REPUBLIC OF THE PHILIPPINES
PUBLIC-PRIVATE PARTNERSHIP CENTER

November 8, 2016

Ms. BINGLE B. GUTIERREZ
Executive Director IV
Procurement Service
Department of Budget and Management
RR Road, Cristobal Street, Paco, Manila

Dear **Director Gutierrez**:

In line with the directives of Administrative Order No. 17 and in compliance with National Budget Circular No. 555 dated October 28, 2014, we are hereby submitting the FY 2017 Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) of the Public-Private Partnership Center of the Philippines. Accordingly, we will upload the same at the website of the Procurement Service.

We hope you will find our submission in order.

Thank you.

Very truly yours,

FEROISA FRANCISCA T. CONCORDIA
Officer-in-Charge

CCC367

8TH FLOOR, ONE CYBERPOD CENTRIS, EDSA COR. QUEZON AVENUE, BRGY. PINYAHAN, QUEZON CITY 1100, PHILIPPINES
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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 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 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 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: **PUBLIC-PRIVATE PARTNERSHIP CENTER OF THE PHILIPPINES**
Region: NCR
Address: 8th Floor, One Cyberpod Centris, EDSA cor. Quezon Ave., Brgy. Pinyahan, Quezon City

Agency Account Code: T072

Contact Person: _____
Position: _____
E-mail : _____
Telephone/Mobile Nos: 709-4146

	Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of August 16, 2016	TOTAL AMOUNT
			Jan	Feb	Mar	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 blister pack	pack	20	5	13	38	662	12	5	23	40	697	12	5	23	40	697	12	5	23	40	697	158	17.42	2,752.36
2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack	20	5	19	44	661	12	5	33	50	752	12	5	33	50	752	12	5	39	56	842	200	15.03	3,006.00
3	BATTERY, dry cell D, 2 pieces per blister pack	pack	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	77.56	-

	Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of August 16, 2016	TOTAL AMOUNT
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
4	FLUORESCENT LAMP, tubular, 28 watts	tube	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	LED Linear Tube, 18 watts individually wrapped in carton	tube	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	TAPE, electrical	roll	-	-	-	-	-	-	-	10	10	182	-	-	-	-	-	-	-	-	-	-	10	18.20	182.00
	COMMON OFFICE SUPPLIES																							
1	ACETATE, gauge #3, 50m per roll	roll	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	624.00	-
2	AIR FRESHENER, 280mL/150g min	can	1	-	-	1	83	-	-	6	6	499	-	1	6	7	582	-	-	6	6	499	20	83.20	1,664.00
3	ALCOHOL, 70%, ethyl, 500ml	bottle	50	3	12	65	3,108	18	3	112	133	6,360	43	3	116	162	7,747	18	3	108	129	6,169	489	47.82	23,383.98
4	CARBON FILM, A4 size, 100 sheets per box	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	197.58	-
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	202.80	-
6	CARTOLINA, assorted color, 20 pieces per pack	pack	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	64.48	-
7	CHALK, white, enamel, 100 pieces per box	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25.86	-
8	CLEARBOOK, A4 size	piece	6	-	10	16	632	-	-	10	10	395	-	-	4	4	158	-	-	10	10	395	40	39.52	1,580.80
9	CLEARBOOK, Legal size	piece	3	-	5	8	349	-	-	10	10	437	-	-	-	-	-	-	-	10	10	437	28	43.68	1,223.04
10	CLIP, backfold, 19mm, 12 pieces per box	box	27	-	2	29	211	19	-	105	124	903	15	-	107	122	888	18	3	108	129	939	404	7.28	2,941.12
11	CLIP, backfold, 25mm, 12 pieces per box	box	27	-	2	29	392	19	-	105	124	1,674	15	-	107	122	1,647	15	-	105	120	1,620	395	13.50	5,332.50
12	CLIP, backfold, 32mm, 12 pieces per box	box	32	5	12	49	937	24	5	55	84	1,606	20	5	117	142	2,715	20	5	5	30	574	305	19.12	5,831.60
13	CLIP, backfold, 50mm, 12 pieces per box	box	27	-	7	34	1,485	9	-	-	9	393	15	-	57	72	3,145	5	-	-	5	218	120	43.68	5,241.60
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	45	5	18	68	2,122	15	5	110	130	4,056	40	5	111	156	4,867	15	5	120	140	4,368	494	31.20	15,412.80
15	DATA FILE BOX, made with chipboard, with closed ends	box	10	5	15	30	2,093	5	5	7	17	1,186	10	5	5	20	1,396	5	5	15	25	1,745	92	69.78	6,419.76
16	DATA FOLDER, made with chipboard, taglia lock	piece	27	5	10	42	2,883	5	5	5	15	1,030	15	5	125	145	9,953	-	-	10	10	686	212	68.64	14,551.68
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	1	1	6	8	3,052	1	-	2	3	1,145	1	-	2	3	1,145	1	-	3	4	1,526	18	381.54	6,867.72
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	1	-	2	3	1,522	1	-	2	3	1,522	1	-	-	1	507	1	-	2	3	1,522	10	507.40	5,074.00
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	1	-	2	3	1,865	-	-	2	2	1,243	-	-	3	3	1,865	-	-	3	3	1,865	11	621.71	6,838.81
20	ENVELOPE, EXPANDING, plastic	piece	10	-	-	10	276	10	-	-	10	276	10	-	-	10	276	10	-	-	10	276	40	27.61	1,104.40
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	3	-	1	4	1,997	1	-	-	1	499	1	-	2	3	1,498	1	-	-	1	499	9	499.20	4,492.80
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box	-	-	-	-	-	-	-	-	-	-	-	-	1	1	562	-	-	-	-	-	1	561.60	561.60
23	ERASER, felt, for blackboard/whiteboard	piece	10	-	2	12	133	-	-	-	-	-	3	-	12	15	167	-	-	-	-	-	27	11.11	299.97
24	ERASER, plastic or rubber	piece	13	-	8	21	48	3	-	24	27	62	8	-	-	8	18	3	-	24	27	62	83	2.29	190.07
25	FASTENER, for paper, metal, 50 sets per box	box	5	-	12	17	971	3	-	24	27	1,541	5	-	25	30	1,713	3	-	34	37	2,112	111	57.09	6,336.99
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	10	5	15	30	2,120	10	5	5	20	1,413	10	5	25	40	2,827	10	5	5	20	1,413	110	70.67	7,773.70
27	FILE TAB DIVIDER, A4, five (5) colors per set	set	5	5	5	15	187	5	5	55	65	811	5	5	55	65	811	5	5	5	15	187	160	12.48	1,996.80
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	-	-	-	-	-	-	-	10	10	166	-	-	20	20	333	-	-	-	-	-	30	16.64	499.20
29	FOLDER, Fancy, A4, 50s/ bundle	bundle	1	-	-	1	234	-	-	3	3	702	-	-	-	-	-	1	1	1	3	702	7	234.00	1,638.00
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	1	-	-	1	291	-	-	1	1	291	-	-	-	-	-	-	-	-	-	-	2	291.20	582.40
31	FOLDER, L-type, A4, 50 pieces pack	pack	3	-	1	4	666	-	-	2	2	333	1	-	5	6	998	-	-	-	-	-	12	166.40	1,996.80
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack	1	-	1	2	408	-	-	1	1	204	-	-	5	5	1,019	-	-	-	-	-	8	203.84	1,630.72
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box	-	-	-	-	-	-	-	3	3	2,240	-	-	3	3	2,240	-	-	-	-	-	6	746.72	4,480.32
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack	7	1	3	11	1,972	3	1	4	8	1,434	3	1	1	5	896	3	1	6	10	1,793	34	179.28	6,095.52

