

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

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

1. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs
 The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Office PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE - CENTRAL OFFIC
 Region: MAIN & NCR
 Address: MATAPANG ST., EAST AVENUE MEDICAL CENTER
 COMPOUND, BRGY. CENTRAL, QUEZON CITY

Agency Account Code: No Code

Contact Person: MA TERESA TORRES
 Position: SCIENCE RESEARCH SPECIALIST II
 E-mail: pitahc@gmail.com
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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	10			10	10			10	10			10	10				10	40	20.28	811.20
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	10			10	10			10	10			10	10				10	40	19.20	768.00
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				0				0				0			0	0	18.93	-
COMMON OFFICE SUPPLIES																				
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	2			2				0				0			0	2	766.73	1,533.46
2	AIR FRESHENER, aerosol, 280ml/150g min	can	14			14	14			14	14			14	14		14	56	88.69	4,966.64
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	44			44	44			44	44			44	44		44	176	49.73	8,752.48
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			2				0	1			1			0	3	67.06	201.18
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	8			8	8			8	8			8	8		8	32	38.19	1,222.08
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	15			15	14			14	15			15	14		14	58	40.47	2,347.26
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	13			13	13			13	13			13	11		11	50	7.87	393.50
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	13			13	13			13	13			13	11		11	50	13.94	697.00
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	13			13	13			13	13			13	11		11	50	19.88	994.00
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	13			13	13			13	13			13	11		11	50	41.10	2,055.00
14	CORRECTION TAPE, film base type, UL 6m min	piece	65			65	38			38	35			35	68		68	206	18.26	3,761.56
15	DATA FILE BOX, made of chipboard, with closed ends	box	22			22	22			22	22			22	22		22	88	72.57	6,386.16
16	DATA FOLDER, made of chipboard, taglia lock	piece	47			47	47			47	47			47	47		47	188	71.39	13,421.32
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	5			5	0.12			0.12	3.22			3.22	0.12		0.12	8.68	424.47	3,684.40
18	ENVELOPE, DOCUMENTARY, for legal size document	box	4			4	1.12			1.12	2.22			2.22	1.12		1.12	8.68	538.80	4,676.78
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	17			17	12.06			12.06	15.16			15.16	12.06		12.06	56.44	667.84	37,692.89
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	52			52	52			52	52			52	52		52	208	28.71	5,971.68

21	ENVELOPE, MAILING,white, 8ogsm (-5%)	box	4		4	0.12		0.12	2.22		2.22	0.12		0.12	6.16	341.79	2,105.43
22	ENVELOPE, mailing, white, with window	box	1		1			0			0			0	1	427.23	427.23
23	ERASER, FELT, for blackboard/whiteboard	piece	5		5			0	5		5			0	10	11.55	115.50
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	17		17	13		13	17		17	13		13	60	6.23	373.80
25	FASTENER, METAL, 70mm between prongs	box	26		26	12		12	21		21	12		12	71	59.37	4,215.27
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	5		5	5		5	5		5	5		5	20	73.59	1,471.80
27	FILE TAB DIVIDER, bristol board, for A4	set	51		51	45		45	45		45	45		45	186	12.98	2,414.28
28	FILE TAB DIVIDER, bristol board, for legal	set	10		10	10		10	10		10	10		10	40	17.31	692.40
29	FOLDER, FANCY, for A4 size documents	bundle	15		15	1		1	14		14			0	30	258.50	7,755.00
30	FOLDER, FANCY, for legal size documents	bundle	12		12	1		1	11		11			0	24	302.85	7,268.40
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	14		14	1		1	13		13			0	28	177.92	4,981.76
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	13		13	1		1	12		12			0	26	222.27	5,779.02
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	22		22	1		1			0			0	22.5	776.59	17,473.28
34	FOLDER, TAGBOARD, for A4 size documents	pack	2		2	1		1			0			0	3	226.05	678.15
35	FOLDER, TAGBOARD, for legal size documents	pack	3		3	1		1			0			0	4	208.38	833.52
36	GLUE, all purpose, gross weight: 200 grams min	jar	22		22	8		8	17		17	8		8	55	49.73	2,735.15
37	INDEX TAB, self-adhesive, transparent	box	7		7			0	3		3			0	10	53.74	537.40
38	LOOSELEAF COVER, made of chipboard, for legal	bundle	1		1			0			0			0	1	676.00	676.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	4		4			0			0			0	4	43.26	173.04
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	16		16	10		10	16		16	10		10	52	36.97	1,922.44
41	MARKER, whiteboard, black, felt tip, bullet type	piece	33		33	30		30	33		33	30		30	126	10.69	1,346.94
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	29		29	26		26	29		29	26		26	110	10.69	1,175.90

