

**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 NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY
 Region: MAIN & NCR
 Address: 12 St Josemaria Escriva Drive Ortigas Center Pasig City

Agency Account Code: No Code

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Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	41	75	34	150	65	26	20	111	63	30	35	128	56	31	1	88	477	20.28	9,673.56	
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	50	79	56	185	83	28	37	148	72	26	50	148	65	127	3	195	676	19.20	12,979.20	
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-	
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	-	
5 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	75.39	-	
6 TAPE, ELECTRICAL, 18mm x 16M min	roll		5		5		5		5		5		5		5		5	20	18.93	378.60	
COMMON OFFICE SUPPLIES																					
1 ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				0				0				0	0	766.73	-	

2	AIR FRESHENER, aerosol, 280ml/150g min	can	14	17	19	50	18	4	5	27	18	9	11	38	18	2	1	21	136	88.69	12,061.84
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	103	110	141	354	103	95	60	258	136	97	61	294	100	113	8	221	1127	49.73	56,045.71
4	CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0				0	0	205.48	-
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0				0	0	210.91	-
6	CARTOLINA, assorted colors	pack	2	7	1	10	1	5		6	3	5	1	9	1	5		6	31	67.06	2,078.86
7	CHALK, molded, white, dustless, length: 78mm min	box				0				0				0				0	0	26.89	-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	23	30	12	65	43			43	34	34		68	9			9	185	38.19	7,065.15
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	3	45	8	56	18	15	2	35	17	37	3	57	12	15	50	77	225	40.47	9,105.75
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	36	68	126	230	65	24	91	180	50	64	74	188	25	26	64	115	713	7.87	5,611.31
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	36	51	78	165	43	29	66	138	38	44	54	136	13	16	54	83	522	13.94	7,276.68
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	40	36	58	134	25	21	29	75	28	16	36	80	10	13	7	30	319	19.88	6,341.72
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	32	35	34	101	19	20	8	47	42	14	34	90	9	7	18	34	272	41.10	11,179.20
14	CORRECTION TAPE, film base type, UL 6m min	piece	57	126	78	261	74	63	48	185	92	62	41	195	55	50	21	126	767	18.26	14,005.42
15	DATA FILE BOX, made of chipboard, with closed ends	box	48	22	22	92	20	5	13	38	56	9	32	97	20	12		32	259	72.57	18,795.63
16	DATA FOLDER, made of chipboard, taglia lock	piece	60	15	10	85	50	10		60	60	5	10	75	50			50	270	71.39	19,275.30
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	2	6	4	12	3	1	2	6	3	1	2	6	3	2		5	29	424.47	12,309.63
18	ENVELOPE, DOCUMENTARY, for legal size document	box	3	8	22	33	2	1	21	24	3	2	21	26	2	1		3	86	538.80	46,336.80
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	53	2	7	62	54		1	55	4	1	3	8	2	2		4	129	667.84	86,151.36
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	26	115		141		15		15	11			11	1			1	168	28.71	4,823.28
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box		2	1	3	2			2			3	3				0	8	341.79	2,734.32
22	ENVELOPE, mailing, white, with window	box				0				0				0				0	0	427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece	3	4	11	18	1			1	1		3	4		9		9	32	11.55	369.60
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	10	22	40	72	5	2	17	24	17	2	5	24	5	5	2	12	132	6.23	822.36
25	FASTENER, METAL, 70mm between prongs	box	25	36	26	87	40	30	10	80	12	31	29	72	3	29	3	35	274	59.37	16,267.38
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	7	204	4	215				0	100	4		104				0	319	73.59	23,475.21

27	FILE TAB DIVIDER, bristol board, for A4	set	117	340	251	708	157	85	136	378	97	220	151	468	152	60	61	273	1827	12.98	23,714.46
28	FILE TAB DIVIDER, bristol board, for legal	set	50	15	125	190	55			55	5	10		15				0	260	17.31	4,500.60
29	FOLDER, FANCY, for A4 size documents	bundle	7	4	7	18			2	2	11		6	17				0	37	258.50	9,564.50
30	FOLDER, FANCY, for legal size documents	bundle	6	14	7	27	11	1		12	2	5	8	15	1			1	55	302.85	16,656.75
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	18	10	109	137	15		1	16	12	1	9	22	8		1	9	184	177.92	32,737.28
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	7	2	7	16	7			7	5	3	7	15	4			4	42	222.27	9,335.34
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	9	3	14	26	2		4	6	7	1	3	11	2	7		9	52	776.59	40,382.68
34	FOLDER, TAGBOARD, for A4 size documents	pack	11	6	10	27	2			2	11	2	11	24	2		1	3	56	226.05	12,658.80
35	FOLDER, TAGBOARD, for legal size documents	pack	6	2	7	15	3	2	20	25	6		8	14	1	2		3	57	208.38	11,877.66
36	GLUE, all purpose, gross weight: 200 grams min	jar	14	19	20	53	32	9	5	46	11	3	23	37	2	13	2	17	153	49.73	7,608.69
37	INDEX TAB, self-adhesive, transparent	box	26	15	10	51	10	10		20	26	10	10	46				0	117	53.74	6,287.58
38	LOOSELEAF COVER, made of chipboard, for legal	bundle	2	1	6	9	1	1		2	2	1	6	9	1	1		2	22	676.00	14,872.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	38	43	29	110	18	13		31	13	3	12	28	3	5		8	177	43.26	7,657.02
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	16	51	45	112	17	23	14	54	21	34	38	93	12	12	14	38	297	36.97	10,980.09
41	MARKER, whiteboard, black, felt tip, bullet type	piece	24	48	26	98	22	16	26	64	22	19	14	55	14	13	4	31	248	10.69	2,651.12
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	20	34	10	64	15	14	11	40	18	17	12	47	12	10		22	173	10.69	1,849.37
43	MARKER, whiteboard, red, felt tip, bullet type	piece	19	11	5	35	13	12	5	30	13	2	8	23	12	10		22	110	10.69	1,175.90
44	MARKER, PERMANENT, bullet type, black	piece	20	61	101	182	23	37	56	116	29	37	13	79	12	34		46	423	10.04	4,246.92
45	MARKER, PERMANENT, bullet type, blue	piece	11	61	30	102	23	37	53	113	22	34	9	65	12	36		48	328	10.04	3,293.12
46	MARKER, PERMANENT, bullet type, red	piece	9	18	7	34	12	10	43	65	17	8	2	27	7	9		16	142	10.04	1,425.68
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	61	41	37	139	23	12	46	81	40	27	27	94	13	3	2	18	332	12.52	4,156.64
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	91	57	46	194	49	32	56	137	99	56	31	186	34	39	4	77	594	32.45	19,275.30
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	89	118	136	343	54	57	56	167	96	66	41	203	24	39	4	67	780	44.32	34,569.60
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	46	92	52	190	44	35	82	161	55	35	67	157	19	53		72	580	59.49	34,504.20
51	PAPER, PAD, ruled, size: 216mm x 330mm (±2mm)	pad		2		2				0				0				0	2	18.99	37.98

52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	49	61	142	252	42	43	45	130	22	76	59	157	6	66		72	611	6.91	4,222.01
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	30	46	62	138	14	31	17	62	19	36	53	108	2	23	2	27	335	14.04	4,703.40
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	180	420	460	1060	286	219	405	910	267	292	525	1084	213	282	46	541	3595	137.66	494,887.70
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	15	24	63	102	5	65	11	81	13	76	15	104	8	61	4	73	360	160.94	57,938.40
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	52	41	49	142	137	22	22	181	137	26	69	232	133	22	22	177	732	119.09	87,173.88
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	16	11	9	36	28	7	5	40	101	11	9	121	56	7	5	68	265	123.08	32,616.20
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	1	26		27	15	2	1	18	16	3		19	15	1		16	80	95.18	7,614.40
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	33	33	46	112	28	32	29	89	23	31	43	97	34	27	17	78	376	34.29	12,893.04
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	12	34	11	57	14	12	7	33	15	25	7	47	15	10	2	27	164	20.40	3,345.60
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece		3		3		1		1				0				0	4	319.07	1,276.28
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	22	18	6	46	12	13		25	22	9	6	37	2	7		9	117	62.73	7,339.41
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	28	18	23	69	7	14		21	31	7	11	49		3		3	142	97.34	13,822.28
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	2	1	6	9	1	5		6	1	1	5	7	1			1	23	267.14	6,144.22
65	RUBBER BAND, 70mm min lay flat length (#18)	box	6	11	13	30	4	4		8	1	6		7	2	2		4	49	97.04	4,754.96
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	25	20	8	53				0		7		7				0	60	16.10	966.00
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	130	242	316	688	120	100	104	324	132	158	99	389	108	130	24	262	1663	35.99	59,851.37
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	122	333	220	675	114	114	59	287	135	153	89	377	111	119	24	254	1593	35.99	57,332.07
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	39	56	54	149	41	21	15	77	58	33	25	116	41	22	14	77	419	35.99	15,079.81
70	STAMP PAD INK, purple or violet	bottle	3	5	8	16	1	1	5	7	1	3	1	5		2		2	30	25.62	768.60
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	4	4	5	13	1	3	5	9	1			1				0	23	28.77	661.71
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	1	9	11	21	1	5	10	16	1	1	16	18	1			1	56	21.51	1,204.56
73	STAPLE WIRE, STANDARD, (26/6)	box	36	42	72	150	35	26	28	89	25	41	91	157	7	30	6	43	439	19.68	8,639.52
74	TAPE, MASKING, width: 24mm (±1mm)	roll	18	67	23	108	19	27	18	64	20	36	19	75	17	17	15	49	296	57.32	16,966.72
75	TAPE, MASKING, width: 48mm (±1mm)	roll	14	37	33	84	6	14	23	43	12	12	2	26	14	4	6	24	177	109.24	19,335.48
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	11	57	24	92	16	20	18	54	18	8	10	36	12	2	5	19	201	29.08	5,845.08

77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	69	77	108	254	33	19	65	117	51	4	26	81	24	16	22	62	514	11.36	5,839.04
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	10	39	16	65	6	24	12	42	6	15	7	28	10	9	6	25	160	27.58	4,412.80
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	13	29		42	18			18	27	5		32	20			20	112	70.30	7,873.60
80	TWINE, plastic, one (1) kilo per roll	roll	3	10	5	18	6			6		4	4	8	2			2	34	51.92	1,765.28
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack		1		1				0				0			2	2	3	133.99	401.97
82	Airline Travel	ticket				0				0				0				0	0	0.00	-

COMMON OFFICE DEVICES

1	CUTTER BLADE, for heavy duty cutter	tube	4	8	8	20	1			1	1			1	1			1	23	10.22	235.06
2	CUTTER KNIFE, for general purpose	piece	7	22	11	40	3	3		6	3	3		6	3	3		6	58	20.55	1,191.90
3	DATING AND STAMPING MACHINE, heavy duty	piece				0				0				0				0	0	497.52	-
4	PENCIL SHARPENER, manual, single cutter head	piece		3	16	19			1	1				0				0	20	194.69	3,893.80
5	PUNCHER, paper, heavy duty, with two hole guide	piece	4	4	17	25		2	1	3				0		6		6	34	123.42	4,196.28
6	SCISSORS, symmetrical, blade length: 65mm min	pair	26	65	47	138	3	5	4	12	9	2		11	9	6		15	176	14.28	2,513.28
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	23	17	24	64		5	2	7		5		5				0	76	85.45	6,494.20
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	1	1	1	3				0				0				0	3	913.95	2,741.85
9	STAPLE REMOVER, PLIER-TYPE	piece	33	14	6	53		10	2	12		5		5			5	5	75	18.91	1,418.25
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	8	20	17	45			1	1	2			2				0	48	51.57	2,475.36
11	WASTEBASKET, non-rigid plastic	piece	2	7		9	5			5				0	5			5	19	25.96	493.24

COMMON JANITORIAL SUPPLIES

1	BROOM, soft (tambo)	piece	1			1				0				0				0	1	91.94	91.94
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0				0				0				0	0	24.88	-
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	1			1				0				0				0	1	43.26	43.26
4	CLEANSER, SCOURING POWDER, 350g min./can	can				0				0				0				0	0	24.88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch		3		3				0				0	3			3	6	38.93	233.58
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	1	3	18	22				0			8	8	2			2	32	125.20	4,006.40

7	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0				0				0			0	0	28.12	-
8	FLOOR WAX, PASTE, RED	can				0				0				0			0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	2		2	4				0				0			4	90.85	363.40	
10	INSECTICIDE, aerosol type, net content: 600ml min	can		3	6	9	4			4			6	6	2		2	21	142.77	2,998.17
11	MOP BUCKET, heavy duty, hard plastic	piece				0				0				0			0	0	1,987.44	-
12	MOPHANDLE, heavy duty, aluminum, screw type	piece				0				0				0			0	0	148.18	-
13	MOPHEAD, made of rayon, weight: 400 grams min	piece				0				0				0			0	0	110.32	-
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	4	2	2	8	3			3	3			3	3		3	17	51.68	878.56
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0				0				0			0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll	1	1	1	3	2			2				0			0	5	145.48	727.40
17	DETERGENT BAR, 140 grams as packed	bar				0				0				0			0	0	7.57	-

COMMON OFFICE EQUIPMENT

1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	1			1				0				0			0	1	10,816.00	10,816.00
2	CALCULATOR, compact, 12 digits	unit	17	10		27		1		1		6		6			0	34	140.61	4,780.74
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0				0			0	0	273.10	-
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0				0				0			0	0	273.10	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	2	1	2	5				0		1	1				0	6	6,828.14	40,968.84
6	DOCUMENT CAMERA, 3.2M pixels	unit				0				0				0			0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0				0				0			0	0	1,091.33	-
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0				0				0			0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit	1	2	2	5				0				0			0	5	1,046.65	5,233.25
10	ELECTRIC FAN, WALL type, plastic blade	unit				0				0				0			0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit			3	3				0				0			0	3	3,642.83	10,928.49
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0				0				0			0	0	1,123.78	-
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0			0	0	5,191.68	-

14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0				0			0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0				0				0			0	0	8,411.60	-
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit			3	3				0				0			0	3	5,927.17	17,781.51
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0			0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0			0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit				0				0				0			0	0	744.14	-
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0				0			0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0				0			0	0	1,379.04	-
22	Desktop Computer, branded	unit				0	50			50				0			0	50	35,887.49	1,794,374.50
23	Laptop Computer, branded	unit				0	30			30				0			0	30	36,587.28	1,097,618.40

COMMON COMPUTER SUPPLIES

1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	6	5		11	6			6		5		5				0	22	709.53	15,609.66
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box		5		5				0				0				0	5	1,070.78	5,353.90
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box		5	8	13				0		8	8					0	21	796.06	16,717.26
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box		5		5				0				0				0	5	1,352.00	6,760.00
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box		5	3	8		5		5		5	3	8		5		5	26	620.67	16,137.42
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box		5		5		5		5		5		5		5		5	20	1,076.19	21,523.80
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	7			7	7			7	7			7	7			7	28	22.66	634.48
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	8	2	2	12				0				0				0	12	3,152.86	37,834.32
9	FLASH DRIVE, 16 GB capacity	piece	35	115	66	216	5	2		7		10	19	29				0	252	261.75	65,961.00
10	MOUSE, optical, USB connection type	unit	1		2	3				0				0				0	3	140.39	421.17

HANDBOOK ON PROCUREMENT

1	HANDBOOK (RA 9184), 7th Edition	piece	1	5		6			60		60		20		20			0	86	48.13	4,139.18
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CONSUMABLES

1	DRUM CART, BROTHER DR-3455	cart				0				0				0				0	0	7,138.56	-
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2	INK CART, CANON CL-741, Col.	cart				0				0				0			0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart			2	2				0		2	2				0	4	1,070.78	4,283.12
4	INK CART, CANON PG-740, Black	cart				0				0							0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart			3	3				0		3	3				0	6	811.20	4,867.20
6	INK CART, EPSON C13T664100 (T6641), Black	cart	1			1				0			0	1			1	2	264.99	529.98
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	1			1				0			0	1			1	2	264.99	529.98
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	1			1				0			0	1			1	2	264.99	529.98
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	1			1				0			0	1			1	2	264.99	529.98
10	INK CART, HP C2P04AA (HP62) Black	cart				0				0							0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0							0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				0				0							0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0							0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0							0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0							0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0							0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0							0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0							0	0	0.00	-
19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0				0							0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0							0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0				0							0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0							0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart			12	12				0							0	12	373.15	4,477.80
24	INK CART, HP CD888AA, (HP703), Tri-color	cart			12	12				0							0	12	373.15	4,477.80
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0							0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0							0	0	654.37	-

27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0			0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0			0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0			0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0			0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0				0				0			0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0				0			0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0				0			0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0				0			0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0			0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0			0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0			0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0				0				0			0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart				0				0				0			0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0			0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart	10	5		15	5			5	5		5	10	5		5	35	379.64	13,287.40
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart	10	3		13	5			5	5		3	8	5		5	31	379.64	11,768.84
43	INK CART, HP CZ121A (HP685A), Black	cart	4		5	9				0	4		4				0	13	380.72	4,949.36
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0			0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0			0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0			0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0			0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0			0	0	0.00	-
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0				0			0	0	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0				0			0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0				0			0	0	0.00	-

52	INK CART, HP LoS60AA (HP955) Black Original	cart				0				0				0			0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0			0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0			0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0			0	0	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0				0			0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0			0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0			0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0			0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0			0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0			0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0			0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0				0			0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0			0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0				0				0			0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart		5	5	10		5	5		5	3	8		5		5	28	753.88	21,108.64
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				0				0				0			0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart			1	1			1	1				0			0	2	2,658.57	5,317.14
69	TONER CART, BROTHER TN-2130, Black	cart			2	2			1	1				0			0	3	1,892.80	5,678.40
70	TONER CART, BROTHER TN-2150, Black	cart			1	1								0			0	1	2,720.22	2,720.22
71	TONER CART, BROTHER TN-3320, Black	cart			1	1								0			0	1	3,059.63	3,059.63
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0			0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart	1		10	11						2	2				0	13	2,914.91	37,893.83
74	TONER CART, HP CB540A, Black	cart				0				0				0			0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0				0			0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0				0			0	0	3,239.39	-

77	TONER CART, HP CE285A (HP85A), Black	cart				0				0				0			0	0	3,009.01	-	
78	TONER CART, HP CE310A, Black	cart				0				0				0			0	0	2,482.27	-	
79	TONER CART, HP CE311A, Cyan	cart				0				0				0			0	0	2,590.43	-	
80	TONER CART, HP CE312A, Yellow	cart				0				0				0			0	0	2,590.43	-	
81	TONER CART, HP CE313A, Magenta	cart				0				0				0			0	0	2,590.43	-	
82	TONER CART, HP CE320A, Black	cart				0				0				0			0	0	2,968.99	-	
83	TONER CART, HP CE321A, Cyan	cart				0				0				0			0	0	3,131.23	-	
84	TONER CART, HP CE322A, Yellow	cart				0				0				0			0	0	3,131.23	-	
85	TONER CART, HP CE323A, Magenta	cart				0				0				0			0	0	3,131.23	-	
86	TONER CART, HP CE390A, Black	cart				0				0				0			0	0	7,998.43	-	
87	TONER CART, HP CE400A, Black	cart				0				0				0			0	0	7,024.99	-	
88	TONER CART, HP CE401A, Cyan	cart				0				0				0			0	0	10,377.95	-	
89	TONER CART, HP CE402A, Yellow	cart				0				0				0			0	0	10,377.95	-	
90	TONER CART, HP CE403A, Magenta	cart				0				0				0			0	0	10,377.95	-	
91	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0			0	0	3,942.43	-	
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0			0	0	5,618.91	-	
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0			0	0	5,618.91	-	
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0			0	0	5,618.91	-	
95	TONER CART, HP CE505A, Black	cart	3	3	13	19	5	3	5	13	7		5	12	3	9		12	56	4,158.75	232,890.00
96	TONER CART, HP CE505X, Black, high cap	cart				0				0				0			0	0	7,349.47	-	
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0				0			0	0	0.00	-	
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0				0			0	0	0.00	-	
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0			0	0	0.00	-	
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0				0			0	0	0.00	-	
101	TONER CART, HP CF280XC	cart				0				0				0			0	0	7,241.31	-	

102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0			0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0			0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0				0			0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0				0			0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0				0			0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0			0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0			0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0			0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0			0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0				0			0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0			0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0				0			0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0				0			0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0				0			0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0			0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0			0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0			0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0			0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0			0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0			0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0				0			0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0				0			0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0				0			0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0				0			0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0				0			0	0	0.00	-

127	TONER CART, HP CF410A (HP410A) black	cart				0				0				0			0	0	0.00	-	
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0				0			0	0	0.00	-	
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0				0			0	0	0.00	-	
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0				0			0	0	0.00	-	
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0				0			0	0	0.00	-	
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0				0			0	0	0.00	-	
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0			0	0	0.00	-	
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0			0	0	0.00	-	
135	TONER CART, HP Q2612A, Black	cart	3			3	1	1		2	1			1		1		1	7	3,228.58	22,600.06
136	TONER CART, HP Q5942A, Black	cart				0	1			1				0				0	1	7,782.11	7,782.11
137	TONER CART, HP Q7553A, Black	cart			7	7				0				0				0	7	4,050.59	28,354.13
138	TONER CART, LEXMARK E360H1P, Black	cart				0				0				0				0	0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart	1			1				0				0				0	1	2,898.69	2,898.69
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0				0				0				0	0	6,312.22	-

152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				0				0			0	0	13,935.33	-
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B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON ELECTRICAL SUPPLIES

1	Extension cord (5mtrs)	roll	1			1				0				0			0	1	500.00	500.00
2	HDMI cable	piece				0	2			2				0			0	2	500.00	1,000.00
3	Extension wire 3 meters, 4 sockets	piece	1			1				0				0			0	1	1,000.00	1,000.00
4						0				0				0			0	0		-
5						0				0				0			0	0		-

COMMON OFFICE EQUIPMENT

1	Coffee maker	unit			2	2				0				0			0	2	5,000.00	10,000.00	
2	Vertical Cabinet, layer, 475x600x1320	unit			1	1				0				0			0	1	10,000.00	10,000.00	
3	4 Layer Vertical cabinet, 915Wx460Dx1320H	unit			1	1				0				0			0	1	10,000.00	10,000.00	
4	Paper Shredder, 100-400 sheets capacity	unit			1	1				0				0			0	1	10,000.00	10,000.00	
5	Refrigerator	unit			1	1				0				0			0	1	15,000.00	15,000.00	
6	Microwave Oven	unit			1	1				0				0			0	1	5,000.00	5,000.00	
7	Two way Radio with headset (set of 2)	set			2	2				0				0			0	2	6,000.00	12,000.00	
8	Industrial Fan	unit	1			1		1		1		1		1		1	1	4	956.80	3,827.20	
9	Bookend holder, heavy duty	pc			2	2			2	2			2	2		2	2	8	400.00	3,200.00	
10	Binder, 3 ring, A4, 64mm with insert cleanview pocket on front, back and spigne for label	pc	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	111.49	2,675.76
11	Binder, 3 ring, Legal, 64mm with insert cleanview pocket on front, back and spigne for label	pc	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	117.78	2,826.72
12	Airpot, 3.8 ltrs with dispenser	unit		1		1				0				0			0	1	1,248.00	1,248.00	
13	3 Hole Puncher	unit	1			1				0				0			0	1	500.00	500.00	
14	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	1			1				0				0			0	1	260.00	260.00	
15	RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle	1			1				0				0			0	1	295.00	295.00	
16	Dual heater laminating machine	unit	1			1				0				0			0	1	3,500.00	3,500.00	

17	Fax machine	unit	1			1				0				0				0	1	4,500.00	4,500.00
18	ID Printer	unit	1			1				0				0				0	1	300,000.00	300,000.00
5						0				0				0				0	0		-