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35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	2	-	1	3	601	-	-	2	2	401	1	-	-	1	200	-	-	3	3	601	9	200.37	1,803.33
36	GLUE, all purpose, 300 grams min.	jar	4	-	3	7	309	-	-	12	12	530	4	-	2	6	265	-	-	13	13	574	38	44.18	1,678.84
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	10	-	-	10	508	10	-	10	20	1,017	10	-	10	20	1,017	10	-	10	20	1,017	70	50.84	3,558.80
38	LOOSELEAF COVER, 50sets per bundle	bundle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece	20	-	-	20	832	15	-	-	15	624	15	-	-	15	624	15	-	-	15	624	65	41.60	2,704.00
40	MARKER, fluorescent, 3 colors per set	set	22	-	8	30	1,067	5	-	20	25	889	19	-	5	24	853	5	-	3	8	284	87	35.55	3,092.85
41	MARKER, whiteboard, bullet type, black	piece	10	-	35	45	463	6	1	49	56	576	11	1	41	53	545	6	1	32	39	401	193	10.28	1,984.04
42	MARKER, whiteboard, bullet type, blue	piece	10	-	13	23	236	5	-	48	53	545	10	-	32	42	432	5	-	24	29	298	147	10.28	1,511.16
43	MARKER, whiteboard, bullet type, red	piece	10	-	11	21	216	5	-	12	17	175	10	-	5	15	154	5	-	12	17	175	70	10.28	719.60
44	MARKER, permanent, bullet type, black	piece	6	-	18	24	232	5	-	24	29	280	6	-	10	16	154	5	-	24	29	280	98	9.65	945.70
45	MARKER, permanent, bullet type, blue	piece	6	-	12	18	174	5	-	24	29	280	6	-	5	11	106	5	-	24	29	280	87	9.65	839.55
46	MARKER, permanent, bullet type, red	piece	6	-	8	14	135	5	-	12	17	164	6	-	2	8	77	5	-	12	17	164	56	9.65	540.40
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece	25	12	25	62	645	20	12	50	82	853	25	12	60	97	1,009	20	12	65	97	1,009	338	10.40	3,515.20
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	35	-	15	50	1,560	23	-	100	123	3,838	35	-	6	41	1,279	23	-	103	126	3,931	340	31.20	10,608.00
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	35	-	15	50	2,027	5	-	100	105	4,257	35	-	6	41	1,662	5	-	103	108	4,378	304	40.54	12,324.16
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	35	-	14	49	2,649	5	-	50	55	2,973	35	-	5	40	2,162	5	-	53	58	3,135	202	54.06	10,920.12
51	PAD PAPER, Ruled	pad	5	-	-	5	91	-	-	-	-	-	5	-	-	5	91	-	-	-	-	-	10	18.26	182.60
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box	28	10	27	65	835	16	10	58	84	1,079	16	10	15	41	527	16	10	61	87	1,118	277	12.85	3,559.45
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box	21	1	18	40	257	9	1	25	35	225	9	1	6	16	103	9	1	28	38	244	129	6.43	829.47
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	187	18	76	281	31,562	178	18	118	314	35,268	178	18	88	284	31,899	178	18	118	314	35,268	1,193	112.32	133,997.76
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	15	5	28	48	6,337	10	5	15	30	3,961	15	5	17	37	4,885	10	5	15	30	3,961	145	132.02	19,142.90
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	91.94	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	114.35	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	-	-	5	5	442	-	-	5	5	442	-	-	5	5	442	5	-	-	5	442	20	88.40	1,768.00
59	PAPER, Thermal, 216mm x 30m	roll	7	-	-	7	218	-	-	10	10	312	2	-	-	2	62	-	-	10	10	312	29	31.15	903.35
60	PENCIL, lead, w/eraser, one(1) dozen per box	box	6	1	11	18	353	2	1	11	14	275	2	1	11	14	275	2	1	11	14	275	60	19.62	1,177.20
61	PHILIPPINE NATIONAL FLAG	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	3	-	-	3	181	-	-	12	12	724	-	-	-	-	-	-	-	-	-	-	15	60.32	904.80
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	3	-	3	6	521	2	-	12	14	1,216	2	-	-	2	174	2	-	3	5	434	27	86.85	2,344.95
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	16	-	-	16	4,110	-	-	5	5	1,284	-	-	-	-	-	-	-	-	-	-	21	256.87	5,394.27
65	RUBBER BAND, 70mm min lay flat length (#18)	box	1	-	-	1	93	-	-	2	2	187	-	-	-	-	-	-	-	1	1	93	4	93.31	373.24
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece	7	-	-	7	108	-	-	12	12	186	-	-	-	-	-	-	-	-	-	-	19	15.48	294.12
67	SIGN PEN, black	piece	69	10	50	129	4,915	45	10	325	380	14,478	69	10	345	424	16,154	45	10	335	390	14,859	1,323	38.10	50,406.30
68	SIGN PEN, blue	piece	55	8	36	99	3,772	43	8	323	374	14,249	55	8	341	404	15,392	43	8	333	384	14,630	1,261	38.10	48,044.10
69	SIGN PEN, red	piece	26	8	16	50	1,905	14	8	113	135	5,144	26	8	121	155	5,906	14	8	113	135	5,144	475	38.10	18,097.50
70	STAMP PAD INK, violet, 50mL	bottle	2	-	-	2	49	-	-	5	5	123	1	-	-	1	25	-	-	5	5	123	13	24.63	320.19
71	STAMP PAD, felt pad, min 60mm x 100mm	piece	2	-	-	2	55	-	-	5	5	138	-	-	-	-	-	-	-	5	5	138	12	27.66	331.92
72	STAPLE WIRE, Heavy duty, 23/13	box	-	-	1	1	30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	30.42	30.42
73	STAPLE WIRE, Standard	box	17	5	27	49	927	8	5	17	30	568	17	5	24	46	870	8	5	17	30	568	155	18.92	2,932.60
74	TAPE, masking, 24mm, 50 meters length	roll	2	1	16	19	1,047	1	1	13	15	827	1	1	9	11	606	5	1	20	26	1,433	71	55.12	3,913.52
75	TAPE, masking, 48mm, 50 meters length	roll	1	-	3	4	420	-	-	12	12	1,260	-	-	8	8	840	-	-	12	12	1,260	36	105.04	3,781.44
76	TAPE, transparent, 24mm, 50 meters	roll	26	5	18	49	851	7	5	110	122	2,119	18	5	5	28	486	7	5	115	127	2,206	326	17.37	5,662.62

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77	TAPE, transparent, 48mm, 50 meters	roll	-	-	3	3	80	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	26.52	79.56
78	TAPE, packaging, 48mm, 50 meters length	roll	-	-	3	3	92	-	-	12	12	368	-	-	-	-	-	-	-	12	12	368	27	30.63	827.01
79	TOILET TISSUE, 12 rolls per pack	pack	6	-	2	8	541	6	-	-	6	406	6	-	2	8	541	6	-	-	6	406	28	67.60	1,892.80
80	TWINE, plastic, one kilo per roll	roll	1	-	-	1	50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	49.92	49.92
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack	-	-	1	1	125	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	124.80	124.80
	COMMON OFFICE DEVICES																								
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	-	-	1	1	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	9.19	9.19
2	CUTTER KNIFE, heavy duty	piece	5	-	14	19	375	-	-	-	-	-	-	-	14	14	277	-	-	-	-	-	33	19.76	652.08
3	DATING AND STAMPING MACHINE	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	478.38	-
4	PENCIL SHARPENER, 1 piece in indiviual plastic case	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	187.20	-
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	1	-	1	2	229	-	-	17	17	1,943	-	-	-	-	-	-	-	-	-	-	19	114.28	2,171.32
6	SCISSORS, (6")	pair	10	-	4	14	192	-	-	17	17	233	-	-	4	4	55	-	-	-	-	-	35	13.73	480.55
7	STAPLER, standard	piece	2	-	24	26	2,136	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	26	82.16	2,136.16
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece	-	-	1	1	879	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	878.80	878.80
9	STAPLE REMOVER, plier type	piece	14	-	2	16	291	-	-	-	-	-	-	-	24	24	436	-	-	-	-	-	40	18.18	727.20
10	TAPE DISPENSER, table top	piece	-	-	2	2	95	-	-	-	-	-	-	-	24	24	1,145	-	-	-	-	-	26	47.72	1,240.72
11	WASTE BASKET, non-rigid plastic	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23.90	-
	COMMON JANITORIAL SUPPLIES																								
1	BROOM, soft (tambo)	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	88.40	-
2	BROOM, stick (tingting)	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23.92	-
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	41.60	-
4	CLEANSER, scouring powder, 350grams/can	can	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	21.27	-
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	37.43	-
6	DISINFECTANT SPRAY, 400-550 grams	can	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	119.60	-
7	DUST PAN, non-rigid plastic	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	27.96	-
8	FLOOR WAX, Paste, red	can	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	202.80	-
9	FURNITURE CLEANER, aerosol, 300mL/can	can	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	84.76	-
10	INSECTICIDE, aerosol type, 600mL/can	can	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	124.80	-
11	MOPBUCKET	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,820.00	-
12	MOPHANDLE, screw type, aluminum handle	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	142.48	-
13	MOPHEAD, made of rayon	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	98.80	-
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	49.69	-
15	SCOURING PAD, 5 pieces per pack	pack	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	102.96	-
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	139.88	-
17	DISINFECTANT, bleaching solution	cont	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	101.82	-
18	DETERGENT BAR, 140g as packed (-2.5%)	bar	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7.28	-

	Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of August 16, 2016	TOTAL AMOUNT
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
	COMMON OFFICE EQUIPMENT																							
1	BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit	-	-	1	1	10,400	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	10,400.00	10,400.00
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	142.36	-
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	328.64	-
4	CHAIR, monobloc, without armrest, beige	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	254.68	-
5	CHAIR, monobloc, without armrest, white	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit	6	-	2	8	49,837	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8	6,229.60	49,836.80
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,272.00	-
8	ELECTRIC FAN, industrial	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	956.80	-
9	ELECTRIC FAN, orbit type	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,248.00	-
10	ELECTRIC FAN, stand type	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	967.10	-
11	ELECTRIC FAN, wall type	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	790.40	-
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit	-	-	-	-	-	-	-	1	1	3,503	-	-	-	-	-	-	-	-	-	-	1	3,502.72	3,502.72
13	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,080.56	-
14	FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,992.00	-
15	MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	26,483.60	-
16	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,488.00	-
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit	-	-	-	-	-	-	-	1	1	5,699	-	-	-	-	-	-	-	-	-	-	1	5,699.20	5,699.20
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	18,709.60	-
19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,831.52	-
20	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit	-	-	-	-	-	-	-	1	1	10,000	-	-	-	-	-	-	-	-	-	-	1	10,000.00	10,000.00
21	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,237.60	-
22	TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,289.60	-
23	TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,242.80	-

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	COMMON COMPUTER SUPPLIES																							
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	630.76	-
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	950.30	-
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	716.04	-
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,220.96	-
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	571.80	-
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	958.15	-
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	100	-	40	140	3,051	-	-	100	100	2,179	-	-	40	40	872	-	-	-	-	-	280	21.79	6,101.20
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece	-	-	9	9	25,366	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9	2,818.40	25,365.60
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	-	-	100	100	19,448	-	-	100	100	19,448	-	-	100	100	19,448	-	100	-	100	19,448	400	194.48	77,792.00
10	MOUSE, optical, USB connection type	unit	2	-	-	2	256	-	-	-	-	-	-	-	5	5	639	-	-	5	5	639	12	127.80	1,533.60
	HANDBOOK ON PROCUREMENT																							
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece	-	-	-	-	-	-	-	-	-	-	-	-	25	25	1,546	-	-	-	-	-	25	61.83	1,545.75
	CONSUMABLES																							
1	INK CART, BROTHER LC39BK, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	681.20	-
2	INK CART, BROTHER LC39C, Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	447.20	-
3	INK CART, BROTHER LC39M, Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	447.20	-
4	INK CART, BROTHER LC39Y, Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	447.20	-
5	INK CART, BROTHER LC67B, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	910.00	-
6	INK CART, BROTHER LC67C, Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	546.00	-
7	INK CART, BROTHER LC67M, Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	546.00	-
9	INK CART, BROTHER LC67HYBK, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,538.16	-
10	INK CART, BROTHER LC67HYC, Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	868.40	-
12	INK CART, BROTHER LC67HYY, Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	868.40	-
13	INK CART, CANON PG-810, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	737.36	-
14	INK CART, CANON PG-740, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
15	INK CART, CANON PGI-725, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	574.08	-
16	INK CART, CANON CLI-726, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	534.56	-
17	INK CART, CANON CL-811, Colored	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	970.32	-
18	INK CART, CANON CL-741, Colored	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	945.36	-

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19	INK CART, CANON CLI-726, Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart	-	-	8	8	2,038	-	-	-	-	-	-	-	8	8	2,038	-	-	-	-	-	16	254.80	4,076.80
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart	-	-	8	8	2,038	-	-	-	-	-	-	-	8	8	2,038	-	-	-	-	-	16	254.80	4,076.80
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart	-	-	8	8	2,038	-	-	-	-	-	-	-	8	8	2,038	-	-	-	-	-	16	254.80	4,076.80
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart	-	-	8	8	2,038	-	-	-	-	-	-	-	8	8	2,038	-	-	-	-	-	16	254.80	4,076.80
32	INK CART, HP 51645A, (HP45), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart	-	-	4	4	1,186	-	-	-	-	-	-	-	4	4	1,186	-	-	-	-	-	8	296.40	2,371.20
59	INK CART, HP CB315A, (HP900), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	696.80	-

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61	INK CART, HP CB336WA, (HP74XL), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart	-	-	4	4	1,435	-	-	-	-	-	-	-	4	4	1,435	-	-	-	-	-	8	358.80	2,870.40
72	INK CART, HP CD888AA, (HP703), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart	-	-	3	3	1,888	-	-	-	-	-	-	-	4	4	2,517	-	-	-	-	-	7	629.20	4,404.40
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart	-	-	3	3	1,888	-	-	-	-	-	-	-	4	4	2,517	-	-	-	-	-	7	629.20	4,404.40
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart	-	-	3	3	1,888	-	-	-	-	-	-	-	4	4	2,517	-	-	-	-	-	7	629.20	4,404.40
77	INK CART, HP CD975AA, (HP 920XL), Black	cart	-	-	3	3	3,728	-	-	-	-	-	-	-	4	4	4,971	-	-	-	-	-	7	1,242.80	8,699.60
78	INK CART, HP CH561WA, (HP61), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL). Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	358.80	-
85	INK CART, HP CN693AA, (HP704), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (LO Printer)	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,992.00	-
100	TONER CART, HP C4092A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,741.44	-
101	TONER CART, HP C4096A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,352.88	-
102	TONER CART, HP C7115A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,971.28	-

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103	TONER CART, HP CB435A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,802.80	-
104	TONER CART, HP CB436A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,218.80	-
105	TONER CART, HP CB540A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,984.80	-
109	TONER CART, HP CC364A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,378.80	-
110	TONER CART, HP CC530A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,298.80	-
114	TONER CART, HP CE255A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,754.80	-
115	TONER CART, HP CE278A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart	-	-	8	8	22,048	-	-	-	-	-	-	-	8	8	22,048	-	-	-	-	-	16	2,756.00	44,096.00
117	TONER CART, HP CE310A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,490.80	-
121	TONER CART, HP CE320A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,010.80	-
125	TONER CART, HP CE390A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,690.80	-
126	TONER CART, HP CE400A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,402.80	-
134	TONER CART, HP CE505A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,317.60	-

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145	TONER CART, HP Q6001A, Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	334.88	-
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart	-	-	2	2	152	-	-	-	-	-	-	-	2	2	152	-	-	-	-	-	4	75.92	303.68
B. OTHER ITEMS NOT AVALABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									
	COMMON ELECTRICAL SUPPLIES																								
1			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
2			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
3			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
	COMMON OFFICE EQUIPMENT																								
1			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
2			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
3			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
4			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
5			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-

	Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of August 16, 2016	TOTAL AMOUNT
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
	COMMON OFFICE SUPPLIES																							
	Memo pad with letterhead,	pad	29	105	-	134	20,100	-	-	-	-	-	11	-	-	11	1,650	-	-	-	-	-	145	150.00	21,750.00
	Paper, A4, 80gsm with letterhead 500's/ream	ream	6	20	-	26	15,600	1	-	-	1	600	1	-	-	1	600	1	-	-	1	600	29	600.00	17,400.00
	Mailing envelope with letterhead 500's/box	box	3	2	-	5	8,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	1,600.00	8,000.00
	Morroco cover, A4, blue, 100's/box	box	3	-	4	7	1,750	-	-	-	-	-	1	-	-	1	250	-	-	-	-	-	8	250.00	2,000.00
	Acetate, A4, 100's/box	box	3	-	4	7	1,750	1	-	-	1	250	1	-	-	1	250	1	-	-	1	250	10	250.00	2,500.00
	3-ring binder, A4, blue, 1 inch (thickness)	pc.	34	-	100	134	29,480	5	-	-	5	1,100	5	-	-	5	1,100	5	-	-	5	1,100	149	220.00	32,780.00
	3-ring binder, A4, blue, 2 inch (thickness)	pc.	15	-	50	65	16,250	-	-	-	-	-	10	-	-	10	2,500	-	-	-	-	-	75	250.00	18,750.00
	Ring binder spine, 1/4" diameter	pc.	60	-	-	60	420	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60	7.00	420.00
	Ring binder spine, 1/2" diameter	pc.	60	-	200	260	1,820	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	260	7.00	1,820.00
	Ring binder spine, 1" diameter	pc.	60	-	200	260	1,820	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	260	7.00	1,820.00
	Ring binder spine, 1 1/2" diameter	pc.	60	-	50	110	770	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	110	7.00	770.00
	Ring binder spine, 2" diameter	pc.	10	-	-	10	70	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10	7.00	70.00
	Board paper, white, 10's/pack	pack	-	-	25	25	750	-	-	-	-	-	-	-	25	25	750	-	-	-	-	-	50	30.00	1,500.00
	sticker paper A4 (matte)	pack	17	2	2	21	840	2	2	27	31	1,240	2	2	2	6	240	2	2	2	6	240	64	40.00	2,560.00
	External drive 2Thera	piece	13	-	3	16	112,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16	7,000.00	112,000.00
	usb flash drive 32 gb	piece	28	-	22	50	30,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50	600.00	30,000.00
	Copy paper, 8.5 x 14 inch	ream	-	-	10	10	2,500	-	-	10	10	2,500	-	-	10	10	2,500	-	-	10	10	2,500	40	250.00	10,000.00
	Hanging folder, long	pc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12.00	-
	3-hole folder	pc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5.00	-
	CD, readable	pc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10.00	-
	Copy paper, short, substance 24	ream	-	-	6	6	1,080	-	-	6	6	1,080	-	-	6	6	1,080	-	-	6	6	1,080	24	180.00	4,320.00
	COMMON JANITORIAL SUPPLIES																							
	Anti-bacterial/fungal spray	bottle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	400.00	-
	Oil burner	bottle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	400.00	-
	Kitchenwares	set	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000.00	-
	CONSUMABLES																							
			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
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			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
	Office Equipment and Accessories																							
1	3-hole puncher	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000.00	-
2	Computer Table (For common use)		-	-	1	1	8,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	8,000.00	8,000.00
3	Color Printer, Scanner PC		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
4	Flash Light (Rechargable)		-	-	1	1	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1,000.00	1,000.00

	Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of August 16, 2016	TOTAL AMOUNT
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
5	Emergency Light (Rechargable)		-	-	1	1	1,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1,500.00	1,500.00
6	Library Bar Table (For common use)		1	-	-	1	14,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	14,000.00	14,000.00
7	Tablet/Mobile Phone Alarm Stands Display Security		3	-	-	3	12,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	4,000.00	12,000.00
8	28 inches luggage for training and events materials storage (For common use)		1	-	-	1	5,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	5,000.00	5,000.00
9	Newspaper and Magazine Rack for library use		1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1		-
10			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Office Supplies																								
1	special folder	piece	135	-	-	135	8,100	135	-	-	135	8,100	135	-	-	135	8,100	135	-	-	135	8,100	540	60.00	32,400.00
2	Three Hole Puncher	pc.	1	-	-	1	1,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1,500.00	1,500.00
3	Sign Here Stick Note	pad	1	-	-	1	55	-	-	-	-	-	1	-	-	1	55	-	-	-	-	-	2	55.00	110.00
4	Report Cover Folder	pc.	20	-	-	20	300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20	15.00	300.00
5	Film Marker	set	1	-	-	1	50	1	-	-	1	50	1	-	-	1	50	1	-	-	1	50	4	50.00	200.00
6	Acrylic name holder	pc.	-	-	20	20	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20	100.00	2,000.00
7	3 ring binder with inside pocket	pc.	-	-	30	30	7,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30	250.00	7,500.00
8			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
9			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
10			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
	Audio and visual presentation and composing equipment						-																		
1			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
2			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
3			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
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6			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
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9			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
10			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
	Photographic or filming or video equipment						-																		
1			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
2			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
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9			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
10			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
	Cleaning Equipment and Supplies						-																		
1	Air Blower		-	-	1	1	2,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	2,500.00	2,500.00
2	Air Humidifier	unit	3	-	-	3	3,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	1,000.00	3,000.00
3			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-

	Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue as of August 16, 2016	TOTAL AMOUNT
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
4			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
5			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
6			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
7			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
8			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
9			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
10			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Paper Materials and Products						-																		
1			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
2			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
3			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
4			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
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6			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
7			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
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9			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
10			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Lighting and fixtures and accessories						-																		
1			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
2			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
3			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
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10			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Electrical equipment and components and supplies																								
1			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
2			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
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10			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Computer Supplies																								
1	Ink GI-790BK Black (ED/ODED)	bottle	-	-	4	4	1,200	-	-	-	-	-	-	-	4	4	1,200	-	-	-	-	-	8	300.00	2,400.00
2	Ink GI-790C Cyan (ED/ODED)	bottle	-	-	4	4	1,200	-	-	-	-	-	-	-	4	4	1,200	-	-	-	-	-	8	300.00	2,400.00
3	Ink GI-790M Magenta (ED/ODED)	bottle	-	-	4	4	1,200	-	-	-	-	-	-	-	4	4	1,200	-	-	-	-	-	8	300.00	2,400.00

	Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of August 16, 2016	TOTAL AMOUNT
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
4	Ink GI-790Y Yellow (ED/ODED)	bottle	-	-	4	4	1,200	-	-	-	-	-	-	-	4	4	1,200	-	-	-	-	-	8	300.00	2,400.00
5	Drum Cartridge KX-FAD412E (GSD)	Cart	-	-	2	2	10,000	-	-	-	-	-	-	-	2	2	10,000	-	-	-	-	-	4	5,000.00	20,000.00
6	Cable Tie Wrap 6 inches	pcs.	-	-	100	100	1,500	-	-	-	-	-	-	-	100	100	1,500	-	-	-	-	-	200	15.00	3,000.00
7	Cable Tie Wrap 4 inches	pcs.	-	-	100	100	1,000	-	-	-	-	-	-	-	100	100	1,000	-	-	-	-	-	200	10.00	2,000.00
8	USB Keyboard	pcs.	-	-	5	5	2,500	-	-	-	-	-	-	-	5	5	2,500	-	-	-	-	-	10	500.00	5,000.00
9	USB Mouse	pcs.	-	-	5	5	1,500	-	-	-	-	-	-	-	5	5	1,500	-	-	-	-	-	10	300.00	3,000.00
10	Screw Driver	set	-	-	2	2	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	1,000.00	2,000.00
11	Data Cable (Cat6)	box	-	-	1	1	9,900	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	9,900.00	9,900.00
12	Telephone Cable	box	-	-	1	1	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	2,000.00	2,000.00
13	RJ 45 Connecter	pcs.	-	-	50	50	250	-	-	-	-	-	-	-	50	50	250	-	-	-	-	-	100	5.00	500.00
14	RJ 45 Coupling	pcs.	-	-	15	15	1,500	-	-	-	-	-	-	-	10	10	1,000	-	-	-	-	-	25	100.00	2,500.00
15	RJ 11 Connector	pcs.	-	-	5	5	500	-	-	-	-	-	-	-	5	5	500	-	-	-	-	-	10	100.00	1,000.00
16	Rj 11 T-Coupling	pcs.	-	-	5	5	500	-	-	-	-	-	-	-	5	5	500	-	-	-	-	-	10	100.00	1,000.00
17	Universal Adaptor	pcs.	-	-	2	2	500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	250.00	500.00
18	Impact Tool (Double Blade, with cutter)	unit	-	-	1	1	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1,000.00	1,000.00
19	Telephone Tone Generator	unit	-	-	1	1	1,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1,500.00	1,500.00
			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
	Computer Equipment and Accessories																								-
1	wireless - laser pointer	piece	2	-	-	2	1,200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	600.00	1,200.00
2	Colored Multi-function Printers	unit	1	-	-	1	13,800	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	13,800.00	13,800.00
3	AVR	unit	1	-	-	1	8,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	8,000.00	8,000.00
4			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
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10			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
	***Other Categories**																								-
1	Uniforms for various PPPC Programs & Activities (shirts/jacket/jersey/shorts/pants)	lot	-	-	-	-	-	-	-	1	1	10,000	-	-	1	1	10,000	-	-	-	-	-	2	10,000.00	20,000.00
2	Frame for certificates	pc.	-	-	20	20	3,000	-	-	20	20	3,000	-	-	20	20	3,000	-	-	20	20	3,000	80	150.00	12,000.00
3	Meta Cards	pc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5.00	-
4	Special paper, 10s/pack	pack	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30.00	-
5	Construction paper, 10s/pack	pack	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30.00	-
6	Colored paper, 10s/pack	pack	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30.00	-
7	Photo paper, glossy, 10s/pack	pack	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	110.00	-
8	ID lace	pc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50.00	-
9	ID case	pc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15.00	-
10	Certificate Holder	pcs	-	-	40	40	2,000	-	-	40	40	2,000	-	-	40	40	2,000	-	-	40	40	2,000	160	50.00	8,000.00
11	Polymer Molding Clay, 12 pcs per box	box	-	-	10	10	4,000	-	-	10	10	4,000	-	-	10	10	4,000	-	-	10	10	4,000	40	400.00	16,000.00
12	Jotter Pad, 5.5" x 8.5", 100 lvs, 70 gsm	pcs	-	-	100	100	4,000	-	-	100	100	4,000	-	-	100	100	4,000	-	-	100	100	4,000	400	40.00	16,000.00
13	Parchment paper roll 5 meters x 30 cm	box	-	-	5	5	2,445	-	-	5	5	2,445	-	-	5	5	2,445	-	-	5	5	2,445	20	489.00	9,780.00
14	Labelling Paper, Shipping Label, 62mm x 100mm, 300 labels per roll, white, permanent adhesive	box	-	-	1	1	-	-	-	-	-	-	-	-	1	1	-	-	-	-	-	-	2		-

	Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of August 16, 2016	TOTAL AMOUNT
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
15	Assorted Colored Paper, 23 cm x 0.3 cm x 30.7 cm, 80 gsm	ream	-	-	5	5	1,250	-	-	5	5	1,250	-	-	5	5	1,250	-	-	5	5	1,250	20	250.00	5,000.00
16	Felt tip coloring Pens, 12 colors per set, 8mm, chisel type	pack	-	-	10	10	3,000	-	-	10	10	3,000	-	-	10	10	3,000	-	-	10	10	3,000	40	300.00	12,000.00
17	Coffee maker	unit	1	-	-	1	3,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	3,500.00	3,500.00
18	Grab Kit - Medicines and Supplies	set	-	-	15	15	11,250	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15	750.00	11,250.00
19	Medical supplies & equipment	set	1	1	1	3	2,970	1	1	1	3	2,970	1	1	1	3	2,970	1	1	1	3	2,970	12	990.00	11,880.00
20	Hardware, construction and electrical supplies	set	1	1	1	3	2,970	1	1	1	3	2,970	1	1	1	3	2,970	1	1	1	3	2,970	12	990.00	11,880.00
21			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
22			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
23			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	C. TOTAL (A + B):																							1,384,289.79
	D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							138,428.98
	E. GRAND TOTAL (C + D)																							1,522,718.77
	F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																							
	G. MONTHLY CASH REQUIREMENTS																							
	G.1 Available at Procurement Service Stores					257,912					179,296					211,154					151,668			800,029.79
	G.2 Other Items not available at PS but regulary purchased from other sources					415,840					50,555					78,310					39,555			584,260.00
	TOTAL MONTHLY CASH REQUIREMENTS					673752					229851					289464					191223			1,384,289.79

**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:

MILDRED A. CASTILLO
Property/Supply Officer

Date Prepared: November 07, 2016

Certified Funds Available /
Certified Appropriate Funds Available:

CATALINA R, CARAAN
Chief, Finance Division

Approved by:

FEROISA FRANCISCA T. CONCORDIA
Officer-in-Charge