

**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: NATIONAL TOBACCO ADMINISTRATION

Agency Account Code: X126

Contact Person: VIVIEN FERAREZA

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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
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																				
<b>COMMON ELECTRICAL SUPPLIES</b>																				
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	10		10	20			10	10			10	10				0	40	20.28	811.20
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	50			50	50			50	50			50	50			50	200	19.20	3,840.00
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack	10			10	10			10	10			10	10			10	40	91.94	3,677.60
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	60		60	120	60		60	120	60		60	120	60		60	120	480	40.97	19,665.60
5 Ligth Bulb, LED, 7 watts 1 pc in individual box	plece	60			60	60			60	60			60	60			60	240	75.39	18,093.60
6 TAPE, ELECTRICAL, 18mm x 16M min	roll	12		12	24	12		12	24	12		12	24	12		12	24	96	18.93	1,817.28

COMMON OFFICE SUPPLIES																					
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	5			5	5			5	5			5	5			5	20	766.73	15,334.60
2	AIR FRESHENER, aerosol, 280ml/150g min	can	50			50	50			50	50			50	50			50	200	88.69	17,738.00
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	100			100	100			100	100			100	100			100	400	49.73	19,892.00
4	CARBON FILM, PE, black, size 210mm x 297mm	box	10			10	10			10	10			10	10			10	40	205.48	8,219.20
5	CARBON FILM, PE, black, size 216mm x 330mm	box	10			10	10			10	10			10	10			10	40	210.91	8,436.40
6	CARTOLINA, assorted colors	pack	10			10	10			10	10			10	10			10	40	67.06	2,682.40
7	CHALK, molded, white, dustless, length: 78mm min	box	10			10	10			10	10			10	10			10	40	26.89	1,075.60
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	50			50	50			50	50			50	50			50	200	38.19	7,638.00
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	50			50	50			50	50			50	50			50	200	40.47	8,094.00
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	50			50	50			50	50			50	50			50	200	7.87	1,574.00
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	30			30	30			30	30			30	30			30	120	13.94	1,672.80
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	30			30	30			30	30			30	30			30	120	19.88	2,385.60
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	15			15	15			15	15			15	15			15	60	41.10	2,466.00
14	CORRECTION TAPE, film base type, UL 6m min	piece	100			100	100			100	100			100	100			100	400	18.26	7,304.00
15	DATA FILE BOX, made of chipboard, with closed ends	box	50			50	50			50	50			50	500			500	650	72.57	47,170.50
16	DATA FOLDER, made of chipboard, taglia lock	piece	100			100	100			100	100			100	100			100	400	71.39	28,556.00
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	10			10	10			10	10			10	10			10	40	424.47	16,978.80
18	ENVELOPE, DOCUMENTARY, for legal size document	box	10			10	10			10	10			10	10			10	40	538.80	21,552.00
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	10			10	10			10	10			10	10			10	40	667.84	26,713.60
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	50			50	50			50	50			50	50			50	200	28.71	5,742.00
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	5			5	5			5	5			5	5			5	20	341.79	6,835.80

