

## ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
  - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataraman)- **Regions VI, VII, VIII, X, & XI**
  - c. Surigao Del Norte - **Surigao Del Norte**
  - d. Zamboanga Sibugay- **Zamboanga Sibugay**
  - e. Camiguin - **Camiguin**
3. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at [philgeps.gov.ph](http://philgeps.gov.ph) and; b) correct format is used but fields were 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 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 virtual store as soon as it is procured and made available by the Procurement Service.
6. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
  - a. DBM Central Office- for entities in the Central Office
  - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:

  - a. [ps.app.nga@gmail.com](mailto:ps.app.nga@gmail.com)- For central and regional offices of all national government agencies
  - b. [ps.app.suc@gmail.com](mailto:ps.app.suc@gmail.com)- For main and other campuses of all state universities and colleges
  - c. [ps.app.gocc@gmail.com](mailto:ps.app.gocc@gmail.com)- For all central and regional offices of government owned and controlled corporations
  - d. [ps.app.deped@gmail.com](mailto:ps.app.deped@gmail.com)- For primary and secondary schools
  - e. [ps.app.lgu@gmail.com](mailto:ps.app.lgu@gmail.com). For Local Government Units
7. Consistent with National Budget Circular No. 555, 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 Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **COOPERATIVE DEVELOPMENT AUTHORITY** Agency Account Code: \_\_\_\_\_

Region: IX

Address: Cerilles Bldg., Sta. Lucia District, Pagadian City  
Zamboanga del Sur

Contact Person: **GEORGE A. CAMINADE**

Position: **DESIGNATED SUPPLY OFFICER**

E-mail : **cdazampen@gmail.com**

Telephone/Mobile Nos: (062) 214-1398, fax No. 925-0221

Item & Specifications	Unit of Measure	Quantity Requirement																				Catalogue as of August	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																								
<b>COMMON ELECTRICAL SUPPLIES</b>																								
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack		3		3	52.3		3		3	52.3		3		3	52.3		3		3	52.3	12	17.42	209.04
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0			0	0				0	0				0	0	0	0	15.03	-

3	BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0				0	0				0	0	0	77.56	-
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0	0				0	0				0	0	0	114.40	-
5	FLUORESCENT LAMP, tubular, 36 watts	tube				0	0				0	0				0	0	0	36.30	-
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0				0	0				0	0	0	93.29	-
7	TAPE, electrical	roll				0	0				0	0				0	0	0	18.20	-
<b>COMMON OFFICE SUPPLIES</b>																				
1	ACETATE, gauge #3, 50m per roll	roll				0	0				0	0				0	0	0	624.00	-
2	AIR FRESHENER, 280mL/150g min	can	5		5	416		5		5	416		5		5	416	20		83.20	1,664.00
3	ALCOHOL, 70%, ethyl, 500ml	bottle	5		5	239		5		5	239		5		5	239	20		47.82	956.40
4	CARBON FILM, A4 size, 100 sheets per box	box				0	0				0	0				0	0	0	197.58	-
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0				0	0				0	0	0	202.80	-
6	CARTOLINA, assorted color, 20 pieces per pack	pack				0	0				0	0				0	0	0	64.48	-
7	CHALK, white, enamel, 100 pieces per box	box				0	0				0	0				0	0	0	25.86	-
8	CLEARBOOK, A4 size	piece				0	0				0	0				0	0	0	39.52	-
9	CLEARBOOK, Legal size	piece				0	0				0	0				0	0	0	43.68	-
10	CLIP, backfold, 19mm, 12 pieces per box	box				0	0				0	0				0	0	0	7.28	-
11	CLIP, backfold, 25mm, 12 pieces per box	box				0	0				0	0				0	0	0	13.50	-
12	CLIP, backfold, 32mm, 12 pieces per box	box				0	0				0	0				0	0	0	19.12	-
13	CLIP, backfold, 50mm, 12 pieces per box	box				0	0				0	0				0	0	0	43.68	-
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	10		10	312		10		10	312		10		10	312	40		31.20	1,248.00
15	DATA FILE BOX, made with chipboard, with closed ends	box	10		10	698		10		10	698		10		10	698	40		69.78	2,791.20
16	DATA FOLDER, made with chipboard, taglia lock	piece				0	0				0	0				0	0	0	68.64	-
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0	0				0	0				0	0	0	381.54	-

