ANNUAL PROCUREMENT PLAN FOR 2017 (Revision no.1)
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 commmonality 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 (Catarman)- **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 SUCs

   The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addressess:
   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 theCorporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: COOPERATIVE DEVELOPMENT AUTHORITY
Region: X
Address: CROSSING CANITOAN-MACAPAGAL DRIVE
BARANGAY CANITOAN, CAGAYAN DE ORO CITY, 9000

Agency Account Code: _____

Contact Person: MARITES P. TAN
Position: ADMINISTRATIVE AIDE IV
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	Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																									
	COMMON ELECTRICAL SUPPLIES																								
1	BATTERY, dry cell AA, 2 pieces per	pack				0	0	3			3	52.26				0	0				0	0	3	17.42	52.26
2	BATTERY, dry cell AAA, 2 pieces per	pack				0	0	2			2	30.06				0	0				0	0	2	15.03	30.06

3	BATTERY, dry cell D, 2 pieces per	pack				0	0				0	0				0	0				0	0	0	77.56	-
4	FLUORESCENT LAMP, tubular, 28	tube				0	0				0	0				0	0				0	0	0	114.40	-
5	FLUORESCENT LAMP, tubular, 36	tube	5			5	1404				0	0	5			5	1404				0	0	10	280.80	2,808.00
6	COMPACT FLUORESCENT LAMP, 18	piece				0	0				0	0				0	0				0	0	0		-
7	TAPE, electrical	roll				0	0				0	0				0	0				0	0	0	13.20	-
	COMMON OFFICE SUPPLIES																								
1	ACETATE, gauge #3, 50m per roll	roll				0	0				0	0				0	0				0	0	0	624.00	-
2	AIR FRESHENER, 280mL/150g min	can				0	0				0	0				0	0				0	0	0	83.20	-
3	ALCOHOL, 70%, ethyl, 500ml	bottle	10			10	478.2	5			5	239.1				0	0				0	0	15	47.82	717.30
4	CARBON FILM, A4 size, 100 sheets	box				0	0				0	0				0	0				0	0	0	197.58	-
5	CARBON FILM, PE, black, 216mm x	box				0	0				0	0				0	0				0	0	0	202.80	-
6	CARTOLINA, assorted color, 20	pack				0	0				0	0				0	0				0	0	0	64.48	-
7	CHALK, white, enamel, 100 pieces	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	CLIP, backfold, 19mm, 12 pieces per	box				0	0				0	0				0	0				0	0	0	7.28	-
11	CLIP, backfold, 25mm, 12 pieces per	box				0	0				0	0				0	0				0	0	0	10.40	-
12	CLIP, backfold, 32mm, 12 pieces per	box				0	0				0	0				0	0				0	0	0	19.12	-
13	CLIP, backfold, 50mm, 12 pieces per	box				0	0				0	0				0	0				0	0	0	36.38	-
14	CORRECTION TAPE, 6 meters(min),	piece	20			20	624	5			5	156				0	0				0	0	25	31.20	780.00
15	DATA FILE BOX, made with	box				0	0				0	0				0	0				0	0	0	69.78	-
16	DATA FOLDER, made with	piece				0	0				0	0				0	0				0	0	0	68.64	-
17	ENVELOPE, DOCUMENTARY, for A4	box				0	0	3			3	1144.6				0	0				0	0	3	381.54	1,144.62
18	ENVELOPE, DOCUMENTARY, for	box	2			2	1014.8				0	0	2			2	1014.8	2			2	1014.8	6	507.40	3,044.40
19	ENVELOPE, EXPANDING,	box	10			10	6217.1	7			7	4352				0	0				0	0	17	621.71	10,569.07
20	ENVELOPE, EXPANDING, plastic	piece				0	0				0	0				0	0				0	0	0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per	box	2			2	998.4				0	0				0	0	2			2	998.4	4	499.20	1,996.80
22	ENVELOPE, MAILING, with window,	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 sets	box				0	0				0	0				0	0				0	0	0	57.09	-
26	FILE ORGANIZER, expanding, legal,	piece				0	0				0	0				0	0				0	0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors	set				0	0				0	0				0	0				0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5)	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				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	pack				0	0				0	0				0	0				0	0	0	203.84	-

