

ANNUAL PROCUREMENT PLAN FOR 2018 For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. 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.
2. **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.**
3. 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.
4. 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 addresses:

 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Office: SOCIAL HOUSING FINANCE CORPORATION

Region: MAIN & NCR

Address: 3rd 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

Telephone/Mobile Nos:

8173168

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	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			70	70				0				0				0	70	20.00	1,400.00
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack			150	150				0				0				0	150	20.00	3,000.00
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	-

5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0			ges 2 of 0				0			0	0	75.39	-
6	TAPE, ELECTRICAL, 18mm x 16M min	roll				0			0				0			0	0	18.93	-
COMMON OFFICE SUPPLIES																			
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0			0				0			0	0	766.73	-
2	AIR FRESHENER, aerosol, 280ml/150g min	can				0			0				0			0	0	88.69	-
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle		200	200			200	200			200	200		200	200	800	50.00	40,000.00
4	CARBON FILM, PE, black, size 210mm x 297mm	box				0			0				0			0	0	205.48	-
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0		5	5				0			0	5	215.00	1,075.00
6	CARTOLINA, assorted colors	pack				0		5	5				0			0	5	80.00	400.00
7	CHALK, molded, white, dustless, length: 78mm min	box				0			0				0			0	0	26.89	-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0			0				0			0	0	38.19	-
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece				0			0				0			0	0	40.47	-
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box		40	40				0			40	40			0	80	15.00	1,200.00
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box		40	40				0			40	40			0	80	20.00	1,600.00
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box		40	40				0			40	40			0	80	30.00	2,400.00
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box		40	40				0			40	40			0	80	50.00	4,000.00
14	CORRECTION TAPE, film base type, UL 6m min	piece		500	500			500	500			500	500			0	1500	40.00	60,000.00
15	DATA FILE BOX, made of chipboard, with closed ends	box		25	25				0			25	25			0	50	72.57	3,628.50
16	DATA FOLDER, made of chipboard, taglia lock	piece		30	30				0			30	30			0	60	71.39	4,283.40
17	ENVELOPE, DOCUMENTARY, for A4 size document	box		2	2			2	2			2	2			0	6	424.47	2,546.82
18	ENVELOPE, DOCUMENTARY, for legal size document	box		2	2			2	2			2	2			0	6	538.80	3,232.80

19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box		5	5		5	5		5	5		5	5	20	667.84	13,356.80
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece		100	100			0		100	100			0	200	28.71	5,742.00
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box			0		5	5			0			0	5	341.79	1,708.95
22	ENVELOPE, mailing, white, with window	box			0			0			0			0	0	427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece			0		10	10			0			0	10	11.55	115.50
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece			0		50	50		50	50			0	100	6.23	623.00
25	FASTENER, METAL, 70mm between prongs	box		100	100		100	100		100	100			0	300	59.37	17,811.00
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece			0			0			0			0	0	73.59	-
27	FILE TAB DIVIDER, bristol board, for A4	set		500	500		500	500		500	500		500	500	2000	12.98	25,960.00
28	FILE TAB DIVIDER, bristol board, for legal	set		500	500		500	500		500	500			0	1500	17.31	25,965.00
29	FOLDER, FANCY, for A4 size documents	bundle		3	3		2	2		3	3		2	2	10	258.50	2,585.00
30	FOLDER, FANCY, for legal size documents	bundle		3	3		2	2		3	3		2	2	10	302.85	3,028.50
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack			0			0			0			0	0	177.92	-
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack			0			0			0			0	0	222.27	-
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box		10	10		10	10		10	10		10	10	40	776.59	31,063.60
34	FOLDER, TAGBOARD, for A4 size documents	pack			0			0			0			0	0	226.05	-
35	FOLDER, TAGBOARD, for legal size documents	pack		15	15		15	15		15	15		15	15	60	208.38	12,502.80
36	GLUE, all purpose, gross weight: 200 grams min	jar		12	12		12	12		12	12		12	12	48	49.73	2,387.04
37	INDEX TAB, self-adhesive, transparent	box		30	30			0			0			0	30	53.74	1,612.20
38	LOOSELEAF COVER, made of chipboard, for legal	bundle		20	20			0		20	20			0	40	676.00	27,040.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece			0			0			0			0	0	43.26	-

40	MARKER, FLUORESCENT, 3 assorted colors per set	set			0			60	60				0			0	60	36.97	2,218.20
41	MARKER, whiteboard, black, felt tip, bullet type	piece		72	72				0			72	72			0	144	10.69	1,539.36
42	MARKER, whiteboard, blue, felt tip, bullet type	piece		72	72				0			72	72			0	144	10.69	1,539.36
43	MARKER, whiteboard, red, felt tip, bullet type	piece		72	72				0			72	72			0	144	10.69	1,539.36
44	MARKER, PERMANENT, bullet type, black	piece		180	180				0			180	180			0	360	10.04	3,614.40
45	MARKER, PERMANENT, bullet type, blue	piece		72	72				0			72	72			0	144	10.04	1,445.76
46	MARKER, PERMANENT, bullet type, red	piece		24	24				0			24	24			0	48	10.04	481.92
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece		150	150				0			150	150			0	300	12.52	3,756.00
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad		50	50			50	50			50	50			0	150	32.45	4,867.50
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad		150	150			150	150			150	150			0	450	44.32	19,944.00
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad			0				0				0			0	0	59.49	-
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad			0			20	20				0			0	20	18.99	379.80
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box		100	100				0			100	100		50	50	250	6.91	1,727.50
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box		100	100			50	50			100	100		50	50	300	14.04	4,212.00
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream		750	750			750	750			750	750		750	750	3000	137.66	412,980.00
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream		750	750			750	750			750	750		750	750	3000	160.94	482,820.00
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream			0				0				0			0	0	119.09	-
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream			0				0				0			0	0	123.08	-
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream		10	10				0				0			0	10	95.18	951.80
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll			0				0			60	60			0	60	34.29	2,057.40
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box		100	100				0				0			0	100	20.40	2,040.00

