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1. Select the appropriate Region depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
4. APPs are considered Incorrect If: a) form used is other than the prescribed format downloaded at 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.
5. 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.
6. The accomplished HARD COPY of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCsThe accomplished SOFT COPY of the APP-CSE shall be submitted to the following email addresses:
 - a. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com- For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated **October 27, 2016**, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- **Name of Agency**-Region (e.g. APP2017-PS- Central Office).
9. For further assistance/clarification, agencies may call the **Corporate Planning and Business Development Division** of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

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[illegible]

1	BATTERY, dry cell AA, 2 pieces per blister pack	pack			0	0			0	0			0	0			0	0	0	17.42	-	
2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack	3		3	45.09			0	0		3		3	45.09			0	0	6	15.03	90.1
3	BATTERY, dry cell D, 2 pieces per blister pack	pack			0	0			0	0				0	0			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			0	0			0	0				0	0			0	0	0	280.80	-
6	COMPACT FLUORESCENT LAMP, 8 watts, energy saving individual buy	piece			0	0			0	0				0	0			0	0	0	-	-
7	TAPE, electrical	roll			0	0			0	0				0	0			0	0	0	18.20	-
COMMON OFFICE SUPPLIES																						
1	ACETATE, gauge #3, 50m per roll	roll			0	0			0	0				0	0			0	0	0	624.00	-
2	ARK FRESHENER, 280ml/150g	can	20		20	1664			0	0		20		20	1664			0	0	40	83.20	3,328.00
3	ALCOHOL, 70%, ethyl, 500ml	bottle	15		15	717.3			0	0		15		15	717.3			0	0	30	47.82	1,434.60
4	CARBON FILM, #4 size, 100	box			0	0			0	0				0	0			0	0	0	197.58	-
5	CARBON FILM, #4 size, 210mm	box			0	0			0	0				0	0			0	0	0	202.80	-
6	CARTULINA, assorted color, 20	pack			0	0			0	0				0	0			0	0	0	64.48	-
7	CHALK, white, enamel, 100	box			0	0			0	0				0	0			0	0	0	25.86	-
8	CLEARBOOK, A4 size	piece			0	0			0	0				0	0			0	0	0	39.52	-
9	CLEARBOOK, Legal size	piece			0	0			0	0				0	0			0	0	0	43.68	-
10	CTH, backroll, 19mm, 12 pieces	box			0	0			0	0				0	0			0	0	0	7.28	-
11	CTH, backroll, 25mm, 12 pieces	box	10		10	104			0	0		10		10	104			0	0	20	10.40	208.00
12	CTH, backroll, 32mm, 12 pieces	box			0	0			0	0				0	0			0	0	0	19.12	-
13	CTH, backroll, 50mm, 12 pieces	box	10		10	363.8			0	0		10		10	363.8			0	0	20	36.38	727.60
14	CONNECTION TAPE, 6	piece	20		20	624			0	0		20		20	624			0	0	40	31.20	1,248.00
15	DATA FILE BOX, made with	box	10		10	697.8			0	0		5		5	348.9			0	0	15	69.78	1,046.70
16	DATA FOLDER, made with	piece			0	0			0	0				0	0			0	0	0	68.64	-
17	ENVELOPE, DOCUMENTARY, for	box			0	0			0	0				0	0			0	0	0	381.54	-
18	ENVELOPE, DOCUMENTARY, for	box			0	0			0	0				0	0			0	0	0	507.40	-
19	ENVELOPE, EXPANDING, 10x14	box	2		2	1243.42			0	0		2		2	1243.42			0	0	4	621.71	2,486.84
20	ENVELOPE, EXPANDING, plastic	piece			0	0			0	0				0	0			0	0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces	box			0	0			0	0				0	0			0	0	0	499.20	-
22	ERASER, felt, for	box			0	0			0	0				0	0			0	0	0	561.60	-
23	ERASER, felt, for	piece			0	0			0	0				0	0			0	0	0	11.11	-
24	ERASER, plastic or rubber	piece			0	0			0	0				0	0			0	0	0	2.29	-
25	FASTENER, for paper, metal, 50	box	3		3	171.27			0	0		3		3	171.27			0	0	6	57.09	342.54
26	FILE ORGANIZER, expanding, 10x14	piece	50		50	3533.5			0	0		50		50	3533.5			0	0	100	70.67	7,067.00
27	FILE TAB DIVIDER, A4, five (5) col	set			0	0			0	0				0	0			0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal size, five (5) col	set			0	0			0	0				0	0			0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle			0	0			0	0				0	0			0	0	0	234.00	-

30	FOLDER, fancy, legal, 50 pieces	bundle			0	0				0	0				0	0			0	0	0	291.20	-
31	FOLDER, L-type, legal, 50 pieces	pack			0	0				0	0				0	0			0	0	0	166.40	-
32	FOLDER, L-type, legal size, 50	pack			0	0				0	0				0	0			0	0	0	203.84	-
33	FOLDER, pressboard, size	box			0	0				0	0				0	0			0	0	0	746.72	5,973.76
34	FOLDER, tagboard, legal, 100	pack	4	4	2986.88					4	4	2986.88				0	0			8		179.28	1,075.68
35	FOLDER, tagboard, legal size,	pack	3	3	537.84					3	3	537.84				0	0			6		200.37	1,602.96
36	UTILE, all-purpose, 300 grams	jar	4	4	801.48					4	4	801.48				0	0			8		44.18	441.80
37	INDEX TAB, self-adhesive, 5	box	5	5	220.9					5	5	220.9				0	0			10		47.90	479.00
38	COUSTOMER COVER, 50 sets per	bundle	5	5	239.5					5	5	239.5				0	0			10		539.76	-
39	MAGAZINE FILE BOX, LARGE	piece			0	0				0	0				0	0			0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors	set			0	0				0	0				0	0			0	0	0	35.55	-
41	MARKER, whiteboard, dual	piece	12	12	123.36					0	0				0	0			0	0	12	10.28	123.36
42	MARKER, whiteboard, dual	piece			0	0				0	0				0	0			0	0	0	10.28	-
43	MARKER, whiteboard, dual	piece			0	0				0	0				0	0			0	0	0	10.28	-
44	MARKER, permanent, dual	piece	24	24	231.6					12	12	115.8				0	0			36		9.65	347.40
45	MARKER, permanent, dual	piece			0	0				0	0				0	0			0	0	0	9.65	-
46	MARKER, permanent, dual	piece			0	0				0	0				0	0			0	0	0	9.65	-
47	NOTE BOOK, stenographer, 40	piece			0	0				0	0				0	0			0	0	0	10.40	-
48	NOTE PAD, stick-on, (2 x 3), 100	pad	20	20	624					20	20	624				0	0			40		31.20	1,248.00
49	NOTE PAD, stick-on, (3 x 3), 100	pad	20	20	810.8					20	20	810.8				0	0			40		40.54	1,621.60
50	NOTE PAD, stick-on, (3 x 4), 100	pad			0	0				0	0				0	0			0	0	0	54.06	-
51	PAD PAPER, Ruled	pad			0	0				0	0				0	0			0	0	0	18.26	-
52	PAPER CLIP, gem type, 40mm	box	20	20	257					20	20	257				0	0			40		12.85	514.00
53	PAPER CLIP, gem type, 32mm	box	20	20	128.6					20	20	128.6				0	0			40		6.43	257.20
54	PAPER, MULTICOPY, 80gsm	ream			0	0				0	0				0	0			0	0	0	125.20	-
55	PAPER, MULTICOPY, 80gsm	ream	70	70	10597.3					70	70	10597.3				0	0			140		151.39	21,194.60
56	PAPER, MULTICOPY (COPY)	ream	40	40	4586					40	40	4586				0	0			80		114.65	9,172.00
57	PAPER, MULTICOPY (COPY)	ream			0	0				0	0				0	0			0	0	0	124.98	-
58	PAPER, Thermal, 216mm x 30m	roll			0	0				0	0				0	0			0	0	0	88.40	-
59	PENCIL, lead, w/eraser, 1/2	box	5	5	98.1					0	0				0	0			0	0	5	31.15	-
60	PHILIPPINE NATIONAL FLAG	piece			0	0				0	0				0	0			0	0	0	19.62	98.10
61	RECORD BOOK, 300 pages, size	book	15	15	904.8					15	15	904.8				0	0			30		60.32	1,809.60
62	RECORD BOOK, 300 pages, size	book			0	0				0	0				0	0			0	0	0	86.85	-
63	RING BINDER, plastic 32mm, 10	bundle			0	0				0	0				0	0			0	0	0	256.87	-
64	ROBBER BAND, 70mm x 1mm	box	2	2	186.62					2	2	186.62				0	0			4		93.31	373.24
65	ROLLER, plastic, 45mm, 1 piece	piece			0	0				0	0				0	0			0	0	0	15.48	-
66	SIGN PEN, black	piece	36	36	1371.6					24	24	914.4				0	0			60		38.10	2,286.00
67	SIGN PEN, blue	piece			0	0				0	0				0	0			0	0	0	38.10	-
68	SIGN PEN, red	piece	12	12	457.2					12	12	457.2				0	0			24		38.10	914.40
69	STAMP PAD INK, violet, 50mL	bottle	10	10	246.3					5	5	123.15				0	0			15		24.63	369.45
70	STAMP PAD, text pad, 100mm x 100mm	piece	5	5	138.3					5	5	138.3				0	0			10		27.66	276.60
71	STAPLE WIRE, Heavy duty, 23/13	box	5	5	117					5	5	117				0	0			10		23.40	234.00
72	STAPLE WIRE, Standard	box			0	0				0	0				0	0			0	0	0	18.92	-
73	TAP, masking, 24mm, 50 meters	roll	5	5	275.6					5	5	275.6				0	0			10		55.12	551.20
74	TAP, masking, 40mm, 50	roll	5	5	525.2					5	5	525.2				0	0			10		105.04	1,050.40

