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: NCR
Address: 6th floor, 8737 BDO PLAZA, PASEO DE ROXAS, MAKATI CITY

Agency Account Code: X285

Contact Person: ETHEL S. BUGHO
Position: CHIEF OF DIVISION
E-mail : ebugho@shfcph.com/ thea_jean15@yahoo.com
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				0				0			35	35				0	35	17.42	609.70
2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0				0			75	75				0	75	14.77	1,107.75
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				0				0				0				0	0	114.40	-
5	LED Linear Tube, 18 watts individually wrapped in carton	tube				0				0				0				0	0	280.80	-
6	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0		-
7	TAPE, electrical	roll				0				0				0				0	0	18.20	-

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	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				0				0				0				0	0	83.20	-
3	ALCOHOL, 70%, ethyl, 500ml	bottle			200	200			200	200			200	200			200	200	800	50.00	40,000.00
4	CARBON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0	197.58	-
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box			8	8				0			8	8				0	16	253.92	4,062.72
6	CARTOLINA, assorted color, 20 pieces per pack	pack			4	4			4	4			4	4			4	4	16	70.50	1,128.00
7	CHALK, white, enamel, 100 pieces per box	box				0				0				0				0	0	25.86	-
8	CLEARBOOK, A4 size	piece				0				0				0				0	0	39.52	-
9	CLEARBOOK, Legal size	piece				0				0				0				0	0	43.68	-
10	CLIP, backfold, 19mm, 12 pieces per box	box			40	40				0			40	40				0	80	7.28	582.40
11	CLIP, backfold, 25mm, 12 pieces per box	box			40	40				0			40	40				0	80	16.64	1,331.20
12	CLIP, backfold, 32mm, 12 pieces per box	box			40	40				0			40	40				0	80	20.68	1,654.40
13	CLIP, backfold, 50mm, 12 pieces per box	box			40	40				0			40	40				0	80	43.68	3,494.40
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece			500	500			500	500			500	500				0	1500	41.08	61,620.00
15	DATA FILE BOX, made with chipboard, with closed ends	box			20	20			20	20			20	20			20	20	80	69.78	5,582.40
16	DATA FOLDER, made with chipboard, taglia lock	piece			30	30			30	30			30	30			30	30	120	76.95	9,234.00
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box			2	2			3	3			2	2			3	3	10	403.52	4,035.20
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box			2	2			3	3			3	3			2	2	10	507.40	5,074.00
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box			4	4			4	4			4	4			4	4	16	621.71	9,947.36
20	ENVELOPE, EXPANDING, plastic	piece			100	100				0				0				0	100	35.03	3,503.00
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box			2	2			2	2			1	1				0	5	139.36	696.80
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0				0				0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece			5	5				0			5	5				0	10	10.07	100.70
24	ERASER, plastic or rubber	piece			50	50				0			50	50				0	100	2.16	216.00
25	FASTENER, for paper, metal, 50 sets per box	box			100	100				0			100	100			100	100	300	57.09	17,127.00
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	82.87	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set			1000	1000				0			1000	1000				0	2000	12.48	24,960.00
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set			750	750				0			750	750				0	1500	16.64	24,960.00
29	FOLDER, Fancy, A4, 50s/ bundle	bundle			3	3			3	3			3	3			3	3	12	234.00	2,808.00
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle			3	3			3	3			3	3			3	3	12	291.20	3,494.40
31	FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0				0	0	166.40	-
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0				0	0	182.00	-
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box			15	15				0			15	15			15	15	45	935.89	42,115.05
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0				0				0	0	248.56	-
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack			10	10			10	10			10	10			15	15	45	299.98	13,499.10
36	GLUE, all purpose, 300 grams min.	jar			15	15				0			15	15				0	30	48.88	1,466.40
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box			30	30				0			30	30				0	60	50.84	3,050.40
38	LOOSELEAF COVER, 50sets per bundle	bundle			20	20				0			20	20			10	10	50	539.76	26,988.00
39	MAGAZINE FILE BOX, LARGE	piece				0				0				0				0	0	43.84	-
40	MARKER, fluorescent, 3 colors per set	set			40	40				0			40	40			40	40	120	35.55	4,266.00
41	MARKER, whiteboard, bullet type, black	piece			90	90				0			144	144				0	234	11.80	2,761.20
42	MARKER, whiteboard, bullet type, blue	piece			90	90				0			90	90				0	180	11.80	2,124.00
43	MARKER, whiteboard, bullet type, red	piece			90	90				0			90	90				0	180	11.80	2,124.00