43	MARKER, whiteboard, red, felt tip, bullet type	piece	16			16	15			15	16			16	15			15	62	10.69	662.78
44	MARKER, PERMANENT, bullet type, black	piece	45			45	41			41	45			45	41			41	172	10.04	1,726.88
45	MARKER, PERMANENT, bullet type, blue	piece	35			35	31			31	35			35	31			31	132	10.04	1,325.28
46	MARKER, PERMANENT, bullet type, red	piece	26			26	25			25	26			26	25			25	102	10.04	1,024.08
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	78			78	18			18	78			78	18			18	192	12.52	2,403.84
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	30			30	29			29	29			29	29			29	117	32.45	3,796.65
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	27			27	27			27	27			27	27			27	108	44.32	4,786.56
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	32			32	32			32	32			32	32			32	128	59.49	7,614.72
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	8			8	3			3	8			8	3			3	22	18.99	417.78
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	40			40	27			27	43			43	24			24	134	6.91	925.94
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	40			40	27			27	43			43	24			24	134	14.04	1,881.36
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	58			58	43			43	58			58	43			43	202	137.66	27,807.32
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	49			49	39			39	49			49	39			39	176	160.94	28,325.44
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	34			34	19			19	34			34	19			19	106	119.09	12,623.54
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	27			27	17			17	27			27	17			17	88	123.08	10,831.04
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	3			3				0	1			1				0	4	95.18	380.72
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0				0				0				0	0	34.29	-
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	14			14	6			6	14			14	6			6	40	20.40	816.00
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0				0				0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	17			17	7			7	17			17	7			7	48	62.73	3,011.04
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	19			19	8			8	18			18	7			7	52	97.34	5,061.68
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	22			22				0	2			2				0	24	267.14	6,411.36

65	RUBBER BAND, 70mm min lay flat length (#18)	box	7			7	3			3	4			4	3			3	17	97.04	1,649.68
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	9			9	3			3	7			7				0	19	16.10	305.90
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	97			97	97			97	97			97	97			97	388	35.99	13,964.12
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	93			93	93			93	93			93	93			93	372	35.99	13,388.28
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	8			8				0	5			5				0	13	35.99	467.87
70	STAMP PAD INK, purple or violet	bottle	8			8				0	5			5				0	13	25.62	333.06
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	7			7	2			2	2			2	2			2	13	28.77	374.01
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	14			14	13			13	14			14	13			13	54	21.51	1,161.54
73	STAPLE WIRE, STANDARD, (26/6)	box	38			38	19			19	38			38	19			19	114	19.68	2,243.52
74	TAPE, MASKING, width: 24mm (±1mm)	roll	36			36	27			27	35			35	27			27	125	57.32	7,165.00
75	TAPE, MASKING, width: 48mm (±1mm)	roll	14			14	5			5	13			13	5			5	37	109.24	4,041.88
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	22			22	4			4	17			17	4			4	47	29.08	1,366.76
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	37			37	23			23	36			36	25			25	121	11.36	1,374.56
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	21			21	7			7	20			20	9			9	57	27.58	1,572.06
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	60			60	10			10	60			60	10			10	140	70.30	9,842.00
80	TWINE, plastic, one (1) kilo per roll	roll	4			4				0				0				0	4	51.92	207.68
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	4			4				0				0				0	4	133.99	535.96
82	Airline Travel	ticket				0				0				0				0	0	0.00	-
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, for heavy duty cutter	tube	3			3				0	1			1				0	4	10.22	40.88
2	CUTTER KNIFE, for general purpose	piece	19			19	2			2	3			3	2			2	26	20.55	534.30
3	DATING AND STAMPING MACHINE, heavy duty	piece	5			5				0				0				0	5	497.52	2,487.60

4	PENCIL SHARPENER, manual, single cutter head	piece	7			7				0	1			1			0	8	194.69	1,557.52
5	PUNCHER, paper, heavy duty, with two hole guide	piece	5			5	2			2				0			0	7	123.42	863.94
6	SCISSORS, symmetrical, blade length: 65mm min	pair	14			14				0	3			3			0	17	14.28	242.76
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	10			10				0				0			0	10	85.45	854.50
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	1			1				0				0			0	1	913.95	913.95
9	STAPLE REMOVER, PLIER-TYPE	piece	27			27				0	1			1			0	28	18.91	529.48
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	9			9				0				0			0	9	51.57	464.13
11	WASTEBASKET, non-rigid plastic	piece	18			18				0				0			0	18	25.96	467.28

COMMON JANITORIAL SUPPLIES

1	BROOM, soft (tambo)	piece	9			9	9			9	9			9	9			9	36	91.94	3,309.84
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	3			3	3			3	3			3	3			3	12	24.88	298.56
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	7			7	6			6	7			7	6			6	26	43.26	1,124.76
4	CLEANSER, SCOURING POWDER, 350g min./can	can	13			13	12			12	13			13	12			12	50	24.88	1,244.00
5	DETERGENT POWDER, all purpose, 1kg	pouch	25			25	24			24	25			25	24			24	98	38.93	3,815.14
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	4			4	3			3	4			4	3			3	14	125.20	1,752.80
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	5			5				0				0				0	5	28.12	140.60
8	FLOOR WAX, PASTE, RED	can				0				0				0				0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	6			6	6			6	6			6	6			6	24	90.85	2,180.40
10	INSECTICIDE, aerosol type, net content: 600ml min	can	6			6	6			6	6			6	6			6	24	142.77	3,426.48
11	MOP BUCKET, heavy duty, hard plastic	piece	3			3				0				0				0	3	1,987.44	5,962.32
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	6			6	6			6	6			6	6			6	24	148.18	3,556.32
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	12			12	12			12	12			12	12			12	48	110.32	5,295.36

14	RAGS, all cotton, 32 pieces per kilogram min	bundle	7			7			0	7			7			0	14	51.68	723.52
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	5			5			0	5			5			0	10	107.08	1,070.80
16	TRASHBAG, plastic, transparent	roll	27			27	27		27	27			27	27		27	108	145.48	15,711.84
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	6			6			0	1			1			0	7	140.61	984.27
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	60			60			0				0			0	60	273.10	16,386.00
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	3			3			0				0			0	3	6,828.14	20,484.42
6	DOCUMENT CAMERA, 3.2M pixels	unit	2			2			0				0			0	2	26,391.04	52,782.08
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				0			0				0			0	0	1,046.65	-
10	ELECTRIC FAN, WALL type, plastic blade	unit				0			0				0			0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit				0			0				0			0	0	3,642.83	-
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				0			0				0			0	0	5,927.17	-
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	6,064.78	-	
19	PRINTER, LASER, monochrome, network-ready	unit				0				0					0	0	744.14	-	
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0					0	0	1,379.04	-	
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0					0	0	1,379.04	-	
22	Desktop Computer, branded	unit				0				0					0	0	35,887.49	-	
23	Laptop Computer, branded	unit				0				0					0	0	36,587.28	-	
COMMON COMPUTER SUPPLIES																			
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0					0	0	709.53	-	
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0					0	0	1,070.78	-	
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0					0	0	796.06	-	
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0					0	0	1,352.00	-	
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0				0					0	0	620.67	-	
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	1			1				0					0	1	1,076.19	1,076.19	
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	10			10				0	10				0	20	22.66	453.20	
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	7			7				0					0	7	3,152.86	22,070.02	
9	FLASH DRIVE, 16 GB capacity	piece	17			17	9			9	12				9	47	261.75	12,302.25	
10	MOUSE, optical, USB connection type	unit	4			4				0					0	4	140.39	561.56	
HANDBOOK ON PROCUREMENT																			
1	HANDBOOK (RA 9184), 7th Edition	piece	1			1				0					0	1	48.13	48.13	
CONSUMABLES																			
1	DRUM CART, BROTHER DR-3455	cart				0				0					0	0	7,138.56	-	
2	INK CART, CANON CL-741, Col.	cart				0				0					0	0	1,041.58	-	

3	INK CART, CANON CL-811, Colored	cart	7			7	3			3	7				7	3			3	20	1,070.78	21,415.60
4	INK CART, CANON PG-740, Black	cart			0					0					0				0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart	7		7	3				3	7				7	3			3	20	811.20	16,224.00
6	INK CART, EPSON C13T664100 (T6641), Black	cart			0					0					0				0	0	264.99	-
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart			0					0					0				0	0	264.99	-
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart			0					0					0				0	0	264.99	-
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart			0					0					0				0	0	264.99	-
10	INK CART, HP C2P04AA (HP62) Black	cart			0					0					0				0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart			0					0					0				0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart			0					0					0				0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart			0					0					0				0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart			0					0					0				0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart			0					0					0				0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart			0					0					0				0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart			0					0					0				0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart			0					0					0				0	0	0.00	-
19	INK CART, HP C9401A (HP72) 69ml Gray	cart			0					0					0				0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart			0					0					0				0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart			0					0					0				0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart			0					0					0				0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart			0					0					0				0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart			0					0					0				0	0	373.15	-

25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				o												o	o	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				o												o	o	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				o												o	o	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				o												o	o	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				o												o	o	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				o												o	o	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				o												o	o	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				o												o	o	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				o												o	o	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				o												o	o	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				o												o	o	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				o												o	o	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				o												o	o	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL), Yellow	cart				o												o	o	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart				o												o	o	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				o												o	o	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart				o												o	o	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				o												o	o	379.64	-
43	INK CART, HP CZ121A (HP685A), Black	cart				o												o	o	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				o												o	o	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				o												o	o	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				o												o	o	259.58	-

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

69	TONER CART, BROTHER TN-2130, Black	cart				0				0					0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0					0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0					0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0					0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0				0					0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0				0					0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0					0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0					0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart	9			9	4			4	9				4	26	3,009.01	78,234.26
78	TONER CART, HP CE310A, Black	cart				0				0					0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0				0					0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0				0					0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0				0					0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0				0					0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0				0					0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0				0					0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0				0					0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0				0					0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0				0					0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0					0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0					0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0				0					0	0	10,377.95	-

91	TONER CART, HP CE410A, (HP305), Black	cart					0										0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart					0										0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart					0										0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart					0										0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart					0										0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart					0										0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart					0										0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart					0										0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart					0										0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart					0										0	0	0.00	-
101	TONER CART, HP CF280XC	cart					0										0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart					0										0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart	17			17	17										17	17	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart					0										0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart					0										0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart					0										0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart					0										0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart					0										0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart					0										0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart					0										0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart					0										0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart					0										0	0	0.00	-

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

135	TONER CART, HP Q2612A, Black	cart	2			2	2			2	2			2	8	3,228.58	25,828.64
136	TONER CART, HP Q5942A, Black	cart			0					0				0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart			0					0				0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart			0					0				0	0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart			0					0				0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart			0					0				0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart			0					0				0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart			0					0				0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart			0					0				0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart			0					0				0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart			0					0				0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart			0					0				0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart			0					0				0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart			0					0				0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart			0					0				0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart			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	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart			0					0				0	0	13,935.33	-

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

COMMON ELECTRICAL SUPPLIES

1					0					0				0	0		-
2					0					0				0	0		-

3					0				0				0			0	0			-
4					0				0				0			0	0			-
5					0				0				0			0	0			-

COMMON OFFICE 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			-

COMMON OFFICE 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			-
11					0				0				0			0	0			-
12					0				0				0			0	0			-

13					0				0				0			0	0			-
14					0				0				0			0	0			-
15					0				0				0			0	0			-
16					0				0				0			0	0			-
17					0				0				0			0	0			-
18					0				0				0			0	0			-
19					0				0				0			0	0			-
20					0				0				0			0	0			-

COMMON JANITORIAL SUPPLIES

1					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			-

CONSUMABLES

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					o				o				o				o	o			-
9					o				o				o				o	o			-
10					o				o				o				o	o			-
11					o				o				o				o	o			-
12					o				o				o				o	o			-
13					o				o				o				o	o			-
14					o				o				o				o	o			-
15					o				o				o				o	o			-
16					o				o				o				o	o			-
17					o				o				o				o	o			-
18					o				o				o				o	o			-
19					o				o				o				o	o			-
20					o				o				o				o	o			-
21					o				o				o				o	o			-
22					o				o				o				o	o			-
23					o				o				o				o	o			-
24					o				o				o				o	o			-
25					o				o				o				o	o			-
26					o				o				o				o	o			-
27					o				o				o				o	o			-
28					o				o				o				o	o			-
29					o				o				o				o	o			-

30					0			0				0			0	0			-
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					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					o				o				o			o	o			-
Audio and visual presentation and composing equipment																				
1					o				o				o			o	o			-
2					o				o				o			o	o			-
3					o				o				o			o	o			-
4					o				o				o			o	o			-
5					o				o				o			o	o			-
6					o				o				o			o	o			-
7					o				o				o			o	o			-
8					o				o				o			o	o			-
9					o				o				o			o	o			-
10					o				o				o			o	o			-
Photographic or filming or video equipment																				
1					o				o				o			o	o			-
2					o				o				o			o	o			-
3					o				o				o			o	o			-
4					o				o				o			o	o			-
5					o				o				o			o	o			-
6					o				o				o			o	o			-
7					o				o				o			o	o			-
8					o				o				o			o	o			-
9					o				o				o			o	o			-

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			-
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					0			0			0			0	0			-
2					0			0			0			0	0			-
3					0			0			0			0	0			-
4					0			0			0			0	0			-
5					0			0			0			0	0			-
6					0			0			0			0	0			-
7					0			0			0			0	0			-
8					0			0			0			0	0			-
9					0			0			0			0	0			-
10					0			0			0			0	0			-
Computer Equipment and Accessories																		
1					0			0			0			0	0			-
2					0			0			0			0	0			-
3					0			0			0			0	0			-
4					0			0			0			0	0			-
5					0			0			0			0	0			-
6					0			0			0			0	0			-
7					0			0			0			0	0			-
8					0			0			0			0	0			-
9					0			0			0			0	0			-

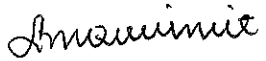
10					0				0					0			0			-
*Other Categories																				
1					0				0					0			0			-
2					0				0					0			0			-
3					0				0					0			0			-
4					0				0					0			0			-
5					0				0					0			0			-
6					0				0					0			0			-
7					0				0					0			0			-
8					0				0					0			0			-
9					0				0					0			0			-
10					0				0					0			0			-
C. TOTAL (A + B):																	P	685,551.88		
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																	P	68,555.19		
E. GRAND TOTAL (C + D)																	P	754,107.07		
F. APPROVED BUDGET BY THE AGENCY HEAD																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores					331,686.19				99,385.10					157,263.29			97,217.31		P	685,551.88
G.2 Other Items not available at PS but regularly purchased from other sources					-				-					-			-		P	-
TOTAL MONTHLY CASH REQUIREMENTS					331,686.19				99,385.10					157,263.29			97,217.31		P	685,551.88

*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:


LYDIA QUERIMIT (DESIGNATE)

Property/Supply Officer

Certified Funds Available / Certified Appropriate
Funds Available:


MA. JULIA BARTOLOME

Accountant / Local Budget Officer

Approved by:


DR. ANNABELLE PABIONA-DE GUZMAN

Head of Office/Agency

Date: 1/16/2018