

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

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps- philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. **The accomplished HARD COPY of the APP-CSE shall be submitted in the following manner:**
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

The accomplished SOFT COPY of the APP-CSE shall be submitted to the following email addresses:

 - a. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com - For Local government units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **Philippine Overseas Employment Administration**
 Region: **National Capital Region**
 Address: **BFO Bldg., EDSA Corner Ortigas Avenue, Mandaluyong City**

Agency Account Code: **N - 044**

Contact Person: **MS. JESSIE J. FABRO**
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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	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				20				20				20					20	80	17.42	1,393.60
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack				50				50				50					49	199	15.03	2,990.97
3 BATTERY, dry cell D, 2 pieces per blister pack	pack				15				15				15					15	60	77.56	4,653.60
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0					0	0	114.40	-
5 LED Linear Tube, 18 watts individually wrapped in carton	tube				0				0				0					0	0	280.80	-
6 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0					0	0		-

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
7 TAPE, electrical	roll				0				0				0				0	0	18.20	-
COMMON OFFICE SUPPLIES																				
1 ACETATE, gauge #3, 50m per roll	roll				40				20				20				0	80	624.00	49,920.00
2 AIR FRESHENER, 280mL/150g min	can				0				0				0				0	0	83.20	-
3 ALCOHOL, 70%, ethyl, 500ml	bottle				0				0				0				0	0	47.82	-
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0	197.58	-
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0				0				0	0	202.80	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack				15				15				15				10	55	64.48	3,546.40
7 CHALK, white, enamel, 100 pieces per box	box				0				0				0				0	0	25.86	-
8 CLEARBOOK, A4 size	piece				0				0				0				0	0	39.52	-
9 CLEARBOOK, Legal size	piece				5				5				0				0	10	43.68	436.80
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				1				1				1				1	4	10.40	41.60
12 CLIP, backfold, 32mm, 12 pieces per box	box				1				1				1				1	4	19.12	76.48
13 CLIP, backfold, 50mm, 12 pieces per box	box				1				1				1				1	4	36.38	145.52
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				250				250				250				250	1000	31.20	31,200.00
15 DATA FILE BOX, made with chipboard, with closed ends	box				200				200				200				200	800	69.78	55,824.00
16 DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0	68.64	-
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0				0				0				0	0	381.54	-
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0				0				0				0	0	507.40	-
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				25				10				10				10	55	621.71	34,194.05
20 ENVELOPE, EXPANDING, plastic	piece				150				150				150				50	500	27.61	13,805.00
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				20				10				10				10	50	499.20	24,960.00
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				1				3				0				0	4	561.60	2,246.40
23 ERASER, felt, for blackboard/whiteboard	piece				15				10				10				10	45	11.11	499.95
24 ERASER, plastic or rubber	piece				50				50				50				10	160	2.29	366.40
25 FASTENER, for paper, metal, 50 sets per box	box				150				150				150				150	600	57.09	34,254.00
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	70.67	-
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				0				0				0				0	0	234.00	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0				0	0	291.20	-
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				0				0				0				0	0	203.84	-
33 FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0				0				0				0	0	746.72	-
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0				0				0	0	179.28	-
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0				0				0				0	0	200.37	-
36 GLUE, all purpose, 300 grams min.	jar				50				50				50				50	200	44.18	8,836.00
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0				0				0	0	47.90	-
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0				0	0	539.76	-

