

**ANNUAL PROCUREMENT PLAN FOR 2016
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 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
6. **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
7. Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
8. Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION
 Region: MAIN OFFICE
 Address: Blas F. Ople Building, EDSA corner Ortigas Avenue, Mandaluyong City

Contact Person: RUTH J. REYES
 Position: LEO II
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Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of Sept 9, 2015	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, size AA, alkaline, 2 pieces per blister pack	pack	50			50	50			50	50			50	50			50	200	17.14	3,428.00
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	50			50	50			50	50			50	50			50	200	14.77	2,954.00
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	76.44	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	114.40	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0				0				0				0	0	41.50	-
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0				0	0	101.82	-
7 TAPE, electrical	roll				0				0				0				0	0	18.20	-
COMMON OFFICE SUPPLIES																				
1 ACETATE, gauge #3, 50m per roll	roll	1			1	1			1	1			1	1			1	4	624.00	2,496.00
2 AIR FRESHENER, 280ml/can	can				0				0				0				0	0	81.12	-
3 ALCOHOL, 70%, ethyl, 500ml	bottle				0				0				0				0	0	43.14	-
4 CARBON FILM, A4 size, 100 sheets per box	box	1			1	1			1	1			1	1			1	4	223.60	894.40
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0				0				0	0	253.92	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0				0	0	70.50	-
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0				0	0	25.86	-
8 CLEARBOOK, A4 size	piece				0				0				0				0	0	37.44	-

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9 CLEARBOOK, Legal size	piece				0				0				0				0	0	41.60	-
10 CLIP, backfold, 19mm, 12 pieces per box	box				0				0				0				0	0	7.28	-
11 CLIP, backfold, 25mm, 12 pieces per box	box	10			10	10			10	10			10	10			10	40	16.64	665.60
12 CLIP, backfold, 32mm, 12 pieces per box	box	10			10	10			10	10			10	10			10	40	20.68	827.20
13 CLIP, backfold, 50mm, 12 pieces per box	box	10			10	10			10	10			10	10			10	40	43.68	1,747.20
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	400			400	400			400	400			400	400			400	1600	41.08	65,728.00
15 DATA FILE BOX, made with chipboard, with closed ends	box	200			200	200			200	200			200	200			200	800	69.73	55,784.00
16 DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0	76.95	-
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	4			4	4			4	4			4	4			4	16	403.52	6,456.32
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	4			4	4			4	4			4	4			4	16	507.40	8,118.40
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	4			4	4			4	4			4	4			4	16	621.71	9,947.36
20 ENVELOPE, EXPANDING, plastic	piece	100			100	50			50	100			100	50			50	300	35.03	10,509.00
21 ENVELOPE, MAILING, 500 pieces per box	box	10			10	5			5	10			10	5			5	30	139.36	4,180.80
22 ENVELOPE, MAILING, with window, 500 pieces per box	box				0				0				0				0	0	195.36	-
23 ERASER, felt, for blackboard/whiteboard	piece	10			10	5			5	10			10	5			5	30	10.07	302.10
24 ERASER, plastic or rubber	piece	20			20	20			20	20			20	20			20	80	2.16	172.80
25 FASTENER, for paper, metal, 50 sets per box	box	200			200	200			200	200			200	200			200	800	57.09	45,672.00
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	82.87	-
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0				0	0	12.48	-
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0				0	0	16.64	-
29 FOLDER, Fancy, A4, 50s/ bundle	bundle	3			3	3			3	3			3	3			3	12	234.00	2,808.00
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	3			3	3			3	3			3	3			3	12	291.20	3,494.40
31 FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0				0	0	166.40	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack	2			2	1			1	1			1	1			1	5	182.00	910.00
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0				0				0				0	0	935.89	-
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	20			20	10			10	20			20	10			10	60	248.56	14,913.60
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	100			100	50			50	100			100	50			50	300	299.98	89,994.00
36 GLUE, all purpose, 300 grams min.	jar	50			50	20			20	20			20	20			20	110	48.88	5,376.80
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	30			30	30			30	30			30	30			30	120	50.84	6,100.80
38 LOOSELEAF COVER, 50sets per bundle	bundle	2			2	1			1	2			2	1			1	6	539.76	3,238.56
39 MAGAZINE FILE BOX, LARGE	piece				0				0				0				0	0	43.84	-
40 MARKER, fluorescent, 3 colors per set	set	100			100	50			50	100			100	50			50	300	35.55	10,665.00
41 MARKER, whiteboard, bullet type, black	piece	80			80	50			50	50			50	50			50	230	11.80	2,714.00
42 MARKER, whiteboard, bullet type, blue	piece	48			48	36			36	36			36	36			36	156	11.80	1,840.80
43 MARKER, whiteboard, bullet type, red	piece	12			12	12			12	12			12	12			12	48	11.80	566.40
44 MARKER, permanent, bullet type, black	piece	200			200	150			150	200			200	150			150	700	9.65	6,755.00
45 MARKER, permanent, bullet type, blue	piece	100			100	50			50	100			100	50			50	300	9.65	2,895.00
46 MARKER, permanent, bullet type, red	piece	24			24	24			24	24			24	24			24	96	9.65	926.40
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	100			100	100			100	100			100	100			100	400	10.30	4,120.00
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0				0				0				0	0	31.20	-
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	300			300	200			200	300			300	200			200	1000	38.38	38,380.00
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0				0				0				0	0	54.06	-
51 PAD PAPER, Ruled	pad	30			30	30			30	30			30	30			30	120	17.47	2,096.40
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	100			100	100			100	100			100	100			100	400	13.52	5,408.00
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	50			50	50			50	50			50	50			50	200	6.76	1,352.00
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	1500			1500	1400			1400	1500			1500	1400			1400	5800	117.83	683,414.00
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	100			100	100			100	100			100	100			100	400	132.02	52,808.00
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	750			750	750			750	750			750	750			750	3000	102.39	307,170.00
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0				0	0	114.87	-
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0				0				0				0	0	92.04	-
59 PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	0	35.67	-
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	20			20	20			20	20			20	20			20	80	19.62	1,569.60
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	299.52	-