76	TAPE, transparent, 24mm, 50	roll	5	5	54.6			0	0	5	5	54.6			0	0	10	10.92	109.20
77	TAPE, transparent, 48mm, 50	roll	5	5	132.6			0	0	5	5	132.6			0	0	10	26.52	265.20
78	TAPE, packaging, 48mm, 50	roll	5	5	163.7			0	0	5	5	163.7			0	0	10	32.74	327.40
79	TOILET TISSUE, 12 rolls per pack	pack	10	10	676			0	0	10	10	676			0	0	20	67.60	1,352.00
80	TWINE, plastic, one kilo per roll	roll			0			0	0			0			0	0	0	49.92	-
81	WASHING PAPER, kraft, 50	pack			0			0	0			0			0	0	0	128.84	-
82	Software				0			0	0			0			0	0	0	-	-
83	Airline Travel				0			0	0			0			0	0	0	-	-
COMMON OFFICE DEVICES																			
1	CUTTER BLADE, heavy duty	tube			0			0	0			0			0	0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece	5	5	98.8			0	0	5	5	98.8			0	0	10	19.76	197.60
3	DATE AND STAMPING	piece	3	3	1435.14			0	0			0			0	0	3	478.38	1,435.14
4	PENCIL SHARPENER, 1 piece in	piece	2	2	374.4			0	0			0			0	0	2	187.20	374.40
5	PUNCH, paper, heavy duty,	piece	2	2	228.56			0	0			0			0	0	2	114.28	228.56
6	SCISSORS, (6")	pair	5	5	68.65			0	0			0			0	0	5	13.73	68.65
7	STAPLER, standard	piece			0			0	0			0			0	0	0	878.80	-
8	STAPLER, binder type, heavy	piece			0			0	0			0			0	0	0	82.16	-
9	STAPLE REMOVER, plier type	piece	10	10	181.8			0	0			0			0	0	10	18.18	181.80
10	TAPE DISPENSER, table top	piece	5	5	238.6			0	0			0			0	0	5	47.72	238.60
11	WASTE BASKET, non-rigid plastic	piece	10	10	239			0	0			0			0	0	10	23.90	239.00
COMMON JANITORIAL SUPPLIES																			
1	BROOM, soft (lambo)	piece	5	5	442			0	0	5	5	442			0	0	10	88.40	884.00
2	BROOM, stick (tingting)	piece	5	5	119.6			0	0	5	5	119.6			0	0	10	23.92	239.20
3	CLEANER, TOILET BOWL AND	bottle	15	15	624			0	0	15	15	624			0	0	30	41.60	1,248.00
4	CLEANER, SCOURING POWDER,	can	10	10	212.7			0	0	10	10	212.7			0	0	20	21.27	425.40
5	DETERGENT POWDER, all	pouch	15	15	561.45			0	0	15	15	561.45			0	0	30	37.43	1,122.90
6	DISINFECTANT SPRAY, 400-550	can	15	15	1794			0	0	15	15	1794			0	0	30	119.60	3,588.00
7	DUST PAN, non-rigid plastic	piece	5	5	124.8			0	0	5	5	124.8			0	0	10	24.96	249.60
8	FLOOR WAX, Paste, red	can			0			0	0			0			0	0	0	202.80	-
9	FURNITURE CLEANER, aerosol,	can	5	5	423.8			0	0	5	5	423.8			0	0	10	84.76	847.60
10	INSECTICIDE, aerosol type,	can	15	15	1872			0	0	15	15	1872			0	0	30	124.80	3,744.00
11	MOPBUCKET	piece			0			0	0			0			0	0	0	1,911.00	-
12	MOP HANDLE, screw type,	piece	3	3	427.44			0	0	3	3	427.44			0	0	6	142.48	854.88
13	MOPHEAD, made of rayon	piece	5	5	494			0	0	5	5	494			0	0	10	98.80	988.00
14	RAU, all cotton, 32 pieces per kilo	bundle	3	3	149.07			0	0	3	3	149.07			0	0	6	49.69	298.14
15	SCOURING PAD, 5 pieces per	pack	5	5	514.8			0	0	5	5	514.8			0	0	10	102.96	1,029.60
16	TRANSOM, plastic, transparent,	roll	10	10	1398.8			0	0	10	10	1398.8			0	0	20	139.88	2,797.60
17	DISINFECTANT, bleaching	cont	5		0			0	0	5		0			0	0	0	101.82	-
COMMON OFFICE EQUIPMENT																			
1	BINDING AND PUNCHING	unit			0			0	0			0			0	0	0	10,400.00	-
2	CALCULATOR, compact,	unit	5	5	676			0	0			0			0	0	5	135.20	676.00
3	CALCULATOR, scientific, 10 digit	unit			0			0	0			0			0	0	0	258.84	-
4	CRAYON, monochrome, without	piece			0			0	0			0			0	0	0	254.68	-