18	ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces per box	box			0	0			0	0			0	0			0	0	0	507.40	-
19	KRAFTBOARD, for legal size documents, 100 pieces per	box	1		1	622		1		1	622		1		1	622	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 per box, 80 gsm	box	3		3	1498		1		1	499		1		1	499	6		499.20	2,995.20	
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box			0	0			0	0			0	0			0	0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	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 sets per box	box	5		5	285		5		5	285		5		5	285	0	0	15	57.09	856.35
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece			0	0			0	0			0	0			0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) c	set			0	0			0	0			0	0			0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	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 per bundle	bundle			0	0			0	0			0	0			0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack			0	0			0	0			0	0			0	0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack			0	0			0	0			0	0			0	0	0	203.84	-
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box			0	0			0	0			0	0			0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack			0	0			0	0			0	0			0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	3		3	601		2		2	401		2		2	401	9		200.37	1,803.33	
36	GLUE, all purpose, 300 grams min.	jar	5		5	221		5		5	221		5		5	221	20		44.18	883.60	
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box			0	0			0	0			0	0			0	0	0	50.84	-
38	LOOSELEAF COVER, 50sets per bundle	bundle			0	0			0	0			0	0			0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece			0	0			0	0			0	0			0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set			0	0			0	0			0	0			0	0	0	35.55	-
41	MARKER, whiteboard, bullet type, black	piece			0	0			0	0			0	0			0	0	0	10.28	-

42	MARKER, whiteboard, bullet type, blue	piece				0	0				0	0				0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece				0	0				0	0				0	0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece				0	0				0	0				0	0	0	9.65	-
45	MARKER, permanent, bullet type, blue	piece				0	0				0	0				0	0	0	9.65	-
46	MARKER, permanent, bullet type, red	piece				0	0				0	0				0	0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0	0				0	0				0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	0				0	0				0	0	0	31.20	-
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0	0				0	0				0	0	0	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0	0				0	0				0	0	0	54.06	-
51	PAD PAPER, Ruled	pad				0	0				0	0				0	0	0	18.26	-
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0	0				0	0				0	0	0	12.85	-
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0	0				0	0				0	0	0	6.43	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	60		60	7611		60			60	7611		60		60	7611	240	126.85	30,444.00
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream			0	0		0			0	0				0	0	0	146.55	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream			0	0		0			0	0				0	0	0	109.80	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream			0	0		0			0	0				0	0	0	128.90	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream			0	0		0			0	0				0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll			0	0		0			0	0				0	0	0	31.15	-
60	PENCIL, lead, w/eraser, One(1) dozen per box	box			0	0		0			0	0				0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece			0	0		0			0	0				0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	5		5	302		0			0	0				0	0	5	60.32	301.60
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	15		15	1303		5		5	434					0	0	20	86.85	1,737.00
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle			0	0		0			0	0				0	0	0	256.87	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box			0	0		0			0	0				0	0	0	93.31	-

