

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 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/Office: _____	Agency Account Code: _____	Contact Person: _____
Region: _____		Position: _____
Address: _____		E-mail : _____
		Telephone/Mobile Nos: _____

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	4			4	3			3	4			4	3			3	14	20.28	283.92	
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	4			4	3			3	4			4	3			3	14	19.20	268.80	
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-	
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	25			25	20			20	25			25	20			20	90	40.97	3,687.30	
5 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece	25			25				0	25			25				0	50	75.39	3,769.50	
6 TAPE, ELECTRICAL, 18mm x 16M min	roll	5			5	3			3	5			5	3			3	16	18.93	302.88	
COMMON OFFICE SUPPLIES																					
1 ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				0				0				0	0	766.73	-	
2 AIR FRESHENER, aerosol, 280ml/150g min	can	30			30	30			30	30			30	30			30	120	88.69	10,642.80	
3 ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	50			50	50			50	50			50	50			50	200	49.73	9,946.00	
4 CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0				0	0	205.48	-	

5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0				0	0	210.91	-
6	CARTOLINA, assorted colors	pack				0				0				0				0	0	67.06	-
7	CHALK, molded, white, dustless, length: 78mm min	box				0				0				0				0	0	26.89	-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	10			10				0				0				0	10	38.19	381.90
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	10			10				0				0				0	10	40.47	404.70
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	25			25	25			25	25			25	25			25	100	7.87	787.00
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	15			15	15			15	15			15	15			15	60	13.94	836.40
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	15			15	15			15	15			15	15			15	60	19.88	1,192.80
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	15			15	15			15	15			15	15			15	60	41.10	2,466.00
14	CORRECTION TAPE, film base type, UL 6m min	piece	150			150	50			50	150			150	50			50	400	18.26	7,304.00
15	DATA FILE BOX, made of chipboard, with closed ends	box	15			15				0	15			15				0	30	72.57	2,177.10
16	DATA FOLDER, made of chipboard, taglia lock	piece	50			50	50			50	50			50	50			50	200	71.39	14,278.00
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	3			3				0	3			3				0	6	424.47	2,546.82
18	ENVELOPE, DOCUMENTARY, for legal size document	box	5			5				0	5			5				0	10	538.80	5,388.00
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box				0				0				0				0	0	667.84	-
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0				0				0				0	0	28.71	-
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	1			1	1			1	1			1	1			1	4	341.79	1,367.16
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	10			10				0				0				0	10	11.55	115.50
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	5			5				0	5			5				0	10	6.23	62.30
25	FASTENER, METAL, 70mm between prongs	box				0				0				0				0	0	59.37	-
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	15			15				0				0				0	15	73.59	1,103.85
27	FILE TAB DIVIDER, bristol board, for A4	set				0				0				0				0	0	12.98	-
28	FILE TAB DIVIDER, bristol board, for legal	set				0				0				0				0	0	17.31	-
29	FOLDER, FANCY, for A4 size documents	bundle				0				0				0				0	0	258.50	-
30	FOLDER, FANCY, for legal size documents	bundle	5			5				0	5			5				0	10	302.85	3,028.50
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0				0				0				0	0	177.92	-
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0				0				0				0	0	222.27	-
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box				0				0				0				0	0	776.59	-
34	FOLDER, TAGBOARD, for A4 size documents	pack				0				0				0				0	0	226.05	-
35	FOLDER, TAGBOARD, for legal size documents	pack	10			10				0	10			10				0	20	208.38	4,167.60
36	GLUE, all purpose, gross weight: 200 grams min	jar	15			15	5			5	10			10	5			5	35	49.73	1,740.55
37	INDEX TAB, self-adhesive, transparent	box	10			10				0				0				0	10	53.74	537.40
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0				0				0	0	676.00	-
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0				0				0				0	0	43.26	-

40	MARKER, FLUORESCENT, 3 assorted colors per set	set	60			60	60			60	60			60	50			50	230	36.97	8,503.10
41	MARKER, whiteboard, black, felt tip, bullet type	piece	100			100	100			100	100			100	50			50	350	10.69	3,741.50
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	20			20				0	10			10				0	30	10.69	320.70
43	MARKER, whiteboard, red, felt tip, bullet type	piece	20			20				0	10			10				0	30	10.69	320.70
44	MARKER, PERMANENT, bullet type, black	piece	500			500	300			300	500			500	300			300	1600	10.04	16,064.00
45	MARKER, PERMANENT, bullet type, blue	piece	24			24	12			12	12			12	12			12	60	10.04	602.40
46	MARKER, PERMANENT, bullet type, red	piece	24			24	12			12	12			12	12			12	60	10.04	602.40
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	500			500	500			500				0				0	1000	12.52	12,520.00
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	50			50	10			10	50			50	10			10	120	32.45	3,894.00
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	50			50	10			10	50			50	10			10	120	44.32	5,318.40
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	50			50	10			10	50			50	10			10	120	59.49	7,138.80
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	10			10												0	10	18.99	189.90
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	20			20	10			10	10			10	10			10	50	6.91	345.50
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	50			50	10			10	50			50	10			10	120	14.04	1,684.80
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	150			150	100			100	100			100	100			100	450	137.66	61,947.00
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	150			150	100			100	100			100	100			100	450	160.94	72,423.00
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	50			50				0	50			50				0	100	119.09	11,909.00
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	50			50				0	50			50				0	100	123.08	12,308.00
58	PAPER, PARCHEMENT, size: 210 x 297mm, multi-purpose	ream				0				0				0				0	0	95.18	-
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0				0				0				0	0	34.29	-
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	12			12				0	12			12				0	24	20.40	489.60
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0				0				0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	60			60				0				0				0	60	62.73	3,763.80
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	30			30				0	30			30				0	60	97.34	5,840.40
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0				0				0				0	0	267.14	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box	10			10				0				0				0	10	97.04	970.40
66	RULER, plastic, 450mm (18"), width: 38mm min	piece				0				0				0	0			0	0	16.10	-
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	300			300	200			200	300			300	200			200	1000	35.99	35,990.00
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	12			12	12			12	12			12	12			12	48	35.99	1,727.52
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	12			12	12			12	12			12	12			12	48	35.99	1,727.52
70	STAMP PAD INK, purple or violet	bottle	5			5	5			5	5			5	5			5	20	25.62	512.40
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	50			50				0				0				0	50	28.77	1,438.50
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	10			10				0				0				0	10	21.51	215.10
73	STAPLE WIRE, STANDARD, (26/6)	box	20			20	20			20	20			20	20			20	80	19.68	1,574.40
74	TAPE, MASKING, width: 24mm (±1mm)	roll	20			20	20			20	20			20	20			20	80	57.32	4,585.60
75	TAPE, MASKING, width: 48mm (±1mm)	roll	10			10	10			10	10			10	10			10	40	109.24	4,369.60

76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	50			50	20			20	20			20	20			20	110	29.08	3,198.80
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	50			50	30			30	50			50	30			30	160	11.36	1,817.60
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	10			10	10			10	10			10	10			10	40	27.58	1,103.20
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	5			5	5			5	5			5	5			5	20	70.30	1,406.00
80	TWINE, plastic, one (1) kilo per roll	roll				0				0				0				0	0	51.92	-
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	5			5				0				0				0	5	133.99	669.95
82	Airline Travel	ticket				0				0				0				0	0	0.00	-
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, for heavy duty cutter	tube	15			15				0				0				0	15	10.22	153.30
2	CUTTER KNIFE, for general purpose	piece	20			20				0	10			10				0	30	20.55	616.50
3	DATING AND STAMPING MACHINE, heavy duty	piece	3			3				0				0				0	3	497.52	1,492.56
4	PENCIL SHARPENER, manual, single cutter head	piece	1			1				0				0				0	1	194.69	194.69
5	PUNCHER, paper, heavy duty, with two hole guide	piece	5			5				0				0				0	5	123.42	617.10
6	SCISSORS, symmetrical, blade length: 65mm min	pair	70			70	50			50	50			50	50			50	220	14.28	3,141.60
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	15			15	10			10	15			15	10			10	50	85.45	4,272.50
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0				0				0	0	913.95	-
9	STAPLE REMOVER, PLIER-TYPE	piece	30			30				0				0				0	30	18.91	567.30
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	20			20				0				0				0	20	51.57	1,031.40
11	WASTEBASKET, non-rigid plastic	piece	10			10				0				0				0	10	25.96	259.60
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece	7			7	5			5	7			7	5			5	24	91.94	2,206.56
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0				0				0				0	0	24.88	-
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	30			30				0	30			30				0	60	43.26	2,595.60
4	CLEANSER, SCOURING POWDER, 350g min./can	can	30			30				0	30			30				0	60	24.88	1,492.80
5	DETERGENT POWDER, all purpose, 1kg	pouch	30			30				0	30			30				0	60	38.93	2,335.80
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	12			12				0	12			12				0	24	125.20	3,004.80
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	5			5				0				0				0	5	28.12	140.60
8	FLOOR WAX, PASTE, RED	can				0				0				0				0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	20			20	10			10	20			20	10			10	60	90.85	5,451.00
10	INSECTICIDE, aerosol type, net content: 600ml min	can	10			10	10			10	10			10	10			10	40	142.77	5,710.80
11	MOP BUCKET, heavy duty, hard plastic	piece				0				0				0				0	0	1,987.44	-
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	5			5				0				0				0	5	148.18	740.90
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	10			10				0				0				0	10	110.32	1,103.20
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	5			5				0	5			5				0	10	51.68	516.80
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	10			10	10			10	10			10	10			10	40	107.08	4,283.20
16	TRASHBAG, plastic, transparent	roll	10			10	10			10	10			10	10			10	40	145.48	5,819.20
17	DETERGENT BAR, 140 grams as packed	bar				0				0				0				0	0	7.57	-

COMMON OFFICE EQUIPMENT																				
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit			0	1			1			0				0	1	10,816.00	10,816.00	
2	CALCULATOR, compact, 12 digits	unit	20		20				0	5		5				0	25	140.61	3,515.25	
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece			0				0			0				0	0	273.10	-	
4	CHAIR,monobloc, white, with backrest, w/o armrest	piece			0				0			0				0	0	273.10	-	
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit			0				0			0				0	0	6,828.14	-	
6	DOCUMENT CAMERA, 3.2M pixels	unit			0				0			0				0	0	26,391.04	-	
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	2		2				0			0				0	2	1,091.33	2,182.66	
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit			0				0			0				0	0	1,372.55	-	
9	ELECTRIC FAN, STAND type, plastic blade	unit	3		3				0			0				0	3	1,046.65	3,139.95	
10	ELECTRIC FAN, WALL type, plastic blade	unit	2		2				0			0				0	2	782.00	1,564.00	
11	FACSIMILE MACHINE, uses thermal paper	unit			0				0			0				0	0	3,642.83	-	
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	25		25				0			0				0	25	1,123.78	28,094.50	
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit			0				0			0				0	0	5,191.68	-	
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit			0	2			2			0	2			2	4	27,542.94	110,171.76	
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				0			0				0	0	19,457.98	-	
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	3		3				0			0				0	3	6,064.78	18,194.34	
19	PRINTER, LASER, monochrome, network-ready	unit			0				0			0				0	0	744.14	-	
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit			0				0			0				0	0	1,379.04	-	
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit			0				0			0				0	0	1,379.04	-	
22	Desktop Computer, branded	unit			0	3			3			0				0	3	35,887.49	107,662.47	
23	Laptop Computer, branded	unit			0	3			3			0				0	3	36,587.28	109,761.84	
COMMON COMPUTER SUPPLIES																				
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box			0				0			0				0	0	709.53	-	
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box			0				0			0				0	0	1,070.78	-	
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box			0				0			0				0	0	796.06	-	
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box			0				0			0				0	0	1,352.00	-	
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box			0				0			0				0	0	620.67	-	
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box			0				0			0				0	0	1,076.19	-	
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	50		50				0	50		50				0	100	22.66	2,266.00	
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	3		3				0	3		3				0	6	3,152.86	18,917.16	
9	FLASH DRIVE, 16 GB capacity	piece	20		20	10			10	20		20	10			10	60	261.75	15,705.00	
10	MOUSE, optical, USB connection type	unit	10		10	10			10	10		10	10			10	40	140.39	5,615.60	
HANDBOOK ON PROCUREMENT																				

1	HANDBOOK (RA 9184), 7th Edition	piece				0				0				0				0	0	48.13	-
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				0				0				0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0				0				0				0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart	100			100	100			100	100			100	100			100	400	264.99	105,996.00
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	50			50	50			50	50			50	50			50	200	264.99	52,998.00
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	50			50	50			50	50			50	50			50	200	264.99	52,998.00
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	50			50	50			50	50			50	50			50	200	264.99	52,998.00
10	INK CART, HP C2P04AA (HP62) Black	cart				0				0				0				0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0				0				0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0				0				0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0				0				0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0				0				0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0				0				0	0	0.00	-
19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0				0				0				0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0				0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0				0				0				0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0				0				0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0				0				0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0				0				0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	379.64	-
43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0				0	0	0.00	-

48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0				0	0	0.00	-
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0				0				0	0	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0				0				0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0				0				0	0	0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart				0				0				0				0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0				0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0				0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0				0	0	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0				0				0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0				0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0				0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0				0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0				0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0				0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0				0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0				0				0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0				0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0				0				0				0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	753.88	-
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				0				0				0				0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	3,009.01	-
78	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0				0				0				0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	10,377.95	-

90	TONER CART, HP CE403A, Magenta	cart				0				0				0			0	0	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0			0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0			0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0			0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0			0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				0				0				0			0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				0				0				0			0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0				0			0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0				0			0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0			0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0				0			0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0				0				0			0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0			0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0			0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0				0			0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0				0			0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0				0			0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0			0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0			0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0			0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0			0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0				0			0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0			0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0				0			0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0				0			0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0				0			0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0			0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0			0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0			0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0			0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0			0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0			0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0				0			0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0				0			0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0				0			0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0				0			0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0				0			0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0				0			0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0				0			0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0				0			0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0				0			0	0	0.00	-

131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0				0				0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0				0				0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0				0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0				0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0				0				0				0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				0				0				0	0	13,935.33	-
																				1,136,412.40	

B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON ELECTRICAL SUPPLIES

Column1	Column3	Column4	Column5	Column6	Column7	Column8	Column10	Column11	Column12	Column13	Column15	Column16	Column17	Column18	Column19	Column20	Column21	Column22	Column23	Column25	Column26	Column27
1	Money detector	piece	6			6				6				0				0	12	500.00	6,000.00	
2	Money detector bulb, 4 watts	piece	6			6				6				0				0	12	229.75	2,757.00	
3	Extension cord, 10 meters, 3 outlets	piece	5			5				0	5			5				0	10	1,000.00	10,000.00	
4	Extension cord, 5 meters, 3 outlets	piece	5			5				0	5			5				0	10	700.00	7,000.00	
5						0				0				0				0	0		-	

COMMON OFFICE EQUIPMENT

1	Router	piece				0				0	3			3				0	3	6,000.00	18,000.00
2	UPS	piece	10			10				0	10			10				0	20	3,500.00	70,000.00
3																					
4																					
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-

COMMON OFFICE SUPPLIES

1	Ballpen, Ordinary, Black	pcs	500			500	500			500	500			500	500			500	2000	5.00	10,000.00
---	--------------------------	-----	-----	--	--	-----	-----	--	--	-----	-----	--	--	-----	-----	--	--	-----	------	------	-----------

2	Ballpen, Pilot, Black	pcs	200			200	200			200	200			200	200			200	800	30.00	24,000.00
3	Paper tray, metal, 3 layers	pcs	2			2				0				0				0	2	650.00	1,300.00
4	Clip, bulldog, 73mm (3")	piece	30			30				0				0				0	30	9.00	270.00
5	Fastener 6"	Box	25			25				0	25			25				0	50	80.00	4,000.00
6	Finger moisturizer	piece	5			5				0				0				0	5	35.00	175.00
7	Duct tape	piece	10			10				0				0				0	10	300.00	3,000.00
8	Index card, 3"x5", 500 pieces per pack	pack	1			1				0				0				0	1		-
9	Bond paper, short	ream	50			50				0	50			50				0	100	165.00	16,500.00
10	Bond paper, green	ream	10			10				0	10			10				0	20	165.00	3,300.00
11	Bond paper, pink	ream	10			10				0	10			10				0	20	165.00	3,300.00
12	Bond paper, blue	ream	10			10				0	10			10				0	20	165.00	3,300.00
13	Bond paper, yellow	ream	10			10				0	10			10				0	20	165.00	3,300.00
14	Car Freshener	can	10			10	10			10	10			10	10			10	40	200.00	8,000.00
15	Carbon Paper	pack	1			1				0				0				0	1	250.00	250.00
16	Columnar Book, 6 columns	piece	5			5				0				0				0	5	35.00	175.00
17	Columnar Book, 22 columns	pad	5			5				0				0				0	5	65.00	325.00
18	Sign Pen, black, Pilot .07	piece	12			12	12			12	12			12	12			12	48	40.00	1,920.00
19	Sign Pen, blue, Pilot .1.0	piece	10			10	10			10	10			10	10			10	40	40.00	1,600.00
20	Fastener , plastic	box	20			20	5			5	5			5	10			10	40	50.00	2,000.00
21	Stapler, heavy duty, branded	piece	25			25				0	25			25				0	50	250.00	12,500.00
22	Tireblack	bottle	10			10	10			10	10			10	10			10	40	200.00	8,000.00
23	Computer Keyboard, USB port	piece	10			10				0	10			10				0	20	350.00	7,000.00
24	Ribbon cartridge,Epson S015634 for LQ-310	piece	18			18	18			18	18			18	18			18	72	140.00	10,080.00
25	Tarpaulin, for Trainings	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	300.00	18,000.00
26	Tarpaulin, for Migrants Day	piece				0			10	10				0				0	10	300.00	3,000.00
27	Tarpaulin, for Family Day	piece				0				0				0			10	10	10	2,000.00	20,000.00
28	Name tags/Seminar IDs	piece	500			500	500			500	500			500	500			500	2000	10.00	20,000.00
29	Standees	set	10			10				0				0				0	10	2,500.00	25,000.00
30	Photopaper, A4 size	pack	30			30				0	20			20				0	50	60.00	3,000.00
31	Photopaper, 4R size	pack	20			20				0	20			20				0	40	75.00	3,000.00
32	Specialty paper	pack	50			50				0	20			20				0	70	50.00	3,500.00
33	Specialty board	pack	50			50				0	20			20				0	70	60.00	4,200.00
34	Sticker paper, A4 size	pack	50			50				0	30			30				0	80	55.00	4,400.00
35	Manila paper, 10 sheets per pack	pack	15			15	15			15	15			15	15			15	60	30.00	1,800.00
36	Chamois rugs	piece	5			5	5			5	5			5	5			5	20	300.00	6,000.00
37						0				0				0				0	0		-
38						0				0				0				0	0		-
COMMON JANITORIAL SUPPLIES																					
1	Trash bag, sando type	pack	12			12	12			12	12			12	12			12	48	45.00	2,160.00
2	Dishwashing liquid (600 ml)	pack	12			12	12			12	12			12	12			12	48	165.00	7,920.00
3	Hand soap	piece	40			40	40			40	40			40	40			40	160	15.00	2,400.00
4	Hand Towels	piece	20			20	20			20	20			20	20			20	80	100.00	8,000.00
5	Doomats	piece	30			30				0	30			30				0	60	50.00	3,000.00
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
Office Equipment and Accessories																					
1	Foldable table, Lifetime brand	piece				0	5			5				0				0	5	3,999.00	19,995.00
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-

7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Office Supplies																					
1	Storage box	piece				0				0	100			100	100			100	200	349.00	69,800.00
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Audio and visual presentation and composing equipment																					
1	Portable Speaker	set	2			2				0				0				0	2	30,000.00	60,000.00
2	Microphone	piece	4			4				0				0				0	4	5,000.00	20,000.00
3	Wireless Microphone	set	1			1				0				0				0	1	35,000.00	35,000.00
4						0				0				0				0	0		-
5						0				0				0				0	0		-
Photographic or filming or video equipment																					
1	Video Camera	piece	1			1				0				0				0	1	35,000.00	35,000.00
2	Tripod	piece	2			2				0				0				0	2	1,500.00	3,000.00
3	Lapel	piece	2			2				0				0				0	2	20,000.00	40,000.00
4						0				0				0				0	0		-
5						0				0				0				0	0		-
Cleaning Equipment and Supplies																					
1	Floor sealant	gallon	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	600.00	14,400.00
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-

