Revised Format

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 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 the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: SOCIAL HOUSING FINANCE CORPORATION
Region: Regional Offices
Address: 6th floor, 8737 BDO PLAZA, PASEO DE ROXAS, MAKATI CITY

Agency Account Code: X285

Contact Person: ETHEL S. BUGHO
Position: CHIEF OF DIVISION
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Telephone/Mobile Nos: 750-6337 loc. 732/ 817-3168

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
	COMMON ELECTRICAL SUPPLIES																				
1	BATTERY, dry cell AA, 2 pieces per blister pack	pack			57	57				0				0				0	57	17.42	992.94
2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack			7	7				0				0				0	7	14.77	103.39
3	BATTERY, dry cell D, 2 pieces per blister pack	pack				0				0				0				0	0	77.56	-
4	FLUORESCENT LAMP, tubular, 28 watts	tube			4	4				0				0				0	4	114.40	457.60
5	LED Linear Tube, 18 watts individually wrapped in carton	tube			50	50				0				0				0	50	41.50	2,075.00
6	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece			6	6				0				0				0	6	101.82	610.92
7	TAPE, electrical	roll			19	19				0				0				0	19	18.20	345.80

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			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
	COMMON OFFICE SUPPLIES																				
1	ACETATE, gauge #3, 50m per roll	roll				0				0				0				0	0	624.00	-
2	AIR FRESHENER, 280mL/150g min	can			60	60				0				0				0	60	81.12	4,867.20
3	ALCOHOL, 70%, ethyl, 500ml	bottle			280	280				0				0				0	280	50.00	14,000.00
4	CARBON FILM, A4 size, 100 sheets per box	box			26	26				0				0				0	26	223.60	5,813.60
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box			35	35				0				0				0	35	253.92	8,887.20
6	CARTOLINA, assorted color, 20 pieces per pack	pack			23	23				0				0				0	23	70.50	1,621.50
7	CHALK, white, enamel, 100 pieces per box	box			4	4				0				0				0	4	25.86	103.44
8	CLEARBOOK, A4 size	piece			35	35				0				0				0	35	37.44	1,310.40
9	CLEARBOOK, Legal size	piece			35	35				0				0				0	35	41.60	1,456.00
10	CLIP, backfold, 19mm, 12 pieces per box	box			106	106				0				0				0	106	7.28	771.68
11	CLIP, backfold, 25mm, 12 pieces per box	box			92	92				0				0				0	92	16.64	1,530.88
12	CLIP, backfold, 32mm, 12 pieces per box	box			134	134				0				0				0	134	20.68	2,771.12
13	CLIP, backfold, 50mm, 12 pieces per box	box			151	151				0				0				0	151	43.68	6,595.68
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece			500	500				0				0				0	500	41.08	20,540.00
15	DATA FILE BOX, made with chipboard, with closed ends	box			230	230				0				0				0	230	80.00	18,400.00
16	DATA FOLDER, made with chipboard, taglia lock	piece			66	66				0				0				0	66	76.95	5,078.70
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box			25	25				0				0				0	25	403.52	10,088.00
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box			30	30				0				0				0	30	507.40	15,222.00
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box			33	33				0				0				0	33	621.71	20,516.43
20	ENVELOPE, EXPANDING, plastic	piece			425	425				0				0				0	425	35.03	14,887.75
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box			26	26				0				0				0	26	139.36	3,623.36
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box			109	109				0				0				0	109	250.00	27,250.00
23	ERASER, felt, for blackboard/whiteboard	piece			28	28				0				0				0	28	10.07	281.96
24	ERASER, plastic or rubber	piece			88	88				0				0				0	88	10.00	880.00
25	FASTENER, for paper, metal, 50 sets per box	box			166	166				0				0				0	166	57.09	9,476.94
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece			245	245				0				0				0	245	82.87	20,303.15
27	FILE TAB DIVIDER, A4, five (5) colors per set	set			95	95				0				0				0	95	12.48	1,185.60
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set			95	95				0				0				0	95	16.64	1,580.80
29	FOLDER, Fancy, A4, 50s/ bundle	bundle			26	26				0				0				0	26	234.00	6,084.00
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle			26	26				0				0				0	26	291.20	7,571.20
31	FOLDER, L-type, A4, 50 pieces pack	pack			34	34				0				0				0	34	166.40	5,657.60
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack			46	46				0				0				0	46	182.00	8,372.00
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box			39	39				0				0				0	39	935.89	36,499.71
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack			25	25				0				0				0	25	248.56	6,214.00
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack			66	66				0				0				0	66	299.98	19,798.68
36	GLUE, all purpose, 300 grams min.	jar			111	111				0				0				0	111	48.88	5,425.68
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box			28	28				0				0				0	28	50.84	1,423.52
38	LOOSELEAF COVER, 50sets per bundle	bundle			10	10				0				0				0	10	539.76	5,397.60
39	MAGAZINE FILE BOX, LARGE	piece			386	386				0				0				0	386	43.84	16,922.24
40	MARKER, fluorescent, 3 colors per set	set			188	188				0				0				0	188	50.00	9,400.00
41	MARKER, whiteboard, bullet type, black	piece			147	147				0				0				0	147	50.00	7,350.00
42	MARKER, whiteboard, bullet type, blue	piece			121	121				0				0				0	121	50.00	6,050.00
43	MARKER, whiteboard, bullet type, red	piece			95	95				0				0				0	95	50.00	4,750.00