5	CHAIN, monobloc, without	piece			0	0			0	0					0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 400	unit	2	2	12459.2			0	0					0	0	2	6,229.60	12,459.20	
7	DOCUMENT CAMERA, 1000x4	unit			0	0			0	0				0	0	0	25,272.00	-	
8	ELECTRIC FAN, industrial	unit			0	0			0	0				0	0	0	956.80	-	
9	ELECTRIC FAN, orbit type	unit			0	0			0	0				0	0	0	1,248.00	-	
10	ELECTRIC FAN, stand type	unit	3	3	2901.3			0	0					0	0	3	967.10	2,901.30	
11	ELECTRIC FAN, wall type	unit			0	0			0	0				0	0	0	790.40	-	
12	FACSIMILE MACHINE, uses	unit			0	0			0	0				0	0	0	3,502.72	-	
13	FIRE EXTINGUISHER, dry	unit			0	0			0	0				0	0	0	1,080.56	-	
14	FIRE EXTINGUISHER, powder	unit			0	0			0	0				0	0	0	4,992.00	-	
15	INDUSTRIAL PAPER, 4000	unit			0	0			0	0				0	0	0	26,483.60	-	
16	PAPER THERMOMETER, 100mm	unit			0	0			0	0				0	0	0	7,488.00	-	
17	PAPER SHREDDER, 100mm/sec	unit	1	1	5699.2			0	0					0	0	1	5,699.20	5,699.20	
18	PRINTER, impact dot matrix	unit			0	0			0	0				0	0	0	18,709.60	-	
19	PRINTER, impact dot matrix	unit			0	0			0	0				0	0	0	5,831.52	-	
20	PRINTER, inkjet, wireless	unit			0	0			0	0				0	0	0	10,000.00	-	
21	PRINTER, laser, monochrome	unit			0	0			0	0				0	0	0	1,237.60	-	
22	TABLE, monobloc, square, 30" x	unit	1	1	1289.6			0	0					0	0	1	1,289.60	1,289.60	
23	TABLE, monobloc, square, 30" x	unit			0	0			0	0				0	0	0	1,289.60	-	
24	Desktop and Laptop	unit			0	0			0	0				0	0	0	-	-	
COMMON COMPUTER SUPPLIES																			
1	COMPUTER CONTINUOUS	box			0	0			0	0				0	0	0	630.76	-	
2	COMPUTER CONTINUOUS	box			0	0			0	0				0	0	0	950.30	-	
3	COMPUTER CONTINUOUS	box			0	0			0	0				0	0	0	716.04	-	
4	COMPUTER CONTINUOUS	box			0	0			0	0				0	0	0	1,220.96	-	
5	COMPUTER CONTINUOUS	box			0	0			0	0				0	0	0	596.80	-	
6	COMPUTER CONTINUOUS	box			0	0			0	0				0	0	0	958.15	-	
7	EXTERNAL HARD DRIVE, 1TB,	piece	5	5	14092			0	0					0	0	0	21.79	-	
8	EXTERNAL HARD DRIVE, 1TB,	piece	10	10	1944.8			0	0	10	10	1944.8		0	0	5	2,818.40	14,092.00	
9	EXTERNAL HARD DRIVE, 1TB,	piece	5	5	639			0	0					0	0	5	127.80	639.00	
10	EXTERNAL HARD DRIVE, 1TB,	unit			0	0			0	0				0	0	0	-	-	
HANDBOOK ON PROCUREMENT																			
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT	piece			0	0			0	0				0	0	0	61.83	-	
CONSUMABLES																			
1	INK CART, BROTHER LC390K,	cart			0	0			0	0				0	0	0	681.20	-	
2	INK CART, BROTHER LC390C, Cyan	cart			0	0			0	0				0	0	0	447.20	-	
3	INK CART, BROTHER LC390M,	cart			0	0			0	0				0	0	0	447.20	-	
4	INK CART, BROTHER LC391,	cart			0	0			0	0				0	0	0	447.20	-	
5	INK CART, BROTHER LC670,	cart			0	0			0	0				0	0	0	910.00	-	
6	INK CART, BROTHER LC670C, Cyan	cart			0	0			0	0				0	0	0	546.00	-	
7	INK CART, BROTHER LC670M,	cart			0	0			0	0				0	0	0	546.00	-	
8	INK CART, BROTHER LC671,	cart			0	0			0	0				0	0	0	546.00	-	
9	INK CART, BROTHER LC6710K,	cart			0	0			0	0				0	0	0	1,538.16	-	
10	INK CART, BROTHER LC6710C,	cart			0	0			0	0				0	0	0	868.40	-	

11	INK CART, BROTHER LC67MT1,	cart				0	0			0	0				0	0			0	0	0	868.40	-
12	INK CART, BROTHER LC67MT1,	cart				0	0			0	0				0	0			0	0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart				0	0			0	0				0	0			0	0	0	774.80	-
14	INK CART, CANON PG-740, Black	cart				0	0			0	0				0	0			0	0	0	754.00	-
15	INK CART, CANON PGI-725, Black	cart				0	0			0	0				0	0			0	0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart				0	0			0	0				0	0			0	0	0	534.56	-
17	INK CART, CANON CL-611,	cart				0	0			0	0				0	0			0	0	0	1,022.32	-
18	INK CART, CANON CL-741,	cart				0	0			0	0				0	0			0	0	0	1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart				0	0			0	0				0	0			0	0	0	535.60	-
20	INK CART, CANON CLI-726,	cart				0	0			0	0				0	0			0	0	0	535.60	-
21	INK CART, CANON CLI-726,	cart				0	0			0	0				0	0			0	0	0	535.60	-
22	INK CART, EPSON C131030190	cart				0	0			0	0				0	0			0	0	0	491.92	-
23	INK CART, EPSON C131030190	cart				0	0			0	0				0	0			0	0	0	770.64	-
24	INK CART, EPSON	cart				0	0			0	0				0	0			0	0	0	426.40	-
25	INK CART, EPSON	cart				0	0			0	0				0	0			0	0	0	426.40	-
26	INK CART, EPSON	cart				0	0			0	0				0	0			0	0	0	426.40	-
27	INK CART, EPSON	cart				0	0			0	0				0	0			0	0	0	426.40	-
28	INK CART, EPSON C131004100	cart	15		15	3822				15		15	3822			0	0			30		254.80	7,644.00
29	INK CART, EPSON C131004200	cart	5		5	1274				5		5	1274			0	0			10		254.80	2,548.00
30	INK CART, EPSON C131004300	cart	5		5	1274				5		5	1274			0	0			10		254.80	2,548.00
31	INK CART, EPSON C131004400	cart	5		5	1274				5		5	1274			0	0			10		254.80	2,548.00
32	INK CART, HP C8930A, (HP45),	cart				0	0			0	0				0	0			0	0	0	1,346.80	-
33	INK CART, HP C8930A, (HP23), HP	cart				0	0			0	0				0	0			0	0	0	1,612.00	-
34	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	1,554.80	-
35	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	1,554.80	-
36	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	1,034.80	-
37	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	1,034.80	-
38	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	1,034.80	-
39	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	982.80	-
40	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	717.60	-
41	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	717.60	-
42	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	717.60	-
43	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	1,606.80	-
44	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	1,237.60	-
45	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	1,346.80	-
46	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	921.44	-
47	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	1,466.40	-
48	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	826.80	-
49	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	930.80	-
50	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	1,133.60	-
51	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	1,430.00	-
52	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	650.00	-
53	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	751.92	-
54	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	1,346.80	-
55	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	600.08	-
56	INK CART, HP C8930A, (HP10),	cart				0	0			0	0				0	0			0	0	0	1,492.40	-

