

**ANNUAL PROCUREMENT PLAN FOR 2017  
For Common-Use Supplies and Equipment**

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
  - a. Bukidnon, Puerto Princesa Palawan, Billiran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
  - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
  - c. Surigao Del Norte - **Surigao Del Norte**
  - d. Zamboanga Sibugay- **Zamboanga Sibugay**
  - e. Camiguin - **Camiguin**
3. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps- philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
  - a. DBM Central Office- for entities in the Central Office
  - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCS

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:

  - a. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
  - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
  - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
  - d. ps.app.deped@gmail.com- For primary and secondary schools
  - e. ps.app.lgu@gmail.com - For Local government units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **PRESIDENTIAL LEGISLATIVE LIAISON OFFICE**  
 Region: **NCR**  
 Address: **2/F Annex New Executive Bldg., Malacañang, Manila**

Agency Account Code: **26**

Contact Person: **ROSALIE T. MORALES**  
 Position: **EA III / Acting Property/Supply Officer**  
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Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity	
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																					
<b>COMMON ELECTRICAL SUPPLIES</b>																					
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack	12			12	12			12	12			12	12				12	48	17.42	836.16
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	6			6	6			6	6			6	6				6	24	15.03	360.72
3 BATTERY, dry cell D, 2 pieces per blister pack	pack				0				0				0					0	0	77.56	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0					0	0	114.40	-
5 LED Linear Tube, 18 watts individually wrapped in carton	tube				0				0				0					0	0	280.80	-
6 Lighth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0					0	0		-
7 TAPE, electrical	roll				0				0				0					0	0	18.20	-
<b>COMMON OFFICE SUPPLIES</b>																					

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0				0	0	624.00	-	
2 AIR FRESHENER, 280ml/150g min	can				0				0				0				0	0	83.20	-	
3 ALCOHOL, 70%, ethyl, 500ml	bottle				0				0				0				0	0	47.82	-	
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0	197.58	-	
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0				0				0	0	202.80	-	
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0				0	0	64.48	-	
7 CHALK, white, enamel, 100 pieces per box	box				0				0				0				0	0	25.86	-	
8 CLEARBOOK, A4 size	piece				0				0				0				0	0	39.52	-	
9 CLEARBOOK, Legal size	piece				0				0				0				0	0	43.68	-	
10 CLIP, backfold, 19mm, 12 pieces per box	box	5			5				0	5			5				0	10	7.28	72.80	
11 CLIP, backfold, 25mm, 12 pieces per box	box	5			5				0	5			5				0	10	10.40	104.00	
12 CLIP, backfold, 32mm, 12 pieces per box	box	5			5				0	5			5				0	10	19.12	191.20	
13 CLIP, backfold, 50mm, 12 pieces per box	box	5			5				0	5			5				0	10	36.38	363.80	
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0	20			20	20			20	20			20	60	31.20	1,872.00	
15 DATA FILE BOX, made with chipboard, with closed ends	box				0				0				0				0	0	69.78	-	
16 DATA FOLDER, made with chipboard, taglia lock	piece	10			10	10			10	10			10	10			10	40	68.64	2,745.60	
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	1			1				0	1			1				0	2	381.54	763.08	
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	1			1				0	1			1				0	2	507.40	1,014.80	
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	1			1	1			1	1			1	1			1	4	621.71	2,486.84	
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0				0	0	27.61	-	
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0				0				0				0	0	499.20	-	
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0				0				0	0	561.60	-	
23 ERASER, felt, for blackboard/whiteboard	piece				0				0				0				0	0	11.11	-	
24 ERASER, plastic or rubber	piece				0				0				0				0	0	2.29	-	
25 FASTENER, for paper, metal, 50 sets per box	box	10			10				0				0	10			10	20	57.09	1,141.80	
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	70.67	-	
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0				0	0	12.48	-	
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0				0	0	16.64	-	
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0				0	0	234.00	-	
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0				0	0	291.20	-	
31 FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0				0	0	166.40	-	
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0				0	0	203.84	-	
33 FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box	2			2	1			1	1			1	1			1	5	746.72	3,733.60	
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	2			2	1			1	2			2	2			2	7	179.28	1,254.96	
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	5			5	2			2	2			2	2			2	11	200.37	2,204.07	
36 GLUE, all purpose, 300 grams min.	jar				0				0				0				0	0	44.18	-	
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0				0				0	0	47.90	-	
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0				0	0	539.76	-	
39 MAGAZINE FILE BOX, LARGE	piece				0				0				0				0	0	41.60	-	
40 MARKER, fluorescent, 3 colors per set	set				0	15			15				0	15			15	30	35.55	1,066.50	
41 MARKER, whiteboard, bullet type, black	piece	6			6	6			6	6			6	6			6	24	10.28	246.72	
42 MARKER, whiteboard, bullet type, blue	piece	6			6	6			6	6			6	6			6	24	10.28	246.72	
43 MARKER, whiteboard, bullet type, red	piece				0				0				0				0	0	10.28	-	
44 MARKER, permanent, bullet type, black	piece	12			12	6			6	6			6	6			6	30	9.65	289.50	