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			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
44	MARKER, permanent, bullet type, black	piece			172	172				0				0				0	172	50.00	8,600.00
45	MARKER, permanent, bullet type, blue	piece			134	134				0				0				0	134	50.00	6,700.00
46	MARKER, permanent, bullet type, red	piece			6	6				0				0				0	6	9.65	57.90
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece			106	106				0				0				0	106	10.30	1,091.80
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad			120	120				0				0				0	120	31.20	3,744.00
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad			96	96				0				0				0	96	40.54	3,891.84
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad			102	102				0				0				0	102	54.06	5,514.12
51	PAD PAPER, Ruled	pad			8	8				0				0				0	8	18.26	146.08
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box			19	19				0				0				0	19	50.00	950.00
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box			197	197				0				0				0	197	30.00	5,910.00
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream			163	163				0				0				0	163	117.83	19,206.29
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream			180	180				0				0				0	180	132.02	23,763.60
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream			312	312				0				0				0	312	102.39	31,945.68
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream			244	244				0				0				0	244	114.87	28,028.28
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream			6	6				0				0				0	6	92.04	552.24
59	PAPER, Thermal, 216mm x 30m	roll			56	56				0				0				0	56	35.67	1,997.52
60	PENCIL, lead, w/eraser, one(1) dozen per box	box			53	53				0				0				0	53	30.00	1,590.00
61	PHILIPPINE NATIONAL FLAG	piece			5	5				0				0				0	5	299.52	1,497.60
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book			71	71				0				0				0	71	90.00	6,390.00
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book			47	47				0				0				0	47	120.00	5,640.00
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle			4	4				0				0				0	4	256.87	1,027.48
65	RUBBER BAND, 70mm min lay flat length (#18)	box			63	63				0				0				0	63	120.00	7,560.00
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece			65	65				0				0				0	65	15.60	1,014.00
67	SIGN PEN, black	piece			427	427				0				0				0	427	80.00	34,160.00
68	SIGN PEN, blue	piece			221	221				0				0				0	221	80.00	17,680.00
69	SIGN PEN, red	piece			125	125				0				0				0	125	44.01	5,501.25
70	STAMP PAD INK, violet, 50mL	bottle			48	48				0				0				0	48	30.00	1,440.00
71	STAMP PAD, felt pad, min 60mm x 100mm	piece			21	21				0				0				0	21	31.08	652.68
72	STAPLE WIRE, Heavy duty, 23/13	box			224	224				0				0				0	224	30.42	6,814.08
73	STAPLE WIRE, Standard	box			152	152				0				0				0	152	40.00	6,080.00
74	TAPE, masking, 24mm, 50 meters length	roll			69	69				0				0				0	69	55.12	3,803.28
75	TAPE, masking, 48mm, 50 meters length	roll			79	79				0				0				0	79	105.04	8,298.16
76	TAPE, transparent, 24mm, 50 meters	roll			136	136				0				0				0	136	55.00	7,480.00
77	TAPE, transparent, 48mm, 50 meters	roll			94	94				0				0				0	94	55.00	5,170.00
78	TAPE, packaging, 48mm, 50 meters length	roll			62	62				0				0				0	62	33.28	2,063.36
79	TOILET TISSUE, 12 rolls per pack	pack			158	158				0				0				0	158	75.57	11,940.06
80	TWINE, plastic, one kilo per roll	roll			31	31				0				0				0	31	54.08	1,676.48
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack			13	13				0				0				0	13	112.72	1,465.36
82	Software					0				0				0				0	0		-
83	Airline Travel					0				0				0				0	0		-
	COMMON OFFICE DEVICES																				
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube			45	45				0				0				0	45	7.85	353.25
2	CUTTER KNIFE, heavy duty	piece			36	36				0				0				0	36	19.76	711.36
3	DATING AND STAMPING MACHINE	piece			9	9				0				0				0	9	650.00	5,850.00
4	PENCIL SHARPENER, 1 piece in indiviual plastic case	piece			28	28				0				0				0	28	187.20	5,241.60

