

November 28, 2017

DIR. BINGLE B. GUTIERREZ
Executive Director IV
PROCUREMENT SERVICE
DEPT. OF BUDGET AND MANAGEMENT
PS-DBM Compound, Cristobal St.
Paco, Manila

[Handwritten signature]
2017
HOLY PINDA

Dear **Dir. Gutierrez**,

Pursuant to National Budget Circular No. 555, we are submitting our 2018 Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) of the Metals Industry Research and Development Center, an attached Agency of the Department of Science and Technology (DOST).

Thank You.

Very truly yours,

[Handwritten signature]
ROBERT O. DIZON
Executive Director *[Handwritten mark]*

Metals Industry Research & Development Center
IN REPLYING PLEASE CITE



OC-17-1128-03

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

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HENRIE PINO

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 METALS INDUSTRY RESEARCH & DEVELOPMENT CENTER
 Region: MAIN & NCR
 Address: General Santos Avenue, Bicutan, Taguig City

Agency Account Code: Q009

Contact Person: CRISTINA V. BAÑAGA
 Position: Computer Operator I
 E-mail: tintinog26_mirdco510@yahoo.com
 Telephone/Mobile Nos: 8370431

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	17		5	22	10			10	16		5	21	7			7	60	20.28	1,216.80
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	30		5	35	19			19	13		5	18	7			7	79	19.20	1,516.80
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	1			1	1			1	1			1	1			1	4	91.94	367.76
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				0				0			0	0	75.39	-
6	TAPE, ELECTRICAL, 18mm x 16M mln	roll	3			3				0				0			0	3	18.93	56.79
COMMON OFFICE SUPPLIES																				
1	ACETATE, thickness: 0.075mm mln (gauge #3)	roll				0				0				0			0	0	766.73	-
2	AIR FRESHENER, aerosol, 280ml/150g min	can	9			9	5			5	12			12	4		4	30	88.69	2,660.70
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	25		12	37	12	7		19	23	5	6	34	13	7	20	110	49.73	5,470.30
4	CARBON FILM, PE, black, size 210mm x 297mm	box	3		4	7	1			1	1		3	4	1		1	13	205.48	2,671.24
5	CARBON FILM, PE, black, size 216mm x 330mm	box	2			2	1			1	2			2	1		1	6	210.91	1,265.46
6	CARTOLINA, assorted colors	pack	9			9				0	7			7			0	16	67.06	1,072.96
7	CHALK, molded, white, dustless, length: 78mm mln	box	1			1				0				0			0	1	26.89	26.89
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	12			12	2			2	6			6			0	20	38.19	763.80
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	2			2				0	2			2			0	4	40.47	161.88
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	38		3	41	2			2	22		3	25	2		2	70	7.87	550.90
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	20		3	23	2			2	9		3	12	3		3	40	13.94	557.60
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	25		5	30	2			2	24		5	29	3		3	64	19.88	1,272.32
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	7		3	10	2			2	6		2	8	3		3	23	41.10	945.30
14	CORRECTION TAPE, film base type, UL 6m min	piece				0				0				0			0	0	18.26	-
15	DATA FILE BOX, made of chipboard, with closed ends	box	24		5	29	5			5	15			15	5		5	54	72.57	3,918.78
16	DATA FOLDER, made of chipboard, taglia lock	piece	23		4	27			3	3	5		3	8	10	4	14	52	71.39	3,712.28
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	2		1	3			1	1	2		1	3	1	1	2	9	424.47	3,820.23
18	ENVELOPE, DOCUMENTARY, for legal size document	box	3		1	4			1	1	2		1	3	2	1	3	11	538.80	5,926.80

