

**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/Region: ISABELA SCHOOL OF ARTS AND TRADES	Agency Account Code: _____	Contact Person: IGMEDIO S. CASTICON
Address: Calamagui 2nd, City of Ilagan, Isabela		Position: Vocational School Superintendent
		E-mail: tesdaisat.gov.ph
		Telephone/Mobile Nos: (078) 624-0933

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				0				0				0				0	0	20.28	-
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack				0				0				0				0	0	19.20	-
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				0				0				0				0	0	18.93	-
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				0				0				0				0	0	88.69	-
3 ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle				0				0				0				0	0	49.73	-
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				0				0				0				0	0	67.06	-
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				0				0				0				0	0	38.19	-
9 CLEARBOOK, 20 transparent pockets, for LEGAL size	piece				0				0				0				0	0	40.47	-
10 CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box				0				0				0				0	0	7.87	-
11 CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box				0				0				0				0	0	13.94	-
12 CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box				0				0				0				0	0	19.88	-
13 CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box				0				0				0				0	0	41.10	-
14 CORRECTION TAPE, film base type, UL 6m min	piece				0				0				0				0	0	18.26	-
15 DATA FILE BOX, made of chipboard, with closed ends	box				0				0				0				0	0	72.57	-
16 DATA FOLDER, made of chipboard, taglia lock	piece				0				0				0				0	0	71.39	-
17 ENVELOPE, DOCUMENTARY, for A4 size document	box				0				0				0				0	0	424.47	-
18 ENVELOPE, DOCUMENTARY, for legal size document	box				0				0				0				0	0	538.80	-
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box				0				0				0				0	0	667.84	-
20 ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0				0				0				0	0	28.71	-
21 ENVELOPE, MAILING, white, 80gsm (-5%)	box				0				0				0				0	0	341.79	-
22 ENVELOPE, mailing, white, with window	box				0				0				0				0	0	427.23	-

23	ERASER, FELT, for blackboard/whiteboard	piece				0				0						0	0	11.55	-		
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece				0				0						0	0	6.23	-		
25	FASTENER, METAL, 70mm between prongs	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	59.37	712.44
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0				0						0	0	73.59	-		
27	FILE TAB DIVIDER, bristol board, for A4	set				0				0						0	0	12.98	-		
28	FILE TAB DIVIDER, bristol board, for legal	set				0				0						0	0	17.31	-		
29	FOLDER, FANCY, for A4 size documents	bundle				0				0						0	0	258.50	-		
30	FOLDER, FANCY, for legal size documents	bundle				0				0						0	0	302.85	-		
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0				0						0	0	177.92	-		
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0				0						0	0	222.27	-		
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (5mm)	box				0				0						0	0	776.59	-		
34	FOLDER, TAGBOARD, for A4 size documents	pack	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	226.05	2,712.60
35	FOLDER, TAGBOARD, for legal size documents	pack	1			1	1			1	1			1	1			1	4	208.38	833.52
36	GLUE, all purpose, gross weight: 200 grams min	jar				0				0						0	0	49.73	-		
37	INDEX TAB, self-adhesive, transparent	box				0				0						0	0	53.74	-		
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0						0	0	676.00	-		
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0				0						0	0	43.26	-		
40	MARKER, FLUORESCENT, 3 assorted colors per set	set				0				0						0	0	36.97	-		
41	MARKER, whiteboard, black, felt tip, bullet type	piece				0				0						0	0	10.69	-		
42	MARKER, whiteboard, blue, felt tip, bullet type	piece				0				0						0	0	10.69	-		
43	MARKER, whiteboard, red, felt tip, bullet type	piece				0				0						0	0	10.69	-		
44	MARKER, PERMANENT, bullet type, black	piece				0				0						0	0	10.04	-		
45	MARKER, PERMANENT, bullet type, blue	piece				0				0						0	0	10.04	-		
46	MARKER, PERMANENT, bullet type, red	piece				0				0						0	0	10.04	-		
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0				0						0	0	12.52	-		
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				0				0						0	0	32.45	-		
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad				0				0						0	0	44.32	-		
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad				0				0						0	0	59.49	-		
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0				0						0	0	18.99	-		
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	1	1		2	1	1	1	3	1	1	1	3	1	1	1	3	11	6.91	76.01
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box				0				0						0	0	14.04	-		
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0						0	0	137.66	-		
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0						0	0	160.94	-		
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	15	15	10	40	15	15	10	40	10	15	10	35	15	15	15	45	160	119.09	19,054.40
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	123.08	2,953.92
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	1			1				0				0	1			1	2	95.18	190.36
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 300±0.3m	roll				0				0				0				0	0	34.29	-
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box				0				0				0				0	0	20.40	-
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				0				0				0				0	0	62.73	-
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book				0				0				0				0	0	97.34	-
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0				0				0				0	0	267.14	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0				0				0				0	0	97.04	-
66	RULER, plastic, 450mm (18"), width: 38mm min	piece				0				0				0				0	0	16.10	-
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece				0				0				0				0	0	35.99	-
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece				0				0				0				0	0	35.99	-