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44	MARKER, permanent, bullet type, black	piece			144	144				0			144	144				0	288	9.65	2,779.20
45	MARKER, permanent, bullet type, blue	piece			120	120				0			120	120				0	240	9.65	2,316.00
46	MARKER, permanent, bullet type, red	piece			120	120				0			120	120				0	240	9.65	2,316.00
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece			150	150				0			150	150			150	150	450	10.30	4,635.00
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad			30	30				0			30	30				0	60	31.20	1,872.00
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad			180	180				0			180	180				0	360	40.54	14,594.40
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad			30	30				0			30	30				0	60	54.06	3,243.60
51	PAD PAPER, Ruled	pad			10	10				0				0				0	10	18.26	182.60
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box			100	100				0			100	100			100	100	300	13.52	4,056.00
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box			100	100				0			100	100			100	100	300	6.76	2,028.00
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream			500	500			500	500			500	500			500	500	2000	117.83	235,660.00
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream			500	500			500	500			500	500			500	500	2000	132.02	264,040.00
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0				0				0	0	102.39	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0				0	0	114.87	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream			10	10				0				0				0	10	92.04	920.40
59	PAPER, Thermal, 216mm x 30m	roll			20	20				0			20	20				0	40	35.67	1,426.80
60	PENCIL, lead, w/eraser, one(1) dozen per box	box			60	60				0			60	60				0	120	19.62	2,354.40
61	PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	299.52	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book			50	50				0			50	50			50	50	150	60.32	9,048.00
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book			60	60				0			60	60			60	60	180	86.85	15,633.00
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle			4	4				0			4	4			4	4	12	256.87	3,082.44
65	RUBBER BAND, 70mm min lay flat length (#18)	box			40	40				0			40	40				0	80	105.85	8,468.00
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece			20	20				0				0			20	20	40	15.60	624.00
67	SIGN PEN, black	piece			180	180			180	180			180	180				0	540	44.01	23,765.40
68	SIGN PEN, blue	piece			120	120			180	180			120	120				0	420	44.01	18,484.20
69	SIGN PEN, red	piece			30	30				0			30	30				0	60	44.01	2,640.60
70	STAMP PAD INK, violet, 50mL	bottle			20	20			20	20			20	20				0	60	22.88	1,372.80
71	STAMP PAD, felt pad, min 60mm x 100mm	piece			15	15				0			15	15				0	30	31.08	932.40
72	STAPLE WIRE, Heavy duty, 23/13	box				0				0				0				0	0	30.42	-
73	STAPLE WIRE, Standard	box			250	250				0			250	250			100	100	600	18.92	11,352.00
74	TAPE, masking, 24mm, 50 meters length	roll			120	120				0			120	120			120	120	360	55.12	19,843.20
75	TAPE, masking, 48mm, 50 meters length	roll			60	60				0			60	60			60	60	180	105.04	18,907.20
76	TAPE, transparent, 24mm, 50 meters	roll			250	250			250	250			250	250				0	750	17.37	13,027.50
77	TAPE, transparent, 48mm, 50 meters	roll			50	50				0			50	50				0	100	33.28	3,328.00
78	TAPE, packaging, 48mm, 50 meters length	roll			30	30				0			30	30				0	60	33.28	1,996.80
79	TOILET TISSUE, 12 rolls per pack	pack			25	25			25	25			25	25			25	25	100	75.57	7,557.00
80	TWINE, plastic, one kilo per roll	roll			10	10				0			10	10				0	20	54.08	1,081.60
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack			10	10				0				0				0	10	112.72	1,127.20
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				0				0				0				0	0	9.19	-
2	CUTTER KNIFE, heavy duty	piece			20	20				0				0				0	20	19.76	395.20
3	DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in indiviual plastic case	piece			5	5				0			5	5			5	5	15	187.20	2,808.00

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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			20	20				0			20	20				0	40	123.43	4,937.20
6	SCISSORS, (6")	pair			50	50				0			50	50				0	100	15.53	1,553.00
7	STAPLER, standard	piece			20	20				0			20	20			20	20	60	92.23	5,533.80
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				0				0				0				0	0	1,059.76	-
9	STAPLE REMOVER, plier type	piece			36	36				0			36	36				0	72	17.63	1,269.36
10	TAPE DISPENSER, table top	piece			5	5				0			5	5			5	5	15	47.72	715.80
11	WASTE BASKET, non-rigid plastic	piece				0				0				0				0	0	30.68	-
	COMMON JANITORIAL SUPPLIES																				
1	BROOM, soft (tambo)	piece				0				0				0				0	0	88.40	-
2	BROOM, stick (tingting)	piece				0				0				0				0	0	23.92	-
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	41.60	-
4	CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27	-
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	37.43	-
6	DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	119.60	-
7	DUST PAN, non-rigid plastic	piece				0				0				0				0	0	24.96	-
8	FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0				0				0				0	0	84.76	-
10	INSECTICIDE, aerosol type, 600mL/can	can				0				0				0				0	0	124.80	-
11	MOPBUCKET	piece				0				0				0				0	0	1,911.00	-
12	MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	142.48	-
13	MOPHEAD, made of rayon	piece				0				0				0				0	0	98.80	-
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0	49.69	-
15	SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	102.96	-
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0	139.88	-
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			10	10				0			10	10				0	20	153.92	3,078.40
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	258.84	-
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			6	6				0				0				0	6	6,229.60	37,377.60
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				0				0				0				0	0	956.80	-
9	ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit			9	9				0				0				0	9	1,500.00	13,500.00