66	RULER, plastic, 450mm, 1 piece in individual plastic	piece			0	0			0	0			0	0			0	0	0	15.48	-		
67	SIGN PEN, black	piece	20		20	762		20		20	762		20		20	762	10		10	381	70	38.10	2,667.00
68	SIGN PEN, blue	piece			0	0			0	0			0	0			0	0	0	38.10	-		
69	SIGN PEN, red	piece			0	0			0	0			0	0			0	0	0	38.10	-		
70	STAMP PAD INK, violet, 50mL	bottle			0	0			0	0			0	0			0	0	0	24.63	-		
71	STAMP PAD, felt pad, min 60mm x 100mm	piece			0	0			0	0			0	0			0	0	0	27.66	-		
72	STAPLE WIRE, Heavy duty, 23/13	box			0	0			0	0			0	0			0	0	0	30.42	-		
73	STAPLE WIRE, Standard	box	5		5	94.6		5		5	94.6		5		5	94.6	5		5	94.6	20	18.92	378.40
74	TAPE, masking, 24mm, 50 meters length	roll			0	0			0	0			0	0			0	0	0	55.12	-		
75	TAPE, masking, 48mm, 50 meters length	roll			0	0			0	0			0	0			0	0	0	105.04	-		
76	TAPE, transparent, 24mm, 50 meters	roll			0	0			0	0			0	0			0	0	0	17.37	-		
77	TAPE, transparent, 48mm, 50 meters	roll			0	0			0	0			0	0			0	0	0	26.52	-		
78	TAPE, packaging, 48mm, 50 meters length	roll			0	0			0	0			0	0			0	0	0	30.63	-		
79	TOILET TISSUE, 12 rolls per pack	pack	2		2	135		2		2	135		2		2	135	2		2	135	8	67.60	540.80
80	TWINE, plastic, one kilo per roll	roll			0	0			0	0			0	0			0	0	0	49.92	-		
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack			0	0			0	0			0	0			0	0	0	124.80	-		
<b>COMMON OFFICE DEVICES</b>																							
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	5		5	46			0	0			0	0			0	0	5	9.19	45.95		
2	CUTTER KNIFE, heavy duty	piece	10		10	198			0	0			0	0			0	0	10	19.76	197.60		
3	DATING AND STAMPING MACHINE	piece			0	0			0	0			0	0			0	0	0	478.38	-		
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece			0	0			0	0			0	0			0	0	0	187.20	-		
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece			0	0			0	0			0	0			0	0	0	114.28	-		

6	SCISSORS, (6")	pair				0	0				0	0				0	0	0	13.73	-
7	STAPLER, standard	piece				0	0				0	0				0	0	0	82.16	-
8	25-135sheets of 70gsm bond paper stapling capacity, min	piece				0	0				0	0				0	0	0	878.80	-
9	STAPLE REMOVER, plier type	piece				0	0				0	0				0	0	0	18.18	-
10	TAPE DISPENSER, table top	piece				0	0				0	0				0	0	0	47.72	-
11	WASTE BASKET, non-rigid plastic	piece				0	0				0	0				0	0	0	23.90	-
<b>COMMON JANITORIAL SUPPLIES</b>																				
1	BROOM, soft (tambo)	piece				0	0				0	0				0	0	0	88.40	-
2	BROOM, stick (tingting)	piece				0	0				0	0				0	0	0	23.92	-
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0	0				0	0				0	0	0	41.60	-
4	CLEANSER, scouring powder, 350grams/can	can				0	0				0	0				0	0	0	21.27	-
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0	0				0	0				0	0	0	37.43	-
6	DISINFECTANT SPRAY, 400-550 grams	can	3		3	359				3		3	359			0	0	6	119.60	717.60
7	DUST PAN, non-rigid plastic	piece				0	0				0	0				0	0	0	27.96	-
8	FLOOR WAX, Paste, red	can				0	0				0	0				0	0	0	202.80	-
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0	0				0	0				0	0	0	84.76	-
10	INSECTICIDE, aerosol type, 600mL/can	can	2		2	250		2		2		2	250			0	0	6	124.80	748.80
11	MOPBUCKET	piece				0	0				0	0				0	0	0	1,820.00	-
12	MOPHANDLE, screw type, aluminum handle	piece				0	0				0	0				0	0	0	142.48	-
13	MOPHEAD, made of rayon	piece				0	0				0	0				0	0	0	98.80	-
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle	2		2	99.4		2		2		2	99.4			0	0	6	49.69	298.14
15	SCOURING PAD, 5 pieces per pack	pack				0	0				0	0				0	0	0	102.96	-

16	TRASHBAG, plastic, transparent, 10pcs/roll	roll		3	3	420		3		3	420		3		3	420		3		3	420	12	139.88	1,678.56		
17	DISINFECTANT, bleaching solution	cont	1	1	1	3		1		1			1	1				1	1			6	101.82	610.92		
<b>COMMON COMPUTER SUPPLIES</b>																										
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0	0			0	0							0	0			0	0	0	630.76	-
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0	0			0	0							0	0			0	0	0	950.30	-
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0	0			0	0							0	0			0	0	0	716.04	-
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0	0			0	0							0	0			0	0	0	1,220.96	-
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0	0			0	0							0	0			0	0	0	571.80	-
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0	0			0	0							0	0			0	0	0	958.15	-
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0	0			0	0							0	0			0	0	0	21.79	-
8	to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB	piece				0	0			0	0							0	0			0	0	0	2,818.40	-
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece		5		5	972		2		2	389		2		389		1		1		194	10	194.48	1,944.80	
10	MOUSE, optical, USB connection type	unit				0	0			0	0							0	0			0	0	0	127.80	-
<b>HANDBOOK ON PROCUREMENT</b>																										
1	GOVERNMENT PROCUREMENT-RA 9184(6th	piece				0	0			0	0							0	0			0	0	0	61.83	-
<b>CONSUMABLES</b>																										
1	INK CART, BROTHER LC39BK, Black	cart				0	0			0	0							0	0			0	0	0	681.20	-
2	INK CART, BROTHER LC39C, Cyan	cart				0	0			0	0							0	0			0	0	0	447.20	-
3	INK CART, BROTHER LC39M, Magenta	cart				0	0			0	0							0	0			0	0	0	447.20	-
4	INK CART, BROTHER LC39Y, Yellow	cart				0	0			0	0							0	0			0	0	0	447.20	-
5	INK CART, BROTHER LC67B, Black	cart				0	0			0	0							0	0			0	0	0	910.00	-

6	INK CART, BROTHER LC67C, Cyan	cart				0	0				0	0					0	0	0	546.00	-	
7	INK CART, BROTHER LC67M, Magenta	cart				0	0				0	0					0	0	0	546.00	-	
8	INK CART, BROTHER LC67Y, Yellow	cart				0	0				0	0					0	0	0	546.00	-	
9	INK CART, BROTHER LC67HYBK, Black	cart				0	0				0	0					0	0	0	1,538.16	-	
10	INK CART, BROTHER LC67HYC, Cyan	cart				0	0				0	0					0	0	0	868.40	-	
11	INK CART, BROTHER LC67HYM, Magenta	cart				0	0				0	0					0	0	0	868.40	-	
12	INK CART, BROTHER LC67HYY, Yellow	cart				0	0				0	0					0	0	0	868.40	-	
13	INK CART, CANON PG-810, Black	cart				0	0				0	0					0	0	0	737.36	-	
14	INK CART, CANON PG-740, Black	cart				0	0				0	0					0	0	0		-	
15	INK CART, CANON PGI-725, Black	cart				0	0				0	0					0	0	0	574.08	-	
16	INK CART, CANON CLI-726, Black	cart				0	0				0	0					0	0	0	534.56	-	
17	INK CART, CANON CL-811, Colored	cart				0	0				0	0					0	0	0	970.32	-	
18	INK CART, CANON CL-741, Colored	cart				0	0				0	0					0	0	0	945.36	-	
19	INK CART, CANON CLI-726, Cyan	cart				0	0				0	0					0	0	0	535.60	-	
20	INK CART, CANON CLI-726, Magenta	cart				0	0				0	0					0	0	0	535.60	-	
21	INK CART, CANON CLI-726, Yellow	cart				0	0				0	0					0	0	0	535.60	-	
22	INK CART, EPSON C13T038190 (T0 38), Black	cart				0	0				0	0					0	0	0	491.92	-	
23	INK CART, EPSON C13T039090 (T0 39), Colored	cart				0	0				0	0					0	0	0	770.64	-	
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0				0	0					0	0	0	426.40	-	
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0				0	0					0	0	0	426.40	-	
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0				0	0					0	0	0	426.40	-	
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0				0	0					0	0	0	426.40	-	
28	INK CART, EPSON C13T6664100 (T6641), Black	cart		10	10	2548		10		10	2548		5		5	1274		5	1274	30	254.80	7,644.00
29	INK CART, EPSON C13T6664200 (T6642), Cyan	cart		3	3	764		2		2	510		2		2	510		2	510	9	254.80	2,293.20



