

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

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

1. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP.** The agency will be informed through e-mail if the submission is incorrect.
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

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

 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Offi PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
 Region: MAIN & NCR
 Address: 18F Three Cyberpod Centris-North Tower EDSA Quezon City

Agency Account Code: V016

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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1	BATTERY, dry cell, AA, 2 pieces per blister pack	pack		10		10	10	10		20	10	10		20	10			10	60	20.28	1,216.80
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack		10		10	10			10	10	10		20	10			10	50	19.20	960.00
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-
4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	-
5	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece	10	10		20	15			15	15			15	15			15	65	75.39	4,900.35
6	TAPE, ELECTRICAL, 18mm x 16M min	roll		1		1				0	1			1				0	2	18.93	37.86
COMMON OFFICE SUPPLIES																					
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				0				0				0	0	766.73	-

2	AIR FRESHENER, aerosol, 280ml/150g min	can				0				0				0			0	0	88.69	-
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	15			15	15			15	15			15	15		15	60	49.73	2,983.80
4	CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0			0	0	205.48	-
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0			0	0	210.91	-
6	CARTOLINA, assorted colors	pack				0				0				0			0	0	67.06	-
7	CHALK, molded, white, dustless, length: 78mm min	box				0				0				0			0	0	26.89	-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0				0				0			0	0	38.19	-
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece				0				0				0			0	0	40.47	-
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box				0				0				0			0	0	7.87	-
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	5			5	5			5	5			5	5		5	20	13.94	278.80
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box				0				0				0			0	0	19.88	-
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	5			5				0	5			5			0	10	41.10	411.00
14	CORRECTION TAPE, film base type, UL 6m min	piece	10			10	5			5	5			5	5		5	25	18.26	456.50
15	DATA FILE BOX, made of chipboard, with closed ends	box				0				0				0			0	0	72.57	-
16	DATA FOLDER, made of chipboard, taglia lock	piece			50	50			50	50				0			0	100	71.39	7,139.00
17	ENVELOPE, DOCUMENTARY, for A4 size document	box				0				0				0			0	0	424.47	-
18	ENVELOPE, DOCUMENTARY, for legal size document	box	1			1				0				0			0	1	538.80	538.80
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	1			1	1			1	1			1	1		1	4	667.84	2,671.36
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0				0				0			0	0	28.71	-
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box				0				0				0			0	0	341.79	-
22	ENVELOPE, mailing, white, with window	box				0				0				0			0	0	427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece				0				0				0			0	0	11.55	-
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece				0				0				0			0	0	6.23	-
25	FASTENER, METAL, 70mm between prongs	box	5			5	5			5	5			5	5		5	20	59.37	1,187.40
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0				0				0			0	0	73.59	-

27	FILE TAB DIVIDER, bristol board, for A4	set	25			25	25			25	25			25	25			25	100	12.98	1,298.00
28	FILE TAB DIVIDER, bristol board, for legal	set				0				0				0				0	0	17.31	-
29	FOLDER, FANCY, for A4 size documents	bundle				0				0				0				0	0	258.50	-
30	FOLDER, FANCY, for legal size documents	bundle				0				0				0				0	0	302.85	-
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	2			2	2			2	2			2	2			2	8	177.92	1,423.36
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0				0				0				0	0	222.27	-
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box				0				0				0				0	0	776.59	-
34	FOLDER, TAGBOARD, for A4 size documents	pack	2			2	2			2	2			2	2			2	8	226.05	1,808.40
35	FOLDER, TAGBOARD, for legal size documents	pack	2			2	2			2	3			3	2			2	9	208.38	1,875.42
36	GLUE, all purpose, gross weight: 200 grams min	jar	5			5				0	5			5				0	10	49.73	497.30
37	INDEX TAB, self-adhesive, transparent	box				0				0				0				0	0	53.74	-
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0				0	1			1	1	676.00	676.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0				0				0				0	0	43.26	-
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	5			5	5			5	5			5	5			5	20	36.97	739.40
41	MARKER, whiteboard, black, felt tip, bullet type	piece	5			5	5			5	5			5				0	15	10.69	160.35
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	5			5				0				0				0	5	10.69	53.45
43	MARKER, whiteboard, red, felt tip, bullet type	piece	5			5				0				0				0	5	10.69	53.45
44	MARKER, PERMANENT, bullet type, black	piece	5			5	5			5	10			10	5			5	25	10.04	251.00
45	MARKER, PERMANENT, bullet type, blue	piece				0				0				0				0	0	10.04	-
46	MARKER, PERMANENT, bullet type, red	piece				0				0				0				0	0	10.04	-
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	20			20	15			15	15			15	15			15	65	12.52	813.80
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				0				0				0				0	0	32.45	-
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad				0				0				0				0	0	44.32	-
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad				0				0				0				0	0	59.49	-
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0				0				0				0	0	18.99	-

52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	10			10	5				5	5				5	5				5	5			5	25	6.91	172.75	
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	5			5					0	5				5	5					5	5			5	15	14.04	210.60
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream		80		80	90	100			190	100	100			200	80	80				160	630	137.66			86,735.80		
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream		15		15	15				15	15				15	15					15	60	160.94			9,656.40		
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				0					0					0						0	0				-		
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream				0					0					0						0	0				-		
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0					0	1				1						0	1				95.18		
59	PAPER, THERMAL, 55gsm, size: 216mmx1mm x 30m-o-3m	roll		5		5					0	5				5						0	10				342.90		
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box				0	1				1	1				1						0	2				40.80		
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0					0					0						0	0				-		
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	15			15	5				5	5				5						0	25				1,568.25		
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book				0					0					0						0	0				-		
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0					0					0						0	0				-		
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0					0					0						0	0				-		
66	RULER, plastic, 450mm (18"), width: 38mm min	piece				0					0					0						0	0				-		
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	20			20	20				20	25				25	20					20	85				3,059.15		
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece				0					0					0						0	0				-		
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0					0		M			0						0	0				-		
70	STAMP PAD INK, purple or violet	bottle				0					0	2				2						0	2				51.24		
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece				0					0					0						0	0				-		
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0					0					0						0	0				-		
73	STAPLE WIRE, STANDARD, (26/6)	box		5		5	5				5	5				5	5					5	20				393.60		
74	TAPE, MASKING, width: 24mm (1mm)	roll	15			15	10				10	10				10	10					10	45				2,579.40		
75	TAPE, MASKING, width: 48mm (1mm)	roll				0					0					0						0	0				-		
76	TAPE, PACKAGING, width: 48mm (1mm)	roll		5		5	5				5	5				5	5					5	20				581.60		

77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	15			15	15			15	15			15	15			15	60	11.36	681.60
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll		10		10	10			10	10			10	10			10	40	27.58	1,103.20
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack				0				0				0				0	0	70.30	-
80	TWINE, plastic, one (1) kilo per roll	roll	2			2				0	2			2	2			2	6	51.92	311.52
81	WRAPPING PAPER, kraft, 65gsm (5%)	pack				0				0				0				0	0	133.99	-
82	Airline Travel	ticket				0				0				0				0	0	0.00	-

COMMON OFFICE DEVICES																					
1	CUTTER BLADE, for heavy duty cutter	tube					0						0					0	0	10.22	-
2	CUTTER KNIFE, for general purpose	piece					0						0					0	0	20.55	-
3	DATING AND STAMPING MACHINE, heavy duty	piece					0						0					0	0	497.52	-
4	PENCIL SHARPENER, manual, single cutter head	piece					0						0					0	0	194.69	-
5	PUNCHER, paper, heavy duty, with two hole guide	piece					0	2					2					0	2	123.42	246.84
6	SCISSORS, symmetrical, blade length: 65mm min	pair					0	2					2					0	2	14.28	28.56
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece					0	2					2					0	2	85.45	170.90
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece					0						0					0	0	913.95	-
9	STAPLE REMOVER, PLIER-TYPE	piece					0	5					5					0	5	18.91	94.55
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece					0						0					0	0	51.57	-
11	WASTEBASKET, non-rigid plastic	piece					0						0					0	0	25.96	-

COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece				0				0					0			0	0	91.94	-
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0				0					0			0	0	24.88	-
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0				0					0			0	0	43.26	-
4	CLEANSER, SCOURING POWDER, 350g min/can	can				0				0					0			0	0	24.88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch				0				0					0			0	0	38.93	-
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can				0				0					0			0	0	125.20	-

7	DUST PAN, non-rigid plastic, w/ detachable handle	piece			0			0			0			0	0	28.12	-
8	FLOOR WAX, PASTE, RED	can			0			0			0			0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can			0			0			0			0	0	90.85	-
10	INSECTICIDE, aerosol type, net content: 600ml min	can			0			0			0			0	0	142.77	-
11	MOP BUCKET, heavy duty, hard plastic	piece			0			0			0			0	0	1,987.44	-
12	MOPHANDLE, heavy duty, aluminum, screw type	piece			0			0			0			0	0	148.18	-
13	MOPHEAD, made of rayon, weight: 400 grams min	piece			0			0			0			0	0	110.32	-
14	RAGS, all cotton, 32 pieces per kilogram min	bundle			0			0			0			0	0	51.68	-
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack			0			0			0			0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll			0			0			0			0	0	145.48	-
17	DETERGENT BAR, 140 grams as packed	bar			0			0			0			0	0	7.57	-
COMMON OFFICE EQUIPMENT																	
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit			0			0			0			0	0	10,816.00	-
2	CALCULATOR, compact, 12 digits	unit			0			0			0			0	0	140.61	-
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece			0			0			0			0	0	273.10	-
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece			0			0			0			0	0	273.10	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit			0			0			0			0	0	6,828.14	-
6	DOCUMENT CAMERA, 3.2M pixels	unit			0			0			0			0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit			0			0			0			0	0	1,091.33	-
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit			0			0			0			0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit			0			0			0			0	0	1,046.65	-
10	ELECTRIC FAN, WALL type, plastic blade	unit			0			0			0			0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit			0			0			0			0	0	3,642.83	-
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit			0			0			0			0	0	1,123.78	-
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit			0			0			0			0	0	5,191.68	-

52	INK CART, HP LoS60AA (HP955) Black Original	cart				0				0				0			0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0			0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0			0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0			0	0	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0				0			0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0			0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0			0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0			0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0			0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0			0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0			0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0				0			0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0			0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0				0				0			0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	1			1				0			0	1	753.88	753.88
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				0				0				0			0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0	1			1				0			0	1	2,658.57	2,658.57
69	TONER CART, BROTHER TN-2130, Black	cart				0				0				0			0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0				0			0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0				0			0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0			0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0				0				0			0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0				0				0			0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0				0			0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0				0			0	0	3,239.39	-

77	TONER CART, HP CE285A (HP85A), Black	cart								0						0						3,009.01	-
78	TONER CART, HP CE310A, Black	cart								0	2					2	2			2		2,482.27	9,929.08
79	TONER CART, HP CE31A, Cyan	cart								0	1					1	1			1		2,590.43	5,180.86
80	TONER CART, HP CE32A, Yellow	cart								0	1					1	1			1		2,590.43	5,180.86
81	TONER CART, HP CE313A, Magenta	cart								0	1					1	1			1		2,590.43	5,180.86
82	TONER CART, HP CE320A, Black	cart								0						0				0		2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart								0						0				0		3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart								0						0				0		3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart								0						0				0		3,131.23	-
86	TONER CART, HP CE390A, Black	cart	4							4	4					4	4			4	4	7,998.43	127,974.88
87	TONER CART, HP CE400A, Black	cart								0						0				0		7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart								0						0				0		10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart								0						0				0		10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart								0						0				0		10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart								0						0				0		3,942.43	-
92	TONER CART, HP CE41A, (HP305), Cyan	cart								0						0				0		5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart								0						0				0		5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart								0						0				0		5,618.91	-
95	TONER CART, HP CE505A, Black	cart								0						0				0		4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart								0						0				0		7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart								0						0				0		0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart								0						0				0		0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart								0						0				0		0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart								0						0				0		0.00	-
101	TONER CART, HP CF280XC	cart	3							3	2					2	2			2	9	7,241.31	65,171.79

102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0			0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0			0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0				0			0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0				0			0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0				0			0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0			0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0			0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0			0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0			0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0				0			0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0			0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0				0			0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0				0			0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0				0			0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0			0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0			0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0			0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0			0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0			0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0			0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0				0			0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0				0			0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0				0			0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0				0			0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0				0			0	0	0.00	-

[illegible]

11	Ballpen Black	pc	50			50	50			50	50			50	50			50	200	10.00	2,000.00
12	PIDS Letterhead	ream				0				0				0	50			50	50	500.00	25,000.00
13	PIDS Mailing Envelope	pc				0	6000			6000				0				0	6000	4.00	24,000.00
14	Ring Binder 12mm	pc				0	50			50				0				0	50	12.00	600.00
15	Ring Binder 19mm	pc	30			30				0	30			30				0	60	15.00	900.00
16	Colored A4 size	ream	2			2				0				0				0	2	400.00	800.00
17	Transparency film	pc				0	500			500				0				0	500	8.00	4,000.00
18						0				0				0				0	0		-
19						0				0				0				0	0		-
20						0				0				0				0	0		-
COMMON JANITORIAL SUPPLIES																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
CONSUMABLES																					
1	Fuji Xerox Toner CT201665	pc				0	1			1	1			1				0	2	34,000.00	68,000.00
2	Brother Toner TN 2360	pc	1			1	1			1	1			1	1			1	4	2,100.00	8,400.00
3	Brother Toner TN 2260	pc	1			1				0	1			1				0	2	2,100.00	4,200.00
4	Fuji Xerox Toner CT201666	pc	1			1				0	1			1				0	2	34,000.00	68,000.00
5	Fuji Xerox 113PS00684	pc				0	1			1	1			1				0	2	8,600.00	17,200.00
6	Fuji Xerox Toner CT2016664	pc				0	1			1	1			1				0	2	12,000.00	24,000.00
7						0				0				0				0	0		-
8						0				0				0				0	0		-

9										0									0										-
10										0									0										-

Paper Materials and Products

1	Coffee filter	pack	2							2		2							2		4							2		10		100.00		1,000.00
2	Stirrer	pack	5							5		5							5		5							2		17		40.00		680.00
3	Paper Plates	pack								0		2							2		5							0		7		50.00		350.00
4	Table Napkins	pack	2							2		2							2		2							2		8		120.00		960.00
5										0									0									0		0				-
6										0									0									0		0				-
7										0									0									0		0				-
8										0									0									0		0				-
9										0									0									0		0				-
10										0									0									0		0				-

Lighting and fixtures and accessories

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

Electrical equipment and components and supplies

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

*Other Categories

1					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		-

C. TOTAL (A + B):											P	706,940.70
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)											P	70,694.07
E. GRAND TOTAL (C + D)											P	777,634.77
F. APPROVED BUDGET BY THE AGENCY HEAD												
G. MONTHLY CASH REQUIREMENTS												
G.1 Available at Procurement Service Stores		88,614.35		116,563.52		105,933.72		86,129.11		P	397,240.70	
G.2 Other Items not available at PS but regularly purchased from other sources		53,180.00		101,480.00		113,880.00		41,160.00		P	309,700.00	
TOTAL MONTHLY CASH REQUIREMENTS		141,794.35		218,043.52		219,813.72		127,289.11		P	706,940.70	

*Other categories that are not indicated herein

Prepared by:


Ma. Dana E. Patuar

Property/Supply Officer 

Date: 11/14/2017

Certified Funds Available / Certified
Appropriate Funds Available:


Marisa S. Abogado/Laylord Xyrchez R. Taganas
Accountant / Local Budget Officer

Approved by:


Gilberto M. Llanto
Head of Office/Agency 