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45 MARKER, permanent, bullet type, blue	piece	12			12	6			6	6			6	6			6	30	9.65	289.50
46 MARKER, permanent, bullet type, red	piece				0				0				0				0	0	9.65	-
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	20			20	10			10	10			10	20			20	60	10.40	624.00
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	10			10	5			5	5			5	5			5	25	31.20	780.00
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	10			10	5			5	5			5	5			5	25	40.54	1,013.50
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	10			10	5			5	5			5	5			5	25	54.06	1,351.50
51 PAD PAPER, Ruled	pad	3			3	3			3	3			3	3			3	12	18.26	219.12
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	10			10	10			10	10			10	10			10	40	12.85	514.00
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	20			20	10			10	10			10	10			10	50	6.43	321.50
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	100			100	100			100	100			100	100			100	400	112.32	44,928.00
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	60			60	50			50	50			50	60			60	220	132.02	29,044.40
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0				0				0	0	95.26	-
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0				0	0	114.35	-
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0				0				0				0	0	88.40	-
59 PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	0	31.15	-
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				0	3			3				0	3			3	6	19.62	117.72
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	278.72	-
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	15			15	5			5	5			5	10			10	35	60.32	2,111.20
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0				0				0				0	0	86.85	-
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0				0	0	256.87	-
65 RUBBER BAND, 70mm min lay flat length (#18)	box	1			1				0	1			1	1			1	3	93.31	279.93
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0				0				0	0	15.48	-
67 SIGN PEN, black	piece	12			12	12			12	12			12	12			12	48	38.10	1,828.80
68 SIGN PEN, blue	piece	12			12	12			12	12			12	12			12	48	38.10	1,828.80
69 SIGN PEN, red	piece	6			6	6			6	6			6	6			6	24	38.10	914.40
70 STAMP PAD INK, violet, 50mL	bottle	3			3				0				0				0	3	24.63	73.89
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	3			3				0				0				0	3	27.66	82.98
72 STAPLE WIRE, Heavy duty, 23/13	box				0				0				0				0	0	23.40	-
73 STAPLE WIRE, Standard	box	12			12				0	12			12				0	24	18.92	454.08
74 TAPE, masking, 24mm, 50 meters length	roll	2			2	2			2	2			2	2			2	8	55.12	440.96
75 TAPE, masking, 48mm, 50 meters length	roll	2			2				0	2			2				0	4	105.04	420.16
76 TAPE, transparent, 24mm, 50 meters	roll	24			24				0				0	12			12	36	10.92	393.12
77 TAPE, transparent, 48mm, 50 meters	roll				0				0				0				0	0	26.52	-
78 TAPE, packaging, 48mm, 50 meters length	roll	1			1	1			1	1			1	1			1	4	32.74	130.96
79 TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0	67.60	-
80 TWINE, plastic, one kilo per roll	roll	1			1				0				0				0	1	49.92	49.92
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	128.84	-
82 Software					0				0				0				0	0		-
83 Airline Travel					0				0				0				0	0		-
<b>COMMON OFFICE DEVICES</b>																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0				0				0	0	9.19	-
2 CUTTER KNIFE, heavy duty	piece				0				0				0				0	0	19.76	-
3 DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	-
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0				0	0	187.20	-
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0				0				0				0	0	114.28	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
6 SCISSORS, (6")	pair				0				0				0				0	0	13.73	-
7 STAPLER, standard	piece	6			6				0				0				0	6	82.16	492.96
8 135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0				0				0				0	0	878.80	-
9 STAPLE REMOVER, plier type	piece	6			6				0				0				0	6	18.18	109.08
10 TAPE DISPENSER, table top	piece	4			4				0				0				0	4	47.72	190.88
11 WASTE BASKET, non-rigid plastic	piece				0				0				0				0	0	23.90	-
<b>COMMON JANITORIAL SUPPLIES</b>																				
1 BROOM, soft (tambo)	piece				0				0				0				0	0	88.40	-
2 BROOM, stick (tingting)	piece				0				0				0				0	0	23.92	-
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	41.60	-
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	37.43	-
6 DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	119.60	-
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	24.96	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300ml/can	can				0				0				0				0	0	84.76	-
10 INSECTICIDE, aerosol type, 600ml/can	can				0				0				0				0	0	124.80	-
11 MOPBUCKET	piece				0				0				0				0	0	1,911.00	-
12 MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	142.48	-
13 MOPHEAD, made of rayon	piece				0				0				0				0	0	98.80	-
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0	49.69	-
15 SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	102.96	-
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0	139.88	-
17 DISINFECTANT, bleaching solution	cont				0				0				0				0	0	101.82	-
18 DETERGENT BAR, 140g as packed (-2.5%)	bar				0				0				0				0	0	7.28	-
<b>COMMON OFFICE EQUIPMENT</b>																				
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0				0				0	0	10,400.00	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	2			2				0				0				0	2	135.20	270.40
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	258.84	-
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	254.68	-
5 CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	254.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0	6,229.60	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0				0				0	0	25,272.00	-
8 ELECTRIC FAN, industrial	unit				0				0				0				0	0	956.80	-
9 ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,248.00	-
10 ELECTRIC FAN, stand type	unit				0				0				0				0	0	967.10	-
11 ELECTRIC FAN, wall type	unit				0				0				0				0	0	790.40	-

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12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit				0				0				0				0	0	3,502.72	-
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0				0				0				0	0	1,080.56	-
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0				0				0				0	0	4,992.00	-
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0				0	0	26,483.60	-
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0				0	0	7,488.00	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0				0	0	5,699.20	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,709.60	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	5,831.52	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0				0	0	10,000.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	1,237.60	-
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-
24 Desktop and Laptop	unit				0				0				0				0	0		-
<b>COMMON COMPUTER SUPPLIES</b>																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	630.76	-
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	950.30	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	716.04	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	1,220.96	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	596.80	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	958.15	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0				0				0	0	21.79	-
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				0				0				0				0	0	2,818.40	-
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0				0				0				0	0	194.48	-
10 MOUSE, optical, USB connection type	unit				0				0				0				0	0	127.80	-
<b>HANDBOOK ON PROCUREMENT</b>																				

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece	5			5				0				0				0	5	61.83	309.15
<b>CONSUMABLES</b>																				
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	681.20	-
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	447.20	-
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	447.20	-
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	447.20	-
5 INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00	-
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00	-
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00	-
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00	-
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,538.16	-
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	868.40	-
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	868.40	-
12 INK CART, BROTHER LC67HYH, Yellow	cart				0				0				0				0	0	868.40	-
13 INK CART, CANON PG-810, Black	cart				0				0				0				0	0	774.80	-
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	754.00	-
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	574.08	-
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	534.56	-
17 INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,022.32	-
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	1,001.52	-
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60	-
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60	-
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60	-
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92	-
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64	-
24 INK CART, EPSON C13T105190(73N)(91N),Black	cart				0				0				0				0	0	426.40	-
25 INK CART, EPSON C13T105290(73N)(91N),Cyan	cart				0				0				0				0	0	426.40	-
26 INK CART, EPSON C13T105390(73N)(91N),Magenta	cart				0				0				0				0	0	426.40	-
27 INK CART, EPSON C13T105490(73N)(91N),Yellow	cart				0				0				0				0	0	426.40	-
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0	254.80	-
29 INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-
30 INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-
31 INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0				0				0				0	0	254.80	-
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,346.80	-
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,554.80	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,554.80	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,034.80	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,034.80	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,034.80	-
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60	-

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80	-
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-
48 INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	826.80	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60	-
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	-
52 INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	650.00	-
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	751.92	-
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,346.80	-
55 INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08	-
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40	-
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	826.80	-
58 INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	296.40	-
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	379.60	-
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80	-
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00	-
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92	-
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80	-
64 INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	639.60	-
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,445.60	-
66 INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	754.00	-
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	-
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60	-
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20	-
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,086.80	-
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	358.80	-
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80	-
73 INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	792.48	-
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	629.20	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20	-
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20	-
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80	-
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	644.80	-
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80	-
80 INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	-
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	-
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	-
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,180.40	-
84 INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	358.80	-
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	358.80	-
86 INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	358.80	-
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	360.88	-
88 INK CART, HP CZ121A (HP685A), Black	cart	6			6	4			4	4			4	4			4	18	366.08	6,589.44