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			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece			33	33				0				0				0	33	300.00	9,900.00
6	SCISSORS, (6")	pair			60	60				0				0				0	60	40.00	2,400.00
7	STAPLER, standard	piece			60	60				0				0				0	60	300.00	18,000.00
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			14	14				0				0				0	14	1,059.76	14,836.64
9	STAPLE REMOVER, plier type	piece				0				0				0				0	0	17.63	-
10	TAPE DISPENSER, table top	piece			43	43				0				0				0	43	150.00	6,450.00
11	WASTE BASKET, non-rigid plastic	piece			30	30				0				0				0	30	30.68	920.40
	COMMON JANITORIAL SUPPLIES																				
1	BROOM, soft (tambo)	piece			50	50				0				0				0	50	104.00	5,200.00
2	BROOM, stick (tingting)	piece			10	10				0				0				0	10	23.92	239.20
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle			84	84				0				0				0	84	41.60	3,494.40
4	CLEANSER, scouring powder, 350grams/can	can			108	108				0				0				0	108	18.20	1,965.60
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch			96	96				0				0				0	96	41.60	3,993.60
6	DISINFECTANT SPRAY, 400-550 grams	can			65	65				0				0				0	65	114.40	7,436.00
7	DUST PAN, non-rigid plastic	piece			22	22				0				0				0	22	36.28	798.16
8	FLOOR WAX, Paste, red	can			14	14				0				0				0	14	228.80	3,203.20
9	FURNITURE CLEANER, aerosol, 300mL/can	can			60	60				0				0				0	60	84.76	5,085.60
10	INSECTICIDE, aerosol type, 600mL/can	can			43	43				0				0				0	43	117.52	5,053.36
11	MOPBUCKET	piece			10	10				0				0				0	10	1,872.00	18,720.00
12	MOPHANDLE, screw type, aluminum handle	piece			16	16				0				0				0	16	130.00	2,080.00
13	MOPHEAD, made of rayon	piece			33	33				0				0				0	33	98.80	3,260.40
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle			55	55				0				0				0	55	43.68	2,402.40
15	SCOURING PAD, 5 pieces per pack	pack			29	29				0				0				0	29	119.60	3,468.40
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll			192	192				0				0				0	192	139.88	26,856.96
17	DISINFECTANT, bleaching solution	cont				0				0				0				0	0	101.82	-
18	DETERGENT BAR, 140g as packed (-2.5%)	bar				0				0				0				0	0	7.28	-
	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				0				0				0				0	0	10,400.00	-
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit			44	44				0				0				0	44	153.92	6,772.48
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit			7	7				0				0				0	7	413.92	2,897.44
4	CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	254.68	-
5	CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit			2	2				0				0				0	2	6,229.60	12,459.20
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0				0				0	0	25,272.00	-
8	ELECTRIC FAN, industrial	unit			5	5				0				0				0	5	1,144.00	5,720.00
9	ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit			15	15				0				0				0	15	1,500.00	22,500.00

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			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
11	ELECTRIC FAN, wall type	unit				0				0				0				0	0	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			3	3				0				0				0	3	10,000.00	30,000.00
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				0				0				0				0	0	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				0				0				0				0	0	4,992.00	-
15	MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0				0	0	41,500.00	-
16	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0				0	0	7,488.00	-
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0				0	0	5,699.20	-
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,709.60	-
19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	5,831.52	-
20	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0				0	0	10,000.00	-
21	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	1,237.60	-
22	TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit			3	3				0				0				0	3	1,232.40	3,697.20
23	TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-
24	Desktop and Laptop	unit				0				0				0				0	0		-
	COMMON COMPUTER SUPPLIES																				
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box			120	120				0				0				0	120	601.90	72,228.00
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box			73	73				0				0				0	73	950.30	69,371.90
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box			43	43				0				0				0	43	683.49	29,390.07
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box			27	27				0				0				0	27	1,220.96	32,965.92
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box			24	24				0				0				0	24	570.91	13,701.84
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box			16	16				0				0				0	16	958.15	15,330.40
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece			4	4				0				0				0	4	21.37	85.48
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			5	5				0				0				0	5	3,092.96	15,464.80
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece			35	35				0				0				0	35	234.00	8,190.00
10	MOUSE, optical, USB connection type	unit			21	21				0				0				0	21	500.00	10,500.00

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
	HANDBOOK ON PROCUREMENT																				
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0	61.83	-
	CONSUMABLES																				
1	INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	681.20	-
2	INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	447.20	-
3	INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	447.20	-
4	INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	447.20	-
5	INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00	-
6	INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00	-
7	INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00	-
9	INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,538.16	-
10	INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	868.40	-
12	INK CART, BROTHER LC67HYY, Yellow	cart				0				0				0				0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart				0				0				0				0	0	774.80	-
14	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	754.00	-
15	INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	534.56	-
17	INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,022.32	-
18	INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	1,001.52	-
19	INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0				0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0				0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0				0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0				0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart			28	28				0				0				0	28	400.00	11,200.00
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart			28	28				0				0				0	28	400.00	11,200.00
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart			28	28				0				0				0	28	400.00	11,200.00
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart			28	28				0				0				0	28	400.00	11,200.00
32	INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,310.40	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60	-

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
42	INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,513.20	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	826.80	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	650.00	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	751.92	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	826.80	-
58	INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	296.40	-
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0				0				0				0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart			52	52				0				0				0	52	357.76	18,603.52
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart			52	52				0				0				0	52	360.88	18,765.76

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
88	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0				0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CO Printer)	cart				0				0				0				0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0				0				0				0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0				0				0				0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,317.12	-
118	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,475.20	-
119	TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,475.20	-
120	TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,475.20	-
121	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80	-

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
134	TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,548.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	5,512.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0				0				0				0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart			600	600				0				0				0	600	334.88	200,928.00
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				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	BALLAST, 36 watts	piece			29	29				0				0				0	29	74.78	2,168.62
2	FLUORESCENT LAMP, tubular, 14 watts	tube			140	140				0				0				0	140	88.40	12,376.00
3	FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set			42	42				0				0				0	42	364.00	15,288.00