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39 MAGAZINE FILE BOX, LARGE	piece				0				0				0				0	0	41.60	-
40 MARKER, fluorescent, 3 colors per set	set				100				100				100				100	400	35.55	14,220.00
41 MARKER, whiteboard, bullet type, black	piece				50				50				50				50	200	10.28	2,056.00
42 MARKER, whiteboard, bullet type, blue	piece				50				50				50				10	160	10.28	1,644.80
43 MARKER, whiteboard, bullet type, red	piece				20				20				10				10	60	10.28	616.80
44 MARKER, permanent, bullet type, black	piece				250				250				250				250	1000	9.65	9,650.00
45 MARKER, permanent, bullet type, blue	piece				200				200				200				200	800	9.65	7,720.00
46 MARKER, permanent, bullet type, red	piece				50				30				30				20	130	9.65	1,254.50
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				100				100				100				100	400	10.40	4,160.00
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				250				200				200				200	850	40.54	34,459.00
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0				0				0				0	0	54.06	-
51 PAD PAPER, Ruled	pad				20				20				20				20	80	18.26	1,460.80
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box				100				100				100				100	400	12.85	5,140.00
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box				100				100				100				100	400	6.43	2,572.00
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				600				600				600					1800	112.32	202,176.00
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0	132.02	-
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				1000				1000				1000				1000	4000	95.26	381,040.00
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				300				300				300				200	1100	114.35	125,785.00
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0				0				0				0	0	88.40	-
59 PAPER, Thermal, 216mm x 30m	roll				150				150				150				50	500	31.15	15,575.00
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				300				300				300				0	300	19.62	5,886.00
61 PHILIPPINE NATIONAL FLAG	piece				1				1				1				0	1	278.72	278.72
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				100				100				50				50	300	60.32	18,096.00
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				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				50				50	300	93.31	27,993.00
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				20				20				10				0	50	15.48	774.00
67 SIGN PEN, black	piece				1,000				1,000				1,000				1,000	4000	38.10	152,400.00
68 SIGN PEN, blue	piece				500				500				500				300	1800	38.10	68,580.00
69 SIGN PEN, red	piece				50				50				20				20	140	38.10	5,334.00
70 STAMP PAD INK, violet, 50mL	bottle				100				100				50				0	250	24.63	6,157.50
71 STAMP PAD, felt pad, min 60mm x 100mm	piece				60				60				60				0	180	27.66	4,978.80
72 STAPLE WIRE, Heavy duty, 23/13	box				0				0				0				0	0	23.40	-
73 STAPLE WIRE, Standard	box				0				0				0				0	0	18.92	-
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				50				50	300	105.04	31,512.00
76 TAPE, transparent, 24mm, 50 meters	roll				200				150				150				50	550	10.92	6,006.00
77 TAPE, transparent, 48mm, 50 meters	roll				150				150				150				148	598	26.52	15,858.96
78 TAPE, packaging, 48mm, 50 meters length	roll				100				100				100				0	300	32.74	9,822.00
79 TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0	67.60	-
80 TWINE, plastic, one kilo per roll	roll				50				50				0				0	100	49.92	4,992.00
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				3				1				0				0	4	128.84	515.36
82 Software					0				0				0				0	0		-

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83 Airline Travel					0				0				0				0	0		
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube																	0	9.19	-
2 CUTTER KNIFE, heavy duty	piece				50				50				50				50	200	19.76	3,952.00
3 DATING AND STAMPING MACHINE	piece				3				2				2				2	9	478.38	4,305.42
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				15				5				5				5	30	187.20	5,616.00
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				50				10				10				16	86	114.28	9,828.08
6 SCISSORS, (6")	pair				50				50				50				50	200	13.73	2,746.00
7 STAPLER, standard	piece				50				50				50				30	180	82.16	14,788.80
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	878.80	-
9 STAPLE REMOVER, plier type	piece				100				100				30				30	260	18.18	4,726.80
10 TAPE DISPENSER, table top	piece				20				20				15				0	55	47.72	2,624.60
11 WASTE BASKET, non-rigid plastic	piece				50				50				50				50	200	23.90	4,780.00
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece				0				0				0				0	0	88.40	-
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	21.27	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	37.43	-
6 DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	119.60	-
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	24.96	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
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	124.80	-
11 MOPBUCKET	piece				0				0				0				0	0	1,911.00	-
12 MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	142.48	-
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	49.69	-
15 SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	102.96	-
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0	139.88	-
17 DISINFECTANT, bleaching solution	cont				0				0				0				0	0	101.82	-
18 DETERGENT BAR, 140g as packed (-2.5%)	bar				0				0				0				0	0	7.28	-
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				1				0				0				0	1	10,400.00	10,400.00
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				4				0				0				0	4	135.20	540.80
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				2				0				0				0	2	258.84	517.68
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	254.68	-

