



Department of Education  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Cagayan de Oro City



November 28, 2017

**ANABELLE M. ATILLO**  
Director IV  
DBM Regional Office X  
Zone 1, Bulua, National Highway,  
Cagayan de Oro City



Madam:

Greetings!

In compliance with Circular Letter No. 2017-12 dated October 19, 2017, we are submitting herewith the BED No. 4 Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) of the Division of Misamis Oriental.

Please acknowledge receipt.

Thank you.

Very truly yours,

  
CHERRY MAE L. LIMBACO, PhD. CESO V  
Schools Division Superintendent

/egpc

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

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

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

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

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

Department/Bureau/Offi DepED Division of Misamis Oriental

Region: X - Misamis Oriental

Address: DepED Division of Misamis Oriental, A. Velez Street, Cagayan De Oro City

Agency Account Code: No Code

Contact Person: Eleonor P. Cruz

Position: Supply Officer II

E-mail: eleonor.cruz@deped.gov.ph

Telephone/Mobile Nos: 9452141054

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			
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																					
<b>COMMON ELECTRICAL SUPPLIES</b>																					
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	128	58	120	306	78	57	96	231	67	84	101	252	103	46	49	198	987	20.28	20,016.36	
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	85	42	42	169	33	47	50	130	38	58	26	122	38	31	37	106	527	19.20	10,118.40	
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack	49	70	45	164	33	25	36	94	33	54	37	124	48	50	30	128	510	91.94	46,889.40	
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	94	134	76	304	152	92	30	274	45	75	54	174	31	39	97	167	919	40.97	37,651.43	
5 Ligh Bulb, LED, 7 watts 1 pc in individual box	piece	156	50	42	248	121	103	72	296	55	55	41	151	39	42	50	131	826	75.39	62,272.14	

6	TAPE, ELECTRICAL, 18mm x 16M min	roll	172	139	128	439	181	147	96	424	147	131	79	357	61	46	79	186	1406	18.93	26,615.58
<b>COMMON OFFICE SUPPLIES</b>																					
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	80	2	1	83	15	10	21	46	0	3	5	8	11	0	0	11	148	766.73	113,476.04
2	AIR FRESHENER, aerosol, 280ml/150g min	can	644	296	235	1175	376	250	518	1144	436	471	445	1352	341	238	250	829	4500	88.69	399,105.00
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	1602	1021	662	3285	641	744	1025	2410	1180	1037	983	3200	908	1081	822	2811	11706	49.73	582,139.38
4	CARBON FILM, PE, black, size 210mm x 297mm	box	26	59	53	138	36	53	73	162	45	26	56	127	34	11	38	83	510	205.48	104,794.80
5	CARBON FILM, PE, black, size 216mm x 330mm	box	65	120	58	243	55	125	128	308	64	100	146	310	101	48	67	216	1077	210.91	227,150.07
6	CARTOLINA, assorted colors	pack	2225	1779	1065	5069	1749	1580	3406	6735	1634	1808	1663	5105	1881	1516	1188	4585	21494	67.06	1,441,387.64
7	CHALK, molded, white, dustless, length: 78mm min	box	95	62	54	211	139	46	285	470	250	294	216	760	139	86	43	268	1709	26.89	45,955.01
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	112	123	33	268	45	85	84	214	128	66	118	312	93	159	56	308	1102	38.19	42,085.38
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	271	220	327	818	191	150	295	636	441	198	287	926	195	319	269	783	3163	40.47	128,006.61
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	101	97	66	264	24	40	99	163	69	55	86	210	70	29	30	129	766	7.87	6,028.42
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	74	138	38	250	70	55	50	175	78	87	95	260	63	46	34	143	828	13.94	11,542.32
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	47	93	46	186	17	81	73	171	66	82	49	197	50	43	39	132	686	19.88	13,637.68
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	70	251	110	431	172	103	106	381	97	133	92	322	87	122	91	300	1434	41.10	58,937.40
14	CORRECTION TAPE, film base type, UL 6m min	piece	1372	866	398	2636	378	506	1382	2266	778	769	767	2314	905	806	780	2491	9707	18.26	177,249.82
15	DATA FILE BOX, made of chipboard, with closed ends	box	593	340	496	1429	486	223	470	1179	478	300	583	1361	429	629	316	1374	5343	72.57	387,741.51
16	DATA FOLDER, made of chipboard, taglia lock	piece	173	141	144	458	69	47	137	253	107	223	140	470	92	119	130	341	1522	71.39	108,655.58
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	33	311	32	376	2	8	131	141	6	26	9	41	67	30	14	111	669	424.47	283,970.43
18	ENVELOPE, DOCUMENTARY, for legal size document	box	26	27	70	123	108	964	67	1139	31	73	22	126	28	18	5	51	1439	538.80	775,333.20
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	59	57	83	199	136	37	161	334	77	428	182	687	44	32	29	105	1325	667.84	884,888.00
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	283	310	428	1021	352	122	1427	1901	550	132	406	1088	289	274	152	715	4725	28.71	135,654.75

21	ENVELOPE, MAILING,white, 80gsm (-5%)	box	130	33	45	208	23	50	22	95	42	56	13	111	111	15	26	152	566	341.79	193,453.14
22	ENVELOPE, mailing, white, with window	box	49	46	7	102	4	27	55	86	84	7	22	113	23	50	8	81	382	427.23	163,201.86
23	ERASER, FELT, for blackboard/whiteboard	piece	735	321	170	1226	66	216	474	756	239	243	294	776	281	290	117	688	3446	11.55	39,801.30
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	702	348	354	1404	773	263	708	1744	366	954	192	1512	380	507	154	1041	5701	6.23	35,517.23
25	FASTENER, METAL, 70mm between prongs	box	951	483	396	1830	411	316	641	1368	612	490	492	1594	501	402	219	1122	5914	59.37	351,114.18
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	279	110	334	723	197	149	187	533	197	258	102	557	135	139	172	446	2259	73.59	166,239.81
27	FILE TAB DIVIDER, bristol board, for A4	set	124	34	92	250	22	87	99	208	95	82	77	254	60	72	94	226	938	12.98	12,175.24
28	FILE TAB DIVIDER, bristol board, for legal	set	77	38	62	177	34	27	135	196	29	56	61	146	79	71	83	233	752	17.31	13,017.12
29	FOLDER, FANCY, for A4 size documents	bundle	63	8	32	103	47	35	135	217	52	23	59	134	31	39	42	112	566	258.50	146,311.00
30	FOLDER, FANCY, for legal size documents	bundle	89	34	52	175	20	74	91	185	79	103	39	221	57	93	39	189	770	302.85	233,194.50
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	43	3	8	54	15	66	28	109	20	21	6	47	20	5	4	29	239	177.92	42,522.88
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	113	67	23	203	24	88	49	161	60	73	69	202	28	51	25	104	670	222.27	148,920.90
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	17	18	47	82	106	4	11	121	137	12	17	166	107	3	6	116	485	776.59	376,646.15
34	FOLDER, TAGBOARD, for A4 size documents	pack	98	65	80	243	32	39	128	199	44	115	105	264	87	68	40	195	901	226.05	203,671.05
35	FOLDER, TAGBOARD, for legal size documents	pack	294	217	355	866	177	116	328	621	229	322	271	822	275	204	232	711	3020	208.38	629,307.60
36	GLUE, all purpose, gross weight: 200 grams min	jar	1066	981	533	2580	782	617	1357	2756	717	1006	758	2481	870	920	646	2436	10253	49.73	509,881.69
37	INDEX TAB, self-adhesive, transparent	box	75	25	11	111	15	25	113	153	53	85	72	210	114	42	11	167	641	53.74	34,447.34
38	LOOSELEAF COVER, made of chipboard, for legal	bundle	11	1	11	23	11	10	11	32	14	26	17	57	16	11	16	43	155	676.00	104,780.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	101	54	28	183	125	95	71	291	82	78	106	266	230	62	28	320	1060	43.26	45,855.60
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	260	139	118	517	204	307	288	799	143	381	184	708	130	210	122	462	2486	36.97	91,907.42
41	MARKER, whiteboard, black, felt tip, bullet type	piece	292	317	177	786	234	126	264	624	295	285	212	792	245	204	183	632	2834	10.69	30,295.46
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	202	132	174	508	201	104	211	516	226	228	185	639	164	82	120	366	2029	10.69	21,690.01

43	MARKER, whiteboard, red, felt tip, bullet type	piece	111	203	143	457	72	87	142	301	283	239	159	681	86	103	89	278	1717	10.69	18,354.73
44	MARKER, PERMANENT, bullet type, black	piece	574	651	446	1671	561	333	440	1334	473	750	832	2055	459	335	234	1028	6088	10.04	61,123.52
45	MARKER, PERMANENT, bullet type, blue	piece	334	403	256	993	513	293	363	1169	451	516	569	1536	311	221	228	760	4458	10.04	44,758.32
46	MARKER, PERMANENT, bullet type, red	piece	272	320	272	864	384	279	247	910	296	394	502	1192	336	245	223	804	3770	10.04	37,850.80
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	135	89	68	292	111	105	459	675	445	169	113	727	199	45	142	386	2080	12.52	26,041.60
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	83	56	35	174	88	54	73	215	587	221	155	963	53	205	81	339	1691	32.45	54,872.95
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	48	8	24	80	39	57	97	193	139	60	41	240	52	48	44	144	657	44.32	29,118.24
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	32	40	13	85	153	111	124	388	72	120	172	364	21	60	21	102	939	59.49	55,861.11
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	46	69	76	191	287	83	403	773	324	106	73	503	243	400	53	696	2163	18.99	41,075.37
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	214	326	264	804	299	147	271	717	265	336	280	881	183	197	178	558	2960	6.91	20,453.60
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	293	139	68	500	74	38	329	441	134	227	300	661	136	135	241	512	2114	14.04	29,680.56
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	1044	334	590	1968	614	463	719	1796	653	575	602	1830	533	673	515	1721	7315	137.66	1,006,982.90
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	1865	829	963	3657	868	560	1264	2692	1442	1268	1152	3862	1059	1423	1173	3655	13866	160.94	2,231,594.04
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	928	893	938	2759	711	612	974	2297	1154	1121	946	3221	1103	1105	732	2940	11217	119.09	1,335,832.53
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	2324	2092	2008	6424	1253	1073	2219	4545	1660	2367	2002	6029	1793	2240	2130	6163	23161	123.08	2,850,655.88
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	130	186	254	570	39	90	123	252	126	105	130	361	101	164	69	334	1517	95.18	144,388.06
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	15	37	27	79	5	9	33	47	21	5	19	45	26	282	21	329	500	34.29	17,145.00
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	458	399	138	995	464	219	1071	1754	572	167	419	1158	131	678	223	1032	4939	20.40	100,755.60
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	126	59	348	533	107	110	171	388	124	53	46	223	53	49	67	169	1313	319.07	418,938.91
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	163	145	155	463	264	148	278	690	241	137	109	487	187	131	175	493	2133	62.73	133,803.09
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	107	104	76	287	163	127	135	425	109	162	133	404	73	123	61	257	1373	97.34	133,647.82
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	17	21	8	46	13	10	18	41	6	3	38	47	4	23	16	43	177	267.14	47,283.78

65	RUBBER BAND, 70mm min lay flat length (#18)	box	223	226	18	467	6	21	117	144	31	27	127	185	137	135	2	274	1070	97.04	103,832.80
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	390	251	369	1010	221	462	583	1266	453	469	364	1286	330	563	290	1183	4745	16.10	76,394.50
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	2220	1547	986	4753	851	813	2595	4259	1138	1766	1466	4370	1455	1183	1273	3911	17293	35.99	622,375.07
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	1348	941	590	2879	453	572	1652	2677	636	1225	1089	2950	1034	703	749	2486	10992	35.99	395,602.08
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	1252	1220	520	2992	474	649	1623	2746	836	1183	975	2994	898	801	914	2613	11345	35.99	408,306.55
70	STAMP PAD INK, purple or violet	bottle	67	94	75	236	24	52	73	149	73	107	51	231	56	83	24	163	779	25.62	19,957.98
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	83	50	85	218	28	19	50	97	68	68	55	191	31	52	39	122	628	28.77	18,067.56
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	261	155	167	583	124	91	143	358	223	145	168	536	98	172	121	391	1868	21.51	40,180.68
73	STAPLE WIRE, STANDARD, (26/6)	box	591	306	197	1094	124	179	491	794	364	349	177	890	255	248	126	629	3407	19.68	67,049.76
74	TAPE, MASKING, width: 24mm (±1mm)	roll	467	287	187	941	384	310	570	1264	488	421	257	1166	227	365	221	813	4184	57.32	239,826.88
75	TAPE, MASKING, width: 48mm (±1mm)	roll	511	516	493	1520	351	360	521	1232	607	522	502	1631	235	466	224	925	5308	109.24	579,845.92
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	304	358	213	875	290	134	374	798	306	343	366	1015	150	301	143	594	3282	29.08	95,440.56
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	798	841	674	2313	482	568	1154	2204	960	1106	1285	3351	744	733	604	2081	9949	11.36	113,020.64
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	1088	1192	752	3032	606	816	1226	2648	1096	1144	1063	3303	777	902	658	2337	11320	27.58	312,205.60
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	595	377	286	1258	314	234	532	1080	476	462	544	1482	366	392	330	1088	4908	70.30	345,032.40
80	TWINE, plastic, one (1) kilo per roll	roll	34	52	54	140	61	15	57	133	56	80	87	223	46	43	67	156	652	51.92	33,851.84
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	43	29	28	100	77	20	68	165	63	79	85	227	65	30	38	133	625	133.99	83,743.75
82	Airline Travel	ticket				0				0				0			0	0		0.00	

**COMMON OFFICE DEVICES**

1	CUTTER BLADE, for heavy duty cutter	tube	142	206	130	478	102	62	106	270	193	130	200	523	93	42	112	247	1518	10.22	15,513.96
2	CUTTER KNIFE, for general purpose	piece	278	168	155	601	100	154	129	383	214	202	83	499	101	140	129	370	1853	20.55	38,079.15
3	DATING AND STAMPING MACHINE, heavy duty	piece	17	17	1	35	17	12	8	37	45	16	10	71	0	3	2	5	148	497.52	73,632.96

4	PENCIL SHARPENER, manual, single cutter head	piece	56	27	13	96	66	17	111	194	372	61	63	496	66	331	53	450	1236	194.69	240,636.84
5	PUNCHER, paper, heavy duty, with two hole guide	piece	201	245	120	566	125	172	123	420	160	162	135	457	116	176	126	418	1861	123.42	229,684.62
6	SCISSORS, symmetrical, blade length: 65mm min	pair	600	241	277	1118	308	264	434	1006	490	474	338	1302	384	403	232	1019	4445	14.28	63,474.60
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	261	231	127	619	139	67	147	353	69	222	152	443	112	111	96	319	1734	85.45	148,170.30
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	76	39	43	158	36	59	51	146	36	38	38	112	26	23	11	60	476	913.95	435,040.20
9	STAPLE REMOVER, PLIER-TYPE	piece	274	109	51	434	58	39	163	260	71	79	82	232	96	119	70	285	1211	18.91	22,900.01
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	230	136	110	476	69	157	182	408	132	122	171	425	83	164	93	340	1649	51.57	85,038.93
11	WASTEBASKET, non-rigid plastic	piece	290	228	227	745	208	175	589	972	413	257	480	1150	183	436	183	802	3669	25.96	95,247.24

COMMON JANITORIAL SUPPLIES

1	BROOM, soft (tambo)	piece	577	373	273	1223	363	533	540	1436	417	321	743	1481	439	444	233	1116	5256	91.94	483,236.64
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	217	193	90	500	167	273	268	708	201	186	114	501	213	145	170	528	2237	24.88	55,656.56
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	533	396	416	1345	381	297	560	1238	544	478	612	1634	476	520	686	1682	5899	43.26	255,190.74
4	CLEANSER, SCOURING POWDER, 350g min./can	can	479	225	211	915	234	264	561	1059	336	432	582	1350	481	524	307	1312	4636	24.88	115,343.68
5	DETERGENT POWDER, all purpose, 1kg	pouch	931	762	655	2348	452	659	832	1943	682	970	876	2528	647	895	660	2202	9021	38.93	351,187.53
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	268	225	125	618	123	157	305	585	260	192	495	947	231	195	190	616	2766	125.20	346,303.20
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	471	401	323	1195	358	557	725	1640	606	513	681	1800	399	435	401	1235	5870	28.12	165,064.40
8	FLOOR WAX, PASTE, RED	can	2252	778	797	3827	1059	1023	2769	4851	1555	1681	1683	4919	1337	1898	1631	4866	18463	280.13	5,172,040.19
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	42	92	3	137	59	87	47	193	147	80	74	301	72	48	28	148	779	90.85	70,772.15
10	INSECTICIDE, aerosol type, net content: 600ml min	can	204	156	106	466	43	106	146	295	163	126	169	458	137	202	192	531	1750	142.77	249,847.50
11	MOP BUCKET, heavy duty, hard plastic	piece	13	41	8	62	5	6	20	31	27	22	17	66	6	27	27	60	219	1,987.44	435,249.36
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	142	108	50	300	152	87	135	374	100	81	127	308	52	170	62	284	1266	148.18	187,595.88
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	123	64	80	267	180	89	148	417	120	126	217	463	56	184	128	368	1515	110.32	167,134.80



14	RACS, all cotton, 32 pieces per kilogram min	bundle	197	111	77	385	107	97	211	415	221	133	257	611	200	164	115	479	1890	51.68	97,675.20
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	64	87	50	201	54	74	74	202	114	121	72	307	107	52	75	234	944	107.08	101,083.52
16	TRASHBAG, plastic, transparent	roll	132	110	109	351	48	47	153	248	61	172	144	377	52	161	85	298	1274	145.48	185,341.52
17	DETERGENT BAR, 140 grams as packed	bar	20	102	23	145	38	38	96	172	110	28	139	277	66	99	44	209	803	7.57	6,078.71
<b>COMMON OFFICE EQUIPMENT</b>																					
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	9	2	1	12	10	1	2	13	1	3	1	5	42	1	10	53	83	10,816.00	897,728.00
2	CALCULATOR, compact, 12 digits	unit	105	65	52	222	51	21	77	149	127	35	36	198	19	94	8	121	690	140.61	97,020.90
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	337	149	145	631	88	38	105	231	80	114	122	316	113	100	143	356	1534	273.10	418,935.40
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece	49	138	78	265	41	51	68	160	101	187	63	351	28	128	51	207	983	273.10	268,457.30
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	6,828.14	655,501.44
6	DOCUMENT CAMERA, 3.2M pixels	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	5	9	6	20	12	3	1	16	6	4	10	20	7	4	3	14	70	1,091.33	76,393.10
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	10	6	9	25	13	9	32	54	16	22	20	58	7	13	9	29	166	1,372.55	227,843.30
9	ELECTRIC FAN, STAND type, plastic blade	unit	16	31	14	61	21	10	11	42	17	20	18	55	19	35	17	71	229	1,046.65	239,682.85
10	ELECTRIC FAN, WALL type, plastic blade	unit	31	27	27	85	25	29	38	92	35	31	43	109	39	30	28	97	383	782.00	299,506.00
11	FACSIMILE MACHINE, uses thermal paper	unit	40	48	40	128	40	41	19	100	10	14	13	37	21	12	21	54	319	3,642.83	1,162,062.77
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	18	22	26	66	26	15	17	58	27	18	27	72	17	16	19	52	248	1,123.78	278,697.44
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	2	3	4	9	6	3	2	11	9	10	8	27	11	1	5	17	64	5,191.68	332,267.52
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	2	2	2	6	2	2	2	6	2	1	2	5	2	1	2	5	22	8,411.60	185,055.20
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	2	2	2	6	2	2	2	6	2	1	2	5	2	2	2	6	23	5,927.17	136,324.91
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	19,457.98	-



18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	3	1	1	5	0	1	1	2	3	1	2	6	0	0	2	2	15	6,064.78	90,971.70
19	PRINTER, LASER, monochrome, network-ready	unit	2	0	1	3	0	0	0	0	1	0	1	0	0	1	1	5	744.14	3,720.70	
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	4	5	6	15	3	5	3	11	4	4	9	17	6	6	2	14	57	1,379.04	78,605.28
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit	2	5	4	11	11	5	14	30	8	6	10	24	9	10	24	43	108	1,379.04	148,936.32
22	Desktop Computer, branded	unit				0				0				0			0	0	0	35,887.49	-
23	Laptop Computer, branded	unit				0				0				0			0	0	0	36,587.28	-
<b>COMMON COMPUTER SUPPLIES</b>																					
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	1	709.53	709.53
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0	2	1	3	0	3	0	3	0	2	0	2	0	2	0	2	10	1,070.78	10,707.80
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	0	0	3	3	0	1	3	4	0	0	3	3	0	0	3	3	13	796.06	10,348.78
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	1	0	1	2	1	0	0	1	1	0	0	1	1	0	0	1	5	1,352.00	6,760.00
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	1	1	1	3	1	1	1	3	4	1	1	6	1	1	1	3	15	620.67	9,310.05
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	74	0	1	75	0	0	1	1	0	1	0	1	0	1	10	11	88	1,076.19	94,704.72
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	149	113	46	308	34	23	47	104	65	219	32	316	26	72	90	188	916	22.66	20,756.56
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	20	30	4	54	50	20	20	90	28	4	14	46	18	13	6	37	227	3,152.86	715,699.22
9	FLASH DRIVE, 16 GB capacity	piece	102	201	97	400	110	54	117	281	53	101	86	240	45	71	32	148	1069	261.75	279,810.75
10	MOUSE, optical, USB connection type	unit	13	18	12	43	8	4	12	24	42	56	31	129	9	37	7	53	249	140.39	34,957.11
<b>HANDBOOK ON PROCUREMENT</b>																					
1	HANDBOOK (RA 9184), 7th Edition	piece	1	0	0	1	8	0	0	8	10	0	0	10	2	2	0	4	23	48.13	1,106.99
<b>CONSUMABLES</b>																					
1	DRUM CART, BROTHER DR-3455	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart	0	1	0	1	0	0	2	2	1	0	0	1	1	1	0	2	6	1,041.58	6,249.48

3	INK CART, CANON CL-811, Colored	cart	10	7	7	24	7	1	6	14	15	12	17	44	7	5	3	15	97	1,070.78	103,865.66
4	INK CART, CANON PG-740, Black	cart	1	1	0	2	1	0	4	5	1	3	8	12	1	0	0	1	20	784.16	15,683.20
5	INK CART, CANON PG-810, Black	cart	14	9	13	36	10	2	5	17	15	11	17	43	8	9	4	21	117	811.20	94,910.40
6	INK CART, EPSON C13T664100 (T6641), Black	cart	21	2	8	31	3	18	15	36	8	12	10	30	3	14	9	26	123	264.99	32,593.77
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	6	3	8	17	4	9	15	28	6	6	16	28	3	10	6	19	92	264.99	24,379.08
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	6	3	8	17	4	7	15	26	6	6	10	22	3	10	6	19	84	264.99	22,259.16
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	6	3	8	17	4	7	9	20	6	6	10	22	3	10	6	19	78	264.99	20,669.22
10	INK CART, HP C2P04AA (HP62) Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
19	INK CART, HP C9401A (HP72) 69ml Gray	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	373.15	-

25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart	0	2	0	2	0	0	0	4	0	2	6	0	0	2	2	10			1,227.62	12,276.20
39	INK CART, HP CN692AA, (HP704), Black	cart	11	11	11	33	11	11	11	33	11	11	12	34	11	11	11	33	133		373.15	49,628.95
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	14	12	14	40	12	14	13	39	12	15	13	40	12	12	14	38	157		373.15	58,584.55
41	INK CART, HP CZ107AA, (HP678), Black	cart	1	1	1	3	1	1	1	3	2	2	4	8	1	2	2	5	19		379.64	7,213.16
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart	0	0	0	0	0	0	0	0	1	0	3	4	0	1	1	2	6		379.64	2,277.84
43	INK CART, HP CZ121A (HP685A), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		259.58	-

47	INK CART, HP F6V26AA (HP680) Tri-color	cart	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	500.00	24,000.00
48	INK CART, HP F6V27AA (HP680) Black	cart	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	500.00	48,000.00
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	753.88	-
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,658.57	-

69	TONER CART, BROTHER TN-2130, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart	22	20	20	62	22	20	20	62	22	20	20	62	22	20	20	62	248		3,009.01	746,234.48
78	TONER CART, HP CE310A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,377.95	-

91	TONER CART, HP CE410A, (HP305), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
101	TONER CART, HP CF280XC	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120		3,000.00	360,000.00
104	TONER CART, HP CF283XC (HP83X) Blk Contract L	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-

113	TONER CART, HP CF352A Yellow LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-



135	TONER CART, HP Q2612A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,050.59	-
138	TONER CART, LEXMARK E360H1P, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13,935.33	-

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

COMMON ELECTRICAL SUPPLIES																					
1	Flourescent lamp 36 watts	tube	83	119	117	319	117	158	40	315	81	80	90	251	79	117	30	226	1111	36.30	40,329.30
2	Flourescent lamp 40 watts	tube	0	30	0	30	0	0	0	0	0	0	0	0	0	0	0	0	30	50.00	1,500.00
3	Ballast 36 watts	each	0	20	0	20	0	0	0	0	0	0	0	0	0	0	0	0	20	50.00	1,000.00
4	Electrical tape	roll	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	95.00	11,400.00
5	Electrical Extension Wire	each	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	500.00	60,000.00

COMMON OFFICE EQUIPMENT																					
1	Paper Stripper	each	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	150.00	1,800.00
2	Laminating Machine	each	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	4	5,000.00	20,000.00
3	QR Scanner	each	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	4	2,000.00	8,000.00
4	Glue Gun	each	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	4	1,000.00	4,000.00
5						0				0				0				0	0		-
COMMON OFFICE SUPPLIES																					
1	Balpen, black	pc	115	0	0	115	50	0	0	50	75	0	0	75	86	18	0	104	344	10.00	3,440.00
2	Balpen, blue	pc	114	0	0	114	50	0	0	50	75	0	0	75	0	0	0	0	239	10.00	2,390.00
3	Manila paper, 10 sheets	pack	98	10	28	136	25	0	0	25	50	10	107	167	30	147	105	282	610	20.00	12,200.00
4	Glu Stick	pc	0	40	0	40	0	0	0	0	0	0	0	0	0	0	0	0	40	25.00	1,000.00
5	Photopaper	pack	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	150.00	180,000.00
6	Sticker paper	pack	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	300.00	72,000.00
7	Thumb tacks	box	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	50.00	30,000.00
8	Plastic Bin 50L	box	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	600.00	72,000.00
9	Double Sided Tape	roll	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	50.00	30,000.00
10	Solid brass Fastener, long, for filing	pc	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	50.00	60,000.00
11						0				0				0				0	0		-
12						0				0				0				0	0		-
13						0				0				0				0	0		-
14						0				0				0				0	0		-
15						0				0				0				0	0		-
16						0				0				0				0	0		-
17						0				0				0				0	0		-
18						0				0				0				0	0		-
19						0				0				0				0	0		-
20						0				0				0				0	0		-
COMMON JANITORIAL SUPPLIES																					
1	Floorwax liquid type	can	0	0	1106	1106	0	1100	0	1100	0	0	0	0	0	0	0	0	2206	200.00	441,200.00
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
CONSUMABLES																					
1	Ink Continuous refill	cart	0	0	0	0	0	0	74	74	0	0	0	0	0	0	1	1	75	400.00	30,000.00
2	Epson 664 Magenta	bot	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	400.00	48,000.00
3	Epson 664 Cyan	bot	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	400.00	48,000.00
4	Epson 664 Black	bot	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	400.00	48,000.00
5	Epson 664 Yellow	bot	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	400.00	48,000.00
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		-
11						0				0				0				0	0		-

12					0				0					0	0			-
13					0				0					0	0			-
14					0				0					0	0			-
15					0				0					0	0			-
16					0				0					0	0			-
17					0				0					0	0			-
18					0				0					0	0			-
19					0				0					0	0			-
20					0				0					0	0			-
21					0				0					0	0			-
22					0				0					0	0			-
23					0				0					0	0			-
24					0				0					0	0			-
25					0				0					0	0			-
26					0				0					0	0			-
27					0				0					0	0			-
28					0				0					0	0			-
29					0				0					0	0			-
30					0				0					0	0			-

Office Equipment and Accessories

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

Office Supplies

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

Audio and visual presentation and composing equipment

1					0				0					0	0			-
2					0				0					0	0			-
3					0				0					0	0			-
4					0				0					0	0			-

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

Photographic or filming or video equipment

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

Cleaning Equipment and Supplies

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

Paper Materials and Products

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

Lighting and fixtures and accessories

1						0				0						0	0			-
2						0				0						0	0			-
3						0				0						0	0			-
4						0				0						0	0			-
5						0				0						0	0			-

6					0				0					0				0	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			-

Electrical equipment and components and supplies

1					0				0					0				0	0			-
2					0				0					0				0	0			-
3					0				0					0				0	0			-
4					0				0					0				0	0			-
5					0				0					0				0	0			-
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			-

Computer Supplies

1					0				0					0				0	0			-
2					0				0					0				0	0			-
3					0				0					0				0	0			-
4					0				0					0				0	0			-
5					0				0					0				0	0			-
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			-

Computer Equipment and Accessories

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

\*Other Categories

1					0				0					0				0	0			-
2					0				0					0				0	0			-
3					0				0					0				0	0			-
4					0				0					0				0	0			-
5					0				0					0				0	0			-
6					0				0					0				0	0			-

7					0				0				0			0	0		
8					0				0				0			0	0		
9					0				0				0			0	0		
10					0				0				0			0	0		

<b>C. TOTAL (A + B):</b>																<b>41,698,093.29</b>
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																<b>4,169,809.33</b>
<b>E. GRAND TOTAL (C + D)</b>																<b>45,867,902.62</b>
<b>F. APPROVED BUDGET BY THE AGENCY HEAD</b>																
<b>G. MONTHLY CASH REQUIREMENTS</b>																
G.1 Available at Procurement Service Stores	X		1E+07	X		1E+07	X		1E+07	X		9E+06			40423833.99	
G.2 Other Items not available at PS but regularly purchased from other sources			426590			447835			199251			200584			1274259.3	
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>			1E+07			1E+07			1E+07			1E+07			1E+07	41698093.29

\*Other categories that are not indicated herein

\*\*Prices are FOB Manila/Applicable for items under A.

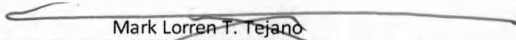
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

  
Eleonor P. Cruz

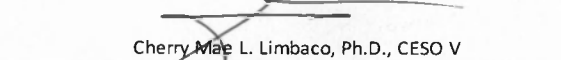
Property/Supply Officer

Certified Funds Available / Certified  
Appropriate Funds Available:

  
Mark Lorren T. Tejano

Accountant / Local Budget Officer

Approved by:

  
Cherry Mae L. Limbaco, Ph.D., CESO V

Head of Office/Agency

Date: 28 Nov 2017