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62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	100			100	50			50	50			50	50			50	250	60.32	15,080.00
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	100			100	100			100	100			100	100			100	400	86.85	34,740.00
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0				0	0	256.87	-
65 RUBBER BAND, 70mm min lay flat length (#18)	box	100			100	70			70	70			70	70			70	310	105.85	32,813.50
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece	30			30	30			30	30			30	30			30	120	15.60	1,872.00
67 SIGN PEN, black	piece	600			600	600			600	600			600	600			600	2400	44.01	105,624.00
68 SIGN PEN, blue	piece	200			200	200			200	200			200	200			200	800	44.01	35,208.00
69 SIGN PEN, red	piece	24			24	24			24	24			24	24			24	96	44.01	4,224.96
70 STAMP PAD INK, violet, 50mL	bottle	100			100	50			50	100			100	50			50	300	22.88	6,864.00
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	50			50	25			25	50			50	25			25	150	31.08	4,662.00
72 STAPLE WIRE, Heavy duty, 23/13	box				0				0				0				0	0	30.42	-
73 STAPLE WIRE, Standard	box	300			300	300			300	300			300	300			300	1200	18.92	22,704.00
74 TAPE, masking, 24mm, 50 meters length	roll				0				0				0				0	0	55.12	-
75 TAPE, masking, 48mm, 50 meters length	roll	100			100	100			100	100			100	100			100	400	105.04	42,016.00
76 TAPE, transparent, 24mm, 50 meters	roll	200			200	200			200	200			200	200			200	800	17.37	13,896.00
77 TAPE, transparent, 48mm, 50 meters	roll				0				0				0				0	0	33.28	-
78 TAPE, packaging, 48mm, 50 meters length	roll	200			200	200			200	200			200	200			200	800	33.28	26,624.00
79 TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0	75.57	-
80 TWINE, plastic, one kilo per roll	roll	24			24	24			24	24			24	24			24	96	54.08	5,191.68
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack	1			1	1			1	1			1	1			1	4	112.72	450.88
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0				0				0	0	7.85	-
2 CUTTER KNIFE, heavy duty	piece	50			50	50			50	50			50	50			50	200	19.43	3,886.00
3 DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	-
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece	10			10	10			10	10			10	10			10	40	187.20	7,488.00
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	20			20	10			10	20			20	10			10	60	123.43	7,405.80
6 SCISSORS, (6")	pair	50			50	50			50	50			50	50			50	200	15.53	3,106.00
7 STAPLER, standard	piece	40			40	40			40	40			40	40			40	160	92.23	14,756.80
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0				0				0				0	0	1,059.76	-
9 STAPLE REMOVER, plier type	piece	50			50	50			50	50			50	50			50	200	17.63	3,526.00
10 TAPE DISPENSER, table top	piece	10			10	10			10	10			10	10			10	40	47.72	1,908.80
11 WASTE BASKET, non-rigid plastic	piece	20			20	20			20	20			20	20			20	80	30.68	2,454.40
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece				0				0				0				0	0	104.00	-
2 BROOM, stick (tingting)	piece				0				0				0				0	0	23.92	-
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	41.60	-
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	18.20	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	41.60	-
6 DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	114.40	-
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	36.28	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	228.80	-
9 FURNITURE CLEANER, aerosol, 300mL/can	can				0				0				0				0	0	84.76	-
10 INSECTICIDE, aerosol type, 600mL/can	can				0				0				0				0	0	117.52	-
11 MOPBUCKET	piece				0				0				0				0	0	1,872.00	-
12 MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	130.00	-
13 MOPHEAD, made of rayon	piece				0				0				0				0	0	98.80	-
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0	43.68	-
15 SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	119.60	-
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0	139.88	-

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COMMON OFFICE EQUIPMENT																					
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0					0			0				0	0	10,398.96	-	
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0					0			0				0	0	153.92	-	
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0					0			0				0	0	413.92	-	
4 CHAIR, monobloc, without armrest, beige	piece				0					0			0				0	0	280.80	-	
5 CHAIR, monobloc, without armrest, white	piece				0					0			0				0	0	280.80	-	
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				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 Cam video switcher, plug and play	unit				0					0			0				0	0	25,168.00	-	
8 ELECTRIC FAN, industrial	unit				0					0			0				0	0	1,144.00	-	
9 ELECTRIC FAN, orbit type	unit				0					0			0				0	0	1,248.00	-	
10 ELECTRIC FAN, stand type	unit				0					0			0				0	0	1,036.88	-	
11 ELECTRIC FAN, wall type	unit				0					0			0				0	0	933.92	-	
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit				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, non-corrosive, 4.5kg (10lbs.), brand new	unit				0					0			0				0	0	1,295.84	-	
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0					0			0				0	0	3,939.52	-	
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0					0			0				0	0	41,116.70	-	
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0					0			0				0	0	7,956.00	-	
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0					0			0				0	0	5,491.20	-	
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0					0			0				0	0	18,417.17	-	
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				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	10,000.00	-	
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0					0			0				0	0	1,653.60	-	
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0					0			0				0	0	1,232.40	-	
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0					0			0				0	0	1,233.40	-	
COMMON COMPUTER SUPPLIES																					
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	15			15	10				10	15			15	10		10	50	601.90	30,095.00	
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0					0				0				0	882.44	-	
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	4			4	4				4	4			4	4		4	16	683.49	10,935.84	
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0					0				0				0	950.56	-	
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box	10			10	5				5	10			10	5		5	30	570.91	17,127.30	

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6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box	1			1	2			2	1			1	2			2	6	910.00	5,460.00
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0				0				0	0	21.37	-
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				0				0				0				0	0	3,092.96	-
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	10			10	10			10	10			10	10			10	40	234.00	9,360.00
10 MOUSE, optical, USB connection type	unit				0				0				0				0	0	137.28	-
HANDBOOK ON PROCUREMENT																				
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0	28.90	-
CONSUMABLES																				
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	681.20	-
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	447.20	-
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	447.20	-
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	447.20	-
5 INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00	-
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00	-
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00	-
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00	-
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,601.60	-
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	868.40	-
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	868.40	-
12 INK CART, BROTHER LC67HY, Yellow	cart				0				0				0				0	0	868.40	-
13 INK CART, CANON PG-810, Black	cart	1			1	1			1	1			1	1			1	4	619.84	2,479.36
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	702.00	-
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	491.92	-
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	464.88	-
17 INK CART, CANON CL-811, Colored	cart	1			1	1			1	1			1	1			1	4	819.52	3,278.08
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	819.52	-
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60	-
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60	-
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60	-
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92	-
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64	-
24 INK CART, EPSON C13T105190(73N)(91N),Black	cart				0				0				0				0	0	426.40	-
25 INK CART, EPSON C13T105290(73N)(91N),Cyan	cart				0				0				0				0	0	426.40	-
26 INK CART, EPSON C13T105390(73N)(91N),Magenta	cart				0				0				0				0	0	426.40	-
27 INK CART, EPSON C13T105490(73N)(91N),Yellow	cart				0				0				0				0	0	426.40	-
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0	254.80	-
29 INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-
30 INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-
31 INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0				0				0				0	0	254.80	-
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,310.40	-
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,492.40	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,523.60	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,029.60	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,029.60	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,029.60	-
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	891.28	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	672.88	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0			0				0	0	672.88	-	
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0			0				0	0	672.88	-	
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0			0				0	0	1,513.20	-	
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0			0				0	0	1,237.60	-	
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0			0				0	0	1,346.80	-	
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0			0				0	0	921.44	-	
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0			0				0	0	1,466.40	-	
48 INK CART, HP C8727AA, (HP27), Black	cart	4			4	4			4	4		4	4			4	16	800.80	12,812.80	
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0			0				0	0	884.00	-	
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0			0				0	0	1,103.44	-	
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0			0				0	0	1,357.20	-	
52 INK CART, HP C9351AA, (HP21), Black	cart	5			5	5			5	5		5	5			5	20	643.76	12,875.20	
53 INK CART, HP C9352AA, (HP22), Tri-color	cart	5			5	5			5	5		5	5			5	20	751.92	15,038.40	
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0			0				0	0	1,346.80	-	
55 INK CART, HP C9362WA, (HP92), Black	cart				0				0			0				0	0	600.08	-	
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0			0				0	0	1,490.32	-	
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0			0				0	0	811.20	-	
58 INK CART, HP CB314A, (HP900), Black	cart				0				0			0				0	0	296.40	-	
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0				0			0				0	0	360.88	-	
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0			0				0	0	678.08	-	
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0			0				0	0	1,461.20	-	
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0			0				0	0	780.00	-	
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0			0				0	0	1,482.00	-	
64 INK CART, HP CC640WA, (HP60), Black	cart	2			2	2			2	2		2	2			2	8	634.40	5,075.20	
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0			0				0	0	1,398.80	-	
66 INK CART, HP CC643WA, (HP60), Tri-color	cart	2			2	2			2	2		2	2			2	8	747.76	5,982.08	
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0			0				0	0	1,627.60	-	
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0			0				0	0	634.40	-	
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0			0				0	0	977.60	-	
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0			0				0	0	1,004.64	-	
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0			0				0	0	346.32	-	
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0			0				0	0	346.32	-	
73 INK CART, HP CD971AA, (HP 920), Black	cart				0				0			0				0	0	792.48	-	
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0			0				0	0	608.40	-	
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0			0				0	0	608.40	-	
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0			0				0	0	608.40	-	
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0			0				0	0	1,144.00	-	
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0			0				0	0	608.40	-	
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0			0				0	0	752.96	-	
80 INK CART, HP CN045AA, (HP950XL), Black	cart				0				0			0				0	0	1,542.32	-	
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0			0				0	0	1,144.00	-	
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0			0				0	0	1,144.00	-	
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0			0				0	0	1,144.00	-	
84 INK CART, HP CN692AA, (HP704), Black	cart				0				0			0				0	0	346.32	-	
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0			0				0	0	346.32	-	
86 INK CART, HP CZ107AA, (HP678), Black	cart				0				0			0				0	0	357.76	-	
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0			0				0	0	360.88	-	
88 INK CART, HP CZ121A (HP685A), Black	cart				0				0			0				0	0	364.00	-	
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0			0				0	0	239.20	-	
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0			0				0	0	239.20	-	
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0			0				0	0	239.20	-	
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart	4			4	4			4	4		4	4			4	16	915.20	14,643.20	
93 INK CART, LEXMARK 10NO217 (#17), Black	cart	2			2	2			2	2		2	2			2	8	1,003.60	8,028.80	
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart	2			2	2			2	2		2	2			2	8	1,196.00	9,568.00	
95 TONER CART, BROTHER TN-2025, Black	cart				0				0			0				0	0	2,556.32	-	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
96 TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,820.00	-
97 TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,860.00	-
98 TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,336.32	-
99 TONER CART, BROTHER TN-3350, black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,971.20	-
100 TONER CART, HP C4092A, Black	cart				0				0				0				0	0	2,741.44	-
101 TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,352.88	-
102 TONER CART, HP C7115A, Black	cart				0				0				0				0	0	2,971.28	-
103 TONER CART, HP CB435A, Black	cart	5			5	5			5	5			5	5			5	20	2,719.60	54,392.00
104 TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,062.80	-
105 TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,266.64	-
106 TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,970.24	-
107 TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,970.24	-
108 TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,970.24	-
109 TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,321.60	-
110 TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,163.60	-
111 TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	4,843.28	-
112 TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	4,843.28	-
113 TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	4,843.28	-
114 TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,355.44	-
115 TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,070.08	-
116 TONER CART, HP CE285A (HP85A), Black	cart	10			10	10			10	10			10	10			10	40	2,707.12	108,284.80
117 TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,317.12	-
118 TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,475.20	-
119 TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,475.20	-
120 TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,475.20	-
121 TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,057.60	-
122 TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	2,943.20	-
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	2,943.20	-
124 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	2,943.20	-
125 TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,280.00	-
126 TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,595.68	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,655.36	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,655.36	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,655.36	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,640.00	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,392.40	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,392.40	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,392.40	-
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,660.80	-
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	6,721.52	-
136 TONER CART, HP Q2612A, Black	cart	3			3	3			3	3			3	3			3	12	2,971.28	35,655.36
137 TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,280.00	-
139 TONER CART, HP Q5949A, Black	cart	5			5	5			5	5			5	5			5	20	3,530.80	70,616.00
140 TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-
141 TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-
142 TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
143 TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144 TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145 TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146 TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147 TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
148 TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
149 TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
150 TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
151 TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
152 TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,763.76	-
153 TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,836.00	-
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,600.00	-
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,548.00	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,860.00	-
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,600.00	-
162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	3,120.00	-
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,280.00	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	5,512.00	-
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,008.00	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,784.00	-
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0				0				0				0	0	76.75	-
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	724.88	-
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	334.88	-
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0				0				0	0	75.92	-

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

COMMON ELECTRICAL SUPPLIES		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
1 BALLAST, 36 watts	piece				0				0				0				0	0	74.78	-
2 FLUORESCENT LAMP, tubular, 14 watts	tube				0				0				0				0	0	88.40	-
3 FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set				0				0				0				0	0	364.00	-

COMMON OFFICE EQUIPMENT		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
1 CALCULATOR, MINI-PRINTING, 1 unit per box	unit				0				0				0				0	0	930.80	-
2 CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit				0				0				0				0	0	1,965.60	-
3 ELECTRONIC TIME RECORDER OR BUNDY CLOCK, electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts	unit				0				0				0				0	0	3,315.52	-
4 MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color	unit				0				0				0				0	0	2,704.00	-
5 WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEEE 802.3u, IEEE 802.3, interface: 4 x 10/100 ports, 1 x 10/100 WAN port, LED indicator: Power, WLAN, LAN(10/100), Internet Status, with patch cable and power adapter, warranty: one(1) year warranty, frequency band: 2.4 GHz, one(1) unit/box	unit				0				0				0				0	0	1,037.92	-

COMMON OFFICE SUPPLIES		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
1 CARTOLINA, white, 20 pieces per pack	pack				0				0				0				0	0	52.00	-
2 CLIP, bulldog, 73mm (3")	piece	5			5	5			5	5			5	5			5	20	8.32	166.40
3 COLUMNAR PAD, 18 cols, 50 gsm min.	pad				0				0				0				0	0	65.52	-
4 ENVELOPE, PAY, 500 pieces per box	box				0				0				0				0	0	114.71	-
5 ILLUSTRATION BOARD, (30"x40")	piece				0				0				0				0	0	35.05	-
6 INDEX CARD BOX, 3"x5"	piece				0				0				0				0	0	36.40	-
7 INDEX CARD BOX, 5"x8"	piece	10			10	10			10	10			10	10			10	40	55.12	2,204.80
8 INDEX CARD, 3"x5", 500 pieces per pack	pack				0				0				0				0	0	51.27	-
9 INDEX CARD, 5"x8", 500 pieces per pack	pack	10			10	10			10	10			10	10			10	40	139.34	5,573.60

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
10 MANILA PAPER, 10sheets per pack	pack				0				0				0				0	0	26.00	-		
11 MAP PIN, round head, 100 pieces per case	case				0				0				0				0	0	40.35	-		
12 OIL, for general purpose lubricant, 120 mL	bottle				0				0				0				0	0	36.90	-		
13 PAPER, Thermal, 210mm x 30m	roll	200			200	200			200	200			200	200			200	800	29.95	23,960.00		
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case				0				0				0				0	0	24.96	-		
15 RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool	5			5				0	5			5				0	10	16.12	161.20		
16 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle	5			5	2			2	2			2	2			2	11	150.80	1,658.80		
17 RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle	5			5	2			2	2			2	2			2	11	291.03	3,201.33		
18 STAPLE WIRE, Heavy duty, 23/17	box				0				0				0				0	0	41.48	-		
19 TAPE DISPENSER, handheld	piece				0				0				0				0	0	29.10	-		
20 TAPE, for adding machine	roll				0				0				0				0	0	8.11	-		
21 TIME CARD, for Amano Bundy Clock,100 pieces bundle	bundle				0				0				0				0	0	69.47	-		
COMMON JANITORIAL SUPPLIES																						
1 FLOOR WAX, Liquid type, natural	can				0				0				0				0	0	370.50	-		
2 FLOOR WAX, Paste type, natural	can				0				0				0				0	0	223.60	-		
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece				0				0				0				0	0	22.36	-		
CONSUMABLES																						
1 INK CART, EPSON C13T103190 (103), Black	cart				0				0				0				0	0	866.32	-		
2 INK CART, EPSON C13T103290 (103), Cyan	cart				0				0				0				0	0	577.20	-		
3 INK CART, EPSON C13T103390 (103), Magenta	cart				0				0				0				0	0	577.20	-		
4 INK CART, EPSON C13T103490 (103), Yellow	cart				0				0				0				0	0	577.20	-		
5 INK CART, EPSON C13T143190 (143), Black	cart				0				0				0				0	0	587.60	-		
6 INK CART, EPSON C13T143290 (143), Cyan	cart				0				0				0				0	0	465.92	-		
7 INK CART, EPSON C13T143390 (143), Magenta	cart				0				0				0				0	0	465.92	-		
8 INK CART, EPSON C13T143490 (143), Yellow	cart				0				0				0				0	0	465.92	-		
9 INK CART, EPSON C13T166190 (166XL), Black	cart				0				0				0				0	0	176.80	-		
10 INK CART, EPSON C13T166290 (166XL), Cyan	cart				0				0				0				0	0	332.80	-		
11 INK CART, EPSON C13T166390 (166XL), Magenta	cart				0				0				0				0	0	332.80	-		
12 INK CART, EPSON C13T166490 (166XL), Yellow	cart				0				0				0				0	0	332.80	-		
13 INK CART, HP C4836A, (HP11), Cyan	cart				0				0				0				0	0	1,535.04	-		
14 INK CART, HP C4837A, (HP11), Magenta	cart				0				0				0				0	0	1,535.04	-		
15 INK CART, HP C4838A, (HP11), Yellow	cart				0				0				0				0	0	1,535.04	-		
16 RIBBON CART, LEXMARK 3070169 (11A3550)	cart				0				0				0				0	0	780.00	-		
17 RIBBON CART., FUJITSU DL 3850	cart				0				0				0				0	0	447.20	-		
18 TONER CART, BROTHER TN-150BK, Black	cart				0				0				0				0	0	3,239.60	-		
19 TONER CART, BROTHER TN-150C, Cyan	cart				0				0				0				0	0	3,707.60	-		
20 TONER CART, BROTHER TN-150M, Magenta	cart				0				0				0				0	0	3,707.60	-		
21 TONER CART, BROTHER TN-150Y, Yellow	cart				0				0				0				0	0	3,707.60	-		
22 TONER CART, BROTHER TN-155BK, Black	cart				0				0				0				0	0	4,576.00	-		
23 TONER CART, FUJI XEROX CWAA0762, Black	cart				0				0				0				0	0	5,683.60	-		
24 TONER CART, HP CE250A, Black	cart				0				0				0				0	0	5,408.00	-		
25 TONER CART, HP CE251A, Cyan	cart				0				0				0				0	0	10,551.84	-		
26 TONER CART, HP CE252A, Yellow	cart				0				0				0				0	0	10,551.84	-		
27 TONER CART, HP CE253A, Magenta	cart				0				0				0				0	0	10,551.84	-		
28 TONER CART, HP Q1338A, Black	cart				0				0				0				0	0	6,676.80	-		
29 TONER CART, HP Q6511A, Black	cart				0				0				0				0	0	5,892.64	-		
30 TONER CART, HP Q7551A, Black	cart				0				0				0				0	0	6,162.00	-		
31 TONER CART, LEXMARK 34217HR, Black	cart				0				0				0				0	0	4,712.24	-		
32 TONER CART, SAMSUNG ML-2250D5, Black	cart				0				0				0				0	0	4,784.00	-		
33 TONER CART, SAMSUNG ML-D3050B, Black	cart				0				0				0				0	0	6,656.00	-		
Office Equipment and Accessories																						

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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 (black)	pcs	1500		1500	1500			1500	1500			1500	1500			1500	6000	4.00	24,000.00
2	BALLPEN (blue)	pcs	700		700	700			700	700			700	700			700	2800	4.00	11,200.00
3	BALLPEN (red)	pcs	200		200	200			200	200			200	200			200	800	4.00	3,200.00
4	CORRUGATED BOX	pcs	1500		1500				0				0				0	1500	55.00	82,500.00
5	ENVELOPE MAILING with POEA LOGO	box	75		75				0	75			75				0	150	650.00	97,500.00
6	PAPER LETTERHEAD with POEA LOGO	ream	350		350				0	350			350				0	700	335.00	234,500.00
7	PASTE	jar	50		50	20			20	50			50	20			20	140	25.00	3,500.00
8	RULER PLASTIC (12")	pcs	20		20	20			20	20			20	20			20	80	10.00	800.00
9	DVD REWRITABLE	pcs	100		100	50			50	100			100	50			50	300	25.00	7,500.00
10					0				0				0				0	0		-
Audio and visual presentation and composing 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		-
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		-
Cleaning Equipment 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		-
Paper Materials and Products																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
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			-
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	INK CARTRIDGE LEXMARK #14 (black)	cart	10		10	10			10	10			10	10			10	40	1,110.00		44,400.00
2	INK CARTRIDGE LEXMARK #15 (color)	cart	8		8	8			8	8			8	8			8	32	1,380.00		44,160.00
3	TONER CARTRIDGE CANON 303	cart	60		60	60			60	60			60	60			60	240	2,800.00		672,000.00
4	TONER CARTRIDGE CANON 312	cart	30		30	30			30	30			30	30			30	120	2,500.00		300,000.00
5	TONER CARTRIDGE CANON EP22	cart	10		10	10			10	10			10	10			10	40	3,400.00		136,000.00
6	TONER CARTRIDGE CANON EP25	cart	3		3	2			2	3			3	2			2	10	4,000.00		40,000.00
7	DUPLO DP514 INK BLACK	box	2		2	2			2	2			2	2			2	8	18,000.00		144,000.00
8	DUPLO MASTER ROLL DR675	box	1		1	1			1	1			1	1			1	4	4,000.00		16,000.00
9	TONER HP Q5949A BLACK	cart	5		5	5			5	5			5	5			5	20	3,600.00		72,000.00
10	TONER HP Q6000A BLACK	cart	6		6	6			6	6			6	6			6	24	3,500.00		84,000.00
11	TONER HP Q6001A CYAN	cart	4		4	4			4	4			4	4			4	16	3,600.00		57,600.00
12	TONER HP Q6002A YELLOW	cart	4		4	4			4	4			4	4			4	16	3,600.00		57,600.00
13	TONER HP Q6003A MAGENTA	cart	4		4	4			4	4			4	4			4	16	3,600.00		57,600.00
14					0				0				0				0	0			-
Computer Equipment and Accessories																					
1					0				0				0				0	0			-
2					0				0				0				0	0			-
3					0				0				0				0	0			-
*Other Categories																					
1					0				0				0				0	0			-
2					0				0				0				0	0			-
C. TOTAL (A + B):																			4,524,596.31		
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			452,459.63		
E. GRAND TOTAL (C + D)																			4,977,055.94		

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT								
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity										
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																												
G. MONTHLY CASH REQUIREMENTS																												
G.1 Available at Procurement Service Stores					614418								557681						604757.1								557681	
G.2 Other Items not available at PS but regularly purchased from other sources					695390								440890						621830.5								440890	
TOTAL MONTHLY CASH REQUIREMENTS					1309808								998571						1226588							998571		

*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:

JESSIE J. FABRO
Chief- General Services and Property Division

LOURDES E. FUNTANARES
OIC-Chief- Budget Division

HANS LEO J. CACDAC
Administrator

Date Prepared: November 10, 2015

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
5 TONER CARTRIDGE CANON EP22	cart	10			10	10			10	10			10	10			10	40	3,400.00	136,000.00		
6 TONER CARTRIDGE CANON EP25	cart	3			3	2			2	3			3	2			2	10	4,000.00	40,000.00		
7 DUPLO DP514 INK BLACK	box	2			2	2			2	2			2	2			2	8	18,000.00	144,000.00		
8 DUPLO MASTER ROLL DR675	box	1			1	1			1	1			1	1			1	4	4,000.00	16,000.00		
9 TONER HP Q5949A BLACK	cart	5			5	5			5	5			5	5			5	20	3,600.00	72,000.00		
10 TONER HP Q6000A BLACK	cart	6			6	6			6	6			6	6			6	24	3,500.00	84,000.00		
11 TONER HP Q6001A CYAN	cart	4			4	4			4	4			4	4			4	16	3,600.00	57,600.00		
12 TONER HP Q6002A YELLOW	cart	4			4	4			4	4			4	4			4	16	3,600.00	57,600.00		
13 TONER HP Q6003A MAGENTA	cart	4			4	4			4	4			4	4			4	16	3,600.00	57,600.00		
14					0				0				0				0	0		-		
Computer Equipment and Accessories																						
1					0				0				0				0	0		-		
2					0				0				0				0	0		-		
3					0				0				0				0	0		-		
*Other Categories																						
1					0				0				0				0	0		-		
2					0				0				0				0	0		-		
C. TOTAL (A + B):																			4,524,596.31			
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			452,459.63			
E. GRAND TOTAL (C + D)																			4,977,055.94			
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																						
G. MONTHLY CASH REQUIREMENTS																						
C.1 Available at Procurement Service Stores	X				614418	X				557681	X				604757.1	X				557681	X	
C.2 Other Items not available at PS but regularly purchased from other sources					695390					440890					621830.5					440890		
TOTAL MONTHLY CASH REQUIREMENTS					1309808					998571					1226588					998571		

*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:

JESSEL FABRO

Chief, General Services and Property Division

Certified Funds Available /
Certified Appropriate Funds Available:

LOURDES E. FOUNTANARES

OIC-Chief, Budget Division

Approved by:

HANS LEO J. CACDAC

Administrator