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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			8	8				0				0				0	8	3,800.00	30,400.00
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			5	5				0				0				0	5	41,500.00	207,500.00
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				0				0				0				0	0	1,289.60	-
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			80	80				0			80	80			80	80	240	601.90	144,456.00
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box			20	20				0			20	20			20	20	60	950.30	57,018.00
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box			80	80				0			80	80			80	80	240	683.49	164,037.60
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box			5	5				0			5	5			5	5	15	1,220.96	18,314.40
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	596.80	-
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box			20	20			16	16				0				0	36	958.15	34,493.40
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece			500	500				0			500	500				0	1000	21.37	21,370.00
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			10	10				0			10	10				0	20	3,092.96	61,859.20
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece			20	20				0			20	20				0	40	234.00	9,360.00
10	MOUSE, optical, USB connection type	unit			30	30				0			30	30				0	60	500.00	30,000.00

	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			48	48				0			48	48				0	96	450.00	43,200.00
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart			24	24				0			24	24				0	48	450.00	21,600.00
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart			24	24				0			24	24				0	48	450.00	21,600.00
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart			24	24				0			24	24				0	48	450.00	21,600.00
32	INK CART, HP 51645A, (HP45), Black	cart			2	2				0			2	2				0	4	1,310.40	5,241.60
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			2	2				0			2	2				0	4	1,513.20	6,052.80
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				0				0				0				0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	360.88	-

	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			1	1				0				0			1	1	2	2,317.12	4,634.24
118	TONER CART, HP CE311A, Cyan	cart			1	1				0				0			1	1	2	2,475.20	4,950.40
119	TONER CART, HP CE312A, Yellow	cart			1	1				0				0			1	1	2	2,475.20	4,950.40
120	TONER CART, HP CE313A, Magenta	cart			1	1				0				0			1	1	2	2,475.20	4,950.40
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
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134	TONER CART, HP CE505A, Black	cart			60	60				0			40	40				0	100	3,998.80	399,880.00
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			2	2			2	2			2	2			2	2	8	2,548.00	20,384.00
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			4	4			4	4			4	4			4	4	16	5,512.00	88,192.00
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			150	150				0			150	150			150	150	450	334.88	150,696.00
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						0				0				0				0	0		-
2						0				0				0				0	0		-
3						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		
	COMMON OFFICE 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		-
	COMMON OFFICE SUPPLIES																				
1	CLIP, bulldog, 73mm (3")	piece			72	72				0			72	72				0	144	8.32	1,198.08
2	INDEX CARD, 5"x8", 500 pieces per pack	pack			5	5				0			5	5				0	10	139.34	1,393.40
3	MANILA PAPER, 10sheets per pack	pack			10	10				0			10	10				0	20	26.00	520.00
4	MAP PIN, round head, 100 pieces per case	case			10	10			10	10			5	5				0	25	40.35	1,008.75
5	PUSH PIN, flat head type, assorted colors, 100 pieces per case	case			10	10			10	10			5	5				0	25	24.96	624.00
6	RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle			3	3				0			3	3				0	6	150.80	904.80
7	RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle			3	3				0			3	3				0	6	291.03	1,746.18
8	TAPE, for adding machine	roll			15	15				0			15	15				0	30	10.00	300.00
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
	COMMON JANITORIAL SUPPLIES																				
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
	CONSUMABLES																				
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-

