

## **ANNUAL PROCUREMENT PLAN FOR 2018**

### **For Common Use Supplies and Equipment**

**INSTRUCTIONS IN FILLING OUT THE ANNEX. PROBLEMS NOTED IN AN APPENDIX.**

- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Annual requirement and the Grand total.
  - APPs are considered incomplete if: a) form used is other than the prescribed format downloaded at ps-philips.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 email if the submissions is incorrect.
  - For Other items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under said 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 catalog via virtual store as soon as it is procured and made available by the Procurement Service.
  - The accomplished **HARD COPY** of the APP/CSE will be submitted in the following manner:
    - DBM Central Office for entities in the Central Office
    - DBM Regional Office (RO) for regional offices, operating units of DepEd, DOH, DPMW, CHED, TESDA and SUCs
  - The accomplished **SOFT COPY** of the APP/CSE shall be submitted to the following email addresses:
    - app-ps@ps.gov.ph - For central and regional offices of all national government agencies
    - app-wc\_ps@gmail.com - For main and other campuses of all state universities and colleges
    - app-govt\_ps@gmail.com - For all central and regional offices of government owned and controlled corporations
    - app-depc\_ps@gmail.com - For primary and secondary schools
    - app-lp\_ps@gmail.com - For Local governments
  - Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
  - Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018-PS-Central Office).
  - For further assistance/certification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)56-6395 or (02)639-2750 loc. 402.

- a. app.gps@gmail.com - For central and regional offices of all national government agencies  
b. app.voc.pvt@gmail.com - For main and other campuses of all state universities and colleges  
c. app.gcc.pvt@gmail.com - For all central and regional offices of government owned and controlled corporations  
d. app.devec.pvt@gmail.com - For primary and secondary schools

e. apc.ip-p@gmail.com • Per Local government units  
Consistent with Circular Letter No.2017-0 dated October 10, 2017 the IBC for EX 2014 must be used.

6. Rename your APP file in the following format: APP2018- Name of Agency- Report (e.g. APP2018-PS-Central Office).

<sup>7</sup>. For further assistance, classification agencies may call the Sales Division of the Procurement Service at 1-800-552-4000, weekdays, 8:00 a.m. to 4:30 p.m. (EST).

Government of Yukon / Conseil du territoire du Yukon - Yukon Office

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第二部分

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192 VOLUME 30, NUMBER 7, JULY 1998

Agency Address: Cedar, Mo.

#### Contact Times

#### **Frontiers**

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Mr. Roderick Edwards

第七章 國際化的推動——政策

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1. RECYCLE, adhesive tape, 10 meters (length 10)	roll				0			0		0	0	706.73	
2. ALUMINUM, several small pieces	can			11	10		0		0	0	0	18.61	488.00
3. ALDO (GL, ethyl, 100% vol, neutral, special [-sm])	bottle				0			0		0	0	19.73	
4. CARBON FILM, PE, black, dielectric separator	box			0		0		0		0	0	205.48	
5. CARBON FILM, PE, black, dielectric separator	box			0		0		0		0	0	210.31	
6. CARDBOARD, assorted colors	pack			0		0		0		0	0	62.06	
7. CLOTH, melted, white, cutters length 20cm/1m	box			0		0		0		0	0	23.09	
8. CLEANROOM, 30 transparent pockets, for A4 size	plastic			0		0		0		0	0	38.85	
9. CLEANROOM, 30 transparent pockets, for A4 size	plastic			0		0		0		0	0	40.47	
10. CLIP, BACK/OLD, all metal, clamping system [-item]	box			0		0		0		0	0	7.87	
11. CLIP, BACK/OLD, all metal, clamping system [-item]	box			0		0		0		0	0	13.91	
12. CLIP, BACK/OLD, all metal, clamping system [-item]	box			0		0		0		0	0	19.88	
13. CLIP, BACK/OLD, all metal, clamping system [-item]	box			0		0		0		0	0	47.11	
14. CORRECTION TAPE, 10m base type, U, 8mm wide	plastic			0		0		0		0	0	18.15	
15. DATA FOLDER, made of chipboard, with elastic ends	box			0		0		0		0	0	78.57	
16. DATA FOLDER, made of chipboard, tagle lock	plastic			0		0		0		0	0	21.39	
17. ENVELOPE, DOCUMENTARY, for A4 size document	box			0		0		0		0	0	824.47	
18. ENVELOPE, DOCUMENTARY, for legal size document	box			0		0		0		0	0	598.80	
19. ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc.	box			0		0		0		0	0	661.84	
20. ENVELOPE, EXPANDING, PLASTIC, 1.50mm thickness	plastic			0		0		0		0	0	18.21	
21. ENVELOPE, MAILING, white, 20cm (-50)	box			0		0		0		0	0	341.79	
22. ENVELOPE, strong white, with window	box			0		0		0		0	0	437.73	
23. ERASER, PENCIL, 1.5mm, for mechanical pencil	plastic			0		0		0		0	0	14.55	
24. ERASER, PLASTIC, 1.5mm, for pencil writing	plastic			0		0		0		0	0	5.43	

10	CARTER, A4/A5, 2mm thickness	box			c		s		t		c	s	293.7	
11	FILE ORGANIZER, expanding, plastic, 13 pockets	piece			c		s		t		c	s	73.59	
12	FOLD-TAB DIVIDER, initial-based, for A4	set			c		s		t		c	s	12.55	
13	FOLIO TAB DIVIDER, initial-based, for legal	set			c		s		t		c	s	12.21	
14	FOLDER, PLASTIC, for A4/A5 documents	bundle			c		s		t		c	s	258.50	
15	FOLDER, PLASTIC, for legal size documents	bundle			c		s		t		c	s	303.04	
16	FOLDER, L-TYPE, PLASTIC, for A4/A5 documents	piece			s		s		s		c	s	177.92	
17	FOLIERS - 17% FIBRE, for legal size documents	piece			c		s		t		c	s	222.27	
18	FOLIOFOL, PREMIUM, size: 300mm x 370mm (A4 size)	box			c		c		c		c	s	790.53	
19	FOLDER, MAGNETIC, for A4/A5 documents	piece			c		s		s		c	s	326.65	
20	NOTES, BACKBOARD, for legal size documents	piece			c		s		t		c	s	308.38	
21	NOTE, all purpose, gross weight 100gsm	box			s		s		s		c	s	49.75	
22	PENETRATOR, self-adhesive, transparent	box			n		n		n		c	s	53.71	
23	WHITEBOARD, COATED, whiteboard, for A4	bundle			s		c		s		c	s	676.00	
24	MAGAZINE PAPER BOX, LARGE SIZE, modesty	piece			n		s		s		c	s	432.5	
25	MARKER, FLUORESCENT, assorted colors per set	set			s		s		s		c	s	16.92	
26	BULLETIN, whiteboard, black, H80xW100, bullet type	piece	3	3			s		s	3	s	t	10.82	10.82
27	MARKER, whiteboard, blue, H80xW100, bullet type	piece			0		s		s		s	t	10.63	
28	MARKER, whiteboard, red, H80xW100, bullet type	piece			0		s		s		s	t	10.63	
29	MARKER, PERMANENT, bullet type, black	piece		12	12		s		s		s	s	10.04	10.04
30	MARKER, PERMANENT, bullet type, blue	piece			0		s		s		s	s	10.04	
31	MARKER, PERMANENT, bullet type, red	piece			0		s		s		s	s	10.04	
32	STRUCTOR, STENOGRAPHIC, open, 4 columns	piece			c		s		s		s	s	11.52	
33	NOTE PAD, REVERSE, 100x140mm (21x13")	box			s		s		s		s	s	13.45	

NOTE PAD, white, 26mm x 19mm (3" x 2") each	pad			0		0		0		0	0	0	14.33	
NOTE PAD, white, 75mm x 120mm (3" x 4") each	pad			0		0		0		0	0	0	59.49	
PAPER, PAD, lined, white, 26mm x 39mm (2" x 5") each	pad			0		0		0		0	0	0	18.99	
PAPER CLIP, vinyl/plastic coat, length: approx width	buc			0		0		0		0	0	0	6.91	
PAPER CLIP, vinyl/plastic coat, length: approx width	buc			0		0		0		0	0	0	14.46	
PAPER, MULTICOPY, regular, size: 100mm x 200mm	ream			0		0		0		0	0	0	17.66	
PAPER, MULTICOPY, regular, size: 100mm x 200mm	ream			0		0		0		0	0	0	16.04	
PAPER, Multi-Purpose (COPY) A4, 20 gsm	ream			0		0		0		0	0	0	19.09	
PAPER, Multi-Purpose (COPY) Legal, 20gsm	ream			0		0		0		0	0	0	123.08	
PAPER, MULTIPURPOSE, size: 100 x 160mm, multi- purpose	ream			0		0		0		0	0	0	85.16	
PAPIR THERMAL, regular, size: 210mm x 50mm x 3mm	rol			0		0		0		0	0	0	34.29	
PENCIL, lead, no eraser, wood case, hardness: HB	buc			0		0		0		0	0	0	20.40	
PHILIPPINE NATIONAL FLAG, 100% polyester	piece		1	1		0		0		0	0	0	318.07	108.14
RECORD BOOK, 100 PAGES, size: 180mm x 260mm x 10mm	book		40	40		0		0		0	0	0	62.73	2,107.20
RECORD BOOK, 100 PAGES, size: 180mm x 260mm x 10mm	book		1	5		0		0		0	0	0	97.34	486.71
RING BINDER, 40 rings, plastic, 19mm x 1.5cm	binder			0		0		0		0	0	0	267.14	
RUBBER BANDS, 10mm min by flat length (50's)	buc			0		0		0		0	0	0	97.04	166.08
RU-LLA-plastic, square (10"), width: 50mm length	plate		0		0		0		0	0	0	0	15.13	
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece		20	20		0		0		0	0	0	35.99	3,238.00
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece			0		0		0		0	0	0	35.99	
SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece			0		0		0		0	0	0	35.99	
STAMP PAD, purple or violet	bottle		10	10		0		0		0	0	0	35.53	358.30
STAMP PAD, red dimpled & textured surface	piece			0		0		0		0	0	0	18.72	
STAPLE WIRE, for heavy duty staplers, 0.100"	buc		42	42		0		0		0	0	0	21.61	904.44

1) STAPLE WIRE, STANDARD (IRON)	box			1			0			0		0	10.68	
1) TAPE, MASKING, width 14 mm (iron)	roll			10	10		0		0	0	0	0	57.57	205.14
1) TAPE, MASKING, width 48mm (iron)	roll			1			0		0	0	0	0	103.24	
1) TAPE, PACKAGING, width 50mm (iron)	roll			1			0		0	0	0	0	20.08	
1) TAPE, TRANSPARENT, width 14mm (iron)	roll			1			0		0	0	0	0	11.36	
1) TAPE, TRANSPARENT, width 50mm (iron)	roll			1			0		0	0	0	0	22.58	
1) TOILET TISSUE PAPER 2-ply sheets, 150 sheets	pack			1			0		0	0	0	0	70.30	
1) TRIMMER, plastic, one-sided blade per roll	roll			6			0		0	0	0	0	56.92	
1) WRAPPING PAPER, Kraft, 80gsm (15)	pack			1			0		0	0	0	0	153.00	
1) Autone-brake	boxset			1			0		0	0	0	0	0.00	

## COMMON OFFICE EQUIPMENT

1) CUTTER BLADE, for heavy duty cutter	tube			1			0		0	0	0	0	10.23	
1) CUTTER, 14cm, for general purpose	piece			10	10		0		0	0	0	0	70.55	141.10
1) CUSHIONING & GRAMMING MACHINE, heavy duty	piece			0			0		0	0	0	0	467.52	
1) ERASER - SHARPENER, manual, single cut-off head	piece			0			0		0	0	0	0	194.69	
1) HOLEPUNCH, paper, heavy-duty, with two hole-punch	piece			1	1		0		0	0	0	0	103.43	206.86
1) SCISSORS, asymmetrical, blade length 150mm (18)	pcd			0			0		0	0	0	0	14.20	
1) STAPLER, STANDARD TYPE, load capacity 200 staples min	piece			1	1		0		0	0	0	0	85.85	171.70
1) STAPLER, SINGER TYPE, heavy duty, desktop	piece			1			0		0	0	0	0	10.95	
1) STAPLER REMOVAL, PLATE-TYPE	piece			0			0		0	0	0	0	15.91	
1) TAPE DISPENSER, TABLETOP, for 19mm width tape	piece			1			0		0	0	0	0	51.50	
1) WASTEBASKET, top-fold plastic	piece			10	10		0		0	0	0	0	25.95	51.90

## COMMON JANITORIAL SUPPLIES

SHOWER, SHFT (38894)	piece		2	3		1	5	5		8	10	91.24	214.48
STOOL, STICK (TING TING), double length; 100mm max	piece			4		1		8		9	9	24.18	
TOILET, TOILET BOWL AND URINAL, 300ml; height 60cm	piece		5	5		7		6		9	5	43.36	216.80
CLANGER/SCOURING POWDER, 350g unit dose	case			6		2		6		6	6	14.88	
DETERGENT POWDER, all purpose, flg.	packet			9		9	5	5		6	5	35.03	175.15
DISINFECTANT SPRAY, aerosol type, 400-550 ml/size	can			8		6	3	3		8	5	125.20	375.60
DUST PAN, new rigid plastic, w/ detachable handle	piece			8		6	3	3		8	5	28.12	84.36
FLOOR WAX, PASTE, RED	unit			6		6		6		8	8	280.45	
FURNITURE CLEANER, aerosol type, 300ml/min; 1Ltr	can			6		6		6		6	2	90.85	
INSECTICIDE, aerosol type, 1Ltr content; Saosil 1000	can			6		6		6		6	2	162.77	
MOP BUCKET, heavy duty, hard plastic	piece			7		6		6		6	3	190.74	
MOP HANDLE, heavy duty, aluminum, screw type	piece		5	5		6		4	1	6	5	160.10	790.00
MOPHEAD, made of rayon, weight: 400 grams	piece		5	5		6		6		6	5	90.32	450.00
RAGS, all cotton, 25 pieces per kilogram min	bundle			9		10	10			6	12	51.62	154.80
SCOURING PAD, made of synthetic nylon, soft & firm	pack			3		6		6		6	6	102.06	
TRASHBAG, plastic, transparent	unit			9		6		6		6	6	155.48	
SPONGE/SCRAPER, sponge or plastic	box			6		6		6		6	6	7.57	

## COMMON OFFICE EQUIPMENT

BENDING AND PUNCHING MACHINE, bending cap series	unit			9		9		9		9	9	10,246.00	
CALENDAR, compact, no digits	unit			6		6		6		6	6	40.61	
CHAIR, microfiber, beige, with backrest, w/o armrest	piece			6		6		6	10	6	12	273.80	3,285.60
CHAIR, microfiber, beige, with backrest, w/o armrest	piece			6		6		6	10	6	12	273.80	3,285.60
DIGITAL VOICE RECOORDER, memory stick (expandable)	unit			6		1	1	6		6	1	6,208.14	13,616.44

DOCUMENT CAMERA, 3240 pixels	unit			4		0		0		0	0	16,398.05	
ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit			0		0		0		0	0	1,494.83	
ELECTRIC FAN, DRAFT type, ceiling, metal blade	unit			0		0		0		0	0	1,372.55	1,372.55
ELECTRIC FAN, STAND type, plastic blade	unit			0		0		0		0	0	1,016.55	
ELECTRIC FAN, WALL type, plastic blade	unit			0		0		0		0	0	782.00	
PASSPORT PHOTOCOPIER, uses thermal paper	unit			0		0		0		0	0	5,642.00	
FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kg	unit			0		0		0		0	0	1,025.73	
FIRE EXTINGUISHER, PURE WATER (15L) 4.5kg	unit			0		0		0		0	0	5,191.64	
MULTIMEDIA PROJECTOR, 4000 min ANSI lumens	unit			0		0		0		0	0	27,542.54	
PAPER TRIMMER/CUTTING MACHINE, max paper size A4	unit			0		0		0		0	0	2,111.50	
PAPER SHREWDER, cutting width 300mm	unit			0		0		0		0	0	5,027.17	
PRINTER, IMPACT DOT MATRIX, 18 ppm, 120 columns	unit			0		0		0		0	0	15,453.85	
PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit		1	0		0		0		0	0	6,064.75	6,064.75
PRINTER, LABELS, monochrome, network ready	unit			0		0		0		0	0	742.14	
TABLE, MOBISLOC, WHITE, 880 x 880mm (35" x 35")mm	unit			0		0		0		0	0	1,375.04	
TABLE, MOBISLOC, STEEL, 880 x 880mm (35" x 35")mm	unit			0		0		0		0	0	1,375.04	
Desktop Computer, branded	unit			0		0		0		0	0	18,587.49	
Laptop Computer, branded	unit			0		0		0		0	0	36,107.20	

## COMMON OFFICE SUPPLIES

CONTINUOUS FORM, 1 PLY, 200 x 220mm	box			0		0		0		0	0	759.53	
CONTINUOUS FORM, 1 PLY, 200 x 220mm	box			0		0		0		0	0	1,000.78	
CONTINUOUS FORM, 2 PLY, 200 x 220mm, carbonless	box			0		0		0		0	0	796.45	
CONTINUOUS FORM, 2 PLY, 200 x 220mm, carbonless	box		1	3		0		0		0	0	1,352.00	4,056.00

CONTINUOUS FORM, 3 PLY, 200 x 1000mm, carbonless	box															620,67	
CONTINUOUS FORM, 3 PLY, 200 x 1000mm, carbonless	box															675,87	
DVD REWRITABLE, SPEED: 4x, RW, 4,7GB capacity min	pc/pk															31,56	
EXTERNAL HARD DRIVE, 1TB, 2,5" (HDD) 500 GB	drive															3,952,86	
FLASH (USB), 16 GB capacity	drive			12	14											261,75	1,670,8
MEMORY, optical, USB connection type	unit															110,39	
<b>MANUFACTURER PROCUREMENT</b>																	
MANUFACTURER (PA 5961), 3rd edition	piece			1	1											48,19	481,9
<b>CONSUMABLES</b>																	
INK CARTRIDGE, BROTHER DR-305	cart															7,35,56	
INK CARTRIDGE, CANON CL-741, Color	cart															1,041,58	
INK CARTRIDGE, CANON CL-811, Colored	cart															1,670,76	
INK CARTRIDGE, CANON PG-735, Black	cart															281,36	
INK CARTRIDGE, CANON PG-810, Black	cart															81,30	
INK CARTRIDGE, EPSON C13T641091(T6410), Black	cart															704,80	
INK CARTRIDGE, EPSON C13T642091(T6420), Cyan	cart															364,90	
INK CARTRIDGE, EPSON C13T644091(T6440), Magenta	cart															364,90	
INK CARTRIDGE, EPSON C13T644408(T6444), Yellow	cart															364,90	
INK CARTRIDGE, HP Q7904AA (HP#1) Black	cart															6,00	
INK CARTRIDGE, HP C9361AA (HP#1) Black	cart															0,00	
INK CARTRIDGE, HP C9361AA (HP#1), Tri-color	cart															701,00	
INK CARTRIDGE, HP C9361WA (HP#1), Tri-color	cart															1,001,18	

1. HICART, HP CE28A (HP21) Agfa Cyan	cart			0			0		0		0	0.00	
2. HICART, HP CE28B (HP21) Agfa Magenta	cart			0			0		0		0	0.00	
3. HICART, HP CE28C (HP21) Agfa Yellow	cart			0			0		0		0	0.00	
4. HICART, HP CE28D (HP21) Agfa Gray	cart			0			0		0		0	0.00	
5. HICART, HP CE28E (HP21) Agfa Black	cart			0			0		0		0	0.00	
6. HICART, HP CE28F (HP21) Black	cart			0			0		0		0	0.00	
7. HICART, HP CE28G (HP21) Cyan	cart			0			0		0		0	0.00	
8. HICART, HP CE28H (HP21) Magenta	cart			0			0		0		0	0.00	
9. HICART, HP CE28I (HP21) Yellow	cart			0			0		0		0	0.00	
10. HICART, HP CE28J (HP21) Black	cart			0			0		0		0	0.00	
11. HICART, HP CE28K (HP21) Cyan	cart			0			0		0		0	0.00	
12. HICART, HP CE28L (HP21) Magenta	cart			0			0		0		0	0.00	
13. HICART, HP CE28M (HP21) Yellow	cart			0			0		0		0	0.00	
14. HICART, HP CE28N (HP21) Black	cart			0			0		0		0	0.00	
15. HICART, HP CE28O (HP21) Cyan	cart			0			0		0		0	0.00	
16. HICART, HP CE28P (HP21) Magenta	cart			0			0		0		0	0.00	
17. HICART, HP CE28Q (HP21) Yellow	cart			0			0		0		0	0.00	
18. HICART, HP CE28R (HP21) Black	cart			0			0		0		0	0.00	
19. HICART, HP CE28S (HP21) Cyan	cart			0			0		0		0	0.00	
20. HICART, HP CE28T (HP21) Magenta	cart			0			0		0		0	0.00	
21. HICART, HP CE28U (HP21) Yellow	cart			0			0		0		0	0.00	

36	HP CART, HP CE400AA (HP750), Black	cart			c				0			0		0	0	323.75	
47	HP CART, HP CE400AA (HP750), Magenta	cart			b				0			0		0	0	323.75	
48	HP CART, HP CE400AA (HP750), Black	cart			c				0			1		0	0	323.75	
49	HP CART, HP CE400AA (HP750), Cyan	cart			c				0			1		0	0	323.75	
50	HP CART, HP CE400AA (HP750), Black	cart			b				0			-1		0	0	380.00	
51	HP CART, HP CE400AA (HP750), Cyan	cart			b				0			-1		0	0	354.50	
52	HP CART, HP CE400AA (HP750), Magenta	cart			b				0			1		0	0	354.50	
53	HP CART, HP CE400AA (HP750), Yellow	cart			b				0			0		0	0	354.50	
54	HP CART, HP PHOTOSAA (HP950) Tri-color	cart			b				0			0		0	0	0.00	
55	HP CART, HP PHOTOSAA (HP950), Black	cart			c				0			0		0	0	0.00	
56	HP CART, HP L050, AM (HP550) Magenta Original	cart			c				0			0		0	0	0.00	
57	HP CART, HP L050, MM (HP550) Magenta Original	cart			a				0			0		0	0	0.00	
58	HP CART, HP L050, YM (HP550) Yellow Original	cart			c				0			0		0	0	0.00	
59	HP CART, HP L050, CMY (HP550) Black Original	cart			c				0			0		0	0	0.00	
60	HP CART, HP L050, AA (HP550), Cyan Original	cart			b				0			0		0	0	0.00	
61	HP CART, HP L050, AA (HP550), Magenta Original	cart			b				0			0		0	0	0.00	
62	HP CART, HP L050, AA (HP550), Yellow Original	cart			b				0			0		0	0	0.00	
63	HP CART, HP L050, AA (HP550), Black Original	cart			b				0			0		0	0	0.00	
64	HP CART, HP T1000A (HP750) Cyan Original	cart			b				0			0		0	0	0.00	
65	HP CART, HP T1000A (HP750) Magenta Original	cart			b				0			0		0	0	0.00	
66	HP CART, HP T1000A (HP750) Yellow Original	cart			b				0			0		0	0	0.00	
67	HP CART, HP T1000A (HP750), Black Original	cart			b				0			0		0	0	0.00	
68	HP CART, HP T1000A (HP750), Cyan Original	cart			b				0			0		0	0	0.00	
69	HP CART, HP T1000A (HP750), Magenta Original	cart			b				0			0		0	0	0.00	

10	TONER CART, HP T610A (HP85X) Yellow Djigfok	cart			0			0		0		0	0	0.00	
11	TONER CART, HP T610A (HP85X) Black; Djigfok	cart			0			0		1		0	0	0.00	
12	TONER CART, EPSON C13S000164 (H790); Black	cart			0			0		3		0	0	79.82	
13	TONER CART, EPSON C13S000331 (H650R); Black	cart			0			0		3		0	0	753.58	
14	TONER CART, EPSON C13S000331 (H650R); Black, rec'd 07/2	cart			0			0		3		0	0	76.06	
15	TONER CART, BROTHER TN-2220, Black	cart			0			0		0		0	1	3,653.97	
16	TONER CART, BROTHER TN-2220, Black	cart			0			0		2		0	1	1,891.88	
17	TONER CART, BROTHER TN-1150, Black	cart			0			0		2		0	1	1,770.22	
18	TONER CART, BROTHER TN-1150, Black	cart			0			0		2		0	1	3,059.03	
19	TONER CART, BROTHER TN-3500, Black, for Epson [ICU P700M]	cart			0			0		9		0	1	6,650.00	
20	TONER CART, HP CE414A, Black	cart			0			0		0		0	0	1,014.91	
21	TONER CART, HP CE414A, Black	cart			0			0		0		0	1	5,444.91	
22	TONER CART, HP CE258A, Black	cart			0			0		0		0	0	7,094.99	
23	TONER CART, HP CE258A, Black	cart			0			0		0		0	0	8,339.32	
24	TONER CART, HP CE258A (HP85X), Black	cart			0			0		0		0	1	5,009.01	
25	TONER CART, HP CE258A, Black	cart			0			0		0		0	1	3,681.27	
26	TONER CART, HP CE258A, Cyan	cart			0			0		0		0	1	3,681.27	
27	TONER CART, HP CE258A, Yellow	cart			0			0		0		0	1	3,681.27	
28	TONER CART, HP CE258A, Magenta	cart			0			0		0		0	1	3,681.27	
29	TONER CART, HP CE310A, Black	cart			0			0		0		0	1	3,985.91	
30	TONER CART, HP CE310A, Cyan	cart			0			0		0		0	1	3,985.91	
31	TONER CART, HP CE310A, Yellow	cart			0			0		0		0	1	3,985.91	
32	TONER CART, HP CE310A, Magenta	cart			0			0		0		0	1	3,985.91	

11	TONER CART, HP CE310A, Black	cart			0			0		0	0	7,036.95	
12	TONER CART, HP CE320A, Cyan	cart			0			0		0	0	16,377.95	
13	TONER CART, HP CE321A, Yellow	cart			0			0		0	0	16,377.95	
14	TONER CART, HP CE323A, Magenta	cart			0			0		0	0	16,377.95	
15	TONER CART, HP CE310A (HP505), Black	cart			0			0		0	0	3,843.13	
16	TONER CART, HP CE311A (HP505), Cyan	cart			0			0		0	0	5,615.41	
17	TONER CART, HP CE312A (HP505), Yellow	cart			0			0		0	0	5,615.41	
18	TONER CART, HP CE313A (HP505), Magenta	cart			0			0		0	0	5,615.41	
19	TONER CART, HP CE310A, Black	cart			0			0		0	0	4,758.75	
20	TONER CART, HP CE310A, Black, High-Cap	cart			0			0		0	0	13,494.12	
21	TONER CART, HP CE310A (HP505) Black LaserJet	cart			0			0		0	0	6.85	
22	TONER CART, HP CE310A (HP505) Black LaserJet	cart			0			0		0	0	9.80	
23	TONER CART, HP CF350A (HP505C) Black LaserJet	cart			0			0		0	0	0.60	
24	TONER CART, HP CE310A, LaserJet Pro M404N/M404DN	cart			0			0		0	0	0.60	
25	TONER CART, HP CF310A	cart			0			0		0	0	7,141.31	
26	TONER CART, HP CF310A (HP505A) Black LaserJet	cart			0			0		0	0	5.80	
27	TONER CART, HP CF310A (HP505A) LaserJet Black	cart			0			0		0	0	5.80	
28	TONER CART, HP CF310A (HP505A) Black Color/Black	cart			0			0		0	0	5.80	
29	TONER CART, HP CF310A (HP505) Black	cart			0			0		0	0	0.60	
30	TONER CART, HP CF310A (HP505) Cyan	cart			0			0		0	0	0.60	
31	TONER CART, HP CF310A (HP505) Magenta	cart			0			0		0	0	0.60	
32	TONER CART, HP CF310A (HP505) Yellow	cart			0			0		0	0	0.60	
33	TONER CART, HP CF310A (HP505) magenta	cart			0			0		0	0	0.60	
34	TONER CART, HP CF310A (HP505) black	cart			0			0		0	0	0.60	

#1 TONER CART, HP CF350A Black LJ	cart			0		0		0		0	0	0.00	
#2 TONER CART, HP CF351A Cyan LJ	cart			0		0		0		0	0	0.00	
#3 TONER CART, HP CF352A Yellow LJ	cart			0		0		0		0	0	0.00	
#4 TONER CART, HP CF353A Magenta LJ	cart			0		0		0		0	0	0.00	
#5 TONER CART, HP CF360A (HP60A) Black LaserJet	cart			0		0		0		0	0	0.00	
#6 TONER CART, HP CF361A (HP61A) Black Contract LJ	cart			0		0		0		0	0	0.00	
#7 TONER CART, HP CF362A (HP62A) Cyan LaserJet	cart			0		0		0		0	0	0.00	
#8 TONER CART, HP CF363A (HP63A) Magenta Contract LJ	cart			0		0		0		0	0	0.00	
#9 TONER CART, HP CF364A (HP64A) Yellow Contract LJ	cart			0		0		0		0	0	0.00	
#10 TONER CART, HP CF365A (HP65A) Magenta LaserJet	cart			0		0		0		0	0	0.00	
#11 TONER CART, HP CF400A (HP40A) Black	cart			0		0		0		0	0	0.00	
#12 TONER CART, HP CF401A (HP41A) Cyan	cart			0		0		0		0	0	0.00	
#13 TONER CART, HP CF402A (HP42A) Yellow	cart			0		0		0		0	0	0.00	
#14 TONER CART, HP CF403A (HP43A) Magenta	cart			0		0		0		0	0	0.00	
#15 TONER CART, HP CF404A (HP44A) Black	cart			0		0		0		0	0	0.00	
#16 TONER CART, HP CF405A (HP45A) Black	cart			0		0		0		0	0	0.00	
#17 TONER CART, HP CF407A (HP47A) Cyan	cart			0		0		0		0	0	0.00	
#18 TONER CART, HP CF408A (HP48A) Cyan	cart			0		0		0		0	0	0.00	
#19 TONER CART, HP CF409A (HP49A) Yellow	cart			0		0		0		0	0	0.00	
#20 TONER CART, HP CF410A (HP40A) Magenta	cart			0		0		0		0	0	0.00	
#21 TONER CART, HP CF411A (HP41A) Magenta	cart			0		0		0		0	0	0.00	
#22 TONER CART, HP CF412A (HP42A) Yellow	cart			0		0		0		0	0	0.00	
#23 TONER CART, HP CF413A (HP43A) Magenta	cart			0		0		0		0	0	0.00	
#24 TONER CART, HP CF414A (HP44A) Magenta	cart			0		0		0		0	0	0.00	

110	TONER CART, HP Q3914A, Black	cart			4			0		0	0	1,228.90	
111	TONER CART, HP Q3930A, Black	cart			0			0		0	0	7,782.31	
112	TONER CART, HP Q7551A, Black	cart			0			0		0	0	6,026.51	
113	TONER CART, LEXMARK 108XH, Black	cart			0			0		0	0	0,729.79	
114	TONER CART, LEXMARK 108XLP, Black	cart			0			0		0	0	10,015.01	
115	TONER CART, SAMSUNG MLT-D101L, Black	cart			0			0		0	0	2,747.26	
116	TONER CART, SAMSUNG MLT-D101L, New	cart			0			0		0	0	3,008.45	
117	TONER CART, SAMSUNG MLT-D101S, Black	cart			0			0		0	0	2,543.76	
118	TONER CART, SAMSUNG MLT-D101S, Black	cart			0			0		0	0	3,898.69	
119	TONER CART, SAMSUNG MLT-D101S, Black	cart			0			0		0	0	4,855.41	
120	TONER CART, SAMSUNG MLT-D101T, Black	cart			0			0		0	0	7,449.55	
121	TONER CART, SAMSUNG MLT-D101SL, Black	cart			0			0		0	0	4,862.36	
122	TONER CART, SAMSUNG MLT-D101SU, Black	cart			0			0		0	0	5,842.76	
123	TONER CART, SAMSUNG MLT-D101SC, Black	cart			0			0		0	0	9,572.15	
124	TONER CART, SAMSUNG MLT-D101L, Black	cart			0			0		0	0	5,367.39	
125	TONER CART, SAMSUNG SCX-3200A, Black	cart			0			0		0	0	4,531.90	
126	TONER CARTRIDGE, BROOKER TA-japp!, Black, for printer HL-B400DW (1,000 pages)	cart			0			0		0	0	6,313.32	
127	TONER CARTRIDGE, CANON 3501, for printer LBP6100	cart			0			0		0	0	13,925.32	

8. 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		
2				0			0			0	0		
3				0			0			0	0		