33	FOLDER, Pressboard, size 240mm x	box				0	0				0	0				0	0				0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces	pack				0	0				0	0				0	0				0	0	0	179.28	-
35	FOLDER, Tagboard, Legal size, 100	pack	10			10	2003.7				0	0	4			4	801.48				0	0	14	200.37	2,805.18
36	GLUE, all purpose, 300 grams min.	jar	12			12	530.16				0	0				0	0				0	0	12	44.18	530.16
37	INDEX TAB, self-adhesive, 5 set/box,	box				0	0				0	0				0	0				0	0	0	47.90	-
38	LOOSELEAF COVER, 50sets per	bundle				0	0				0	0				0	0				0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece	16			16	665.6	10			10	416				0	0				0	0	26	41.60	1,081.60
40	MARKER, fluorescent, 3 colors per	set				0	0				0	0				0	0				0	0	0	35.55	-
41	MARKER, whiteboard, bullet type,	piece				0	0				0	0				0	0				0	0	0	10.28	-
42	MARKER, whiteboard, bullet type,	piece				0	0				0	0				0	0				0	0	0	10.28	-
43	MARKER, whiteboard, bullet type,	piece				0	0				0	0				0	0				0	0	0	10.28	-
44	MARKER, permanent, bullet type,	piece	1			1	9.65				0	0				0	0				0	0	1	9.65	9.65
45	MARKER, permanent, bullet type,	piece				0	0				0	0				0	0				0	0	0	9.65	-
46	MARKER, permanent, bullet type,	piece				0	0				0	0				0	0				0	0	0	9.65	-
47	NOTE BOOK, stenographer's, 40	piece				0	0				0	0				0	0				0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100	pad				0	0				0	0				0	0				0	0	0	31.20	-
49	NOTE PAD, stick-on, (3"x3"), 100	pad				0	0				0	0				0	0				0	0	0	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 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, 48mm, 100	box		10		10	128.5				0	0	10			10	128.5	3			3	38.55	23	12.85	295.55
53	PAPER CLIP, gem type, 32mm, 100	box		10		10	64.3				0	0	4			4	25.72				0	0	14	6.43	90.02
54	PAPER, MULTICOPY, 80gsm, size:	ream				0	0				0	0				0	0				0	0	0	119.25	-
55	PAPER, MULTICOPY, 80gsm, size:	ream		60		60	8724.6	60			60	8724.6	50			50	7270.5	50			50	7270.5	220	145.41	31,990.20
56	PAPER, Multi-Purpose (COPY) A4,	ream		50		50	5432.5	50			50	5432.5	50			50	5432.5	40			40	4346	190	108.65	20,643.50
57	PAPER, Multi-Purpose (COPY), Legal	ream				0	0				0	0				0	0				0	0	0	119.00	-
58	PARCHMENT PAPER, A4 size, 80	ream				0	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	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen	box				0	0				0	0				0	0				0	0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece				0	0				0	0				0	0				0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size:	book				0	0				0	0				0	0				0	0	0	60.32	-
63	RECORD BOOK, 500 pages, size:	book				0	0				0	0				0	0				0	0	0	86.85	-
64	RING BINDER, Plastic 32mm, 10	bundle				0	0				0	0				0	0				0	0	0	256.87	-
65	RUBBER BAND, 70mm min lay flat	box				0	0				0	0				0	0				0	0	0	93.31	-
66	RULER, plastic, 450mm, 1 piece in	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	20			20	762	80	38.10	3,048.00
68	SIGN PEN, blue	piece				0	0	20			20	762				0	0				0	0	20	38.10	762.00
69	SIGN PEN, red	piece				0	0				0	0				0	0				0	0	0	38.10	-
70	STAMP PAD INK, violet, 50mL	bottle	12			12	295.56				0	0				0	0				0	0	12	24.63	295.56
71	STAMP PAD, felt pad, min 60mm x	piece	3			3	82.98	2			2	55.32				0	0				0	0	5	27.66	138.30

72	STAPLE WIRE, Heavy duty, 23/13	box				0	0				0	0				0	0				0	0	0	23.40	-
73	STAPLE WIRE, Standard	box	15			15	283.8	15			15	283.8				0	0				0	0	30	18.92	567.60
74	TAPE, masking, 24mm, 50 meters	roll				0	0				0	0				0	0				0	0	0	55.12	-
75	TAPE, masking, 48mm, 50 meters	roll				0	0				0	0				0	0				0	0	0	105.04	-
76	TAPE, transparent, 24mm, 50	roll	8			8	87.36	8			8	87.36				0	0				0	0	16	10.92	174.72
77	TAPE, transparent, 48mm, 50	roll				0	0				0	0				0	0				0	0	0	26.52	-
78	TAPE, packaging, 48mm, 50 meters	roll	5			5	163.7	5			5	163.7				0	0				0	0	10	32.74	327.40
79	TOILET TISSUE, 12 rolls per pack	pack				0	0				0	0				0	0				0	0	0	67.60	-
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	pack				0	0				0	0				0	0				0	0	0	128.84	-
82	Linen paper light yellow	box				0	0	2			2	1,030.00				0	0				0	0	2	515.00	1,030.00
83	Illustration board 1/8	piece				0	0	100			100	1,000.00				0	0				0	0	100	10.00	1,000.00
	COMMON OFFICE DEVICES																								
1	CUTTER BLADE, heavy duty cutter,	tube				0	0				0	0				0	0				0	0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece				0	0				0	0				0	0				0	0	0	19.76	-
3	DATING AND STAMPING MACHINE	piece				0	0				0	0				0	0				0	0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in	piece				0	0				0	0				0	0				0	0	0	187.20	-
5	PUNCHER, paper, heavy duty, with	piece		1		1	114.28				0	0				0	0				0	0	1	114.28	114.28
6	SCISSORS, (6")	pair				0	0	2			2	27.46				0	0				0	0	2	13.73	27.46
7	STAPLER, standard	piece	2			2	164.32	2			2	164.32				0	0				0	0	4	82.16	328.64
8	STAPLER, binder type, heavy duty	piece				0	0				0	0				0	0				0	0	0	878.80	-
9	OFFICE ID	piece				0	0	40			40	3200				0	0				0	0	40	80.00	3,200.00
10	Rubber stamp	piece				0	0	10			10	477.2				0	0				0	0	10	47.72	477.20
11	Aluminum document tray	piece				0	0	1			1	399				0	0				0	0	1	399.00	399.00
12																									
	COMMON JANITORIAL SUPPLIES																								
1	BROOM, soft (tambo)	piece	4			4	353.6				0	0				0	0				0	0	4	88.40	353.60
2	BROOM, stick (tingting)	piece				0	0				0	0				0	0				0	0	0	23.92	-
3	CLEANER, TOILET BOWL AND	bottle				0	0	20			20	832				0	0				0	0	20	41.60	832.00
4	CLEANSER, scouring powder,	can				0	0				0	0				0	0				0	0	0	21.27	-
5	DETERGENT POWDER, all purpose,	pouch	3			3	112.29				0	0				0	0				0	0	3	37.43	112.29
6	DISINFECTANT SPRAY, 400-550	can				0	0				0	0				0	0				0	0	0	119.60	-
7	DUST PAN, non-rigid plastic	piece	3			3	74.88				0	0				0	0				0	0	3	24.96	74.88
8	FLOOR WAX, Paste, red	can	1			1	202.8				0	0				0	0				0	0	1	202.80	202.80
9	FURNITURE CLEANER, aerosol,	can				0	0				0	0				0	0				0	0	0	84.76	-
10	INSECTICIDE, aerosol type,	can				0	0				0	0				0	0				0	0	0	124.80	-
11	MOPBUCKET	piece				0	0				0	0				0	0				0	0	0	1,911.00	-
12	MOPHANDLE, screw type,	piece				0	0				0	0				0	0				0	0	0	142.48	-