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
89 INK CART, HP CZ122A (HP685A), Cyan	cart	4			4	4			4	4			4	4			4	16	249.60	3,993.60
90 INK CART, HP CZ123A (HP685A), Magenta	cart	4			4	4			4	4			4	4			4	16	249.60	3,993.60
91 INK CART, HP CZ124A (HP685A), Yellow	cart	4			4	4			4	4			4	4			4	16	249.60	3,993.60
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	930.80	-
93 INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0				0	0	1,003.60	-
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,196.00	-
95 TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,556.32	-
96 TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,820.00	-
97 TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,860.00	-
98 TONER CART, BROTHER TN-3320, Black	cart				0	2			2				0	2			2	4	3,354.00	13,416.00
99 TONER CART, BROTHER TN-3350, Black, FOR HP5450DN (CO Printer)	cart				0				0				0				0	0	4,992.00	-
100 TONER CART, HP C4092A, Black	cart				0				0				0				0	0	2,741.44	-
101 TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,352.88	-
102 TONER CART, HP C7115A, Black	cart				0				0				0				0	0	2,971.28	-
103 TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,802.80	-
104 TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,218.80	-
105 TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,312.40	-
106 TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,984.80	-
107 TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,984.80	-
108 TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,984.80	-
109 TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,378.80	-
110 TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,402.80	-
111 TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,298.80	-
112 TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,298.80	-
113 TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,298.80	-
114 TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,754.80	-
115 TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,114.80	-
116 TONER CART, HP CE285A (HP85A), Black	cart	15			15	15			15	15			15	14			14	59	2,756.00	162,604.00
117 TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,386.80	-
118 TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,490.80	-
119 TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,490.80	-
120 TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,490.80	-
121 TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,166.80	-
122 TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,010.80	-
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,010.80	-
124 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,010.80	-
125 TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,690.80	-
126 TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,754.80	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,978.80	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,978.80	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,978.80	-
130 TONER CART, HP CE410A, (HP305), Black	cart	5			5	5			5	5			5	5			5	20	3,790.80	75,816.00
131 TONER CART, HP CE411A, (HP305), Cyan	cart	3			3	3			3	3			3	3			3	12	5,402.80	64,833.60
132 TONER CART, HP CE412A, (HP305), Yellow	cart	3			3	3			3	3			3	3			3	12	5,402.80	64,833.60
133 TONER CART, HP CE413A, (HP305), Magenta	cart	3			3	3			3	3			3	3			3	12	5,402.80	64,833.60
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80	-










Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
7 Memo Pad, 8.5 x 5.5 (plain)	pad	10			10				0				0				0	10	100.71	1,007.13
8 Paper, short, 8-1/2 x 11, 80 gsm.	ream	3			3	2			2	2			2	1			1	8	230.00	1,840.00
9 Ribbon for T/A typewriter	piece	2			2				0	2			2				0	4	510.00	2,040.00
10 ribbon for Compact 5 typewriter	piece	2			2	2			2	2			2	2			2	8	300.00	2,400.00
11 Slide Folder, long, transparent	piece	60			60				0	60			60				0	120	8.00	960.00
12 Slide Folder, short, transparent	piece	40			40				0	40			40				0	80	12.00	960.00
13 Toner Cartridge, Panasonic KX-FAT88E	cart.				0	4			4				0				0	4	1,495.00	5,980.00
<b>C. TOTAL (A + B):</b>																				<b>665,454.55</b>
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																				<b>66,545.46</b>
<b>E. GRAND TOTAL (C + D)</b>																				<b>732,000.01</b>
<b>F. APPROVED BUDGET BY THE AGENCY HEAD</b> In Figures and Words:																			<b>SEVEN HUNDRED THIRTY TWO THOUSAND PESOS</b>	
<b>G. MONTHLY CASH REQUIREMENTS</b>																				
G.1 Available at Procurement Service Stores					154759				153390				145350				150630			604128.42
G.2 Other Items not available at PS but regularly purchased from other sources					6303.13				30446				5066				19511			61326.13
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					<b>161062</b>				<b>183836</b>				<b>150416</b>				<b>170141</b>			<b>665454.55</b>

\*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.

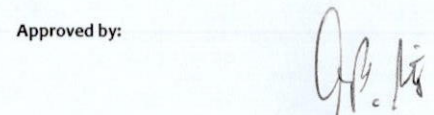
Prepared by:

  
**ROSALIE T. MORALES**  
 EA III / Acting Property/Supply Officer

Certified Funds Available /  
 Certified Appropriate Funds Available:

  
**PATRICIA A. DEKIT**  
 Acting Chief Accountant

Approved by:

  
**SEC. ADELINO B. SITOY, LLB, LLM**  
 Head of Office/Agency

Date Prepared: November 11, 2016