57	INK CART, HP C930411A, (HP90),	cart				0	0			0	0					0	0	0	826.80	-
58	INK CART, HP C0314A, (HP900),	cart				0	0			0	0					0	0	0	296.40	-
59	INK CART, HP C0315A, (HP900),	cart				0	0			0	0					0	0	0	379.60	-
60	INK CART, HP C033511A, (HP 74),	cart				0	0			0	0					0	0	0	696.80	-
61	INK CART, HP C033011A,	cart				0	0			0	0					0	0	0	1,508.00	-
62	INK CART, HP C03311A, (HP 75),	cart				0	0			0	0					0	0	0	803.92	-
63	INK CART, HP C033011A,	cart				0	0			0	0					0	0	0	1,606.80	-
64	INK CART, HP C04011A, (HP60),	cart				0	0			0	0					0	0	0	639.60	-
65	INK CART, HP C0411A,	cart				0	0			0	0					0	0	0	1,445.60	-
66	INK CART, HP C04311A, (HP60),	cart				0	0			0	0					0	0	0	754.00	-
67	INK CART, HP C04411A,	cart				0	0			0	0					0	0	0	1,658.80	-
68	INK CART, HP C0550A, (HP901),	cart				0	0			0	0					0	0	0	639.60	-
69	INK CART, HP C0500A, (HP901),	cart				0	0			0	0					0	0	0	1,019.20	-
70	INK CART, HP C0500A, (HP702),	cart				0	0			0	0					0	0	0	1,086.80	-
71	INK CART, HP C0507A,	cart				0	0			0	0					0	0	0	358.80	-
72	INK CART, HP C0508A,	cart				0	0			0	0					0	0	0	358.80	-
73	INK CART, HP C05700A, (HP	cart				0	0			0	0					0	0	0	792.48	-
74	INK CART, HP C09720A, (HP	cart				0	0			0	0					0	0	0	629.20	-
75	INK CART, HP C09730A, (HP	cart				0	0			0	0					0	0	0	629.20	-
76	INK CART, HP C09740A, (HP	cart				0	0			0	0					0	0	0	629.20	-
77	INK CART, HP C09750A, (HP	cart				0	0			0	0					0	0	0	1,242.80	-
78	INK CART, HP C05011A, (HP01),	cart				0	0			0	0					0	0	0	644.80	-
79	INK CART, HP C050211A, (HP01),	cart				0	0			0	0					0	0	0	826.80	-
80	INK CART, HP C0450A,	cart				0	0			0	0					0	0	0	1,554.80	-
81	INK CART, HP C0400A,	cart				0	0			0	0					0	0	0	1,175.20	-
82	INK CART, HP C0470A,	cart				0	0			0	0					0	0	0	1,180.40	-
83	INK CART, HP C0480A,	cart				0	0			0	0					0	0	0	1,180.40	-
84	INK CART, HP C09720A,	cart				0	0			0	0					0	0	0	358.80	-
85	INK CART, HP C09730A,	cart				0	0			0	0					0	0	0	358.80	-
86	INK CART, HP C21070A, (HP070),	cart				0	0			0	0					0	0	0	358.80	-
87	INK CART, HP C21080A, (HP070),	cart				0	0			0	0					0	0	0	360.88	-
88	INK CART, HP C2120A, (HP005A),	cart				0	0			0	0					0	0	0	366.08	-
89	INK CART, HP C2121A, (HP005A),	cart				0	0			0	0					0	0	0	249.60	-
90	INK CART, HP C2122A, (HP005A),	cart				0	0			0	0					0	0	0	249.60	-
91	INK CART, HP C2123A, (HP005A),	cart				0	0			0	0					0	0	0	249.60	-
92	INK CART, HP C0093A,	cart				0	0			0	0					0	0	0	930.80	-
93	INK CART, LEADARK TONER 1,	cart				0	0			0	0					0	0	0	1,003.60	-
94	INK CART, LEADARK TONER 2,	cart				0	0			0	0					0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-	cart				0	0			0	0					0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-	cart				0	0			0	0					0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-	cart				0	0			0	0					0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-	cart				0	0			0	0					0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-	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	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0			0	0			0	0			0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0	0			0	0			0	0			0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0			0	0			0	0			0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0			0	0			0	0			0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Black	cart				0	0			0	0			0	0			0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0			0	0			0	0			0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0	0			0	0			0	0			0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0			0	0			0	0			0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0			0	0			0	0			0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Black	cart				0	0			0	0			0	0			0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0			0	0			0	0			0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0			0	0			0	0			0	0	0	3,114.80	-
116	TONER CART, HP CE285A, Black	cart				0	0			0	0			0	0			0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0			0	0			0	0			0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0			0	0			0	0			0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0			0	0			0	0			0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Black	cart				0	0			0	0			0	0			0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0			0	0			0	0			0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0			0	0			0	0			0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0			0	0			0	0			0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Black	cart				0	0			0	0			0	0			0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0			0	0			0	0			0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0			0	0			0	0			0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0			0	0			0	0			0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0			0	0			0	0			0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Black	cart				0	0			0	0			0	0			0	0	0	9,978.80	-
130	TONER CART, HP CE410A, Black	cart				0	0			0	0			0	0			0	0	0	3,790.80	-
131	TONER CART, HP CE411A, Cyan	cart				0	0			0	0			0	0			0	0	0	5,402.80	-
132	TONER CART, HP CE412A, Yellow	cart				0	0			0	0			0	0			0	0	0	5,402.80	-
133	TONER CART, HP CE413A, Black	cart				0	0			0	0			0	0			0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0			0	0			0	0			0	0	0	3,998.80	-
135	TONER CART, HP CE505A, Black	cart				0	0			0	0			0	0			0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0			0	0			0	0			0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0			0	0			0	0			0	0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0	0			0	0			0	0			0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0			0	0			0	0			0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0			0	0			0	0			0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0			0	0			0	0			0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0			0	0			0	0			0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Black	cart				0	0			0	0			0	0			0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0			0	0			0	0			0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0			0	0			0	0			0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0			0	0			0	0			0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Black	cart				0	0			0	0			0	0			0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0			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, LEADMARK	cart				0	0			0	0					0	0	0	8,874.32	-
154	TONER CART, SAMSUNG MLT-	cart				0	0			0	0					0	0	0	9,630.40	-
155	TONER CART, SAMSUNG MLT-	cart				0	0			0	0					0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-	cart				0	0			0	0					0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-	cart				0	0			0	0					0	0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-	cart				0	0			0	0					0	0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-	cart				0	0			0	0					0	0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-	cart				0	0			0	0					0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-	cart				0	0			0	0					0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-	cart				0	0			0	0					0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-	cart				0	0			0	0					0	0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-	cart				0	0			0	0					0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-	cart				0	0			0	0					0	0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-	cart				0	0			0	0					0	0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-	cart				0	0			0	0					0	0	0	4,888.00	-
168	RIBBON CART, EPSON	cart				0	0			0	0					0	0	0	4,212.00	-
169	RIBBON CART, EPSON	cart				0	0			0	0					0	0	0	76.75	-
170	RIBBON CART, EPSON	cart				0	0			0	0					0	0	0	724.88	-
171	RIBBON CART, EPSON	cart				0	0			0	0					0	0	0	334.88	-
172	RIBBON CART, EPSON	cart	5		5	379.6				0	0	5		5	379.6			10	75.92	759.20
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	Ergo Dynamic Chair	pc	10		10	35000				0	0					0	0	10	3,500.00	35,000.00
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																				
	Double Adhesive	roll	5		5	875				0	0	5		5	875			10	175.00	1,750.00
	Highlighter	pc	10		10	400				0	0			0	0			10	40.00	400.00
	Record Book, 150 pages	book	10		10	500				0	0	10		10	500			20	50.00	1,000.00
	Stapler, heavy duty	pc	5		5	1600				0	0			0	0			5	320.00	1,600.00
	Envelope, expanding, assorted colors	pc	50		50	750				0	0	50		50	750			100	15.00	1,500.00
	Envelope, plastic, assorted colors	pc	50		50	2000				0	0	50		50	2000			100	40.00	4,000.00

[illegible]

[illegible]

3	Laundry Soap, powder	pack		20		0				0	0		20		20	0			0	0	40		-
4	Vacuum Cleaner 20 gallons)	unit		1		7000				0	0				0	0			0	0	1	7,000.00	7,000.00
5	Pressure Hose (20mtrs)	unit		1		1050				0	0				0	0			0	0	1	1,050.00	1,050.00
6						0				0	0				0	0			0	0	0		-
7						0				0	0				0	0			0	0	0		-
8						0				0	0				0	0			0	0	0		-
9						0				0	0				0	0			0	0	0		-
10						0				0	0				0	0			0	0	0		-
	Paper Materials and Products					0				0	0				0	0			0	0	0		-
1	Yellow Paper	pad		3		105				0	0		3		3	105			0	0	6	35.00	210.00
2						0				0	0				0	0			0	0	0		-
3						0				0	0				0	0			0	0	0		-
4						0				0	0				0	0			0	0	0		-
5						0				0	0				0	0			0	0	0		-
6						0				0	0				0	0			0	0	0		-
7						0				0	0				0	0			0	0	0		-
8						0				0	0				0	0			0	0	0		-
9						0				0	0				0	0			0	0	0		-
10						0				0	0				0	0			0	0	0		-
	Lighting and fixtures and accessories					0				0	0				0	0			0	0	0		-
1						0				0	0				0	0			0	0	0		-
2						0				0	0				0	0			0	0	0		-
3						0				0	0				0	0			0	0	0		-
4						0				0	0				0	0			0	0	0		-
5						0				0	0				0	0			0	0	0		-
6						0				0	0				0	0			0	0	0		-
7						0				0	0				0	0			0	0	0		-
8						0				0	0				0	0			0	0	0		-
9						0				0	0				0	0			0	0	0		-
10						0				0	0				0	0			0	0	0		-
	Electrical equipment and components and supplies					0				0	0				0	0			0	0	4	700.00	2,800.00
1	Battery, 9 volt size	pc		4		2800				0	0				0	0			0	0	4	700.00	2,800.00
2	Led bulb 7 watts	pc		10		2000				0	0				0	0			0	0	10	200.00	2,000.00
3	Microphone with wire (10mtrs & 15mtrs)	unit		2		7000				0	0				0	0			0	0	2	3,500.00	7,000.00
5						0				0	0				0	0			0	0	0		-
6						0				0	0				0	0			0	0	0		-
7						0				0	0				0	0			0	0	0		-
8						0				0	0				0	0			0	0	0		-
9						0				0	0				0	0			0	0	0		-
10						0				0	0				0	0			0	0	0		-
	Computer Supplies					0				0	0				0	0			0	0	0		-
1						0				0	0				0	0			0	0	0		-
2						0				0	0				0	0			0	0	0		-

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			-
Computer Equipment and Accessories																						-
1	Anti-virus (for 3 pc)	unit	3	3	5400			0	0			0	0			0	0	3	1,800.00	5,400.00		
2	USB port hub	unit	5	5	750			0	0			0	0			0	0	5	150.00	750.00		
3	Numeric keypad with space key	unit	3	3	1500			0	0			0	0			0	0	3	500.00	1,500.00		
4	Mouse pad with wrist rest	pc	5	5	1250			0	0			0	0			0	0	5	250.00	1,250.00		
5					0	0			0	0			0	0			0	0	0			-
6					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			-
*Other Categories																						-
1	Coffee mug	doz	2	2	800			0	0			0	0			0	0	2	400.00	800.00		
2	Glass	doz	2	2	700			0	0			0	0			0	0	2	350.00	700.00		
3	Plates	doz	2	2	800			0	0			0	0			0	0	2	400.00	800.00		
4	Spoon	doz	2	2	500			0	0			0	0			0	0	2	250.00	500.00		
5	Fork	doz	2	2	500			0	0			0	0			0	0	2	250.00	500.00		
6	Tray	pc	3	3	600			0	0			0	0			0	0	3	200.00	600.00		
7	Office Vehicle Tire	unit	5	5	35,000			0	0			0	0			0	0	5	6,600.00	33,000.00		
8	Breakpad	pair	1	1	7,000			0	0			0	0			0	0	1	6,500.00	6,500.00		
9	Brake shoe	set	1	1	5,000			0	0			0	0			0	0	1	5,000.00	5,000.00		
10	Wheel Balancing	unit	4	4	320			0	0			0	0			0	0	4	80.00	320.00		
C. TOTAL (A + B):																			276,051.38			
D. ADDITIONAL PROVISION																			27,605.14			
E. GRAND TOTAL (C + D)																			303,656.52			
F. APPROVED BUDGET BY THE																						
G. MONTHLY CASH																						
G.1 Available at Procurement Service				96405				0				54616				0					151021.38	
G.2 Other Items not available at PS				1E+05				0				4230				0					127530	
TOTAL MONTHLY CASH				2E+05				0				58846				0					278551.38	

*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.

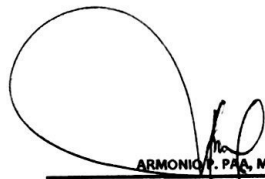
Prepared by:


VINA MARIE THERESE M. ILAGAN, ME
Property Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:


MARK B. MAPANAO
Accountant /
Local Budget Officer

Approved by:


ARMONIO Y. PAA, MPA
Head of Office/Agency

Date Prepared: November 18, 2016