13	MOPHEAD, made of rayon	piece	3			3	296.4				0	0				0	0				0	0	3	98.80	296.40
14	RAG, all cotton, 32 pieces per kilo	bundle				0	0				0	0				0	0				0	0	0	49.69	-
15	SCOURING PAD, 5 pieces per pack	pack				0	0				0	0				0	0				0	0	0	102.96	-
16	TRASHBAG, plastic, transparent,	roll	30			30	4196.4				0	0	20			20	2797.6	20			20	2797.6	70	139.88	9,791.60
17	DISINFECTANT, bleaching solution	cont				0	0	3			3	305.46				0	0				0	0	0	101.82	305.46
18																								7.28	
	COMMON OFFICE EQUIPMENT																								
1	BINDING AND PUNCHING	unit				0	0				0	0				0	0				0	0	0	10,400.00	-
2	CALCULATOR, COMPACT,	unit				0	0				0	0				0	0				0	0	0	135.20	-
3	CALCULATOR, SCIENTIFIC, 1unit per	unit				0	0				0	0				0	0				0	0	0	258.84	-
4	CHAIR, monobloc, without armrest,	piece				0	0				0	0				0	0				0	0	0	254.68	-
5	CHAIR, monobloc, without armrest,	piece				0	0				0	0				0	0				0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB	unit				0	0				0	0				0	0				0	0	0	6,229.60	-
7	DOCUMENT CAMERA, four(4)	unit				0	0				0	0				0	0				0	0	0	25,272.00	-
8	ELECTRIC FAN, industrial	unit				0	0				0	0				0	0				0	0	0	956.80	-
9	ELECTRIC FAN, orbit type	unit				0	0				0	0				0	0				0	0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit				0	0				0	0				0	0				0	0	0	967.10	-
11	ELECTRIC FAN, wall type	unit				0	0				0	0				0	0				0	0	0	790.40	-
12	FACSIMILE MACHINE, uses thermal	unit				0	0				0	0				0	0				0	0	0	3,502.72	-
13	FIRE EXTINGUISHER, dry chemical,	unit				0	0				0	0				0	0				0	0	0	1,080.56	-
14	FIRE EXTINGUISHER, pure HCFC 123,	unit	3			3	14976				0	0				0	0				0	0	3	4,992.00	14,976.00
15	MULTIMEDIA PROJECTOR, 4000	unit				0	0				0	0				0	0				0	0	0	26,483.60	-
16	PAPER TRIMMER/CUTTING	unit				0	0				0	0				0	0				0	0	0	7,488.00	-
17	PAPER SHREDDER, 0.06m/sec shred	unit				0	0				0	0				0	0				0	0	0	5,699.20	-
18	PRINTER, IMPACT DOT MATRIX, 24	unit				0	0				0	0				0	0				0	0	0	18,709.60	-
19	PRINTER, IMPACT DOT MATRIX, 9	unit				0	0				0	0				0	0				0	0	0	5,831.52	-
20	PRINTER, INKJET, wireless capable,	unit				0	0				0	0				0	0				0	0	0	10,000.00	-
21	PRINTER, LASER, monochrome,	unit				0	0				0	0				0	0				0	0	0	1,237.60	-
22	TABLE, monobloc, square, 36" X	unit				0	0				0	0				0	0				0	0	0	1,289.60	-
23	TABLE, monobloc, square, 36" X	unit				0	0				0	0				0	0				0	0	0	1,289.60	-
24	Desktop and Laptop	unit				0	0				0	0				0	0				0	0	0		-
	COMMON COMPUTER SUPPLIES																								
1	COMPUTER CONTINUOUS FORMS, 1	box				0	0				0	0				0	0				0	0	0	630.76	-
2	COMPUTER CONTINUOUS FORMS, 1	box				0	0				0	0				0	0				0	0	0	950.30	-
3	COMPUTER CONTINUOUS FORMS,	box				0	0				0	0				0	0				0	0	0	716.04	-
4	COMPUTER CONTINUOUS FORMS,	box				0	0				0	0				0	0				0	0	0	1,220.96	-
5	COMPUTER CONTINUOUS FORMS,	box				0	0				0	0				0	0				0	0	0	596.80	-
6	COMPUTER CONTINUOUS FORMS,	box				0	0				0	0				0	0				0	0	0	958.15	-
7	DVD REWRITABLE, 4x speed, 4.7GB	piece				0	0				0	0				0	0				0	0	0	21.79	-

8	EXTERNAL HARD DRIVE, 1TB, 2.5"	piece	1			1	2818.4				0	0				0	0				0	0	1	2,818.40	2,818.40
9	FLASH DRIVE, 16GB, USB 2.0, plug	piece				0	0				0	0				0	0				0	0	0	194.48	-
10	MOUSE, optical, USB connection	unit				0	0				0	0				0	0				0	0	0	127.80	-
	HANDBOOK ON PROCUREMENT																								
1	HANDBOOK ON PHILIPPINE	piece				0	0				0	0				0	0				0	0	0	61.83	-
	CONSUMABLES																								
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,	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	0	0	546.00	-
7	INK CART, BROTHER LC67M,	cart				0	0				0	0				0	0				0	0	0	546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart				0	0				0	0				0	0				0	0	0	546.00	-
9	INK CART, BROTHER LC67HYBK,	cart				0	0				0	0				0	0				0	0	0	1,538.16	-
10	INK CART, BROTHER LC67HYC, Cyan	cart				0	0				0	0				0	0				0	0	0	868.40	-
11	INK CART, BROTHER LC67HYM,	cart				0	0				0	0				0	0				0	0	0	868.40	-
12	INK CART, BROTHER LC67HYY,	cart				0	0				0	0				0	0				0	0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart	4			4	3099.2				0	0	4			4	3099.2				0	0	8	774.80	6,198.40
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-811, Colored	cart	2			2	2044.64				0	0	2			2	2044.64				0	0	4	1,022.32	4,089.28
18	INK CART, CANON CL-741, Colored	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, Magenta	cart				0	0				0	0				0	0				0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0	0				0	0				0	0				0	0	0	535.60	-
22	INK CART, EPSON C13T038190 (To	cart				0	0				0	0				0	0				0	0	0	491.92	-
23	INK CART, EPSON C13T039090 (To	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 C13T6664100	cart				0	0				0	0				0	0				0	0	0	254.80	-
29	INK CART, EPSON C13T664200	cart				0	0				0	0				0	0				0	0	0	254.80	-
30	INK CART, EPSON C13T664300	cart				0	0				0	0				0	0				0	0	0	254.80	-
31	INK CART, EPSON C13T664400	cart				0	0				0	0				0	0				0	0	0	254.80	-

