

**OPTICAL MEDIA BOARD  
ANNUAL PROCUREMENT PLAN FOR 2017  
For Common-Use Supplies and Equipment**

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
  - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
  - c. Surigao Del Norte - **Surigao Del Norte**
  - d. Zamboanga Sibugay- **Zamboanga Sibugay**
  - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
  - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
  - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
  - d. ps.app.deped@gmail.com- For primary and secondary schools
  - e. ps.app.lgu@gmail.com. For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **OPTICAL MEDIA BOARD**

Agency Account Code:   B9556  

Contact Person:   Marian S. Santos  

Region:   NCR  

Position:   Property & Supply Unit Head/Admin. Officer V  

Address:   #35 Scout Limbaga St., Bgy. Laging Handa, Quezon City  

E-mail :   omb\_psu@yahoo.com  

Telephone/Mobile Nos:   921-78-55/09178927356  

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																								

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT				
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity			
<b>COMMON ELECTRICAL SUPPLIES</b>																											
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack	24			24	418.08	24			24	418.08	24			24	418.08	24			24	418.08	96	17.42	1,672.32			
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	24			24	360.72	24			24	360.72	24			24	360.72	24			24	360.72	96	15.03	1,442.88			
3 BATTERY, dry cell D, 2 pieces per blister pack	pack	24			24	1861.4	24			24	1861.4	24			24	1861.4	24			24	1861.4	96	77.56	7,445.76			
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0	0				0	0				0	0				0	0	0	114.40	-			
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0	0				0	0				0	0				0	0	0	280.80	-			
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0				0	0				0	0				0	0	0		-			
7 TAPE, electrical	roll				0	0				0	0				0	0				0	0	0	18.20	-			
<b>COMMON OFFICE SUPPLIES</b>																											
1 ACETATE, gauge #3, 50m per roll	roll				0	0				0	0				0	0				0	0	0	624.00	-			
2 AIR FRESHENER, 280mL/150g min	can				0	0				0	0				0	0				0	0	0	83.20	-			
3 ALCOHOL, 70%, ethyl, 500ml	bottle	60			60	2869.2	60			60	2869.2	60			60	2869.2	60			60	2869.2	240	47.82	11,476.80			
4 CARBON FILM, A4 size, 100 sheets per box	box				0	0				0	0				0	0				0	0	0	197.58	-			
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0				0	0				0	0				0	0	0	202.80	-			
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0	0				0	0				0	0				0	0	0	64.48	-			
7 CHALK, white, enamel, 100 pieces per box	box				0	0				0	0				0	0				0	0	0	25.86	-			

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
8 CLEARBOOK, A4 size	piece				0	0				0	0				0	0				0	0	0	39.52	-
9 CLEARBOOK, Legal size	piece	2			2	87.36	2			2	87.36	2			2	87.36	2			2	87.36	8	43.68	349.44
10 CLIP, backfold, 19mm, 12 pieces per box	box	30			30	218.4	20			20	145.6	20			20	145.6	20			20	145.6	90	7.28	655.20
11 CLIP, backfold, 25mm, 12 pieces per box	box				0	0				0	0				0	0				0	0	0	10.40	-
12 CLIP, backfold, 32mm, 12 pieces per box	box				0	0				0	0				0	0				0	0	0	19.12	-
13 CLIP, backfold, 50mm, 12 pieces per box	box				0	0				0	0				0	0				0	0	0	36.38	-
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	48			48	1497.6	48			48	1497.6	48			48	1497.6	48			48	1497.6	192	31.20	5,990.40
15 DATA FILE BOX, made with chipboard, with closed ends	box				0	0				0	0				0	0				0	0	0	69.78	-
16 DATA FOLDER, made with chipboard, taglia lock	piece	60			60	4118.4	60			60	4118.4	60			60	4118.4	60			60	4118.4	240	68.64	16,473.60
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	1			1	381.54	1			1	381.54	1			1	381.54	1			1	381.54	4	381.54	1,526.16
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	1			1	507.4	1			1	507.4	1			1	507.4	1			1	507.4	4	507.40	2,029.60
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	2			2	1243.4	2			2	1243.4	2			2	1243.4	2			2	1243.4	8	621.71	4,973.68
20 ENVELOPE, EXPANDING, plastic	piece	100			100	2761	100			100	2761	100			100	2761	100			100	2761	400	27.61	11,044.00
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	2			2	998.4	2			2	998.4	2			2	998.4	2			2	998.4	8	499.20	3,993.60
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	0				0	0				0	0				0	0	0	561.60	-
23 ERASER, felt, for blackboard/whiteboard	piece	3			3	33.33	3			3	33.33	3			3	33.33	3			3	33.33	12	11.11	133.32

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
24 ERASER, plastic or rubber	piece				0	0				0	0				0	0				0	0	0	2.29	-
25 FASTENER, for paper, metal, 50 sets per box	box	40			40	2283.6	40			40	2283.6	40			40	2283.6	40			40	2283.6	160	57.09	9,134.40
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0				0	0				0	0				0	0	0	70.67	-
27 FILE TAB DIVIDER, A4, five (5) colors per set	set	24			24	299.52	24			24	299.52				0	0				0	0	48	12.48	599.04
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	6			6	99.84	6			6	99.84				0	0				0	0	12	16.64	199.68
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0	0				0	0				0	0				0	0	0	234.00	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0	0				0	0				0	0				0	0	0	291.20	-
31 FOLDER, L-type, A4, 50 pieces pack	pack	5			5	832	5			5	832	5			5	832	5			5	832	20	166.40	3,328.00
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	0				0	0				0	0				0	0	0	203.84	-
33 FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0	0				0	0				0	0				0	0	0	746.72	-
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	5			5	896.4	5			5	896.4	5			5	896.4	5			5	896.4	20	179.28	3,585.60
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	5			5	1001.9	5			5	1001.9	5			5	1001.9	5			5	1001.9	20	200.37	4,007.40
36 GLUE, all purpose, 300 grams min.	jar	6			6	265.08	6			6	265.08	6			6	265.08	6			6	265.08	24	44.18	1,060.32
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	10			10	479	10			10	479	10			10	479	10			10	479	40	47.90	1,916.00
38 LOOSELEAF COVER, 50sets per bundle	bundle				0	0				0	0				0	0				0	0	0	539.76	-
39 MAGAZINE FILE BOX, LARGE	piece	24			24	998.4	24			24	998.4	24			24	998.4	24			24	998.4	96	41.60	3,993.60

Item & Specifications		Unit of Measure	Quantity Requirement																			Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
			Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4			Q4 AMOUNT	Total Quantity
40	MARKER, fluorescent, 3 colors per set	set	24			24	853.2	24			24	853.2	24			24	853.2	24			24	853.2	96	35.55	3,412.80
41	MARKER, whiteboard, bullet type, black	piece	20			20	205.6	20			20	205.6	20			20	205.6	20			20	205.6	80	10.28	822.40
42	MARKER, whiteboard, bullet type, blue	piece	10			10	102.8	10			10	102.8	10			10	102.8	10			10	102.8	40	10.28	411.20
43	MARKER, whiteboard, bullet type, red	piece	4			4	41.12	4			4	41.12	4			4	41.12	4			4	41.12	16	10.28	164.48
44	MARKER, permanent, bullet type, black	piece	20			20	193	20			20	193	20			20	193	20			20	193	80	9.65	772.00
45	MARKER, permanent, bullet type, blue	piece	20			20	193	20			20	193	20			20	193	20			20	193	80	9.65	772.00
46	MARKER, permanent, bullet type, red	piece	10			10	96.5	10			10	96.5	10			10	96.5	10			10	96.5	40	9.65	386.00
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece	50			50	520	50			50	520	50			50	520	50			50	520	200	10.40	2,080.00
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	24			24	748.8	24			24	748.8	24			24	748.8	24			24	748.8	96	31.20	2,995.20
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	24			24	972.96	24			24	972.96	24			24	972.96	24			24	972.96	96	40.54	3,891.84
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	24			24	1297.4	24			24	1297.4	24			24	1297.4	24			24	1297.4	96	54.06	5,189.76
51	PAD PAPER, Ruled	pad				0	0				0	0				0	0				0	0	0	18.26	-
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box	48			48	616.8	48			48	616.8	48			48	616.8	48			48	616.8	192	12.85	2,467.20
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box	48			48	308.64	48			48	308.64	48			48	308.64	48			48	308.64	192	6.43	1,234.56
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0				0	0				0	0				0	0	0	122.75	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0				0	0				0	0				0	0	0	148.90	-

Item & Specifications		Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
			Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	100			100	11215	100			100	11215	100			100	11215	100			100	11215	400	112.15	44,860.00
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	80			80	9799.2	80			80	9799.2	80			80	9799.2	80			80	9799.2	320	122.49	39,196.80
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0	0				0	0				0	0				0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll				0	0				0	0				0	0				0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box	6			6	117.72	6			6	117.72	6			6	117.72	6			6	117.72	24	19.62	470.88
61	PHILIPPINE NATIONAL FLAG	piece				0	0				0	0				0	0				0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	24			24	1447.7	16			16	965.12	16			16	965.12	16			16	965.12	72	60.32	4,343.04
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	24			24	2084.4	16			16	1389.6	16			16	1389.6	16			16	1389.6	72	86.85	6,253.20
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	12			12	3082.4	12			12	3082.4	12			12	3082.4	12			12	3082.4	48	256.87	12,329.76
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0	0				0	0				0	0				0	0	0	93.31	-
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece	5			5	77.4	5			5	77.4	5			5	77.4	5			5	77.4	20	15.48	309.60
67	SIGN PEN, black	piece	100			100	3810	100			100	3810	100			100	3810	100			100	3810	400	38.10	15,240.00
68	SIGN PEN, blue	piece	50			50	1905	50			50	1905	50			50	1905	50			50	1905	200	38.10	7,620.00
69	SIGN PEN, red	piece	35			35	1333.5	35			35	1333.5	35			35	1333.5	35			35	1333.5	140	38.10	5,334.00
70	STAMP PAD INK, violet, 50mL	bottle	5			5	123.15	5			5	123.15	5			5	123.15	5			5	123.15	20	24.63	492.60
71	STAMP PAD, felt pad, min 60mm x 100mm	piece	6			6	165.96	2			2	55.32	2			2	55.32	2			2	55.32	12	27.66	331.92

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
72 STAPLE WIRE, Heavy duty, 23/13	box				0	0				0	0				0	0				0	0	0	23.40	-
73 STAPLE WIRE, Standard	box	48			48	908.16	48			48	908.16	48			48	908.16	48			48	908.16	192	18.92	3,632.64
74 TAPE, masking, 24mm, 50 meters length	roll	48			48	2645.8	48			48	2645.8	48			48	2645.8	48			48	2645.8	192	55.12	10,583.04
75 TAPE, masking, 48mm, 50 meters length	roll	5			5	525.2	5			5	525.2	5			5	525.2	5			5	525.2	20	105.04	2,100.80
76 TAPE, transparent, 24mm, 50 meters	roll	48			48	524.16	40			40	436.8	40			40	436.8	40			40	436.8	168	10.92	1,834.56
77 TAPE, transparent, 48mm, 50 meters	roll	44			44	1166.9	40			40	1060.8	40			40	1060.8	40			40	1060.8	164	26.52	4,349.28
78 TAPE, packaging, 48mm, 50 meters length	roll	24			24	785.76	24			24	785.76	24			24	785.76	24			24	785.76	96	32.74	3,143.04
79 TOILET TISSUE, 12 rolls per pack	pack	36			36	2433.6	36			36	2433.6	36			36	2433.6	36			36	2433.6	144	67.60	9,734.40
80 TWINE, plastic, one kilo per roll	roll				0	0				0	0				0	0				0	0	0	49.92	-
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0	0				0	0				0	0				0	0	0	128.84	-
82 Software					0	0				0	0				0	0				0	0	0		-
83 Airline Travel					0	0				0	0				0	0				0	0	0		-
<b>COMMON OFFICE DEVICES</b>																								
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0	0				0	0				0	0				0	0	0	9.19	-
2 CUTTER KNIFE, heavy duty	piece	3			3	59.28	3			3	59.28	3			3	59.28	3			3	59.28	12	19.76	237.12
3 DATING AND STAMPING MACHINE	piece	4			4	1913.5	4			4	1913.5	4			4	1913.5	4			4	1913.5	16	478.38	7,654.08

Item & Specifications		Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
			Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity	
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece	5			5	936	5			5	936	5			5	936	5			5	936	20	187.20	3,744.00	
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	2			2	228.56	2			2	228.56	2			2	228.56	2			2	228.56	8	114.28	914.24	
6	SCISSORS, (6")	pair	2			2	27.46	2			2	27.46				0	0	2			2	27.46	6	13.73	82.38	
7	STAPLER, standard	piece	10			10	821.6	10			10	821.6	10			10	821.6	10			10	821.6	40	82.16	3,286.40	
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity. min	piece				0	0				0	0				0	0				0	0	0	878.80	-	
9	STAPLE REMOVER, plier type	piece	5			5	90.9	5			5	90.9	5			5	90.9	5			5	90.9	20	18.18	363.60	
10	TAPE DISPENSER, table top	piece				0	0				0	0				0	0				0	0	0	47.72	-	
11	WASTE BASKET, non-rigid plastic	piece				0	0				0	0				0	0				0	0	0	23.90	-	
<b>COMMON JANITORIAL SUPPLIES</b>																										
1	BROOM, soft (tambo)	piece				0	0				0	0				0	0				0	0	0	88.40	-	
2	BROOM, stick (tingting)	piece				0	0				0	0				0	0				0	0	0	23.92	-	
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0	0				0	0				0	0				0	0	0	41.60	-	
4	CLEANSER, scouring powder, 350grams/can	can				0	0				0	0				0	0				0	0	0	21.27	-	
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0	0				0	0				0	0				0	0	0	37.43	-	



Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity				
6 DISINFECTANT SPRAY, 400-550 grams	can				0	0					0	0					0	0				0	0	0	119.60	-
7 DUST PAN, non-rigid plastic	piece				0	0					0	0					0	0				0	0	0	24.96	-
8 FLOOR WAX, Paste, red	can				0	0					0	0					0	0				0	0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300mL/can	can				0	0					0	0					0	0				0	0	0	84.76	-
10 INSECTICIDE, aerosol type, 600mL/can	can				0	0					0	0					0	0				0	0	0	124.80	-
11 MOPBUCKET	piece				0	0					0	0					0	0				0	0	0	1,911.00	-
12 MOPHANDLE, screw type, aluminum handle	piece				0	0					0	0					0	0				0	0	0	142.48	-
13 MOPHEAD, made of rayon	piece				0	0					0	0					0	0				0	0	0	98.80	-
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0	0					0	0					0	0				0	0	0	49.69	-
15 SCOURING PAD, 5 pieces per pack	pack				0	0					0	0					0	0				0	0	0	102.96	-
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0	0					0	0					0	0				0	0	0	139.88	-
17 DISINFECTANT, bleaching solution	cont				0	0					0	0					0	0				0	0	0	101.82	-
																									7.28	
<b>COMMON OFFICE EQUIPMENT</b>																										
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any	unit				0	0					0	0					0	0				0	0	0	10,400.00	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0	0					0	0					0	0				0	0	0	135.20	-

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit	4			4	1035.4	4			4	1035.4	4			4	1035.4	4			4	1035.4	16	258.84	4,141.44
4 CHAIR, monobloc, without armrest, beige	piece				0	0				0	0				0	0				0	0	0	254.68	-
5 CHAIR, monobloc, without armrest, white	piece				0	0				0	0				0	0				0	0	0	254.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0	0				0	0				0	0				0	0	0	6,229.60	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom. PC and Doc	unit				0	0				0	0				0	0				0	0	0	25,272.00	-
8 ELECTRIC FAN, industrial	unit				0	0				0	0				0	0				0	0	0	956.80	-
9 ELECTRIC FAN, orbit type	unit				0	0				0	0				0	0				0	0	0	1,248.00	-
10 ELECTRIC FAN, stand type	unit				0	0				0	0				0	0				0	0	0	967.10	-
11 ELECTRIC FAN, wall type	unit				0	0				0	0				0	0				0	0	0	790.40	-
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm. 15 sec. transmission speed.	unit				0	0				0	0				0	0				0	0	0	3,502.72	-
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic.	unit				0	0				0	0				0	0				0	0	0	1,080.56	-
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical	unit				0	0				0	0				0	0				0	0	0	4,992.00	-
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA. (compressed) resolution	unit				0	0				0	0				0	0				0	0	0	26,483.60	-
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery	unit				0	0				0	0				0	0				0	0	0	7,488.00	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0	0				0	0				0	0				0	0	0	5,699.20	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0	0				0	0				0	0				0	0	0	18,709.60	-

Item & Specifications		Unit of Measure	Quantity Requirement																			Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
			Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4			Q4 AMOUNT	Total Quantity
19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0	0				0	0				0	0				0	0	0	5,831.52	-
20	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0	0				0	0				0	0				0	0	0	10,000.00	-
21	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0	0				0	0				0	0				0	0	0	1,237.60	-
22	TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0	0				0	0				0	0				0	0	0	1,289.60	-
23	TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0	0				0	0				0	0				0	0	0	1,289.60	-
24	Desktop and Laptop	unit				0	0				0	0				0	0				0	0	0		-
<b>COMMON COMPUTER SUPPLIES</b>																									
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0	0				0	0				0	0				0	0	0	630.76	-
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0	0				0	0				0	0				0	0	0	950.30	-
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0	0				0	0				0	0				0	0	0	716.04	-
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0	0				0	0				0	0				0	0	0	1,220.96	-
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0	0				0	0				0	0				0	0	0	596.80	-
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0	0				0	0				0	0				0	0	0	958.15	-
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0	0				0	0				0	0				0	0	0	21.79	-
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light	piece				0	0				0	0				0	0				0	0	0	2,818.40	-
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0	0				0	0				0	0				0	0	0	194.48	-

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
10 MOUSE, optical, USB connection type	unit				0	0				0	0				0	0				0	0	0	127.80	-
<b>HANDBOOK ON PROCUREMENT</b>																								
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition). 6" x 9", 296 pages.	piece				0	0				0	0				0	0				0	0	0	61.83	-
<b>CONSUMABLES</b>																								
1 INK CART, BROTHER LC39BK, Black	cart				0	0				0	0				0	0				0	0	0	681.20	-
2 INK CART, BROTHER LC39C, Cyan	cart				0	0				0	0				0	0				0	0	0	447.20	-
3 INK CART, BROTHER LC39M, Magenta	cart				0	0				0	0				0	0				0	0	0	447.20	-
4 INK CART, BROTHER LC39Y, Yellow	cart				0	0				0	0				0	0				0	0	0	447.20	-
5 INK CART, BROTHER LC67B, Black	cart				0	0				0	0				0	0				0	0	0	910.00	-
6 INK CART, BROTHER LC67C, Cyan	cart				0	0				0	0				0	0				0	0	0	546.00	-
7 INK CART, BROTHER LC67M, Magenta	cart				0	0				0	0				0	0				0	0	0	546.00	-
8 INK CART, BROTHER LC67Y, Yellow	cart				0	0				0	0				0	0				0	0	0	546.00	-
9 INK CART, BROTHER LC67HYBK, Black	cart				0	0				0	0				0	0				0	0	0	1,538.16	-
10 INK CART, BROTHER LC67HYC, Cyan	cart				0	0				0	0				0	0				0	0	0	868.40	-

Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
11 INK CART, BROTHER LC67HYM, Magenta	cart				0	0				0	0				0	0				0	0	0	868.40	-
12 INK CART, BROTHER LC67HYH, Yellow	cart				0	0				0	0				0	0				0	0	0	868.40	-
13 INK CART, CANON PG-810, Black	cart	6			6	4648.8	6			6	4648.8	6			6	4648.8	6			6	4648.8	24	774.80	18,595.20
14 INK CART, CANON PG-740, Black	cart				0	0				0	0				0	0				0	0	0	754.00	-
15 INK CART, CANON PGI-725, Black	cart				0	0				0	0				0	0				0	0	0	574.08	-
16 INK CART, CANON CLI-726, Black	cart				0	0				0	0				0	0				0	0	0	534.56	-
17 INK CART, CANON CL-811, Colored	cart	4			4	4089.3	4			4	4089.3	4			4	4089.3	4			4	4089.3	16	1,022.32	16,357.12
18 INK CART, CANON CL-741, Colored	cart				0	0				0	0				0	0				0	0	0	1,001.52	-
19 INK CART, CANON CLI-726, Cyan	cart				0	0				0	0				0	0				0	0	0	535.60	-
20 INK CART, CANON CLI-726, Magenta	cart				0	0				0	0				0	0				0	0	0	535.60	-
21 INK CART, CANON CLI-726, Yellow	cart				0	0				0	0				0	0				0	0	0	535.60	-
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0	0				0	0				0	0				0	0	0	491.92	-
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0	0				0	0				0	0				0	0	0	770.64	-
24 INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0				0	0				0	0				0	0	0	426.40	-
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0				0	0				0	0				0	0	0	426.40	-
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0				0	0				0	0				0	0	0	426.40	-

Item & Specifications		Unit of Measure	Quantity Requirement																			Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
			Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4			Q4 AMOUNT	Total Quantity
27	INK CART, EPSON C13T105490(73N)(91N),Yellow	cart				0	0				0	0				0	0				0	0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart	15			15	3822	15			15	3822	15			15	3822	15			15	3822	60	254.80	15,288.00
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart	15			15	3822	15			15	3822	15			15	3822	15			15	3822	60	254.80	15,288.00
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart	15			15	3822	15			15	3822	15			15	3822	15			15	3822	60	254.80	15,288.00
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart	15			15	3822	15			15	3822	15			15	3822	15			15	3822	60	254.80	15,288.00
32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0				0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0				0	0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0				0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0				0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0				0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0				0	0	0	1,034.80	-
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0				0	0	0	982.80	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0				0	0	0	717.60	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0				0	0	0	717.60	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0				0	0	0	717.60	-

Item & Specifications		Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
			Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,606.80	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0				0	0	0	1,237.60	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,346.80	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0				0	0				0	0				0	0	0	921.44	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,466.40	-
48	INK CART, HP C8727AA, (HP27), Black	cart	12			12	9921.6	12			12	9921.6	12			12	9921.6	12			12	9921.6	48	826.80	39,686.40
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0				0	0	0	930.80	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart	12			12	13603	12			12	13603	12			12	13603	12			12	13603	48	1,133.60	54,412.80
51	INK CART, HP C8767WA, (HP96), Black	cart	6			6	8580	6			6	8580	6			6	8580	6			6	8580	24	1,430.00	34,320.00
52	INK CART, HP C9351AA, (HP21), Black	cart	18			18	11700	18			18	11700	18			18	11700	18			18	11700	72	650.00	46,800.00
53	INK CART, HP C9352AA, (HP22), Tri-color	cart	21			21	15790	21			21	15790	21			21	15790	21			21	15790	84	751.92	63,161.28
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,346.80	-
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0				0	0	0	600.08	-
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,492.40	-
57	INK CART, HP C9364WA, (HP98), Black	cart	3			3	2480.4	3			3	2480.4	3			3	2480.4	3			3	2480.4	12	826.80	9,921.60
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0				0	0	0	296.40	-

Item & Specifications		Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
			Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0				0	0	0	379.60	-
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0				0	0	0	696.80	-
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0				0	0	0	1,508.00	-
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0				0	0	0	803.92	-
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,606.80	-
64	INK CART, HP CC640WA, (HP60), Black	cart	7			7	4477.2	7			7	4477.2	7			7	4477.2	7			7	4477.2	28	639.60	17,908.80
65	INK CART, HP CC641WA, (HP60XL), Black	cart	8			8	5116.8	8			8	5116.8	8			8	5116.8	8			8	0	32	639.60	20,467.20
66	INK CART, HP CC643WA, (HP60), Tri-color	cart	8			8	6032	8			8	6032	8			8	6032	8			8	6032	32	754.00	24,128.00
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart	3			3	4976.4	3			3	4976.4	3			3	4976.4	3			3	4976.4	12	1,658.80	19,905.60
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0				0	0				0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0				0	0				0	0				0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0				0	0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart	10			10	3588	10			10	3588	10			10	3588	10			10	3588	40	358.80	14,352.00
72	INK CART, HP CD888AA, (HP703), Tri-color	cart	10			10	3588	10			10	3588	10			10	3588	10			10	3588	40	358.80	14,352.00
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0				0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0				0	0				0	0				0	0	0	629.20	-



Item & Specifications		Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
			Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0				0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0				0	0				0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0				0	0				0	0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0	0				0	0				0	0				0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0				0	0				0	0				0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0				0	0				0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0				0	0				0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0				0	0				0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0				0	0				0	0				0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0				0	0				0	0				0	0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tricolor	cart				0	0				0	0				0	0				0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0				0	0				0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0				0	0				0	0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0				0	0				0	0	0	366.08	-
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0				0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0				0	0	0	249.60	-

Item & Specifications		Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
			Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0				0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart	10			10	9308	10			10	9308	10			10	9308	10			10	9308	40	930.80	37,232.00
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				0	0				0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0				0	0				0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0				0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0				0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0				0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0				0	0	0	3,354.00	-
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0				0	0				0	0				0	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0				0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0				0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0				0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0				0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0				0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0				0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0				0	0	0	2,984.80	-

Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity			
107 TONER CART, HP CB542A, Yellow	cart				0	0					0	0				0	0				0	0	0	2,984.80	-
108 TONER CART, HP CB543A, Magenta	cart				0	0					0	0				0	0				0	0	0	2,984.80	-
109 TONER CART, HP CC364A, Black	cart				0	0					0	0				0	0				0	0	0	7,378.80	-
110 TONER CART, HP CC530A, Black	cart				0	0					0	0				0	0				0	0	0	5,402.80	-
111 TONER CART, HP CC531A, Cyan	cart				0	0					0	0				0	0				0	0	0	5,298.80	-
112 TONER CART, HP CC532A, Yellow	cart				0	0					0	0				0	0				0	0	0	5,298.80	-
113 TONER CART, HP CC533A, Magenta	cart				0	0					0	0				0	0				0	0	0	5,298.80	-
114 TONER CART, HP CE255A, Black	cart				0	0					0	0				0	0				0	0	0	6,754.80	-
115 TONER CART, HP CE278A, Black	cart	4			4	12459	4				4	12459	4			4	12459	4			4	12459	16	3,114.80	49,836.80
116 TONER CART, HP CE285A (HP85A), Black	cart				0	0					0	0				0	0				0	0	0	2,756.00	-
117 TONER CART, HP CE310A, Black	cart				0	0					0	0				0	0				0	0	0	2,386.80	-
118 TONER CART, HP CE311A, Cyan	cart				0	0					0	0				0	0				0	0	0	2,490.80	-
119 TONER CART, HP CE312A, Yellow	cart				0	0					0	0				0	0				0	0	0	2,490.80	-
120 TONER CART, HP CE313A, Magenta	cart				0	0					0	0				0	0				0	0	0	2,490.80	-
121 TONER CART, HP CE320A, Black	cart				0	0					0	0				0	0				0	0	0	3,166.80	-
122 TONER CART, HP CE321A, Cyan	cart				0	0					0	0				0	0				0	0	0	3,010.80	-

Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
123 TONER CART, HP CE322A, Yellow	cart				0	0				0	0				0	0				0	0	0	3,010.80	-
124 TONER CART, HP CE323A, Magenta	cart				0	0				0	0				0	0				0	0	0	3,010.80	-
125 TONER CART, HP CE390A, Black	cart				0	0				0	0				0	0				0	0	0	7,690.80	-
126 TONER CART, HP CE400A, Black	cart				0	0				0	0				0	0				0	0	0	6,754.80	-
127 TONER CART, HP CE401A, Cyan	cart				0	0				0	0				0	0				0	0	0	9,978.80	-
128 TONER CART, HP CE402A, Yellow	cart				0	0				0	0				0	0				0	0	0	9,978.80	-
129 TONER CART, HP CE403A, Magenta	cart				0	0				0	0				0	0				0	0	0	9,978.80	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0	0				0	0				0	0				0	0	0	3,790.80	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0	0				0	0				0	0				0	0	0	5,402.80	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0	0				0	0				0	0				0	0	0	5,402.80	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0	0				0	0				0	0				0	0	0	5,402.80	-
134 TONER CART, HP CE505A, Black	cart				0	0				0	0				0	0				0	0	0	3,998.80	-
135 TONER CART, HP CE505X, Black, high cap	cart				0	0				0	0				0	0				0	0	0	7,066.80	-
136 TONER CART, HP Q2612A, Black	cart				0	0				0	0				0	0				0	0	0	3,104.40	-
137 TONER CART, HP Q2613A, Black	cart				0	0				0	0				0	0				0	0	0	3,328.00	-
138 TONER CART, HP Q5942A, Black	cart				0	0				0	0				0	0				0	0	0	7,482.80	-

Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
139 TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0				0	0	0	3,530.80	-
140 TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0				0	0	0	7,644.00	-
141 TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0				0	0	0	10,845.12	-
142 TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0				0	0	0	10,845.12	-
143 TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0				0	0	0	10,845.12	-
144 TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0				0	0	0	3,317.60	-
145 TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0				0	0	0	3,614.00	-
146 TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0				0	0	0	3,614.00	-
147 TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0				0	0	0	3,614.00	-
148 TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0				0	0	0	5,526.56	-
149 TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0				0	0	0	5,495.36	-
150 TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0				0	0	0	5,844.80	-
151 TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0				0	0	0	5,844.80	-
152 TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0				0	0	0	3,894.80	-
153 TONER CART, LEXMARK E360H11P, Black	cart				0	0				0	0				0	0				0	0	0	8,874.32	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0				0	0	0	9,630.40	-

Item & Specifications		Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
			Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0				0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0				0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				0	0				0	0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0				0	0				0	0				0	0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0				0	0				0	0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0				0	0				0	0				0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0				0	0				0	0				0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0				0	0				0	0				0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0				0	0				0	0				0	0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0				0	0				0	0				0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0				0	0				0	0				0	0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0				0	0				0	0				0	0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0				0	0				0	0				0	0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0				0	0				0	0				0	0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0	0				0	0				0	0				0	0	0	76.75	-
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0				0	0				0	0				0	0	0	724.88	-

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	0				0	0				0	0				0	0	0	334.88	-
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0	0				0	0				0	0				0	0	0	75.92	-
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																								
<b>COMMON ELECTRICAL SUPPLIES</b>																								
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
3					0	0				0	0				0	0				0	0	0		-
<b>COMMON OFFICE EQUIPMENT</b>																								
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
3					0	0				0	0				0	0				0	0	0		-
4					0	0				0	0				0	0				0	0	0		-
5					0	0				0	0				0	0				0	0	0		-
<b>COMMON OFFICE SUPPLIES</b>																								
Envelope, Pay	box	1			1	120	1			1	120	1			1	120	1			1	120	4	120.00	480.00
Index Card 3x5	pack	4			4	220	4			4	220	4			4	220	4			4	220	16	55.00	880.00
Index Card 5x8	pack	4			4	600	4			4	600	4			4	600	4			4	600	16	150.00	2,400.00
Thermal Paper	roll	24			24	840	24			24	840	24			24	840	24			24	840	96	35.00	3,360.00
Ballpen, Black	pc	150			150	750	150			150	750	150			150	750	150			150	750	600	5.00	3,000.00
Ballpen, Blue	pc	120			120	600	120			120	600	120			120	600	120			120	600	480	5.00	2,400.00
Ballpen, Red	pc	20			20	100	20			20	100	20			20	100	20			20	100	80	5.00	400.00
Board Paper	pack	10			10	250	10			10	250	10			10	250	10			10	250	40	25.00	1,000.00
Board Paper A4	pack	10			10	250	10			10	250	10			10	250	10			10	250	40	25.00	1,000.00
Glue Stick	pc	4			4	107	4			4	107	4			4	107	4			4	107	16	26.75	428.00
Press Board (Long)	pc	70			70	420	70			70	420	70			70	420	70			70	420	280	6.00	1,680.00
Press Board (Short)	pc	20			20	120	20			20	120	20			20	120	20			20	120	80	6.00	480.00
Post It/Sign Here	pack	10			10	150	10			10	150	10			10	150	10			10	150	40	15.00	600.00
					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		-

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
					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		-
<b>COMMON JANITORIAL SUPPLIES</b>																								
					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		-
<b>CONSUMABLES</b>																								
Ink Cart Epson C13T143190 Black	cart	2			2	1200	2			2	1200	2			2	1200	2			2	1200	8	600.00	4,800.00
Ink Cart Epson C13T143190 Cyan	cart	2			2	1000	2			2	1000	2			2	1000	2			2	1000	8	500.00	4,000.00
Ink Cart Epson C13T143190 Magenta	cart	2			2	1000	2			2	1000	2			2	1000	2			2	1000	8	500.00	4,000.00
Ink Cart Epson C13T143190 Yellow	cart	2			2	1000	2			2	1000	2			2	1000	2			2	1000	8	500.00	4,000.00
Docuprint Toner C11110B	set	4			4	17400	4			4	17400	4			4	17400	4			4	17400	16	4,350.00	69,600.00
Copier Toner (Sharp) MX-235FT	cart	4			4	14000	4			4	14000	4			4	14000	4			4	14000	16	3,500.00	56,000.00
					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		-
					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	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	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		-







Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
3					0	0				0	0				0	0				0	0	0		-
4					0	0				0	0				0	0				0	0	0		-
5					0	0				0	0				0	0				0	0	0		-
6					0	0				0	0				0	0				0	0	0		-
7					0	0				0	0				0	0				0	0	0		-
8					0	0				0	0				0	0				0	0	0		-
9					0	0				0	0				0	0				0	0	0		-
10					0	0				0	0				0	0				0	0	0		-
<b>Electrical equipment and components and supplies</b>																								
1	Double Adhesive Tape	roll	5		5	250	5			5	250	5			5	250	5			5	250	20	50.00	1,000.00
2					0	0				0	0				0	0				0	0	0		-
3					0	0				0	0				0	0				0	0	0		-
4					0	0				0	0				0	0				0	0	0		-
5					0	0				0	0				0	0				0	0	0		-
6					0	0				0	0				0	0				0	0	0		-
7					0	0				0	0				0	0				0	0	0		-
8					0	0				0	0				0	0				0	0	0		-
9					0	0				0	0				0	0				0	0	0		-
10					0	0				0	0				0	0				0	0	0		-
<b>Computer Supplies</b>																								
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
3					0	0				0	0				0	0				0	0	0		-
4					0	0				0	0				0	0				0	0	0		-
5					0	0				0	0				0	0				0	0	0		-
6					0	0				0	0				0	0				0	0	0		-
7					0	0				0	0				0	0				0	0	0		-
8					0	0				0	0				0	0				0	0	0		-
9					0	0				0	0				0	0				0	0	0		-
10					0	0				0	0				0	0				0	0	0		-
<b>Computer Equipment and Accessories</b>																								
1					0	0				0	0				0	0				0	0	0		-
2					0	0				0	0				0	0				0	0	0		-
3					0	0				0	0				0	0				0	0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
4					0	0				0	0				0	0				0	0	0		-
5					0	0				0	0				0	0				0	0	0		-
6					0	0				0	0				0	0				0	0	0		-
7					0	0				0	0				0	0				0	0	0		-
8					0	0				0	0				0	0				0	0	0		-
9					0	0				0	0				0	0				0	0	0		-
10					0	0				0	0				0	0				0	0	0		-
<b>*Other Categories</b>																								-
1	Sound System for Boardroom	set	1		1	300000				0	0				0	0				0	0	1	300,000.00	300,000.00
2	Television/monitor 75" - 80"	set	1		1	200000				0	0				0	0				0	0	1	200,000.00	200,000.00
3	Executive Chairs	pc			0	0				0	0	20			20	140000				0	0	20	7,000.00	140,000.00
4	Tables and Chairs	set	5		5	60000	5			5	60000	10			10	120000	10			10	120000	30	12,000.00	360,000.00
5					0	0				0	0				0	0				0	0	0		-
6					0	0				0	0				0	0				0	0	0		-
7					0	0				0	0				0	0				0	0	0		-
8					0	0				0	0				0	0				0	0	0		-
9					0	0				0	0				0	0				0	0	0		-
10					0	0				0	0				0	0				0	0	0		-
<b>C. TOTAL (A + B):</b>																								<b>2,177,789.86</b>
<b>D. ADDITIONAL PROVISION FOR</b>																								<b>217,778.99</b>
<b>E. GRAND TOTAL (C + D)</b>																								<b>2,395,568.85</b>
<b>F. APPROVED BUDGET BY THE AGENCY</b>																								
<b>G. MONTHLY CASH REQUIREMENTS</b>																								
G.1 Available at Procurement Service Stores					2E+05					2E+05					2E+05					2E+05				851685.06
G.2 Other Items not available at PS but					6E+05					1E+05					3E+05					2E+05				1320988
<b>TOTAL MONTHLY CASH</b>					9E+05					4E+05					6E+05					4E+05				<b>2172673.06</b>

\*Other categories that are not indicated herein

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

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

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT		

Prepared by:



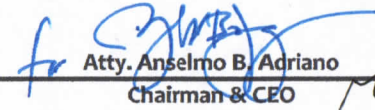
Marian S. Santos  
Property/Supply Officer

Certified Funds Available /  
Certified Appropriate Funds Available:



Carlos Jason T. Silva, CPA, MBA  
Accountant III /  
Local Budget Officer

Approved



Atty. Anselmo B. Adriano  
Chairman & CEO

Date Prepared: November 17, 2016