

**ANNUAL PROCUREMENT PLAN FOR 2020
For Common-Use Supplies and Equipment**

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

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataraman)- **Regions VI, VII, VIII, X, & XI**
 - Surigao Del Norte - **Surigao Del Norte**
 - Zamboanga Sibugay- **Zamboanga Sibugay**
 - Camiguin - **Camiguin**
- 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.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at 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.**
- 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.
- The accomplished HARD COPY of the APP-CSE shall be submitted in the following manner:**
 - DBM Central Office- for entities in the Central Office
 - 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:**
 - ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
- 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.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
- 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: **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**
 Region: **FIELD OFFICE V**
 Address: **MAGNOLIA ST., PBN BURAGUIS, LEGAZPI CITY, ALBAY**

Contact Person: **JUDEX DONNEL G. LLAMOSO**
 Position: **OIC- HEAD, PROPERTY AND SUPPLY SECTION**
 E-mail: **f05@dswd.gov.ph**
 Telephone/Mobile Nos: **(052) 480-0472**

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																									
COMMON ELECTRICAL SUPPLIES																									
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	4	33	3	40	696.80	3	3	3	9	156.78	4	3	3	10	174.20	3	3	3	9	156.78	68	17.42	1,184.56	
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	6	6	6	18	270.54	6	6	6	18	270.54	6	6	6	18	270.54	6	6	6	18	270.54	72	15.03	1,082.16	
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack	24			24	1,861.44	6			6	465.36	24			24	1,861.44	24			24	1,861.44	78	77.56	6,049.68	
4 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	40			40	1,800.00	30			30		50			50					0		120	45.00	5,400.00	
5 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	25			25	625.00	6			6					0					0		31	25.00	775.00	
6 FLUORESCENT LAMP, tubular, 28 watts	tube				-	-	6			6	686.40				0	-				0	-	6	114.40	686.40	
7 FLUORESCENT LAMP, tubular, 36 watts	tube				-	-	6			6	1,684.80				0	-				0	-	6	280.80	1,684.80	
8 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				-	-	66			66	6,921.72				0	-				-	-	66	104.87	6,921.72	
9 TAPE, electrical	roll	10			10	1,200.00	13			13	1,560.00	13			13	1,560.00	3			3	360.00	39	120.00	4,680.00	
COMMON OFFICE SUPPLIES																									
3 ALCOHOL, 70%, ethyl, 500ml	bottle	310	116	27	453	38,505.00	313	16	75	404	34,340.00	313	17	28	358	30,430.00	310	17	28	355	30,175.00	1,570	85.00	133,450.00	
4 CARBON FILM, A4 size, 100 sheets per box	box	6			6	4,410.00	6			6	4,410.00	6			6	4,410.00	6			6	4,410.00	24	735.00	17,640.00	

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6 CARTOLINA, assorted color, 20 pieces per pack	pack	156	30	203	389	1,934.40	68	43	2	113	1,934.40	67	12	32	111	1,934.40	53			53	-	666	64.48	42,943.68
8 CLEARBOOK, A4 size	piece	1			1					-					-					-		1	39.52	39.52
10 CLIP, backfold, 19mm, 12 pieces per box	box	5			5					-					-					-		5	7.28	36.40
11 CLIP, backfold, 25mm, 12 pieces per box	box	16	5	5	26	52.00	13	5	5	23	52.00	1	5	5	11	52.00	1	2		3	20.80	63	10.40	655.20
12 CLIP, backfold, 32mm, 12 pieces per box	box	3			3	57.36				-	-				-	-				-	-	3	19.12	57.36
13 CLIP, backfold, 50mm, 12 pieces per box	box	3			3	109.14				-	-				-	-				-	-	3	36.38	109.14
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	568	181	147	896	960.00	588	11	71	670	-	538	11	31	580	-	538	11	11	560	-	2,706	40.00	108,240.00
15 DATA FILE BOX, made with chipboard, with closed ends	box	15	18	25	58	900.00		10	25	35	900.00		10		10	900.00		10		10	900.00	113	90.00	10,170.00
16 DATA FOLDER, made with chipboard, taglia lock	piece	5	5	25	35	2,402.40			25	25	1,716.00				-	-				-	-	60	68.64	4,118.40
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	2	1		3	381.54	3		1	4	-	3		1	4	381.54	3		2	5	763.08	16	381.54	6,104.64
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	20	5		25	2,537.00	17	5	1	23	2,537.00	18		5	23	2,537.00	16			16	-	87	550.00	47,850.00
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	2	2		4	1,243.42	17		1	18	1,243.42	3			3	1,243.42				-	-	25	621.71	15,542.75
20 ENVELOPE, EXPANDING, plastic, legal size	piece	21			21		15		1	16		15			15		15			15		67	750.00	50,250.00
21 ENVELOPE, MAILING, 500 pieces per box	box	2			2	-	2			2	1,123.20	1			1	561.60				-	-	5	561.60	2,808.00
22 ENVELOPE, MAILING, with window, 500 pieces per box	box	1	2		3	1,684.80	2		1	3	1,684.80	9			9	5,054.40				-	-	15	561.60	8,424.00
23 ERASER, felt, for blackboard/whiteboard	piece	6			6	66.66				-	-	3			3	33.33				-	-	9	11.11	99.99
24 ERASER, plastic or rubber	piece	25		2	27	4.58			2	2	4.58			2	2	4.58				-	-	31	2.29	70.99
25 FASTENER, for paper, metal, 50 sets per box	box	8	2	5	15				9	9		8			8					-	-	32	57.09	1,826.88
26 ORGANIZER, expanding, legal, plastic, assorted colors	piece		3		3					-					-					-	-	3	137.00	411.00
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	30			30					-					-					-	-	30	291.20	8,736.00
31 FOLDER, L-type, A4, 50 pieces pack	pack	2	2		4	332.80			5	5	832.00	2		2	4	332.80				-	-	13	166.40	2,163.20
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack		3		3	611.52	80	3		83	611.52		3		3	611.52		2		2	407.68	91	203.84	18,549.44
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box			302	302					-					-					-	-	302	746.72	225,509.44
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	2			2					-					-					-	-	2	179.28	358.56
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	257	21	1	279		250			250		100			100		100			100		729	350.00	255,150.00
36 EXPANDING GREEN TAB FOLDER, Legal size, 100 pcs/box	pack	2			2					-					-					-	-	2	900.00	1,800.00
37 GLUE, all purpose, 300 grams min.	jar	67	51	14	132	265.08	59		18	77	-	59		1	60	-	59			59	-	328	44.18	14,491.04
38 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	22	24	24	70	3,353.00	2	2	2	6	287.40	2	2	2	6	287.40	2	2	2	6	287.40	88	47.90	4,215.20
39 LOOSELEAF COVER, 50sets per bundle	bundle	3			3	1,619.28	3			3	1,619.28	3			3	1,619.28	3			3	1,619.28	12	539.76	6,477.12
41 MARKER, fluorescent, 3 colors per set	set	142			142	-	131	5		136	177.75	106	11		117	-	106			106	-	501	600.00	300,600.00
42 MARKER, whiteboard, bullet type, black	piece	181		15	196		242	25	72	339		231	133	36	400		169	108		277		1,212	15.00	18,180.00
43 MARKER, whiteboard, bullet type, blue	piece	31	3		34	30.84	43	3		46	30.84	51	32	12	95	-	23	12		35	-	210	10.28	2,158.80
44 MARKER, whiteboard, bullet type, red	piece	1	10		11		26	25		51		46	45		91		1			1		154	46.88	7,218.75
45 MARKER, permanent, bullet type, black	box	4	44	102	150		109	79	8	196		109	119	8	236		39	4	4	47		629	120.00	75,480.00
46 MARKER, permanent, bullet type, blue	box	4	44	38	86		17	17	4	38		17	57	4	78		4	4	4	12		214	120.00	25,680.00
47 MARKER, permanent, bullet type, red	box	4	14	14	32		14	14	14	42		14	24	4	42		4	4	4	12		128	120.00	15,360.00
48 MARKER, Whiteboard, BLACK, Felt tip, bullet type	box	3	3	15	21		3	3	3	9		3	3	3	9		3	3	3	9		48	10.31	494.71
49 MARKER, Whiteboard, BLUE, Felt tip, bullet type	box	2	2	2	6		2	2	2	6		2	2	2	6		2	2	2	6		24	10.31	247.35
50 MARKER, Whiteboard, RED, Felt tip, bullet type	box	3			3		3			3		3			3		3			3		12	10.31	123.72
51 Permanent Marker, super color marker (BROAD), refillable, no xylene BLACK	box			15	15					-					-					-	-	15	45.00	675.00
52 Permanent Marker, super color marker (FINE), refillable, no xylene BLACK	box			15	15					-					-					-	-	15	45.00	675.00
53 Refill Ink, super color marker for SC-F, SC-B & SC-6600, no xylene	box			3	3					-					-					-	-	3	99.30	297.90

