ANNUAL PROCUREMENT PLAN FOR 2015
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 on your area.
2. For Sub - Depots please refer to the following:
   a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
   b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
   c. Zamboanga - **Zamboanga**
   d. Surigao Del Norte - **Surigao Del Norte**
   e. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
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 as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2013 must be submitted on or before November 15, 2012.
8. Rename your APP file in the following format- APP2013 - Sector (NGA/GOCC/GFI/Constitutional Office/Other Executie Offices(OEOs)/SUC/LGU) - Name of Agency - Region (e.g. APP2012 - NGA - DBM-PS - Central Office)
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: Department of Agriculture - Philippine Carabao Center
Region: III
Address: Nueva Ecija

Contact Person: MARISSA L. OCTAVIO
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Item & Specifications	Object Code	Unit of Measure	QUANTITY													** PS Price Catalogue	** PS Price Catalogue	Total	REMARKS (Proposed mode of Procurement)
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total			Amount	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																			
COMMON ELECTRICAL SUPPLIES																			
Battery, size AAA, Alkaline, 2pcs./packet		packet	98			74			87			74			333	14.77		4,918.41	
BATTERY, size AA, alkaline, 2 pcs./packet		packet	105			80			95			80			360	15.39		5,540.40	
BATTERY, size D, alkaline, 2 pcs./packet		packet	20			14			20			14			68	75.66		5,144.88	
TAPE, electrical		roll	80			58			70			59			267	17.63		4,707.21	
																		-	
COMMON COMPUTER SUPPLIES/CONSUMABLES																		-	
COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time		piece	145			55			130			55			385	10.14		3,903.90	
COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed		piece	228			93			208			83			612	17.42		10,661.04	
COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure		piece	6			6			6			6			24	55.61		1,334.68	
DVD RECORDABLE, 16x speed, 4.7GB capacity		piece	113			103			101			100			417	11.19		4,666.23	
DVD RE-WRITABLE, 4x speed, 4.7GB capacity		piece	101			73			74			71			319	21.11		6,734.09	
Flash Drive 4-8 Gb		piece	30						30						60	400.00		24,000.00	
FLASH DRIVE, 16GB, USB 2.0, plug and play		piece	79			11			12			2			104	340.08		35,368.32	
Ink Cartridge HP 703 Black		cart	10			10			10			10			40	410.00		16,400.00	
Ink Cartridge HP 703 Tri Color		cart	10			10			10			10			40	410.00		16,400.00	
INK CARTRIDGE, Brother LC67HYBK, black		cart	7			7			7			7			28	1,601.60		44,844.80	
INK CARTRIDGE, Brother LC67HYC, cyan		cart	5			5			5			5			20	863.20		17,264.00	
INK CARTRIDGE, Brother LC67HYM, magenta		cart	5			5			5			5			20	863.20		17,264.00	
INK CARTRIDGE, Brother LC67HYY, yellow		cart	5			5			5			5			20	863.20		17,264.00	
INK CARTRIDGE, HP C9351AA (HP 21), black, for HP PSC 1411		cart	24			23			23			23			93	627.12		58,322.16	
INK CARTRIDGE, HP C9352AA (HP 22), tri-color		cart	7			7			7			7			28	722.80		20,238.40	
INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One		cart	4			14			4			4			26	600.08		15,602.08	
INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One		cart	3			8			3			3			17	720.72		12,252.24	
Toner Cartridge, Canon IP 2770 Black		cart	5			5			5			5			20	1,500.00		30,000.00	
Toner Cartridge, Canon IP 2770 Colored		cart	5			5			5			5			20	1,500.00		30,000.00	
TONER CARTRIDGE, HP C7115A, black, for HP Laserjet 1000, 1200 printer series, 3300 mfp printer, 3380 All-in-One		cart	4			4			4			4			16	2,971.28		47,540.48	
TONER CARTRIDGE, HP CB435A, black, for HP Laserjet P1005, P1006 printer series		cart	9			7			9			7			32	2,719.60		87,027.20	
TONER CARTRIDGE, HP CE250A, black, for HP Color LaserJet CP3520 printer series		cart	2			3			4			3			12	5,408.00		64,896.00	
TONER CARTRIDGE, HP CE251A, cyan, for HP Color LaserJet CP3520 printer series		cart	3			4			4			3			14	10,551.84		147,725.76	
TONER CARTRIDGE, HP CE252A, yellow, for HP Color LaserJet CP3520 printer series		cart	3			4			4			3			14	10,551.84		147,725.76	
TONER CARTRIDGE, HP CE253A, magenta, for HP Color LaserJet CP3520 printer series		cart	3			4			3			3			13	10,551.84		137,173.92	
TONER CARTRIDGE, HP CE505A, black, for HP LaserJet P2035, P2055 printer series		cart	47			46			47			44			184	3,660.80		673,587.20	
TONER CARTRIDGE, HP Q2612A, black, for HP Laserjet 1010, 1012, 1015, 1018, 1020, 1022, 3015, 3020, 3030, 3050, 3052, 3055, M1005, M1319f MFP Printer		cart	5			5			5			5			20	2,922.00		58,440.00	
															0			-	
COMMON OFFICE SUPPLIES															0			-	
CARBON FILM, polyehtylene, 218mm x 330mm, 100s/box		box	10			7			9			7			33	253.92		8,379.36	
CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box		box	9			5			5			4			23	223.60		5,142.80	

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ACETATE, gauge #3, 50m in length		pack	6			1			3			1			11	621.92		6,841.12	
AIR FRESHENER, 280mL/can		bottle	67			43			54			42			206	81.12		16,710.72	
ALCOHOL, 70%, ethyl		bottle	239			209			226			208			882	37.26		32,863.32	
Ballpen, black		pcs	596			322			452			310			1,680	6.00		10,080.00	
Ballpen, red		pcs	22			0			22			0			44	6.00		264.00	
Ballpen, retractable-refill		piece	22						22						44	70.40		3,097.60	
BINDER, 3-ring, D-type, A4, 64mm(5"), with insert clear-view pocket on front, back and spine for label		pair	55			16			26			16			113	111.49		12,598.37	
CARTOLINA, assorted color, 20s/pack		pack	5			2			2			2			11	70.72		777.92	
CARTOLINA, white, 20s/pack		pack	4			1			3			1			9	52.00		468.00	
CLIP, backfold, 19mm, 12s/box		box	72			60			69			55			256	7.28		1,863.68	
CLIP, backfold, 25mm, 12s/box		box	100			79			97			75			351	16.64		5,840.64	
CLIP, backfold, 32mm, 12s/box		box	76			54			73			100			303	20.68		6,266.04	
CLIP, backfold, 50mm, 12s/box		box	78			63			75			58			274	43.68		11,968.32	
CLIP, bulldog (3")		piece	177			46			97			46			366	8.32		3,045.12	
COLUMNAR PAD, 16 cols, 50 gsm min.		pad	7			7			7			21			42	36.40		1,528.80	
CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width		piece	277			215			248			210			950	12.05		11,447.50	
DATA FILE BOX, (5"x9"x15-3/4")		piece	118			39			99			39			295	69.73		20,570.35	
DATA FOLDER, w/ finger ring, (3" x 9" x 15")		piece	258			119			191			114			682	76.95		52,479.90	
ENVELOPE, documentary (10"x15"), 500s/box		box	18.95			5			10			5			39	521.40		20,438.88	
ENVELOPE, documentary, A4, 500s/box		box	9.25			2			5			1			17	403.52		6,960.72	
ENVELOPE, expanding, kraft, legal size, 100s/box		box	21.5			3			12			0			36	600.88		21,631.68	
ENVELOPE, expanding, plastic, legal size		piece	210			75			115			45			445	35.03		15,588.35	
ENVELOPE, mailing white, 500s/box		box	8			2			5			1			16	139.36		2,229.76	
ENVELOPE, mailing white, 500s/box		box	5			0			3			0			8	139.36		1,114.88	
ERASER, blackboard/whiteboard		piece	26			4			14			3			47	9.86		463.42	
ERASER, rubber		piece	76			12			52			17			157	2.16		339.12	
FILE ORGANIZER, expanding, legal, plastic, assorted colors		piece	118			26			82			22			248	77.88		19,314.24	
FOLDER, clear plastic, L-type, A4 size, 50s/pack		pack	23.5			8			11			7			50	166.28		8,230.86	
FOLDER, clear plastic, L-type, legal size, 50s/pack		pack	27.5			10			13			7			58	175.76		10,106.20	
FOLDER, morocco/fancy, A4 size, 50s/pack		pack	25			9			13			8			55	234.00		12,870.00	
FOLDER, morocco/fancy, legal size, 50s/pack		pack	29			9			18			8			64	291.20		18,636.80	
FOLDER, pressboard, plain, legal, 100s/box		pack	17.5			3.5			6.5			2.5			30	935.89		28,076.70	
FOLDER, tagboard, A4 size, 100s/box		pack	23.5			4			9			4			41	243.82		9,874.71	
FOLDER, tagboard, legal size, 100s/box		pack	24			5			12			5			46	299.98		13,649.09	
GLUE, all purpose, 300 grams min.		jar	38			10			26			10			84	47.82		4,016.88	
ILLUSTRATION BOARD, (30"x40"), 2 ply		piece	3			0			3			0			6	35.05		210.30	
INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")		piece	46			2			12			2			62	55.12		3,417.44	
INDEX CARD, 5" x 8",ruled both side, 500s/pack		pack	11			3			5			3			22	139.34		3,065.48	
INDEX CARD,3"x 5",ruled both sides, 500s/pack		box	10			3			4			3			20	36.40		728.00	
INDEX TAB, self-adhesive, 10 pcs/box		box	33			3			23			3			62	50.84		3,152.08	
LEAD, for mechanical pencil,0.5mm, 12 pcs/tube		tube	23			3			15			3			44	7.28		320.32	
LEAD, for mechanical pencil,0.5mm, 12 pcs/tube		piece	23			3			15			3			44	7.28		320.32	
MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end		piece	46			27			20			18			111	34.32		3,809.52	
MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end		piece	51			21			25			18			115	34.32		3,946.80	
MAP PIN, round head, 100s/case		case	18			3			14			3			38	40.35		1,533.30	
MARKER, fluorescent, 3 colors/set		set	75			30			56			26			187	32.95		6,161.65	
MARKER, permanent, black		piece	137			77			105			77			396	12.15		4,811.40	
MARKER, permanent, blue		piece	90			60			71			60			281	12.15		3,414.15	
MARKER, permanent, red		piece	54			30			44			30			158	12.15		1,919.70	
MARKING PEN, whiteboard, black		piece	129			66			97			66			358	11.80		4,224.40	
MARKING PEN, whiteboard, blue		piece	85			57			71			57			270	11.80		3,186.00	
MARKING PEN, whiteboard, red		piece	47			26			37			26			136	11.80		1,604.80	

Item & Specifications	Object Code	Unit of Measure	QUANTITY												** PS Price Catalogue	** PS Price Catalogue	Total	REMARKS (Proposed mode of Procurement)
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NOTE BOOK, stenographer's, 40 leaves, ruled both sides		piece	602			483			538			475			2,098	9.90		20,770.20	
NOTE PAD, (2"x2"), 400 sheets/pad		pad	103			72			84			68			327	98.78		32,301.06	
NOTE PAD, (2"x3"), 100 sheets/pad		pad	95			56			66			52			269	31.18		8,387.42	
NOTE PAD, (3"x3"), 100 sheets/pad		pad	5			3			3			4			15	38.15		572.25	
NOTE PAD, (3"x3"), 100 sheets/pad		pad	90			54			54			48			246	34.15		8,400.90	
NOTE PAD, (3"x4"), 100 sheets/pad		pad	145			86			112			82			425	53.96		22,933.00	
PAPER CLIP, gem type, 32mm, 100s/box		box	88			52			75			50			265	6.76		1,791.40	
PAPER CLIP, gem type, jumbo, 48mm, 100s/box		box	78			38			69			35			220	13.52		2,974.40	
PAPER FASTENER, for paper, metal, 50 sets/box		box	71			30			62			29			192	65.50		12,576.00	
PAPER, bond, Premium Grade		ream	90			69			89			69			317	97.66		30,958.22	
Paper, bond, Premium Grade A3 (100GSM)		ream	3												3	700.00		2,100.00	
PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm		ream	89			34			49			34			206	97.66		20,117.96	
PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm		ream	14			5			12			5			36	102.39		3,686.04	
PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm		ream	10			10			10			10			40	102.39		4,095.60	
PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm		ream	18			13			18			13			62	112.99		7,005.38	
PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm		ream	11			6			11			6			34	102.86		3,497.24	
PAPER, mimeograph, Groundwood		ream	12			10			12			10			44	112.84		4,964.96	
PAPER, multicopy, 210mm x 297mm(A4), 80gsm		ream	119			111			119			111			460	117.83		54,201.80	
PAPER, multicopy, legal, for laser printing		ream	10			10			10			10			40	112.84		4,513.60	
PAPER, ruled pad,216mmx330mm, 90 sheets/pad		pad	13			10			10			10			43	148.72		6,394.96	
PAPER, thermal,210mmx30M, 1/2" core		roll	70			70			70			70			280	35.36		9,900.80	
PENCIL, lead, w/eraser,12pcs/box		box	163			128			149			128			568	19.62		11,144.16	
PUSH PIN, flat head type, assorted colors, 100s/case		case	34			12			31			12			89	19.08		1,698.12	
RECORD BOOK, 300 pages, smythe sewn		book	189			118			132			117			556	54.18		30,124.08	
RECORD BOOK, 500 pages, smythe sewn		book	129			104			115			81			429	86.85		37,258.65	
RIBBON, nylon, manual typewriter		spool	22			21			22			21			86	15.12		1,300.32	
RING BINDER, 17mm x 12m (1/2"x44"), plastic		piece	46			21			31			19			117	53.04		6,205.68	
RING BINDER, 19mm x 12m(3/4"x44"), plastic		piece	28			13			13			15			69	100.36		6,924.84	
RING BINDER, 25mm x 12m (1"x44"), plastic		piece	43			18			28			18			107	113.88		12,185.16	
RING BINDER, 50mm x 12m(2" x 44"), plastic		piece	23			8			8			8			47	204.88		9,629.36	
RING BINDER, 6mm x 12m, plastic, 10 pcs/bundle		bundle	16			7			6			6			35	33.77		1,181.95	
RUBBER BAND, 0mm min thickness, min. 350grams/box or approx 220pcs		box	24			10			20			5			59	105.85		6,245.15	
RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs		box	3			0			1			0			4	105.85		423.40	
RULER, plastic, 300mm		piece	39			11			14			6			70	2.08		145.60	
RULER, plastic, 450mm		piece	45			10			13			10			78	14.25		1,111.50	
SIGN PEN, blue		piece	175			197			164			153			689	44.01		30,322.89	
SIGN PEN, black		piece	276			236			265			228			1,005	44.01		44,230.05	
SIGN PEN, red		piece	141			90			122			82			435	44.01		19,144.35	
STAMP PAD INK, violet, 50mL		bottle	17			5			11			0			33	22.88		755.04	
STAMP PAD, felt pad, min 60mm x 100mm		piece	20			0			12			0			32	31.08		994.56	
STAPLE WIRE, standard, 5000 pcs/box		box	77			49			67			48			241	23.80		5,735.80	
TAPE, masking, 24mm, 50 meters length		roll	93			61			75			60			289	53.04		15,328.56	
TAPE, masking, 48mm, 50 meters length		roll	77			47			56			41			221	102.96		22,754.16	
TAPE, packaging, 48mm, 50 meters length		roll	115			83			91			75			364	33.28		12,113.92	
TAPE, transparent, 24mm, 50 meters		roll	96			49			74			49			268	17.37		4,655.16	
TAPE, transparent, 48mm, 50 meters		roll	74			43			57			43			217	33.28		7,221.76	
Whitewove, (long)		ream	2			2			2			2			8	146.14		1,169.08	
Whitewove, short, A4		ream	76			45			59			45			225	95.24		21,429.00	
WRAPPING PAPER, kraft, 65gsm, approx. 40m		roll	1			0			1			1			3	112.32		336.96	
															0			-	
COMMON OFFICE DEVICES															0			-	
BLADE, heavy duty cutter(L500), 10 pcs./pack		pack	12			10			12			10			44	8.42		370.68	
BLADE, heavy duty cutter(L500), 10 pcs./pack		pack	12			10			12			10			44	8.42		370.68	
CALCULATOR, scientific, 10 digits, dot, matrix display, with case		unit	5			1			3			1			10	336.61		3,366.15	

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CALCULATOR, scientific, 10 digits, dot, matrix display, programmable, with case		unit	5			1			3			1			10	336.61		3,366.15	
CUTTER, heavy duty		piece	74			15			50			15			154	21.84		3,363.36	
PUNCHER, heavy duty		piece	25			1			17			0			43	103.98		4,471.14	
SCISSORS, (6")		pair	91			4			41			1			137	15.53		2,127.61	
SHARPENER, single cutterhead		piece	16			1			11			1			29	176.80		5,127.20	
STAMPING DATER, self-inking stamp		piece	10			1			2			0			13	478.36		6,218.68	
STAPLE REMOVER, twin jaws		piece	74			6			28			6			114	17.63		2,009.82	
STAPLER, heavy duty, standard		piece	40			4			15			1			60	108.66		6,519.60	
TAPE DISPENSER, handheld, for 48mm width packaging tape		piece	3			0			0			0			3	33.28		99.84	
TAPE DISPENSER, handheld, for 48mm width packaging tape		piece	6			0			1			0			7	33.28		232.96	
TAPE DISPENSER, heavy duty, for 24mm(1")		piece	30			4			7			4			45	47.72		2,147.40	
COMMON JANITORIAL SUPPLIES																			
BATHROOM SOAP, 70gms.		piece	135			76			89			76			376	21.32		8,016.32	
BROOM, soft (tambo)		piece	37			15			35			15			102	104.00		10,608.00	
BROOM, STICK (tingting)		piece	109			106			109			106			430	23.22		9,984.60	
CLEANSER, powder, 350gms.		canister	78			56			67			56			257	18.20		4,677.40	
DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar		bar	59			44			59			44			206	17.32		3,567.92	
DETERGENT POWDER, all purpose, 500gms.		pouch	115			90			100			90			395	24.96		9,859.20	
DISINFECTANT SPRAY, 400 grams net content		can	55			31			38			33			157	114.40		17,960.80	
DUST PAN, non-rigid plastic, with detachable handle		piece	25			3			20			2			50	33.78		1,689.00	
INSECTICIDE, 600mL (420g) /can		can	25			18			24			20			87	117.52		10,224.24	
MOPHANDLE, screw type, wooden handle		piece	20			3			14			2			39	93.60		3,650.40	
MOPHEAD, 100% rayon, 400g		piece	36			16			30			16			98	93.60		9,172.80	
OIL, for general purpose, 120 mL		bottle	6			0			5			0			11	36.90		405.90	
RAG, COTTON, (7") in diameter		kilo	59			25			42			26			152	43.68		6,639.36	
RASHBAG, plastic, black, (XL), 10 pcs per pack per roll		roll	163			135			157			136			591	144.40		85,340.40	
SCOURING PAD, economy size		pack	14			11			14			11			50	114.40		5,720.00	
TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack		box	43			44			43			42			172	23.40		4,024.80	
TOILET TISSUE, 12 rolls/pack		pack	213			160			186			155			714	75.57		53,956.98	
TWINE, plastic, one kilo per roll		roll	6			0			3			0			9	54.08		486.72	
WASTE BASKET, plastic		piece	60			9			20			12			101	30.68		3,098.68	
																		3,081,335.90	

B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																			
Computer Supplies																			
Bizhub 211 Toner		cart	4						4						**8**	4,680.00		37,440.00	
Continous Ink (black, cyan,magenta,yellow)		set	2			2			2			2			**8**	450.00		3,600.00	
EPSON L350 ink		bottle	2			2			2			2			**8**	300.00		2,400.00	
EPSON Stylus TX235		ink/cartrig	1						1						**2**	10,000.00		20,000.00	
HP Deskjet D730 (#703 - Black)		pieces	2			1			2			1			**6**	1,200.00		7,200.00	
HP Deskjet D730 (#703 - Colored)		pieces	2			1			2			1			**6**	1,200.00		7,200.00	
HP LaserJet 4050/4250/4350 series cartridge		catrige	1			1			1			1			**4**	7,389.50		29,558.00	
Ink Cartridge, Konica Minolta Bizhub 211		cart	10			10			10			10			**40**	4,200.00		168,000.00	
Ink Duplo, DC14, black, 600ml		pieces				10									**10**	821.00		8,210.00	
Samsung Monochrome Laser Printer ML-1660 cartrige		ink/cartr	1						1						**2**	1,000.00		2,000.00	
Toner (for Konica 3340)		cart.	1			0			1			0			**2**	7,400.00		14,800.00	
Toner (for new printer)		cart.	1			0			1			0			**2**	2,500.00		5,000.00	
Toner Cartridge for AR-021FT Sharp		pc	1						1						**2**	7,300.00		14,600.00	
TONER CARTRIDGE for Konica Minolta Bizhub Copier TN 211 black		bottle	1			1			1			1			**4**	7,000.00		28,000.00	
Toner Cartridge Konica Minolta Bizhub 211		piece	3						3						**6**	5,030.00		30,180.00	

Item & Specifications	Object Code	Unit of Measure	QUANTITY													** PS Price Catalogue	** PS Price Catalogue	Total	REMARKS (Proposed mode of Procurement)
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total			Amount	
TONER CARTRIDGE, Epson C1100 Printer, Black		cart	0			1			0			1			2	5,754.00		11,508.00	
TONER CARTRIDGE, Epson C1100 Printer, Cyan		cart	0			1			0			1			2	7,980.00		15,960.00	
TONER CARTRIDGE, Epson C1100 Printer, Magenta		cart	0			1			0			1			2	7,980.00		15,960.00	
TONER CARTRIDGE, Epson C1100 Printer, Yellow		cart	0			1			0			1			2	7,980.00		15,960.00	
TONER CARTRIDGE, HP 4050, C4127X		cart	1			0			1			0			2	5,558.00		11,116.00	
Toner Cartridge, Konica BizHub 7416		cartridg	1			1			1			1			4	3,829.00		15,316.00	
TONER CARTRIDGE, Sharp A153E Copier		cart	3			0			3			0			6	3,368.00		20,208.00	
TONER CARTRIDGE, Sharp AR5620-N Copier		cart	3			0			3			0			6	5,500.00		33,000.00	
Toner DCP-J315W (LC39 BK/Y/C/M)		cart	2						2						4	2,280.10		9,120.38	
Toner for copier (KONICA MINOLTA)		piece				1						1			2	7,400.00		14,800.00	
Toner for Konica Minolta Bizhub 282 (TN217)		bottle	2			2			3			3			10	5,000.00		50,000.00	
TONER for PHOTOCOPIER		cart.	2						2						4	5,500.00		22,000.00	
Toner for photocopier Bizhub 211		bot	3			3			3			3			12	4,486.35		53,836.20	
Toner for the Copier (Minolta)		unit	1			2			2			1			6	3,500.00		21,000.00	
Toner Konica Minolta Bizhub 211			0			1			0			0			1	6,000.00		6,000.00	
Toner TN116, Konica Minolta Bizhub,		tube	3			3			3			3			12	3,125.00		37,500.00	
Toner, Develop INeo 163, Copier		box	2			2			2			2			8	7,000.00		56,000.00	
															0			-	
Computer Equipment and Accessories																			
MOUSE, optical, USB connection type		piece	3												3	144.04		432.12	
Drum Kit, Develop INeo 163, Copier		lot	1						1						2	25,000.00		50,000.00	
CLEANING BLADE, Sharp A153E Copier		pcs	0			0			1			0			1	2,035.20		2,035.20	
DEVELOPER KIT, Sharp AR5620-N Copier		cart	0			0			1			0			1	2,300.00		2,300.00	
DEVELOPER KIT, Sharp A153E Copier, PN AR-152SD		pcs	0			0			1			0			1	1,134.00		1,134.00	
DRUM KIT, Sharp A153E Copier		pcs	0			0			1			0			1	2,266.80		2,266.80	
DRUM KIT, Sharp AR5620-N Copier		cart	0			0			1			0			1	3,250.00		3,250.00	
Photo Conductor/Fuser, HP Printer CP3525n		lot	1						1						2	20,000.00		40,000.00	
PHOTOCONDUCTOR KIT, Epson C1100		box	0			1			0			1			2	16,074.00		32,148.00	
																		-	
Lighting and fixtures and accessories																			
FLOURESCENT TUBE, 32 watts, DOE standard		tube	10			10			10			10			40	40.20		1,608.00	
																		-	
Paper Materials and Products																			
Back Cover, copy and lazer paper (Renz), A4		box	2			1			1			1			5	2,520.00		12,600.00	
Back Cover, copy and lazer paper (Renz), short		box	2			1			1			1			5	2,040.00		10,200.00	
Bond paper A4(GSM 24)		ream	25			15			15			15			70	180.00		12,600.00	
Bond paper, Short, 24 gsm		ream	245			214			199			194			852	192.50		164,010.00	
Certificate paper		pack	30						30						60	50.00		3,000.00	
Letter head, short		ream	41			10			27			12			90	1,200.00		108,000.00	
Letterhead, long		ream	10			4			7			4			25	1,522.00		38,050.00	
Onion Skin Paper		ream	1			1			1			1			4	120.00		480.00	
Paper Sticker (green/red/yellow)		piece	20			20			20			10			70	60.00		4,200.00	
Photo Paper		pack	7			5			5			5			22	50.00		1,100.00	
PHOTO PAPER, glossy		box	3			0			3			0			6	150.00		900.00	
Special paper long		ream	20			20			20			20			80	80.00		6,400.00	
Special paper short		ream	20			20			20			20			80	60.00		4,800.00	
Specialty Paper		pack	2						2						4	50.00		200.00	
Specialty paper		piece	10												10	50.00		500.00	
Specialty Paper (assorted colors)		piece	100						100						200	22.00		4,400.00	
Specialty Paper(white, 8x11)10 pcs/pack		pack	3			0			0			0			3	60.00		180.00	
SPECIALTY PAPER, long (10 pcs per pack)		pack	5						5						10	35.00		350.00	
SPECIALTY PAPER, short (10 pcs per pack)		pack	10						5						15	20.00		300.00	
Sticker Paper		pack	25			25			25			25			100	32.00		3,200.00	

Item & Specifications	Object Code	Unit of Measure	QUANTITY													** PS Price Catalogue	** PS Price Catalogue	Total	REMARKS (Proposed mode of Procurement)
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Sticker Paper (2 colors)		pack	2			2									4	50.00		200.00	
Sticker Paper (10pcs/pack)		pack	5			5			3			3			16	55.00		880.00	
Sticker Paper (assorted color) 10pcs/pack		pack	10						10						20	50.00		1,000.00	
Sticker Paper (assorted color, 8x11) 25 pcs/pack		pack	10												10	120.00		1,200.00	
Sticker Paper (blue color, 8x11) 25 pcs/pack		pack	20			0			0			0			20	80.00		1,600.00	
Sticker Paper (white color, 8x11) 25 pcs/pack		pack	10			0			10			0			20	80.00		1,600.00	
Sticker Paper (yellow color, 8x11) 25 pcs/pack		pack	5			0			5			0			10	80.00		800.00	
Sticker Paper (yellow green color, 8x11) 25 pcs/pack		pack	5			0			5			0			10	80.00		800.00	
Themal paper		roll	3			3			3			3			12	67.75		813.00	
Tissue paper brown, 25"x10 inch.		pack	15												15	250.00		3,750.00	
															0			-	
Office Supplies																			
1 WIRE BINDER, Renz, 1 1/8", 25 pcs/pack		pack	0			1			0			0			1	3,751.00		3,751.00	
1 WIRE BINDER, Renz, 1", 35 pcs/pack		pack	0			1			0			1			2	2,771.34		5,542.68	
1 WIRE BINDER, Renz, 1/2", 50 pcs/pack		pack	0			2			0			2			4	1,706.10		6,824.40	
1 WIRE BINDER, Renz, 3/4", 50 pcs/pack		pack	0			1			0			1			2	2,874.30		5,748.60	
1 WIRE BINDER, Renz, 3/8", 100 pcs/pack		pack	0			2			0			2			4	2,928.20		11,712.80	
1 WIRE BINDER, Renz, 5/8", 50 pcs/pack		pack	0			2			0			2			4	2,488.20		9,952.80	
1 WIRE BINDER, Renz, 7/16", 50 pcs/pack		pack	0			2			0			2			4	1,597.20		6,388.80	
1 WIRE BINDER, Renz, 7/8", 35 pcs/pack		pack	0			1			0			1			2	2,455.20		4,910.40	
1 WIRE BINDER, Renz, 9/16", 50 pcs/pack		pack	1			2			0			0			3	2,107.60		6,322.80	
2 WIRE BINDER, Renz, 1 1/4", 25 pcs/pack		pack	0			1			0			0			1	4,210.80		4,210.80	
Adding Machine Tape		pc	3			3			3			3			12	18.13		217.56	
Back Cover, copy and lazer paoer (Renz), long		box	1			1			1			1			4	2,910.00		11,640.00	
Back Cover, copy and lazer paoer (Renz), long		box	1												1	2,910.00		2,910.00	
plastic, overall size(min) of cover 353mm(L) x 242mm(W) and 48mm thickness, assorted colors(black, blue, red, yellow), 06mm(min thickness of pocket, with		piece	4												4	41.60		166.40	
Cloth Tape, 2"		pcs	2						2						4	175.00		700.00	
Desk tray, 3 layers		piece	11			1			0			0			12	500.00		6,000.00	
Document Tray - File organizer, for legal size paper, with label slot, 3 layers, metal		unit	10						5						15	500.00		7,500.00	
Document trey		unit	3						3						6	500.00		3,000.00	
Double Sided Tape (Industrial)		pc	2			2			2			2			8	45.00		360.00	
Duct Tape		roll	1						1						2	150.00		300.00	
Duct Tape, 2"		pcs	4						4						8	330.00		2,640.00	
Front COVER, Renz, vu, plastic cover		ream	1			0			1			0			2	2,013.00		4,026.00	
Hardcover		piece	80												80	400.00		32,000.00	
Liftoff Correction Tape for Olympia Electric Typewriter		piece	3			3			3			3			12	40.00		480.00	
Magic Tape		pc	2			2			2			2			8	200.00		1,600.00	
Magic Tape		piece	10						10						20	200.00		4,000.00	
Magnetic sheet		pcs	9						9						18	45.00		810.00	
Mailing envelope with logo, legal, 500/box		box	8			0			4			0			12	1,500.00		18,000.00	
MARKER PEN, black (oil-based)		piece	10			10			10			10			40	33.20		1,328.00	
MARKER PEN, blue (oil-based)		pack	10			10			10			10			40	81.15		3,246.00	
MARKER PEN, red (oil-based)		piece	10			10			10			10			40	16.25		650.00	
Olympia Electric typewriter ribbon		piece	10						10						20	400.00		8,000.00	
Paper tray		pieces	8												8	450.00		3,600.00	
Plastic cover (Renz), A4		box	4			1			1			1			7	2,320.00		16,240.00	
Plastic cover (Renz), long		box	2			1			1			1			5	2,525.00		12,625.00	
Plastic cover (Renz), short		box	3			1			2			1			7	1,830.00		12,810.00	
Plastic Cover (Thick)		roll	1												1	5,000.00		5,000.00	
Post in marker 670/5		pad	3			3			3			3			12	179.00		2,148.00	
Renz Smoke Plastic Binding, long (8.5 x 13)		ream	1												1	2,600.00		2,600.00	
Renz Smoke Plastic Binding, short (8.5 x 11)		ream	1												1	2,000.00		2,000.00	

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Renz Wire Loop Binder, Pitch 2:1 7/16" white, long		box	1												1	1,400.00		1,400.00	
Renz Wire Loop Binder, Pitch 2:1 7/16" white, short		box	1												1	1,300.00		1,300.00	
RIBBON, Olympia electric typewritter		box	6			5			6			5			22	100.00		2,200.00	
RIBBON,Electric Typewritter		piece	7			6			7			6			26	16.00		416.00	
staple wire big		box	3						3						6	75.00		450.00	
STAPLE WIRE, standard, 10mm (23/10)		box	2			2			2			2			8	62.75		502.00	
STAPLE WIRE, standard, 13mm (23/13)		box	2			2			2			2			8	66.75		534.00	
STAPLE WIRE, standard, 15mm (23/16)		box	2			2			2			2			8	98.50		788.00	
STAPLE WIRE, standard, 17mm (23/17)		box	2			2			2			2			8	112.50		900.00	
STAPLE WIRE, standard, 20mm (23/20)		box	2			2			2			2			8	150.00		1,200.00	
STAPLE WIRE, standard, 23mm (23/23)		box	2			2			2			2			8	162.50		1,300.00	
STAPLE WIRE, standard, 24mm (23/24)		box	2			2			2			2			8	175.75		1,406.00	
STAPLE WIRE, standard, 5000 pcs/box		box	2			2			2			2			8	22.68		181.40	
STAPLE WIRE, standard, 5000 pcs/box		box	2			2			2			2			8	23.80		190.40	
STAPLE WIRE, standard, 5000 pcs/box		box	2												2	22.68		45.35	
STAPLE WIRE, standard, 5000 pcs/box		box	3						3						6	23.80		142.80	
STAPLE WIRE, standard, 5000 pcs/box		box	3						3						6	23.80		142.80	
STAPLE WIRE, standard, 5000 pcs/box		box	3						3						6	22.68		136.05	
STAPLE WIRE, standard, 6mm (23/6)		box	2			2			2			2			8	55.75		446.00	
STAPLE WIRE, standard, 8mm (23/8)		box	2			2			2			2			8	33.00		264.00	
Stapler Heavy Duty Big		piece	1												1	1,550.00		1,550.00	
Sticker (For Official Use Only, PCC)		pieces	100												100	150.00		15,000.00	
Sticker (For PPE) water proof		pieces	50			50			50			50			200	35.50		7,100.00	
Tape 3/8 for magnetic sheet, black		pcs	3			0			0			0			3	145.00		435.00	
Tape 3/8 for magnetic sheet, blue		pcs	3			0			0			0			3	145.00		435.00	
Tape 3/8 for magnetic sheet, red		pcs	3			0			0			0			3	145.00		435.00	
Transparency film, acetate		box	4						1						5	227.70		1,138.50	
Trodat (number series)		piece	4												4	350.00		1,400.00	
Trodat (FVM signature)		Unit	1												1	900.00		900.00	
Trodat (Received, Cancelled, Drop)		pieces	3												3	350.00		1,050.00	
Trodat Rubber Stamp Printy dater		unit	2						2						4	1,300.00		5,200.00	
WIRE BINDER, Renz, 1/4", 100 pcs/pack		pack	1			1			1			1			4	3,194.40		12,777.60	
WIRE BINDER, Renz, 5/16", 100 pcs/pack		pack	0			2			0			2			4	2,352.91		9,411.64	
																		-	
Machine/ Vehicle Supplies																			
COOLANT, Radiator		bottle	4						4						8	140.00		1,120.00	
FUEL, Shell Diesel		liter	960			960			960			960			3,840	45.00		172,800.00	
																		-	
Janitorial/ Cleaning Supplies																			
Duster		piece	1			1			1			1			4	50.00		200.00	
CLEANING AGENT, Multi-Purpose		can	1			1			1			1			4	31.15		124.60	
RAG, Rubber, Chamois		pcs	1			1			1			1			4	290.00		1,160.00	
																		-	
																		-	
Electrical Supplies																			
EXTENSION CORD, 6 Adapters and Socket, 6ft.		pcs	1			0			1			0			2	350.00		700.00	
EXTENSION CORD, Wheel Type, 3 Outlets, 15 meters		pcs	0			0			3			0			3	250.00		750.00	
																		-	
***Other Categories**																			
A3		ream	3						2						5	275.00		1,375.00	
Adhesive Tabs		pc	3			3			3			3			12	63.66		763.92	
Archive box		piece	4			0			4			0			8	350.00		2,800.00	
BASIN, Plastic		pcs	1			0			0			0			1	120.00		120.00	
Battery for Lenovo G400		pc	3												3	3,500.00		10,500.00	

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BATTERY, 3SMF, Motolite for SKD-168		pcs	0			0			1			0			1	6,500.00		6,500.00	
BATTERY, size AA, rechargeable, 4 pcs/pack		pack	4			0			4			0			8	300.00		2,400.00	
BATTERY, size AAA, rechargeable, 4 pcs/pack		pack	2			0			2			0			4	300.00		1,200.00	
Battery, size PP3		packet	2			2			2			2			8	1,000.00		8,000.00	
BED LINEN		set	2			0			2			0			4	650.00		2,600.00	
BREWED COFFEE		can	1			0			1			0			2	650.00		1,300.00	
Car air-freshener		can	1			1			1			1			4	190.00		760.00	
Clinical Folder		pieces	3												3	150.00		450.00	
Clip Board (long)		piece	5												5	100.00		500.00	
COFFEE		pack	30			30			30			30			120	70.15		8,418.00	
Coffee Book		piece	25									25			50	800.00		40,000.00	
COFFEE MATE		pack	18			18			18			18			72	88.25		6,354.00	
Cork board		piece	3			0			1			0			4	150.00		600.00	
Cork Board (medium)		piece	11												11	300.00		3,300.00	
CUPS AND SAUCER		set	1			0			1			0			2	1,800.00		3,600.00	
Desk Organizers		pc	4												4	500.00		2,000.00	
DIPPER, Plastic		pcs	1			0			0			0			1	35.00		35.00	
DRINKING GLASS		set	1			0			1			0			2	1,000.00		2,000.00	
Folder, clipboard, hard and plastic, short		piece	4			0			4			0			8	50.00		400.00	
FORM, Purchase Order		pad	0			3			0			3			6	819.50		4,917.00	
Glass clip		pcs	1			0			0			1			2	125.00		250.00	
Handbook on RA 9184 - Implementing Rules and Regulations (newest edition)		pc	15												15	40.00		600.00	
Hook pins (3 pcs/pack)		piece	5			0			3			0			8	40.00		320.00	
Label Printer		pc	1			0			0			0			1	500.00		500.00	
Magnetic Sheet		pc	15												15	240.00		3,600.00	
PAIL, 20 li capacity, plastic		pcs	1			0			0			0			1	180.00		180.00	
Personalized Rubber Stamp/Self-inking Stamp/replacement for pad for self-inking stamp		pc	4			1			1			1			7	1,500.00		10,500.00	
Photoframe, 8x11"		pc	2			0			0			0			2	100.00		200.00	
PILLOW		pcs	2			0			2			0			4	180.00		720.00	
PILLOW CASE, BED COVER, BEDSHEETS		set	1			0			1			0			2	4,500.00		9,000.00	
RIBBON, Check writter		piece	1												1	1,200.00		1,200.00	
Rubber Stamp for Dates/Series		pc	2												2	1,000.00		2,000.00	

Item & Specifications	Object Code	Unit of Measure	QUANTITY													** PS Price Catalogue	** PS Price Catalogue	Total	REMARKS (Proposed mode of Procurement)
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total			Amount	
Scented Gel Air Fresh		piece	6			6			6			6			**24**	190.00		4,560.00	
Scented Gel Air Fresh		piece				1						1			**2**	190.00		380.00	
Specialty Board, 120 gsm		pack	4			4			4			4			**16**	22.00		352.00	
Specialty Board, 220 gsm		pack	4			4			4			4			**16**	24.00		384.00	
SPONGE, Diswashing		pcs	1			1			1			1			**4**	26.10		104.40	
Storage box		pc	4												**4**	500.00		2,000.00	
SUGAR		kls	12			12			12			12			**48**	65.00		3,120.00	
TEA		box	1			1			1			1			**4**	68.00		272.00	
Telephone		unit	1			0			0			0			**1**	1,000.00		1,000.00	
TIME CARD, Office 6SB, 10 pcs./pack		pack	0			0			1			0			**1**	200.00		200.00	
Trodant Ink (28ml)		bottle	1						1						**2**	60.00		120.00	
Wall clock		unit	1			0			0			0			**1**	350.00		350.00	
Water Dispenser		unit	0			0			1			0			**1**	4,000.00		4,000.00	
WATER, Purified		bottle	30			30			30			30			**120**	35.00		4,200.00	
White board (medium)		piece	1												**1**	300.00		300.00	
White board (mini size, with eraser)		pc	3												**3**	150.00		450.00	
White board (small)		piece	1												**1**	300.00		300.00	
White board, 1m x 5m		piece	2			0			2			0			**4**	300.00		1,200.00	
Whiteboard		piece	1												**1**	1,500.00		1,500.00	
Whiteboard, 1meterx1meter		unit	0			1			0			1			**2**	1,500.00		3,000.00	
Other Office Supplies		lot	1												**1**	15,000.00		15,000.00	
Other Office Supplies		lot				1									**1**	6,000.00		6,000.00	
Other Supplies		unit	1												**1**	13,000.00		13,000.00	
Other Supplies/Materials		lot	7			5			5			5			**22**	10,000.00		220,000.00	
																		2,212,109.21	
C. TOTAL (A + B):																			5,293,445.11
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			5,822,789.62
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																			
F. MONTHLY CASH REQUIREMENTS (In Pesos)																			
F.1 Available at Procurement Service Stores																			
F.2 Other Items not available at PS but regulary purchased from other sources																			
TOTAL MONTHLY CASH REQUIREMENTS																			

**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:

MARISSA L. OCTAVIO
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:

JEAN G. GASMENA
Accountant /
Local Budget Officer

Approved by:

ARNEL N. DEL BARRIO
Head of Office/Agency

Date Prepared: