

**ANNUAL PROCUREMENT PLAN FOR 2020
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 2020 must be submitted on or before **November 30, 2019**.
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/ 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: N057

Contact Person: VERUSCKHA ARDEL G. MALING
 Position: AA II
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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

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
2 AIR FRESHENER, aerosol, 280ml/150g min	can	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	88.69	4,257.12	
3 ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	49.73	7,161.12	
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	35	35	35	105	35	35	35	105	35	35	35	105	35	35	35	105	420	18.26	7,669.20	
15 DATA FILE BOX, made of chipboard, with closed ends	box	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	72.57	10,450.08	
16 DATA FOLDER, made of chipboard, taglia lock	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	71.39	10,280.16	
17 ENVELOPE, DOCUMENTARY, for A4 size document	box		3	3	6		3	3	6		3	3	6		3	3	6	24	424.47	10,187.28	
18 ENVELOPE, DOCUMENTARY, for legal size document	box		3	3	6		3	3	6		3	3	6		3	3	6	24	538.80	12,931.20	
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		3	3	6		3	3	6		3	3	6		3	3	6	24	341.79	8,202.96	
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	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	

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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	
27 FILE TAB DIVIDER, bristol board, for A4	set	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	12.98	1,869.12	
28 FILE TAB DIVIDER, bristol board, for legal	set	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	17.31	2,492.64	
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			5	5			5	5			5	5			5	5	20	226.05	4,521.00	
35 FOLDER, TAGBOARD, for legal size documents	pack			5	5			5	5			5	5			5	5	20	208.38	4,167.60	
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	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	36.97	5,323.68	
41 MARKER, whiteboard, black, felt tip, bullet type	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	10.69	1,539.36	
42 MARKER, whiteboard, blue, felt tip, bullet type	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	10.69	1,539.36	
43 MARKER, whiteboard, red, felt tip, bullet type	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	10.69	1,539.36	
44 MARKER, PERMANENT, bullet type, black	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	10.04	1,445.76	
45 MARKER, PERMANENT, bullet type, blue	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	10.04	1,445.76	
46 MARKER, PERMANENT, bullet type, red	piece	12	6	6	24	12	6	6	24	6	6	6	18	6	6	6	18	84	10.04	843.36	
47 NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece			10	10			10	10			10	10			15	15	45	12.52	563.40	

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
48 NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	32.45	4,672.80	
49 NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	44.32	6,382.08	
50 NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	59.49	8,566.56	
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	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	6.91	995.04	
53 PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	14.04	2,021.76	
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288	137.66	39,646.08	
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288	160.94	46,350.72	
56 PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	42	42	42	126	42	42	42	126	42	42	42	126	42	42	42	126	504	119.09	60,021.36	
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	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	95.18	5,710.80	
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	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	97.04	6,986.88	
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	40	40	40	120	40	40	40	120	40	40	40	120	40	40	40	120	480	35.99	17,275.20	
68 SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	36	36	36	108	36	36	36	108	36	36	36	108	36	36	36	108	432	35.99	15,547.68	
69 SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	35.99	5,182.56	
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	

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		
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
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	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	11.36	817.92
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			3	3			3	3								0	6	497.52	2,985.12
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

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
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	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	43.26	3,114.72
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
5	DETERGENT POWDER, all purpose, 1kg	pouch	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	38.93	2,802.96
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	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	90.85	6,541.20
10	INSECTICIDE, aerosol type, net content: 600ml min	can	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	142.77	10,279.44
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	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288	51.68	14,883.84
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	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	145.48	20,949.12
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

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 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			5	5				0				0	5	1,046.65	5,233.25
10 ELECTRIC FAN, WALL type, plastic blade	unit				0			2	2				0				0	2	782.00	1,564.00
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			2	2				0				0	2	6,064.78	12,129.56
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	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	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

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			
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		10	5	15	5	5	5	15			5	5	10		5	5	10	50		261.75	13,087.50	
10	MOUSE, optical, USB connection type	unit			5	5			5	5						5	5			5	5	20	140.39	2,807.80
HANDBOOK ON PROCUREMENT																								
1	HANDBOOK (RA 9184), 7th Edition	piece			1	1											0			0	1	48.13	48.13	
CONSUMABLES																								
1	DRUM CART, BROTHER DR-3455	cart				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	

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		
Office Supplies																					
1	BALLPEN	box	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	150.00	3,600.00
2	TRODAT INK	piece	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	150.00	3,600.00
3	CONFERENCE TABLE	PIECE				0			1	1				0				0	1	15,000.00	15,000.00
4	CONFERENCE CHAIRS	PIECE				0			8	8				0				0	8	4,000.00	32,000.00
5	OFFICE CHAIR	PIECE				0			10	10				0				0	10	3,500.00	35,000.00
6	OFFICE TABLE	piece				0			10	10				0				0	10	5,000.00	50,000.00
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
Cleaning Equipment and Supplies																					
1	PAIL	PCS			6	6			6	6			6	6			6	6	24	250.00	6,000.00
2	FAUCET	PCS			6	6			6	6			6	6			6	6	24	385.00	9,240.00
3	GARDEN HOSE	METER			2	2			2	2			2	2			2	2	8	35.00	280.00
4	SCRUBBING PAD CAR KANEBO	PIECE			6	6			6	6			6	6			6	6	24	185.00	4,440.00
5	CAR SOAP	BOTTLES			6	6			6	6			6	6			6	6	24	250.00	6,000.00
6	FAUCET FILTER	PIECE			6	6			6	6			6	6			6	6	24	35.00	840.00
7	HANDSOAP LIQUID	BOTTLE			8	8			8	8			8	8			8	8	32	285.00	9,120.00
8	CAR FRESHNER	PCS			12	12			12	12			12	12			12	12	48	250.00	12,000.00
9	DISHWASHING LIQUID	BOTTLES			12	12			12	12			12	12			12	12	48	275.00	13,200.00
Paper Materials and Products																					

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 PAPER, bond, Premium Grade	ream	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	102.86	9,874.56
2 PAPER, mimeograph, Whitewove	ream	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	112.84	6,770.40
3 STATIONARY WITH LOGO LONG	REAM				0	2			2				0	2			2	4	2,150.00	8,600.00
4 STATIONARY WITH LOGO SHORT	REAM	1			1	1			1	1			1	1			2	5	1,950.00	9,750.00
Lighting and fixtures and accessories																				
1 BALLAST, 18 watts				3	3			3	3			3	3			3	3	12	68.54	822.48
2 FLUORESCENT LIGHTING FIXTURE, 1 x 20W				3	3			3	3			3	3			3	3	12	315.00	3,780.00
3 FLUORESCENT LIGHTING FIXTURE, 1 x 40W				3	3			3	3			3	3			3	3	12	369.00	4,428.00
Electrical equipment and components and supplies																				
1 FUSE, 30 amperes	piece			5	5			5	5			5	5			5	5	20	13.48	269.60
2 FUSE, 60 amperes	piece			5	5			5	5			5	5			5	5	20	26.96	539.20
3 STARTER, 4-40 watts	piece			5	5			5	5			5	5			5	5	20	3.50	70.00
Computer Supplies																				
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

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
2 SEAT COVER	SET				0			2	2				0				0	2	5,000.00	10,000.00
CAPITAL OUTLAY																				
1 Desktop Computers	SET				0			3	3				0				0	3	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 VAULT	PIECE				0			1	1				0				0	1	65,000.00	65,000.00
C. TOTAL (A + B):																			₱	1,923,261.77
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			₱	192,326.18
E. GRAND TOTAL (C + D)																			₱	2,115,587.95
F. APPROVED BUDGET BY THE AGENCY HEAD																				
In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores				157,967.52				372,939.91					155,155.16					158,165.14	₱	844,227.73
G.2 Other Items not available at PS but regularly purchased from other sources				44,733.46				1,008,483.66					38,233.46					37,583.46	₱	1,129,034.04
TOTAL MONTHLY CASH REQUIREMENTS				202,700.98				1,381,423.57					193,388.62					195,748.60	₱	1,973,261.77

*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.

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		

Prepared by:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:



 VERUSCKHA ARDEL G. MALING
 Property/Supply Officer


 HAROLD L. DOLORES
 Accountant / Local Budget Officer



 ALLAN A. GNACIO
 Head of Office/Agency