	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		
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
	Office Equipment and Accessories																				
1	Calculator, 14digits, DM	Piece			20	20				0				0				0	20	800.00	16,000.00
2	Electric Typewriter	Piece			3	3				0				0				0	3	30,000.00	90,000.00
3	Digital SLR	Piece			2	2				0				0				0	2	30,000.00	60,000.00
4	High End DSLR	Piece			1	1				0				0				0	1	55,000.00	55,000.00
5	Video Camera	Piece			1	1				0				0				0	1	20,000.00	20,000.00
6	Tripod	Piece			1	1				0				0				0	1	4,000.00	4,000.00
7	32" LED TV with USB	Piece			2	2				0				0				0	2	35,000.00	70,000.00
8	USB Mobile LTE Internet Modem	Piece			3	3				0				0				0	3	1,000.00	3,000.00
9	Scientific Calculator	Piece			1	1				0				0				0	1	1,500.00	1,500.00
10	Digital Camera	Piece			9	9				0				0				0	9	30,000.00	270,000.00
11	Receipt Validation Printer	Piece			4	4				0				0				0	4	40,000.00	160,000.00
12	Calculator Desktop, HD Printing, 12digits	Piece			2	2				0				0				0	2	4,000.00	8,000.00
13	Bill Counter	Piece			2	2				0				0				0	2	48,000.00	96,000.00
14	Counterfeit Detector	Piece			3	3				0				0				0	3	3,000.00	9,000.00
15	Small Push Cart	Piece			1	1				0				0				0	1	5,000.00	5,000.00
16	Paper Shredder, Heavy Duty	Piece			2	2				0				0				0	2	30,000.00	60,000.00
17	cutting machine	Piece			1	1				0				0				0	1	9,000.00	9,000.00
18	Heavy Duty Push Cart	Piece			1	1				0				0				0	1	15,000.00	15,000.00
19	Electri Drill	Piece			1	1				0				0				0	1	3,500.00	3,500.00
20	Screw Driver Flat	Piece			1	1				0				0				0	1	700.00	700.00
21	Screw Driver Philip	Piece			1	1				0				0				0	1	700.00	700.00
22	Telephone Unit	Piece			20	20				0				0				0	20	1,500.00	30,000.00
23	Handheld GPS	Piece			3	3				0				0				0	3	25,000.00	75,000.00

	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		
24	Portable PA Voice Amplifier System	Piece			2	2				0				0				0	2	1,000.00	2,000.00
25	Loudspeaker/Megaphone	Piece			2	2				0				0				0	2	6,000.00	12,000.00
26	465x500x533mm/ 18.3"x19.6"x20.9", manual defrost)	Piece			1	1				0				0				0	1	8,000.00	8,000.00
27	Biometric Terminal (Face Recognition and with high speed optical finger print scanner), 4.3" TFT colored LCD Panel for user image and message display, voice prompt. With built-in EMRF proximity reader. Connects to host PC via TCP/IP with one (1) USB port. Requires 220VAC power.	Piece			1	1				0				0				0	1	500,000.00	500,000.00
	Office Supplies																				
1	Acetate plastic, clear, A4	Piece			125	125			125	125			125	125			125	125	500	12.00	6,000.00
2	Ballpen, Black	Piece			500	500			500	500			500	500				0	1500	5.00	7,500.00
3	Ballpen, Blue	Piece			200	200			200	200			200	200				0	600	5.00	3,000.00
4	Ballpen, Red	Piece			50	50				0			50	50				0	100	5.00	500.00
5	CD-Recordable	Piece			200	200			200	200			200	200				0	600	20.00	12,000.00
6	Clip Backfold, 15/8, 12pcs/box	Box			50	50				0				0			200	200	250	30.00	7,500.00
7	Columnar Notebook, 12columns	Piece			6	6				0				0				0	6	30.00	180.00
8	Columnar Notebook, 4columns	Piece			6	6				0				0				0	6	30.00	180.00
9	Columnar Pad, 4columns	Pad			6	6				0				0				0	6	30.00	180.00
10	Data Binder 2"	Piece			45	45			45	45			45	45			45	45	180	120.00	21,600.00
11	Data Binder 3"	Piece			30	30			30	30			30	30			30	30	120	150.00	18,000.00
12	Customized Documentary Storage Box	Piece			250	250			250	250			250	250			250	250	1000	250.00	250,000.00
13	Double Adhesive Tape with foam	Roll			50	50				0				0				0	50	5.00	250.00
14	Double Adhesive Tape without foam	Roll			50	50				0				0				0	50	30.00	1,500.00
15	Envelope, mailing, with SHFC Logo, 500pcs/box	Box			35	35				0			35	35			30	30	100	600.00	60,000.00
16	Envelope, mailing, without window,with SHFC Logo, 500pcs/box	Box			20	20				0			20	20				0	40	800.00	32,000.00
17	Face Masks, Disposable, 100pcs/box	Box				0			5	5				0				0	5	150.00	750.00
18	In and Out Tray, metal, 3-tray	Piece			5	5				0				0			5	5	10	250.00	2,500.00
19	Ink, Trodat, Black, 28mL	Bottle			10	10				0				0				0	10	150.00	1,500.00
20	Numbering Ink Machine, black, 28mL	Bottle			10	10				0			10	10				0	20	150.00	3,000.00
21	Sticker Paper, A4, 10pcs/pack	Pack			30	30				0			30	30			30	30	90	30.00	2,700.00
22	Paste with applicator	Jar			24	24				0			24	24				0	48	40.00	1,920.00
23	Photopaper, glossy, A4, 10pcs/pack	Pack			10	10				0			10	10			10	10	30	100.00	3,000.00
24	Plastic Jacket, clear	Piece			6000	6000				0			6000	6000				0	12000	15.00	180,000.00
25	Ribbon, Calculator, Black	Roll			10	10				0			10	10				0	20	30.00	600.00
26	Ribbon, Electric Typewriter	Roll			10	10				0			10	10				0	20	120.00	2,400.00
27	RING BINDER, Plastic 1/2", 10 pieces per bundle	Bundle			3	3				0			3	3				0	6	100.00	600.00
28	Rubber band, small	Box			20	20				0			20	20			20	20	60	25.00	1,500.00
29	RULER, plastic, 12", 1 piece in individual plastic	Piece			50	50				0				0				0	50	25.00	1,250.00
30	Customized Rubber Stamps	Piece			5	5				0			5	5					10	400.00	4,000.00
31	Retractable Tape Measure, 15m	Piece			1	1				0				0					1	1,000.00	1,000.00
32	Triangular Scale	Piece			1	1				0				0					1	450.00	450.00
33	Name Plate Holder Acrylic	Piece			30	30				0				0					30	500.00	15,000.00
34	Folder Colored with Clear Window, Legal	Piece			50	50				0				0					50	40.00	2,000.00
35	Folder Colored with Clear Window, A4	Piece			50	50				0				0					50	40.00	2,000.00
36	Ticket roll, 3digits, 3000 stubs per roll	Roll				0			100	100				0					100	600.00	60,000.00
37	Table Calendar/Planner, Big	Piece				0			4	4				0					4	350.00	1,400.00
38	Table Calendar/Planner, Small	Piece				0			1	1				0					1	250.00	250.00
39	Financial Desk Calendar (Tempus)	Piece				0			4	4				0					4	450.00	1,800.00

	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		
40	Face Masks, Washable	Piece				0			24	24				0					24	60.00	1,440.00
41	Plastic Fillers, G#6, Legal Size, wih 3 holes on flap and with top opening	Piece				0			1000	1000				0					1000	18.15	18,150.00
42	3-ring binder, hardbound, w/pocket & ring, legal sze with 1" D-type mechanism, w/ SHFC Logo	Piece				0			200	200				0					200	220.00	44,000.00
43	3-ring binder, hardbound, w/pocket & ring, legal size with 1 1/2" D-type mechanism, w/ SHFC Logo	Piece				0			200	200				0					200	275.00	55,000.00
44	Silica Gel, 10grams/pack	Pack				0			1000	1000				0					1000	20.00	20,000.00
45	Customized Folder with SHFC Logo, A4 size	Piece				0			200	200				0					200	50.00	10,000.00
46	Customized Folder with SHFC Logo, Legal size	Piece				0			200	200				0					200	50.00	10,000.00
47	Beckette Expression Paper, prairie, long, 10pcs/pack	Pack			36	36				0				0				0	36	30.00	1,080.00
48	Beckette Expression Paper, prairie, short, 10pcs/pack	Pack			125	125				0			125	125				0	250	30.00	7,500.00
49	Calling Card, 100pcs/box	Case			50	50				0				0				0	50	500.00	25,000.00
50	Lease Purchase Agreement	Pad			300	300				0			300	300				0	600	250.00	150,000.00
51	Bond Paper, 80gsm, with Logo, A4	Ream			50	50			50	50			50	50			50	50	200	420.00	84,000.00
52	Bond Paper, 80gsm, with Logo, Legal	Ream			50	50			50	50			50	50			50	50	200	450.00	90,000.00
53	Memo Pad with SHFC Logo, 100sheets/pad	Pad				0			30	30				0				0	30	300.00	9,000.00
54	Purchase Order	Pad			30	30				0			30	30				0	60	500.00	30,000.00
55	Customized Stock Card, 500pcs/pack	Pack			1	1			1	1				0				0	2	2,500.00	5,000.00
56	Amended Lease Purchase Agreement	Pad			250	250				0				0				0	250	300.00	75,000.00
57	Customized Ledger, 500pcs/pack	Pack			1	1				0				0				0	1	2,000.00	2,000.00
58	Customized Ledger Card for Disbursement Vouchers (Tagboard 11"x8.5") 500pcs/pack	Pack			6	6				0				0				0	6	3,000.00	18,000.00
59	Customized Payslip: Paper Size: 9.5x4", 2ply, 3000 sets/box Stocks: White Carbonless Paper One Color with blockout portion and plain with black blockout backprint. Sealed and perforated all sides.	Box			20	20				0				0				0	20	3,000.00	60,000.00
																					-
	Audio and visual presentation and composing equipment																				
1	Wireless Presenter Pen with laser pointer	Piece			5	5				0				0				0	5	2,500.00	12,500.00
2	Laser Pointer Pen, battery AAA	Piece			1	1				0				0				0	1	1,500.00	1,500.00
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		-
	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		-

	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		
	Cleaning Equipment and Supplies																				
1	Disinfectant (Crisp Linen Scent)	Can			30	30				0				0				0	30	500.00	15,000.00
2	Emulsion wax	Gal			15	15			15	15			15	15			15	15	60	350.00	21,000.00
3	Spray buff solution	Gal			12	12			12	12			12	12			12	12	48	550.00	26,400.00
4	Stripper solution	Gal			12	12				0			12	12				0	24	550.00	13,200.00
5	Muriatic Acid	Gal			2	2			2	2			2	2			2	2	8	350.00	2,800.00
6	Sodium hypochlorite (Bleach)	Gal			9	9			9	9			9	9			9	9	36	350.00	12,600.00
7	Trash Bag, XXL	Piece			2500	2500				0			2500	2500				0	5000	10.00	50,000.00
8	Liquid hand soap	Gal			30	30				0			30	30				0	60	300.00	18,000.00
9	Liquid dishwashing gel	Gal			6	6				0			6	6				0	12	300.00	3,600.00
10	All purpose detergent powder	Kilo			30	30				0			30	30				0	60	70.00	4,200.00
11	Red Pad 16"	Piece			12	12				0			12	12				0	24	500.00	12,000.00
12	Black Pad 16"	Piece			12	12				0			12	12				0	24	500.00	12,000.00
13	Steel wool, 16 giant pad, 200g	Ream			180	180				0			180	180				0	360	100.00	36,000.00
14	Pranela	Yard			45	45				0			45	45				0	90	70.00	6,300.00
15	Carpet shampoo	Gal			4	4				0				0				0	4	300.00	1,200.00
16	Plastic mop handle	Piece			15	15				0				0				0	15	300.00	4,500.00
17	Soft broom	Piece			18	18				0			18	18				0	36	150.00	5,400.00
18	Air freshner, aerosol type, 330ml	Can			144	144				0			144	144				0	288	300.00	86,400.00
19	Furniture polish, aerosol type, 330ml	Can			144	144				0			144	144				0	288	300.00	86,400.00
20	Insecticide sray, aerosol	Can			12	12				0			12	12				0	24	350.00	8,400.00
21	Cotton mop head #350	Piece			18	18			18	18			18	18			18	18	72	150.00	10,800.00
22	Scotch brite w/ foam	Piece			36	36				0			36	36				0	72	50.00	3,600.00
23	Air freshner w/ case, car (ambi pur)	Piece			12	12				0			12	12				0	24	350.00	8,400.00
24	Air freshner, car refill (ambi pur)	Piece			21	21				0			21	21				0	42	300.00	12,600.00
25	Dashboard polish, 295ml	Can			33	33				0			33	33				0	66	350.00	23,100.00
26	Chamois, original	Piece			33	33				0			33	33				0	66	300.00	19,800.00
																					-
	Lighting and fixtures and accessories																				
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		-
	Electrical equipment and components and supplies																				
1	LED Tubes, WT8 A-16W, DL, 16W, 60Hz, AC1852-265V, 1600 Lumens, 40000 hours long life, 2.6cm W ø 120cm L				150	150				0				0				0	150	1,300.00	195,000.00
2	T5 ultra slim flourescent lighting fixture				10	10				0				0				0	10	600.00	6,000.00
3	18W CFL e27				100	100				0				0				0	100	150.00	15,000.00
4	Cable, telephone, flat				2	2				0				0				0	2	1,000.00	2,000.00
5	Cable, Cat-5				3	3				0				0				0	3	2,000.00	6,000.00
6	3.5mm² THHN stranded wire				11	11				0				0				0	11	2,363.34	25,996.74
7	Drill bit metal				1	1				0				0				0	1	500.00	500.00
8	Electrical Cutter #6				1	1				0				0				0	1	500.00	500.00