22	ENVELOPE, mailing, white, with window	box			0			0			0			0	0	427.23	
23	ERASER, FELT, for blackboard/whiteboard	piece	5		5	5		5	5		5	5		5	20	11.55	231.00
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	5		5	5		5	5		5	5		5	20	6.23	124.60
25	FASTENER, METAL, 70mm between prongs	box	100		100	100		100	100		100	100		100	400	59.37	23,748.00
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	20		20	20		20	20		20	20		20	80	73.59	5,887.20
27	FILE TAB DIVIDER, bristol board, for A4	set	50		50			0	50		50			0	100	12.98	1,298.00
28	FILE TAB DIVIDER, bristol board, for legal	set	50		50			0	50		50			0	100	17.31	1,731.00
29	FOLDER, FANCY, for A4 size documents	bundle	25		25	25		25	25		25	25		25	100	258.50	25,850.00
30	FOLDER, FANCY, for legal size documents	bundle	25		25	25		25	25		25	25		25	100	302.85	30,285.00
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	10		10	10		10	10		10	10		10	40	177.92	7,116.80
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	10		10	10		10	10		10	10		10	40	222.27	8,890.80
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	10		10	10		10	10		10	10		10	40	776.59	31,063.60
34	FOLDER, TAGBOARD, for A4 size documents	pack	10		10	10		10	10		10	10		10	40	226.05	9,042.00
35	FOLDER, TAGBOARD, for legal size documents	pack	10		10	10		10	10		10	10		10	40	208.38	8,335.20
36	GLUE, all purpose, gross weight: 200 grams min	jar	20		20	20		20	2		2	20		20	62	49.73	3,083.26
37	INDEX TAB, self-adhesive, transparent	box	15		15	15		15	15		15	15		15	60	53.74	3,224.40
38	LOOSELEAF COVER, made of chipboard, for legal	bundle	10		10			0			0			0	10	676.00	6,760.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	50		50	50		50	50		50	50		50	200	43.26	8,652.00
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	36		36	36		36	36		36	36		36	144	36.97	5,323.68
41	MARKER, whiteboard, black, felt tip, bullet type	piece	72		72	72		72	72		72	72		72	288	10.69	3,078.72
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	60		60	60		60	60		60	60		60	240	10.69	2,565.60
43	MARKER, whiteboard, red, felt tip, bullet type	piece	20		20	20		20	20		20	20		20	80	10.69	855.20
44	MARKER, PERMANENT, bullet type, black	piece	60		60	60		60	60		60	60		60	240	10.04	2,409.60

45	MARKER, PERMANENT, bullet type, blue	piece	72			72	72			72	72			72	288	10.04	2,891.52
46	MARKER, PERMANENT, bullet type, red	piece	48			48	48			48	48			48	192	10.04	1,927.68
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	72			72	72			72	72			72	288	12.52	3,605.76
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	40			40	40			40	40			40	160	32.45	5,192.00
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	40			40	40			40	40			40	160	44.32	7,091.20
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	40			40	40			40	40			40	160	59.49	9,518.40
51	PAPER, PAD, ruled, size: 216mm x 330mm ( $\pm$ 2mm)	pad	100			100	100			100	100			100	400	18.99	7,596.00
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	50			50	50			50	50			50	200	6.91	1,382.00
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	50			50	50			50	50			50	200	14.04	2,808.00
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	200			200	200			200	200			200	800	137.66	110,128.00
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	150			150	150			150	150			150	600	160.94	96,564.00
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	200			200	200			200	200			200	800	119.09	95,272.00
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	200			200	150			150	200			150	700	123.08	86,156.00
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	5			5	5			5	5			5	20	95.18	1,903.60
59	PAPER, THERMAL, 55gsm, size: 216mm $\pm$ 1mm x 30m-0.3m	roll				0				0				0	0	34.29	-
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	60			60	60			60	60			60	240	20.40	4,896.00
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	10			10				0				0	10	319.07	3,190.70
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	50			50				0	50			50	100	62.73	6,273.00
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	50			50				0	50			50	100	97.34	9,734.00
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	10			10	10			10	10			10	40	267.14	10,685.60
65	RUBBER BAND, 70mm min lay flat length (#18)	box	20			20				0	20			20	40	97.04	3,881.60
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	50			50				0	50			50	100	16.10	1,610.00
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	50			50	50			50	50			50	200	35.99	7,198.00

68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	150			150	150			150	150			150	600	35.99	21,594.00		
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	50			50	50			50	50			50	200	35.99	7,198.00		
70	STAMP PAD INK, purple or violet	bottle	10			10	10			10	10			10	40	25.62	1,024.80		
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	10			10				0	10			10	15	15	35	28.77	1,006.95
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0				0				0	0			21.51	-
73	STAPLE WIRE, STANDARD, (26/6)	box	100			100	100			100	100			100	400	19.68	7,872.00		
74	TAPE, MASKING, width: 24mm (±1mm)	roll	50			50	50			50	50			50	200	57.32	11,464.00		
75	TAPE, MASKING, width: 48mm (±1mm)	roll	50			50	50			50	50			50	200	109.24	21,848.00		
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	50			50	50			50	50			50	200	29.08	5,816.00		
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	50			50	50			50	50			50	200	11.36	2,272.00		
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	50			50	50			50	50			50	200	27.58	5,516.00		
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	20			20	20			20	20			20	80	70.30	5,624.00		
80	TWINE, plastic, one (1) kilo per roll	roll	10			10	10			10	10			10	40	51.92	2,076.80		
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	20			20	20			20	20			20	80	133.99	10,719.20		
82	Airline Travel	ticket				0				0				0	0	0.00	-		
<b>COMMON OFFICE DEVICES</b>																			
1	CUTTER BLADE, for heavy duty cutter	tube	50			50	50			50	50			50	200	10.22	2,044.00		
2	CUTTER KNIFE, for general purpose	piece	60			60	60			60	60			60	240	20.55	4,932.00		
3	DATING AND STAMPING MACHINE, heavy duty	piece	10			10				0				0	10	497.52	4,975.20		
4	PENCIL SHARPENER, manual, single cutter head	piece	12			12				0	12			12	24	194.69	4,672.56		
5	PUNCHER, paper, heavy duty, with two hole guide	piece	24			24	24			24	24			24	96	123.42	11,848.32		
6	SCISSORS, symmetrical, blade length: 65mm min	pair	60			60	60			60	60			60	240	14.28	3,427.20		

7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	20			20	20			20	20			20	20		80	85.45	6,836.00	
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	1		1				0	1				1			0	2	913.95	1,827.90
9	STAPLE REMOVER, PLIER-TYPE	piece	50		50	50			50	50				50	10		10	160	18.91	3,025.60
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	10		10	10			10	10				10			0	30	51.57	1,547.10
11	WASTEBASKET, non-rigid plastic	piece	24		24	24			24	24				24	24		24	96	25.96	2,492.16
<b>COMMON JANITORIAL SUPPLIES</b>																				
1	BROOM, soft (tambo)	piece	15		15				0	15				15			0	30	91.94	2,758.20
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	15		15				0	15				15			0	30	24.88	746.40
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	20	20	40	20			20	20		20	40	20	20	40	140	43.26	6,056.40	
4	CLEANSER, SCOURING POWDER, 350g min./can	can			0				0					0			0	0	24.88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch	50		50	50			50	50				50	50		50	200	38.93	7,786.00
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	50		50	50			50	50				50	50		50	200	125.20	25,040.00
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	15		15	15			15	15				15	15		15	60	28.12	1,687.20
8	FLOOR WAX, PASTE, RED	can			0				0					0			0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can			0				0					0			0	0	90.85	-
10	INSECTICIDE, aerosol type, net content: 600ml min	can	30		30	30			30	30				30	30		30	120	142.77	17,132.40
11	MOP BUCKET, heavy duty, hard plastic	piece	10		10				0					0			0	10	1,987.44	19,874.40
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	10		10				0	10				10			0	20	148.18	2,963.60
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	10		10	10			10	10				10	10		10	40	110.32	4,412.80
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	30		30	30			30	30				30	30		30	120	51.68	6,201.60
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack			0				0					0			0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll	100		100	100			100	100				100	100		100	400	145.48	58,192.00

17	DETERGENT BAR, 140 grams as packed	bar			0				0					0	0	7.57	-
<b>COMMON OFFICE EQUIPMENT</b>																	
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	1		1				0					0	1	10,816.00	10,816.00
2	CALCULATOR, compact, 12 digits	unit	10		10				0	10				0	20	140.61	2,812.20
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	3		3				0					0	3	1,091.33	3,273.99
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	2		2				0					0	2	27,542.94	55,085.88
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	2		2				0					0	2	8,411.60	16,823.20
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	1		1				0					0	1	5,927.17	5,927.17
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	5		5	5			5	5				5	20	19,457.98	389,159.60
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	5		5				0					0	5	6,064.78	30,323.90
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	44				44					0	44	35,887.49	1,579,049.56
23	Laptop Computer, branded	unit			0	12				12					0	12	36,587.28	439,047.36
<b>COMMON COMPUTER SUPPLIES</b>																		
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	10		10					0	10				10	20	1,076.19	21,523.80
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	10		10					0	10				10	20	22.66	453.20
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	10		10					0	10				10	30	3,152.86	94,585.80
9	FLASH DRIVE, 16 GB capacity	piece	50		50	50				50	50				50	200	261.75	52,350.00
10	MOUSE, optical, USB connection type	unit	20		20					0					0	20	140.39	2,807.80
<b>HANDBOOK ON PROCUREMENT</b>																		
1	HANDBOOK (RA 9184), 7th Edition	piece			0					0					0	0	48.13	-
<b>CONSUMABLES</b>																		
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	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	10		10			0	10			10			0	20	676.00	13,520.00
13	INK CART, HP C9352AA, (HP22), Tri-color	cart	5		5			0	5			5			0	10	782.00	7,820.00
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			0			0				0			0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart			0			0				0			0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart			0			0				0			0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart			0			0				0			0	0	1,292.51	-

