Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OFFICE OF CITY OF MALOLOS
City of Malolos, Bulacan
Tel./Fax No. (044) 305-1523/1521
E-mail Address:
Website:

Dep Ed Malolos
Date: NOV 29 2017
N: No. AM-004
Initial

November 23, 2017

ELISA D. SALON
Regional Director
DBM – Region III
City of San Fernando, Pampanga

Madam:

This is to respectfully submit to your good office the copy of Annual Procurement Plan for CY 2018 of this Division, for information and reference.

Thank you very much.

Very truly yours,

NICOLAS T. CAPULONG Ph.D. CESO V
OIC-Assistant Regional Director
And Concurrent Officer-In-Charge
Office of the Schools Division Superintendent

AMPU/lml

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 addressess:
   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/C: DEPED - DIVISION OF MALOLOS CITY
Region: III - Pampanga
Address: Government Center Compound, McArthur Highway, Bulihan, Malolos City

Agency Account Code: F323

Contact Person: LENI MANGARAN-LISING
Position: AO IV Supply
E-mail : leni.mangaran@deped.gov.ph
Telephone/Mobile Nos: 6.3918E+11

	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			60	60				0			60	60				0	120	20.28	2,433.60
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack			60	60				0			60	60				0	120	19.20	2,304.00
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				0				0				0	0	75.39	-
6	TAPE, ELECTRICAL, 18mm x 16M min	roll				0			10	10			6	6				0	16	18.93	302.88

	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			24	24			24	24			24	24			24	24	96	88.69	8,514.24
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle			120	120			120	120			120	120			120	120	480	49.73	23,870.40
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				0				0				0	0	210.91	-
6	CARTOLINA, assorted colors	pack			6	6			12	12			12	12				0	30	67.06	2,011.80
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			12	12			12	12			12	12				0	36	38.19	1,374.84
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece			40	40			40	40			40	40				0	120	40.47	4,856.40
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box				0				0				0				0	0	7.87	-
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box			12	12			12	12			12	12			12	12	48	13.94	669.12
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box				0				0				0				0	0	19.88	-
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box			8	8			6	6			6	6			6	6	26	41.10	1,068.60
14	CORRECTION TAPE, film base type, UL 6m min	piece			120	120			120	120			120	120			120	120	480	18.26	8,764.80
15	DATA FILE BOX, made of chipboard, with closed ends	box			140	140			60	60			60	60			60	60	320	72.57	23,222.40
16	DATA FOLDER, made of chipboard, taglia lock	piece				0				0				0				0	0	71.39	-
17	ENVELOPE, DOCUMENTARY, for A4 size document	box				0				0				0				0	0	424.47	-
18	ENVELOPE, DOCUMENTARY, for legal size document	box			6	6			6	6			6	6			6	6	24	538.80	12,931.20
19	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box			6	6			6	6			6	6			6	6	24	667.84	16,028.16
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece			20	20			20	20			20	20			20	20	80	28.71	2,296.80
21	ENVELOPE, MAILING,white, 80gsm (-5%)	box			2	2				0			2	2				0	4	341.79	1,367.16
22	ENVELOPE, mailing, white, with window	box				0				0				0				0	0	427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece				0				0				0				0	0	11.55	-

24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece				0				0				0				0	0	6.23	-
25	FASTENER, METAL, 70mm between prongs	box				0				0				0				0	0	59.37	-
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0				0				0				0	0	73.59	-
27	FILE TAB DIVIDER, bristol board, for A4	set				0				0				0				0	0	12.98	-
28	FILE TAB DIVIDER, bristol board, for legal	set				0				0				0				0	0	17.31	-
29	FOLDER, FANCY, for A4 size documents	bundle			6	6				0			6	6				0	12	258.50	3,102.00
30	FOLDER, FANCY, for legal size documents	bundle			20	20				0			40	40				0	60	302.85	18,171.00
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				0			12	12				0	22	776.59	17,084.98
34	FOLDER, TAGBOARD, for A4 size documents	pack			10	10				0			10	10				0	20	226.05	4,521.00
35	FOLDER, TAGBOARD, for legal size documents	pack			12	12				0			12	12				0	24	208.38	5,001.12
36	GLUE, all purpose, gross weight: 200 grams min	jar			60	60				0			60	60				0	120	49.73	5,967.60
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				0	0	676.00	-
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece			40	40			40	40			40	40			40	40	160	43.26	6,921.60
40	MARKER, FLUORESCENT, 3 assorted colors per set	set			20	20			20	20			20	20			20	20	80	36.97	2,957.60
41	MARKER, whiteboard, black, felt tip, bullet type	piece			60	60			60	60			60	60			60	60	240	10.69	2,565.60
42	MARKER, whiteboard, blue, felt tip, bullet type	piece				0				0				0				0	0	10.69	-
43	MARKER, whiteboard, red, felt tip, bullet type	piece				0				0				0				0	0	10.69	-
44	MARKER, PERMANENT, bullet type, black	piece				0				0				0				0	0	10.04	-
45	MARKER, PERMANENT, bullet type, blue	piece				0				0				0				0	0	10.04	-
46	MARKER, PERMANENT, bullet type, red	piece				0				0				0				0	0	10.04	-
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece			120	120			240	240			240	240			120	120	720	12.52	9,014.40

48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad			200	200			200	200			200	200			200	200	800	32.45	25,960.00
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad				0				0				0				0	0	44.32	-
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				0				0				0	0	18.99	-
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box			24	24			48	48			24	24			24	24	120	6.91	829.20
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box			24	24			48	48			24	24			24	24	120	14.04	1,684.80
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream			180	180			150	150			150	150			140	140	620	137.66	85,349.20
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream			180	180			150	150			150	150			140	140	620	160.94	99,782.80
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream			60	60			60	60			60	60			60	60	240	119.09	28,581.60
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream			80	80			80	80			80	80			80	80	320	123.08	39,385.60
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream			20	20			40	40			40	40			20	20	120	95.18	11,421.60
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0				0				0				0	0	34.29	-
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box			200	200			60	60			60	60			20	20	340	20.40	6,936.00
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece			8	8				0			8	8				0	16	319.07	5,105.12
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book			12	12				0			12	12				0	24	62.73	1,505.52
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book			24	24				0			24	24				0	48	97.34	4,672.32
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				0				0				0				0	0	97.04	-
66	RULER, plastic, 450mm (18"), width: 38mm min	piece				0				0				0				0	0	16.10	-
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece			240	240			240	240			60	60			60	60	600	35.99	21,594.00
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece			24	24			24	24				0				0	48	35.99	1,727.52
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0				0				0				0	0	35.99	-
70	STAMP PAD INK, purple or violet	bottle			12	12			6	6			6	6				0	24	25.62	614.88
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece			12	12			6	6			6	6				0	24	28.77	690.48

72	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0				0				0				0	0	21.51	-
73	STAPLE WIRE, STANDARD, (26/6)	box			24	24			48	48			24	24				0	96	19.68	1,889.28
74	TAPE, MASKING, width: 24mm (±1mm)	roll			20	20			60	60			60	60			20	20	160	57.32	9,171.20
75	TAPE, MASKING, width: 48mm (±1mm)	roll				0				0				0				0	0	109.24	-
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll			12	12				0			12	12				0	24	29.08	697.92
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll			48	48			24	24			12	12				0	84	11.36	954.24
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll				0				0				0				0	0	27.58	-
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack			120	120			120	120			120	120			120	120	480	70.30	33,744.00
80	TWINE, plastic, one (1) kilo per roll	roll				0				0				0				0	0	51.92	-
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				0				0				0				0	0	10.22	-
2	CUTTER KNIFE, for general purpose	piece			12	12				0			12	12				0	24	20.55	493.20
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			6	6				0	12	194.69	2,336.28
5	PUNCHER, paper, heavy duty, with two hole guide	piece			8	8				0			4	4				0	12	123.42	1,481.04
6	SCISSORS, symmetrical, blade length: 65mm min	pair			30	30				0			30	30				0	60	14.28	856.80
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece				0				0				0				0	0	85.45	-
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0				0				0	0	913.95	-
9	STAPLE REMOVER, PLIER-TYPE	piece			8	8				0			8	8				0	16	18.91	302.56
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece			8	8				0			8	8				0	16	51.57	825.12
11	WASTEBASKET, non-rigid plastic	piece			6	6				0			6	6				0	12	25.96	311.52