69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece																		0	0	35.99	-
70	STAMP PAD INK, purple or violet	bottle																		0	0	25.62	-
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece																		0	0	28.77	-
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box																		0	0	21.51	-
73	STAPLE WIRE, STANDARD, (26/6)	box	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24			19.68	472.32
74	TAPE, MASKING, width: 24mm (±1mm)	roll																		0	0	57.32	-
75	TAPE, MASKING, width: 48mm (±1mm)	roll																		0	0	109.24	-
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll																		0	0	29.08	-
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll																		0	0	11.36	-
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll																		0	0	27.58	-
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack																		0	0	70.30	-
80	TWINE, plastic, one (1) kilo per roll	roll																		0	0	51.92	-
81	WRAPPING PAPER, kraft, 65gsm (±5%)	pack																		0	0	133.99	-
82	Airline Travel	ticket																		0	0	0.00	-
COMMON OFFICE DEVICES																							
1	CUTTER BLADE, for heavy duty cutter	tube																		0	0	10.22	-
2	CUTTER KNIFE, for general purpose	piece																		0	0	20.55	-
3	DATING AND STAMPING MACHINE, heavy duty	piece																		0	0	497.52	-
4	PENCIL SHARPENER, manual, single cutter head	piece																		0	0	194.69	-
5	PUNCHER, paper, heavy duty, with two hole guide	piece																		0	0	123.42	-
6	SCISSORS, symmetrical, blade length: 65mm min	pair																		0	0	14.28	-
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece																		0	0	85.45	-
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece																		0	0	913.95	-
9	STAPLE REMOVER, PLIER-TYPE	piece																		0	0	18.91	-
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece																		0	0	51.57	-
11	WASTEBASKET, non-rigid plastic	piece																		0	0	25.96	-
COMMON JANITORIAL SUPPLIES																							
1	BROOM, soft (tambo)	piece																		0	0	91.94	-
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece																		0	0	24.88	-
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle																		0	0	43.26	-
4	CLEANSER, SCOURING POWDER, 350g min./can	can																		0	0	24.88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch																		0	0	38.93	-
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can																		0	0	125.20	-
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece																		0	0	28.12	-
8	FLOOR WAX, PASTE, RED	can																		0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can																		0	0	90.85	-
10	INSECTICIDE, aerosol type, net content: 600ml min	can																		0	0	142.77	-
11	MOP BUCKET, heavy duty, hard plastic	piece																		0	0	1,987.44	-
12	MOPHANDLE, heavy duty, aluminum, screw type	piece																		0	0	148.18	-
13	MOPHEAD, made of rayon, weight: 400 grams min	piece																		0	0	110.32	-
14	RAGS, all cotton, 32 pieces per kilogram min	bundle																		0	0	51.68	-
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack																		0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll																		0	0	145.48	-
17	DETERGENT BAR, 140 grams as packed	bar																		0	0	7.57	-
COMMON OFFICE EQUIPMENT																							
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit																		0	0	10,816.00	-