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
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9	Electrical flexible hose ½" (metal)				15	15				0				0				0	15	1,800.00	27,000.00
10	F.M.C. connector ½ø				200	200				0				0				0	200	15.00	3,000.00
11	Tie wire #16				3	3				0				0				0	3	100.00	300.00
12	Mica tube ½ø				4	4				0				0				0	4	1,000.00	4,000.00
13	CO universal, duplex, w/ grounding				30	30				0				0				0	30	400.00	12,000.00
14	Duct Tape 2"				30	30				0				0				0	30	300.00	9,000.00
15	Surface mounted utility box				30	30				0				0				0	30	75.00	2,250.00
16	Rubberize electrical tape				30	30				0				0				0	30	100.00	3,000.00
17	Male plug, ordinary, round type				30	30				0				0				0	30	100.00	3,000.00
18	Telephone Jack Extension, single				20	20				0				0				0	20	100.00	2,000.00
19	Telephone Jack Extension, double				20	20				0				0				0	20	150.00	3,000.00
20	Mouldings, plastic				20	20				0				0				0	20	350.00	7,000.00
																					-
	Computer Supplies																				
1	Drum Cartridge, Fuji DocuCentre S2010	Cart			4	4				0				0				0	4	12,000.00	48,000.00
2	Toner Cartridge, Kyocera Ecosys FS1020MFP, Black	Cart			55	55			55	55			55	55			55	55	220	3,492.00	768,240.00
3	Toner Cartridge, Kyocera Ecosys FS1060MFP, Black	Cart			15	15			15	15			15	15			10	10	55	3,972.00	218,460.00
4	Toner Cartridge, Kyocera Ecosys FS1320DN, Black	Cart			10	10				0			10	10				0	20	6,100.00	122,000.00
5	Toner Cartridge, Kyocera Ecosys FS2100DN, Black	Cart			4	4				0			4	4				0	8	8,280.00	66,240.00
6	Toner Cartridge, Kyocera Ecosys FS4200DN, Black	Cart			4	4			4	4				0			4	4	12	9,400.00	112,800.00
7	Toner Cartridge, Kyocera EcoSys FS-C2026MFP Black	Cart			8	8			8	8			8	8			8	8	32	8,840.00	282,880.00
8	Toner Cartridge, Kyocera EcoSys FS-C2026MFP Yellow	Cart			8	8			6	6			6	6			8	8	28	8,840.00	247,520.00
9	Toner Cartridge, Kyocera EcoSys FS-C2026MFP Cyan	Cart			8	8			6	6			6	6			8	8	28	8,840.00	247,520.00
10	Toner Cartridge, Kyocera EcoSys FS-C2026MFP Magenta	Cart			8	8			6	6			6	6			8	8	28	8,840.00	247,520.00
11	Toner Cartridge, Kyocera EcoSys P6130 Black	Cart			6	6			3	3			4	4			4	4	17	8,900.00	151,300.00
12	Toner Cartridge, Kyocera EcoSys P6130 Yellow	Cart			3	3			4	4			3	3			4	4	14	8,900.00	124,600.00
13	Toner Cartridge, Kyocera EcoSys P6130 Cyan	Cart			3	3			4	4			3	3			4	4	14	8,900.00	124,600.00
14	Toner Cartridge, Kyocera EcoSys P6130 Magenta	Cart			3	3			4	4			3	3			4	4	14	8,900.00	124,600.00
15	Ribbon, Printronix, Part no. 255049-10	Cart			2	2			2	2			2	2			2	2	8	2,800.00	22,400.00
16	Ribbon, Printronix, Part no. 179499-001, 6pcs/box	Cart			1	1				0			1	1				0	2	11,000.00	22,000.00
17	Ink Cartridge, Epson WF6091 Black C13T752190	Cart			8	8			8	8			8	8			8	8	32	4,500.00	144,000.00
18	Ink Cartridge, Epson WF6091 Cyan C13T752290	Cart			6	6			6	6			6	6			6	6	24	3,500.00	84,000.00
19	Ink Cartridge, Epson WF6091 Yellow C13T752390	Cart			6	6			6	6			6	6			6	6	24	3,500.00	84,000.00
20	Ink Cartridge, Epson WF6091 Magenta C13T752490	Cart			6	6			6	6			6	6			6	6	24	3,500.00	84,000.00
21	Ink Cartridge, Canon PGI-35, Black	Cart			6	6			6	6			6	6			6	6	24	600.00	14,400.00
22	Ink Cartridge, Canon CLI-36, Colored	Cart			4	4			4	4			4	4			4	4	16	1,100.00	17,600.00
23	Toner Cartridge, Fuji DocuCentre S2010	Cart			2	2			2	2			2	2			2	2	8	5,500.00	44,000.00
																					-
	Computer Equipment and Accessories																				-
1	Flash Drive, 32GB	Piece			4	4				0				0				0	4	1,000.00	4,000.00
2	External Hard Drive, 2TB	Piece			2	2				0				0				0	2	5,000.00	10,000.00
3	PC Camera	Piece			1	1				0				0				0	1	5,000.00	5,000.00
4	Keyboard (USB)	Piece			10	10				0				0				0	10	500.00	5,000.00
5	HDMI Cable (3meters)	Roll			5	5				0				0				0	5	3,000.00	15,000.00
6	Memory 2GB	Piece			25	25				0				0				0	25	4,000.00	100,000.00
7	Memory 8GB	Piece			8	8				0				0				0	8	8,000.00	64,000.00
8	Network Gigabit Switch	Piece			4	4				0				0				0	4	10,000.00	40,000.00
9	UTP Cable	Roll			6	6				0				0				0	6	3,000.00	18,000.00

	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		
10	Internal Hard Disk (4TB)	Piece			4	4				0				0				0	4	10,000.00	40,000.00
11	Internal SSD Hard Disk 240GB	Piece			5	5				0				0				0	5	5,000.00	25,000.00
12	Crimpting Tool	Piece			2	2				0				0				0	2	6,000.00	12,000.00
13	Professional Vacuum Cleaner	Piece			1	1				0				0				0	1	15,000.00	15,000.00
14	RJ45	Piece			200	200				0				0				0	200	17.50	3,500.00
15	Internal Drive (500GB)	Piece			1	1				0				0				0	1	4,000.00	4,000.00
	*Other Categories																				-
1	Cork Board with metal frame, 4ft x 4ft	Piece			1	1				0				0				0	1	3,000.00	3,000.00
2	Cork Board 3"x4" with frame	Piece			2	2				0				0				0	2	3,300.00	6,600.00
3	Whiteboard	Piece			4	4				0				0				0	4	7,500.00	30,000.00
4	Whiteboard with stand with wheels (4x5)	Piece			1	1				0				0				0	1	7,500.00	7,500.00
5	Whiteboard with frame, 4ft x 4ft	Piece			3	3				0				0				0	3	8,000.00	24,000.00
6	Whiteboard with frame, 4ft x 3ft	Piece			1	1				0				0				0	1	3,000.00	3,000.00
	CARPENTRY AND PLUMBING SUPPLIES																				
1	Acoustic Board 60cm x 120cm	Piece			400	400				0				0				0	400	325.00	130,000.00
2	Tee-runner 60cm	Piece			400	400				0				0				0	400	80.00	32,000.00
3	Plywood ¾"	Piece			2	2				0				0				0	2	1,000.00	2,000.00
4	Formica 8ft x 4 ft	Piece			3	3				0				0				0	3	1,500.00	4,500.00
5	Hinges 2"x3"	Piece			10	10				0				0				0	10	400.00	4,000.00
6	Door Knob, B16 cap	Piece			20	20				0				0				0	20	1,500.00	30,000.00
7	Barrel Bolt	Piece			10	10				0				0				0	10	1,000.00	10,000.00
8	Spot putty	Pail			1	1				0				0				0	1	5,000.00	5,000.00
9	Polituff	Gal			2	2				0				0				0	2	2,000.00	4,000.00
10	Sand paper #300	Meter			25	25				0				0				0	25	80.00	2,000.00
11	Sand paper #380	Meter			25	25				0				0				0	25	80.00	2,000.00
12	Sand paper #1000	Meter			25	25				0				0				0	25	100.00	2,500.00
13	Power bond acrylic, flooring adhesive	Gal			4	4				0				0				0	4	1,000.00	4,000.00
14	Baby roller	Piece			10	10				0				0				0	10	150.00	1,500.00
15	Paint brush 1"	Piece			10	10				0				0				0	10	80.00	800.00
16	Paint brush 2"	Piece			10	10				0				0				0	10	100.00	1,000.00
17	Catches	Piece			20	20				0				0				0	20	100.00	2,000.00
18	Latex White	Pail			5	5				0				0				0	5	3,000.00	15,000.00
19	Enamel chocolate brown	Gal			5	5				0				0				0	5	1,000.00	5,000.00
20	Quick dry chocolate brown	Gal			5	5				0				0				0	5	1,000.00	5,000.00
21	Flat wall enamel, white	Pail			4	4				0				0				0	4	3,000.00	12,000.00
22	Latex tinting color, lamp black	Pint			4	4				0				0				0	4	200.00	800.00
23	Latex tinting color, hansa yellow	Pint			4	4				0				0				0	4	250.00	1,000.00
24	Enamel tinting color, red	Pint			4	4				0				0				0	4	250.00	1,000.00
25	Latex acree color, rosiena	Pint			5	5				0				0				0	5	200.00	1,000.00
26	Handle Flusher, GI	Piece			15	15				0				0				0	15	400.00	6,000.00
27	Faucet, Abesco 35cmx14x12	Piece			18	18				0				0				0	18	2,000.00	36,000.00
28	Valve Repair Kit	Piece			10	10				0				0				0	10	2,000.00	20,000.00
29	Gate valve ½ø	Piece			18	18				0				0				0	18	300.00	5,400.00
30	Flopper	Piece			5	5				0				0				0	5	200.00	1,000.00
31	Fitting tank w/ adjustment	Piece			10	10				0				0				0	10	1,000.00	10,000.00
32	Niple ½ø	Piece			15	15				0				0				0	15	100.00	1,500.00
33	Power spray bidet	Piece			24	24				0				0				0	24	3,000.00	72,000.00
34	Water stop	Piece			12	12				0				0				0	12	400.00	4,800.00

	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		
36	Water closet set-handle flusher bowl(for toilet bowl)	Piece			8	8				0				0				0	8	5,000.00	40,000.00
37	Water closet for urinal	Piece			8	8				0				0				0	8	5,000.00	40,000.00
																					-
C. TOTAL (A + B):																					10,910,930.07
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					1,091,093.01
E. GRAND TOTAL (C + D)																					12,002,023.08
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																					
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores						1210495				234532				809118				424183			2678328.12
G.2 Other Items not available at PS but regulary purchased from other sources						4123741				516163				816398				981710			6438011.95
TOTAL MONTHLY CASH REQUIREMENTS						5334236				750695				1625516				1405893			9116340.07

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
4/27/17

Date Prepared: