

## ANNUAL PROCUREMENT PLAN FOR 2019 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-phileps.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/Of: OVERSEAS WORKERS WELFARE ADMIN.- REGION IV-A  
 Region: IVA- CALABARZON  
 Address: UNITS 1-4, PENTHOUSE BLDG. HECTAN COMMERCIAL CENTER, BRGY. HALANG CALAMBA CITY, LAGUNA

Agency Account Code: No57

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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            |                      |     | 15    | 15 |       |     | 15   | 15 |      |     | 15   | 15 |     |     | 15  | 15 | 60             | 20.28  | 1,216.80        |              |
| 2 BATTERY, dry cell, AAA, 2 pieces per blister pack | pack            |                      |     | 15    | 15 |       |     | 15   | 15 |      |     | 15   | 15 |     |     | 15  | 15 | 60             | 19.20  | 1,152.00        |              |
| 3 BATTERY, dry cell, D, 1.5 volts, alkaline         | pack            |                      |     | 15    | 15 |       |     | 15   | 15 |      |     | 15   | 15 |     |     | 15  | 15 | 60             | 91.94  | 5,516.40        |              |
| 4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)   | tube            |                      |     | 2     | 2  |       |     | 2    | 2  |      |     | 2    | 2  |     |     | 2   | 2  | 8              | 40.97  | 327.76          |              |
| 5 Ligth Bulb, LED, 7 watts 1 pc in individual box   | piece           |                      |     | 2     | 2  |       |     | 2    | 2  |      |     | 2    | 2  |     |     | 2   | 2  | 8              | 75.39  | 603.12          |              |
| 6 TAPE, ELECTRICAL, 18mm x 16M min                  | roll            |                      |     | 2     | 2  |       |     | 2    | 2  |      |     | 2    | 2  |     |     | 2   | 2  | 8              | 18.93  | 151.44          |              |
| COMMON OFFICE SUPPLIES                              |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                |        |                 |              |
| 1 ACETATE, thickness: 0.075mm min (gauge #3)        | roll            |                      |     | 1     | 1  |       |     | 1    | 1  |      |     | 1    | 1  |     |     | 1   | 1  | 4              | 766.73 | 3,066.92        |              |
| 2 AIR FRESHENER, aerosol, 280ml/150g min            | can             | 3                    | 3   | 3     | 9  | 3     | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36             | 88.69  | 3,192.84        |              |

| 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 |                 |              |
| 3 ALCOHOL, ethyl, 68% 70%, scented, 500ml (-5ml)       | bottle          | 8                    | 8   | 8     | 24 | 8     | 8   | 8    | 24 | 8    | 8   | 8    | 24 | 8   | 8   | 8   | 24 | 96             | 49.73           | 4,774.08     |
| 4 CARBON FILM, PE, black, size 210mm x 297mm           | box             |                      | 1   | 1     | 2  |       | 1   | 1    | 2  |      | 1   | 2    | 3  |     | 1   | 1   | 2  | 9              | 205.48          | 1,849.32     |
| 5 CARBON FILM, PE, black, size 216mm x 330mm           | box             |                      | 1   | 1     | 2  | 11    |     | 1    | 12 |      | 1   | 2    | 3  |     | 2   | 1   | 3  | 20             | 210.91          | 4,218.20     |
| 6 CARTOLINA, assorted colors                           | pack            | 1                    | 1   | 1     | 3  | 1     | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   | 1   | 3  | 12             | 67.06           | 804.72       |
| 7 CHALK, molded, white, dustless, length: 78mm min     | box             | 1                    | 1   | 1     | 3  | 1     | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   | 1   | 3  | 12             | 26.89           | 322.68       |
| 8 CLEARBOOK, 20 transparent pockets, for A4 size       | piece           | 3                    | 3   | 3     | 9  | 3     | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36             | 38.19           | 1,374.84     |
| 9 CLEARBOOK, 20 transparent pockets, for LEGAL size    | piece           | 3                    | 3   | 3     | 9  | 3     | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36             | 40.47           | 1,456.92     |
| 10 CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)    | box             | 8                    | 8   | 8     | 24 | 8     | 8   | 8    | 24 | 8    | 8   | 8    | 24 | 8   | 8   | 8   | 24 | 96             | 7.87            | 755.52       |
| 11 CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)    | box             | 8                    | 8   | 8     | 24 | 8     | 8   | 8    | 24 | 8    | 8   | 8    | 24 | 8   | 8   | 8   | 24 | 96             | 13.94           | 1,338.24     |
| 12 CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)    | box             | 8                    | 8   | 8     | 24 | 8     | 8   | 8    | 24 | 8    | 8   | 8    | 24 | 8   | 8   | 8   | 24 | 96             | 19.88           | 1,908.48     |
| 13 CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)    | box             | 8                    | 8   | 8     | 24 | 8     | 8   | 8    | 24 | 8    | 8   | 8    | 24 | 8   | 8   | 8   | 24 | 96             | 41.10           | 3,945.60     |
| 14 CORRECTION TAPE, film base type, UL 6m min          | piece           | 30                   | 30  | 30    | 90 | 30    | 30  | 30   | 90 | 30   | 30  | 30   | 90 | 30  | 30  | 30  | 90 | 360            | 18.26           | 6,573.60     |
| 15 DATA FILE BOX, made of chipboard, with closed ends  | box             | 8                    | 8   | 8     | 24 | 8     | 8   | 8    | 24 | 8    | 8   | 8    | 24 | 8   | 8   | 8   | 24 | 96             | 72.57           | 6,966.72     |
| 16 DATA FOLDER, made of chipboard, taglia lock         | piece           | 8                    | 8   | 8     | 24 | 8     | 8   | 8    | 24 | 8    | 8   | 8    | 24 | 8   | 8   | 8   | 24 | 96             | 71.39           | 6,853.44     |
| 17 ENVELOPE, DOCUMENTARY, for A4 size document         | box             |                      | 2   | 3     | 5  |       | 2   | 3    | 5  |      | 2   | 3    | 5  |     | 2   | 3   | 5  | 20             | 424.47          | 8,489.40     |
| 18 ENVELOPE, DOCUMENTARY, for legal size document      | box             |                      | 2   | 3     | 5  |       | 2   | 3    | 5  |      | 2   | 3    | 5  |     | 2   | 3   | 5  | 20             | 538.80          | 10,776.00    |
| 19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc | box             |                      | 1   | 1     | 2  |       | 1   | 1    | 2  |      | 1   | 1    | 2  |     | 1   | 1   | 2  | 8              | 667.84          | 5,342.72     |
| 20 ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min  | piece           |                      | 2   | 2     | 4  |       | 2   | 2    | 4  |      | 2   | 2    | 4  |     | 2   | 2   | 4  | 16             | 28.71           | 459.36       |
| 21 ENVELOPE, MAILING, white, 80gsm (-5%)               | box             |                      | 2   | 2     | 4  |       | 2   | 2    | 4  |      | 2   | 2    | 4  |     | 2   | 2   | 4  | 16             | 341.79          | 5,468.64     |
| 22 ENVELOPE, mailing, white, with window               | box             |                      |     | 1     | 1  |       |     | 1    | 1  |      |     | 1    | 1  |     |     | 1   | 1  | 4              | 427.23          | 1,708.92     |
| 23 ERASER, FELT, for blackboard/whiteboard             | piece           |                      |     | 2     | 2  |       |     | 2    | 2  |      |     | 2    | 2  |     |     | 2   | 2  | 8              | 11.55           | 92.40        |
| 24 ERASER, PLASTIC/RUBBER, for pencil draft/writing    | piece           | 5                    | 5   | 5     | 15 | 5     | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5   | 5   | 5   | 15 | 60             | 6.23            | 373.80       |
| 25 FASTENER, METAL, 70mm between prongs                | box             | 3                    | 3   | 3     | 9  | 3     | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36             | 59.37           | 2,137.32     |
| 26 FILE ORGANIZER, expanding, plastic, 12 pockets      | piece           | 3                    | 3   | 3     | 9  | 3     | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36             | 73.59           | 2,649.24     |



| 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 |                 |              |
| 27                    | FILE TAB DIVIDER, bristol board, for A4           | set             | 8                    | 8   | 8     | 24 | 8     | 8   | 8    | 24 | 8    | 8   | 8    | 24 | 8   | 8   | 8   | 24 | 96             | 12.98           | 1,246.08     |
| 28                    | FILE TAB DIVIDER, bristol board, for legal        | set             | 8                    | 8   | 8     | 24 | 8     | 8   | 8    | 24 | 8    | 8   | 8    | 24 | 8   | 8   | 8   | 24 | 96             | 17.31           | 1,661.76     |
| 29                    | FOLDER, FANCY, for A4 size documents              | bundle          | 1                    | 1   | 1     | 3  | 1     | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   | 1   | 3  | 12             | 258.50          | 3,102.00     |
| 30                    | FOLDER, FANCY, for legal size documents           | bundle          | 1                    | 1   | 1     | 3  | 1     | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   | 1   | 3  | 12             | 302.85          | 3,634.20     |
| 31                    | FOLDER, L-TYPE, PLASTIC, for A4 size documents    | pack            |                      | 3   | 3     | 6  |       | 3   | 3    | 6  |      | 3   | 3    | 6  |     | 3   | 3   | 6  | 24             | 177.92          | 4,270.08     |
| 32                    | FOLDER, L-TYPE, PLASTIC, for legal size documents | pack            |                      | 3   | 3     | 6  |       | 3   | 3    | 6  |      | 3   | 3    | 6  |     | 3   | 3   | 6  | 24             | 222.27          | 5,334.48     |
| 33                    | FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)    | box             |                      |     | 2     | 2  |       |     | 2    | 2  |      |     | 2    | 2  |     |     | 2   | 2  | 8              | 776.59          | 6,212.72     |
| 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  |      |     | 2    | 2  |     |     | 2   | 2  | 8              | 208.38          | 1,667.04     |
| 36                    | GLUE, all purpose, gross weight: 200 grams min    | jar             | 2                    | 2   | 2     | 6  | 2     | 2   | 2    | 6  | 2    | 2   | 2    | 6  | 2   | 2   | 2   | 6  | 24             | 49.73           | 1,193.52     |
| 37                    | INDEX TAB, self-adhesive, transparent             | box             | 1                    | 1   | 1     | 3  | 1     | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   | 1   | 3  | 12             | 53.74           | 644.88       |
| 38                    | LOOSELEAF COVER, made of chipboard, for legal     | bundle          |                      |     | 1     | 1  |       |     | 1    | 1  |      |     | 1    | 1  |     |     | 1   | 1  | 4              | 676.00          | 2,704.00     |
| 39                    | MAGAZINE FILE BOX, LARGE size, made of chipboard  | piece           | 3                    | 3   | 3     | 9  | 3     | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36             | 43.26           | 1,557.36     |
| 40                    | MARKER, FLUORESCENT, 3 assorted colors per set    | set             | 3                    | 3   | 3     | 9  | 3     | 3   | 3    | 9  | 3    | 3   | 3    | 9  | 3   | 3   | 3   | 9  | 36             | 36.97           | 1,330.92     |
| 41                    | MARKER, whiteboard, black, felt tip, bullet type  | piece           | 6                    | 6   | 6     | 18 | 6     | 6   | 6    | 18 | 6    | 6   | 6    | 18 | 6   | 6   | 6   | 18 | 72             | 10.69           | 769.68       |
| 42                    | MARKER, whiteboard, blue, felt tip, bullet type   | piece           | 6                    | 6   | 6     | 18 | 6     | 6   | 6    | 18 | 6    | 6   | 6    | 18 | 6   | 6   | 6   | 18 | 72             | 10.69           | 769.68       |
| 43                    | MARKER, whiteboard, red, felt tip, bullet type    | piece           | 6                    | 6   | 6     | 18 | 6     | 6   | 6    | 18 | 6    | 6   | 6    | 18 | 6   | 6   | 6   | 18 | 72             | 10.69           | 769.68       |
| 44                    | MARKER, PERMANENT, bullet type, black             | piece           | 6                    | 6   | 6     | 18 | 6     | 6   | 6    | 18 | 6    | 6   | 6    | 18 | 6   | 6   | 6   | 18 | 72             | 10.04           | 722.88       |
| 45                    | MARKER, PERMANENT, bullet type, blue              | piece           | 6                    | 6   | 6     | 18 | 6     | 6   | 6    | 18 | 6    | 6   | 6    | 18 | 6   | 6   | 6   | 18 | 72             | 10.04           | 722.88       |
| 46                    | MARKER, PERMANENT, bullet type, red               | piece           | 6                    | 6   | 6     | 18 | 6     | 6   | 6    | 18 | 6    | 6   | 6    | 18 | 6   | 6   | 6   | 18 | 72             | 10.04           | 722.88       |
| 47                    | NOTEBOOK, STENOGRAPHER, spiral, 40 leaves         | piece           |                      |     | 10    | 10 |       |     | 10   | 10 |      |     | 10   | 10 |     |     | 15  | 15 | 45             | 12.52           | 563.40       |
| 48                    | NOTE PAD, stick on, 50mm x 76mm (2" x 3") min     | pad             | 10                   | 10  | 10    | 30 | 10    | 10  | 10   | 30 | 10   | 10  | 10   | 30 | 10  | 10  | 10  | 30 | 120            | 32.45           | 3,894.00     |
| 49                    | NOTE PAD, stick on, 76mm x 76mm (3" x 3") min     | pad             | 10                   | 10  | 10    | 30 | 10    | 10  | 10   | 30 | 10   | 10  | 10   | 30 | 10  | 10  | 10  | 30 | 120            | 44.32           | 5,318.40     |
| 50                    | NOTE PAD, stick on, 76mm x 100mm (3" x 4") min    | pad             | 10                   | 10  | 10    | 30 | 10    | 10  | 10   | 30 | 10   | 10  | 10   | 30 | 10  | 10  | 10  | 30 | 120            | 59.49           | 7,138.80     |

| 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 |                 |              |
| 51                    | PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)     | pad             | 5                    | 5   | 5     | 15  | 5     | 5   | 5    | 15  | 5    | 5   | 5    | 15  | 5   | 5   | 5   | 15  | 60             | 18.99           | 1,139.40     |
| 52                    | PAPER CLIP, vinyl/plastic coat, length: 32mm min   | box             | 10                   | 10  | 10    | 30  | 10    | 10  | 10   | 30  | 10   | 10  | 10   | 30  | 10  | 10  | 10  | 30  | 120            | 6.91            | 829.20       |
| 53                    | PAPER CLIP, vinyl/plastic coat, length: 48mm min   | box             | 10                   | 10  | 10    | 30  | 10    | 10  | 10   | 30  | 10   | 10  | 10   | 30  | 10  | 10  | 10  | 30  | 120            | 14.04           | 1,684.80     |
| 54                    | PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm       | ream            | 20                   | 20  | 20    | 60  | 20    | 20  | 20   | 60  | 20   | 20  | 20   | 60  | 20  | 20  | 20  | 60  | 240            | 137.66          | 33,038.40    |
| 55                    | PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm       | ream            | 20                   | 20  | 20    | 60  | 20    | 20  | 20   | 60  | 20   | 20  | 20   | 60  | 20  | 20  | 20  | 60  | 240            | 160.94          | 38,625.60    |
| 56                    | PAPER, Multi-Purpose (COPY) A4, 70 gsm             | ream            | 40                   | 40  | 40    | 120 | 40    | 40  | 40   | 120 | 40   | 40  | 40   | 120 | 40  | 40  | 40  | 120 | 480            | 119.09          | 57,163.20    |
| 57                    | PAPER, Multi-Purpose (COPY) Legal, 70 gsm          | ream            | 15                   | 15  | 15    | 45  | 15    | 15  | 15   | 45  | 15   | 15  | 15   | 45  | 15  | 15  | 15  | 45  | 180            | 123.08          | 22,154.40    |
| 58                    | PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose | ream            | 3                    | 3   | 3     | 9   | 3     | 3   | 3    | 9   | 3    | 3   | 3    | 9   | 3   | 3   | 3   | 9   | 36             | 95.18           | 3,426.48     |
| 59                    | PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m  | roll            | 3                    | 3   | 3     | 9   | 3     | 3   | 3    | 9   | 3    | 3   | 3    | 9   | 3   | 3   | 3   | 9   | 36             | 34.29           | 1,234.44     |
| 60                    | PENCIL, lead, w/ eraser, wood cased, hardness: HB  | box             | 2                    | 2   | 2     | 6   | 2     | 2   | 2    | 6   | 2    | 2   | 2    | 6   | 2   | 2   | 2   | 6   | 24             | 20.40           | 489.60       |
| 61                    | PHILIPPINE NATIONAL FLAG, 100% polyester           | piece           |                      |     | 1     | 1   |       |     |      | 0   |      |     |      | 0   |     |     |     | 0   | 1              | 319.07          | 319.07       |
| 62                    | RECORD BOOK, 300 PAGES, size: 214mm x 278mm min    | book            | 5                    | 5   | 5     | 15  | 5     | 5   | 5    | 15  | 5    | 5   | 5    | 15  | 5   | 5   | 5   | 15  | 60             | 62.73           | 3,763.80     |
| 63                    | RECORD BOOK, 500 PAGES, size: 214mm x 278mm min    | book            | 5                    | 5   | 5     | 15  | 5     | 5   | 5    | 15  | 5    | 5   | 5    | 15  | 5   | 5   | 5   | 15  | 60             | 97.34           | 5,840.40     |
| 64                    | RING BINDER, 80 rings, plastic, 32mm x 1.12m       | bundle          | 1                    | 1   | 1     | 3   | 1     | 1   | 1    | 3   | 1    | 1   | 1    | 3   | 1   | 1   | 1   | 3   | 12             | 267.14          | 3,205.68     |
| 65                    | RUBBER BAND, 70mm min lay flat length (#18)        | box             | 5                    | 5   | 5     | 15  | 5     | 5   | 5    | 15  | 5    | 5   | 5    | 15  | 5   | 5   | 5   | 15  | 60             | 97.04           | 5,822.40     |
| 66                    | RULER, plastic, 450mm (18"), width: 38mm min       | piece           | 5                    | 5   | 5     | 15  | 5     | 5   | 5    | 15  | 5    | 5   | 5    | 15  | 5   | 5   | 5   | 15  | 60             | 16.10           | 966.00       |
| 67                    | SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip  | piece           | 30                   | 30  | 30    | 90  | 30    | 30  | 30   | 90  | 30   | 30  | 30   | 90  | 30  | 30  | 30  | 90  | 360            | 35.99           | 12,956.40    |
| 68                    | SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip   | piece           | 30                   | 30  | 30    | 90  | 30    | 30  | 30   | 90  | 30   | 30  | 30   | 90  | 30  | 30  | 30  | 90  | 360            | 35.99           | 12,956.40    |
| 69                    | SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip    | piece           | 10                   | 10  | 10    | 30  | 10    | 10  | 10   | 30  | 10   | 10  | 10   | 30  | 10  | 10  | 10  | 30  | 120            | 35.99           | 4,318.80     |
| 70                    | STAMP PAD INK, purple or violet                    | bottle          | 3                    | 3   | 3     | 9   | 3     | 3   | 3    | 9   | 3    | 3   | 3    | 9   | 3   | 3   | 3   | 9   | 36             | 25.62           | 922.32       |
| 71                    | STAMP PAD, FELT, bed dimension: 60mm x 100mm min   | piece           | 3                    | 3   | 3     | 9   | 3     | 3   | 3    | 9   | 3    | 3   | 3    | 9   | 3   | 3   | 3   | 9   | 36             | 28.77           | 1,035.72     |
| 72                    | STAPLE WIRE, for heavy duty staplers, (23/13)      | box             | 8                    | 8   | 8     | 24  | 8     | 8   | 8    | 24  | 8    | 8   | 8    | 24  | 8   | 8   | 8   | 24  | 96             | 21.51           | 2,064.96     |
| 73                    | STAPLE WIRE, STANDARD, (26/6)                      | box             | 8                    | 8   | 8     | 24  | 8     | 8   | 8    | 24  | 8    | 8   | 8    | 24  | 8   | 8   | 8   | 24  | 96             | 19.68           | 1,889.28     |
| 74                    | TAPE, MASKING, width: 24mm (±1mm)                  | roll            | 5                    | 5   | 5     | 15  | 5     | 5   | 5    | 15  | 5    | 5   | 5    | 15  | 5   | 5   | 5   | 15  | 60             | 57.32           | 3,439.20     |



| 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 |
| 75                         | TAPE, MASKING, width: 48mm (±1mm)                  | roll            | 5                    | 5   | 5     | 15 | 5     | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5   | 5   | 5   | 15 | 60              | 109.24       | 6,554.40       |
| 76                         | TAPE, PACKAGING, width: 48mm (±1mm)                | roll            | 5                    | 5   | 5     | 15 | 5     | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5   | 5   | 5   | 15 | 60              | 29.08        | 1,744.80       |
| 77                         | TAPE, TRANSPARENT, width: 24mm (±1mm)              | roll            | 5                    | 5   | 5     | 15 | 5     | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5   | 5   | 5   | 15 | 60              | 11.36        | 681.6          |
| 78                         | TAPE, TRANSPARENT, width: 48mm (±1mm)              | roll            | 5                    | 5   | 5     | 15 | 5     | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5   | 5   | 5   | 15 | 60              | 27.58        | 1,654.80       |
| 79                         | TOILET TISSUE PAPER 2-plys sheets, 150 pulls       | pack            | 10                   | 10  | 10    | 30 | 10    | 10  | 10   | 30 | 10   | 10  | 10   | 30 | 10  | 10  | 10  | 30 | 120             | 70.30        | 8,436.00       |
| 80                         | TWINE, plastic, one (1) kilo per roll              | roll            |                      |     | 1     | 1  |       |     | 1    | 1  |      |     | 1    | 1  |     |     | 1   | 1  | 4               | 51.92        | 207.68         |
| 81                         | WRAPPING PAPER, kraft, 65gsm (-5%)                 | pack            |                      |     | 1     | 1  |       |     | 1    | 1  |      |     | 1    | 1  |     |     | 1   | 1  | 4               | 133.99       | 535.96         |
| COMMON OFFICE DEVICES      |                                                    |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                 |              |                |
| 1                          | CUTTER BLADE, for heavy duty cutter                | tube            |                      |     | 1     | 1  |       |     | 1    | 1  |      |     | 1    | 1  |     |     | 1   | 1  | 4               | 10.22        | 40.88          |
| 2                          | CUTTER KNIFE, for general purpose                  | piece           |                      |     | 2     | 2  |       |     | 2    | 2  |      |     | 2    | 2  |     |     | 2   | 2  | 8               | 20.55        | 164.40         |
| 3                          | DATING AND STAMPING MACHINE, heavy duty            | piece           |                      |     | 1     | 1  |       |     | 1    | 1  |      |     |      | 0  |     |     |     | 0  | 2               | 497.52       | 995.04         |
| 4                          | PENCIL SHARPENER, manual, single cutter head       | piece           |                      |     | 3     | 3  |       |     | 3    | 3  |      |     | 3    | 3  |     |     | 3   | 3  | 12              | 194.69       | 2,336.28       |
| 5                          | PUNCHER, paper, heavy duty, with two hole guide    | piece           |                      |     | 5     | 5  |       |     | 5    | 5  |      |     | 5    | 5  |     |     | 5   | 5  | 20              | 123.42       | 2,468.40       |
| 6                          | SCISSORS, symmetrical, blade length: 65mm min      | pair            |                      |     | 10    | 10 |       |     | 10   | 10 |      |     | 10   | 10 |     |     | 10  | 10 | 40              | 14.28        | 571.20         |
| 7                          | STAPLER, STANDARD TYPE, load cap: 200 staples min  | piece           |                      |     | 8     | 8  |       |     | 8    | 8  |      |     | 8    | 8  |     |     | 8   | 8  | 32              | 85.45        | 2,734.40       |
| 8                          | STAPLER, BINDER TYPE, heavy duty, desktop          | piece           |                      |     | 1     | 1  |       |     | 1    | 1  |      |     | 1    | 1  |     |     | 1   | 1  | 4               | 913.95       | 3,655.80       |
| 9                          | STAPLE REMOVER, PLIER-TYPE                         | piece           | 5                    | 5   | 5     | 15 | 5     | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5   | 5   | 5   | 15 | 60              | 18.91        | 1,134.60       |
| 10                         | TAPE DISPENSER, TABLE TOP, for 24mm width tape     | piece           |                      |     | 6     | 6  |       |     | 6    | 6  |      |     | 6    | 6  |     |     | 6   | 6  | 24              | 51.57        | 1,237.68       |
| 11                         | WASTEBASKET, non-rigid plastic                     | piece           |                      |     | 6     | 6  |       |     | 6    | 6  |      |     | 6    | 6  |     |     | 6   | 6  | 24              | 25.96        | 623.04         |
| COMMON JANITORIAL SUPPLIES |                                                    |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                 |              |                |
| 1                          | BROOM, soft (tambo)                                | piece           | 2                    | 2   | 2     | 6  | 2     | 2   | 2    | 6  | 2    | 2   | 2    | 6  | 2   | 2   | 2   | 6  | 24              | 91.94        | 2,206.56       |
| 2                          | BROOM, STICK (TING-TING), usable length: 760mm min | piece           |                      |     | 2     | 2  |       |     | 2    | 2  |      |     | 2    | 2  |     |     | 2   | 2  | 8               | 24.88        | 199.04         |
| 3                          | CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap   | bottle          | 5                    | 5   | 5     | 15 | 5     | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5   | 5   | 5   | 15 | 60              | 43.26        | 2,595.60       |
| 4                          | CLEANSER, SCOURING POWDER, 350g min./can           | can             | 5                    | 5   | 5     | 15 | 5     | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5   | 5   | 5   | 15 | 60              | 24.88        | 1,492.80       |

| 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 |                 |              |
| 5 DETERGENT POWDER, all purpose, 1kg                  | pouch           | 5                    | 5   | 5     | 15 | 5     | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5   | 5   | 5   | 15 | 60             | 38.93           | 2,335.80     |
| 6 DISINFECTANT SPRAY, aerosol type, 400-550 grams     | can             | 5                    | 5   | 5     | 15 | 5     | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5   | 5   | 5   | 15 | 60             | 125.20          | 7,512.00     |
| 7 DUST PAN, non-rigid plastic, w/ detachable handle   | piece           | 2                    | 2   | 2     | 6  | 2     | 2   | 2    | 6  | 2    | 2   | 2    | 6  | 2   | 2   | 2   | 6  | 24             | 28.12           | 674.88       |
| 8 FLOOR WAX, PASTE, RED                               | can             |                      |     | 2     | 2  |       |     | 2    | 2  |      |     | 2    | 2  |     |     | 2   | 2  | 8              | 280.13          | 2,241.04     |
| 9 FURNITURE CLEANER, aerosol type, 300ml min per can  | can             | 5                    | 5   | 5     | 15 | 5     | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5   | 5   | 5   | 15 | 60             | 90.85           | 5,451.00     |
| 10 INSECTICIDE, aerosol type, net content: 600ml min  | can             | 5                    | 5   | 5     | 15 | 5     | 5   | 6    | 16 | 5    | 5   |      | 10 | 5   | 5   | 5   | 15 | 56             | 142.77          | 7,995.12     |
| 11 MOP BUCKET, heavy duty, hard plastic               | piece           |                      |     | 1     | 1  |       |     | 1    | 1  |      |     | 1    | 1  |     |     | 1   | 1  | 4              | 1,987.44        | 7,949.76     |
| 12 MOPHANDLE, heavy duty, aluminum, screw type        | piece           | 1                    | 1   | 1     | 3  | 1     | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   | 1   | 3  | 12             | 148.18          | 1,778.16     |
| 13 MOPHEAD, made of rayon, weight: 400 grams min      | piece           | 1                    | 1   | 1     | 3  | 1     | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   | 1   | 3  | 12             | 110.32          | 1,323.84     |
| 14 RAGS, all cotton, 32 pieces per kilogram min       | bundle          | 8                    | 8   | 8     | 24 | 8     | 8   | 8    | 24 | 8    | 8   | 8    | 24 | 8   | 8   | 8   | 24 | 96             | 51.68           | 4,961.28     |
| 15 SCOURING PAD, made of synthetic nylon, 140 x 220mm | pack            | 5                    | 5   | 5     | 15 | 5     | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5   | 5   | 5   | 15 | 60             | 107.08          | 6,424.80     |
| 16 TRASHBAG, plastic, transparent                     | roll            | 5                    | 5   | 5     | 15 | 5     | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5   | 5   | 5   | 15 | 60             | 145.48          | 8,728.80     |
| 17 DETERGENT BAR, 140 grams as packed                 | bar             | 5                    | 5   | 5     | 15 | 5     | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5   | 5   | 5   | 15 | 60             | 7.57            | 454.20       |
| COMMON OFFICE EQUIPMENT                               |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                |                 |              |
| 1 BINDING AND PUNCHING MACHINE, binding cap: 50mm     | unit            |                      |     |       | 0  |       |     | 1    | 1  |      |     |      | 0  |     |     |     | 0  | 1              | 10,816.00       | 10,816.00    |
| 2 CALCULATOR, compact, 12 digits                      | unit            |                      |     | 5     | 5  |       |     | 5    | 5  |      |     | 5    | 5  |     |     | 5   | 5  | 20             | 140.61          | 2,812.20     |
| 3 CHAIR, monobloc, beige, with backrest, w/o armrest  | piece           |                      |     |       | 0  |       |     | 10   | 10 |      |     |      | 0  |     |     |     | 0  | 10             | 273.10          | 2,731.00     |
| 4 CHAIR, monobloc, white, with backrest, w/o armrest  | piece           |                      |     |       | 0  |       |     | 10   | 10 |      |     |      | 0  |     |     |     | 0  | 10             | 273.10          | 2,731.00     |
| 5 DIGITAL VOICE RECORDER, memory: 4GB (expandable)    | unit            |                      |     |       | 0  |       |     | 1    | 1  |      |     |      | 0  |     |     |     | 0  | 1              | 6,828.14        | 6,828.14     |
| 6 DOCUMENT CAMERA, 3.2M pixels                        | unit            |                      |     |       | 0  |       |     | 1    | 1  |      |     |      | 0  |     |     |     | 0  | 1              | 26,391.04       | 26,391.04    |
| 7 ELECTRIC FAN, INDUSTRIAL, ground type, metal blade  | unit            |                      |     |       | 0  |       |     | 2    | 2  |      |     |      | 0  |     |     |     | 0  | 2              | 1,091.33        | 2,182.66     |
| 8 ELECTRIC FAN, ORBIT type, ceiling, metal blade      | unit            |                      |     |       | 0  |       |     | 2    | 2  |      |     |      | 0  |     |     |     | 0  | 2              | 1,372.55        | 2,745.10     |
| 9 ELECTRIC FAN, STAND type, plastic blade             | unit            |                      |     |       | 0  |       |     | 2    | 2  |      |     |      | 0  |     |     |     | 0  | 2              | 1,046.65        | 2,093.30     |
| 10 ELECTRIC FAN, WALL type, plastic blade             | unit            |                      |     |       | 0  |       |     | 2    | 2  |      |     |      | 0  |     |     |     | 0  | 2              | 782.00          | 1,564.00     |



| 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 |
| 11                       | FACSIMILE MACHINE, uses thermal paper              | unit            |                      |     |       | 0  |       |     | 2    | 2  |      |     | 0    |    |     |     | 0   | 2  | 3,642.83        | 7,285.66     |                |
| 12                       | FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs            | unit            |                      |     |       | 0  |       |     | 6    | 6  |      |     | 0    |    |     |     | 0   | 6  | 1,123.78        | 6,742.68     |                |
| 13                       | FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs           | unit            |                      |     |       | 0  |       |     | 6    | 6  |      |     | 0    |    |     |     | 0   | 6  | 5,191.68        | 31,150.08    |                |
| 14                       | MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens         | unit            |                      |     |       | 0  |       |     | 1    | 1  |      |     | 0    |    |     |     | 0   | 1  | 27,542.94       | 27,542.94    |                |
| 15                       | PAPER TRIMMER/CUTTING MACHINE, max paper size: B4  | unit            |                      |     |       | 0  |       |     | 1    | 1  |      |     | 0    |    |     |     | 0   | 1  | 8,411.60        | 8,411.60     |                |
| 16                       | PAPER SHREDDER, cutting width: 3mm-4mm             | unit            |                      |     |       | 0  |       |     | 1    | 1  |      |     | 0    |    |     |     | 0   | 1  | 5,927.17        | 5,927.17     |                |
| 17                       | PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column    | unit            |                      |     |       | 0  |       |     | 1    | 1  |      |     | 0    |    |     |     | 0   | 1  | 19,457.98       | 19,457.98    |                |
| 18                       | PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns     | unit            |                      |     |       | 0  |       |     | 1    | 1  |      |     | 0    |    |     |     | 0   | 1  | 6,064.78        | 6,064.78     |                |
| 19                       | PRINTER, LASER, monochrome, network-ready          | unit            |                      |     |       | 0  |       |     | 1    | 1  |      |     | 0    |    |     |     | 0   | 1  | 744.14          | 744.14       |                |
| 20                       | TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min | unit            |                      |     | 2     | 2  |       |     | 2    | 2  |      |     | 2    | 2  |     |     | 2   | 2  | 8               | 1,379.04     | 11,032.32      |
| 21                       | TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min | unit            |                      |     | 1     | 1  |       |     | 1    | 1  |      |     | 1    | 1  |     |     | 1   | 1  | 4               | 1,379.04     | 5,516.16       |
| 22                       | Desktop Computer, branded                          | unit            |                      |     |       | 0  |       |     |      | 0  |      |     | 0    |    |     |     | 0   | 0  | 35,887.49       | -            |                |
| 23                       | Laptop Computer, branded                           | unit            |                      |     |       | 0  |       |     |      | 0  |      |     | 0    |    |     |     | 0   | 0  | 36,587.28       | -            |                |
| COMMON COMPUTER SUPPLIES |                                                    |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                 |              |                |
| 1                        | CONTINUOUS FORM, 1 PLY, 280 x 241mm                | box             |                      |     |       | 0  |       |     | 1    | 1  |      |     | 0    |    |     |     | 0   | 1  | 709.53          | 709.53       |                |
| 2                        | CONTINUOUS FORM, 1 PLY, 280 x 378mm                | box             |                      |     |       | 0  |       |     | 1    | 1  |      |     | 0    |    |     |     | 0   | 1  | 1,070.78        | 1,070.78     |                |
| 3                        | CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless  | box             |                      |     |       | 0  |       |     | 1    | 1  |      |     | 0    |    |     |     | 0   | 1  | 796.06          | 796.06       |                |
| 4                        | CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless    | box             |                      |     |       | 0  |       |     | 1    | 1  |      |     | 0    |    |     |     | 0   | 1  | 1,352.00        | 1,352.00     |                |
| 5                        | CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless    | box             |                      |     |       | 0  |       |     | 1    | 1  |      |     | 0    |    |     |     | 0   | 1  | 620.67          | 620.67       |                |
| 6                        | CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless    | box             |                      |     |       | 0  |       |     | 1    | 1  |      |     | 0    |    |     |     | 0   | 1  | 1,076.19        | 1,076.19     |                |
| 7                        | DVD REWRITABLE, speed: 4x min, 4.7GB capacity min  | piece           |                      |     | 10    | 10 |       |     | 10   | 10 |      |     | 10   | 10 |     |     | 10  | 10 | 40              | 22.66        | 906.40         |
| 8                        | EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0         | piece           |                      |     | 2     | 2  |       |     | 3    | 3  |      |     | 2    | 2  |     |     | 3   | 3  | 10              | 3,152.86     | 31,528.60      |
| 9                        | FLASH DRIVE, 16 GB capacity                        | piece           |                      | 5   | 5     | 10 | 5     | 5   | 5    | 15 |      | 5   | 5    | 10 |     | 5   | 5   | 10 | 45              | 261.75       | 11,778.75      |
| 10                       | MOUSE, optical, USB connection type                | unit            |                      |     | 5     | 5  |       |     | 5    | 5  |      | 5   | 5    |    |     | 5   | 5   | 20 | 140.39          | 2,807.80     |                |

| 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 |                 |              |
| HANDBOOK ON PROCUREMENT                                                                                              |                                                                                                                               |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                |                 |              |
| 1                                                                                                                    | HANDBOOK (RA 9184), 7th Edition                                                                                               | piece           |                      |     | 2     | 2  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 2              | 48.13           | 96.26        |
| CONSUMABLES                                                                                                          |                                                                                                                               |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                |                 |              |
| 1                                                                                                                    | DRUM CART, BROTHER DR-3455                                                                                                    | cart            |                      |     |       | 0  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 0              | 7,138.56        | -            |
| 2                                                                                                                    | INK CART, CANON CL-741, Col.                                                                                                  | cart            |                      |     |       | 0  |       |     | 5    | 5  |      |     |      | 0  |     |     |     | 0  | 5              | 1,041.58        | 5,207.90     |
| 3                                                                                                                    | INK CART, CANON CL-811, Colored                                                                                               | cart            |                      |     |       | 0  |       |     | 5    | 5  |      |     |      | 0  |     |     |     | 0  | 5              | 1,070.78        | 5,353.90     |
| 4                                                                                                                    | INK CART, CANON PG-740, Black                                                                                                 | cart            |                      |     |       | 0  |       |     | 5    | 5  |      |     |      | 0  |     |     |     | 0  | 5              | 784.16          | 3,920.80     |
| 5                                                                                                                    | INK CART, CANON PG-810, Black                                                                                                 | cart            |                      |     |       | 0  |       |     | 5    | 5  |      |     |      | 0  |     |     |     | 0  | 5              | 811.20          | 4,056.00     |
| 6                                                                                                                    | INK CART, EPSON C13T664100 (T6641), Black                                                                                     | cart            |                      |     |       | 0  |       |     | 5    | 5  |      |     |      | 0  |     |     |     | 0  | 5              | 264.99          | 1,324.95     |
| 7                                                                                                                    | INK CART, EPSON C13T664200 (T6642), Cyan                                                                                      | cart            |                      |     |       | 0  |       |     | 5    | 5  |      |     |      | 0  |     |     |     | 0  | 5              | 264.99          | 1,324.95     |
| 8                                                                                                                    | INK CART, EPSON C13T664300 (T6643), Magenta                                                                                   | cart            |                      |     |       | 0  |       |     | 5    | 5  |      |     |      | 0  |     |     |     | 0  | 5              | 264.99          | 1,324.95     |
| 9                                                                                                                    | INK CART, EPSON C13T664400 (T6644), Yellow                                                                                    | cart            |                      |     |       | 0  |       |     | 5    | 5  |      |     |      | 0  |     |     |     | 0  | 5              | 264.99          | 1,324.95     |
| B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) |                                                                                                                               |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                |                 |              |
| Office Equipment and Accessories                                                                                     |                                                                                                                               |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                |                 |              |
| 1                                                                                                                    | LASER POINTER, PEN TYPE, metal, for presentation, green and red color, 50mW laser power beam light, continuous light, single- | piece           |                      |     |       | 0  |       |     | 5    | 5  |      |     |      | 0  |     |     |     | 0  | 5              | 550.04          | 2,750.20     |
| 2                                                                                                                    | AIRPOT, 4.0 liters, w/ dispenser                                                                                              | unit            |                      |     |       | 0  |       |     | 3    | 3  |      |     |      | 0  |     |     |     | 0  | 3              | 1,400.00        | 4,200.00     |
| Office Supplies                                                                                                      |                                                                                                                               |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                |                 |              |
| 1                                                                                                                    | BALLPEN                                                                                                                       | box             | 1                    | 1   | 1     | 3  | 1     | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   | 1   | 3  | 12             | 150.00          | 1,800.00     |
| 2                                                                                                                    | TRODAT INK                                                                                                                    | piece           | 1                    | 1   | 1     | 3  | 1     | 1   | 1    | 3  | 1    | 1   | 1    | 3  | 1   | 1   | 1   | 3  | 12             | 150.00          | 1,800.00     |
| Audio and visual presentation and composing equipment                                                                |                                                                                                                               |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                |                 |              |
| 1                                                                                                                    | Presenter                                                                                                                     | piece           |                      |     | 3     | 3  |       |     | 3    | 3  |      |     | 3    | 3  |     |     | 3   | 3  | 12             | 500.00          | 6,000.00     |
| Photographic or filming or video equipment                                                                           |                                                                                                                               |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                |                 |              |
| 1                                                                                                                    | Tripod (camera)                                                                                                               | piece           |                      |     | 1     | 1  |       |     | 1    | 1  |      |     | 1    | 1  |     |     | 1   | 1  | 4              | 2,500.00        | 10,000.00    |
| 2                                                                                                                    | Video Camera                                                                                                                  | piece           |                      |     |       | 0  |       |     | 1    | 1  |      |     | 0    |    |     |     |     | 0  | 1              | 30,000.00       | 30,000.00    |





| 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 |
| 1                                                                     | DVD RECORDABLE, 16x speed, 4-7GB capacity | piece           | 5                    | 5   | 5     | 15 | 5     | 5   | 5    | 15 | 5    | 5   | 5    | 15 | 5   | 5   | 5   | 15 | 60              | 15.00        | 900.00         |
| 2                                                                     | RJ 45                                     | piece           | 20                   | 20  | 20    | 60 | 20    | 20  | 20   | 60 | 20   | 20  | 20   | 60 | 20  | 20  | 20  | 60 | 240             | 10.00        | 2,400.00       |
| 3                                                                     | UTP CABLE                                 | box             |                      |     | 1     | 1  |       |     |      | 0  |      |     |      | 0  |     |     |     | 0  | 1               | 6,500.00     | 6,500.00       |
| Computer Equipment and Accessories                                    |                                           |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                 |              |                |
| 1                                                                     | External DVD                              | PC              |                      |     | 3     | 3  |       |     | 3    | 3  |      |     | 3    | 3  |     |     |     | 0  | 9               | 1,350.00     | 12,150.00      |
| 2                                                                     | SPEAKER                                   | SET             |                      |     | 1     | 1  |       |     | 1    | 1  |      |     | 1    | 1  |     |     |     | 0  | 3               | 2,000.00     | 6,000.00       |
| 3                                                                     | WIRELESS STICK                            | PIECE           |                      |     | 1     | 1  |       |     | 1    | 1  |      |     | 1    | 1  |     |     |     | 0  | 3               | 850.00       | 2,550.00       |
| 4                                                                     | KEYBOARD                                  | PIECE           |                      |     | 3     | 3  |       |     | 3    | 3  |      |     | 3    | 3  |     |     | 3   | 3  | 12              | 279.97       | 3,359.60       |
| *Other Categories                                                     |                                           |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                 |              |                |
| 1                                                                     | FLOOR MAT CAR                             | SET             |                      |     |       | 0  |       |     | 2    | 2  |      |     |      | 0  |     |     |     | 0  | 2               | 3,500.00     | 7,000.00       |
| 2                                                                     | SEAT COVER                                | SET             |                      |     |       | 0  |       |     | 2    | 2  |      |     |      | 0  |     |     |     | 0  | 2               | 5,000.00     | 10,000.00      |
| CAPITAL OUTLAY                                                        |                                           |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                 |              |                |
| 1                                                                     | Desktop Computers                         | SET             |                      |     |       | 0  |       |     | 2    | 2  |      |     |      | 0  |     |     |     | 0  | 2               | 50,000.00    | 100,000.00     |
| 2                                                                     | Laptop                                    | PIECE           |                      |     |       | 0  |       |     | 5    | 5  |      |     |      | 0  |     |     |     | 0  | 5               | 40,000.00    | 200,000.00     |
| 3                                                                     | Split type Aircon                         | SET             |                      |     |       | 0  |       |     | 3    | 3  |      |     |      | 0  |     |     |     | 0  | 3               | 75,000.00    | 225,000.00     |
| 4                                                                     | Generator                                 | PIECE           |                      |     |       | 0  |       |     | 1    | 1  |      |     |      | 0  |     |     |     | 0  | 1               | 40,000.00    | 40,000.00      |
| 5                                                                     | Heavy Duty Photocopier                    | PIECE           |                      |     |       | 0  |       |     | 1    | 1  |      |     |      | 0  |     |     |     | 0  | 1               | 100,000.00   | 100,000.00     |
| 6                                                                     | Server                                    | PIECE           |                      |     |       | 0  |       |     | 1    | 1  |      |     |      | 0  |     |     |     | 0  | 1               | 55,000.00    | 55,000.00      |
|                                                                       |                                           |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                 |              |                |
| C. TOTAL (A + B):                                                     |                                           |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                 | P            | 1,667,400.18   |
| D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)                  |                                           |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                 | P            | 166,740.02     |
| E. GRAND TOTAL (C + D)                                                |                                           |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                 | P            | 1,834,140.20   |
| F. APPROVED BUDGET BY THE AGENCY HEAD<br><i>In Figures and Words:</i> |                                           |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                 |              |                |
| G. MONTHLY CASH REQUIREMENTS                                          |                                           |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                 |              |                |



| 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 |                 |              |
| C-1 Available at Procurement Service Stores                                    |                 |                      |     | 132,972.97 |    |       |     | 340,144.02   |    |      |     |      | 131,762.66 |     |     |     | 135,486.49 |                | P               | 740,366.14   |
| C-2 Other Items not available at PS but regularly purchased from other sources |                 |                      |     | 42,233.46  |    |       |     | 813,983.66   |    |      |     |      | 35,733.46  |     |     |     | 35,083.46  |                | P               | 927,034.04   |
| TOTAL MONTHLY CASH REQUIREMENTS                                                |                 |                      |     | 175,206.43 |    |       |     | 1,154,127.68 |    |      |     |      | 167,496.12 |     |     |     | 170,569.95 |                | P               | 1,667,400.18 |

\*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:

Certified Funds Available / Certified  
Appropriate Funds Available:

Approved by:

RACHEL P. MOLINO  
Property/Supply Officer

HAROLD U. DOLORES  
Accountant / Local Budget Officer

JULIA F. FABIAN  
Head of Office/Agency

Date: 2/15/2018