19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box			2	2			1	1			1	1	1			1	5	667.84	3,339.20
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0				0				0				0	0	28.71	-
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box				0				0				0				0	0	341.79	-
22	ENVELOPE, mailing, white, w/ window	box	4			4	2			2				0	1			1	7	427.23	2,990.61
23	ERASER, FELT, for blackboard/whiteboard	piece				0	1			1				0				0	1	11.55	11.55
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	5			5	1			1				0	1			1	7	6.23	43.61
25	FASTENER, METAL, 70mm between prongs	box	44			44	11			11	32		6	38				0	93	59.37	5,521.41
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0				0				0				0	0	73.59	-
27	FILE TAB DIVIDER, bristol board, for A4	set	11		3	14		10	3	13	1	10	3	14		3		3	44	12.98	571.12
28	FILE TAB DIVIDER, bristol board, for legal	set			2	2			2	2			2	2				0	6	17.31	103.86
29	FOLDER, FANCY, for A4 size documents	bundle	21		1	22			1	1	10		1	11				0	34	258.50	8,789.00
30	FOLDER, FANCY, for legal size documents	bundle	15		1	16	1		1	2	16		1	17				0	35	302.85	10,599.75
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	1			1	1			1	1			1	1			1	4	177.92	711.68
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	5			5	1			1	1			1	1			1	8	222.27	1,778.16
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	2		2	4	1			1	2			2	2			2	9	776.59	6,989.31
34	FOLDER, TAGBOARD, for A4 size documents	pack	1			1	1			1				0				0	2	226.05	452.10
35	FOLDER, TAGBOARD, for legal size documents	pack	4			4	1			1	3			3	2			2	10	208.38	2,083.80
36	GLUE, all purpose, gross weight: 200 grams min	jar	8			8				0	6			6				0	14	49.73	696.22
37	INDEX TAB, self-adhesive, transparent	box				0				0				0				0	0	53.74	-
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0				0	1			1	1	676.00	676.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	6			6				0				0				0	6	43.26	259.56

40	MARKER, FLUORESCENT, 3 assorted colors per set	set	1			1	5		5	4			4	4			4	14	36.97	517.58	
41	MARKER, whiteboard, black, felt tip, bullet type	piece	23		6	29	11		6	17	16		12	28	5	6		11	85	10.69	908.65
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	26		6	32	11		6	17	21		12	33	5	6		11	93	10.69	994.17
43	MARKER, whiteboard, red, felt tip, bullet type	piece	8		4	12	2		2	8			4	12	2			2	28	10.69	299.32
44	MARKER, PERMANENT, bullet type, black	piece	28		4	32	2		4	6	18		4	22	2			2	62	10.04	622.48
45	MARKER, PERMANENT, bullet type, blue	piece	23		5	28	2		5	7	18		6	24	2	6		8	67	10.04	672.68
46	MARKER, PERMANENT, bullet type, red	piece	5			5	2			2	5			5	2			2	14	10.04	140.56
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0	5			5	5	15		20	5			5	30	12.52	375.60
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	46		2	48	10		2	12	21		2	23				0	83	32.45	2,693.35
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	26		3	29	10		2	12	21		3	24	3			3	68	44.32	3,013.76
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	13		3	16	15		2	17	6		4	10	7			7	50	59.49	2,974.50
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0				0				0				0	0	18.99	-
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	94	2	2	98	27	20	2	49	54	20	3	77	10	22		32	256	6.91	1,768.96
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	50	3	2	55	29	10	2	41	10	10	4	24	11	11		22	142	14.04	1,993.68
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	166		25	191	83	10	10	103	128	10	10	148	83	20		103	545	137.66	75,024.70
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	32		5	37		15		15	5		3	8				0	60	160.94	9,656.40
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	50	5		55	15	5		20	50	10	5	65	15			15	155	119.09	18,458.95
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	5	5		10	5	5		10		10	5	15	5			5	40	123.08	4,923.20
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0				0				0				0	0	95.18	-
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	19			19		3		3	6			6		3		3	31	34.29	1,062.99
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	8		2	10	3		2	5	2		1	3	1			1	19	20.40	387.60

61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0				0				0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	23	2	5	30		2		2		3	2	5	1	2		3	40	62.73	2,509.20
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	20	2	2	24	2	2		4	6	2		8		2		2	38	97.34	3,698.92
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	5			5		3		3	1	3		4	1	3		4	16	267.14	4,274.24
65	RUBBER BAND, 70mm min lay flat length (#18)	box	5			5				0	1			1				0	6	97.04	582.24
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	3			3				0			3	3				0	6	16.10	96.60
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	16			16	10	5		15	6	5		11				0	42	35.99	1,511.58
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	40		20	60	30			30	31	5	30	66	10			10	166	35.99	5,974.34
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	5			5				0				0				0	5	35.99	179.95
70	STAMP PAD INK, purple or violet	bottle	4			4	1			1	2			2	1			1	8	25.62	204.96
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	3			3				0	1			1	2			2	6	28.77	172.62
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	5		3	8				0	5			5				0	13	21.51	279.63
73	STAPLE WIRE, STANDARD, (26/6)	box	57			57	20			20	31			31	18	2		20	128	19.68	2,519.04
74	TAPE, MASKING, width: 24mm (±1mm)	roll	12			12	11	5	2	18	10	5	3	18	6			6	54	57.32	3,095.28
75	TAPE, MASKING, width: 48mm (±1mm)	roll	5			5	6	2	3	11	5	2		7	6			6	29	109.24	3,167.96
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	8			8	1	1	2	4	11			11	2			2	25	29.08	727.00
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	30			30	9		3	12	20		3	23	9			9	74	11.36	840.64
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll				0	4	2	3	9		2	6	8	1			1	18	27.58	496.44
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	17		3	20	4	2	3	9	17	2	3	22	4			4	55	70.30	3,866.50
80	TWINE, plastic, one (1) kilo per roll	roll	2			2				0				0				0	2	51.92	103.84
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0				0				0				0	0	133.99	-

82	Airline Travel	ticket				0				0				0			0	0	0.00	-	
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, for heavy duty cutter	tube	6			6	5			5	5		1	6	1			1	18	10.22	183.96
2	CUTTER KNIFE, for general purpose	piece	8			8	4			4				0				0	12	20.55	246.60
3	DATING AND STAMPING MACHINE, heavy duty	piece				0				0				0				0	0	497.52	-
4	PENCIL SHARPENER, manual, single cutter head	piece	1			1				0				0				0	1	194.69	194.69
5	PUNCHER, paper, heavy duty, with two hole guide	piece	2			2				0				0				0	2	123.42	246.84
6	SCISSORS, symmetrical, blade length: 65mm min	pair	8			8	2			2				0				0	10	14.28	142.80
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	10			10				0				0				0	10	85.45	854.50
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0				0				0	0	913.95	-
9	STAPLE REMOVER, PLIER-TYPE	piece	4			4			3	3				0				0	7	18.91	132.37
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	2			2				0				0				0	2	51.57	103.14
11	WASTEBASKET, non-rigid plastic	piece	4			4				0				0				0	4	25.96	103.84
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece	15		5	20	2			2	5		1	6	1	5		6	34	91.94	3,125.96
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	13		5	18	1	2		3	9		2	11	1	5		6	38	24.88	945.44
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	4			4	3			3	4			4	3			3	14	38.93	545.02
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	5	1		6	1	1		2	3			3	1			1	12	125.20	1,502.40

7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	11		3	14				0				0			0	14	28.12	393.68
8	FLOOR WAX, PASTE, RED	can				0				0				0			0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	2			2	2			2	1	1	2	4			0	8	90.85	726.80
10	INSECTICIDE, aerosol type, net content: 600ml min	can	8			8	2			2	1		2	3			0	13	142.77	1,856.01
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	2			2			0	2	148.18	296.36
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	33	3	3	39	11	3	18	32	17	4	3	24	5		5	100	51.68	5,168.00
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	3	2	1	6	2	1	1	4	2	1	1	4	2		2	16	107.08	1,713.28
16	TRASHBAG, plastic, transparent	roll	5			5			3	3	1			1			0	9	145.48	1,309.32
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	1			1				0				0			0	1	140.61	140.61
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				0				0				0			0	0	6,828.14	-
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				0				0				0			0	0	1,046.65	-

10	ELECTRIC FAN, WALL type, plastic blade	unit				0			0				0			0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit	1			1			0				0			0	1	3,642.83	3,642.83
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 mln ANSI Lumens	unit				0			0				0			0	0	27,542.94	-
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	1			1			0				0			0	1	5,927.17	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	2			2			0				0			0	2	1,379.04	2,758.08
22	Desktop Computer, branded	unit				0		9	9				0			0	9	35,887.49	322,987.41
23	Laptop Computer, branded	unit				0			0		11		11			0	11	36,587.28	402,460.08

COMMON COMPUTER SUPPLIES

1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	2			2	1			1	1			1			0	4	709.53	2,838.12
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	1			1	1			1				0			0	2	1,070.78	2,141.56
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	3			3	1			1	2			2		1	1	7	796.06	5,572.42
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	1			1	1			1				0			0	2	1,352.00	2,704.00
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	1			1				0				0			0	1	620.67	620.67
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	3			3				0	2			2			0	5	1,076.19	5,380.95

7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	39			39				0				0			0	39	22.66	883.74
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	3			3				0				0			0	3	3,152.86	9,458.58
9	FLASH DRIVE, 16 GB capacity	piece	10			10				0	6			6			0	16	261.75	4,188.00
10	MOUSE, optical, USB connection type	unit	6			6				0				0			0	6	140.39	842.34
HANDBOOK ON PROCUREMENT																				
1	HANDBOOK (RA 9184), 7th Edition	piece	1			1				0				0			0	1	48.13	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	12			12	3		1	4	9	1		10	3		3	29	264.99	7,684.71
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	7			7	2		1	3	7	1		8	2		2	20	264.99	5,299.80
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	7			7	2		1	3	7	1		8	2		2	20	264.99	5,299.80
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	7			7	2		1	3	7	1		8	2		2	20	264.99	5,299.80
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	3			3				0	3			3			0	6	676.00	4,056.00
13	INK CART, HP C9352AA, (HP22), Tri-color	cart	3			3				0	3			3			0	6	782.00	4,692.00

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				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	6	2		8		2		2	9		3	12		4		4	26	373.15	9,701.90
24	INK CART, HP CD888AA, (HP703), Tri-color	cart	6	2		8		2		2	9		3	12		4		4	26	373.15	9,701.90
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	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				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	18	2	3	23	13	2		15	9	1	18	28	3			3	69	373.15	25,747.35
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	14	2	5	21	14	2		16	6		20	26	3			3	66	373.15	24,627.90
41	INK CART, HP CZ107AA, (HP678), Black	cart			3	3	2			2	2		3	5	1			1	11	379.64	4,176.04
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart			5	5	2			2	2		5	7	1			1	15	379.64	5,694.60
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	1			1	1			1	1			1	1			1	4	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart	1			1	1			1	1			1	1			1	4	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 L0572AA (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				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	3			3			0	3	753.88	2,261.64
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				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				0		1		1	3				3	1		1	5	4,158.75	20,793.75
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				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	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0					0		0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0					0		0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0					0		0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0					0		0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0					0		0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0					0		0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0					0		0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0					0		0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0					0		0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0					0		0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0					0		0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0					0		0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0					0		0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0					0		0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0					0		0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0					0		0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0					0		0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0					0		0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0					0		0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart				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				0				0				0			0	0	2,541.76	-
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				0				0				0			0	0	4,802.30	-
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	BATTERY, Lithium Cell 3V, 5 pieces per blister pack	pack				0			6	6				0			0	6	300.00	1,800.00
2	BATTERY, Lithium Cell LR44, 5 pieces per blister pack	pack			6	6				0				0			0	6	200.00	1,200.00
3						0				0				0			0	0		-
4						0				0				0			0	0		-
5						0				0				0			0	0		-

COMMON OFFICE EQUIPMENT

1	PEDESTAL	Unit	9			9				0				0				0	9	2,300.00	20,700.00
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	SIGN PEN, Pilot G-Tec-C4, Red	piece	2			2				0				0				0	2	70.00	140.00
2	SIGN PEN, Pilot G-Tec-C4, Blue	piece	2			2				0				0				0	2	70.00	140.00
3	SIGN PEN, Pilot G-Tec-C4, Black	piece	2			2				0				0				0	2	70.00	140.00
4	SIGN PEN, Pilot HI-Techpoint V5, Black	piece	6			6		6		6				0				0	12	50.00	600.00
5	SIGN PEN, Pilot HI-Techpoint V7, Black	piece				0		6		6				0				0	6	50.00	300.00
6	SIGN PEN, Pilot HI-Techpoint V7, Blue	piece	6			6	6			6				0				0	12	50.00	600.00
7	TAPE for Label Printer	roll	1			1		2		2		1		1				0	4	1,500.00	6,000.00
8	STAPLER, #35	piece	3			3				0				0				0	3	350.00	1,050.00
9	STAPLE REMOVER, #35, plier type, metal	piece	3			3				0				0				0	3	90.00	270.00
10	BALLPEN, Black	box	1			1				0				0				0	1	125.00	125.00
11	BALLPEN, Blue	box	1			1				0				0				0	1	125.00	125.00
12	RECORD BOOK, 300 pages, #99 Veco	book				0		3		3				0				0	3	70.00	210.00
13	GREEN FOLDER W/ METAL TAB	piece	25			25				0	25			25				0	50	10.00	500.00
14	PAPER, MULTICOPY, 80gsm, size: A3	ream	2			2				0				0				0	2	500.00	1,000.00
15	USB, 32G	pc.	2			2	1			1				0	1			1	4	890.00	3,560.00

16	Protector Sheet	bx.	3			3				0				0				0	3	200.00	600.00
17	NEWSPRINT, Groundwood, A4	ream	5			5				0		5		5				0	10	100.00	1,000.00
18	FOLDER, Expanding, Heavy Duty (Green)	piece	80			80				0				0				0	80	20.00	1,600.00
19	MANILA PAPER, 10 sheets/pack	pack	4			4				0	4			4				0	8	50.00	400.00
20	NOTARIAL SEAL, No.24, 40pcs per box	box	2			2				0				0				0	2	50.00	100.00
21	AD-RITE RIBBON (Electronic Calculator)	piece	2			2				0	2			2				0	4	20.00	80.00
22	PAPER, Groundwood, A4	ream	22			22				0	10			10				0	32	100.00	3,200.00
23	PVC ID Card, 100's per pack	pack	4			4				0				0				0	4	500.00	2,000.00
24	STAPLER, Heavy Duty	piece	2			2				0	1			1				0	3	500.00	1,500.00
25	ID LACE	piece	250			250				0	2			2				0	252	130.00	32,760.00
26	GLUE GUN	piece	1			1				0				0				0	1	120.00	120.00
27	GLUE STICK	piece	10			10				0				0				0	10	15.00	150.00
28	PHOTO PAPER	pack	3			3				0				0				0	3	50.00	150.00
29	STICKER PAPER	pack	3			3				0				0				0	3	50.00	150.00
30	GLUE, Multi Purpose, 13g	bot	2			2				0				0				0	2	60.00	120.00
31	PUSH PINS	box	5			5				0				0				0	5	100.00	500.00
32	DOCUMENT BOX, 5 layers	piece	1			1				0				0				0	1	800.00	800.00
33	RECORD BOX	piece	45			45				0				0				0	45	75.00	3,375.00
34	DOCUMENT BAG	piece	1			1				0				0				0	1	800.00	800.00
35	PAPER, Newsprint	ream	5			5				0				0				0	5	140.00	700.00
36	GLUE STICK	piece	1			1	1			1	1			1	1			1	4	65.00	260.00

37	Columnar Book (10 Columns)	book			5	5				0				0				0	5	25.00	125.00
38	Columnar Book (18 Columns)	book			8	8				0				0				0	8	50.00	400.00
39	PAPER MULTICOPY, 80gsm, (A3) size: 297mm x 420mm	ream			3	3				0	3			3				0	6	370.00	2,220.00
40	PAPER MULTICOPY A4 size (news print)	ream			4	4				0	3			3				0	7	100.00	700.00
41	Rubber Band, Round, 350gms	box	1			1				0				0				0	1	1,500.00	1,500.00
42	Marker, Whiteboard, BROAD Tip , Blue	piece	20			20	10			10	10			10				0	40	12.00	480.00
43	Marker, Whiteboard, BROAD Tip , Black	piece	20			20	10			10	10			10				0	40	12.00	480.00
44	Marker, Whiteboard, BROAD Tip , Red	piece	20			20	10			10	10			10				0	40	12.00	480.00
45	Battery, 9V	piece	3			3	3			3	3			3	3			3	12	150.00	1,800.00
46	Battery, LR 44	piece	10			10	10			10	10			10	10			10	40	30.00	1,200.00
47	ID Jacket	piece	200			200	100			100	100			100	100			100	500	5.00	2,500.00
48	Art Paper, Yellow, 20pcs/pack	pack	3			3				0	3			3				0	6	40.00	240.00
49	Art Paper, Green, 20 pcs/pack	pack	3			3				0	3			3				0	6	40.00	240.00
50	Art Paper, Blue, 20pcs/ pack	pack	3			3				0	3			3				0	6	40.00	240.00
51	Art Paper, Pink , 20pcs/pack	pack	3			3				0	3			3				0	6	40.00	240.00
52	Plastic Straw	roll	1			1				0				0	1			1	2	25.00	50.00
53	Manila Paper	piece				0	50			50				0	50			50	100	6.00	600.00
54	Ballpen, Blue	piece				0	50			50	50			50	50			50	150	5.00	750.00
55	Ballpen, Black	piece				0	20			20	20			20	20			20	60	5.00	300.00
56	Sticker label	pack				0				0	5			5				0	5	35.00	175.00
57	Glue Stick, 8grms.	piece	5			5	5			5				0				0	10	20.00	200.00

58	Glue, Multi-purpose 130grms	btl				0	1			1				0				0	1	45.00	45.00
59	Columnar Notebook, 20 columns	piece	1			1				0				0				0	1	25.00	25.00
60	Folder, expandable, color: Green size: legal	box	1			1				0				0				0	1	776.59	776.59
61	Folder, expandable, color: Blue size: legal	box	3			3	1			1	1			1				0	5	776.59	3,882.95
62	Newsprint, A4	ream				0				0	5			5				0	5	120.00	600.00
63	MARKER, PERMANENT, BROAD TIP, black	piece	50			50				0				0				0	50	10.04	502.00
64	MARKER, PERMANENT, BROAD TIP, blue	piece	50			50				0				0				0	50	10.04	502.00
65	MARKER, PERMANENT, BROAD TIP, red	piece	50			50				0				0				0	50	10.04	502.00

COMMON JANITORIAL 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		-

CONSUMABLES

1	INK, Canon GI-790, Cyan	bottle	1			1				0				0				0	1	500.00	500.00
2	INK, Canon GI-790, Magenta	bottle	1			1				0				0				0	1	500.00	500.00
3	INK, Canon GI-790, Yellow	bottle	1			1				0				0				0	1	500.00	500.00
4	TONER CART, EP-319	cart	1			1		1		1		1		1				0	3	3,400.00	10,200.00
5	INK CART, HP CB314A, (HP900), Black	cart	1		1	2		1		1	1		1	2		1		1	6	296.40	1,778.40
6	INK CART, HP CB315A, (HP900), Tri-color	cart	1		1	2		1		1	1		1	2		1		1	6	379.60	2,277.60

7	TONER CART, CANON 6680 (EP-319)	cart				0				0	1		1	2	1		1	2	4	3,000.00	12,000.00
8	RIBBON CART, EPSON S015506 (7753)	cart				0			1	1	1		1	2	1		1	2	5	180.00	900.00
9	Laser Toner Cartridge, EP-05A	cart	6			6	6			6		6		6		6		6	24	3,360.00	80,640.00
10	Laser Toner Cartridge, EP-319	cart	3			3	1			1				0				0	4	3,400.00	13,600.00
11	Cash Register Tape	Pack	5			5				0	5			5				0	10	375.00	3,750.00
12	Paper, Paper One, A3	ream	5			5				0				0				0	5	370.00	1,850.00
13	LASER TONER CART, CANON EP-319	cart	6			6				0	6			6				0	12	2,800.00	33,600.00
14	RIBBON CART, EPSON LQ-310	cart	4			4				0	3			3				0	7	300.00	2,100.00
15	INTERFOLDED HANDTOWEL (tissue)	pack	3			3				0				0				0	3	100.00	300.00
16	DISHWASHING LIQUID, LEMON	bottle	1			1				0	1			1				0	2	100.00	200.00
17	DISHWASHING PASTE, LEMON	piece	1			1				0	1			1				0	2	100.00	200.00
18	LIQUID HANDSOAP	bottle	1			1				0	1			1				0	2	100.00	200.00
19	SCENTED GEL	piece				0	2			2	2			2				0	4	100.00	400.00
20	AIR FRESHENER, RASPBERRY	can	2			2				0	2			2				0	4	100.00	400.00
21	BALLPEN, BLACK	box	1			1				0	1			1				0	2	100.00	200.00
22	BALLPEN, BLUE	box	1			1				0	1			1				0	2	150.00	300.00
23	SIGNPEN, BLUE	box	3			3				0	1			1				0	4	200.00	800.00
24	SIGNPEN, BLACK	box	1			1				0				0				0	1	200.00	200.00
25	COLORLED PAPER, light blue, 100's	pack	1			1				0	1			1				0	2	100.00	200.00
26	INKWISE (uv dye ink) black	bottle	1			1	1			1				0				0	2	100.00	200.00
27	INKWISE (uv dye ink) cyan	bottle	1			1	1			1				0				0	2	100.00	200.00

28	INKWISE (uv dye ink) magenta	bottle	1			1	1			1				0				0	2	100.00	200.00
29	INKWISE (uv dye ink) yellow	bottle	1			1	1			1				0				0	2	100.00	200.00
30	HP Laser Jet Ink 12A Black	cart	1			1				0				0				0	1	500.00	500.00
31	EPSON L120 (CYAN T6642)	bottle	1			1				0	1			1				0	2	100.00	200.00
32	EPSON L120 (MAGENTA T6643)	bottle	1			1				0	1			1				0	2	100.00	200.00
33	EPSON L385 (CYAN - 664)	bottle	1			1				0	1			1				0	2	100.00	200.00
34	EPSON L385 (MAGENTA - 664)	bottle	1			1				0	1			1				0	2	100.00	200.00
35	EPSON L385 (YELLOW - 664)	bottle	1			1				0	1			1				0	2	100.00	200.00
36	EPSON L385 (BLACK - 664)	bottle	1			1				0	1			1				0	2	100.00	200.00
37	TONER, LEXMARK E260A11P	cart				0				0			1	1	1			1	2	6,000.00	12,000.00
38	TONER, HP53A (re-manufactured)	cart				0				0		1	1	2	1			1	3	2,500.00	7,500.00
39	INK CART, HP C8765WA, (HP94), Black	cart		2		2		2		2	1	2		3				0	7	935.00	6,545.00
40	INK CART, HP C8766WA, (HP95), Tri-color	cart		2		2		2		2	3	2		5				0	9	1,140.00	10,260.00
41	INK CART, HP CB314A, (HP900), Black	cart		1		1		1		1	3			3	2			2	7	300.00	2,100.00
42	INK CART, HP CB315A, (HP900), Tri-color	cart		1		1		1		1	3			3	2			2	7	385.00	2,695.00
43	Toner Cartridge, HP Q7553C, Black	piece	2			2	2			2	1			1	1			1	6	1,500.00	9,000.00
44	Canon705, Black	piece				0	2			2			2	2				0	4	210.00	840.00
45	Canon706, Colored	piece				0	3			3			3	3				0	6	300.00	1,800.00
Office Equipment and Accessories																					
1	Condiments Container	lot	1			1				0				0				0	1	100.00	100.00
2						0				0				0				0	0		-

3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-

Office Supplies

1	File Holder (3 Layers)	piece	2			2				0				0				0	2	250.00	500.00
2	Bond Paper, All purpose, 80 gsm (A4)	ream	5			5	5			5				0				0	10	200.00	2,000.00
3	Bond Paper, All purpose, 80 gsm (Legal)	ream	5			5				0				0				0	5	200.00	1,000.00
4	Data Folder with tagila lock, Portrait Size	piece	5			5				0				0				0	5	100.00	500.00
5	Fastener Plastic, 70mm between prongs	box	2			2				0				0				0	2	60.00	120.00
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		-

Audio and visual presentation and composing equipment

1					0				0				0				0	0		-
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[illegible]**Photographic or filming or video equipment**

1						0								0					0							-
2						0								0					0							-
3						0								0					0							-
4						0								0					0							-
5						0								0					0							-
6						0								0					0							-
7						0								0					0							-
8						0								0					0							-
9						0								0					0							-
10						0								0					0							-

Cleaning Equipment and Supplies

Cleaning Equipment and Supplies

1	DISHWASHING LIQUID	bottle	2			2	2			2	2			2	2			2	8	160.00	1,280.00
2	FACIAL TISSUE	bottle	2			2	2			2	2			2	2			2	8	100.00	800.00
3	COTTON BALLS	box	1			1	1			1	1			1	1			1	4	50.00	200.00
4	SELF LOCK PLASTIC BAG #6	pack	2			2	2			2	2			2	2			2	8	100.00	800.00
5	SELF LOCK PLASTIC BAG #4	pack	2			2	2			2	2			2	2			2	8	200.00	1,600.00
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		-

Paper Materials and Products

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		-

Lighting and fixtures and accessories

1									0									0							-
2									0									0							-
3									0									0							-
4									0									0							-
5									0									0							-
6									0									0							-
7									0									0							-
8									0									0							-
9									0									0							-
10									0									0							-

Electrical equipment and components and supplies

[illegible]

Computer Supplies

[illegible]

Computer Equipment and Accessories

1							0					0				0			-
2							0					0				0			-
3							0					0				0			-
4							0					0				0			-
5							0					0				0			-
6							0					0				0			-
7							0					0				0			-
8							0					0				0			-
9							0					0				0			-

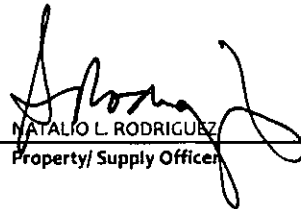
10					0				0				0			0	0		-
*Other Categories																			
1	Property Gate Pass Form	pad			0				0		10		10			0	10	300.00	3,000.00
2	Purchase Order Form	pad			0	15			15				0			0	15	400.00	6,000.00
3					0				0				0			0	0		-
4					0				0				0			0	0		-
5					0				0				0			0	0		-
6					0				0				0			0	0		-
7					0				0				0			0	0		-
8					0				0				0			0	0		-
9					0				0				0			0	0		-
10					0				0				0			0	0		-
C. TOTAL (A + B):																	P	1,523,102.07	
D. ADDITIONAL PROVISION FOR INFLATION																	P	152,310.21	
E. GRAND TOTAL (C + D)																	P	1,675,412.28	
F. APPROVED BUDGET BY THE AGENCY																			
G. MONTHLY CASH REQUIREMENTS																			
G.1 Available at Procurement Service Stores					185,154.55				392,808.90				546,557.18				47,264.90		P 1,171,785.53
G.2 Other items not available at PS but regularly purchased from other sources					161,949.36				55,787.59				90,963.59				42,616.00		P 351,316.54
TOTAL MONTHLY CASH REQUIREMENTS					347,103.91				448,596.49				637,520.77				89,880.90		P 1,523,102.07

*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.

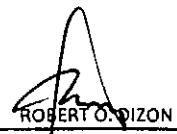
Prepared by:


NATALIO L. RODRIGUEZ
Property/ Supply Officer

Certified Funds Available / Certified Appropriate
Funds Available:


MARCELA R. CAGALINGAN
Accountant/ Local Budget Officer

Approved by:


ROBERT O. DIZON
Head of Office/ Agency

Date: 11/22/2017