1			1	4	43.26	173.04
4	CLEANSER, SCOURING POWDER, 350g min./can	can	1			1				0	1			1				0	2	24.88	49.76
5	DETERGENT POWDER, all purpose, 1kg	pouch				0				0				0				0	0	38.93	-
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	1			1				0	1			1				0	2	28.12	56.24
8	FLOOR WAX, PASTE, RED	can	1			1				0				0				0	1	280.13	280.13
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can				0				0				0				0	0	90.85	-
10	INSECTICIDE, aerosol type, net content: 600ml min	can				0				0				0				0	0	142.77	-
11	MOP BUCKET, heavy duty, hard plastic	piece				0				0				0				0	0	1,987.44	-
12	MOPHANDLE, heavy duty, aluminum, screw type	piece				0				0				0				0	0	148.18	-
13	MOPHEAD, made of rayon, weight: 400 grams min	piece				0				0				0				0	0	110.32	-
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	1			1				0	1			1				0	2	51.68	103.36
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0				0				0				0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll	1			1	1			1	1			1	1			1	4	145.48	581.92
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	5			5				0				0				0	5	140.61	703.05
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	15			15				0				0				0	15	273.10	4,096.50
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				0				0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit	3			3				0				0				0	3	1,046.65	3,139.95
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	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0				0				0				0	0	8,411.60	-
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit				0				0				0				0	0	5,927.17	-
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	0			0				0				0				0	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	0	1,379.04	-
22	Desktop Computer, branded	unit	0			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	1			1				0				0				0	1	22.66	22.66
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece				0				0				0				0	0	3,152.86	-
9	FLASH DRIVE, 16 GB capacity	piece	1			1				0				0				0	1	261.75	261.75
10	MOUSE, optical, USB connection type	unit				0				0				0				0	0	140.39	-
	HANDBOOK ON PROCUREMENT																				
1	HANDBOOK (RA 9184), 7th Edition	piece	0			0				0				0				0	0	48.13	-
	CONSUMABLES																				
1	DRUM CART, BROTHER DR-3455	cart				0				0				0				0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart				0				0				0				0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				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				0				0				0				0	0	264.99	-
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0				0	0	264.99	-
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0	0	264.99	-
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0	0	264.99	-
10	INK CART, HP C2P04AA (HP62) Black	cart				0				0				0				0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0				0				0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				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				0				0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0				0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0				0				0				0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0				0				0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0				0				0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0				0				0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,616.99	-

36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0				0				0				0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	379.64	-
43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0				0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0				0	0	0.00	-
49	INK CART, HP L0S51AA (HP955) Cyan Original	cart				0				0				0				0	0	0.00	-
50	INK CART, HP L0S54AA (HP955) Magenta Original	cart				0				0				0				0	0	0.00	-
51	INK CART, HP L0S57AA (HP955) Yellow Original	cart				0				0				0				0	0	0.00	-
52	INK CART, HP L0S60AA (HP955) Black Original	cart				0				0				0				0	0	0.00	-
53	INK CART, HP L0S63AA (HP955XL) Cyan Original	cart				0				0				0				0	0	0.00	-
54	INK CART, HP L0S66AA (HP955XL) Magenta Original	cart				0				0				0				0	0	0.00	-
55	INK CART, HP L0S69AA (HP955XL) Yellow Original	cart				0				0				0				0	0	0.00	-
56	INK CART, HP L0S72AA (HP955XL) Black Original	cart				0				0				0				0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0				0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0				0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0				0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0				0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0				0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0				0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0				0				0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0				0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0				0				0				0	0	79.82	-

66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	753.88	-
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				0				0				0				0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	3,009.01	-
78	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0				0				0				0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				0				0				0				0	0	4,158.75	-

															Pages							
96	TONER CART, HP CE505X, Black, high cap	cart				0				0					0				0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0					0				0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0					0				0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0					0				0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0					0				0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0				0					0				0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0					0				0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0					0				0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0					0				0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0					0				0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0					0				0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0					0				0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0					0				0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0					0				0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0					0				0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0					0				0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0					0				0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0					0				0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0					0				0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0					0				0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0					0				0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0					0				0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0					0				0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0					0				0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0					0				0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0					0				0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0					0				0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0					0				0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0					0				0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0					0				0	0	0.00	-

