

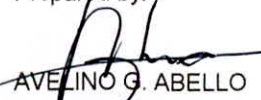
PEÑARANDA WATER DISTRICT Annual Procurement Plan for FY 2018

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	Common-Use Supplies and Equipment	Eng./Adm/Comm/GMs Office	NP-53.5 Agency-to-Agency	January - December 2018				Corporate Budget	131,416.51	131,416.51		Various common use office, janitorial and computer supplies.
2	Printed Office Forms	Eng./Adm/Comm/GMs Office	NP-53.9 - Small Value Procurement	January and May 2018				Corporate Budget	81,662.25	81,662.25		Various office forms needed in the day to day service and computerized billing statement.
3	Computerized Official Receipt	Adm/Comm	Direct Contracting	April 2018				Corporate Budget	49,600.00	49,600.00		Printing of official receipt.
4	Fuel, Oil and Lubricants	Eng./Adm/Comm	NP-53.9 - Small Value Procurement	January - December 2018				Corporate Budget	611,800.00	611,800.00		For service vehicle, generator set and BOD's gas allowance.
5	Chemicals and Filtering Supplies	Eng.	NP-53.9 - Small Value Procurement	January and July 2018				Corporate Budget	449,800.00	449,800.00		Chlorine dioxide powder and filtering materials
6	Service connection materials	Eng.	NP-53.9 - Small Value Procurement	January and July 2018				Corporate Budget	571,800.00		571,800.00	For new service connections.
7	Electricity Services	Eng./Adm/Comm/GMs Office	Direct Contracting	January - December 2018				Corporate Budget	4,989,616.00	4,989,616.00		District's administration building and pumping stations power supply.
8	Other Utility	Adm	Shopping	January - December 2018				Corporate Budget	7,200.00	7,200.00		For cooking gas expense.
9	Postage and Courier Services	Adm	Direct Contracting	January - December 2018				Corporate Budget	3,000.00	3,000.00		Postage/delivery of official forms/documents/records, etc.
10	Telephone Services	Eng./Adm/Comm/GMs Office	Direct Contracting	January - December 2018				Corporate Budget	235,776.00	235,776.00		Mobile and landline telephone service with wifi connection
11	Cable Television Services	Adm/Comm	Direct Contracting	January - December 2018				Corporate Budget	6,000.00	6,000.00		District's subscription on cable services.
12	Membership Dues & Contribution to Org.	Adm/Comm/GMs Office	NP-53.5 Agency-to-Agency	January - December 2018				Corporate Budget	20,850.00	20,850.00		Membership dues/contributions to recognized organizations
13	Advertising, Promotional and Marketing	Adm/Comm/GMs Office	NP-53.9 - Small Value Procurement	January - December 2018				Corporate Budget	20,000.00	20,000.00		PAWD Advertisement and other forms of media
14	Rent/Lease	Eng./Adm/Comm/GMs Office	NP-53.9 - Small Value Procurement	January - December 2018				Corporate Budget	5,000.00	5,000.00		Expenses for the use of facilities/equipment, etc.
15	Representation	Eng./Adm/Comm/GMs Office	Shopping	January - December 2018				Corporate Budget	200,000.00	200,000.00		Expenses for official purposes incurred in connection with improving the general image of the District and other related expenses
15	Training	Eng./Adm/Comm/GMs Office	NP-53.5 Agency-to-Agency	January - December 2018				Corporate Budget	580,000.00	580,000.00		Expenses for participation/attendance in training, conventions and seminars/workshops.
16	Transportation and Delivery	Eng./Adm/Comm/GMs Office	Direct Contracting	January - December 2018				Corporate Budget	10,000.00	10,000.00		Cost of transporting gov't. inventory, property & equipment.
17	Subscription	Eng./Adm/Comm/GMs Office	Direct Contracting	January - December 2018				Corporate Budget	27,672.00	27,672.00		Expenses for newspaper, aquarius magazine and microsoft office subscription.
18	Legal Services	Eng./Adm/Comm/GMs Office	NP-53.5 Agency-to-Agency	January - December 2018				Corporate Budget	30,000.00	30,000.00		Cost of authorized legal services.
19	Auditing Services	Eng./Adm/Comm/GMs Office	NP-53.5 Agency-to-Agency	December 2018				Corporate Budget	150,000.00	150,000.00		Cost of services rendered by auditors.
20	Security Services	Adm/Comm	NP-53.9 - Small Value Procurement	January - December 2018				Corporate Budget	300,000.00	300,000.00		Cost of services rendered by two (2) security guards.
21	Other Professional Services	Adm/Comm	Direct Contracting	January - December 2018				Corporate Budget	140,700.00	140,700.00		Professional services contracted by the agency for monthly bacteriological test, annual & physical analysis of water, notarial fee, and other professional fees.
22	Registration and Insurance of Motor Vehicles	Adm/Comm	NP-53.5 Agency-to-Agency	January - December 2018				Corporate Budget	40,000.00	40,000.00		Registration (LTO) and insurance (GSIS) of various vehicle.
23	Insurance and tax of properties	Adm/Comm	NP-53.5 Agency-to-Agency	January - December 2018				Corporate Budget	62,000.00	62,000.00		Insurance and tax of the District's properties
24	Fidelity Bond Premiums	Adm/Comm	NP-53.5 Agency-to-Agency	February, March & September 2018				Corporate Budget	10,000.00	10,000.00		Premium of fidelity bond of accountable officers
25	Other Maintenance and Operating Expenses	Eng./Adm/Comm/GMs Office	NP-53.9 - Small Value Procurement	January - December 2018				Corporate Budget	20,000.00	20,000.00		For other maintenance and operating expenses.
26	Semi-Expendable Office Equipment	Eng./Adm/Comm	NP-53.9 - Small Value Procurement	February 2018				Corporate Budget	6,500.00	6,500.00		Provision for add'l. office equipment for admin. & pumping stations.
27	Semi-Expendable Information & Communication Technology Equipment	Adm/Comm	NP-53.9 - Small Value Procurement	April 2018				Corporate Budget	16,000.00	16,000.00		Provision for add'l. IT equipment for admin use.

PEÑARANDA WATER DISTRICT Annual Procurement Plan for FY 2018

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
				Advertise ment/Post ing of IB/REI	Submissio n/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
28	Semi-Expendable Furniture and Fixtures	Adm/Comm	NP-53.9 - Small Value Procurement	February 2018				Corporate Budget	47,000.00	47,000.00		Provision for additional furniture and fixtures for administration building roofdeck
29	Semi-Expendable Other Machinery and Equipment	Eng.	NP-53.9 - Small Value Procurement	January and July 2018				Corporate Budget	700,000.00	700,000.00		Procurement of water meters for the Districts program "Palit-Metro" and new service connections.
30	Repair and Maintenance-Office Building & Other Structures	Adm.	NP-53.9 - Small Value Procurement	January - December 2018				Corporate Budget	100,000.00	100,000.00		Maintenance of office building and pumping stations as the need arises and refill of fire extinguisher.
31	Repair and Maintenance-Furniture and Fixtures	Adm.	NP-53.9 - Small Value Procurement	January - December 2018				Corporate Budget	15,000.00	15,000.00		Maintenance of furniture and fixtures as needed.
32	Repair and Maintenance-Machinery & Equipment	Eng./Adm/Comm/GMs Office	NP-53.9 - Small Value Procurement	January - December 2018				Corporate Budget	417,500.00	417,500.00		Maintenance of various machineries and equipment in connection with pumping operations of the District, office equipment, and ICT equipment.
33	Repair and Maintenance-Transportation Equipment	Eng./Adm/Comm	NP-53.9 - Small Value Procurement	January - December 2018				Corporate Budget	75,000.00	75,000.00		Maintenance of various vehicle of the District to include labor, materials and kilometer check-up.
34	Service connection materials and fittings	Eng.	NP-53.9 - Small Value Procurement	January - December 2018				Corporate Budget	495,595.00	495,595.00		Various service connection materials for repairs & maintenance of service connections and transmission and distribution mains, hydrants and meter base/foundation.
35	Water Meter Maintenance	Eng.	NP-53.9 - Small Value Procurement	January and July 2018				Corporate Budget	32,500.00	32,500.00		Procurement of padlock, sealing wire and lead seal for water meter maintenance.
36	Maintenance of water source	Eng.	NP-53.9 - Small Value Procurement	June 2018				Corporate Budget	70,000.00	70,000.00		Provision for two (2) camera logging services
37	Other Machinery and Equipment	Eng.	NP-53.9 - Small Value Procurement	March 2018				Corporate Budget	150,000.00		150,000.00	Provision for additional water treatment equipment.
38	Plant-UPIS	Eng.	NP-53.9 - Small Value Procurement	July and September 2018				Corporate Budget	1,459,500.00		1,459,500.00	To rehabilitate existing pipelines of the District and procurement of two (2) units production meter
39	ICT Equipment	Adm/Comm	NP-53.9 - Small Value Procurement	April 2018				Corporate Budget	30,000.00		30,000.00	Provision for additional IT equipment needed in the day to day service
40	Office Equipment	Adm/Comm	NP-53.9 - Small Value Procurement	February 2018				Corporate Budget	226,000.00		226,000.00	Provision for additional office equipment (DSLR Camera, Sound system, one (1) unit aircon)

Prepared by:


AVELINO G. ABELLO
 Senior Water Utilities Management Officer
 BAC Chairman
 Date 11/22/17

Approved by:


ENGR. MARLON J. ABESAMIS
 General Manager
 Date 11/23/17



PEÑARANDA WATER DISTRICT

Gomez St. Poblacion II, Peñaranda, Nueva Ecija
Telefax No. (044) 940-4049/940-0971
Email Add. pwd1987@yahoo.com.ph
Website: www.pwd.gov.ph

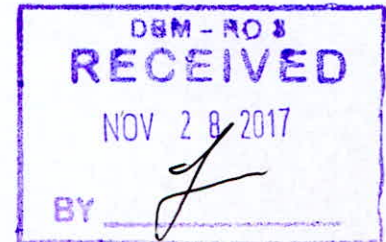
CITIZEN'S SATISFACTION CENTER
SEAL OF EXCELLENCE



November 28, 2017

MS. ELISA D. SALON

Director IV
Department of Budget and Management
Regional Office III
Government Center, Maimpis
San Fernando City, Pampanga



Madam;

Transmitting herewith is the Peñaranda Water District's 2018 Annual Procurement Plan for Common-Use Supplies and Equipment.

Thank you.

Respectfully yours,


MARLON J. ABESAMIS
General Manager

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 SUCsThe 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.

449404049

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack				0				0				0				0	0	20.28	
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack				0				0				0				0	0	19.20	
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	
5 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	75.39	
6 TAPE, ELECTRICAL, 18mm x 16M min	roll				0				0				0				0	0	18.93	
COMMON OFFICE SUPPLIES																				

1	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				0				0	0	766.73	-
2	AIR FRESHENER, aerosol, 280ml/150g min	can				0				0				0	0	88.69	-
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle				0				0				0	0	49.73	-
4	CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0	0	205.48	-
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0	0	210.91	-
6	CARTOLINA, assorted colors	pack				0				0				0	0	67.06	-
7	CHALK, molded, white, dustless, length: 78mm min	box				0				0				0	0	26.89	-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0				0				0	0	38.19	-
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece				0				0				0	0	40.47	-
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box				0				0				0	0	7.87	-
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box				0				0				0	0	13.94	-
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box				0				0				0	0	19.88	-
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box				0				0				0	0	41.10	-
14	CORRECTION TAPE, film base type, UL 6m min	piece				0				0				0	0	18.26	-
15	DATA FILE BOX, made of chipboard, with closed ends	box				0				0				0	0	72.57	-
16	DATA FOLDER, made of chipboard, taglla lock	piece				0				0				0	0	71.39	-
17	ENVELOPE, DOCUMENTARY, for A4 size document	box				0				0				0	0	424.47	-
18	ENVELOPE, DOCUMENTARY, for legal size document	box				0				0				0	0	538.80	-
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box				0				0				0	0	667.84	-
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	4			4				0	4			4	8	28.71	229.68
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box				0				0				0	0	341.79	-
22	ENVELOPE, mailing, white, with window	box				0				0				0	0	427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece				0				0				0	0	11.55	-
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece				0				0	6			6	6	6.23	37.38

25	FASTENER, METAL, 70mm between prongs	box				0				0				0			0	0	59.37	-
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0				0				0			0	0	73.59	-
27	FILE TAB DIVIDER, bristol board, for A4	set				0				0				0			0	0	12.98	-
28	FILE TAB DIVIDER, bristol board, for legal	set				0				0				0			0	0	17.31	-
29	FOLDER, FANCY, for A4 size documents	bundle				0				0				0			0	0	258.50	-
30	FOLDER, FANCY, for legal size documents	bundle	1			1				0	1			1			0	2	302.85	605.70
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0				0				0			0	0	177.92	-
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0				0				0			0	0	222.27	-
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box				0				0				0			0	0	776.59	-
34	FOLDER, TAGBOARD, for A4 size documents	pack				0				0				0			0	0	226.05	-
35	FOLDER, TAGBOARD, for legal size documents	pack				0				0				0			0	0	208.38	-
36	GLUE, all purpose, gross weight: 200 grams min	jar				0	1			1				0	1		1	2	49.73	99.46
37	INDEX TAB, self-adhesive, transparent	box				0				0				0			0	0	53.74	-
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0				0			0	0	676.00	-
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0				0				0			0	0	43.26	-
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	1			1	1			1	1			1	1		1	4	36.97	147.88
41	MARKER, whiteboard, black, felt tip, bullet type	piece	1			1				0	1			1			0	2	10.69	21.38
42	MARKER, whiteboard, blue, felt tip, bullet type	piece				0				0				0			0	0	10.69	-
43	MARKER, whiteboard, red, felt tip, bullet type	piece				0				0				0			0	0	10.69	-
44	MARKER, PERMANENT, bullet type, black	piece	2			2	2			2	2			2	2		2	8	10.04	80.32
45	MARKER, PERMANENT, bullet type, blue	piece				0				0				0			0	0	10.04	-
46	MARKER, PERMANENT, bullet type, red	piece	1			1	1			1	1			1	1		1	4	10.04	40.16
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	2			2				0	2			2			0	4	12.52	50.08
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				0				0				0			0	0	32.45	-

49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad				0				0				0			0	0	44.32	-
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad				0				0				0			0	0	59.49	-
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0				0				0			0	0	18.99	-
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	4			4	4			4	4			4	4		4	16	6.91	110.56
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box				0	2			2				0	2		2	4	14.04	56.16
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	1			1	1			1	1			1	1		1	4	137.66	550.64
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	12			12	12			12	12			12	12		12	48	160.94	7,725.12
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				0				0				0			0	0	119.09	-
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream				0				0				0			0	0	123.08	-
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0				0				0			0	0	95.18	-
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0				0				0			0	0	34.29	-
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box				0	2			2				0			0	2	20.40	40.80
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	1			1				0				0			0	1	319.07	319.07
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book				0				0				0			0	0	62.73	-
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book				0				0				0			0	0	97.34	-
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0				0				0			0	0	267.14	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0				0				0			0	0	97.04	-
66	RULER, plastic, 450mm (18"), width: 38mm min	piece				0				0				0			0	0	16.10	-
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	3			3	3			3	3			3	3		3	12	35.99	431.88
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece				0				0				0			0	0	35.99	-
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0				0				0			0	0	35.99	-
70	STAMP PAD INK, purple or violet	bottle				0	2			2				0			0	2	25.62	51.24
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	1			1				0				0			0	1	28.77	28.77
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	1			1				0	1			1			0	2	21.51	43.02

73	STAPLE WIRE, STANDARD, (26/6)	box				0				0				0			0	0	19.68	-
74	TAPE, MASKING, width: 24mm (±1mm)	roll				0				0				0			0	0	57.32	-
75	TAPE, MASKING, width: 48mm (±1mm)	roll				0				0				0			0	0	109.24	-
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll				0				0				0			0	0	29.08	-
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	4			4	4			4	4			4	4		4	16	11.36	181.76
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll				0				0				0			0	0	27.58	-
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	3			3	2			2	3			3	2		2	10	70.30	703.00
80	TWINE, plastic, one (1) kilo per roll	roll				0				0				0			0	0	51.92	-
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0				0				0			0	0	133.99	-
82	Airline Travel	ticket				0				0				0			0	0	0.00	-
COMMON OFFICE DEVICES																				
1	CUTTER BLADE, for heavy duty cutter	tube	1			1				0	1			1			0	2	10.22	20.44
2	CUTTER KNIFE, for general purpose	piece	2			2	2			2	2			2	2		2	8	20.55	164.40
3	DATING AND STAMPING MACHINE, heavy duty	piece				0				0				0			0	0	497.52	-
4	PENCIL SHARPENER, manual, single cutter head	piece				0				0				0			0	0	194.69	-
5	PUNCHER, paper, heavy duty, with two hole guide	piece	1			1	1			1				0			0	2	123.42	246.84
6	SCISSORS, symmetrical, blade length: 65mm min	pair				0				0				0			0	0	14.28	-
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	1			1				0				0			0	1	85.45	85.45
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0				0			0	0	913.95	-
9	STAPLE REMOVER, PLIER-TYPE	piece				0				0				0			0	0	18.91	-
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece				0				0				0			0	0	51.57	-
11	WASTEBASKET, non-rigid plastic	piece				0				0				0			0	0	25.96	-
COMMON JANITORIAL SUPPLIES																				
1	BROOM, soft (lambo)	piece	6			6	1			1	1			1	1		1	9	91.94	827.46

2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	3			3	3			3	3			3	3		3	12	24.88	298.56
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle			0				0				0				0	0	43.26	-
4	CLEANSER, SCOURING POWDER, 350g min./can	can			0				0				0				0	0	24.88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch			0				0				0				0	0	38.93	-
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can			0				0				0				0	0	125.20	-
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	2		2	2			2	2			2	2			2	8	28.12	224.96
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			0				0				0				0	0	142.77	-
11	MOP BUCKET, heavy duty, hard plastic	piece			0				0				0				0	0	1,987.44	-
12	MOPHANDLE, heavy duty, aluminum, screw type	piece			0				0				0				0	0	148.18	-
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	1		1	1			1	1			1	1			1	4	110.32	441.28
14	RAGS, all cotton, 32 pieces per kilogram min	bundle			0				0				0				0	0	51.68	-
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack			0				0				0				0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll			0				0				0				0	0	145.48	-
17	DETERGENT BAR, 140 grams as packed	bar			0				0				0				0	0	7.57	-
COMMON OFFICE EQUIPMENT																				
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit			0				0				0				0	0	10,816.00	-
2	CALCULATOR, compact, 12 digits	unit			0				0				0				0	0	140.61	-
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece			0				0				0				0	0	273.10	-
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece			0				0				0				0	0	273.10	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit			0				0				0				0	0	6,828.14	-
6	DOCUMENT CAMERA, 3.2M pixels	unit			0				0				0				0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit			0				0				0				0	0	1,091.33	-

8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0				0				0			0	0	1,372.55	-	
9	ELECTRIC FAN, STAND type, plastic blade	unit				0				0				0			0	0	1,046.65	-	
10	ELECTRIC FAN, WALL type, plastic blade	unit				0				0				0			0	0	782.00	-	
11	FACSIMILE MACHINE, uses thermal paper	unit				0				0				0			0	0	3,642.83	-	
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0				0				0			0	0	1,123.78	-	
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0			0	0	5,191.68	-	
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0				0			0	0	27,542.94	-	
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0				0				0			0	0	8,411.60	-	
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit				0				0				0			0	0	5,927.17	-	
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0			0	0	19,457.98	-	
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0			0	0	6,064.78	-	
19	PRINTER, LASER, monochrome, network-ready	unit				0				0				0			0	0	744.14	-	
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0				0			0	0	1,379.04	-	
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0				0			0	0	1,379.04	-	
22	Desktop Computer, branded	unit				0				0				0			0	0	35,887.49	-	
23	Laptop Computer, branded	unit				0				0				0			0	0	36,587.28	-	
COMMON COMPUTER SUPPLIES																					
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	3			3	3			3	3			3	3			3	12	709.53	8,514.36
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0				0				0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0				0				0	0	796.06	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0				0				0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0				0				0				0	0	620.67	-
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0				0				0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece				0				0				0				0	0	22.66	-

8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece				0			0			0			0	0	3,152.86	-
9	FLASH DRIVE, 16 GB capacity	piece				0			0			0			0	0	261.75	-
10	MOUSE, optical, USB connection type	unit				0	2		2			0			0	2	140.39	280.78
HANDBOOK ON PROCUREMENT																		
1	HANDBOOK (RA 9184), 7th Edition	piece				0			0			0			0	0	48.13	-
CONSUMABLES																		
1	DRUM CART, BROTHER DR-3455	cart				0			0			0			0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart				0			0			0			0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0			0			0			0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0			0			0			0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0			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				0			0			0			0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0			0			0			0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0			0			0			0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0			0			0			0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0			0			0			0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0			0			0			0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0			0			0			0	0	0.00	-

19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0			0			0			0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0			0			0			0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0			0			0			0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0			0			0			0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0			0			0			0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0			0			0			0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				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	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0			0			0			0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0			0			0			0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0			0			0			0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0			0			0			0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0			0			0			0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0			0			0			0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0			0			0			0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0			0			0			0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0			0			0			0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart				0			0			0			0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0			0			0			0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart	2			2	2		2	2		2	2		2	8	379.64	3,037.12
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart	2			2	2		2	2		2			0	6	379.64	2,277.84

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				0				0				0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0	0	0.00	-
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0				0	0	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0				0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0				0	0	0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart				0				0				0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0	0	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0				0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0				0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0				0				0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0	0	753.88	-

67	RIBBON CART, EPSON C135015632, Black, for LX-310	cart				0				0					0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0				0					0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0				0					0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0					0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0					0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0					0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0				0					0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0				0					0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0					0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0					0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				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	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0			0			0			0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0			0			0			0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0			0			0			0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0			0			0			0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0			0			0			0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0			0			0			0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0			0			0			0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0			0			0			0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0			0			0			0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0			0			0			0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0			0			0			0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0			0			0			0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0			0			0			0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0			0			0			0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0			0			0			0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0			0			0			0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0			0			0			0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0			0			0			0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0			0			0			0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0			0			0			0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0			0			0			0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0			0			0			0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0			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	0		-	
4					0				0				0				0	0		-	
5					0				0				0				0	0		-	
COMMON OFFICE SUPPLIES																					
1	Ballpen	piece	30			30	30			30	30			30	30			30	120	20.00	2,400.00
2	Paper, Multicopy, 80gsm, size: 8.5x11	ream	10			10	10			10	10			10	10			10	40	160.00	6,400.00
3	Brown Envelope (short)	piece	3			3	3			3	3			3	3			3	12	6.00	72.00
4	Brown Envelope (long)	piece	3			3	3			3	3			3	3			3	12	8.00	96.00
5	Carbon Film (Blue) 216mm x 330mm	box	1			1				0	1			1	1			1	3	650.00	1,950.00
6	Coin envelope (plastic)	piece	50			50				0				0				0	50	50.00	2,500.00
7	Columnar Notebook (22 col.)	piece				0				0				0	2			2	2	60.00	120.00
8	Columnar Notebook (18 col.)	piece				0				0				0	8			8	8	60.00	480.00
9	Columnar Notebook (6 col.)	piece				0				0				0	5			5	5	30.00	150.00
10	Correction Tape 10mm	piece	6			6	6			6	6			6	6			6	24	35.00	840.00
11	Folder short 8.5 x 11	piece	30			30	30			30	30			30	30			30	120	5.00	600.00
12	Index Card, 5"x8", 50 pieces per pack	pack	3			3				0	2			2				0	5	50.00	250.00
13	Onion Skin (8.5 x 11")	ream	1			1				0				0				0	1	80.00	80.00
14	Paper Fastener (plastic)	box	3			3	3			3	3			3	3			3	12	45.00	540.00
15	Paper-tape, for adding machine	roll	3			3	3			3	3			3				0	9	20.00	180.00
16	Pencil Lead .5HB	tube	2			2				0				0				0	2	50.00	100.00
17	Record Book (150 leaves)	piece	4			4	4			4	4			4	4			4	16	50.00	800.00
18	Ruler (Aluminum)	piece	2			2				0				0				0	2	120.00	240.00
19	Scissor (heavy duty)	piece				0	2			2				0				0	2	70.00	140.00
20	Staple Wire #10	box				0	8			8				0	8			8	16	7.00	112.00

COMMON JANITORIAL SUPPLIES																					
1	Air Freshner	piece	6			6	6			6	6			6	6			6	24	250.00	6,000.00
2	Alcohol (500ml)	bottle	3			3	3			3	3			3	3			3	12	90.00	1,080.00
3	Albatross	piece	15			15	15			15	15			15	15			15	60	50.00	3,000.00
4	Doormat	piece	4			4	4			4	4			4	4			4	16	40.00	640.00
5	Rubber mat	piece	2			2				0				0				0	2	300.00	600.00
CONSUMABLES																					
1	Ink Cartridge, HP46 Black	cart	2			2	2			2	2			2	2			2	8	500.00	4,000.00
2	Ink Cartridge, HP46 Tricolor	cart	2			2	2			2	2			2	2			2	8	500.00	4,000.00
3	Ink Cartridge, HP680 Black	cart	2			2	2			2	2			2	2			2	8	450.00	3,600.00
4	Ink Cartridge, HP680 Tricolor	cart	2			2	2			2	2			2	2			2	8	450.00	3,600.00
5	Ink Cartridge, PG 40 Black	cart	1			1				0				0	1			1	2	1,200.00	2,400.00
6	Ribbon Cartridge, Epson FX2175 SO15584	cart	3			3	3			3	3			3	3			3	12	450.00	5,400.00
7	INEO 164 Developer Toner	piece	1			1	1			1	1			1	1			1	4	3,500.00	14,000.00
8	INEO 164 Drum DR 114	piece	1			1				0				0				0	1	10,000.00	10,000.00
9	INEO 164 Developer DV 116	piece	1			1				0				0				0	1	1,400.00	1,400.00
10	INEO 164 Cleaning Part (AoXX-3618-00)	unit	1			1				0				0				0	1	800.00	800.00
11						0				0				0				0	0		-
12						0				0				0				0	0		-
13						0				0				0				0	0		-
14						0				0				0				0	0		-
15						0				0				0				0	0		-
16						0				0				0				0	0		-
17						0				0				0				0	0		-

Office Equipment and Accessories

[illegible]

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 Dishwashing Liquid (200ml)	piece	9			9	9			9	9			9	9			9	36	45.00	1,620.00
2 Facial Tissue	box	1			1	1			1	1			1	1			1	4	100.00	400.00
3 Furniture Polish 330ml	can	3			3	3			3	3			3	3			3	12	300.00	3,600.00
4 Hand Soap	pc	2			2	2			2	2			2	2			2	8	50.00	400.00
5 Laundry Soap	bar	1			1	1			1	1			1	1			1	4	30.00	120.00
6 Laundry Soap (powder)	pouch	12			12	12			12	12			12	12			12	48	12.00	576.00
7 Liquid Hand Soap (500ml)	bottle	2			2	2			2	2			2	2			2	8	80.00	640.00
8 Toilet Bowl Cleaner (500ml)	bottle	5			5	5			5	5			5	5			5	20	150.00	3,000.00
9 Scouring Pad	piece	3			3	3			3	3			3	3			3	12	40.00	480.00
10 Trash Bag (black)	roll	2			2	1			1	2			2	1			1	6	70.00	420.00

Paper Materials and Products

1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-

[illegible]

--	--

8					0				0				0			0	0		-
9					0				0				0			0	0		-
10					0				0				0			0	0		-
*Other Categories																			
1	Tornado Map (small)	unit	1		1				0				0			0	1	800.00	800.00
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):																	P	119,469.55	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																	P	11,946.96	
E. GRAND TOTAL (C + D)																	P	131,416.51	
F. APPROVED BUDGET BY THE AGENCY HEAD																			
G. MONTHLY CASH REQUIREMENTS																			
G.1 Available at Procurement Service Stores				8,050.93			7,053.12			7,071.90			5,797.60		P	27,973.55			
G.2 Other Items not available at PS but regularly purchased from other sources				36,251.00			17,367.00			18,111.00			19,767.00		P	91,496.00			
TOTAL MONTHLY CASH REQUIREMENTS				44,301.93			24,420.12			25,182.90			25,564.60		P	119,469.55			

*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:


ROCHELLE S. CORPUZ
Property/Supply Officer

Certified Funds Available / Certified
Appropriate Funds Available:


AILEEN L. ABELLO
Accountant / Local Budget Officer

Approved by:


MARLON J. ABESAMIS
Head of Office/Agency

Date: 21/11/2017