

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/Office: <u>MANAPLA WATER DISTRICT</u>	Agency Account Code: <u>No Code</u>	Contact Person: <u>JANE BETH B. BESUEÑA</u>
Region: <u>VI - Bacolod</u>		Position: <u>GENERAL MANAGER D</u>
Address: <u>B. GALLO ST., BRGY. I-A, MANAPLA, NEGROS OCCIDENTAL</u>		E-mail: <u>manaplawd@yahoo.com</u>
		Telephone/Mobile Nos: <u>4910013</u>

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Qt	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
BATTERY, dry cell, AA, 2 pieces per blister pack	pack	6			6	6			6	6			6	6			6	24	20.28	486.72
BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	6			6	6			6	6			6	6			6	24	19.20	460.80
BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-
FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	-
Light Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	75.39	-
TAPE, ELECTRICAL, 18mm x 16M min	roll	1			1	1			1	1			1	1			1	4	18.93	75.72
COMMON OFFICE SUPPLIES																				

ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				0				0				0	0	766.73	-
AIR FRESHENER, aerosol, 280ml/150g min	can	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	88.69	1,064.28
ALCOHOL, ethyl, 68%70%, scented, 500ml (.5ml)	bottle				0				0				0				0	0	49.73	-
CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0				0	0	205.48	-
CARBON FILM, PE, black, size 216mm x 330mm	box	1			1				0	1			1				0	2	210.91	421.82
CARTOLINA, assorted colors	pack	1			1				0				0				0	1	67.06	67.06
CHALK, molded, white, dustless, length: 78mm min	box				0				0				0				0	0	26.89	-
CLEARBOOK, 20 transparent pockets, for A4 size	piece				0				0				0				0	0	38.19	-
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece				0				0				0				0	0	40.47	-
CLIP, BACKFOLD, all metal, clamping: 19mm (-mm)	box				0				0				0				0	0	7.87	-
CLIP, BACKFOLD, all metal, clamping: 25mm (-mm)	box				0				0				0				0	0	13.94	-
CLIP, BACKFOLD, all metal, clamping: 32mm (-mm)	box				0				0				0				0	0	19.88	-
CLIP, BACKFOLD, all metal, clamping: 50mm (-mm)	box	1			1				0				0				0	1	41.10	41.10
CORRECTION TAPE, film base type, UL 6m min	piece	9			9				0	8			8				0	17	18.26	310.42
DATA FILE BOX, made of chipboard, with closed ends	box	3			3				0	3			3				0	6	72.57	435.42
DATA FOLDER, made of chipboard, taglia lock	piece				0				0				0				0	0	71.39	-
ENVELOPE, DOCUMENTARY, for A4 size document	box				0				0				0				0	0	424.47	-
ENVELOPE, DOCUMENTARY, for legal size document	box				0				0				0				0	0	538.80	-
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box				0				0				0				0	0	667.84	-
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0				0				0				0	0	28.71	-
ENVELOPE, MAILING, white, 80gsm (.5%)	box	1			1				0				0				0	1	341.79	341.79
ENVELOPE, mailing, white, with window	box				0				0				0				0	0	427.23	-
ERASER, FELT, for blackboard/whiteboard	piece				0				0				0				0	0	11.55	-
ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	1			1				0				0				0	1	6.23	6.23
FASTENER, METAL, 70mm between prongs	box				0				0				0				0	0	59.37	-

FILE ORGANIZER, expanding, plastic, 12 pockets	piece	3			3				0					0	3	73.59	220.77
FILE TAB DIVIDER, bristol board, for A4	set				0				0					0	0	12.98	-
FILE TAB DIVIDER, bristol board, for legal	set				0				0					0	0	17.31	-
FOLDER, FANCY, for A4 size documents	bundle				0				0					0	0	258.50	-
FOLDER, FANCY, for legal size documents	bundle				0				0					0	0	302.85	-
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0				0					0	0	177.92	-
FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0				0					0	0	222.27	-
FOLDER, PRESSBOARD, size: 240mm x 370mm (-57mm)	box				0				0					0	0	776.59	-
FOLDER, TAGBOARD, for A4 size documents	pack				0				0					0	0	226.05	-
FOLDER, TAGBOARD, for legal size documents	pack				0				0					0	0	208.38	-
GLUE, all purpose, gross weight: 200 grams min	jar	1			1				0	1				0	2	49.73	99.46
INDEX TAB, self-adhesive, transparent	box				0				0					0	0	53.74	-
LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0					0	0	676.00	-
MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0				0					0	0	43.26	-
MARKER, FLUORESCENT, 3 assorted colors per set	set				0				0	2				0	2	36.97	73.94
MARKER, whiteboard, black, felt tip, bullet type	piece	3			3				0					0	3	10.69	32.07
MARKER, whiteboard, blue, felt tip, bullet type	piece				0				0					0	0	10.69	-
MARKER, whiteboard, red, felt tip, bullet type	piece				0				0					0	0	10.69	-
MARKER, PERMANENT, bullet type, black	piece				0				0					0	0	10.04	-
MARKER, PERMANENT, bullet type, blue	piece				0				0					0	0	10.04	-
MARKER, PERMANENT, bullet type, red	piece				0				0					0	0	10.04	-
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0				0					0	0	12.52	-
NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	3			3	1			1	2				1	7	32.45	227.15
NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad				0				0					0	0	44.32	-
NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad				0				0					0	0	59.49	-

PAPER, PAD, ruled, size: 216mm x 330mm (±1mm)	pad				0				0				0	0	18.99	-
PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	3			3				0	1			1	4	6.91	27.64
PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	3			3	1			1	1			1	6	14.04	84.24
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	13			13	12			12	13			13	12	137.66	6,883.00
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	8			8	7			7	8			8	7	160.94	4,828.20
PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				0				0				0	0	119.09	-
PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	4			4	1			1	2			2	1	123.08	984.64
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0				0				0	0	95.18	-
PAPER, THERMAL, 55gsm, size: 216mm±1mm x 100-0.3m	roll	1			1	1			1	1			1	4	34.29	137.16
PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	1			1				0				0	1	20.40	20.40
PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0				0	0	319.07	-
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	8			8				0	2			2	10	62.73	627.30
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	1			1				0	1			1	2	97.34	194.68
RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0				0				0	0	267.14	-
RUBBER BAND, 20mm min lay flat length (#18)	box	1			1				0	1			1	2	97.04	194.08
RULER, plastic, 450mm (18"), width: 38mm min	piece	5			5				0				0	5	16.10	80.50
IGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece				0				0				0	0	35.99	-
IGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece				0				0				0	0	35.99	-
IGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0				0				0	0	35.99	-
TAMP PAD INK, purple or violet	bottle	3			3				0	1			1	4	25.62	102.48
TAMP PAD, FELT, bed dimension: 60mm x 30mm min	piece	2			2				0				0	2	28.77	57.54
TAPLE WIRE, for heavy duty staplers, (23/13)	box				0				0				0	0	21.51	-
TAPLE WIRE, STANDARD, (26/6)	box	5			5	2			2	3			3	2	19.68	236.16
TAPE, MASKING, width: 24mm (±1mm)	roll	2			2				0	2			2	4	57.32	229.28
TAPE, MASKING, width: 48mm (±1mm)	roll				0				0				0	0	109.24	-

TAPE, PACKAGING, width: 48mm (±1mm)	roll	1			1				0				0				0	1	29.08	29.08
TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	3			3	3			3	3			3	5			5	14	11.36	159.04
TAPE, TRANSPARENT, width: 48mm (±1mm)	roll				0				0				0				0	0	27.58	-
TOILET TISSUE PAPER 2-ply sheets, 150 pulls	pack	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	70.30	1,687.20
TRASH BAG, plastic, one (1) kilo per roll	roll				0				0				0				0	0	51.92	-
WRAPPING PAPER, kraft, 65gsm (±5%)	pack				0				0				0				0	0	133.99	-
Airline Travel	ticket				0				0				0				0	0	0.00	-

COMMON OFFICE DEVICES

CUTTER BLADE, for heavy duty cutter	tube	1			1				0	1			1				0	2	10.22	20.44
CUTTER KNIFE, for general purpose	piece	4			4				0				0				0	4	20.55	82.20
DATING AND STAMPING MACHINE, heavy duty	piece	1			1				0				0				0	1	497.52	497.52
PENCIL SHARPENER, manual, single cutter head	piece	1			1				0				0				0	1	194.69	194.69
PUNCHER, paper, heavy duty, with two hole guide	piece				0				0				0				0	0	123.42	-
SCISSORS, symmetrical, blade length: 65mm min	pair	5			5				0				0				0	5	14.28	71.40
STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	4			4				0				0				0	4	85.45	341.80
STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0				0				0	0	913.95	-
STAPLE REMOVER, PLIER-TYPE	piece	1			1				0				0				0	1	18.91	18.91
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	1			1				0				0				0	1	51.57	51.57
WASTEBASKET, non-rigid plastic	piece	1			1				0				0				0	1	25.96	25.96

COMMON JANITORIAL SUPPLIES

BROOM, soft (tambo)	piece	3			3				0	3			3				0	6	91.94	551.64
BROOM, STICK (TING-TING), usable length: 160mm min	piece	5			5				0	5			5				0	10	24.88	248.80
CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	1		1	2		1		1	1		1	2		1		1	6	43.26	259.56
CLEANER, SCOURING POWDER, 350g min./can	can				0				0				0				0	0	24.88	-

DETERGENT POWDER, all purpose, 1kg	pouch	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	38.93	467.16
DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	1			1	1			1	1			1	1			1	4	125.20	500.80
DUST PAN, non-rigid plastic, w/ detachable handle	piece	1			1				0				0				0	1	28.12	28.12
FLOOR WAX, PASTE, RED	can	2			2	2			2	2			2	2			2	8	280.13	2,241.04
FURNITURE CLEANER, aerosol type, 300ml min per can	can				0				0				0				0	0	90.85	-
INSECTICIDE, aerosol type, net content: 600ml min	can	1			1	1			1	1			1	1			1	4	142.77	571.08
MOP BUCKET, heavy duty, hard plastic	piece				0				0				0				0	0	1,987.44	-
MOPHANDLE, heavy duty, aluminum, screw type	piece				0				0				0				0	0	148.18	-
MOPHEAD, made of rayon, weight: 400 grams min	piece				0				0				0				0	0	110.32	-
RAGS, all cotton, 32 pieces per kilogram min	bundle				0				0				0				0	0	51.68	-
SCOURING PAD, made of synthetic nylon, 140 x 120mm	pack	1			1				0				0				0	1	107.08	107.08
WASHBAG, plastic, transparent	roll	1			1	1			1	1			1	1			1	4	145.48	581.92
DETERGENT BAR, 140 grams as packed	bar	1			1	1			1	1			1	1			1	4	7.57	30.28

COMMON OFFICE EQUIPMENT

BINDING AND PUNCHING MACHINE, binding cap: 30mm	unit				0				0				0				0	0	10,816.00	-
CALCULATOR, compact, 12 digits	unit	4			4				0				0				0	4	140.61	562.44
CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
CHAIR, monobloc, white, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0				0				0				0	0	6,828.14	-
DOCUMENT CAMERA, 3.2M pixels	unit				0				0				0				0	0	26,391.04	-
ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	1			1	1			1				0				0	2	1,091.33	2,182.66
ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0				0				0				0	0	1,372.55	-
ELECTRIC FAN, STAND type, plastic blade	unit				0				0				0				0	0	1,046.65	-
ELECTRIC FAN, WALL type, plastic blade	unit				0				0				0				0	0	782.00	-

ACSIMILE MACHINE, uses thermal paper	unit				0				0					0	0	3,642.83	-
FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	1			1	1			1	1				1	4	1,123.78	4,495.12
FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0					0	0	5,191.68	-
MULTIMEDIA PROJECTOR, 4000 min ANSI lumens	unit				0				0					0	0	27,542.94	-
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0				0					0	0	8,411.60	-
PAPER SHREDDER, cutting width: 3mm-4mm	unit				0				0					0	0	5,927.17	-
PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0					0	0	19,457.98	-
PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0					0	0	6,064.78	-
PRINTER, LASER, monochrome, network-ready	unit				0				0					0	0	744.14	-
PAPER, MONOBLOC, WHITE, 88g x 88gmm (35" x 35")/min	unit				0				0					0	0	1,379.04	-
PAPER, MONOBLOC, BEIGE, 88g x 88gmm (35" x 5")/min	unit				0				0					0	0	1,379.04	-
Desktop Computer, branded	unit				0				0					0	0	35,887.49	-
Laptop Computer, branded	unit				0				0					0	0	36,587.28	-

COMMON COMPUTER SUPPLIES

CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	1			1				0					0	1	709.53	709.53
CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	3			3	3			3	3				3	13	1,070.78	13,920.14
CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0					0	0	796.06	-
CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0					0	0	1,352.00	-
CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0				0					0	0	620.67	-
CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0					0	0	1,076.19	-
FD REWRITABLE, speed: 4x min, 4.7GB capacity	piece				0				0					0	0	22.66	-
EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece				0				0					0	0	3,152.86	-
FLASH DRIVE, 16 GB capacity	piece	3			3				0					0	3	261.75	785.25
MOUSE, optical, USB connection type	unit	1			1	1			1	1				1	4	140.39	561.56

HANDBOOK ON PROCUREMENT

HANDBOOK (RA 9184), 7th Edition	piece				0				0					0			0	0	48.13	-
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CONSUMABLES

DRUM CART, BROTHER DR-3455	cart				0				0					0			0	0	7,138.56	-
NK CART, CANON CL-741, Col.	cart				0				0					0			0	0	1,041.58	-
NK CART, CANON CL-811, Colored	cart				0				0					0			0	0	1,070.78	-
NK CART, CANON PG-740, Black	cart				0				0					0			0	0	784.16	-
NK CART, CANON PG-810, Black	cart				0				0					0			0	0	811.20	-
NK CART, EPSON C13T664100 (T6641), Black	cart	4			4	2			2	4				4	2		2	12	264.99	3,179.88
NK CART, EPSON C13T664200 (T6642), Cyan	cart	2			2				0	2				2			0	4	264.99	1,059.96
NK CART, EPSON C13T664300 (T6643), Magenta	cart	2			2				0	2				2			0	4	264.99	1,059.96
NK CART, EPSON C13T664400 (T6644), Yellow	cart	2			2				0	2				2			0	4	264.99	1,059.96
NK CART, HP C2P04AA (HP62) Black	cart				0				0					0			0	0	0.00	-
NK CART, HP C2P06AA (HP62) Tri-color	cart				0				0					0			0	0	0.00	-
NK CART, HP C9351AA, (HP21), Black	cart				0				0					0			0	0	676.00	-
NK CART, HP C9352AA, (HP22), Tri-color	cart				0				0					0			0	0	782.00	-
NK CART, HP C9363WA, (HP97), Tri-color	cart				0				0					0			0	0	1,552.10	-
NK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0					0			0	0	0.00	-
NK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0					0			0	0	0.00	-
NK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0					0			0	0	0.00	-
NK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0					0			0	0	0.00	-
NK CART, HP C9401A (HP72) 69ml Gray	cart				0				0					0			0	0	0.00	-
NK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0					0			0	0	0.00	-
NK CART, HP CC640WA, (HP60), Black	cart				0				0					0			0	0	665.18	-

4K CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0	0	784.16	-
4K CART, HP CD887AA, (HP703), Black	cart				0				0				0	0	373.15	-
4K CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0	0	373.15	-
4K CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0	0	654.37	-
4K CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0	0	654.37	-
4K CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0	0	654.37	-
4K CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0	0	1,292.51	-
4K CART, HP CH561WA, (HP61), Black	cart				0				0				0	0	670.59	-
4K CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0	0	859.87	-
4K CART, HP CH565A (HP82) Black	cart				0				0				0	0	0.00	-
4K CART, HP CH566A (HP82) Cyan	cart				0				0				0	0	0.00	-
4K CART, HP CH567A (HP82) Magenta	cart				0				0				0	0	0.00	-
4K CART, HP CH568A (HP82) Yellow	cart				0				0				0	0	0.00	-
4K CART, HP CN045AA, (HP950XL), Black	cart				0				0				0	0	1,616.99	-
4K CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0	0	1,222.21	-
4K CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0	0	1,227.62	-
4K CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0	0	1,227.62	-
4K CART, HP CN692AA, (HP704), Black	cart				0				0				0	0	373.15	-
4K CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0	0	373.15	-
4K CART, HP CZ107AA, (HP678), Black	cart				0				0				0	0	379.64	-
4K CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0	0	379.64	-
4K CART, HP CZ121A (HP685A), Black	cart				0				0				0	0	380.72	-
4K CART, HP CZ122A (HP685A), Cyan	cart				0				0				0	0	259.58	-
4K CART, HP CZ123A (HP685A), Magenta	cart				0				0				0	0	259.58	-
4K CART, HP CZ124A (HP685A), Yellow	cart				0				0				0	0	259.58	-

IK CART, HP F6V26AA (HP680) Tri-color	cart			0			0			0			0	0	0.00	-
IK CART, HP F6V27AA (HP680) Black	cart			0			0			0			0	0	0.00	-
IK CART, HP L0S51AA (HP955) Cyan Original	cart			0			0			0			0	0	0.00	-
IK CART, HP L0S54AA (HP955) Magenta Original	cart			0			0			0			0	0	0.00	-
IK CART, HP L0S57AA (HP955) Yellow Original	cart			0			0			0			0	0	0.00	-
IK CART, HP L0S60AA (HP955) Black Original	cart			0			0			0			0	0	0.00	-
IK CART, HP L0S63AA (HP955XL) Cyan Original	cart			0			0			0			0	0	0.00	-
IK CART, HP L0S66AA (HP955XL) Magenta Original	cart			0			0			0			0	0	0.00	-
IK CART, HP L0S69AA (HP955XL) Yellow Original	cart			0			0			0			0	0	0.00	-
IK CART, HP L0S72AA (HP955XL) Black Original	cart			0			0			0			0	0	0.00	-
IK CART, HP T6L89AA (HP905) Cyan Original	cart			0			0			0			0	0	0.00	-
IK CART, HP T6L93AA (HP905) Magenta Original	cart			0			0			0			0	0	0.00	-
IK CART, HP T6L97AA (HP905) Yellow Original	cart			0			0			0			0	0	0.00	-
IK CART, HP T6M01AA (HP905) Black Original	cart			0			0			0			0	0	0.00	-
IK CART, HP T6M05AA (HP905XL) Cyan Original	cart			0			0			0			0	0	0.00	-
IK CART, HP T6M09AA (HP905XL) Magenta Original	cart			0			0			0			0	0	0.00	-
IK CART, HP T6M13AA (HP905XL) Yellow Original	cart			0			0			0			0	0	0.00	-
IK CART, HP T6M17AA (HP905XL) Black Original	cart			0			0			0			0	0	0.00	-
IBBON CART, EPSON C135015516 (#8750), Black	cart			0			0			0			0	0	79.82	-
IBBON CART, EPSON C135015531 (5015086), Black	cart			0			0			0			0	0	753.88	-
IBBON CART, EPSON C135015632, Black, forLX-0	cart			0			0			0			0	0	78.96	-
JNER CART, BROTHER TN-2025, Black	cart			0			0			0			0	0	2,658.57	-
JNER CART, BROTHER TN-2130, Black	cart			0			0			0			0	0	1,892.80	-
JNER CART, BROTHER TN-2150, Black	cart			0			0			0			0	0	2,720.22	-
JNER CART, BROTHER TN-3320, Black	cart			0			0			0			0	0	3,059.63	-

TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0					0	0	4,460.08	-
TONER CART, HP CB435A, Black	cart				0				0					0	0	2,914.91	-
TONER CART, HP CB540A, Black	cart				0				0					0	0	3,444.90	-
TONER CART, HP CE255A, Black	cart				0				0					0	0	7,024.99	-
TONER CART, HP CE278A, Black	cart				0				0					0	0	3,239.39	-
TONER CART, HP CE285A (HPB5A), Black	cart	1			1	1			1	1				1	4	3,009.01	12,036.04
TONER CART, HP CE310A, Black	cart				0				0					0	0	2,482.27	-
TONER CART, HP CE311A, Cyan	cart				0				0					0	0	2,590.43	-
TONER CART, HP CE312A, Yellow	cart				0				0					0	0	2,590.43	-
TONER CART, HP CE313A, Magenta	cart				0				0					0	0	2,590.43	-
TONER CART, HP CE320A, Black	cart				0				0					0	0	2,968.99	-
TONER CART, HP CE321A, Cyan	cart				0				0					0	0	3,131.23	-
TONER CART, HP CE322A, Yellow	cart				0				0					0	0	3,131.23	-
TONER CART, HP CE323A, Magenta	cart				0				0					0	0	3,131.23	-
TONER CART, HP CE390A, Black	cart				0				0					0	0	7,998.43	-
TONER CART, HP CE400A, Black	cart				0				0					0	0	7,024.99	-
TONER CART, HP CE401A, Cyan	cart				0				0					0	0	10,377.95	-
TONER CART, HP CE402A, Yellow	cart				0				0					0	0	10,377.95	-
TONER CART, HP CE403A, Magenta	cart				0				0					0	0	10,377.95	-
TONER CART, HP CE410A, (HP305), Black	cart				0				0					0	0	3,942.43	-
TONER CART, HP CE411A, (HP305), Cyan	cart				0				0					0	0	5,618.91	-
TONER CART, HP CE412A, (HP305), Yellow	cart				0				0					0	0	5,618.91	-
TONER CART, HP CE413A, (HP305), Magenta	cart				0				0					0	0	5,618.91	-
TONER CART, HP CE505A, Black	cart				0				0					0	0	4,158.75	-
TONER CART, HP CE505X, Black, high cap	cart				0				0					0	0	7,349.47	-

TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0					0					0	0	0.00	
TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0					0					0	0	0.00	
TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0					0					0	0	0.00	
TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0					0					0	0	0.00	
TONER CART, HP CF280XC	cart				0					0					0	0	7,241.31	
TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0					0					0	0	0.00	
TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0					0					0	0	0.00	
TONER CART, HP CF283XC (HP83XC) Blk Contract LJ	cart				0					0					0	0	0.00	
TONER CART, HP CF287A (HP87) black	cart				0					0					0	0	0.00	
TONER CART, HP CF310AC (HP826) black	cart				0					0					0	0	0.00	
TONER CART, HP CF311AC (HP826) cyan	cart				0					0					0	0	0.00	
TONER CART, HP CF312AC (HP826) yellow	cart				0					0					0	0	0.00	
TONER CART, HP CF313AC (HP826) magenta	cart				0					0					0	0	0.00	
TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0					0					0	0	0.00	
TONER CART, HP CF350A Black LJ	cart				0					0					0	0	0.00	
TONER CART, HP CF351A Cyan LJ	cart				0					0					0	0	0.00	
TONER CART, HP CF352A Yellow LJ	cart				0					0					0	0	0.00	
TONER CART, HP CF353A Magenta LJ	cart				0					0					0	0	0.00	
TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0					0					0	0	0.00	
TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0					0					0	0	0.00	
TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0					0					0	0	0.00	
TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0					0					0	0	0.00	
TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0					0					0	0	0.00	
TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0					0					0	0	0.00	
TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0					0					0	0	0.00	

TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0					0					0	0	0.00	-
TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0					0					0	0	0.00	-
TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0					0					0	0	0.00	-
TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0					0					0	0	0.00	-
TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0					0					0	0	0.00	-
TONER CART, HP CF410A (HP410A) black	cart				0					0					0	0	0.00	-
TONER CART, HP CF410XC (HP410XC) black	cart				0					0					0	0	0.00	-
TONER CART, HP CF411A (HP410A) cyan	cart				0					0					0	0	0.00	-
TONER CART, HP CF411XC (HP410XC) cyan	cart				0					0					0	0	0.00	-
TONER CART, HP CF412A (HP410A) yellow	cart				0					0					0	0	0.00	-
TONER CART, HP CF412XC (HP410XC) yellow	cart				0					0					0	0	0.00	-
TONER CART, HP CF413A (HP410A) magenta	cart				0					0					0	0	0.00	-
TONER CART, HP CF413XC (HP410XC) magenta	cart				0					0					0	0	0.00	-
TONER CART, HP Q2612A, Black	cart				0					0					0	0	3,228.58	-
TONER CART, HP Q5942A, Black	cart				0					0					0	0	7,782.11	-
TONER CART, HP Q7553A, Black	cart				0					0					0	0	4,050.59	-
TONER CART, LEXMARK E360H11P, Black	cart				0					0					0	0	9,229.29	-
TONER CART, LEXMARK T650A11P, Black	cart				0					0					0	0	10,015.62	-
TONER CART, SAMSUNG MLT-D101S, Black	cart				0					0					0	0	2,747.26	-
TONER CART, SAMSUNG MLT-D103S, Black	cart				0					0					0	0	3,028.48	-
TONER CART, SAMSUNG MLT-D104S, Black	cart				0					0					0	0	2,541.76	-
TONER CART, SAMSUNG MLT-D105L, Black	cart				0					0					0	0	2,898.69	-
TONER CART, SAMSUNG MLT-D108S, Black	cart				0					0					0	0	2,855.42	-
TONER CART, SAMSUNG MLT-D203E, Black	cart				0					0					0	0	7,403.55	-
TONER CART, SAMSUNG MLT-D203L, Black	cart				0					0					0	0	4,802.30	-

ONER CART, SAMSUNG MLT-D203U, black	cart				0				0					0	0	9,842.56	-
ONER CART, SAMSUNG MLT-D205E, Black	cart				0				0					0	0	9,572.16	-
ONER CART, SAMSUNG MLT-D205L, Black	cart				0				0					0	0	5,267.39	-
ONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0					0	0	4,531.90	-
ONER CARTRIDGE, BROTHER TN-3478, Blackf, jr printer HL-6400DW (12,000 pages)	cart				0				0					0	0	6,312.22	-
ONER CARTRIDGE, CANON 324 II, for .printer BP6780x	cart				0				0					0	0	13,935.33	-

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

COMMON ELECTRICAL SUPPLIES																				
ED Bulb 3U 18 watts	piece	5			5	5			5	5			5	5			5	20	185.00	3,700.00
ED Bulb 2U 18 watts	piece	2			2	2			2	2			2	2			2	8	155.00	1,240.00
Flourescent Lamp, tubular, 40 watts	tube	1			1			0	1				1				0	2	90.00	180.00
					0			0					0				0	0		-
					0			0					0				0	0		-

NON OFFICE EQUIPMENT																				
					0			0					0				0	0		-
					0			0					0				0	0		-
					0			0					0				0	0		-
					0			0					0				0	0		-
					0			0					0				0	0		-

NON OFFICE SUPPLIES																				
Plastic Fastener, 8 1/2", 50 sets per box	box	1			1			0	1				1				0	2	121.00	242.00
Ball Pen 0.5mm, black, roller point, 50pieces per box	box	1			1	1		1	1				1	1			1	4	500.00	2,000.00
Plastic Fastener for paper, short	piece	4			4			0					0				0	4	70.00	280.00
Ballpoint Pen Refill ink, black	bottle	1			1	1		1	1				1	1			1	4	66.00	264.00

Correction Pen, Rolling Ball-Metal Tip	piece	4			4				0	3			3	3			3	10	88.00	880.00
Calculator (Big)	piece	1			1				0				0				0	1	500.00	500.00
Calculator Tape 57mm	roll	3			3	3			3	3			3	3			3	12	11.00	132.00
Calculator Ribbon for Casio DR-130TM	piece	1			1	1			1	1			1	1			1	4	22.00	88.00
Typewriter Ribbon	piece	1			1				0	1			1				0	2	22.00	44.00
Special Paper, long, white	pack	1			1				0	1			1				0	2	24.00	48.00
Water Well Paste, 7 oz.	piece	1			1	1			1	1			1	1			1	4	27.00	108.00
Columnar Notebook 22 cols	piece	2			2				0	2			2				0	4	42.00	168.00
Columnar Notebook 4 cols	piece	2			2				0				0				0	2	22.00	44.00
Folder Long (White)	ream	1			1				0	1			1				0	2	350.00	700.00
Folder Short (White)	ream	1			1				0	1			1				0	2	300.00	600.00
Envelope Long (Brown)	ream	1			1				0	1			1				0	2	132.00	264.00
Envelope (Brown)	ream	1			1				0	1			1				0	2	120.00	240.00
Bond Paper Long (Short)	ream	2			2	2			2				0				0	4	140.00	560.00
Bond Paper Long (Newsprint)	ream	1			1				0	1			1				0	2	75.00	150.00
Visitor's Log	piece	1			1				0				0				0	1	75.00	75.00
Sign Pen, transparent, black, 0.4mm	piece	3			3	1			1	3			3	1			1	8	60.00	480.00
Fingertip Moistener	piece	1			1	1			1	1			1	1			1	4	28.00	112.00
Document Keeper (Big)	piece	3			3				0				0				0	3	600.00	1,800.00
Notebook, 100 leaves, spiral	piece	4			4				0	1			1	1			1	6	60.00	360.00
Alcohol, Isopropyl, 70% Solution 250ml	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	38.90	5,601.60
Table Napkin	pack	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	62.20	746.40
Flanella	piece	6			6				0	6			6				0	12	20.00	240.00

MON JANITORIAL SUPPLIES

Dishwashing Paste	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	39.00	468.00
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Detergent Bar	bar	1			1	1			1	1			1	1			1	4	26.00	104.00
Floor Mats	piece	12			12				0	12			12	6			6	30	30.00	900.00
Floor Map	piece	3			3				0				0				0	3	500.00	1,500.00
Garbage Can	piece				0	1			1				0				0	1	150.00	150.00
Bathroom Deodorizer	piece	1			1	1			1	1			1	1			1	4	48.00	192.00

UMABLES

Toner Cartridge for CANON LBP-2900, Black	cart	1			1				0				0	1			1	2	3,250.00	6,500.00
Ribbon Refill for EPSON FX2175 Printer	roll	20			20	20			20	20			20	20			20	80	60.00	4,800.00
Ribbon Cartridge SO15584/SO15337, 32 m	cart	1			1				0	1			1				0	2	385.00	770.00
					0				0				0				0	0		-
					0				0				0				0	0		-
					0				0				0				0	0		-
					0				0				0				0	0		-
					0				0				0				0	0		-
					0				0				0				0	0		-
					0				0				0				0	0		-
					0				0				0				0	0		-
					0				0				0				0	0		-
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				0				0				0				0	0		
				0				0				0				0	0		
				0				0				0				0	0		

Equipment and Accessories

				0				0				0				0	0		
				0				0				0				0	0		
				0				0				0				0	0		
				0				0				0				0	0		
				0				0				0				0	0		
				0				0				0				0	0		
				0				0				0				0	0		
				0				0				0				0	0		
				0				0				0				0	0		
				0				0				0				0	0		

Supplies

Meter Card	piece			0	500			500				0				0	500	8.00	4,000.00
Bin Card	piece			0				0	500			500				0	500	8.00	4,000.00

New Service Application forms	ream	1			1				0	1			1			0	2	480.00	960.00
Cash Count Sheet	ream	1			1	1			1				0	1		1	3	320.00	960.00
Travel order	ream	1			1				0				0	1		1	2	320.00	640.00
Itinerary of Travel	ream	1			1				0				0	1		1	2	320.00	640.00
Individual Pass Slip	ream	1			1				0				0			0	1	320.00	320.00
Certificate of Travel Completed	ream	1			1				0				0	1		1	2	320.00	640.00
Stores Requisition Slip	ream	1			1				0	1			1			0	2	350.00	700.00
Water Service Request	ream	1			1	1			1	1			1	1		1	4	310.00	1,240.00
Reimbursement Expenses Receipts	ream	1			1				0				0	1		1	2	320.00	640.00
Leave Forms	ream	1			1				0	1			1			0	2	320.00	640.00
Petty Cash Voucher	ream	1			1	1			1	1			1	1		1	4	320.00	1,280.00
Purchase Request	ream	1			1				0	1			1			0	2	350.00	700.00
Purchase Order	ream	1			1				0	1			1			0	2	350.00	700.00
Request for Quotation	ream	2			2				0	1			1			0	3	350.00	1,050.00
Inspection and Acceptance Form	ream	1			1				0	1			1			0	2	280.00	560.00
Staking Report	ream	1			1				0				0			0	1	320.00	320.00
Liquidation Report	ream	2			2				0				0	2		2	4	320.00	1,280.00
Christmas Lights	piece				0				0				0		50	50	50	45.00	1,350.00
Curtains	piece				0				0				0		17		17	500.00	8,500.00
Christmas Lights 400 valves	piece	1			1				0				0			0	1	700.00	700.00
Digital Clock	piece	1			1				0				0			0	1	1,000.00	1,000.00
Electric Pot	piece	1			1				0				0			0	1	1,500.00	1,500.00
Bread Toaster	piece	1			1				0				0			0	1	3,000.00	3,000.00
Portable Water Dispenser	piece	1			1				0				0			0	1	4,000.00	4,000.00
Rice Cooker	piece	1			1				0				0			0	1	1,000.00	1,000.00

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o and visual presentation and composing equipment

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ographic or filming or video equipment

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					o				o						o				o	o		
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ing Equipment and Supplies

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Materials and Products

				0				0							0	0		
				0				0							0	0		
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ing and fixtures and accessories

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rical equipment and components and supplies

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puter Supplies

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				0				0				0				0	0		

puter Equipment and Accessories

Keyboard	piece	1			1	1						0				0	2	295.00	590.00
Head Phone/Ear Bud	piece	1			1							0				0	1	150.00	150.00
					0							0				0	0		
					0							0				0	0		
					0							0				0	0		
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er Categories

No Smoking Sticker	piece	2			2							0				0	2	25.00	50.00
Tarpaulin	piece	5			5	5						0				0	10	150.00	1,500.00
					0							0				0	0		
					0							0				0	0		
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					0							0				0	0		
					0							0				0	0		

TOTAL (A + B):										P	152,172.84
ADDITIONAL PROVISION FOR INFLATION (5% of TOTAL)										P	15,217.28
GRAND TOTAL (C + D)										P	167,390.12
APPROVED BUDGET BY THE AGENCY											
MONTHLY CASH REQUIREMENTS											
available at Procurement Service Stores	X	23,565.27	X	14,247.64	X	17,369.12	X	14,249.81		P	69,431.84
Other Items not available at PS but regularly purchased from other sources	X	34,358.00	X	11,374.00	X	14,686.00	X	22,323.00		P	82,741.00
TOTAL MONTHLY CASH REQUIREMENTS	X	57,923.27	X	25,621.64	X	32,055.12	X	36,572.81		P	152,172.84

*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:

Joseph J. Jurdos
 JOSEPH J. JURDOS
 Property/Supply Officer

Certified Funds Available / Certified
 Appropriate Funds Available:

Arcene Mae B. Benatayo
 ARCENE MAE B. BENATAYO
 Accountant / Local Budget Officer

Approved by:

Jane Beth B. Besueña
 JANE BETH B. BESUEÑA
 Head of Office/Agency

Date: 10/23/2017