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54 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	1	41	141	183	-	41	161	1	203	1,664.00	41	126	1	168	468.00	1	1	1	3	-	557	10.40	5,792.80
55 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	76	2	23	101	-	14	13	11	38	156.00	13	2	17	32	-	2	13	2	17	-	188	31.20	5,865.60
56 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	80	2	12	94	-	20	2	6	28	-	80	2	6	88	-	20	2	2	24	-	234	40.54	9,486.36
57 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	180	3	2	185	-	120	2	22	144	-	130	2	2	134	-	20	2	2	24	-	487	54.06	26,327.22
59 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	127	5	21	153	100.00	178	5	14	197	100.00	134	5	5	144	-	12	5	5	22	-	516	20.00	10,320.00
60 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	128	6	8	142	125.00	53	6	17	76	125.00	123	6	12	141	-	13	6	6	25	-	384	12.00	4,608.00
61 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	824	537	103	1,464	3,500.00	658	27	181	866	3,500.00	553	39	93	685	3,500.00	558	36	22	616	3,500.00	3,631	350.00	1,270,850.00
62 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	298	424	79	801	3,500.00	142	27	84	253	3,500.00	462	27	76	565	-	140	14	14	168	-	1,787	350.00	625,450.00
63 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream			10	10	2,500.00		10		10	2,500.00			20	20	5,000.00	10		10	20	2,500.00	60	250.00	15,000.00
64 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream			10	10	2,500.00		10		10	2,500.00			20	20	5,000.00	10		10	20	2,500.00	60	250.00	15,000.00
65 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	52	4	6	62	500.00	59	117	5	181	500.00	57	11	6	74	500.00	6	4	2	12	-	329	250.00	82,250.00
67 PENCIL, lead, w/eraser, one(1) dozen per box	box	25	5	10	40	120.00	31		2	33	-	37		2	39	-	25			25	-	137	60.00	8,220.00
68 PHILIPPINE NATIONAL FLAG	piece	3			3		12			12					-					-		15	278.72	4,180.80
69 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	306	50		356	603.20	308			308	-	301		10	311	603.20	307			307	-	1,282	60.32	77,330.24
70 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	305	40	5	350		12			12		3			3		12			12		377	86.85	32,742.45
71 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	5		5	10			5		5		5		5	10			5		5		30	250.00	7,500.00
72 Sprial Ring Binder 1"x 44" black	piece	1			1					-					-					-		1	400.00	400.00
73 Spiral Ring Binder 1/2"x 44" black	piece	1			1					-					-					-		1	400.00	400.00
74 Spiral Ring Binder 1/4"x 44" black	piece	1			1					-					-					-		1	400.00	400.00
75 RUBBER BAND, 70mm min lay flat length (#18)	box	57		3	60	186.62	51	1	2	54	-	53		1	54	-		1		1	-	169	150.00	25,350.00
76 RULER, plastic, 450mm, 1 piece in individual plastic	piece	48		7	55					-					-					-		55	20.00	1,100.00
77 RULER, ALUMINUM	piece	46	35		81		105			105		175			175		35			35		396	30.00	11,880.00
78 SIGN PEN, black liquid gel 0.5	piece	634	174	75	883	1,143.00	556	164	154	874	6,096.00	556	49	24	629	2,095.50	526	4	4	534	381.00	2,920	40.00	116,800.00
79 SIGN PEN, blue liquid gel 0.5	piece	821	154	99	1,074		771	4	54	829		771	4	24	799		771	4	4	779		3,481	40.00	139,240.00
80 SIGN PEN, green	piece				-		50		50	100					-					-		100	38.10	3,810.00
81 SIGN PEN,red liquid gel 0.5	piece	16	4	9	29		16	4	4	24		16	4	4	24		16	4	4	24		101	45.33	4,578.33
82 STAMP PAD INK, violet, 50mL	bottle	64	1	24	89		54	1	4	59		52	1	1	54		2	1	1	4		206	45.00	9,270.00
83 STAMP PAD, felt pad, min 60mm x 100mm	piece	4		100	104					-					-					-		104	27.66	2,876.64
84 STAPLE WIRE, Heavy duty, 23/13	box			5	5	750.00			5	5	750.00			5	5	750.00		5		5	750.00	20	150.00	3,000.00
85 STAPLE WIRE, Standard	box	150	1	28	179	840.00	145		20	165	-	134		5	139	700.00	130			130	-	613	140.00	85,820.00
86 TAPE, masking, 24mm, 50 meters length	roll	128	1	37	166	55.12	133	11	27	171	-	124	14	5	143	-	110	3	1	114	-	594	55.12	32,741.28
87 TAPE, masking, 48mm, 50 meters length	roll	5		2	7	210.08	17	17	14	48	-	22	17	4	43	-	3	2		5	-	103	105.04	10,819.12
88 TAPE, transparent, 24mm, 50 meters	roll	136	51	53	240		109	3	7	119		111	3	5	119		109	3	1	113		591	35.00	20,685.00
89 TAPE, transparent, 48mm, 50 meters	roll	4	50		54		2	2	57	61		4	2	4	10		2	2		4		129	26.52	3,421.08
90 TAPE, packaging, 48mm, 50 meters length	roll	132		10	142	196.44	54	2	2	58	-	58		2	60	-	54	2		56	-	316	55.00	17,380.00
91 TOILET TISSUE, 12 rolls per pack	pack	22	10	10	42		10	10	30	50		10	10	10	30		10	10	10	30		152	77.75	11,818.00
92 TWINE, plastic, one kilo per roll	roll	34	21	2	57		31	1	1	33		33	1	1	35		31	1	1	33		158	65.00	10,270.00
95 Photo Paper (Glossy) (210x297 mm) 230 GSM	pack	3	3	9	15		3	3	15	21		3	3	3	9		3	3	3	9		54	250.00	13,500.00
96 FASTENER for paper, plastic (50 sets per box)	box	1	1	21	23		1	1	21	23		1	1	1	3		1	1	1	3		52	75.00	3,900.00
97 Scrap Book	piece			2	2	-	24		1	25	-			1	1	-	12		2	14	-	42	350.00	14,700.00
98 Ordinary ballpen BLACK	box	1	1	21	23	1,500.00	1	1	51	53	1,500.00	111	1	51	163	1,500.00	1	1	1	3	-	242	56.82	13,750.00
99 Ordinary ballpen RED	box	11	11	11	33		11	11	11	33		11	11	11	33		11	11	11	33		132	56.82	7,500.00

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100 Construction Paper	pack			10	10	-	2	1	10	13	-	1	1	10	12	2,500.00				-	-	35	250.00	8,750.00
101 Steno Notebook	piece	50		264	314	400.00	200	105	4	309	400.00	160	135	1	296	100.00	234			234	-	1,153	50.00	57,650.00
102 Filex red	piece	50			50					-					-					-		50	125.00	6,250.00
103 Paper Clam Small	piece	11		11	22			11		11		11		11	22			11		11		66	15.15	1,000.00
104 Paper Clam Medium	piece	11		11	22			11		11		11		11	22			11		11		66	22.73	1,500.00
105 Paper Clam Big	piece	11		11	22			11		11		11		11	22			11		11		66	30.30	2,000.00
106 Stamp pad	piece	2		2	4			2		2		2		2	4			2		2		12	50.00	600.00
107 Duct Tape	piece	1			1					-		1			1					-		2	50.00	100.00
108 Paste	piece	1	1	1	3		1	1	1	3		1	1	1	3		1	1	1	3		12	50.00	600.00
109 Brown envelope long	bundle	1			1					-					-					-		1	700.00	700.00
110 Brown envelope short	bundle	1			1					-					-					-		1	800.00	800.00
111 Payment for the Supplies and Materials for the conduct of Training on Facilitating LGU-Led CDD				1	1					-					-					-		1	25,000.00	25,000.00
112 Supplies and Materials for the Conduct of PGIS				3	3					-					-					-		3	90,000.00	270,000.00
113 Supplies for 7th Regional Bayani Kal Awards (parchment paper, 1/8 illustration board, permanent marker, certificate jackets, pencils, oil pastel and ruler)					-				1	1					-					-		1	60,000.00	60,000.00
COMMON OFFICE DEVICES																								
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	5		2	7					-		2			2					-		9	50.00	450.00
2 CUTTER KNIFE, heavy duty	piece	13		4	17					-				3	3					-		20	19.76	395.20
3 DATING AND STAMPING MACHINE	piece	7		2	9		5			5		5		5	5		5		5		24	1,500.00	36,000.00	
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece	4		1	5					-					-					-		5	250.00	1,250.00
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	8	1	4	13		2			2		5		5	5					-		20	114.28	2,285.60
6 SCISSORS, symmetrical, 158mm, cutting paper	pair	46		20	66	-	17	5	6	28	360.00	49	5	5	59	-				-	-	153	60.00	9,180.00
7 STAPLER, standard	piece	40	1	26	67	900.00	5	1		6	-	4	1		5	-	3			3	-	81	150.00	12,150.00
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece	3			3	2,636.40				-					-					-		3	878.80	2,636.40
9 STAPLE REMOVER, plier type	piece	79		7	86	400.00	50		2	52	400.00	61		1	62	200.00				-		200	26.25	5,250.00
10 TAPE DISPENSER, table top	piece	4		2	6	95.44	1		2	3	95.44			2	2	95.44				-		11	47.72	524.92
11 WASTE BASKET, non-rigid plastic	piece	11			11					-			6		6					-		17	23.90	406.30
12 TABLE ORGANIZER	piece	8			8					-					-					-		8	400.00	3,200.00
COMMON JANITORIAL SUPPLIES																								
1 BROOM, soft (tambo)	piece	25	50		75		25		6	31		31	6	6	43		31	6	6	43		192	250.00	48,000.00
2 BROOM, stick (tingting)	piece	31	6	6	43		31	6	6	43		31	6	6	43		31	6	6	43		172	75.00	12,900.00
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	50	50		100		52	2	2	56		72	22	22	116		72	22	22	116		388	350.00	135,800.00
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	50	50		100		50			50		50			50					-		200	125.00	25,000.00
6 DETERGENT POWDER, all purpose, 2kilo	pouch	6	6	6	18		6	6	6	18		6	6	6	18		6	6	6	18		72	212.40	15,292.80
7 DISINFECTANT SPRAY, 400-550 grams	can		50		50		2	2	2	6		2	2	2	6		2	2	2	6		68	119.60	8,132.80
8 DUST PAN, non-rigid plastic	piece				-		2	2	2	6		2	2	2	6		2	2	2	6		18	24.96	449.28
10 FURNITURE CLEANER, aerosol, 300ml/can	can	1			1		1			1		1			1		1			1		4	87.36	349.44
11 INSECTICIDE, aerosol type, 600ml/can	can	26		1	27		31	1		32		26		1	27		31	1		32		118	250.00	29,500.00
14 MOPHEAD, made of rayon	piece	23	3	3	29		23	3	3	29		29	3	3	35		29	3	3	35		128	120.00	15,360.00
15 RAG, all cotton, 32 pieces per kilo per bundle	bundle	25			25		25			25		25			25					-		75	75.00	5,625.00
16 SCOURING PAD, 5 pieces per pack	pack	6	6	6	18		6	6	6	18		6	6	6	18		6	6	6	18		72	102.96	7,413.12
17 TRASHBAG, plastic, transparent, 10pcs/roll	roll	27	42	2	71		27	2	22	51		47	22	22	91		47	22	22	91		304	139.88	42,523.52
COMMON OFFICE EQUIPMENT																								

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
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	2			2					-											2	10,400.00	20,800.00	
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	92	2	2	96	-	21		2	23	-	26		1	27	-	15			15	-	161	200.00	32,200.00
4 CHAIR, monobloc, without armrest, beige	piece			2	2	-				-	-		2		2	509.60					-	4	254.80	1,019.20
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit	5			5					-											-	5	6,229.60	31,148.00
7 Digital SLR and Compact System Cameras; 18 megapixel; with intelligent auto scene; ISO can be expanded to L: 50, H1: 51200, H2: 102400; 30 fps; SD, SDHC or SDXC (UHS-I) card storage type	unit	1			1					-											-	1	20,000.00	20,000.00
9 ELECTRIC FAN, industrial	unit	12			12					-											-	12	1,200.00	14,400.00
12 ELECTRIC FAN, wall type	unit	3			3		3			3		3			3		3				3	12	2,500.00	30,000.00
13 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 switch	unit	1			1					-											-	1	3,502.72	3,502.72
17 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit			1	1					-											-	1	7,488.00	7,488.00
18 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit	1			1					-											-	1	5,699.20	5,699.20
19 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit			2	2	37,419.20				-											-	2	18,709.60	37,419.20
21 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit			4	4	20,000.00				-											-	4	10,000.00	40,000.00
22 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit			2	2	2,475.20			1	1	-										-	3	1,237.60	3,712.80
23 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit			2	2	2,579.20				-											-	2	1,289.60	2,579.20
25 Desktop and Laptop	unit	1			1					-											-	1	14,999.00	14,999.00
COMMON COMPUTER SUPPLIES																								
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	115	50		165				50	50											-	215	21.79	4,684.85
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	14			14					-											-	14	2,818.40	39,457.60
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	138		21	159		50	4		54		50			50		50				50	313	350.00	109,550.00
10 MOUSE, optical, USB connection type	unit	22		5	27		10		5	15		10			10		10				10	62	350.00	21,700.00
11 USB 32GB	piece		1		1					-											-	1	600.00	600.00
HANDBOOK ON PROCUREMENT																								
CONSUMABLES																								
1 INK CART, BROTHER LC39BK, Black	cart	1			1			1		1			1		1						-	3	681.20	2,043.60
2 INK CART, BROTHER LC39C, Cyan	cart	1			1			1		1			1		1						-	3	447.20	1,341.60
3 INK CART, BROTHER LC39M, Magenta	cart	1			1			1		1			1		1						-	3	447.20	1,341.60
4 INK CART, BROTHER LC39Y, Yellow	cart	1			1			1		1			1		1						-	3	447.20	1,341.60
13 INK CART, CANON PG-810, Black	cart	3	3	33	39		3	3	3	9		3	3	3	9		3	3	3	9		66	1,200.00	79,200.00
14 INK CART, CANON PG-811, Colored	cart	2	2	17	21		2	2	2	6		2	2	2	6		2	2	2	6		39	1,560.00	60,840.00
29 INK CART, EPSON C13T6664100 (T6641), Black	cart	17		73	90		36	1	30	67		12		1	13		11		1	12		182	350.00	63,700.00
30 INK CART, EPSON C13T6664200 (T6642), Cyan	cart	17		49	66		36	1	30	67		12		1	13		11		1	12		158	350.00	55,300.00

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity	
31 INK CART, EPSON C13T664300 (T6643), Magenta	cart	17		49	66		36	1	30	67		12		1	13		11	1		12		158	350.00	55,300.00	
32 INK CART, EPSON C13T664400 (T6644), Yellow	cart	17		49	66		36	1	30	67		12		1	13		11	1		12		158	350.00	55,300.00	
101 TONER CART, HP C4092A, Black	cart			10	10	27,414.40				-	-				-	-				-	-	10	2,741.44	27,414.40	
102 TONER CART, HP C4096A, Black	cart				-	-				-	-	1		1	5,352.88					-	-	1	5,352.88	5,352.88	
116 TONER CART, HP CE278A, Black	cart				-	-		1		1				-	-					-	-	1	3,114.80	3,114.80	
117 TONER CART, HP CE285A (HP85A), Black	cart	25			25		25			25		25			25		25			25		100	3,100.00	310,000.00	
170 TONER CART, PANTUM Printer, black 210	cart	179	15	6	200		146	4	63	213		150	3	10	163		132	2	4	138		714	3,500.00	2,499,000.00	
171 TONER CART, PANTUM Printer, black 310		100	10		110		100		10	110		100		6	106		100			100		426	4,980.00	2,121,480.00	
172 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				-	-		14		14		12			12					-	-	26	150.00	3,900.00	
AIRLINE TICKETS THRU GOVERNMENT FARES AGREEMENT																									
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									
COMMON ELECTRICAL SUPPLIES																									
COMMON OFFICE EQUIPMENT																									
6 Wireless Microphone	pcs	2			2					-					-					-	-	2	4,000.00	8,000.00	
8 Speaker, 600watts, 2 units/set	set	2			2					-					-					-	-	2	11,000.00	22,000.00	
9 Portable Speaker with bluetooth	set		5		5					-					-					-	-	5	8,000.00	40,000.00	
10 Equalizer	unit				-					-					-					-	-	-	15,000.00	-	
11 WALL CLOCKS, ROUND, BIG	unit			6	6					-					-					-	-	6	166.67	1,000.00	
12 PORTABLE VIDEOKE	unit			1	1					-					-					-	-	1	5,000.00	5,000.00	
13 VGA TO HDMI CONNECTOR	unit		1		1					-					-					-	-	1	1,000.00	1,000.00	
COMMON OFFICE SUPPLIES																									
1 CARTOLINA, white, 20 pieces per pack	pack	3			3		3			3		3			3		3			3		12	72.78	873.35	
10 MANILA PAPER, 10sheets per pack	pack	31		14	45	-	105	95		200	-	106	80		186	-	30	30		60	-	491	30.00	14,730.00	
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	box	3			3		2	1		3		1	1		2					-	-	8	200.00	1,600.00	
22 Ballpen, fine point, black, 50s/box	boxes	12			12		15		6	21		18	6		24		24	12		36		93	500.00	46,500.00	
23 Tape, double sided	roll	10			10		6			6		10			10		6			6		32	80.00	2,560.00	
24 Paper, colored, A4 size, 500 pcs/ream assorted colors	ream			6	6		1		1	2			2		2		2	2		4		14	350.00	4,900.00	
25 Photo paper, A4 size, glossy, 25 pcs/pack	packs	1			1		1			1		2			2		2			2		6	100.00	600.00	
26 Sticker paper, A4 size, 10 pcs/pack	packs				-		6			6		6			6		6			6		18	120.00	2,160.00	
27 Certificate Holder, A4 size	pcs	50			50		213		3	216		50	6		56		56	3		59		381	85.00	32,385.00	
28 ID holder, 3 x 4 inches with cord, 50 pcs/box	boxes				-		1		2	3		1	1		2		2			2		7	200.00	1,400.00	
29 Meta cards, pre cut, assorted colors except red, black, green	packs				-		4			4		4	4	4	12		8			8		24	300.00	7,200.00	
30 Crayon, 24 pcs/pack	packs	15			15		18	9	6	33		8	2		10		6			6		64	50.00	3,200.00	
31 Bristol board, beige, 8 x 13 size	packs	1			1		6			6		1			1		6			6		14	3,000.00	42,000.00	
31 Book tape, red, black, blue	roll	12			12					-		12			12					-	-	24	-	-	
COMMON JANITORIAL SUPPLIES																									
3 SOAP, Liquid hand soap	piece				-				12	12					-					-	-	12	100.00	1,200.00	
CONSUMABLES																									
5 INK CART, EPSON C13T143190 (143), Black	cart	6	6	6	18		6	6	6	18		6	6	6	18		6	6	6	18		72	605.23	43,576.42	
6 INK CART, EPSON C13T143290 (143), Cyan	cart	5	5	5	15		5	5	5	15		5	5	5	15		5	5	5	15		60	479.90	28,793.86	
7 INK CART, EPSON C13T143390 (143), Magenta	cart	5	5	5	15		5	5	5	15		5	5	5	15		5	5	5	15		60	479.90	28,793.86	
8 INK CART, EPSON C13T143490 (143), Yellow	cart	5	5	5	15		5	5	5	15		5	5	5	15		5	5	5	15		60	479.90	28,793.86	
18 TONER CART, BROTHER TN-150BK, Black	cart	2	2	2	6		2	2	2	6		2	2	2	6		2	2	2	6		24	3,336.79	80,082.91	
19 TONER CART, BROTHER TN-150C, Cyan	cart	2	2	2	6		2	2	2	6		2	2	2	6		2	2	2	6		24	3,818.83	91,651.87	
20 TONER CART, BROTHER TN-150M, Magenta	cart	2	2	2	6		2	2	2	6		2	2	2	6		2	2	2	6		24	3,818.83	91,651.87	
21 TONER CART, BROTHER TN-150Y, Yellow	cart	2	2	2	6		2	2	2	6		2	2	2	6		2	2	2	6		24	3,818.83	91,651.87	
36 Token for adoptive families	piece			2	2	2,000.00			1	1	1,000.00			1	1,000.00				2	2	2,000.00	6	1,000.00	6,000.00	
Office Equipment and Accessories																									
26 OFFICE CHAIR, SWIVEL	piece	21			21					-		13			13					-	-	34	5,000.00	170,000.00	

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
29 OFFICE TABLE	piece	20			20					-												20	5,000.00	100,000.00
30 OFFICE TABLE W/ PEDESTAL	piece				-					-		13			13							13	13,500.00	175,500.00
42 STEEL CABINET, 4 DRAWERS	piece	1			1					-					-							1	14,000.00	14,000.00
43 TABLE, Conference, 12 seaters with conference chair	piece	1			1					-					-							1	100,000.00	100,000.00
44 TONER, KYOCERA TK-3114 series	piece		5		5				5	5				5	5			5				20	3,500.00	70,000.00
45 Vaccum Cleaner,	unit	1			1					-					-							1	5,000.00	5,000.00
48 WATER DESPENSER	unit		3		3					-					-							3	2,000.00	6,000.00
49 WATER DISPENSER, electric	unit	1			1					-					-							1	6,000.00	6,000.00
50 steel rack	unit	1			1					-					-							1	5,000.00	5,000.00
Office Supplies																								
7 BALLPEN, fine point, Black, 50s/box	box	12		105	117		200	105		305		160	135		295							717	500.00	358,500.00
8 BALLPEN, fine point, Blue, 50s/box	box	306		5	311		250			250		250			250		250					1,061	500.00	530,500.00
9 Ballpoint pen, 0.5, black, inkgel	piece			1	1					-					-							1	30.00	30.00
10 BALLPOINT PEN, fine point, black	box				-		1			1					-		1					2	200.00	400.00
11 BALLPOINT PEN, fine point, blue	box				-		1			1					-		1					2	200.00	400.00
12 BALLPEN, Ball Point Smooth Fine (BPS-F) Ballpen, 12's/box Black with safety cap	box	100		230	330		50			50		50			50		50	134				614	250.00	153,500.00
13 BALLPEN, Ball Point Smooth Fine (BPS-F) Ballpen, 12's/box Blue with safety cap	box	100			100		50			50		50			50		50					250	250.00	62,500.00
14 BALLPEN, Ball Point Smooth Fine (BPS-F) Ballpen, 12's/box Violet with safety cap	box	25			25		25			25					-							50	250.00	12,500.00
15 BALLPEN, Ball Point Smooth Fine (BPS-F) Ballpen, 12's/box Green with safety cap	box	25			25		25			25					-							50	250.00	12,500.00
18 BOND PAPER SUB 20	ream	1	1	1	3		1	1	1	3		1	1	1	3		1	1	1	3		12	200.00	2,400.00
19 BOND PAPER A4, SUB 20	ream	1	1	101	103		1	1	1	3		1	1	1	3		1	1	1	3		112	175.00	19,600.00
20 BOND PAPER Legal size	ream	1	1	21	23		1	1	1	3		1	1	1	3		1	1	1	3		32	200.00	6,400.00
27 Wood Certificate Frame holders A4 size	piece		3	3	6		3	3	3	9		3			3		3					21	80.00	1,680.00
30 Cork board, 17"x23"	piece	2			2					-					-							2	700.00	1,400.00
31 Cork board, 25"x35"	piece	2			2					-					-							2	1,000.00	2,000.00
36 DATER, STAMPING, Self inking	piece	1			1					-					-							1	3,500.00	3,500.00
45 FOLDER short	bundle	1			1					-					-							1	300.00	300.00
46 Folder, morroco (short/Blue)	piece	20			20					-					-							20	7.50	150.00
47 FOLDER LEGAL plain	bundle	1			1					-					-							1	300.00	300.00
48 Folder, expandable (long)	piece	100			100					-					-							100	30.00	3,000.00
50 Glue, 130 g	bottle	1	1	81	83		5	5	1	11		5	4	1	10		1	1	1	3		107	40.00	4,280.00
51 GREEN TAB FOLDERS, 100 pcs/box	box				-		100			100					-							100	500.00	50,000.00
52 ID HOLDER, 3x4 inches with cord, 50 pcs/box	box				-		200	105		305		160	135		295							600	175.00	105,000.00
89 PAD PAPER, YELLOW	pad	6			6					-		6			6							12	55.00	660.00
90 PAPER FASTENER, plastic vinyl coated, 50 pcs/box	box	70			70					-		60			60							130	60.00	7,800.00
96 PAPER, multicopy, 210mm x 297mm, 80gsm with logo (A4)	reams				-		2			2					-							2	1,300.00	2,600.00
105 PHOTO FRAME, A4 size	piece				-					-					-			12				12	150.00	1,800.00
108 PLASTIC ENVELOPES long	piece	20			20		20			20		20			20		20					80	15.00	1,200.00
109 PLASTIC ENVELOPES expanded long	piece	20			20		20			20		20			20		20					80	50.00	4,000.00
124 STORAGE BOX, w/ roll on wheels, 18"x24"x13.75"	piece		30		30					-					-							30	750.00	22,500.00
125 Storage Box, with extendable handle, stockable modular cover, ergonomic handles, heavy duty base, large wheels, 70L, 18"x24"x13 3/4"	unit	60			60					-					-							60	750.00	45,000.00
127 STORAGE BOX, Roll-on Wheels and Pull-along Handle	piece	12			12					-					-							12	550.00	6,600.00
128 STORAGE BOX/FILLING BOX, DIMENSION: 20 X 12 X 11 inches; volume 30L	piece	50			50		50			50		50			50							150	446.67	67,000.00
141 TONER CART, BROTHER TN-2280 (High Yield), Black	cart	11			11		11			11		1			1							24	3,650.00	87,600.00

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
142 TONER CART, for CANON ImageClass , CRG 319, Black	cart	30			30		50			50		30			30		30			30		140	4,850.00	679,000.00
143 TONER CART, for CANON LBP 6030, CRG 325, Black	cart	30			30		30			30		30			30		30			30		120	4,100.00	492,000.00
149 TONER CART, for HP Laserjet 600 M603, 90A, Black	cart	15			15		15			15					-					-		30	8,000.00	240,000.00
156 Toner, Brother TN 2360	piece	120			120					-		120			120					-		240	1,000.00	240,000.00
163 White Board (920 mm x 1810 mm)	piece		1		1					-					-					-		1	2,000.00	2,000.00
165 Name plate/holder	piece	20			20		20			20					-					-		40	300.00	12,000.00
167 Tape, double sided	roll	6			6		6			6		6			6		6			6		24	80.00	1,920.00
168 Bristol board, beige, 8 x 13 size	packs	1			1					-		1			1					-		2	3,000.00	6,000.00
169 Book tape, red, black, blue	roll	12			12					-		12			12					-		24	150.00	3,600.00
170 Glue gun	piece	1			1			1		1					-					-		2	350.00	700.00
171 Glue Stick	piece	10		10	20			10		10		10		10	20			10		10		60	10.00	600.00
Audio and visual presentation and composing equipment																								
1 projector	unit	1	1		2					-					-					-		2	12,000.00	24,000.00
2 Wireless Presenter Rechargeable Powerpoint Remote Control Ppt Clicker Presentation Pointer Pen Remote One For All Remote	unit	2			2					-					-					-		2	500.00	1,000.00
Photographic or filming or video equipment																								
1 CAMERA, DIGITAL	unit	3			3	15,000.00				-					-					-		3	5,000.00	15,000.00
4 Photo printing	piece			5	5	-		5		5			5		-			5		5		20	50.00	1,000.00
5 WEB CAMERA	piece	15			15					-					-					-		15	5,000.00	75,000.00
Cleaning Equipment and Supplies																								
1 AIR FRESHENER 350ml, orange, lemon, aerosol (spray)	doz	53	53	3	109		53	3	3	59		53	3	3	59		3	3	3	9		236	200.00	47,200.00
3 BATHROOM SOAP, 70gms.	piece			1	1				1	1			1	1				1	1			4	3,312.00	13,248.00
4 Bleach, original	gallon	2	2	2	6		2	2	2	6		2	2	2	6		2	2	2	6		24	161.38	3,873.00
7 DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar			1	1				1	1				1	1				1	1		4	1,080.00	4,320.00
10 Dishwashing liquid, 250 ml, Calamansi	bottle	1	51	21	73		21	21	21	63		21	21	21	63		21	21	21	63		262	60.00	15,720.00
13 Door Mat, Cloth	piece	12			12		6			6		6			6		6			6		30	30.00	900.00
14 Door Mat, Rubber	piece	6			6		6			6		6			6		6			6		24	250.00	6,000.00
16 EMPTY SACK, Standard size, 50 kilos capacity	piece	50	50	50	150		50	50	50	150		50	50	50	150		50	50	50	150		600	10.00	6,000.00
26 LAUNDRY BRUSH, plastic handle	doz				-					-		5	5	5	15		5	5	5	15		30	540.00	16,200.00
31 LIQUID BLEACH, 1 gal x 6 (Laundry Supplies)	box	2	2	2	6		2	2	2	6		2	2	2	6		2	2	2	6		24	161.40	3,873.60
35 Mop,360 Tsunami Spin with bucket and microfiber	piece	1			1					-					-					-		1	500.00	500.00
36 Steel Wool	piece				-			5	5	10		5	5	5	15		5	5	5	15		40	25.00	1,000.00
37 TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box		50		50					-					-					-		50	85.00	4,250.00
39 TRASH CAN with cover, medium size	piece	2			2					-					-					-		2	150.00	300.00
Paper Materials and Products																								
3 Cardboard #20	piece		40		40					-					-					-		40	15.00	600.00
4 Government Folder, Loose Leaf with Yellow Flap	piece	100			100					-					-					-		100	100.00	10,000.00
5 Bond Paper, Substance #18,legal	piece		6		6					-					-					-		6	91.67	550.00
6 Water celophane, colored,asstd	pad		100		100					-					-					-		100	4.00	400.00
7 Glue, white, 130g	piece		60		60					-					-					-		60	50.00	3,000.00
8 Notebook, 80 pages	piece		120		120					-					-					-		120	12.00	1,440.00
9 Ruler	piece		60		60					-					-					-		60	15.00	900.00
10 L-square	piece		12		12					-					-					-		12	250.00	3,000.00
11 French Curve	piece		12		12					-					-					-		12	83.33	1,000.00
12 Tape measure	piece		36		36					-					-					-		36	30.00	1,080.00
13 Pencils	piece		72		72					-					-					-		72	6.00	432.00
14 Glue Gun	piece		12		12					-					-					-		12	294.83	3,538.00

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity	
15 Fabric Glue	piece		6		6					-					-						-		6	100.00	600.00
16 LITERACY ACTIVITY: Ballpen, black, blue	piece	180			180					-					-						-		180	5.00	900.00
17 Cartolina, assorted color, 20's/pack	piece	25			25					-					-						-		25	78.16	1,954.00
18 Chipboard #40	piece	10			10					-					-						-		10	50.00	500.00
19 Colored paper, Short	piece	2			2					-					-						-		2	175.00	350.00
20 MANILA PAPER, 10 sheets/pack	piece	20			20					-					-						-		20	35.00	700.00
21 Notebook, without , 80 leaves	piece	60			60					-					-						-		60	15.00	900.00
22 Notebook, with spring, 80 leaves	piece	60			60					-					-						-		60	15.00	900.00
23 Pad Paper, intermediate	piece	10			10					-					-						-		10	18.00	180.00
24 Pad Paper, yellow	piece	10			10					-					-						-		10	25.00	250.00
25 Pencil, lead No. 2	piece	60			60					-					-						-		60	6.00	360.00
26 RULER, plastic, 450mm, 1 piece in individual plastic	piece	60			60					-					-						-		60	15.00	900.00
27 Marker, permanent, bullet type, blue, black	piece	24			24					-					-						-		24	39.00	936.00
28 Marker, white board, bullet type, blue, black	piece	24			24					-					-						-		24	45.00	1,080.00
29 BALLPEN, BLACK/BLUE,50's	piece	2			2					-					-						-		2	300.00	600.00
30 CRAYON, 16's/box	piece	27			27					-					-						-		27	72.87	1,967.36
31 Cartolina, assorted color, 20's/pack	piece	4			4					-					-						-		4	78.16	312.64
32 MANILA PAPER, 10 sheets/pack	piece	4			4					-					-						-		4	35.00	140.00
33 WHITE BOARD MARKER, bullet type, blue/black	piece	24			24					-					-						-		24	45.00	1,080.00
Decors, fixtures and accessories																									
1 Christmas Decors, assorted	set				-					-					-		24				24		24	400.00	9,600.00
6 OFFICE DECORS, Assorted Items	pcs	3			3		3			3		3		3		3				3		12	300.00	3,600.00	
Electrical equipment and components and supplies																									
9 DAYLIGHT SAVING BULB, 18 WATTS	piece				-		12			12		12		12			12			12		36	350.00	12,600.00	
11 EXTENSION WIRE, 10mtrs, 3 gangs	unit	4			4		1			1					-						-		5	500.00	2,500.00
19 GENERATOR (HEAVY DUTY)	unit	1			1					-					-						-		1	50,000.00	50,000.00
35 Emergency light	piece	1			1					-					-						-		1	1,000.00	1,000.00
36 measuring wheels	unit	2	5		7					-					-						-		7	7,500.00	52,500.00
37 Image transfer Kit for Develop INEO 454e	unit		1		1					-					-						-		1	22,312.00	22,312.00
38 Automatic emergency led light (2x3W High Power SMT LED, 12V 9.OAh Sealed Lead Acid)	unit		2		2					-					-						-		2	2,000.00	4,000.00
39 Fire Extinguisher - Dry	unit		2		2					-					-						-		2	1,200.00	2,400.00
Computer Supplies																									
3 COMPUTER KEYBOARD, USB type,	piece	20			20		10			10		10		10		10				10		50	750.00	37,500.00	
Computer Equipment and Accessories																									
1 ANTI-VIRUS, 5 DEVICES/CD WITH INTERNET SECURITY	piece	2			2	5,000.00				-					-						-		2	2,500.00	5,000.00
4 PRINTER colored	unit	3			3	57,000.00				-					-						-		3	19,000.00	57,000.00
7 UNINTERRUPTED POWER SUPPLY, (UPS), 400 watts, 650VA	unit	12	10		22	110,000.00	5			5	25,000.00	5		5	25,000.00						-		32	5,000.00	160,000.00
8 Uninterrupted Power Supply (UPS) 1100VA	unit	3			3	10,500.00				-					-						-		3	3,500.00	10,500.00
10 Purchase of Power Banks (20,000 MAH)	piece				-	-				-		13		13	26,000.00						-		13	2,000.00	26,000.00
Beddings, Curtains and Accessories																									
4 BLINDS, Venetian	unit	3			3					-					-						-		3	10,000.00	30,000.00
5 Window Blinds 6x5 ft c/o PPD	piece				-					-		3		3							-		3	4,999.67	14,999.00
6 Window Blinds 5x8 ft c/o PPD											2		2								-		2	7,499.50	14,999.00
15 Needle, for Singer High Speed Sewing Machine, 10's/pack,Original	pax		48		48					-					-						-		48	75.00	3,600.00
18 Thread, 1000m/spool, asstd. Color	spool		36		36					-					-						-		36	30.00	1,080.00
19 Fabric,Geena Cloth	yard		18		18					-					-						-		18	35.00	630.00
20 Foam	piece		19		19					-					-						-		19	30.00	570.00
21 Tailors Chalk	piece		24		24					-					-						-		24	30.00	720.00
Clothing Supplies																									
10 FACE TOWELS (Clothings/Footwear)	dozen		10		10					-					-						-		10	180.00	1,800.00

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
Common Toiletries for Residents																								
14	Toiletries/(Hand Towel/Facetowe/Bathsoap)	piece		10		10	650.00															10	65.00	650.00
16	Toothbrush , Traveler wt case	piece		10		10	450.00															10	45.00	450.00
19	Toothpaste, 145 ml for adult	tube		10		10	850.00															10	85.00	850.00
20	Sanitary napkin	pack		10		10	220.00															10	22.00	220.00
21	Small pouch			10		10	1,000.00															10	100.00	1,000.00
22	Hair comb	piece		10		10	200.00															10	20.00	200.00
Communication Supplies/Expenses																								
Food Items																								
167	EMERGENCY KIT COMPOSED OF 12 ITEMS PER BAG	pack		35		35																35	5,000.00	175,000.00
Fuel, Lubricants, and Other Vehicle Supplies																								
Furnitures and Fixtures																								
Gardening Tools																								
Hardware Tools & Supplies																								
3	DOOR KNOB	piece	12			12																12	900.00	10,800.00
49	Padlock Hasp (135/120) with 40mm solid brass padlock	piece	20			20																20	60.00	1,200.00
50	ofix 8-door steel locker	UNIT				-		1			1											1	7,562.92	7,562.92
51	Padlock, Heavy Duty 50 mm	piece				-		12			12		12									24	500.00	12,000.00
Kitchen Supplies, Utensils and Tablewares																								
3	Blender	piece	1			1																1	1,500.00	1,500.00
5	COOKING GAS, 11 KGS, REFILL	tanks	6	6	6	18		6	6	6	18		6	6	6	18		6	6	6	18	72	1,020.00	73,440.00
56	Washing Machine with dryer	unit		2		2																2	15,000.00	30,000.00
Medical Supplies																								
70	ALCOHOL 70%, 500 grms	bts	3	3	3	9		3	3	3	9		3	3	3	9		3	3	3	9	36	70.00	2,520.00
School Supplies																								
Socio-Cultural & Recreational Supplies																								
19	Electric Organ	piece		2		2																2	5,000.00	10,000.00
Capital Outlay IT Equipment																								
8	printer	unit	8			8																8	24,999.00	199,992.00
9	LAPTOP	unit	7			7																7	40,000.00	280,000.00
11	LAPTOP COMPUTER	unit	7			7																7	50,000.00	350,000.00
12	TV	unit	2			2																2	45,000.00	90,000.00
20	aircon split type 2hp	unit	1			1																1	50,000.00	50,000.00
23	CCCM Scale Models	unit	9			9																9	135,000.00	1,215,000.00
C. TOTAL (A + B):																							24,028,105.41	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							2,402,810.54	
E. GRAND TOTAL (C + D)																							26,430,915.95	
F. APPROVED BUDGET BY THE AGENCY																								
G. MONTHLY CASH REQUIREMENTS																								
G.1 Available at Procurement Service Stores				180,564						89,396					83,134							50,863		
G.2 Other Items not available at PS but regulary				200,870						25,000					51,000							8,470		
TOTAL MONTHLY CASH REQUIREMENTS				381,434						114,396					134,134							59,333		

*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.