2	CALCULATOR, compact, 12 digits	unit				0				0					0	0	140.61	-
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0					0	0	273.10	-
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0				0					0	0	273.10	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0				0					0	0	6,828.14	-
6	DOCUMENT CAMERA, 3.2M pixels	unit				0				0					0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0				0					0	0	1,091.33	-
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0				0					0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit				0				0					0	0	1,046.65	-
10	ELECTRIC FAN, WALL type, plastic blade	unit				0				0					0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit				0				0					0	0	3,642.83	-
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0				0					0	0	1,123.78	-
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0					0	0	5,191.68	-
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0					0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0				0					0	0	8,411.60	-
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit				0				0					0	0	5,927.17	-
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				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				0				0					0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece				0				0					0	0	22.66	-
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece				0				0					0	0	3,152.86	-
9	FLASH DRIVE, 16 GB capacity	piece				0				0					0	0	261.75	-
10	MOUSE, optical, USB connection type	unit				0				0					0	0	140.39	-
HANDBOOK ON PROCUREMENT																		
1	HANDBOOK (RA 9184), 7th Edition	piece				0				0					0	0	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				0				0					0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0				0					0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0				0					0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart				0				0					0	0	264.99	-
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0					0	0	264.99	-
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0					0	0	264.99	-
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0					0	0	264.99	-
10	INK CART, HP C2P04AA (HP62) Black	cart				0				0					0	0	0.00	-

103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0										0	0	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				0										0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0										0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0										0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0										0	0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart				0										0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0										0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0										0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0										0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0										0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0										0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0										0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0										0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0										0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				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	Outdoor Light, 12 Watts, LED Bulb	piece				0				0				0	0	245.00	-
2	LED Bulbs , 6 Watts	piece				0				0				0	0	144.00	-
3	Flourescent lamp, 40 watts	piece				0				0				0	0	266.00	-
4	Dimmer Light Bulb, ordinary	piece				0				0				0	0	45.00	-
5	Mercury bulb, 160 watts	piece				0				0				0	0	215.00	-

COMMON OFFICE EQUIPMENT

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		-

COMMON OFFICE SUPPLIES

1	Ballpoint pen w/ eraser, black, blue, red	piece				0				0				0	0	50.00	-
2	Cabric board , A4 200GSM, Sky blue, Cannon	pack				0				0				0	0	45.00	-
3	Clearbook, Legal, hard plastic cover, spiral	piece				0				0				0	0	165.00	-
4	CD, Rewritable, 80MQ, 700MB	piece				0				0				0	0	25.00	-
5	CMOS Battery	piece				0				0				0	0	50.00	-
6	Crayons, 8 pcs/box, big Crayola	box				0				0				0	0	75.00	-
7	Daily Time Record	piece				0				0				0	0	6.00	-
8	Data folder, w/ finger ring, maroon (5" x 9" x 15")	piece				0				0				0	0	180.00	-
9	Eraser, staedler	piece				0				0				0	0	35.00	-
10	Fastener,colored, Price	box				0				0				0	0	65.00	-
11	Foot rule, staedler	piece				0				0				0	0	50.00	-
12	Frames, wooden w/ gold lining A4	piece				0				0				0	0	180.00	-
13	Glue, Elmers, big	bot				0				0				0	0	150.00	-
14	Highlighter, broad tip, yellow stabilo	piece				0				0				0	0	45.00	-
15	TESDA ID Slings w/ hard ID plastic cover	piece				0				0				0	0	200.00	-
16	Illustration board, whole	piece				0				0				0	0	150.00	-
17	Index tabs, orange	pack				0				0				0	0	15.00	-
18	Laid board, Legal 85GSM, soft green, Ivory Cannon	pack				0				0				0	0	45.00	-
19	Laid paper, Legal 85GSM, Cornfield cream, Cannon	pack				0				0				0	0	45.00	-
20	Marker, permanent, broad tip, blue/black	piece				0				0				0	0	25.00	-
21	Marker, permanent, fine tip, blue/black	piece				0				0				0	0	25.00	-
22	Marker, whiteboard, round tip, blue/black	piece				0				0				0	0	25.00	-
23	Notebook, hardbound, 100 Leaves	piece				0				0				0	0	75.00	-
24	Paper clips, colored plastic, prince 48mm	box				0				0				0	0	15.00	-
25	Manila paper	piece				0				0				0	0	2.50	-
26	Paper, specialty Legal yellow Sterling	pack				0				0				0	0	45.00	-
27	Gel Pen ,black/blue PILOT	piece				0				0				0	0	25.00	-
28	Pencil #2 Mongol, 12 pcs/box	box				0				0				0	0	72.00	-