COMMON OFFICE SUPPLIES

1	Ballpen black	pc	11	80		91	5	30		35	11	75		86	5	30		35	247	15.00	3,705.00
2	Ballpen blue	pc	5	40		45	5	30		35	5	35		40	5	30		35	155	15.00	2,325.00
3	Notepad 2x2, 400sheets/pad	pad		6		6				0	3			3				0	9	98.78	889.02
4	Notepad, 2x3, 400sheets/pad	ream		6		6				0	3			3				0	9	31.20	280.80
5	Paper, for copier, B3, 70gsm	ream				0	12			12				0				0	12	148.72	1,784.64
6	Colored paper	pack	2	1		3	2			2	2			2	1			1	8	400.00	3,200.00
7	Sign Pen, green	pc		12		12				0	12			12				0	24	50.00	1,200.00
8	Tape Flag, 5 colors per pack	pack		12	10	22				0	12			12				0	34	300.00	10,200.00
9	Ballpen, red	pc		35		35		30		30		15		15		10		10	90	15.00	1,350.00
10	Folder, expanding, green, legal size, 100pcs/pack	pack		100		100				0				0		100		100	200	9.10	1,820.00
11	ID Card, with ziplock, vertical, clear, 150x103x1	pc				0				0			80	80				0	80	30.00	2,400.00
12	Post It, 76mmx101mm, 100sheets	pad	10			10		5		5		5		5		5		5	25	50.00	1,250.00
13	Specialty paper, A4 SIZE, 220GSM, 10pcs/pack, for separator	pack	20			20				0				0				0	20	35.00	700.00
14	Specialty board, A4 SIZE, 220GSM, 10pcs/pack	pack	20			20				0				0				0	20	40.00	800.00
15	Archfile, A4, with 2 holes mechanism, blue/black	pc	6		10	16	6		10	16				0				0	32	150.00	4,800.00
16	Document tray	pc	2			2		2		2		2		2				0	6	350.00	2,100.00
17	Bookend holder, heavy duty	pc			2	2			2	2			2	2		2		2	8	400.00	3,200.00
18	Post It, 2"x1.5"	pack	5			5				0	5			5				0	10	40.00	400.00
19	Glue stick, all purpose	pc	5			5				0	5			5				0	10	35.00	350.00
20	Double adhesive tape 1"	roll	5			5				0				0				0	5	24.00	120.00
21	Morocco Board, A4 size	pc	2		30	32			30	30			30	30			30	30	122	10.00	1,220.00

22	Folder Clear Plastic, Ltype, A4 size 50/pack	pack				0				0			2	2				0	2	171.08	342.16
23	Folder Clear Plastic, Ltype, Legal size 50/pack	pack				0				0				0	2			2	2	213.72	427.44
24	Stapler, heavy duty, standard	pc	2			2				0	1			1				0	3	82.16	246.48
25	Photo Paper, A4, 50s	pack			7	7				0	7			7				0	14	110.00	1,540.00
26	Sticker Paper, 80 gsm, A4	pack		10		10	2	10		12	2	10		12	12			12	46	30.00	1,380.00
27	Specialty Board, 230gsm, A4	pack	10			10				0	10			10				0	20	40.00	800.00
28	Specialty Board, 150gsm, A4	pack	10			10	10			10	10			10	10			10	40	40.00	1,600.00
289	Paper Multicopy 80 gsm, A3	ream			5	5				0				0				0	5	400.00	2,000.00
30	Parchment paper A4, 80gsm	pack			5	5				0				0				0	5	91.52	457.60
31	CertificateHolder	pc		20		20	15			15	15			15	15			15	65	50.00	3,250.00
32	Ballpoint black	pc		100		100	100			100	100			100	100			100	400	10.00	4,000.00
33	Duct Tape. 48x9mm, silver	roll		10		10	10			10	5			5				0	25	380.00	9,500.00
34	Vellum Board, 200gsm white	pack		10		10	10			10	10			10	10			10	40	30.00	1,200.00
35	Gift Certificate/Document frame	pc		5		5	5			5	5			5	5			5	20	120.00	2,400.00
36	Folder green, legal size	pc	200			200	100			100				0				0	300	24.00	7,200.00
37	Pointman Black PVC Card	pc	500			500	500			500	500			500	500			500	2000	8.00	16,000.00
38	Decal, matte, A4, 80gsm 10sheets/pack	pack	3			3	3			3	3			3	3			3	12	30.00	360.00
39	Fastener, plastic	box	2			2	2			2	2			2	2			2	8	60.00	480.00
40	Folder, exoanding A4 size	box	1			1				0				0				0	1	801.87	801.87
41	Index Divider plastic, colored, tabs 1-10	pack	12			12				0	12			12				0	24	60.00	1,440.00
42	Continuous form for payroll, 11x14-7/8, 5ply, 250 sheets	box	15			15				0			15	15				0	30	1,200.00	36,000.00
43	Continuous form for payroll, 11x9-1/2, 5 ply, 250 sheets	box	15			15				0			15	15				0	30	850.00	25,500.00
44	Continuous form for payroll, 11x5, 1 ply, 2000 sheets	box	10			10				0				0				0	10	1,100.00	11,000.00
45	Mouse, optical, USB connection type	px			5	5				0			5	5				0	10	127.80	1,278.00
		can				0				0				0				0	0		-