126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0				0				0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0				0				0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0				0				0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0				0				0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0				0				0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0				0				0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0				0				0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0				0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0				0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0				0				0				0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				0				0				0	0	13,935.33	-
B. OTHER ITEMS NOT AVALABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
	COMMON ELECTRICAL SUPPLIES																				
1						0				0				0				0	0		-

2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
COMMON OFFICE EQUIPMENT																					
1																					-
2																					-
3																					-
4																					-
5																					-
COMMON OFFICE SUPPLIES																					
1	Toner (samsung)	drum	2	2		4	2	2		4	2	2		4				0	12	7,600.00	91,200.00
2	Cups and saucers	dozen	2			2				0				0				0	2	650.00	1,300.00
3	Dish keeper with cover	pc	1			1				0				0				0	1	2,000.00	2,000.00
4	Drinking glass	dozen	2			2				0				0				0	2	240.00	480.00
5	Plates	dozen	2			2				0				0				0	2	300.00	600.00
6	Spoon	dozen	2			2				0				0				0	2	175.00	350.00
7	Fork	dozen	2			2				0				0				0	2	175.00	350.00
8	table cloth	pc	1			1				0	1			1				0	2	350.00	700.00
9						0				0				0				0	0		-
10						0				0				0				0	0		-
11						0				0				0				0	0		-
12						0				0				0				0	0		-
13						0				0				0				0	0		-
14						0				0				0				0	0		-
15						0				0				0				0	0		-
16						0				0				0				0	0		-
17						0				0				0				0	0		-
18						0				0				0				0	0		-
19						0				0				0				0	0		-

20						0				0				0				0	0		-
COMMON JANITORIAL SUPPLIES																						
1	Dishwashing liquid	bottle	2			2	2			2	2			2				0	6	75.00	450.00
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
CONSUMABLES																						
1	0					0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
11						0				0				0				0	0		-
12						0				0				0				0	0		-
13						0				0				0				0	0		-
14						0				0				0				0	0		-
15						0				0				0				0	0		-
16						0				0				0				0	0		-
17						0				0				0				0	0		-
18						0				0				0				0	0		-
19						0				0				0				0	0		-
20						0				0				0				0	0		-
21						0				0				0				0	0		-
22						0				0				0				0	0		-

23						0				0				0				0	0		-
24						0				0				0				0	0		-
25						0				0				0				0	0		-
26						0				0				0				0	0		-
27						0				0				0				0	0		-
28						0				0				0				0	0		-
29						0				0				0				0	0		-
30						0				0				0				0	0		-
Office Equipment and Accessories																					
1	Executive Chair	pc	1			1				0				0				0	1	5,000.00	5,000.00
2	Office table	pc	4			4				0				0				0	4	3,000.00	12,000.00
3	Typewriter	pc	2			2				0				0				0	2	3,000.00	6,000.00
4	Steel cabinet	pc	5			5				0				0				0	5	5,000.00	25,000.00
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Office Supplies																					
1	Ballpen ordinary-black, panda,25 pcs/box	box	2			2	2			2	2			2				0	6	112.50	675.00
2	Ballpen ordinary-blue, panda, 25 pcs./box	box	2			2	2			2	2			2				0	6	112.50	675.00
3	Ballpen ordinary-red, panda, 25 pcs./box	box	2			2	2			2	2			2				0	6	112.50	675.00
4	Certificate holder short	pc	12			12	6			6	6			6				0	24	30.00	720.00
5	Correction tape-refill (10 pcs/box)	box	3			3	3			3	3			3	3			3	12	675.00	8,100.00
6	Document Keeper, red	pc	25			25				0				0				0	25	120.00	3,000.00
7	Document Keeper, green	pc	15			15				0				0				0	15	120.00	1,800.00
8	Document Keeper, yellow	pc	5			5				0				0				0	5	120.00	600.00
9	Document Keeper, blue	pc	5			5				0				0				0	5	120.00	600.00
10	Envelope expandable-short	pc	175			175				0				0				0	175	9.00	1,575.00

11	Postage Stamps	pc	20000			20000	20000			20000	10000			10000	10000			10000	60000	1.00	60,000.00
Audio and visual presentation and composing equipment																							
1	LCD Projector	pc	1			1				0				0				0	1	5,000.00	5,000.00
2	TV 40" flat screen	pc	1			1				0				0				0	1	15,000.00	15,000.00
3	Sound system	set	1			1				0				0				0	1	5,000.00	5,000.00
4	Microphone	pc	1			1				0				0				0	1	1,000.00	1,000.00
5	DVD player	pc	1			1				0				0				0	1	2,000.00	2,000.00
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Photographic or filming or video equipment																							
1	Digital Camera (Sony)	pc	1			1				0				0				0	1	5,000.00	5,000.00
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Cleaning Equipment and Supplies																							
1	Floor polisher	pc	1			1				0				0				0	1	3,000.00	3,000.00
2	Singer oil	bottle	1			1	2			2	2			2	2			2	7	250.00	1,750.00
3	Trash bin with cover	pc	11			11				0				0				0	11	150.00	1,650.00
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-

7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Paper Materials and Products																					
1	Manila paper	pc	50			50				0				0				0	50	3.00	150.00
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Lighting and fixtures and accessories																					
1	Sit cover	meter				0	6			6				0				0	6	200.00	1,200.00
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Electrical equipment and components and supplies																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-

4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Computer Supplies																					
1	HP Deskjet Ink 678, black	pcs	25			25	25			25	25			25	25			25	100	450.00	45,000.00
2	HP Deskjet Ink 678, colored	pos	15			15	15			15	15			15	15			15	60	450.00	27,000.00
3	HP Deskjet Ink 704, black	pcs	25			25	25			25	25			25	25			25	100	450.00	45,000.00
4	HP Deskjet Ink 704, colored	pos	15			15	15			15	15			15	15			15	60	450.00	27,000.00
5	Epson L365	pcs	4			4	4			4	4			4	4			4	16	240.00	3,840.00
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Computer Equipment and Accessories																					
1	Printer	pcs	4			4				0				0				0	4	5,000.00	20,000.00
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
*Other Categories																					

1	Repairs of Motor Vehicle	pc			1	1				0			1	1			1	1	3	5,000.00	15,000.00
2	Rental of Building	mo	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	81,500.00	978,000.00
3	Security Services	pc	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	12,000.00	144,000.00
4	Job Order	pc	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	8,500.00	102,000.00
5	Plaques	pcs	0			0				0				0	4			4	4	2,500.00	10,000.00
6	Cultural and Athletic Activities	pax			37	37				0				0	2			2	39	1,500.00	58,500.00
7	Repairs of Office/ICT Equipment	pc	1			1				0				0				0	1	5,000.00	5,000.00
8	Trainings & Seminars for HRD, Staff Conference	activity			1	1			1	1			1	1			1	1	4	80,000.00	320,000.00
9						0				0				0							-
10																					-

C. TOTAL (A + B):																			₱	2,105,897.90
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			₱	210,589.79
E. GRAND TOTAL (C + D)																			₱	2,316,487.69
F. APPROVED BUDGET BY THE AGENCY HEAD																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores			23,659.14		6,438.88		6,001.93		4,857.95										₱	40,957.90
G.2 Other items not available at PS but regularly purchased from other sources			520,625.00		398,090.00		392,240.00		360,485.00										₱	1,671,440.00
TOTAL MONTHLY CASH REQUIREMENTS			544,284.14		404,528.88		398,241.93		365,342.95										₱	1,712,397.90

**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:

JULITO BELARMINO JR.
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

MARIEFEL A. TAGHOY
Accountant / Local Budget Officer

Approved by:

NORA P. PATRON
Head of Office/Agency

Date: 12/15/2017