	COMMON JANITORIAL SUPPLIES																				
1	BROOM, soft (tambo)	piece			10	10				0			10	10				0	20	91.94	1,838.80
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece			6	6				0			6	6				0	12	24.88	298.56
3	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle			12	12			12	12			12	12				0	36	43.26	1,557.36
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			24	24				0			24	24				0	48	125.20	6,009.60
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0				0				0				0	0	28.12	-
8	FLOOR WAX, PASTE, RED	can				0				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			6	6				0			6	6				0	12	142.77	1,713.24
11	MOP BUCKET, heavy duty, hard plastic	piece			2	2				0			2	2				0	4	1,987.44	7,949.76
12	MOPHANDLE, heavy duty, aluminum, screw type	piece			2	2				0			2	2				0	4	148.18	592.72
13	MOPHEAD, made of rayon, weight: 400 grams min	piece			12	12				0			12	12				0	24	110.32	2,647.68
14	RAGS, all cotton, 32 pieces per kilogram min	bundle			12	12			12	12			12	12				0	36	51.68	1,860.48
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0				0				0				0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll			12	12			12	12			12	12			12	12	48	145.48	6,983.04
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			12	12				0			8	8				0	20	140.61	2,812.20
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				0				0				0				0	0	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			2	2				0			2	2				0	4	5,191.68	20,766.72
14	MULTIMEDIA PROJECTOR, 4000 min 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				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			1	1				0				0				0	1	36,587.28	36,587.28
	COMMON COMPUTER SUPPLIES																				
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0				0				0	0	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0				0				0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0				0				0	0	796.06	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0				0				0	0	1,352.00	-
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				0				0				0				0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece			240	240				0			120	120				0	360	22.66	8,157.60
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece			12	12			12	12			12	12			12	12	48	3,152.86	151,337.28
9	FLASH DRIVE, 16 GB capacity	piece			120	120				0			120	120				0	240	261.75	62,820.00
10	MOUSE, optical, USB connection type	unit			4	4				0				0				0	4	140.39	561.56
	HANDBOOK ON PROCUREMENT																				
1	HANDBOOK (RA 9184), 7th Edition	piece	8			8				0				0				0	8	48.13	385.04
	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			120	120				0			120	120				0	240	264.99	63,597.60
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart			120	120				0			120	120				0	240	264.99	63,597.60
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart			120	120				0			120	120				0	240	264.99	63,597.60
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart			120	120				0			120	120				0	240	264.99	63,597.60
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			12	12				0			12	12			12	12	36	676.00	24,336.00
13	INK CART, HP C9352AA, (HP22), Tri-color	cart			12	12				0			12	12			12	12	36	782.00	28,152.00
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			12	12				0			12	12			12	12	36	665.18	23,946.48
22	INK CART, HP CC643WA, (HP60), Tri-color	cart			12	12				0			12	12			12	12	36	784.16	28,229.76
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	-
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				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			120	120			80	80			120	120				0	320	379.64	121,484.80
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart			120	120			80	80			120	120				0	320	379.64	121,484.80
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 L0S51AA (HP955) Cyan Original	cart				0				0				0				0	0	0.00	-
50	INK CART, HP L0S54AA (HP955) Magenta Original	cart				0				0				0				0	0	0.00	-
51	INK CART, HP L0S57AA (HP955) Yellow Original	cart				0				0				0				0	0	0.00	-
52	INK CART, HP L0S60AA (HP955) Black Original	cart				0				0				0				0	0	0.00	-
53	INK CART, HP L0S63AA (HP955XL) Cyan Original	cart				0				0				0				0	0	0.00	-
54	INK CART, HP L0S66AA (HP955XL) Magenta Original	cart				0				0				0				0	0	0.00	-
55	INK CART, HP L0S69AA (HP955XL) Yellow Original	cart				0				0				0				0	0	0.00	-
56	INK CART, HP L0S72AA (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				0				0	0	753.88	-
67	RIBBON CART, EPSON C13S015632, Black, forLX-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				0				0				0	0	4,158.75	-
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	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				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				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 AVALABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
	COMMON ELECTRICAL SUPPLIES																				
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
	COMMON OFFICE EQUIPMENT																				
1	Duplicating Machine	pc			1	1				0				0				0	1	75,000.00	75,000.00
2	Copier Machine	pc			2	2				0				0				0	2	40,000.00	80,000.00
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-

	COMMON OFFICE SUPPLIES																				
1	Short Bond Paper	ream			24	24			20	20			24	24			20	20	88	180.00	15,840.00
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		-
11						0				0				0				0	0		-
12						0				0				0				0	0		-
13						0				0				0				0	0		-
14						0				0				0				0	0		-
15						0				0				0				0	0		-
16						0				0				0				0	0		-
17						0				0				0				0	0		-
18						0				0				0				0	0		-
19						0				0				0				0	0		-
20						0				0				0				0	0		-
	COMMON JANITORIAL SUPPLIES																				
1	Plumbing Accessories				1	1				0			1	1				0	2	30,000.00	60,000.00
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
	CONSUMABLES																				
1	Drugs and Medicine				1	1				0				0				0	1	832,981.30	832,981.30
2	Fuel Oil and Lubricants Expenses				1	1				0				0				0	1	16,800.00	16,800.00
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		-
11						0				0				0				0	0		-
12						0				0				0				0	0		-
13						0				0				0				0	0		-
14						0				0				0				0	0		-
15						0				0				0				0	0		-
16						0				0				0				0	0		-
17						0				0				0				0	0		-
18						0				0				0				0	0		-
19						0				0				0				0	0		-
20						0				0				0				0	0		-
21						0				0				0				0	0		-

22						0				0				0				0	0		-
23						0				0				0				0	0		-
24						0				0				0				0	0		-
25						0				0				0				0	0		-
26						0				0				0				0	0		-
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	Semi expendable Office Equipment Expenses				1	1				0				0				0	1	306,583.00	306,583.00
2	Semi expendable Machinery Expenses				1	1				0				0				0	1	15,000.00	15,000.00
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		
	Office Supplies																				
1	Office Supplie Expenses		1			1				0				0				0	1	3,398,161.00	3,398,161.00
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		-
	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						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-

6						0				0				0				0	0	-
7						0				0				0				0	0	-
8						0				0				0				0	0	-
9						0				0				0				0	0	-
10						0				0				0				0	0	-
	Cleaning Equipment and Supplies																			
1						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	-
	Paper Materials and Products																			
1	Non accountable Form Expenses		1			1				0				0				0	1	973,260.00	973,260.00
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		-
	Lighting and fixtures and accessories																			
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
	Electrical equipment and components and supplies																			
1	Other elec eqt and components and supplies		1			1				0				0				0	1	60,000.00	60,000.00
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-

10						0				0				0				0	0		-
	Computer Supplies																				
1	Other computer Maintenance Supplies and Tools				1	1				0				0				0	1	40,000.00	40,000.00
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
	Computer Equipment and Accessories																				-
1	Semi-expendable Information an Communication Technology Equipment		1			1				0				0				0	1	692,880.00	692,880.00
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		-
	***Other Categories**																				-
1	Semi-expendable Medical Equipment Expenses				1	1				0				0				0	1	120,000.00	120,000.00
2	Dental Supplies				1	1				0				0				0	1	80,000.00	80,000.00
3	Non-expendable Sports Equipment Expenses				1	1				0				0				0	1	110,000.00	110,000.00
4	Non-expendable Other Machinery and equipment				1	1				0				0				0	1	26,800.00	26,800.00
5	Semi expendable Printing Equipment Expenses				1	1				0				0				0	1	875,925.00	875,925.00
6	Othe rSupplies and Materials Expenses				1	1				0				0				0	1	369,497.00	369,497.00
7	Purchase of Equipment				1	1				0				0				0	1	1,000,000.00	1,000,000.00
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-

C. TOTAL (A + B):																					**10,641,857.56**
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					1,064,185.76
E. GRAND TOTAL (C + D)																					**11,706,043.32**
F. APPROVED BUDGET BY THE AGENCY HEAD																					
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores					566927				230747				513663				181793				1493130.26
G.2 Other Items not available at PS but regulary purchased from other sources					9E+06				3600				34320				3600				9148727.3
TOTAL MONTHLY CASH REQUIREMENTS					1E+07				234347				547983				185393				10641857.56

*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:

LENI MANGARAN-LISING

Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

DONNA BELLE P. BAUTISTA

Accountant / Local Budget Officer

Approved by:

NICOLAS T. CAPULONG PhD CESO V

Head of Office/Agency

Date: 11/9/2017