61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0			Pages 5 of 0				0				0	0	319.07	
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book			40	40			0			40	40				0	80	62.73	5,018.40
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book			50	50			0			50	50				0	100	97.34	9,734.00
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0			0				0				0	0	267.14	
65	RUBBER BAND, 70mm min lay flat length (#18)	box			40	40			0			40	40				0	80	97.04	7,763.20
66	RULER, plastic, 450mm (18"), width: 38mm min	piece			30	30			0				0				0	30	16.10	483.00
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece			96	96		96	96			96	96			96	96	384	35.99	13,820.16
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece			72	72		72	72			72	72			72	72	288	35.99	10,365.12
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece			18	18		18	18			18	18			18	18	72	35.99	2,591.28
70	STAMP PAD INK, purple or violet	bottle			48	48			0				0				0	48	25.62	1,229.76
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece			25	25			0				0				0	25	28.77	719.25
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box			10	10			0				0				0	10	21.51	215.10
73	STAPLE WIRE, STANDARD, (26/6)	box			250	250			0			250	250				0	500	19.68	9,840.00
74	TAPE, MASKING, width: 24mm (±1mm)	roll			120	120			0			120	120				0	240	57.32	13,756.80
75	TAPE, MASKING, width: 48mm (±1mm)	roll			60	60			0			60	60				0	120	109.24	13,108.80
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll			250	250			0			250	250				0	500	29.08	14,540.00
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll			100	100			0			100	100				0	200	11.36	2,272.00
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll			30	30			0			30	30				0	60	27.58	1,654.80
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack			32	32		32	32			32	32			32	32	128	70.30	8,998.40
80	TWINE, plastic, one (1) kilo per roll	roll			10	10			0			10	10				0	20	51.92	1,038.40
81	WRAPPING PAPER, kraft, 65gsm/(-5%)	pack				0			0			10	10				0	10	133.99	1,339.90

82	Airline Travel	ticket			0				ges 6 of 0			0			0	0	0.00	
COMMON OFFICE DEVICES																		
1	CUTTER BLADE, for heavy duty cutter	tube		5	5				0			0			0	5	10.22	51.10
2	CUTTER KNIFE, for general purpose	piece		20	20				0			0			0	20	20.55	411.00
3	DATING AND STAMPING MACHINE, heavy duty	piece			0				0			0			0	0	497.52	
4	PENCIL SHARPENER, manual, single cutter head	piece		6	6				0			0			0	6	194.69	1,168.14
5	PUNCHER, paper, heavy duty, with two hole guide	piece		40	40				0			0			0	40	123.42	4,936.80
6	SCISSORS, symmetrical, blade length: 65mm min	pair		54	54				0		54	54			0	108	14.28	1,542.24
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece		30	30		30	30			30	30			0	90	85.45	7,690.50
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece			0				0			0			0	0	913.95	
9	STAPLE REMOVER, PLIER-TYPE	piece		48	48				0		48	48			0	96	18.91	1,815.36
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece		5	5				0		5	5			0	10	51.57	515.70
11	WASTEBASKET, non-rigid plastic	piece			0				0			0			0	0	25.96	
COMMON JANITORIAL SUPPLIES																		
1	BROOM, soft (tambo)	piece			0				0			0			0	0	91.94	
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece			0				0			0			0	0	24.88	
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle			0				0			0			0	0	43.26	
4	CLEANSER, SCOURING POWDER, 350g min./can	can			0				0			0			0	0	24.88	
5	DETERGENT POWDER, all purpose, 1kg	pouch			0				0			0			0	0	38.93	
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can			0				0			0			0	0	125.20	
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece			0				0			0			0	0	28.12	

8	FLOOR WAX, PASTE, RED	can			0			ges 7 of 0			0			0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can			0			0			0			0	0	90.85	-
10	INSECTICIDE, aerosol type, net content: 600ml min	can			0			0			0			0	0	142.77	-
11	MOP BUCKET, heavy duty, hard plastic	piece			0			0			0			0	0	1,987.44	-
12	MOPHANDLE, heavy duty, aluminum, screw type	piece			0			0			0			0	0	148.18	-
13	MOPHEAD, made of rayon, weight: 400 grams min	piece			0			0			0			0	0	110.32	-
14	RAGS, all cotton, 32 pieces per kilogram min	bundle			0			0			0			0	0	51.68	-
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack			0			0			0			0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll			0			0			0			0	0	145.48	-
17	DETERGENT BAR, 140 grams as packed	bar			0			0			0			0	0	7.57	-

COMMON OFFICE EQUIPMENT

1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit			0			0			0			0	0	10,816.00	-
2	CALCULATOR, compact, 12 digits	unit		10	10			0		10	10			0	20	300.00	6,000.00
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece			0			0			0			0	0	273.10	-
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece			0			0			0			0	0	273.10	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit		11	11			0			0			0	11	6,500.00	71,500.00
6	DOCUMENT CAMERA, 3.2M pixels	unit			0			0			0			0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit			0			0			0			0	0	1,091.33	-
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit			0			0			0			0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit		15	15			0			0			0	15	1,500.00	22,500.00
10	ELECTRIC FAN, WALL type, plastic blade	unit		1	1			0			0			0	1	1,500.00	1,500.00

11	FACSIMILE MACHINE, uses thermal paper	unit		12	12				ges 8 of 0			0			0	12	10,000.00	120,000.00
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit			0				0			0			0	0	1,123.78	-
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit			0				0			0			0	0	5,191.68	-
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit		8	8				0			0			0	8	30,000.00	240,000.00
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit			0				0			0			0	0	8,411.60	-
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit			0				0			0			0	0	5,927.17	-
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit			0				0			0			0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit			0				0			0			0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit			0				0			0			0	0	744.14	-
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit			0				0			0			0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit			0				0			0			0	0	1,379.04	-
22	Desktop Computer, branded	unit			0				0			0			0	0	35,887.49	-
23	Laptop Computer, branded	unit			0				0			0			0	0	36,587.28	-

COMMON COMPUTER SUPPLIES

1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box		80	80				0			80	80			0	160	720.00	115,200.00
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box		15	15			15	15			15	15			15	15	1,100.00	66,000.00
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box		60	60				0			60	60			0	120	800.00	96,000.00
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box		5	5				0			5	5			0	10	1,352.00	13,520.00
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box			0				0				0			0	0	620.67	-
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box		10	10			10	10			10	10			6	6	1,100.00	39,600.00
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece			0				0				0			0	0	22.66	-

8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece			0		40	40			0			0	40	3,350.00	134,000.00
9	FLASH DRIVE, 16 GB capacity	piece		30	30			0		30	30			0	60	500.00	30,000.00
10	MOUSE, optical, USB connection type	unit		25	25			0		25	25			0	50	500.00	25,000.00
HANDBOOK ON PROCUREMENT																	
1	HANDBOOK (RA 9184), 7th Edition	piece			0			0			0			0	0	48.13	-
CONSUMABLES																	
1	DRUM CART, BROTHER DR-3455	cart			0			0			0			0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart			0			0			0			0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart			0			0			0			0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart			0			0			0			0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart			0			0			0			0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart		18	18		18	18		18	18		18	18	72	350.00	25,200.00
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart		12	12		12	12		12	12		12	12	48	350.00	16,800.00
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart		12	12		12	12		12	12		12	12	48	350.00	16,800.00
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart		12	12		12	12		12	12		12	12	48	350.00	16,800.00
10	INK CART, HP C2P04AA (HP62) Black	cart			0			0			0			0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart			0			0			0			0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart			0			0			0			0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart			0			0			0			0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart			0			0			0			0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart			0			0			0			0	0	0.00	-

16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0			ges 10 of 0			0				0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0			0			0				0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0			0			0				0	0	0.00	-
19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0			0			0				0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0			0			0				0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0			0			0				0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0			0			0				0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0			0			0				0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0			0			0				0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0			0			0				0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0			0			0				0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0			0			0				0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0			0			0				0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0			0			0				0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0			0			0				0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0			0			0				0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0			0			0				0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0			0			0				0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0			0			0				0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0			0			0				0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0			0			0				0	0	1,222.21	-

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37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0			ges 11 of 0			0			0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0			0			0			0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart				0			0			0			0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0			0			0			0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart				0			0			0			0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0			0			0			0	0	379.64	-
43	INK CART, HP CZ121A (HP685A), Black	cart				0			0			0			0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0			0			0			0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0			0			0			0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0			0			0			0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0			0			0			0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0			0			0			0	0	0.00	-
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0			0			0			0	0	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0			0			0			0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0			0			0			0	0	0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart				0			0			0			0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0			0			0			0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0			0			0			0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0			0			0			0	0	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0			0			0			0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0			0			0			0	0	0.00	-

58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0			ges 12 of 0			0			0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0			0			0			0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0			0			0			0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0			0			0			0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0			0			0			0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0			0			0			0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0			0			0			0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0			0			0			0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0			0			0			0	0	753.88	-
67	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0			0			0			0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0			0			0			0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0			0			0			0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0			0			0			0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0			0			0			0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0			0			0			0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0			0			0			0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0			0			0			0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0			0			0			0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0			0			0			0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				0			0			0			0	0	3,009.01	-
78	TONER CART, HP CE310A, Black	cart				0			0			0			0	0	2,482.27	-

79	TONER CART, HP CE311A, Cyan	cart				0			ges 13 of 0			0			0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0			0			0			0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0			0			0			0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0			0			0			0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0			0			0			0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0			0			0			0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0			0			0			0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0			0			0			0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0			0			0			0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0			0			0			0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0			0			0			0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0			0			0			0	0	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart				0			0			0			0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0			0			0			0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0			0			0			0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0			0			0			0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart			25	25		25	25		25	25		25	25	100	4,158.75	415,875.00
96	TONER CART, HP CE505X, Black, high cap	cart				0			0			0			0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0			0			0			0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0			0			0			0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0			0			0			0	0	0.00	-

100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0			ges 14 of 0				0			0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0			0				0			0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0			0				0			0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0			0				0			0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0			0				0			0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0			0				0			0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0			0				0			0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0			0				0			0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0			0				0			0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0			0				0			0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0			0				0			0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0			0				0			0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0			0				0			0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0			0				0			0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0			0				0			0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0			0				0			0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0			0				0			0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0			0				0			0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0			0				0			0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0			0				0			0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0			0				0			0	0	0.00	-

121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart			0			ges 15 of 0			0			0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart			0			0			0			0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart			0			0			0			0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart			0			0			0			0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart			0			0			0			0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart			0			0			0			0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart			0			0			0			0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart			0			0			0			0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart			0			0			0			0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart			0			0			0			0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart			0			0			0			0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart			0			0			0			0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart			0			0			0			0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart			0			0			0			0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart			0			0			0			0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart			0			0			0			0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart			0			0			0			0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart			0			0			0			0	0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart			0			0			0			0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart			0			0			0			0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart			0			0			0			0	0	3,028.48	-

142	TONER CART, SAMSUNG MLT-D104S, Black	cart			3	3			2	ges 16 of 2			3	3			2	2	10	2,550.00	25,500.00
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0			0				0	0	2,898.69	-	
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0			0				0	0	2,855.42	-	
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0			0				0	0	7,403.55	-	
146	TONER CART, SAMSUNG MLT-D203L, Black	cart			10	10			10	10			10	10			10	10	40	5,000.00	200,000.00
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0			0				0	0	9,842.56	-	
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0			0				0	0	9,572.16	-	
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0			0				0	0	5,267.39	-	
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0			0				0	0	4,531.90	-	
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0				0			0				0	0	6,312.22	-	
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				0			0				0	0	13,935.33	-	

B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON ELECTRICAL SUPPLIES

1					0				0				0				0	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 EQUIPMENT

1	Calculator Dwt, 14digits, Dimensions (D x W x H) 130x115x26 mm	Piece			15	15				0			15	15			0	30	1,000.00	30,000.00
2						0				0				0			0	0		-
3						0				0				0			0	0		-
4						0				0				0			0	0		-
5						0				0				0			0	0		-

COMMON OFFICE SUPPLIES

1	Adding Machine Tape	Roll			15	15			0			15	15				0	30	15.00	450.00
2	Acetate, A4 size, clear	Piece			600	600			0				0				0	600	10.00	6,000.00
3	Ballpen, Black, Ballpoint	Piece			500	500		500	500			500	500				0	1500	10.00	15,000.00
4	Ballpen, Blue, Ballpoint	Piece			150	150		150	150			150	150			150	150	600	10.00	6,000.00

5	Ballpen, Red, Ballpoint	Piece		100	100			Pages 17 of			100	100			0	200	10.00	2,000.00
6	Beckette Expression Paper (Long), 10pieces/pack	Pack			0		50	50			0			50	50	100	30.00	3,000.00
7	Beckette Expression Paper (short), 10pieces/pack	Pack			0		50	50			0			50	50	100	30.00	3,000.00
8	Carbon Paper Film. Legal Size	Pack			0		4	4			0			4	4	8	400.00	3,200.00
9	Index Card 5x8, 100pieces per pack	Pack			0		5	5			0			5	5	10	200.00	2,000.00
10	Index Card 3x5, 100pieces per pack	Pack			0		5	5			0				0	5	100.00	500.00
11	CD Blank	Piece		200	200		200	200			200	200		200	200	800	20.00	16,000.00
12	CD DVDRW	Piece			0		500	500				0			0	500	20.00	10,000.00
13	Clip backfold, 1 5/8, 12pieces per box	Box		40	40			0			40	40			0	80	40.00	3,200.00
14	Clip bulldog, metal, 75mm	Piece			0		108	108				0			0	108	30.00	3,240.00
15	Columnar Notebook 12columns	Pad			0		6	6				0			0	6	30.00	180.00
16	Columnar Notebook 4columns	Pad			0		6	6				0			0	6	30.00	180.00
17	Columnar Pad 4 column	Pad			0		6	6				0			0	6	30.00	180.00
18	Double Adhesive with Foam 1"	Roll			0		50	50				0			0	50	70.00	3,500.00
19	Double Adhesive without Foam 1"	Roll			0		50	50				0			0	50	30.00	1,500.00
20	Face Masks, disposable, 100pieces per box	Box			0		10	10				0			0	10	150.00	1,500.00
21	In and Out Tray, 3-tray, metal	Piece			0		10	10				0			0	10	700.00	7,000.00
22	Ink Trodat, 28mL, black	Bottle			0		10	10				0			0	10	150.00	1,500.00
23	Manila Paper, 10pieces per pack	Pack			0		5	5				0			0	5	30.00	150.00
24	Notepad, 2x2, 100sheets per pad	Pad			0		50	50				0		50	50	100	110.00	11,000.00
25	Numbering Ink Machine	Bottle			0		10	10				0			0	10	150.00	1,500.00
26	Paper Sticker A4, 10pieces per pack	Pack			0		50	50				0			0	50	30.00	1,500.00
27	Paste with applicator	Jar			0			0			24	24			0	24	40.00	960.00
28	Photopaper, A4 size, glossy, 20pieces per pack	Pack			0		10	10				0			0	10	200.00	2,000.00
29	Push Pin	Case			0		10	10				0			0	10	30.00	300.00
30	Rechargeable Battery 9v	Piece		11	11			0				0			0	11	800.00	8,800.00
31	Charger for Battery 9v, 4slots	Piece		1	1			0				0			0	1	3,000.00	3,000.00
32	Ribbon for Calculator	Roll			0			0			20	20			0	20	150.00	3,000.00
33	Ring Binder 1", 8orings, black	Bundle			0			0			4	4			0	4	250.00	1,000.00
34	Ring Binder 1/2", 8orings, black	Bundle			0			0			4	4			0	4	100.00	400.00
35	Ring Binder 2", 8orings, black	Bundle			0			0			4	4			0	4	350.00	1,400.00
36	Ring Binder 3/4", 8orings, black	Bundle			0			0			4	4			0	4	150.00	600.00
37	Rubber band small	Box			0		25	25				0		25	25	50	30.00	1,500.00
38	Ruler 12"	Piece			0		50	50				0		50	50	100	7.00	700.00
39	Face Masks, washable, plain color, cotton	Piece		24	24			0				0			0	24	60.50	1,452.00
40	Silica Gel (10grams/pk)	Pack		1000	1000			0				0			0	1000	21.00	21,000.00
41	Thermal Paper for Queuing Machine	Roll		1000	1000			0				0			0	1000	300.00	300,000.00
42	Heavy Duty Laser Pointer	Piece		7	7			0				0			0	7	3,000.00	21,000.00
43	10-digits Numbering Machine	Piece		3	3			0				0			0	3	5,000.00	15,000.00
44	Dater	Piece		1	1			0				0			0	1	1,000.00	1,000.00

COMMON JANITORIAL SUPPLIES

1	Disinfectant Spray (Lemon Scent)	Can		30	30			0				0			0	30	450.00	13,500.00
2					0			0				0			0	0		-
3					0			0				0			0	0		-
4					0			0				0			0	0		-
5					0			0				0			0	0		-

CONSUMABLES																					
1	Canon Ink for Pixma iP110 Black	Cart			9	9			9	9			9	9			9	9	36	1,000.00	36,000.00
2	Canon Ink for Pixma iP110 Colored	Cart			6	6			6	6			6	6			6	6	24	1,500.00	36,000.00
3	Drum Cartridge, Fuji DocuCentre 2010	Cart			1	1			1	1			1	1			1	1	4	12,000.00	48,000.00
4	Epson Ink Cartridge for WF-6091 Black	Cart			8	8			8	8			8	8			8	8	32	4,000.00	128,000.00
5	Epson Ink Cartridge for WF-6091 Cyan	Cart			6	6			6	6			6	6			6	6	24	3,500.00	84,000.00
6	Epson Ink Cartridge for WF-6091 Magenta	Cart			6	6			6	6			6	6			6	6	24	3,500.00	84,000.00
7	Epson Ink Cartridge for WF-6091 Yellow	Cart			6	6			6	6			6	6			6	6	24	3,500.00	84,000.00
8	Kyocera EcoSys - FS 1020MFP	Cart			40	40			40	40			40	40			40	40	160	3,640.00	582,400.00
9	Kyocera EcoSys - FS 1060MFP	Cart			30	30			30	30			30	30			30	30	120	4,140.00	496,800.00
10	Kyocera EcoSys FS1320DN	Cart			15	15			15	15			15	15			15	15	60	6,380.00	382,800.00
11	Kyocera EcoSys FS - 2100DN	Cart			4	4			4	4			4	4			4	4	16	8,600.00	137,600.00
12	Kyocera EcoSys FS - 4200DN	Cart			2	2			2	2			2	2			2	2	8	9,400.00	75,200.00
13	Kyocera EcoSys FS-C2026MFP Black	Cart			8	8			8	8			8	8			8	8	32	9,200.00	294,400.00
14	Kyocera EcoSys FS-C2026MFP Cyan	Cart			6	6			6	6			6	6			6	6	24	9,200.00	220,800.00
15	Kyocera EcoSys FS-C2026MFP Magenta	Cart			6	6			6	6			6	6			6	6	24	9,200.00	220,800.00
16	Kyocera EcoSys FS-C2026MFP Yellow	Cart			6	6			6	6			6	6			6	6	24	9,200.00	220,800.00
17	Kyocera EcoSys P6130 Black	Cart			6	6			6	6			6	6			6	6	24	9,200.00	220,800.00
18	Kyocera EcoSys P6130 Cyan	Cart			4	4			4	4			4	4			4	4	16	9,200.00	147,200.00
19	Kyocera EcoSys P6130 Magenta	Cart			4	4			4	4			4	4			4	4	16	9,200.00	147,200.00
20	Kyocera EcoSys P6130 Yellow	Cart			4	4			4	4			4	4			4	4	16	9,200.00	147,200.00
21	Ribbon Cartridge for Printronix P8005	Cart			2	2			2	2			2	2			2	2	8	3,000.00	24,000.00
22	Toner Cartridge DocuCentre S1810/S2010	Cart			2	2			2	2			2	2			2	2	8	5,500.00	44,000.00
23	Ribbon Cartridge for 24 Pin Dot Matrix	Box			5	5			5	5			5	5			5	5	20	200.00	4,000.00
24	Toner Cartridge , HP45, Black	Cart			6	6				0				0				0	6	1,400.00	8,400.00
25	Toner Cartridge , HP78, Colored	Cart			4	4				0				0				0	4	2,000.00	8,000.00
26	Ribbon Cartridge, Epson FX2190	Cart			300	300				0				0				0	300	500.00	150,000.00
27						0				0				0				0	0		-
28						0				0				0				0	0		-
29						0				0				0				0	0		-
30						0				0				0				0	0		-
Office Equipment and Accessories																					
1	Electric Typewriter	Unit			3	3				0				0				0	3	30,000.00	90,000.00
2	USB Mobile LTE Internet Modem	Unit			3	3				0				0				0	3	5,000.00	15,000.00
3	Portable Wireless PA System	Unit			5	5				0				0				0	5	20,000.00	100,000.00
4	Portable Shredder, Heavy Duty	Unit			3	3				0				0				0	3	38,000.00	114,000.00
5	Telephone with Caller ID	Unit			7	7				0				0				0	7	25,000.00	175,000.00
6	Digital Telephone Voice Recorder	Unit			2	2				0				0				0	2	25,000.00	50,000.00
7	Direct Line with Caller ID Subscription	Unit			4	4				0				0				0	4	25,000.00	100,000.00
8	Check Writer	Unit			2	2				0				0				0	2	7,000.00	14,000.00
9	Scientific Calculator	Unit			1	1				0				0				0	1	1,500.00	1,500.00
10	Handheld GPS	Unit			3	3				0				0				0	3	50,000.00	150,000.00
11	Aircondition Unit, Split Type	Unit			2	2				0				0				0	2	130,000.00	260,000.00
12	Receipt Validation Printer	Unit			1	1				0				0				0	1	40,000.00	40,000.00
13	Calculator Desktop, HD Printing, 12digits	Unit			1	1				0				0				0	1	4,000.00	4,000.00

14	Bill Counter	Unit			1	1			ges 49 of				0			0	1	48,000.00	48,000.00
15	Counterfeit Detector	Unit			1	1			0				0			0	1	3,000.00	3,000.00
16	3-Step Ladder	Unit			5	5			0				0			0	5	3,000.00	15,000.00
17	Push Cart Steel Platform 740mm width, 150kg	Unit			2	2			0				0			0	2	20,000.00	40,000.00
18	Burglar & Fire Resisting Safe (with height of 1.25m and 660kg)	Unit			2	2			0				0			0	2	200,000.00	400,000.00
19	Water Dispenser	Unit			2	2			0				0			0	2	3,000.00	6,000.00
20	Foldable Push Cart (65lbs)	Unit			1	1			0				0			0	1	6,000.00	6,000.00
21	Sound System with mixer	Unit			1	1			0				0			0	1	150,000.00	150,000.00
22	Thermal Imaging Scanner	Unit			1	1			0				0			0	1	19,000.00	19,000.00
23	40" LED TV	Unit			2	2			0				0			0	2	35,000.00	70,000.00
24	Torque Wrench Digitorqon DBDT Series	Unit			1	1			0				0			0	1	13,000.00	13,000.00
25	Ampere Reading Scanner	Unit			1	1			0				0			0	1	15,000.00	15,000.00
26	Heavy Duty Push Cart	Unit			1	1			0				0			0	1	15,000.00	15,000.00
27	Telephone Unit	Unit			20	20			0				0			0	20	2,000.00	40,000.00
28	Refrigerator	Unit			1	1			0				0			0	1	10,000.00	10,000.00

Office Supplies

1	Data Binder 2", color blue, 2ring	Piece			25	25			25	25			25	25			25	25	100	200.00	20,000.00
2	Data Binder 3", color blue, 2ring	Piece			20	20			20	20			20	20			20	20	80	200.00	16,000.00
3	Documentary Storage Box with cover, Box: 400 x 375 x 85mm, Cover: 410 x 385 x 90mm	Piece			250	250			250	250			250	250			250	250	1000	300.00	300,000.00
4	Customized Plastic Jacket	Piece			3000	3000			3000	3000			3000	3000			3000	3000	12000	10.00	120,000.00
5	Plastic Rulers, 8 1/2", regular size, with 3 holes on one end and with top corner	Piece			1000	1000			0				0				0	1000	20.00	20,000.00	
6	3-ring binder, hardbound, with pocket & ring, 11" x 8 1/2" x 1 1/2"	Piece			200	200			0				0				0	200	250.00	50,000.00	
7	3-ring binder, hardbound, with pocket & ring, 11" x 8 1/2" x 1 1/2"	Piece			200	200			0				0				0	200	350.00	70,000.00	
8	Rubber Stamp	Piece			4	4			0				0				0	4	300.00	1,200.00	
9	Self-Ink Stamp Big	Piece			30	30			0				0				0	30	2,000.00	60,000.00	
10	Self-Ink Stamp Small	Piece			10	10			0				0				0	10	500.00	5,000.00	

Audio and visual presentation and composing 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		-

Photographic or filming or video equipment

1	Bridge Camera	Unit			1	1			0				0			0	1	40,000.00	40,000.00
2	Canon Battery Pack LP-E6	Unit			1	1			0				0			0	1	5,000.00	5,000.00
3	Sony ECM-CS10 Stereo Lavalier microphone (with holder clip)	Unit			2	2			0				0			0	2	4,000.00	8,000.00
4	32GB MicroSDHC Class 10 Memory Card	Unit			2	2			0				0			0	2	1,500.00	3,000.00
5	Transcend RUF5 USB 3.0 SDHC/SDXC/microSDHC/SDXC Memory Card Reader	Unit			6	6			0				0			0	6	800.00	4,800.00

6	SLR Camera	Unit		6	6			ges 20 of			0			0	6	60,000.00	360,000.00
7	SANDISK Extreme PRO 32GB SDHC Class 10 Memory Card	Unit		4	4			0			0			0	4	2,500.00	10,000.00
8	Digital Camera	Unit		4	4			0			0			0	4	60,000.00	240,000.00
9					0			0			0			0	0		
10					0			0			0			0	0		

Cleaning Equipment and Supplies

1	Emulsion wax	Gals		60	60			0			0			0	60	350.00	21,000.00
2	Spray buff solution	Gals		48	48			0			0			0	48	550.00	26,400.00
3	Stripper solution	Gals		24	24			0			0			0	24	550.00	13,200.00
4	Muriatic Acid	Gals		7	7			0			0			0	7	400.00	2,800.00
5	Sodium hypochlorite (Bleach)	Gals		36	36			0			0			0	36	350.00	12,600.00
6	Trash Bag, XXL	Piece		5000	5000			0			0			0	5000	10.00	50,000.00
7	Liquid hand soap	Gals		60	60			0			0			0	60	300.00	18,000.00
8	Liquid dishwashing gel	Gals		12	12			0			0			0	12	300.00	3,600.00
9	Toilet Bowl Cleaner	Gals		15	15			0			0			0	15	500.00	7,500.00
10	Deodorant Cake/Albatros	Piece		100	100			0			0			0	100	60.00	6,000.00
11	All purpose detergent powder	Kilos		60	60			0			0			0	60	70.00	4,200.00
12	Air freshner - Elevator w/canister	Piece		24	24			0			0			0	24	1,250.00	30,000.00
13	Red Pad 16"	Piece		24	24			0			0			0	24	500.00	12,000.00
14	Black Pad 16"	Piece		24	24			0			0			0	24	500.00	12,000.00
15	Steel wool, 16 giant pad, 200g	Reams		360	360			0			0			0	360	100.00	36,000.00
16	Pranela	Yards		90	90			0			0			0	90	70.00	6,300.00
17	Carpet shampoo	Gals		4	4			0			0			0	4	300.00	1,200.00
18	Plastic mop handle	Piece		15	15			0			0			0	15	300.00	4,500.00
19	Soft broom	Piece		36	36			0			0			0	36	150.00	5,400.00
20	Air freshner, aerosol type, 330ml	Piece		288	288			0			0			0	288	300.00	86,400.00
21	Furniture polish, aerosol type, 330ml	Piece		288	288			0			0			0	288	300.00	86,400.00
22	Insecticide spray, aerosol	Piece		24	24			0			0			0	24	350.00	8,400.00
23	Cotton mop head #350	Piece		72	72			0			0			0	72	150.00	10,800.00
24	Scotch brite w/ foam	Piece		72	72			0			0			0	72	50.00	3,600.00
25	Air freshner w/ case, car (ambi pur)	Piece		24	24			0			0			0	24	350.00	8,400.00
26	Air freshner, car refill (ambi pur)	Piece		42	42			0			0			0	42	300.00	12,600.00
27	Dashboard polish, 295ml	Piece		66	66			0			0			0	66	350.00	23,100.00
28	Chamois, original	Piece		66	66			0			0			0	66	300.00	19,800.00

Paper Materials and Products

1	Calling Card, 500pieces/ box	Box			0			50	50					0	50	500.00	25,000.00
2	envelope SHFC with window, 500pieces per box	Box		25	25			25	25					25	25	100	1,500.00
3	envelope SHFC without window, 500pieces per box	Box		10	10			10	10					10	10	40	1,400.00
4	Letterhead SHFC A4, 500pieces per ream	Ream		50	50			50	50					50	50	200	1,500.00
5	Letterhead SHFC Legal, 500pieces per ream	Ream		50	50			50	50					50	50	200	2,000.00
6	Purchase Order Form	Pad			0				0					0	50	800.00	40,000.00
7	TAD's Customized Ledger, 500pieces per pack	Pack			0			1	1					0	1	2,000.00	2,000.00
8	Table calendar/ planner, big	Piece		4	4				0					0	4	400.00	1,600.00
9	Table calendar/ planner, small	Piece		1	1				0					0	1	300.00	300.00
10	Financial Desk Calendar (tempus)	Piece		4	4				0					0	4	500.00	2,000.00

11	Lease Purchase Agreement	Pad			100	100			ges 21 of			0			0	100	250.00	25,000.00
12	Amended Lease Purchase Agreement	Pad			100	100			0			0			0	100	300.00	30,000.00
13	Memo Pad with SHFC Logo	Pad			100	100			0			0			0	100	1,500.00	150,000.00

Lighting and fixtures and accessories

1	AC1852-265V, 1600 Lumens, 40000 hours	Piece			150	150			0			0			0	150	1,500.00	225,000.00
2	T8 LED Tubes 8W 60cm	Piece			25	25			0			0			0	25	700.00	17,500.00
3	LED Bulb 9W	Piece			10	10			0			0			0	10	500.00	5,000.00
4	T5 LED 14W	Piece			10	10			0			0			0	10	1,000.00	10,000.00
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	Cable, telephone, flat	Roll			2	2			0			0			0	2	1,000.00	2,000.00
2	Cable, Cat-5	Roll			3	3			0			0			0	3	2,000.00	6,000.00
3	3.5mm² THHN stranded wire	Roll			3	3			0			0			0	3	3,000.00	9,000.00
4	Drill bit metal	Set			1	1			0			0			0	1	1,000.00	1,000.00
5	Tie wire #16	Piece			200	200			0			0			0	200	15.00	3,000.00
6	CO universal, duplex, w/ grounding	Piece			100	100			0			0			0	100	400.00	40,000.00
7	Duct Tape 2"	Piece			60	60			0			0			0	60	400.00	24,000.00
8	Surface mounted utility box	Piece			100	100			0			0			0	100	90.00	9,000.00
9	Rubberize electrical tape	Piece			30	30			0			0			0	30	75.00	2,250.00
10	Male plug, ordinary, round type	Piece			50	50			0			0			0	50	120.00	6,000.00
11	Telephone Jack Extension, single	Piece			20	20			0			0			0	20	150.00	3,000.00
12	Telephone Jack Extension, double	Piece			20	20			0			0			0	20	200.00	4,000.00
13	Mouldings, plastic	Piece			20	20			0			0			0	20	300.00	6,000.00
14	6.4V	Piece			10	10			0			0			0	10	1,000.00	10,000.00
15	Screw Driver Electric Battery	Unit			1	1			0			0			0	1	4,500.00	4,500.00

Computer Supplies

1	External Hard Drive, 2TB	Piece			7	7			0			0			0	7	5,000.00	35,000.00
2	Keyboard	Piece			10	10			0			0			0	10	500.00	5,000.00
3	Mouse	Piece			10	10			0			0			0	10	300.00	3,000.00
4	HDMI Cable (3meters)	Piece			10	10			0			0			0	10	2,000.00	20,000.00
5	Computer High Grade Tools	Piece			2	2			0			0			0	2	3,000.00	6,000.00
6	Portable Vacuum	Piece			1	1			0			0			0	1	5,000.00	5,000.00
7	10G SFP+ Switch	Piece			1	1			0			0			0	1	200,000.00	200,000.00
8	UTP Cable Cat 6	Piece			6	6			0			0			0	6	7,000.00	42,000.00
9	Internal Hard Disk 3TB	Piece			4	4			0			0			0	4	12,500.00	50,000.00
10	Memory Stick	Piece				0			0			0			0	0	11,000.00	-
11	Crimping Tool	Piece			2	2			0			0			0	2	6,000.00	12,000.00
12	Mini Gbic SFP+	Piece			2	2			0			0			0	2	35,000.00	70,000.00

13	RJ45	Piece		200	200			ges 22 of			0			0	200	17.50	3,500.00
14	Cable Qualification Tester	Piece		1	1			0			0			0	1	100,000.00	100,000.00
15	Flash Drive 32GB	Piece		10	10			0			0			0	10	1,000.00	10,000.00
16	Toolbox	Piece		1	1			0			0			0	1	3,000.00	3,000.00
17	Wireless Keyboard and Mouse (Set)	Set		5	5			0			0			0	5	2,200.00	11,000.00
18	Flash Drive 128GB	Piece		2	2			0			0			0	2	2,000.00	4,000.00

Computer Equipment and Accessories

1	PC Camaera	Piece		1	1			0			0			0	1	5,000.00	5,000.00
2	RAM-32GB DDR 3; Channel Memory (16GB each)	Piece		4	4			0			0			0	4	12,000.00	48,000.00
3	Memory Card-16GB DDR3 (compatible and same frequency with existing RAM)	Piece		4	4			0			0			0	4	5,250.00	21,000.00
4	500 to 525 GB SSD	Piece		2	2			0			0			0	2	14,000.00	28,000.00
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		-

*Other Categories

1	Whiteboard (Small Hanging)			1	1			0			0			0	1	3,000.00	3,000.00
2	Cork Board (18x36)			1	1			0			0			0	1	2,000.00	2,000.00
3	Customized Polo Shirt			765	765			0			0			0	765	500.00	382,500.00
4	Customized Rubber Stamp			2	2			0			0			0	2	250.00	500.00
5	Whiteboard (1x100x200cm)			1	1			0			0			0	1	5,000.00	5,000.00
6	Cork Board (3x4")			3	3			0			0			0	3	3,300.00	9,900.00
7	Flipchart Holder with magnetic whiteboard, 63cm x 93cm, silver			2	2			0			0			0	2	4,000.00	8,000.00
8	Certificate Holder (9.5x12.5) (8.5x11)			200	200			0			0			0	200	75.00	15,000.00
9	Card Case A4			100	100			0			0			0	100	100.00	10,000.00
10	Colored Paper and Foam Board			50	50			0			0			0	50	300.00	15,000.00
11	Arcylic Signage for OVP-PDE			1	1			0			0			0	1	5,000.00	5,000.00
12	Whiteboard (wall mounted) (3x3ft)			1	1			0			0			0	1	2,100.00	2,100.00
13	Customized Tshirt			25	25			0			0			0	25	300.00	7,500.00
14	Coloring Materials			20	20			0			0			0	20	500.00	10,000.00
15	ID Card Holder with Clip			788	788			0			0			0	788	50.00	39,400.00
16	Wall Decals			2	2			0			0			0	2	10,000.00	20,000.00
17	Company ID (PVC)			488	488			0			0			0	488	100.00	48,800.00
18	Customized Pens			488	488			0			0			0	488	50.00	24,400.00
19	ID Lace/ Lanyard			488	488			0			0			0	488	51.23	25,000.00
20	Whiteboard			1	1			0			0			0	1	10,000.00	10,000.00
21	6" Metric Scale Ruler			3	3			0			0			0	3	600.00	1,800.00
22	Magnifying Lens/ Glass			4	4			0			0			0	4	300.00	1,200.00
23	Metric Tape (50meter)			2	2			0			0			0	2	1,000.00	2,000.00
24	Triangular Scale			1	1			0			0			0	1	450.00	450.00
25	Surveyors Tape Measure (50m)			1	1			0			0			0	1	1,000.00	1,000.00
26	Long sleeved polo with UV protection			6	6			0			0			0	6	5,000.00	30,000.00
27	Cap/headgear with UV protection			6	6			0			0			0	6	1,000.00	6,000.00

28	All terrain shoes			6	6			ges 23 of			0			0	6	6,000.00	36,000.00
29	Aluminum Stand & roller whiteboard (600x300)			2	2			0			0			0	2	7,500.00	15,000.00
CARPENTRY AND PLUMBING SUPPLIES																	
1	Acoustic Board 60cm x 120cm	Piece		300	300			0			0			0	300	400.00	120,000.00
2	Tee-runner 60cm	Piece		300	300			0			0			0	300	100.00	30,000.00
3	Plywood ¾"	Piece		5	5			0			0			0	5	1,200.00	6,000.00
4	Formica 8ft x 4 ft	Piece		5	5			0			0			0	5	900.00	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		15	15			0			0			0	15	1,333.33	19,999.95
7	Barrel Bolt	Piece		10	10			0			0			0	10	100.00	1,000.00
8	Spot putty	Gal		2	2			0			0			0	2	2,500.00	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		10	10			0			0			0	10	1,000.00	10,000.00
14	Baby roller small	Piece		15	15			0			0			0	15	100.00	1,500.00
15	Baby roller big	Piece		15	15			0			0			0	15	133.33	1,999.95
16	Paint brush 1"	Piece		10	10			0			0			0	10	80.00	800.00
17	Paint brush 2"	Piece		10	10			0			0			0	10	100.00	1,000.00
18	Catches	Piece		10	10			0			0			0	10	100.00	1,000.00
19	Latex White	Pail		6	6			0			0			0	6	3,000.00	18,000.00
20	Enamel chocolate brown	Gal		10	10			0			0			0	10	1,000.00	10,000.00
21	Quick dry chocolate brown	Gal		5	5			0			0			0	5	1,000.00	5,000.00
22	Flat wall enamel, white	Pail		4	4			0			0			0	4	3,000.00	12,000.00
23	Latex tinting color, lamp black	Pint		10	10			0			0			0	10	200.00	2,000.00
24	Latex tinting color, hansa yellow	Pint		10	10			0			0			0	10	200.00	2,000.00
25	Enamel tinting color, red	Pint		10	10			0			0			0	10	200.00	2,000.00
26	Enamel Dark grey	Gal		5	5			0			0			0	5	1,400.00	7,000.00
27	Latex acree color, rosiena	Pint		10	10			0			0			0	10	200.00	2,000.00
28	Handle Flusher, GI	Piece		15	15			0			0			0	15	400.00	6,000.00
29	Faucet, Abesco 35cmx14x12	Piece		18	18			0			0			0	18	2,000.00	36,000.00
30	Valve Repair Kit	Piece		10	10			0			0			0	10	2,000.00	20,000.00
31	Gate valve ½ø	Piece		18	18			0			0			0	18	300.00	5,400.00
32	Flopper	Piece		5	5			0			0			0	5	200.00	1,000.00
33	Fitting tank w/ adjustment	Piece		10	10			0			0			0	10	1,000.00	10,000.00
34	Niple ½ø	Piece		15	15			0			0			0	15	100.00	1,500.00
35	Power spray bidet	Piece		24	24			0			0			0	24	3,000.00	72,000.00
36	Water stop	Piece		12	12			0			0			0	12	400.00	4,800.00
37	Teflon big	Piece		20	20			0			0			0	20	100.00	2,000.00
38	bowl)	Piece		8	8			0			0			0	8	5,000.00	40,000.00
39	Water closet for urinal	Piece		8	8			0			0			0	8	5,000.00	40,000.00
40	Drawer Lock	Piece		15	15			0			0			0	15	133.33	1,999.95
41	Nail 1/2" (finish)	Kilo		1	1			0			0			0	1	200.00	200.00
42	Nail 1-1/2" (finish)	Kilo		1	1			0			0			0	1	300.00	300.00
43	Nail 1-1/2" (finish)	Kilo		1	1			0			0			0	1	350.00	350.00
44	Tiles Adhesive	Bags		5	5			0			0			0	5	1,000.00	5,000.00

45	Bidet hose	Set			10	10			ges 24 of			0			0	10	1,500.00	15,000.00
46	Spring Hinge 3"	Piece			6	6			0			0			0	6	300.00	1,800.00
47	Spring Hinge 4"	Piece			6	6			0			0			0	6	300.00	1,800.00
48	Power Spray bidet	Set			10	10			0			0			0	10	2,000.00	20,000.00

C. TOTAL (A + B):																	15,023,438.33
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																	1,502,343.83
E. GRAND TOTAL (C + D)																	16,525,782.16
F. APPROVED BUDGET BY THE AGENCY HEAD																	
G. MONTHLY CASH REQUIREMENTS																	
G.1 Available at Procurement Service Stores			1E+06			659066			743135			467450					3082796.48
G.2 Other Items not available at PS but regularly purchased from other sources			7E+06			1E+06			1E+06			1E+06					11542479.85
TOTAL MONTHLY CASH REQUIREMENTS			9E+06			2E+06			2E+06			2E+06					14625276.33

*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:

EMEL S. BUGHO
Property/Supply Officer

Certified Funds Available / Certified
Appropriate Funds Available:

Dante M. Anabe
Accountant / Local Budget Officer

Approved by:

Atty. Arnolfo Ricardo B. Cabling
Head of Office/Agency

Date: 11/27/2017