29	Printer ink, Brother LC535XL-Cyan, Magenta, yellow	piece				0				0				0	0	550.00	-
30	Printer ink, Brother , LC539XL, Black	piece				0				0				0	0	550.00	-
31	Staple wire #35, Max	box				0				0				0	0	35.00	-
32	Storage box	piece				0				0				0	0	95.00	-
33	Tape, double adhesive , heavy duty, 1"	roll				0				0				0	0	65.00	-
34	Yellow pad paper, Canary	pad				0				0				0	0	25.00	-
35	Toner for RICOH	tube				0				0				0	0	3,200.00	-
36	Columnar notebook, 14 columns	pad				0				0				0	0	65.00	-
37	Battery charger	piece				0				0				0	0	500.00	-
38	Cannon board, mint green	pack				0				0				0	0	45.00	-
39	Canon laid paper, mint green	pack				0				0				0	0	45.00	-
40	Friction Pen	piece				0				0				0	0	65.00	-
41	Mongol Pencil #2	box				0				0				0	0	72.00	-
42	Paper Fashener , Prince colored	box				0				0				0	0	65.00	-
43	Rechargeable battery AAA	piece				0				0				0	0	100.00	-
44	Rechargeable battery AA	piece				0				0				0	0	65.00	-
45	Nylon for grass cutter	roll				0				0				0	0	1,200.00	-
						0				0				0	0		-

COMMON JANITORIAL SUPPLIES

1	Soap, bathroom, 90 grams	piece				0				0				0	0	25.00	-
2	Floorwax, paste type	can				0				0				0	0	250.00	-
3	Tide powder, 500 grms	pack				0				0				0	0	65.00	-
4	Muriatic acid pure industrial grade	bot				0				0				0	0	85.00	-
5	Liquid hand soap	bot				0				0				0	0	150.00	-
6	Doormat	piece				0				0				0	0	35.00	-
						0				0				0	0	0.00	-

CONSUMABLES

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		-
11						0				0				0	0		-
12						0				0				0	0		-
13						0				0				0	0		-
14						0				0				0	0		-
15						0				0				0	0		-
16						0				0				0	0		-
17						0				0				0	0		-
18						0				0				0	0		-
19						0				0				0	0		-

20					0				0				0	0			-
21					0				0				0	0			-
22					0				0				0	0			-
23					0				0				0	0			-
24					0				0				0	0			-
25					0				0				0	0			-
26					0				0				0	0			-
27					0				0				0	0			-
28					0				0				0	0			-
29					0				0				0	0			-
30					0				0				0	0			-

Office Equipment and Accessories

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			-

Office Supplies

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			-

Audio and visual presentation and composing equipment

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			-

Photographic or filming or video equipment

1					0				0				0	0			-
---	--	--	--	--	---	--	--	--	---	--	--	--	---	---	--	--	---

2						o					o					o	o		-
3						o					o					o	o		-
4						o					o					o	o		-
5						o					o					o	o		-
6						o					o					o	o		-
7						o					o					o	o		-
8						o					o					o	o		-
9						o					o					o	o		-
10						o					o					o	o		-

Cleaning Equipment and Supplies

1						o					o					o	o		-
2						o					o					o	o		-
3						o					o					o	o		-
4						o					o					o	o		-
5						o					o					o	o		-
6						o					o					o	o		-
7						o					o					o	o		-
8						o					o					o	o		-
9						o					o					o	o		-
10						o					o					o	o		-

Paper Materials and Products

1						o					o					o	o		-
2						o					o					o	o		-
3						o					o					o	o		-
4						o					o					o	o		-
5						o					o					o	o		-
6						o					o					o	o		-
7						o					o					o	o		-
8						o					o					o	o		-
9						o					o					o	o		-
10						o					o					o	o		-

Lighting and fixtures and accessories

1						o					o					o	o		-
2						o					o					o	o		-
3						o					o					o	o		-
4						o					o					o	o		-
5						o					o					o	o		-
6						o					o					o	o		-
7						o					o					o	o		-
8						o					o					o	o		-
9						o					o					o	o		-
10						o					o					o	o		-

Electrical equipment and components and supplies

1						o					o					o	o		-
2						o					o					o	o		-
3						o					o					o	o		-

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			-

Computer Supplies

1	External hard drive, 2TB, 2.5" w/ USB 3.0 5400 rpm, w/ dual color led light to indicate USB 3.0/USB					0				0					0	0			-
2	Flash Drive, 32GB USB					0				0					0	0			-
3	Video card - Palit GT710-1GB-EDR3					0				0					0	0			-
4	Continuous ink flow system					0				0					0	0			-
5	Ink Benefit XL Cartridge (4 colors)					0				0					0	0			-
6	Computer Ink Refill (3 colors) Magenta, yellow, Cyan/Blue					0				0					0	0			-
7	Computer Ink Refill, Black					0				0					0	0			-
8	Anti-Virus NOD32 ESSET					0				0					0	0			-
9						0				0					0	0			-
10						0				0					0	0			-

Computer Equipment and Accessories

1	Keyboard, A4 Tech	piece				0				0					0	0	350.00		-
2	Optical mouse, wireless small A4 Tech	piece				0				0					0	0	450.00		-
3	Operating System Windows 10 PRO., 64 Bit	piece				0				0					0	0	6,678.00		-
4	Operating System Windows Server PRO., 64 Bit	piece				0				0					0	0	8,000.00		-
5	Printer, Epson all in 1	unit				0				0					0	0	6,500.00		-
6	CMOS Battery for TC	piece				0				0					0	0	30.00		-
7	Uninterrupted Power Supply , ES 500	piece				0				0					0	0	3,500.00		-
8						0				0					0	0			-
9						0				0					0	0			-
10						0				0					0	0			-

***Other Categories**

1	Fire Extinguisher refill, at 10 lbs capacity	units				0				0					0	0	1,500.00		-
2	Fire Extinguisher refill, at 5 lbs capacity	units				0				0					0	0	750.00		-
3	OPC Drum for RICOH Xerox	piece				0				0					0	0	8,400.00		-
4	Cleaning Blade for RICOH xerox	piece				0				0					0	0	1,300.00		-
5	Developer for RICOH xerox	pack				0				0					0	0	4,300.00		-
6	Gear for RICOH xerox	piece				0				0					0	0	600.00		-
7	Tire R14	piece				0				0					0	0	4,500.00		-
8						0				0					0	0			-
9						0				0					0	0			-
10						0				0					0	0			-

***Fixed Expenditures**

1	Fuel, oil and Lubricants					0				0					0	0	148,000.00	148,000.00	-
2	Electricity expenses					0				0					0	0	526,000.00	526,000.00	-
3	Telephone services- landline					0				0					0	0	148,000.00	12,000.00	-
4	Advertising Expense					0				0					0	0		8,000.00	-
5	Repairs and maintenance					0				0					0	0	43,000.00	43,000.00	-
6	Other General Services					0				0					0	0	10,000.00	10,000.00	-
7	Training expenses					0				0					0	0	27,000.00	27,000.00	-
8	Other Professional Services					0				0					0	0	10,000.00	10,000.00	-
9	Accountable Forms Expense					0				0					0	0	10,000.00	10,000.00	-
10	Transportation and Delivery Expense					0				0					0	0	14,000.00	14,000.00	-
11	Travelling expenses					0				0					0	0	77,000.00	77,000.00	-
12	Representation expense					0				0					0	0	22,000.00	22,000.00	-
13	Internet expense					0				0					0	0	18,000.00	18,000.00	-
14	Taxes, duties & licenses					0				0					0	0	3,000.00	3,000.00	-

C. TOTAL (A + B):																	P	954,005.57		
D. ADDITIONAL PROVISION FOR INFLATION																	P	95,400.56		
E. GRAND TOTAL (C + D)																	P	1,049,406.13		
F. APPROVED BUDGET BY THE AGENCY																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores						6,793.80				6,705.53					6,110.08		7,396.16		P	27,005.57
G.2 Other items not available at PS but regularly purchased from other sources						#VALUE!				#VALUE!					#VALUE!		#VALUE!			#VALUE!
TOTAL MONTHLY CASH REQUIREMENTS						#VALUE!				#VALUE!					#VALUE!		#VALUE!			#VALUE!

*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:



JASON S. AGCAJOLI

Property/Supply Officer

Certified Funds Available / Certified Appropriate
Funds Available:



JOHN KEVIN S. BRUNO

Accountant / Local Budget Officer

Approved by:



IGMEDIO S. CASTICON

Head of Office/Agency

Date: