

ANNUAL PROCUREMENT PLAN FOR 2017 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
 - ps.app.lgu@gmail.com - For Local government units
- Consistent with National Budget Circular No. 555, 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 Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
Region: NATIONAL CAPITAL REGION
Address: 18F Three Cyberpod Centris - North Tower EDSA Quezon Avenue, Quezon City

Agency Account Code: V016

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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	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	20			20	20			20	20			20	20			20	80	17.42	1,393.60
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	20			20	20			20	20			20	20			20	80	15.03	1,202.40
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	36.30	-
6 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece	25			25	25			25	25			25	25			25	100	93.29	9,329.00
7 TAPE, electrical	roll				0	5			5				0				0	5	18.20	91.00

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			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
COMMON OFFICE SUPPLIES																					
1	ACETATE, gauge #3, 50m per roll	roll				0				0			0				0	0	624.00	-	
2	AIR FRESHENER, 280mL/150g min	can	7		7	14		7		7	7		7	14		7		7	42	83.20	3,494.40
3	ALCOHOL, 70%, ethyl, 500ml	bottle	5			5		5		5	5		5		5		5	20	47.82	956.40	
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				0				0			0				0	0	7.28	-	
11	CLIP, backfold, 25mm, 12 pieces per box	box				0		5		5		5	5		5		5	15	13.50	202.50	
12	CLIP, backfold, 32mm, 12 pieces per box	box				0				0			0				0	0	19.12	-	
13	CLIP, backfold, 50mm, 12 pieces per box	box			2	2			2	2			2	2	2		2	8	43.68	349.44	
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	5			5				0	5		5				0	10	31.20	312.00	
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				0				0			0				0	0	68.64	-	
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0				0			0				0	0	381.54	-	
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0				0			0				0	0	507.40	-	
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	1			1				0	1		1				0	2	621.71	1,243.42	
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	2			2			1	1			0				0	3	57.09	171.27	
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	25			25	25			25	25			25	25		25	100	12.48	1,248.00	
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	30			30	30		30				0	60	166.40	9,984.00	
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	20			20			0				0	20	203.84	4,076.80	
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0				0			0				0	0	746.72	-	
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack	1			1			2	2			0				0	3	179.28	537.84	
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	1			1			2	2			0				0	3	200.37	601.11	
36	GLUE, all purpose, 300 grams min.	jar	1			1				0	1		1				0	2	44.18	88.36	
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0			0				0	0	50.84	-	
38	LOOSELEAF COVER, 50sets per bundle	bundle	2			2	2			2	2		2	2			2	8	539.76	4,318.08	

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39	MAGAZINE FILE BOX, LARGE	piece				0				0				0				0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set			5	5			5	5			5	5				0	15	35.55	533.25
41	MARKER, whiteboard, bullet type, black	piece				0	2			2				0				0	2	10.28	20.56
42	MARKER, whiteboard, bullet type, blue	piece				0				0				0				0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece				0				0				0				0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece				0				0				0				0	0	9.65	-
45	MARKER, permanent, bullet type, blue	piece				0				0				0				0	0	9.65	-
46	MARKER, permanent, bullet type, red	piece				0				0				0				0	0	9.65	-
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece			10	10				0	10			10				0	20	10.40	208.00
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0				0				0				0	0	31.20	-
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0				0				0				0	0	40.54	-
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0				0				0				0	0	54.06	-
51	PAD PAPER, Ruled	pad				0				0				0				0	0	18.26	-
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box			5	5				0		5		5				0	10	12.85	128.50
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box			5	5				0				0				0	5	6.43	32.15
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0				0	0	112.32	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0	132.02	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream		40	40	80		30	20	50		90		90		30		30	250	91.94	22,985.00
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	2	2	2	6		2	2	4		5		5		5		5	20	114.35	2,287.00
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	1			1				0	1			1				0	2	88.40	176.80
59	PAPER, Thermal, 216mm x 30m	roll			1	1				0	1			1				0	2	31.15	62.30
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				0			1	1				0				0	1	19.62	19.62
61	PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book			2	2				0		6		6				0	8	60.32	482.56
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			1	1				0			1	1				0	2	256.87	513.74
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0				0				0				0	0	93.31	-
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0				0				0	0	15.48	-
67	SIGN PEN, black	piece	30			30		10		10		10		10	10			10	60	38.10	2,286.00
68	SIGN PEN, blue	piece				0				0				0				0	0	38.10	-
69	SIGN PEN, red	piece			2	2				0			2	2				0	4	38.10	152.40
70	STAMP PAD INK, violet, 50mL	bottle				0				0				0				0	0	24.63	-
71	STAMP PAD, felt pad, min 60mm x 100mm	piece				0				0				0				0	0	27.66	-
72	STAPLE WIRE, Heavy duty, 23/13	box				0				0	2			2				0	2	30.42	60.84
73	STAPLE WIRE, Standard	box			5	5				0			5	5				0	10	18.92	189.20
74	TAPE, masking, 24mm, 50 meters length	roll				0			1	1	1			1				0	2	55.12	110.24
75	TAPE, masking, 48mm, 50 meters length	roll				0				0				0				0	0	105.04	-
76	TAPE, transparent, 24mm, 50 meters	roll	5		10	15		15	10	25		10		10	5			5	55	17.37	955.35
77	TAPE, transparent, 48mm, 50 meters	roll				0				0				0				0	0	26.52	-
78	TAPE, packaging, 48mm, 50 meters length	roll	10			10		10		10				0	10			10	30	30.63	918.90
79	TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0	67.60	-
80	TWINE, plastic, one kilo per roll	roll				0	2			2				0				0	2	49.92	99.84
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	124.80	-

Item & Specifications		Unit of Measur e	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
COMMON OFFICE DEVICES																					
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	2			2				0	2			2	1			1	5	187.20	936.00
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	2			2				0	2			2	1			1	5	114.28	571.40
6	SCISSORS, (6")	pair	2			2				0				0				0	2	13.73	27.46
7	STAPLER, standard	piece	2			2				0	2			2	1			1	5	82.16	410.80
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				0				0				0				0	0	878.80	-
9	STAPLE REMOVER, plier type	piece	5			5				0	5			5				0	10	18.18	181.80
10	TAPE DISPENSER, table top	piece	2			2				0				0				0	2	47.72	95.44
11	WASTE BASKET, non-rigid plastic	piece				0				0				0				0	0	23.90	-
COMMON JANITORIAL SUPPLIES																					
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	27.96	-
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	1,820.00	-
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	-
COMMON OFFICE EQUIPMENT																					
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				0				0				0				0	0	142.36	-
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	328.64	-
4	CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	254.68	-

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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	1			1				0				0				0	1	6,229.60	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	-
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 switchover	unit	1			1				0				0				0	1	3,502.72	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	1			1				0				0				0	1	5,831.52	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	1,242.80	-
COMMON COMPUTER SUPPLIES																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	1			1				0	1			1				0	2	630.76	1,261.52
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	1			1				0	1			1				0	2	571.80	1,143.60
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	958.15	-

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7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece			20	20		10		10				0				0	30	21.79	653.70
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	2			2				0	2	2,818.40	5,636.80
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	-
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0	61.83	-
CONSUMABLES																					
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 LC67HYY, Yellow	cart				0				0				0				0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart	2			2	2			2	4			4	2			2	10	737.36	7,373.60
14	INK CART, CANON PG-740, Black	cart				0				0				0				0	0		-
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	2			2	2			2	2			2	2			2	8	970.32	7,762.56
18	INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	945.36	-
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 C13T664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0	0	254.80	-

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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	-
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	-

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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				0				0				0				0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60	-
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				0				0				0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU 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				0				0				0				0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart	1			1				0	2			2				0	3	2,386.80	7,160.40
118	TONER CART, HP CE311A, Cyan	cart	1			1				0	2			2				0	3	2,490.80	7,472.40
119	TONER CART, HP CE312A, Yellow	cart	1			1				0	2			2				0	3	2,490.80	7,472.40
120	TONER CART, HP CE313A, Magenta	cart	1			1				0	2			2				0	3	2,490.80	7,472.40

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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	3			3	2			2	2			2	2			2	9	7,690.80	69,217.20
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				0				0				0				0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,368.00	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,736.00	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,888.00	-
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0				0				0				0	0	76.75	-
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart			1	1				0				0	1			1	2	724.88	1,449.76
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	334.88	-
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0				0				0	0	75.92	-
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
COMMON ELECTRICAL SUPPLIES																				
1 fluorescent lamp tubular slim (3.5ft) 28watts	pcs			5	5		5		5	5			5	5			5	20	115.00	2,300.00
2 fluorescent lamp tubular slim (1.75ft) 14watts	pcs			5	5		5		5	5			5	5			5	20	130.00	2,600.00
3					0				0				0				0	0		-
COMMON OFFICE 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		-
COMMON OFFICE SUPPLIES																				
1 Books and other Library Materials	lot	1			1				0				0				0	1	150,000.00	150,000.00
2 Ballpen, Black	pc	50			50	50			50	50			50	50			50	200	9.00	1,800.00
3 A4 size Colored paper (separator)	ream	2			2	2			2	1			1	1			1	6	350.00	2,100.00
4 Special paper	pack	20			20	20			20	30			30	20			20	90	50.00	4,500.00
5 Sticker paper	pack	10			10	10			10	10			10	10			10	40	45.00	1,800.00
6 Brewed Coffee	pack	9	9	9	27	9	9	9	27	9	9	9	27	9	9	9	27	108	165.00	17,820.00
7 Creamer in sachet for coffee	pack	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	98.00	2,352.00
8 Sugar in sachet for coffee	pack	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	100.00	3,600.00
9 Transparency Film A4 size	pack	1			1	2			2	1			1	1			1	5	300.00	1,500.00
10 A3 copy paper	ream				0	1			1				0				0	1	320.00	320.00
11 Letter Size Multi Copy 80gsm	ream			2	2		2		2	2			2	1			1	7	270.00	1,890.00
12 Ring Binder, Plastic 25mm	pc			20	20			20	20			20	20			20	20	80	10.00	800.00
13 Ring Binder, Plastic 50mm	pc			10	10			10	10			10	10			10	10	40	18.00	720.00
14 Ring Binder, Plastic 19mm	pc			10	10			10	10			10	10			10	10	40	9.00	360.00
15 Brother Toner TN2360	pc		1		1				0			1	1				0	2	2,000.00	4,000.00
16 Brother Toner TN2260	pc		1		1			1	1			1	1			1	1	4	2,000.00	8,000.00
17 Special paper (board)	pack	10			10	30			30	10			10	20			20	70	48.00	3,360.00

Item & Specifications		Unit of Measure	Quantity Requirement																Price Catalogue as of August 16, 2016	TOTAL AMOUNT	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
18	Brown Envelope with PIDS Logo, short	pc				0	3000			3000				0				0	3000	3.00	9,000.00
19	Brown Envelope with PIDS Logo, long	pc				0	3000			3000				0				0	3000	4.00	12,000.00
COMMON JANITORIAL SUPPLIES																					
					0					0				0				0	0		-
CONSUMABLES																					
					0					0				0				0	0		-
Office Equipment 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		-
Office Supplies																					
1	GLOSSY BACK COVER	pcs	2000			2000				0				0				0	2000	4.00	8,000.00
2	PAPER CUPS	pack	7			7	7			7	7			7	7			7	28	80.00	2,240.00
3	PIDS ENVELOPE, MAILING, 500 pieces per box	box	6			6				0				0				0	6	2,000.00	12,000.00
4	Prepaid Card (smart)	pc	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	500.00	24,000.00
5	Stirrer	pack	5			5				0	5			5				0	10	70.00	700.00
6	Table Napkin	pack	2			2	1			1	1			1				0	4	110.00	440.00
7	Paper Plates	pack	2			2				0				0				0	2	80.00	160.00
8	plastic Spoon and Fork	pack	3			3				0				0				0	3	120.00	360.00
					0					0				0				0	0		-
Audio and visual presentation and composing equipment																					
1	VOIP Phone/ PBX Handset	pcs				0				0	11			11				0	11	17,000.00	187,000.00
2					0					0				0				0	0		-
3					0					0				0				0	0		-
4					0					0				0				0	0		-
5					0					0				0				0	0		-
Photographic or filming or video equipment																					
1	Photographic tarpulin				0					0				0	11			11	11	500.00	5,500.00
2					0					0				0				0	0		-
3					0					0				0				0	0		-
4					0					0				0				0	0		-
5					0					0				0				0	0		-
Cleaning Equipment and Supplies																					

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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		-
Paper Materials and Products																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
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		-
Electrical equipment and components 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		-
Computer Supplies																				
1	Toner for HP CF280	pc	20		20				0	5			5	5			5	30	4,700.00	141,000.00
2	Kyocera TK454	pc	1		1				0				0				0	1	8,000.00	8,000.00
3	Fuji Xerox CT201664/201665cyan/201666/201667 (set)	set	1		1				0				0				0	1	88,200.00	88,200.00
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
Computer Equipment and Accessories																				
1	Desktop Computer	pc			0				0	41			41				0	41	75,000.00	3,075,000.00
2	Notebook Computer	pc			0				0	12			12				0	12	100,000.00	1,200,000.00
3	ICT Software and Equipment	pc			0				0	1			1				0	1	200,000.00	200,000.00
4	Network Laser printer	pc			0				0	4			4				0	4	40,000.00	160,000.00
5	Server, rack mounted	pc			0				0	6			6				0	6	250,000.00	1,500,000.00
6	external storage device (4Tb)	pc			0				0	2			2				0	2	9,500.00	19,000.00
7	Server Grade UPS	pc			0				0	3			3				0	3	150,000.00	450,000.00
8	multimedia projector	pc			0				0	3			3				0	3	60,000.00	180,000.00
9	firewall appliance	pc			0	1			1				0				0	1	300,000.00	300,000.00
*Other Categories																				
1	Newspapers and magazine	lot	1		1				0				0				0	1	60,000.00	60,000.00
2	vehicle tires	pc		2	2				0				0				0	2	3,500.00	7,000.00
3	vehicle battery	pc		1	1	1			1	1		1	2				0	4	4,000.00	16,000.00

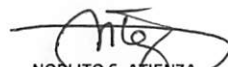
Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
4 Identification Card with lanyard	pc			20	20			10	10			5	5			5	5	40	100.00	4,000.00
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
C. TOTAL (A + B):																				8,093,106.95
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				809,310.70
E. GRAND TOTAL (C + D)																				8,902,417.65
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				8,902,417.65
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores					73232				40889				70205.2				29359			213,684.95
G.2 Other Items not available at PS but regularly purchased from other sources					456408				347808				7025728				49478			7,879,422.00
TOTAL MONTHLY CASH REQUIREMENTS					529640				388697				7095933				78837			8,093,106.95

*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:


NORLITO S. ATIENZA
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:


MARISA S. ABOGADO
Accountant /
Local Budget Officer

Approved by:


GILBERTO M. LLANTO
Head of Office/Agency

Date Prepared:

NOVEMBER 08, 2016