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5 CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	254.80	-	
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				1				0				0				0	1	6,229.60	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				1				0				0				0	1	25,272.00	25,272.00	
8 ELECTRIC FAN, industrial	unit				0				0				0				0	0	956.80	-	
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	967.10	-	
11 ELECTRIC FAN, wall type	unit				0				0				0				0	0	790.40	-	
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				2				2				2				0	6	3,502.72	21,016.32	
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	1,080.56	-	
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	4,992.00	-	
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				1				0				0				0	1	26,483.60	26,483.60	
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				1				0				0				0	1	7,488.00	7,488.00	
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0				0	0	5,699.20	-	
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,709.60	-	
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	1,237.60	-	
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-	
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-	
24 Desktop and Laptop	unit				0				0				0				0	0		-	
COMMON COMPUTER SUPPLIES																					
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	630.76	-	
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	950.30	-	
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				12				12				12				0	36	716.04	25,777.44	
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	1,220.96	-	

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5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	596.80	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	958.15	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0				0				0	0	21.79	-
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light 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				3				6				9				8	26	2,818.40	73,278.40
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				12				2				2				0	16	194.48	3,111.68
10 MOUSE, optical, USB connection type	unit				0				0				0				0	0	127.80	-
HANDBOOK ON PROCUREMENT																				
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RAG 19184(6th Edition), 6" x 9", 296 pages,	piece				1				1				1				1	4	61.83	247.32
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	1,538.16	-
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 LC67HYY, Yellow	cart				0				0				0				0	0	868.40	-
13 INK CART, CANON PG-810, Black	cart				1				1				1				0	3	774.80	2,324.40
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	754.00	-
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	574.08	-
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	534.56	-
17 INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,022.32	-
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	1,001.52	-
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	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0	254.80	-
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0	0	254.80	-
32 INK CART, HP 51645A, (HP45), Black	cart				6				6				6					18	1,346.80	24,242.40
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	1,554.80	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,554.80	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,034.80	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,034.80	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,034.80	-
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80	-
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				8				8				8					24	826.80	19,843.20
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				15				15				15					45	1,133.60	51,012.00
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	-
52 INK CART, HP C9351AA, (HP21), Black	cart				6				6				6				5	23	650.00	14,950.00
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				6				6				6				5	23	751.92	17,294.16
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	1,492.40	-
57 INK CART, HP C9364WA, (HP98), Black	cart				15				15				15					45	826.80	37,206.00
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	379.60	-
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80	-
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00	-
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92	-
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80	-
64 INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	639.60	-
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,445.60	-
66 INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	754.00	-
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	-
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60	-
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20	-
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,086.80	-
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	358.80	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80	-
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	629.20	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20	-
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20	-
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80	-
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	644.80	-
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80	-
80 INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	-
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	-
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	-
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,180.40	-
84 INK CART, HP CN692AA, (HP704), Black	cart				3				3				3				0	9	358.80	3,229.20
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				1				1				1				0	3	358.80	1,076.40
86 INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	358.80	-
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	366.08	-
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60	-
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60	-
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60	-
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				8				8				8				8	32	930.80	29,785.60
93 INK CART, LEXMARK 10NO217 (#17), Black	cart				10				10				10				10	40	1,003.60	40,144.00
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart				10				10				10				10	40	1,196.00	47,840.00
95 TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,556.32	-
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	3,354.00	-
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,992.00	-
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				4				4				4					12	2,802.80	33,633.60
104 TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,218.80	-
105 TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,312.40	-
106 TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,984.80	-
107 TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,984.80	-
108 TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,984.80	-
109 TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,378.80	-
110 TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,402.80	-
111 TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,298.80	-
112 TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,298.80	-
113 TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,298.80	-
114 TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,754.80	-
115 TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,114.80	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
116 TONER CART, HP CE285A (HP85A), Black	cart				30				5									35	2,756.00	96,460.00
117 TONER CART, HP CE310A, Black	cart				0				0				0					0	2,386.80	-
118 TONER CART, HP CE311A, Cyan	cart				0				0				0					0	2,490.80	-
119 TONER CART, HP CE312A, Yellow	cart				0				0				0					0	2,490.80	-
120 TONER CART, HP CE313A, Magenta	cart				0				0				0					0	2,490.80	-
121 TONER CART, HP CE320A, Black	cart				0				0				0					0	3,166.80	-
122 TONER CART, HP CE321A, Cyan	cart				0				0				0					0	3,010.80	-
123 TONER CART, HP CE322A, Yellow	cart				0				0				0					0	3,010.80	-
124 TONER CART, HP CE323A, Magenta	cart				0				0				0					0	3,010.80	-
125 TONER CART, HP CE390A, Black	cart				0				0				0					0	7,690.80	-
126 TONER CART, HP CE400A, Black	cart				0				0				0					0	6,754.80	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0					0	9,978.80	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0					0	9,978.80	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0					0	9,978.80	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0					0	3,790.80	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0					0	5,402.80	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0					0	5,402.80	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0					0	5,402.80	-
134 TONER CART, HP CE505A, Black	cart				0				0				0					0	3,998.80	-
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0					0	7,066.80	-
136 TONER CART, HP Q2612A, Black	cart				0				0				0					0	3,104.40	-
137 TONER CART, HP Q2613A, Black	cart				0				0				0					0	3,328.00	-
138 TONER CART, HP Q5942A, Black	cart				0				0				0					0	7,482.80	-
139 TONER CART, HP Q5949A, Black	cart				0				0				0					0	3,530.80	-
140 TONER CART, HP Q5950A, Black	cart				0				0				0					0	7,644.00	-
141 TONER CART, HP Q5951A, Cyan	cart				0				0				0					0	10,845.12	-
142 TONER CART, HP Q5952A, Yellow	cart				0				0				0					0	10,845.12	-
143 TONER CART, HP Q5953A, Magenta	cart				0				0				0					0	10,845.12	-
144 TONER CART, HP Q6000A, Black	cart				10				5				0					15	3,317.60	49,764.00
145 TONER CART, HP Q6001A, Cyan	cart				0				0				0					0	3,614.00	-
146 TONER CART, HP Q6002A, Yellow	cart				0				0				0					0	3,614.00	-
147 TONER CART, HP Q6003A, Magenta	cart				0				0				0					0	3,614.00	-
148 TONER CART, HP Q6470A, Black	cart				0				0				0					0	5,526.56	-
149 TONER CART, HP Q6471A, Cyan	cart				0				0				0					0	5,495.36	-
150 TONER CART, HP Q6472A, Yellow	cart				0				0				0					0	5,844.80	-
151 TONER CART, HP Q6473A, Magenta	cart				0				0				0					0	5,844.80	-
152 TONER CART, HP Q7553A, Black	cart				0				0				0					0	3,894.80	-
153 TONER CART, LEXMARK E360H11P, Black	cart				0				0				0					0	8,874.32	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0					0	9,630.40	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0					0	4,992.00	-
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0					0	2,600.00	-
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0					0	2,912.00	-
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0					0	2,912.00	-
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0					0	2,392.00	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT							
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity									
					0				0				0				0	0								-	
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					0				0				0				0	0									-
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					0				0				0				0	0									-
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					0				0				0				0	0									-
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					0				0				0				0	0									-
					0				0				0				0	0									-
					0				0																		

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT									
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity											
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	0											-
*Other Categories																													
1					0				0				0				0	0											-
2					0				0				0				0	0											-
3					0				0				0				0	0											-
4					0				0				0				0	0											-
5					0				0				0				0	0											-
6					0				0				0				0	0											-
7					0				0				0				0	0											-
8					0				0				0				0	0											-
9					0				0				0				0	0											-
10					0				0				0				0	0											-
C. TOTAL (A + B):																				2,199,985.51									
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				219,998.55									

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
E. GRAND TOTAL (C + D)																				2,419,984.06
F. APPROVED BUDGET BY THE AGENCY HEAD																				
In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores		X			769370	X			577786	X			531966	X			333193		2212314.95	
G.2 Other Items not available at PS but regularly purchased from other sources					0				0				0				0	0	0	0
TOTAL MONTHLY CASH REQUIREMENTS					769370				577786				531966				333193		2212314.95	

*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:

MS. JESSIE J. FABRO
Chief Administrative Officer

Certified Funds Available /
Certified Appropriate Funds Available:

MS. MARILYN M. ADALIA LOURDES E. FUNTANARES
Accountant Budget Officer

Approved by:

LIBERTY T. CASCO, Deputy Administrator
Officer-In-Charge

Date Prepared: November 15, 2016