29	INK CART, HP CH561WA, (HP61), Black	cart				0			0				0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0			0				0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0			0				0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0			0				0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0			0				0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0			0				0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0			0				0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0			0				0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0			0				0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0			0				0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart	20			20	20		20	20			20	80	373.15	29,852.00
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	10			10	10		10	10			10	40	373.15	14,926.00
41	INK CART, HP CZ107AA, (HP678), Black	cart	20			20	20		20	20			20	80	379.64	30,371.20
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart	10			10	10		10	10			10	40	379.64	15,185.60
43	INK CART, HP CZ121A (HP685A), Black	cart				0			0				0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0			0				0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0			0				0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0			0				0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart	20			20	20		20	20			20	80	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart	10			10	10		10	10			10	40	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	20			20	20			20	20				20	80	753.88	60,310.40
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart	5			5	5			5	5				5	20	78.96	1,579.20
68	TONER CART, BROTHER TN-2025, Black	cart	1			1	1			1	1				1	4	2,658.57	10,634.28
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				0				0					0	0	3,009.01	-
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	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0					0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0					0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0					0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				0				0					0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				0				0					0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0					0	0	0.00	-

98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0					0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0					0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0					0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0				0					0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0					0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0					0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0					0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0					0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0					0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0					0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0					0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0					0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0					0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0					0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0					0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0					0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0					0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0					0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0					0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0					0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0					0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0					0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0					0	0	0.00	-

121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0					0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0					0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0					0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0					0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0					0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0					0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0					0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0					0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0					0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0					0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0					0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0					0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0					0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0					0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0					0	0	3,228.58	-
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		-
4						0				0					0	0		-
5						0				0					0	0		-

**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	Columnar Book 24 cols	ea	120			120				0				0				0	120	60.00	7,200.00
2	Ballpoint, Black	ea	100			100	100			100	100			100	100			100	400	5.00	2,000.00
3	Ballpoint, Blue	ea	150			150	150			150	150			150	150			150	600	5.00	3,000.00
4	Ballpoint, Red	ea	50			50				0	30			30				0	80	5.00	400.00
5	Ballpoint, Green	ea	10			10				0	10			10				0	20	5.00	100.00
6	Ribbon, calculator	spool	10			10				0	10			10				0	20	35.00	700.00
7	Paper , Bond 8.5 x 13 with Letterhead	ream	20			20				0	20			20	20			20	60	1,200.00	72,000.00
8	Paper, bond, 8.5 x 11 with Letterhead	ream	20			20				0	20			20	20			20	60	800.00	48,000.00
9	Mailing Envelope with Letterhead	box	5			5				0				0				0	5	1,500.00	7,500.00
10	General Ledger	sheet	1000			1000				0	1000			1000				0	2000	1.65	3,300.00
11	Supplies Adjustment Sheets	sheet	250			250				0				0				0	250	3.00	750.00
12	Official Cashbook, Small	book	100			100				0				0				0	100	230.00	23,000.00
13	Warrant Register	book	10			10				0				0				0	10	580.00	5,800.00
14	Subsidiary Ledger	sheet	1000			1000				0	1000			1000				0	2000	3.92	7,840.00
15	Official Receipt	pad	2000			2000				0				0				0	2000	100.00	200,000.00
16	Supplies Ledger Card	sheet	250			250				0	250			250				0	500	2.80	1,400.00
17	Equipment Ledger Card	sheet	200			200				0				0				0	200	3.35	670.00
18	Stock Card	sheet	1000			1000				0				0				0	1000	2.65	2,650.00
19	Inventory & Inspection Report of Unserviceable	sheet	500			500				0				0				0	500	1.25	625.00
20	Invoice Receipt for Property	sheet	1000			1000				0				0				0	1000	0.85	850.00
COMMON JANITORIAL SUPPLIES																					
1						0				0				0				0	0		-



2					0				0					0	0			-
3					0				0					0	0			-
4					0				0					0	0			-
5					0				0					0	0			-

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

1					0				0				0			0	0		-
2					0				0				0			0	0		-
3					0				0				0			0	0		-
4					0				0				0			0	0		-
5					0				0				0			0	0		-
6					0				0				0			0	0		-
7					0				0				0			0	0		-
8					0				0				0			0	0		-
9					0				0				0			0	0		-
10					0				0				0			0	0		-

Cleaning Equipment and Supplies

1					0				0				0			0	0		-
2					0				0				0			0	0		-
3					0				0				0			0	0		-
4					0				0				0			0	0		-
5					0				0				0			0	0		-
6					0				0				0			0	0		-
7					0				0				0			0	0		-
8					0				0				0			0	0		-
9					0				0				0			0	0		-
10					0				0				0			0	0		-

Paper Materials and Products

1					0				0				0			0	0		-
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2					0				0				0			0	0		-
3					0				0				0			0	0		-
4					0				0				0			0	0		-
5					0				0				0			0	0		-
6					0				0				0			0	0		-
7					0				0				0			0	0		-
8					0				0				0			0	0		-
9					0				0				0			0	0		-
10					0				0				0			0	0		-

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			-
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					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			-

Computer 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			-

\*Other Categories

1	Absorbent cotton	roll	10		10	10			10	10			10	10		10	40	100.00	4,000.00
2	Gauze Bandage	roll	6		6	6			6	6			6	6		6	24	50.00	1,200.00
3	Sterile Gauze Pads	ea	24		24			0	24			24			0	48	40.00	1,920.00	
4	Anti Hypertensive	bottle	30		30			0	30			30			0	60	15.00	900.00	
5	First Aid Kit	bottle	5		5			0				0			0	5	500.00	2,500.00	
6	Hydrogen Peroxide Solution	bottle	6		6			0	6			6			0	12	150.00	1,800.00	
7	Burn Ointment	tube	2		2	2			2	2			2	2		2	8	550.00	4,400.00
8	Analgesic/Antipyretic	tablet	30		30	30			30	30			30	30		30	120	5.00	600.00
9	Antihistaminic Tablet	tablet	30		30	30			30	30			30	30		30	120	20.00	2,400.00
10	Antacid	tablet	30		30	30			30	30			30	30		30	120	7.00	840.00
11	Anti-diarrhea Tablet	tablet	30		30	30			30	30			30	30		30	120	12.00	1,440.00
12	Anti-asthma	tablet	30		30	30			30	30			30	30		30	120	10.00	1,200.00
13	Anti-spasmodic Tablet	tablet	30		30	30			30	30			30	30		30	120	20.00	2,400.00
14	Betadine solution	bottle	15		15			0	15			15			0	30	150.00	4,500.00	
15	Anti-flu-vaccine	dose			0			0	350			350			0	350	425.00	148,750.00	

16	Purified Water (5 gal/bot)	bottle	70	70	70	210	70	70	70	210	70	70	70	210	70	70	70	210	840	35.00	29,400.00
17	Purified Water (Alkaline)	bottle	65	65	65	195	65	65	65	195	65	65	65	195	65	65	65	195	780	50.00	39,000.00
18	Umbrella	ea	1			1				0				0				0	1	500.00	500.00
19	Property Tag	ea	5000			5000				0				0				0	5000	3.00	15,000.00
20	Messenger Bag	ea	1			1				0				0				0	1	450.00	450.00
21	Sanitary P-Trap	set	12			12	12			12	12			12	12			12	48	150.00	7,200.00
22	Sanitary Tank Fittings	set	6			6	6			6	6			6	6			6	24	520.00	12,480.00
23	Door Knob	set	4			4	4			4	4			4	4			4	16	380.00	6,080.00
24	Floor Hinges	set	2			2				0				0				0	2	8,000.00	16,000.00
25	Faucet Ordinary	ea	6			6	6			6	6			6	6			6	24	150.00	3,600.00
26	Lavatory Faucet	set	2			2				0	2			2				0	4	2,500.00	10,000.00
27	Fertilizer	bag	500			500	500			500	500			500				0	1500	1,200.00	1,800,000.00
28	Insecticide	pack	450			450				0	450			450				0	900	650.00	585,000.00
29	Cell Cards	ea	1224			1224				0				0				0	1224		351,240.00
30	Monoblock Chair	ea	50			50				0				0				0	50	850.00	42,500.00
31	Printer 4-in-1	pc	10			10				0				0				0	10	4,500.00	45,000.00
32	Junior Executive Table	ea	34			34				0				0				0	34	7,500.00	255,000.00
33	Steel Filing Cabinet	pc	15			15				0				0				0	15	8,800.00	132,000.00
34	Fax Machine	pc	2			2	2			2	2			2				0	6	6,150.00	36,900.00
35	Rostrum	pc	1			1				0				0				0	1	2,800.00	2,800.00
36	Water Dispenser	pc	3			3				0				0				0	3	5,850.00	17,550.00
37	Swivel Chair	pc	18			18				0				0				0	18	3,300.00	59,400.00
38	Senior Executive Swivel chair	pc	3			3				0				0				0	3	4,800.00	14,400.00



39	Bedsheet, single	pc	50		50	18		18	24		24	18		18	110	350.00	38,500.00
40	Blankets	pc	13		13	13		13	18		18	15		15	59	300.00	17,700.00
41	Pillow with case	pc	52		52	13		13	17		17	13		13	95	250.00	23,750.00
42	Foam 2 x 36 w/ cover	pc	12		12			0			0			0	12	1,800.00	21,600.00
43	Microphone	pc	5		5			0			0			0	5	1,000.00	5,000.00
44	Electrical stove double burner	pc	2		2			0			0			0	2	3,500.00	7,000.00
45	UPS	pc	8		8			0			0			0	8	2,500.00	20,000.00
46	Computer chair w/armrest	pc	8		8			0			0			0	8	1,500.00	12,000.00
47	Single Bed	pc	10		10			0			0			0	10	3,000.00	30,000.00
48	Double Deck	pc	10		10			0			0			0	10	6,000.00	60,000.00
49	Ladder 16 ft aluminum	pc	1		1			0			0			0	1	7,000.00	7,000.00
<b>C. TOTAL (A + B):</b>															<b>P</b>	<b>8,458,461.23</b>	
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>															<b>P</b>	<b>845,846.12</b>	
<b>E. GRAND TOTAL (C + D)</b>															<b>P</b>	<b>9,304,307.35</b>	
<b>F. APPROVED BUDGET BY THE AGENCY HEAD</b>																9,304,307.35	
<b>G. MONTHLY CASH REQUIREMENTS</b>																8,107,221.23	
G.1 Available at Procurement Service Stores				682,011.77		2,459,399.42		521,055.59		505,309.45						<b>P</b>	4,167,776.23
G.2 Other Items not available at PS but regularly purchased from other sources				2,040,735.00		656,060.00		1,158,290.00		84,360.00						<b>P</b>	3,939,445.00
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>				<b>2,722,746.77</b>		<b>3,115,459.42</b>		<b>1,679,345.59</b>		<b>589,669.45</b>						<b>P</b>	<b>8,107,221.23</b>

\*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.

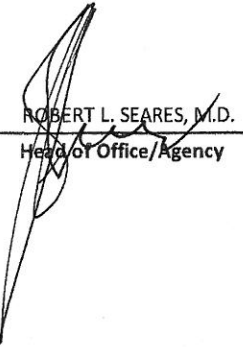
Prepared by:

  
CRISTINA C. LOPEZ  
Property/Supply Officer

Certified Funds Available / Certified Appropriate  
Funds Available:

  
MA. TERESA B. LAUDENCIA  
Accountant / Local Budget Officer

Approved by:

  
ROBERT L. SEARES, M.D.  
Head of Office/Agency

Date: 11/9/2017