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
	COMMON OFFICE EQUIPMENT																				
1	CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit			1	1				0				0				0	1	1,965.60	1,965.60
2	ELECTRONIC TIME RECORDER OR BUNDY CLOCK, electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts	unit			4	4				0				0				0	4	3,315.52	13,262.08
3	MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color	unit			3	3				0				0				0	3	2,704.00	8,112.00
4	WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEE 802.3u, IEEE 802.3, interface: 4 x 10/100 ports, 1 x 10/100 WAN port, LED indicator: Power, WLAN, LAN(10/100), Internet Status, with patch cable and power adapter, warranty: one(1) year warranty, frequency band: 2.4 GHz, one(1) unit/box	unit			2	2				0				0				0	2	1,037.92	2,075.84
5						0				0				0				0	0		-
	COMMON OFFICE SUPPLIES																				
1	CARTOLINA, white, 20 pieces per pack	pack			11	11				0				0				0	11	52.00	572.00
2	CLIP, bulldog, 73mm (3")	piece			220	220				0				0				0	220	8.32	1,830.40
3	COLUMNAR PAD, 18 cols, 50 gsm min.	pad			11	11				0				0				0	11	65.52	720.72
4	ENVELOPE, PAY, 500 pieces per box	box			1	1				0				0				0	1	114.71	114.71
5	ILLUSTRATION BOARD, (30"x40")	piece			19	19				0				0				0	19	35.05	665.95
6	INDEX CARD BOX, 3"x5"	piece			4	4				0				0				0	4	36.40	145.60
7	INDXEX CARD BOX, 5"x8"	piece			1	1				0				0				0	1	55.12	55.12
8	INDEX CARD, 5"x8", 500 pieces per pack	pack			11	11				0				0				0	11	139.34	1,532.74
9	MANILA PAPER, 10sheets per pack	pack			30	30				0				0				0	30	26.00	780.00
10	MAP PIN, round head, 100 pieces per case	case			13	13				0				0				0	13	40.35	524.55
11	OIL, for general purpose lubricant, 120 mL	bottle			6	6				0				0				0	6	36.90	221.40
12	PAPER, Thermal, 210mm x 30m	roll			30	30				0				0				0	30	29.95	898.50
13	PUSH PIN, flat head type, assorted colors, 100 pieces per case	case			28	28				0				0				0	28	24.96	698.88
14	RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool			4	4				0				0				0	4	16.12	64.48
15	STAPLE WIRE, Heavy duty, 23/17	box			61	61				0				0				0	61	41.48	2,530.28
16	TAPE DISPENSER, handheld	piece			23	23				0				0				0	23	29.10	669.30
17	TAPE, for adding machine	roll			10	10				0				0				0	10	10.00	100.00
18	TIME CARD, for Amano Bundy Clock,100 pieces bundle	bundle			9	9				0				0				0	9	69.47	625.23
19	Chair, Monobloc with backrest	piece			205	205				0				0				0	205	500.00	102,500.00
20	Whiteboard	piece			6	6				0				0				0	6	10,000.00	60,000.00
21	Cork Board	piece			6	6				0				0				0	6	6,000.00	36,000.00
	COMMON JANITORIAL SUPPLIES																				
1	FLOOR WAX, Liquid type, natural	can			92	92				0				0				0	92	370.50	34,086.00
2	FLOOR WAX, Paste type, natural	can			14	14				0				0				0	14	223.60	3,130.40
3	SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece			141	141				0				0				0	141	22.36	3,152.76
	CONSUMABLES																				
						0				0				0				0	0		-
						0				0				0				0	0		-