30	INK CART, EPSON C13T664300 (T6643), Magenta	cart	3	3	764	2	2	510	2	2	510	2	2	510	9	254.80	2,293.20
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart	3	3	764	2	2	510	2	2	510	2	2	510	9	254.80	2,293.20

**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	0	0	-
2				0	0			0	0			0	0			0	0	0	-
3				0	0			0	0			0	0			0	0	0	-

**COMMON OFFICE EQUIPMENT**

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

**COMMON OFFICE SUPPLIES**

				0	0			0	0			0	0			0	0	0	-
				0	0			0	0			0	0			0	0	0	-

**COMMON JANITORIAL SUPPLIES**

				0	0			0	0			0	0			0	0	0	-
				0	0			0	0			0	0			0	0	0	-
				0	0			0	0			0	0			0	0	0	-

**CONSUMABLES**

				0	0			0	0			0	0			0	0	0	-
				0	0			0	0			0	0			0	0	0	-
				0	0			0	0			0	0			0	0	0	-

**Office Equipment and Accessories**

1	Sound System Fortable			0	0			0	0			0	0			0	0	0	-
2	Moprite Phone, Galaxy On7, 8GB			0	0			0	0			0	0			0	0	0	-
3				0	0			0	0			0	0			0	0	0	-

**Paper Materials and Products**

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

**Lighting and fixtures and accessories**

				0	0			0	0			0	0			0	0	0	-
1				0	0			0	0			0	0			0	0	0	-
2				0	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	-

**Electrical equipment and components and supplies**

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

**Computer Supplies**

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

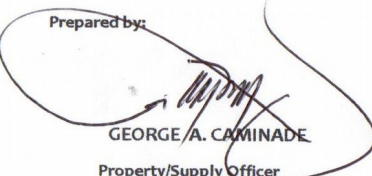
**Computer Equipment and Accessories**

1				0	0			0	0			0	0			0	0	0			-																			
2				0	0			0	0			0	0			0	0	0			-																			
3				0	0			0	0			0	0			0	0	0			-																			
<b>Computer Supplies</b>																																								-
1				0	0			0	0			0	0			0	0	0			-																			
2				0	0			0	0			0	0			0	0	0			-																			
3				0	0			0	0			0	0			0	0	0			-																			
<b>Computer Equipment and Accessories</b>																																								-
1				0	0			0	0			0	0			0	0	0			-																			
2				0	0			0	0			0	0			0	0	0			-																			
3				0	0			0	0			0	0			0	0	0			-																			
<b>*Other Categories</b>																																								-
1				0	0			0	0			0	0			0	0	0			-																			
2				0	0			0	0			0	0			0	0	0			-																			
3				0	0			0	0			0	0			0	0	0			-																			
<b>C. TOTAL (A + B):</b>																																						<b>72,728.73</b>		
<b>D. ADDITIONAL PROVISION FOR</b>																																						7,272.87		
<b>E. GRAND TOTAL (C + D)</b>																																							<b>80,001.60</b>	
<b>F. APPROVED BUDGET BY THE</b>																																								
<b>G. MONTHLY CASH REQUIREMENTS</b>																																								
G.1 Available at Procurement Service Stores				22336				18017				16667				15098					72117.81																			
G.2 Other Items not available at PS but				0				0				0			0						0																			
<b>TOTAL MONTHLY CASH</b>				22336				18017				16667				15098					72117.81																			

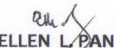
\*Other categories that are not indicated herein

\*\*Prices are FOB Manila/Applicable for items under A.

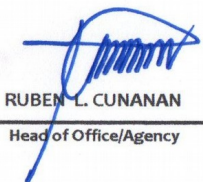
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:  
  
 GEORGE A. CAMINADE  
 Property/Supply Officer

Certified Funds Available /  
 Certified Appropriate Funds Available:

  
 ELLEN L. PANONG  
 Accountant /  
 Local Budget Officer

Approved by:

  
 RUBEN L. CUNANAN  
 Head of Office/Agency

Date Prepared: November 14, 2016

Property/Supply Officer

Accountant /  
 Local Budget Officer

Head of Office/Agency

Date Prepared: November 14, 2016