			9		9		9		9		9		9		
<b>COMMON OFFICE EQUIPMENT</b>															
1 Calculadora 14 digits casio			9		9		9		9		9		9		
2			9		9		9		9		9		9		
3			9		9		9		9		9		9		
4			9		9		9		9		9		9		
5			9		9		9		9		9		9		
<b>COMMON OFFICE SUPPLIES</b>															
1 Bond Paper A-4	40		92		83		100		190		120		374	185.00	31,950.00
2 Bond Paper 8.5x11" x 10'	10		10		9		98		80		12		12	195.00	1,950.00
3 File Folder Long Length color rapt.	100		200		100		100		500		300		200		
4 HP ink No. 7844# Black	10		10		10		10		20		10		10	370.00	3,700.00
5 HP ink No. 7844# Cyan			9		9		15		15		9		9	370.00	3,330.00
6 HP ink No. 7844# Magenta			9		9		15		15		9		9	370.00	3,330.00
7 HP ink No. 7844# Yellow			9		9		15		15		9		9	370.00	3,330.00
8 HP No. 203 Black	9		3		3		3		3		3		4	525.00	2,100.00
9 HP No. 203 colored	9		1		1		1		1		1		4	525.00	2,100.00
10 Filing Box color blue	6		90		90		90		60		60		60	95.00	5,700.00
11 HP ink No. 60 black	3		3		9		3		3		3		3	950.00	9,450.00
12 Binder Heavy Duty			9		6		6		6		6		6		
13 Brown Envelopes			9		9		100		100		100		100	3.00	300.00
14 Staples 1000			9		50		50		50		50		50	15.00	750.00
15 White One Glue Stick type 6 gm			9		21		21		21		21		21	25.00	525.00

10	Box Office Twin Permanent - Mailer				4			2		90		30		12		50		800		79.50		1,980.00			
11	Paper Fastener plastic coated				2			40		42		8		42		42		84		30.00		1,518.00			
12	Paper clip plastic coated				2			40		40		42				9		84		25.00		1,158.00			
13	Cutter heavy duty				2					5		5		1			3		10		2,500.00		25,000.00		
14	Plasticmate polyethylene liquid main				2					40		42		42		40		24		25.00		2,400.00			
<b>COMMON MATERIAL SUPPLIES</b>																									
15	Plastic bag				2			5		5				1			3		5		10		335.00		3,350.00
16	Powder Detergent 500 gm.				4			5		5				1			3		5		10		125.00		1,250.00
17					2					4				1					4		8		-		
18					2					4				1					4		8		-		
19					2					4				1					4		8		-		
<b>CONSUMABLES</b>																									
20	Toner 1101G				3			2				2		1			2		1		1		4,230.00		13,380.00
21	CFD DRUM				2					2				1					2		1		2,450.00		6,125.00
22	Envelope				2					2				1					2		1		4,450.00		6,880.00
23	Sealing Unit				2					2				1					2		1		11,010.00		17,015.00
24	Other 25.704				2			12		10				2			27		12		10		500.00		18,000.00
25					2					2				2					2		2		-		
26					2					2				2					2		2		-		
27					2					2				2					2		2		-		
28					2					2				2					2		2		-		
29					2					2				2					2		2		-		
30					2					2				2					2		2		-		



1		1	1	0		0	0	0	0		0	0
2		0	1	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

## Office 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
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 computing 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
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





	u	c	u	o	s	
	s	c	o	o	s	
	z	o	o	o	s	
	u	o	o	o	s	
	o	o	o	o	s	
	u	o	o	o	s	
	u	o	o	o	s	
	u	o	o	o	s	
	o	o	o	o	s	
	u	o	o	o	s	
	e	o	o	o	s	
	o	o	o	o	s	
<b>Computer Supplies</b>						
	o	o	o	o	s	
	c	o	o	o	s	
	o	o	o	o	s	
	o	o	o	o	s	
	o	o	o	o	s	
	o	o	o	o	s	
	o	o	o	o	s	
	o	o	o	o	s	
	o	o	o	o	s	
	o	o	o	o	s	
<b>Computer Equipment and Accessories</b>						
	o	o	o	o	s	
	c	o	o	o	s	



G-1 Available Procurement Service Starts		26,427.80		15,386.10		5,016.25		3,175.50		P	47,940.55
G-2 Other items not available at PC but regularly purchased from other sources		18,128.00		18,345.00		10,644.00		7,635.00		P	52,508.00
<b>TOTAL MONTHLY CASI REQUIREMENTS</b>		<b>34,555.80</b>		<b>33,731.10</b>		<b>14,657.25</b>		<b>10,810.50</b>		P	<b>59,456.55</b>

\*Other categories that are not indicated herein.

\*\*Items are ROC Mandate applicable per item under a.

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the broad categories of supplies, materials and equipment has been included in our budgetary approved budget for the year.

Prepared by:

Ms. Phoebe L. Capadocia

Property/Supply Officer

**Certified Funds Available / Certified  
Appropriate Funds Available:**

Mrs. Sylva M. Munganga  
Accountant / Local Budget Officer

Approved by:

Atty. Arnold D. Agnasaada  
Head of Office/Agency

Date: 11/29/2017