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
	Office Equipment and Accessories																				
1	Air Condition Unit (Stand)	Piece			4	4				0				0				0	4	130,000.00	520,000.00
2	LED Television	Piece			10	10				0				0				0	10	35,000.00	350,000.00
3	Sound System with Microphone	Piece			3	3				0				0				0	3	30,000.00	90,000.00
4	Industrial Fan	Piece			2	2				0				0				0	2	10,000.00	20,000.00
5	Biometrics for Timekeeping	Piece			6	6				0				0				0	6	30,000.00	180,000.00
6	Paper Cutter	Piece			2	2				0				0				0	2	3,500.00	7,000.00
7	Water Dispenser	Piece			4	4				0				0				0	4	8,000.00	32,000.00
8	Emergency light	Piece			5	5				0				0				0	5	2,500.00	12,500.00
9	Electric Typewriter	Piece			4	4				0				0				0	4	15,000.00	60,000.00
10	Air Condition Unit Split Type	Piece			5	5				0				0				0	5	65,000.00	325,000.00
11	Adding Machine	Piece			1	1				0				0				0	1	6,000.00	6,000.00
12	Generator Set (8,500)	Piece			1	1				0				0				0	1	75,000.00	75,000.00
13	Floor Polisher	Piece			1	1				0				0				0	1	40,000.00	40,000.00
14	Digital Camera	Piece			3	3				0				0				0	3	30,000.00	90,000.00
15	Exhaust Fan	Piece			1	1				0				0				0	1	1,000.00	1,000.00
16	Microphone	Piece			2	2				0				0				0	2	1,000.00	2,000.00
17	Speaker	Piece			4	4				0				0				0	4	2,000.00	8,000.00
18	Money Counter	Piece			2	2				0				0				0	2	15,000.00	30,000.00
	Office Supplies																				
1	Customized Documentary Storage Box	Piece			299	299				0				0				0	299	600.00	179,400.00
2	Calendar	Piece			10	10				0				0				0	10	500.00	5,000.00
3	Ballpen, Black	Box			44	44				0				0				0	44	60.00	2,640.00
4	Ballpen, Blue	Box			8	8				0				0				0	8	60.00	480.00
5	Ballpen, Red	Box			8	8				0				0				0	8	60.00	480.00
6	Bond Paper, Short, 80gsm	Ream			60	60				0				0				0	60	150.00	9,000.00
7	CD-Recordable	Piece			60	60				0				0				0	60	10.00	600.00
8	Columnar	Piece			15	15				0				0				0	15	60.00	900.00
9	File Rack	Piece			15	15				0				0				0	15	200.00	3,000.00
10	Rubber Stamp SHFC Logo	Piece			6	6				0				0				0	6	300.00	1,800.00
11	Ruler 12"	Piece			12	12				0				0				0	12	6.00	72.00
12	My Gel, refill	Piece			24	24				0				0				0	24	30.00	720.00
13	Stamp Pad Ink, Black	Bottle			2	2				0				0				0	2	80.00	160.00
14	Paste with applicator	Jar			6	6				0				0				0	6	75.00	450.00
15	Staple Wire, #10	Box			8	8				0				0				0	8	36.00	288.00
16	Stapler for #10	Box			3	3				0				0				0	3	200.00	600.00
17	Plastic Jacket, Legal Size	Piece			500	500				0				0				0	500	15.00	7,500.00
18	Correction Fluid	Piece			12	12				0				0				0	12	30.00	360.00
19	Envelope, mailing, with SHGC logo and window	Box			4	4				0				0				0	4	1,400.00	5,600.00
20	Data Binder with ring	Piece			100	100				0				0				0	100	330.00	33,000.00
21	Finger Moisture	Pad			5	5				0				0				0	5	50.00	250.00
22	Stamp Pad Ink, Green	Bottle			2	2				0				0				0	2	70.00	140.00
23	Metal Binder Folder	Piece			100	100				0				0				0	100	7.00	700.00
24	Rubber Band, small	Box			12	12				0				0				0	12	40.00	480.00
25	Button Pins	Box			5	5				0				0				0	5	30.00	150.00
26	Marker, Whiteboard, Green	Piece			2	2				0				0				0	2	55.00	110.00
																					-

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
	Audio and visual presentation and composing equipment																				
1	Laser Pointer	Piece			3	3				0				0				0	3	2,000.00	6,000.00
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
	Photographic or filming or video equipment																				
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
	Cleaning Equipment and Supplies																				
1	Deodorant Cake	Piece			60	60				0				0				0	60	75.00	4,500.00
2	All Purpose Cleaner	Bottle			24	24				0				0				0	24	140.00	3,360.00
3	Car Freshener Refiller	Piece			24	24				0				0				0	24	120.00	2,880.00
4	Dishwashing Liquid, 250mL	Bottle			14	14				0				0				0	14	55.00	770.00
5	Door Mat	Piece			28	28				0				0				0	28	80.00	2,240.00
6	Soft Broom	Piece			6	6				0				0				0	6	250.00	1,500.00
7	Furniture Polish, 330mL	Bottle			22	22				0				0				0	22	210.00	4,620.00
8	Garbage Bin	Piece			8	8				0				0				0	8	250.00	2,000.00
9	Glass Cleaner, 250mL	Bottle			12	12				0				0				0	12	120.00	1,440.00
10	Liquid Hand Soap	Bottle			22	22				0				0				0	22	85.00	1,870.00
11	Moth Balls	Pack			28	28				0				0				0	28	40.00	1,120.00
12	Muriatic Acid, 500mL	Bottle			8	8				0				0				0	8	70.00	560.00
13	All Purpose Powder, 500gm	Pack			48	48				0				0				0	48	65.00	3,120.00
14	Reserve Mop Cloth	Piece			12	12				0				0				0	12	150.00	1,800.00
15	Air Freshener, 320mL	Can			28	28				0				0				0	28	280.00	7,840.00
16	Table Rugs	Piece			30	30				0				0				0	30	120.00	3,600.00
17	Toilet Brush	Piece			5	5				0				0				0	5	200.00	1,000.00
18	Twister Mop	Piece			2	2				0				0				0	2	1,650.00	3,300.00
19	Floor Brush	Piece			4	4				0				0				0	4	150.00	600.00
20	Scotch Brite	Piece			5	5				0				0				0	5	50.00	250.00
21	Dust Pan	Piece			1	1				0				0				0	1	175.00	175.00
22	Toilet Cleaner	Bottle			6	6				0				0				0	6	750.00	4,500.00
23	Scrubing Pad	Piece			2	2				0				0				0	2	100.00	200.00
24	Mop	Piece			1	1				0				0				0	1	250.00	250.00
																					-