COMMON JANITORIAL SUPPLIES																					
1	Bathroom soap, 90gms (Liquid hand soap)	pc		3		3				0				0	3			3	6	21.32	127.92
2	DISINFECTANT, spray	can		3		3				0				0	2			2	5	200.00	1,000.00
3	INSECTICIDE, spray	can		3		3				0				0	2			2	5	250.00	1,250.00
4						0				0				0				0	0		-
5						0				0				0				0	0		-
CONSUMABLES																					
1	Toner, cartridge, FujiXerox, Docuprint C2200, black(CT350674)	cart	1			1				0				0				0	1	14,720.00	14,720.00
2	Toner, cartridge, FujiXerox, Docuprint C2200, cyan(CT350671)	cart	1			1				0				0				0	1	13,639.00	13,639.00
3	Toner, cartridge, FujiXerox, Docuprint C2200, magenta(CT350672)	cart	1			1				0				0				0	1	13,639.00	13,639.00
4	Toner, cartridge, FujiXerox, Docuprint C2200, yellow(CT350673)	cart	1			1				0				0				0	1	13,639.00	13,639.00
5	Brother TN- 351 BK Ink Cartridge	cart	14	4	6	24	6		2	8	14	3	2	19	3			3	54	3,500.00	189,000.00
6	MBrother TN- 351 M Ink Cartridge	cart	8	4	6	18	6		2	8	10	2	2	14	5			5	45	3,500.00	157,500.00
7	Brother TN- 351 C Ink Cartridge	cart	8	4	6	18	6		2	8	10	2	2	14	5			5	45	3,500.00	157,500.00
8	Brother TN- 351 Y Ink Cartridge	cart	8	4	6	18	6		2	8	10	2	2	14	5			5	45	3,500.00	157,500.00
9	Brother DCP-J105 Ink Cartridges (B,C,M,Y)	cart	4			4			2	2				0	2			2	8	5,500.00	44,000.00
10	Genuine Toner, for EPSON, C9300 Black 0609	cart	3			3				0				0				0	3	6,000.00	18,000.00
11	Genuine Toner, for EPSON, C9300 Yellow 0606	cart	3			3				0				0				0	3	7,500.00	22,500.00
12	Genuine Toner, for EPSON, C9300 Magenta 0607	cart	3			3				0				0				0	3	7,500.00	22,500.00
13	Genuine Toner, for EPSON, C9300 Cyan 0608	cart	3			3				0				0				0	3	7,500.00	22,500.00
14	Kyocera, Toner, black	cart	3			3				0				0				0	3	3,000.00	9,000.00
15	Kyocera, Toner, yellow	cart	3			3				0				0				0	3	4,000.00	12,000.00
	Kyocera, Toner, Magenta	cart	3			3				0				0				0	3	4,000.00	12,000.00
	Kyocera, Toner, Cyan	cart	3			3				0				0				0	3	4,000.00	12,000.00
	Toner, cartridge, FujiXerox, Docuprint 2065/3055, cyan(CT350671)	cart		3		3		3		3		3		3		3		3	12	11,000.00	132,000.00

	Typewriter Ribbon, IBM (Lexmark, black, 1299508)	cart		10		10				0				0			0	10	70.00	700.00	
	Toner, cart, KYOCERA, FS-C5150DN, TK582C, Cyan	cart	1			1	1			1	0			0	1		1	3	3,570.00	10,710.00	
	Toner, cart, KYOCERA, FS-C5150DN, TK582K, B lack	cart	2			2	2			2	2			2	2		2	8	3,570.00	28,560.00	
	Toner, cart, KYOCERA, FS-C5150DN, TK582M, Magenta	cart	1			1	0			0	1			1	1		1	3	3,570.00	10,710.00	
	Toner, cart, KYOCERA, FS-C5150DN, TK582Y, Yellow	cart				0	1			1	1			1	0		0	2	3,570.00	7,140.00	
	Toner, cart, KYOCERA, FS-C5150DN, TK584K, black	cart	8	4	6	18	12			12	12	9	4	25	4		4	59	5,000.00	295,000.00	
	Toner, cart, KYOCERA, FS-C5150DN, TK584C, Cyan	cart	8	4	5	17	8			8	12	4	4	20	4		4	49	5,300.00	259,700.00	
	Toner, cart, KYOCERA, FS-C5150DN, TK584M, Magenta	cart	8	4	5	17	8			8	12	4	4	20	4		4	49	5,300.00	259,700.00	
	Toner, cart, KYOCERA, FS-C5150DN, TK584Y, Yellow	cart	8	4	4	16	7			7	12	3	4	19	4		4	46	5,300.00	243,800.00	
	Toner, cart, Brother, DR 2355 (Model DCP-L2540DW)	cart	2			2				0	2			2			0	4	2,000.00	8,000.00	
	Ink Cartridge, T6641 black	cart	4			4				0		4		4			0	8	400.00	3,200.00	
	Ink Cartridge, T6642 cyan	cart	4			4				0		4		4			0	8	400.00	3,200.00	
	Ink cartridge, T6643 magenta	cart	4			4				0		4		4			0	8	400.00	3,200.00	
	Ink cartridge, T6644 yellow	cart	4			4				0		4		4			0	8	400.00	3,200.00	
	Ink Cartridge, CLI36 colored for canon printer	cart	10			10				0		10		10			0	20	1,150.00	23,000.00	
	Ink Cartridge, CLI35 black for canon printer	cart	10			10				0		10		10			0	20	750.00	15,000.00	
	Toner, cartridge, CE 285AC (85A)	cart	6			6	6			6	6			6	6		6	24	2,700.00	64,800.00	
16	Ink Cartridge, HP C8765WA (HP94), black	cart	1			1	1			1	1			1	1		1	4	930.80	3,723.20	
17	Ink Cartridge, HP C8766WA (HP95), tri-color	cart	2		10	12	1		2	3	2		1	3	1		1	2	20	1,133.60	22,672.00
18	Ink Cartridge, HP CE505A, black	cart	1			1				0	1			1			0	2	3,998.80	7,997.60	
19	Toner CANon, C305	cart			2	2			1	1			1	1			1	1	5	4,250.00	21,250.00
20	HP Cartridge 703 Tri-color Photosmart K520 ink advantage color printer	cart				0	5			5				0			0	5	550.00	2,750.00	
21	HP Cartridge 703 Black Photosmart K520 ink advantage color printer	cart				0	5			5				0			0	5	550.00	2,750.00	
	HP Toner Cartridge CF214A HP LaserJet 700M712 Printer	cart			4	4				0				0			0	4		-	
	Toner cartridge TN 2260, for Brother Fax 2840	cart	1			1				0				0			0	1	700.00	700.00	

	Fax machine ribbon	cart			3	3				0				0			0	3	1,500.00	4,500.00	
	Toner Cart. HP 131A (CF210a black)	cart		1		1				0				0			0	1	4,200.00	4,200.00	
	Toner Cart. HP 131A (CF211a cyan)	cart				0	1			1				0			0	1	5,000.00	5,000.00	
	Toner Cart. HP 131A (CF213a magenta)	cart				0				0	1			1			0	1	5,000.00	5,000.00	
	Toner Cart. HP 131A (CF212a yellow)	cart				0				0				0	1		1	1	5,000.00	5,000.00	
22	Ribbon Cartridge Epson LQ 2190	cart	12			12	12			12	12			12	12			12	48	1,300.00	62,400.00
23	Ribbon Ink PointmanID Card Printer	cart	4			4	4			4	2			2	2			2	12	3,000.00	36,000.00
24	Rubber Roller for pointman	cart	6			6				0	6			6				0	12	1,000.00	12,000.00
25	Toner cartridge HP 5810, black	cart	2			2	2			2	2			2	2			2	8	400.00	3,200.00
26	Toner cartridge HP 5810, yellow	cart	2			2	2			2	2			2	2			2	8	400.00	3,200.00
27	Toner cartridge HP 5810, magenta	cart	2			2	2			2	2			2	2			2	8	400.00	3,200.00
28	Toner cartridge HP 5810, cyan	cart	2			2	2			2	2			2	2			2	8	400.00	3,200.00
29	HPC9364WA (HP98) black	cart	2		12	14	2		3	5	2		3	5	2		3	5	29	826.80	23,977.20
	Toner Cart. HP CC364A, black	cart				0		1		1				0		1		1	2	7,378.80	14,757.60
	Toner, cart. HP CE255A, black	cart				0		1		1				0		1		1	2	6,754.80	13,509.60
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
30	HP CB436A, black	cart	1		1	2	1		1	2			1	1			1	1	6	3,218.80	19,312.80
Office 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		-

Office Supplies

1	Ballpen, assorted colors	pc	20			20				0	20			20			0	40	12.75	510.00	
	Correction tape	pc	3	15		18		15		15	3	15		18		15		15	66	39.75	2,623.50
	Double adhesive tape	roll	3			3				0	3			3				0	6	44.75	268.50
	Folder expanding , long, asstd colors	pc	10			10				0	10			10				0	20	21.00	420.00
	Highlighter, yellow	pc	10			10				0	10			10				0	20	29.75	595.00
	Sign here Tab Marker	pack	41	15	1	57	4	30		34	14	28	1	43	3	33		36	170	116.00	19,720.00
	Glue tape	pc	2			2				0	2			2				0	4	43.75	175.00
	Sign Pen, 0.7, black	pc	10			10				0	10			10				0	20	65.50	1,310.00
	Sign Pen, 0.7, blue	pc	2			2				0	2			2				0	4	65.50	262.00
	PhotoPaper, glossy, A4, 50s./pack	pack	3			3				0	3			3				0	6	110.00	660.00
	Paper sticker, A4, 10s/pack	pack	3			3				0	3			3				0	6	34.75	208.50
	Paper, multicopy, 80gsm, short	ream	3			3				0	3			3				0	6	138.00	828.00
	Paper, colored, A4, 10s/pack	pack	9	2	6	17	14			14	9		6	15	6			6	52	27.50	1,430.00
	Sign here tab	pack	10		8	18	4			4	8			8	5			5	35	150.00	5,250.00
	Battery, drycell. AAA, 4 pcs/blister pack	pack	2			2	2			2	1			1	1			1	6	200.00	1,200.00
	Storage File Box, 12x16	piece		2		2		2		2		2		2		2		2	8	80.00	640.00
	Plastic Ring Binder 6mm	piece		4		4	4			4	4			4	4			4	16	100.00	1,600.00
	Plastic Ring Binder 8mm	piece		2		2	2			2	2			2	2			2	8	100.00	800.00

Binder, Bull Clip, 3/4	pack	3			3		3		3	3			3		3		3	12	30.00	360.00
Binder, Bull Clip, 1-1/4	pack	3			3		3		3	3			3		3		3	12	50.00	600.00
Binder, Bull Clip, 2	pack	3			3		3		3	3			3		3		3	12	70.00	840.00
Packaging Tape	piece	2			2		2		2	1			1	1			1	6	100.00	600.00
Specialty Paper	pack	3			3		2		2	2			2	1			1	8	85.00	680.00
L Type Plastic Folder (Clear)	piece	10			10		10		10	5			5				0	25	25.00	625.00
Business Cards, 100s/box	box	2			2	2			2	2			2	2			2	8	134.00	1,072.00
Photo printing	piece	50			50	50			50				0				0	100	10.00	1,000.00
N EDA Letterhead	ream	2	14		16	5	7		12	12	2		14				0	42	627.00	26,334.00
Magnifying glass	piece	10	2		12				0				0				0	12	70.00	840.00
Paste, water based	tube		1		1				0				0				0	1	100.00	100.00
Paper, multicopy, 8.5x13	ream		10		10				0				0				0	10	480.00	4,800.00
Paper, multicopy, 11.7x16.5 A3, 80gsm	ream		5		5				0				0				0	5	489.00	2,445.00
Paper, multicopy, 11x14, 80gsm	ream		5		5				0				0				0	5	489.00	2,445.00
Continuous Form, 11x90-1/2, 4 ply, Carbonless	ream		5		5				0				0				0	5	2,205.00	11,025.00
Correcction Pen	pc		10		10		5		5		5		5		5		5	25	130.00	3,250.00
Paper, decal	ream	10	1	5	16		1	5	6			5	5			5	5	32	300.00	9,600.00
Eraser	pc		3		3				0				0				0	3	50.00	150.00
File Divider, plastic, A4 size, 10sets/pack	pack		15		15		15		15		15		15		15		15	60	110.00	6,600.00
Fountain Pen, ink, black and blue	pc		1		1				0				0				0	1	500.00	500.00
IBM Lift-Off Tape (1136433)	pc		1		1				0				0				0	1	500.00	500.00
Index Guide Plastic, 10/pack	pc		3		3		3		3				0				0	6	65.00	390.00
Numbering Machine	pc		1		1				0				0				0	1	70.00	70.00
Laminate Film , 250x65x95	box		1		1				0				0				0	1	355.00	355.00
Laminating Pouch	box		1		1				0				0				0	1	300.00	300.00

Mailing Envelope with NEDA Logo	box	200	1		201		1		1				0				0	202	3,500.00	707,000.00
Memo Pad with NEDA Logo	pad		30	15	45		30		30				0				0	75	180.00	13,500.00
Pencil	box		3		3		3		3		3		3				0	9	2,003.00	18,027.00
Reinforcement Ring Sticker	box		10		10		10		10		10		10		10		10	40	40.00	1,600.00
Ribbon Typewriter, IBM 210	pc			3	3				0				0				0	3	400.00	1,200.00
Self Inking Stamp	pc	2		2	4				0				0				0	4	500.00	2,000.00
Self Inking Stamp Pad	pc			2	2				0				0				0	2	200.00	400.00
Desk Calendar	pc	1			1				0				0				0	1	200.00	200.00
PCSD Letterhead, A4, 80gsm	ream	1			1	1			1				0				0	2	1,000.00	2,000.00
Plastic Folder, A4 size, clear cover, with fastener and label insert on side green or blue	piece	75			75	75			75	35			35	35			35	220	35.75	7,865.00
Rechargeable battery with charger, AAA	piece	6			6				0				0				0	6	250.00	1,500.00
Rechargeable battery, AA	piece	6			6	2			2				0				0	8	250.00	2,000.00
Report Folder, A4 clear cover, with built in fastener	piece	50			50	50			50	50			50	50			50	200	14.75	2,950.00
Calling cards	box			8	8				0			2	2	6			6	16	350.00	5,600.00
Battery, drycell. AA, 25/pack	pack				0	5			5				0				0	5	89.75	448.75
Battery, drycell. AAA, 25/pack	pack				0	3			3				0				0	3	99.75	299.25
Battery D, , 45/pack	pack				0	1			1				0				0	1	1,200.00	1,200.00
Pencil Sharpener, electric	piece				0	1			1				0				0	1	2,000.00	2,000.00
Correction fluid, water base	tube				0	3			3				0				0	3	55.00	165.00
Staple wire, 23/10	box				0	4			4				0				0	4	32.00	128.00
Page Marker, 3/4x2	pack				0	3			3				0				0	3	192.75	578.25
FLASH DRIVE, 16GB, USB 3.0, plug and play	pc				0	3			3				0				0	3	645.00	1,935.00
Headphones, over, ear	pc				0	2			2				0				0	2	400.00	800.00
NamePlates	pc			60	60				0				0				0	60	225.00	13,500.00
Lever Arch Files, A4, 2 inches, black	pc		10		10				10	10			0				0	20	110.00	2,200.00

	Lever Arch Files, A4, 1 inch, black	pc		10		10			10	10				0				0	20	110.00	2,200.00	
	Thermal paper (for Brother Fax Machine)				10	10				0			10	10				0	20	100.00	2,000.00	
	NEDA Flag, standard size, cotton	pc			1	1				0								0	1	2,000.00	2,000.00	
	Plastic fastener 50pcs/box	box				0			50	50								0	50	60.00	3,000.00	
	Folder Ltype, A4 clear, (50pcs/pack)	piece	50		2	52	50		52	102	50		2	52	50			50	256	8.00	2,048.00	
	Charger for AA, AAA rechargeable batteries	pc	3			3				0								0	3	400.00	1,200.00	
	Index Card 5"x8" ruled both sides	pack	4			4	4			4	4							4	16	150.00	2,400.00	
	Push Pin, flat head tyoe, assorted colors, 100s/case	pack	5			5	5			5	5							5	20	30.00	600.00	
	Clip Bulldog 3"	pc	7			7				0								0	7	8.32	58.24	
	Copy Paper, short	ream			2	2				0			2	2					0	4	129.00	516.00
	Office Desk top file tray	set				0	10			10									0	10	1,500.00	15,000.00
	Universal Extension Wheel	unit				0	5			5									0	5	1,300.00	6,500.00
	Leave Card, customized with NEDA logo	piece	1000							0									0	1000	15.00	15,000.00
	Photo paper, A4 size	pack	12							0									0	12	150.00	1,800.00
	Certificate Holder, A4 size	piece	10							0									0	10	120.00	1,200.00
	Laid paper, A4 500 sheets/box	box	2							0									0	2	130.00	260.00
	Alligator clip (for ID)	piece	300							300	200								0	500	20.00	10,000.00
	ID Case	piece	250							250	250								250	1000	25.00	25,000.00
	Pen, CD/DVD Marker, Fine and Extra Fine	piece	3							3	3								3	12	60.00	720.00
	Post It Note for signatute	pack	6							0									0	6	100.00	600.00
2	CD Rewritable	piece	250							250	250								250	1000	20.00	20,000.00
3										0									0	0		-
4										0									0	0		-
5										0									0	0		-
6										0									0	0		-

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

Audio and visual presentation and composing equipment

1	Professional Wireless Presenter	pc			2	2			0				0				0	2	4,500.00	9,000.00
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-

Photographic or filming or video equipment

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		-
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Cleaning Equipment and Supplies

1	Liquid Soap	bottle	2			2		1		1		1		1	1			1	5	100.00	500.00
2	Cloth Gloves	pc		3		3		3		3		3		3		3		3	12	40.00	480.00
3	Duist mask	pc		10		10		10		10		10		10		10		10	40	50.00	2,000.00
4	Goggles	pc		5		5		5		5		5		5		5		5	20	40.00	800.00
5	Car Freshner	can	2			2	2			2	2			2	2			2	8	150.00	1,200.00
6	Oil for general purposes	bottle	1			1				0				0				0	1	36.90	36.90
7	Hand soap, bathroom 400ml	pc	7			7				0				0				0	7	139.75	978.25
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-

Paper Materials and Products

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		-

Lighting and fixtures and accessories

1						0				0				0				0	0		-
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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		-

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	Printer All in One	unit	1			1			0				0				0	1	15,000.00	15,000.00
2	Microsoft Productivity Softwares	job				0	1	1					0				0	1	2,600,000.00	2,600,000.00
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		-
C. TOTAL (A + B):																		P	12,037,723.43
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		P	1,203,772.34
E. GRAND TOTAL (C + D)																		P	13,241,495.77
F. APPROVED BUDGET BY THE AGENCY HEAD																			
G. MONTHLY CASH REQUIREMENTS																			
G.1 Available at Procurement Service Stores				1,039,513.12			3,371,563.83			564,416.81			300,488.92					P	5,275,982.68
G.2 Other Items not available at PS but regularly purchased from other sources				2,366,533.29			3,162,494.11			907,256.13			325,457.22					P	6,761,740.75
TOTAL MONTHLY CASH REQUIREMENTS				3,406,046.41			6,534,057.94			1,471,672.94			625,946.14					P	12,037,723.43

*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:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:

Maria Theresa B. Naco
Property/Supply Officer

Virginia SD Atenta
Accountant / Local Budget Officer

Ernesto M. Pernia
Head of Office/Agency

Date: 23/11/2017