32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0				0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-	cart				0	0				0	0				0	0				0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0				0	0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL),	cart				0	0				0	0				0	0				0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL),	cart				0	0				0	0				0	0				0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL),	cart				0	0				0	0				0	0				0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL),	cart				0	0				0	0				0	0				0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0				0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0				0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18),	cart				0	0				0	0				0	0				0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18),	cart				0	0				0	0				0	0				0	0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-	cart				0	0				0	0				0	0				0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15),	cart				0	0				0	0				0	0				0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-	cart				0	0				0	0				0	0				0	0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56),	cart				0	0				0	0				0	0				0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-	cart				0	0				0	0				0	0				0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27),	cart				0	0				0	0				0	0				0	0	0	826.80	-
49	INK CART, HP C8765WA, (HP94),	cart				0	0				0	0				0	0				0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-	cart				0	0				0	0				0	0				0	0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96),	cart				0	0				0	0				0	0				0	0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21),	cart				0	0				0	0				0	0				0	0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-	cart				0	0				0	0				0	0				0	0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-	cart				0	0				0	0				0	0				0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92),	cart				0	0				0	0				0	0				0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-	cart				0	0				0	0				0	0				0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98),	cart				0	0				0	0				0	0				0	0	0	826.80	-
58	INK CART, HP CB314A, (HP900),	cart				0	0				0	0				0	0				0	0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-	cart				0	0				0	0				0	0				0	0	0	379.60	-
60	INK CART, HP CB335WA, (HP74),	cart				0	0				0	0				0	0				0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL),	cart				0	0				0	0				0	0				0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-	cart				0	0				0	0				0	0				0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL),	cart				0	0				0	0				0	0				0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60),	cart				0	0				0	0				0	0				0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL),	cart				0	0				0	0				0	0				0	0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-	cart				0	0				0	0				0	0				0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL),	cart				0	0				0	0				0	0				0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901),	cart				0	0				0	0				0	0				0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-	cart				0	0				0	0				0	0				0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702),	cart				0	0				0	0				0	0				0	0	0	1,086.80	-

71	INK CART, HP CD887AA, (HP703),	cart				0	0				0	0				0	0				0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703),	cart				0	0				0	0				0	0				0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920),	cart				0	0				0	0				0	0				0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL),	cart				0	0				0	0				0	0				0	0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL),	cart				0	0				0	0				0	0				0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP	cart				0	0				0	0				0	0				0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL),	cart				0	0				0	0				0	0				0	0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61),	cart				0	0				0	0				0	0				0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61),	cart				0	0				0	0				0	0				0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL),	cart				0	0				0	0				0	0				0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL),	cart				0	0				0	0				0	0				0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL),	cart				0	0				0	0				0	0				0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL).	cart				0	0				0	0				0	0				0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704),	cart				0	0				0	0				0	0				0	0	0	358.80	-
85	INK CART, HP CN693AA, (HP704),	cart				0	0				0	0				0	0				0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678),	cart				0	0				0	0				0	0				0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678),	cart				0	0				0	0				0	0				0	0	0	360.88	-
88	INK CART, HP CZ121A (HP685A),	cart				0	0				0	0				0	0				0	0	0	366.08	-
89	INK CART, HP CZ122A (HP685A),	cart				0	0				0	0				0	0				0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A),	cart				0	0				0	0				0	0				0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A),	cart				0	0				0	0				0	0				0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA),	cart				0	0				0	0				0	0				0	0	0	930.80	-
93	INK CART, LEXMARK 10N0217 (#17),	cart				0	0				0	0				0	0				0	0	0	1,003.60	-
94	INK CART, LEXMARK 10N0227 (#27),	cart				0	0				0	0				0	0				0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025,	cart				0	0				0	0				0	0				0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130,	cart				0	0				0	0				0	0				0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150,	cart				0	0				0	0				0	0				0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320,	cart				0	0				0	0				0	0				0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350,	cart				0	0				0	0				0	0				0	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0				0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0				0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				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, Magenta	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, Magenta	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 (HP85A),	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, Magenta	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, Magenta	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, Magenta	cart				0	0				0	0				0	0				0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305),	cart				0	0				0	0				0	0				0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305),	cart				0	0				0	0				0	0				0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305),	cart				0	0				0	0				0	0				0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305),	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 CE505X, 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, Magenta	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, Magenta	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	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0				0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0				0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0				0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P,	cart				0	0				0	0				0	0				0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P,	cart				0	0				0	0				0	0				0	0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-	cart				0	0				0	0				0	0				0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-	cart				0	0				0	0				0	0				0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-	cart				0	0				0	0				0	0				0	0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-	cart				0	0				0	0				0	0				0	0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-	cart				0	0				0	0				0	0				0	0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-	cart				0	0				0	0				0	0				0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-	cart				0	0				0	0				0	0				0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-	cart				0	0				0	0				0	0				0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-	cart				0	0				0	0				0	0				0	0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-	cart				0	0				0	0				0	0				0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-	cart				0	0				0	0				0	0				0	0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-	cart				0	0				0	0				0	0				0	0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-	cart				0	0				0	0				0	0				0	0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-	cart				0	0				0	0				0	0				0	0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516	cart				0	0				0	0				0	0				0	0	0	76.75	-
170	RIBBON CART, EPSON C13S015531	cart				0	0				0	0				0	0				0	0	0	724.88	-
171	RIBBON CART, EPSON C13S015584	cart				0	0				0	0				0	0				0	0	0	334.88	-
172	RIBBON CART, EPSON C13S015632,	cart				0	0				0	0				0	0				0	0	0	75.92	-
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	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		-
4						0	0				0	0				0	0				0	0	0		-
5						0	0				0	0				0	0				0	0	0		-
COMMON OFFICE SUPPLIES																									

	Paper fastener-plastic	box	30			30	540				0	0				0	0				0	0	30	18.00	540.00
						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		-
						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		-
						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		-
						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		-
						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		-
						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		-
						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		-
						0	0				0	0				0	0				0	0	0		-
						0	0				0	0				0	0				0	0	0		-
	Office Equipment and Accessories																								
1	Stainless collapsible ladder-7 feet	unit	1			1	7000				0	0				0	0				0	0	1	7,000.00	7,000.00
2	EK-EK9228MT-36-L Trash Bin 36L pedal bin	unit	3			3	10799.3				0	0				0	0				0	0	3	3,599.75	10,799.25
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		
	Office Supplies																								
1	book ends	piece	2			2	200				0	0				0	0				0	0	2	100.00	200.00
2	Notarial Seals Gold No. 24	box	10			10	2000				0	0				0	0				0	0	10	200.00	2,000.00
3						0	0				0	0				0	0				0	0	0		-
4						0	0				0	0				0	0				0	0	0		-

5						0	0				0	0				0	0				0	0	0		-
6						0	0				0	0				0	0				0	0	0		-
7						0	0				0	0				0	0				0	0	0		-
8						0	0				0	0				0	0				0	0	0		-
9						0	0				0	0				0	0				0	0	0		-
10						0	0				0	0				0	0				0	0	0		-
	Audio and visual presentation and						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		-
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		-
	Photographic or filming or video						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		-
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		-
	Cleaning Equipment and Supplies						0																		
1	Dishwashing liquid	bottle	5			5	200				0	0		4		4	160		4		4	160	13	40.00	520.00
2	Liquid hand wash	bottle	3			3	240				0	0		3		3	240		3		3	240	9	80.00	720.00
3						0	0				0	0				0	0				0	0	0		-
4						0	0				0	0				0	0				0	0	0		-
5						0	0				0	0				0	0				0	0	0		-
6						0	0				0	0				0	0				0	0	0		-
7						0	0				0	0				0	0				0	0	0		-
8						0	0				0	0				0	0				0	0	0		-
9						0	0				0	0				0	0				0	0	0		-
10						0	0				0	0				0	0				0	0	0		-
	Paper Materials and Products						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		-
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		-
Lighting and fixtures and accessories							0																			
1	LED 7 watts light bulbs	unit		10		10	1840				0	0				0	0				0	0	10	184.00	1,840.00
2	40 watts flourescent tubes	unit		20		20	1240				0	0				0	0				0	0	20	62.00	1,240.00
3						0	0				0	0				0	0				0	0	0		-
4						0	0				0	0				0	0				0	0	0		-
5						0	0				0	0				0	0				0	0	0		-
6						0	0				0	0				0	0				0	0	0		-
7						0	0				0	0				0	0				0	0	0		-
8						0	0				0	0				0	0				0	0	0		-
9						0	0				0	0				0	0				0	0	0		-
10						0	0				0	0				0	0				0	0	0		-
Electrical equipment and components																										
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		-
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 Supplies																										
1	Epson ink L120-black	bottle	15			15	4500	12			12	3600	15			15	4500	6			6	1800	48	300.00	14,400.00
2	Epson ink L120-magenta	bottle	10			10	3000	10			10	3000	10			10	3000	4			4	1200	34	300.00	10,200.00
3	Epson ink L120-yellow	bottle	10			10	3000	10			10	3000	10			10	3000	4			4	1200	34	300.00	10,200.00
4	Epson ink L120-cyan	bottle	10			10	3000	10			10	3000	10			10	3000	4			4	1200	34	300.00	10,200.00
5	Toner (printer)	tube	5			5	12500				0	0	5			5	12500				0	0	10	2,500.00	25,000.00
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						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		-
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		-
	*Other Categories																								-
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		-
5						0	0				0	0				0	0				0	0	0		-
6						0	0				0	0				0	0				0	0	0		-
7						0	0				0	0				0	0				0	0	0		-
8						0	0				0	0				0	0				0	0	0		-
9						0	0				0	0				0	0				0	0	0		-
10						0	0				0	0				0	0				0	0	0		-
																									-
C. TOTAL (A + B):																									225,388.89
D. ADDITIONAL PROVISION FOR																									22,538.89
E. GRAND TOTAL (C + D)																									247,927.78
F. APPROVED BUDGET BY THE																									
G. MONTHLY CASH																									
G.1 Available at Procurement Service						58424					30097					24781					17228				130529.64
G.2 Other Items not available at PS but						50059					12600					26400					5800				94859.25
TOTAL MONTHLY CASH						1E+05					42697					51181					23028				225388.89

*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:

MARITES F. TAN
Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:

ANALIZA C. SULPOT / CRISTINO Q. SALEM
Accountant/Local Budget Officer

Approved by:

CRISTINA H. VILLAMIL
Head of Office/Agency

Date Prepared:

COOPERATIVE DEVELOPMENT AUTHORTY- Region 10 Extension Office Annual Procurement Plan for FY 2017 (Revision No.1)

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)	Remarks (Explaining changes from the APP)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
	Procurement of 1 UPS netbooks	MIS	Procurement of Groceries		Jan. 25, 2017	Jan. 26, 2017	JAN. 30, 2017	GOP	1,800.00	1,800.00			
	Procurement of 2 netbooks	CDS-II	Procurement of Groceries		Feb. 2, 2017	Feb. 3, 2017	Feb. 6, 2017	GOP	29,998.00	29,998.00			
	Procurement of 2 LCD Projector	CDA 10	Procurement of Groceries		Feb. 2, 2017	Feb. 3, 2017	Feb. 6, 2017	GOP	29,998.00	29,998.00			
	Repairs and Maintenance of 17 desktop	CDA 10	Procurement of Groceries		Feb. 2, 2017	Feb. 3, 2017	Feb. 6, 2017	GOP	10,000.00	10,000.00			
	Procurement of 2 Exhaust Fan	CDA 10	Procurement of Groceries		Feb. 20, 2017	Feb. 21, 2017	Feb. 23, 2017	GOP	2,000.00	2,000.00			
	Repairs & Maintenace of Aircondition	CDA 10	Procurement of Groceries		June 6, 2017	June 6, 2017	June 6, 2017	GOP	8,102.00	8,102.00			
	Repairs & Maintenace of Aircondition	CDA 10	Procurement of Groceries		Sept. 7, 2017	Sept. 7, 2017	Sept. 8, 2017	GOP	8,102.00	8,102.00			
	Repair & Maintenance of Vehicles	CDA 10	Procurement of Groceries		Mar. 27,2017	Mar.29, 2017	Apr.4, 2017	GOP	200,000.00	200,000.00			

Prepared by:

MARITES P. TAN
Supply Officer

Approved by:

CRISTINA H. VILLAMIL
Regional Director