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
	Lighting and fixtures and accessories																				
1	Fluorescent Light	Piece			12	12				0				0				0	12	500.00	6,000.00
2	LED Bulbs	Piece			19	19				0				0				0	19	500.00	9,500.00
3	Light Bulb, Valta	Piece			4	4				0				0				0	4	500.00	2,000.00
4	Starter	Piece			80	80				0				0				0	80	30.00	2,400.00
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
	Electrical equipment and components and supplies																				
1	Nails	Piece			10	10				0				0				0	10	100.00	1,000.00
2	Screws	Piece			10	10				0				0				0	10	100.00	1,000.00
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
	Computer Supplies																				
1	External Hard Drive, 500GB				3	3				0				0				0	3	5,000.00	15,000.00
2	Kyocera				36	36				0				0				0	36	8,000.00	288,000.00
3	Printer Cable USB Port				7	7				0				0				0	7	2,500.00	17,500.00
4	Keyboard				3	3				0				0				0	3	1,000.00	3,000.00
5	Mouse				6	6				0				0				0	6	500.00	3,000.00
6	Adoptor				10	10				0				0				0	10	40.00	400.00
7	Extension Wire				4	4				0				0				0	4	300.00	1,200.00
8	Epson FX2175/2190 ribbon refill	pc			420	420			75	75			75	75			75	75	645	70.00	45,150.00
9	Kyocera FSC2026 MFP Black	cart			8	8			2	2			2	2			2	2	14	8,840.00	123,760.00
10	Kyocera FSC2026 MFP Cyan	cart			3	3			1	1			1	1				0	5	8,840.00	44,200.00
11	Kyocera FSC2026 MFP Magenta	cart			3	3			1	1			1	1				0	5	8,840.00	44,200.00
12	Kyocera FSC2026 MFP Yellow	cart			3	3			1	1			1	1				0	5	8,840.00	44,200.00
13	Kyocera FS1020 MFP Black	cart			68	68				0				0				0	68	3,942.00	268,056.00
14	Kyocera FS1320DN Black	cart			52	52				0				0				0	52	6,100.00	317,200.00
15	Kyocera FS1060DN Black	cart			28	28				0				0				0	28	3,972.00	111,216.00
16	Cable/ Wires	meter			30	30				0				0				0	30	50.00	1,500.00
																					-
	Computer Equipment and Accessories																				-
1	Flash Drive, 8GB	Piece			6	6				0				0				0	6	500.00	3,000.00
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
	*Other Categories																				-
1	Fire Extinguisher	Piece			9	9				0				0				0	9	7,000.00	63,000.00
2	Flash Light	Piece			5	5				0				0				0	5	200.00	1,000.00
3	Wall Clock	Piece			4	4				0				0				0	4	450.00	1,800.00
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
C. TOTAL (A + B):																					5,330,905.11
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					533,090.51
E. GRAND TOTAL (C + D)																					5,863,995.62
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																					
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores						1443881				0				0				0			1443880.95
G.2 Other Items not available at PS but regulary purchased from other sources						3335999				49450				49450				22930			3457829.16
TOTAL MONTHLY CASH REQUIREMENTS						4779880				49450				49450				22930			4901710.11

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:

Ethel S. Bugho
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:

Dante M. Anabe
Accountant /
Local Budget Officer

Recommending Approval

Atty. Jose D. Melgarejo
BAC Goods and Services

Approved by:

Maria Ana R. Oliveros
Head of Office/Agency

Date Prepared: