



PEÑARANDA WATER DISTRICT

Gomez St. Poblacion II, Peñaranda, Nueva Ecija

Telefax No. (044) 940-4049/940-0971

Email Add. pwd1987@yahoo.com.ph

Website: pwd.gov.ph

November 23, 2016

MS. ELISA D. SALON

Director IV

Department of Budget and Management

Regional Office III

Government Center, Maimpis

City of San Fernando, Pampanga

Madam:

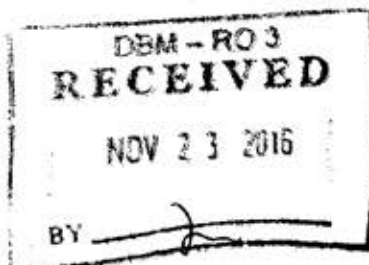
Transmitting herewith are Peñaranda Water District's ~~Annual Procurement Plan~~
~~EY 2017~~ and APP 2017 for Common-Use Supplies and Equipment.

For your reference.

Thank you.

Respectfully yours,


MARLON J. ABESAMIS
General Manager



PEÑARANDA WATER DISTRICT
Gomez St., Poblacion II, Peñaranda, Nueva Ecija
Annual Procurement Plan FY 2017

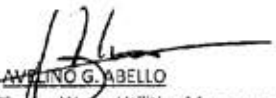
Code	Procurement Program/Project	End-User	Mode of Procurement					Source of Funds	Estimated Budget (Php)			Remarks (Brief Description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A. Supplies and Materials												
A.I.a.1.a	Common Use Supplies available at Procurement Service	AS	Agency to agency	To be procured at Procurement Service Pursuant to Section 53.5 of the IRR of RA 9184.				GOP	40,687.88	40,687.88		Various common use office, janitorial and computer supplies available at procurement service.
A.I.a.1.a	Office, Janitorial and Computer Supplies not available at Procurement Service	AS	Shopping	To be procured by the Administrative Service.				GOP	82,270.12	82,270.12		Various office, janitorial and computer supplies not available at procurement service and other miscellaneous expense.
A.I.a.1.a	Printed Forms	AS	Shopping	To be procured by the Administrative Service.				GOP	55,910.00	55,910.00		Various forms needed in the day to day service (Computerized billing statement, JEV, BUS, DV, RIS, RSMI, OP, PCV, RIS, RSMI, Daily billing, Complaint Slip, etc.
A.I.a.1.a	Computerized Official Receipt	AS	Agency to agency	Recognized as accountable forms. To be procured in the recognized government printers.				GOP	66,200.00	66,200.00		Printing of official receipt for water & service connection materials sales and other fees of the District.
A.I.a.1.a	Petroleum, Oil and Lubricants	ED	Shopping	To be procured by the Engineering Department.				GOP	588,200.00	588,200.00		Procurement of gasoline, diesel fuel, oil and lubricants for service vehicle, generator set and BODs gas allowance.
A.I.a.1.a	Service connection materials	ED	Shopping	To be procured by the Engineering Department.				GOP	655,650.00		655,650.00	Various service connection materials for new service connections.
A.I.a.1.a	Other Supplies	ED	Shopping	To be procured by the Engineering Department.				GOP	400,600.00	400,600.00		Procurement of chemicals particularly chlorine dioxide powder and filtering materials used in the treatment of water.
B. Utilities												
A.I.a.1.a	Electricity Services	ED	Not Applicable	Renewed services of existing service providers.				GOP	3,887,696.00	3,887,696.00		District's administration building and pumping stations power supply.
A.I.a.1.a	Cooking Gas	AS	Shopping	To be procured as the need arises by the Administrative Services				GOP	7,200.00	7,200.00		District's cooking gas expense.
C. Communication												
A.I.a.1.a	Landline Services	AS	Not Applicable	Renewed services of existing service providers.				GOP	60,000.00	60,000.00		Transmitting messages thru landline telephone service and wifi connection.
A.I.a.1.a	Mobile Phone Services	AS	Not Applicable	Renewed services of existing service providers.				GOP	144,000.00	144,000.00		Transmitting messages thru mobile services to include message cast, pump. stations remote monitoring, comm. expense to BOD's and to authorized personnel.
D. Subscription												
A.I.a.1.a	Cable Television Services	AS	Not Applicable	Renewed services of existing service providers.				GOP	6,000.00	6,000.00		District's subscription on cable services.

A.I.a.1.a	Newspaper and Magazine	AS	Direct Contracting	Not Applicable	GOP	17,672.00	17,672.00		District's subscription on newspaper and Aquarius magazine.
E. Repair and Maintenance									
A.I.a.1.a	Office Building	AS	Shopping	To be procured as the need arises by the Administrative Services	GOP	50,000.00	50,000.00		Maintenance of office building as the need arises.
A.I.a.1.a	Motor Vehicles	ED	Shopping	To be procured as the need arises by the Engineering Department	GOP	75,000.00	75,000.00		Maintenance of various vehicle of the District to include labor, materials and kilometer check-up.
A.I.a.1.a	Machineries and Equipment	ED	Shopping	To be procured as the need arises by the Engineering Department	GOP	302,500.00	302,500.00		Maintenance of various machineries and equipment in connection with pumping operations of the district.
A.I.a.1.a	Office Equipment	AS	Shopping	To be procured as the need arises by the Administrative Services	GOP	30,000.00	30,000.00		Maintenance of various office equipment as needed.
A.I.a.1.a	Furniture and Fixtures	AS	Shopping	To be procured as the need arises by the Administrative Services	GOP	15,000.00	15,000.00		Maintenance of furniture and fixtures as needed.
A.I.a.1.a	IT Equipment and Software	AS	Shopping	To be procured as the need arises by the Administrative Services	GOP	15,000.00	15,000.00		Maintenance of computer's hardware and software.
A.I.a.1.a	Other Machineries and Equipment	ED	Shopping	To be procured as the need arises by the Engineering Department	GOP	20,000.00	20,000.00		Maintenance of other machine's and equipment including plumbing tools of the district.
A.I.a.1.a	Service connection materials and fittings	ED	Shopping	To be procured by the Engineering Department.	GOP	374,685.00	374,685.00		Various service connection materials for repairs & maintenance of service connections and transmission and distribution mains, hydrants and meter base/foundation.
A.I.a.1.a	Water Meter Maintenance	ED	Shopping	To be procured by the Engineering Department.	GOP	33,000.00	33,000.00		Procurement of padlock, sealing wire and lead seal for water meter maintenance.
F. Taxes, Insurance Premiums and Other Fees									
A.I.a.1.a	Registration and Insurance of Motor Vehicles	AS	Agency to agency	Not Applicable.	GOP	38,663.39	38,663.39		Registration (LTO) and insurance (GSIS) of various vehicle.
A.I.a.1.a	Insurance of Properties	AS	Agency to agency	Not Applicable.	GOP	60,000.00	60,000.00		Insurance of PWD Properties (pumping stations, administration building, elevated tank)
G. Equipment									
A.I.a.1.a	Furniture and Fixtures	AS	Shopping	To be procured by the Administrative Service.	GOP	80,000.00		80,000.00	Provision for additional furniture and fixtures.
A.I.a.1.a	IT Equipment	AS	Shopping	To be procured by the Administrative Service.	GOP	370,000.00		370,000.00	Provision for additional IT equipment needed in the day to day service of the District and procurement of read and bill software
A.I.a.1.a	Office Equipment	AS	Shopping	To be procured by the Administrative Service.	GOP	200,000.00		200,000.00	Provision for additional office equipment (scanner and shredding machine)
A.I.a.1.a	Machineries	ED	Shopping	To be procured by the Engineering Department.	GOP	150,000.00		150,000.00	Provision for additional water treatment equipment.
H. Professional Services									
A.I.a.1.a	Security Services	AS	Small Value Procurement	To be procured by the Administrative Service.	GOP	288,000.00	288,000.00		Provision of two (2) security guards.

A.I.a1.a	Other Professional Services	AS	Direct Contracting	Not Applicable	GOP	122,700.00	122,700.00		Provision of professional services contracted by the agency for monthly bacteriological test, annual & physical analysis of water, notarial fee, and other professional fees.
I. Advertising									
A.I.a1.a	Advertisement in newspaper/magazine and other forms of media	AS	Shopping	To be procured by the Administrative Service.	GOP	20,000.00	20,000.00		PAWD Advertisement and other forms of media (printing of tarpaulin, leaflets, etc.)
J. Improvements and Projects									
A.I.a1.a	Roofing & Wall of Roofdeck	ED	Public Bidding	1st Quarter	GOP	1,400,000.00		1,400,000.00	Construction of roof and wall in Administration's building roofdeck.
A.I.a1.a	Water Meters	ED	Shopping	To be procured by the Engineering Department.	GOP	700,000.00		700,000.00	Procurement of water meters, semiannually, for the Districts program "Palit-Metro" and for new service connections.
A.I.a1.a	Pipeline expansion	ED	Shopping	To be procured by the Engineering Department.	GOP	500,000.00		500,000.00	To expand the Districts area of operation.

Prepared by:

Approved by:


 ARNELINO G. ABELLO
 Senior Water Utilities Management Officer

Date Prepared:

11/14/16


 ENGR. MARLON J. ABESAMIS
 General Manager

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.

2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):

- a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Droquieta) and Southern Leyte (Maasin)- **Region XIII**
b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
c. Surigao Del Norte - **Surigao Del Norte**
d. Zamboanga Sibugay- **Zamboanga Sibugay**
e. Camiguin - **Camiguin**

3. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per Item and the Grand Total.

4. APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at: philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.

5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.

6. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:

- b. DBM Regional Office (RO): for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

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

- a. **ps.appnga@gmail.com**- For central and regional offices of all national government agencies
b. **ps.app.suc@gmail.com**- For main and other campuses of all state universities and colleges
c. **ps.app.gocc@gmail.com**- For all central and regional offices of government owned and controlled corporations
d. **ps.app.deped@gmail.com**- For primary and secondary schools
e. **ps.app.hgu@gmail.com**- For Local government units

7. Consistent with National Budget Circular No. 555, the APP for FY 2017 must be submitted on or before **November 30, 2016**.

8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017-PS- Central Office).

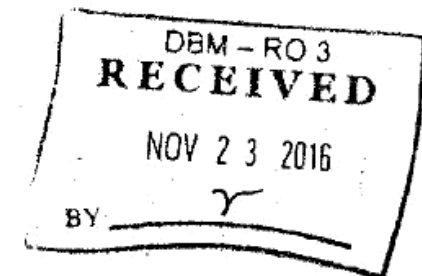
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Agency Account Code: _____

Contact Person: Aileen L. Abello

E-mail: ailabello@ymail.com

Telephone/Mobile Nos: (044) 940-4049/09324689977



Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	17.42	-
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	15.03	-
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	77.56	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	114.40	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0				0				0				0	0	36.30	-
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0				0	0	93.29	-
7 TAPE, electrical	roll				0				0				0				0	0	18.20	-
COMMON OFFICE SUPPLIES																				

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0				0	0	624.00	
2 AIR FRESHENER, 280ml/can	can	6			6	6			6	6			6	6			6	24	83.20	1,996.80
3 ALCOHOL, 70%, ethyl, 500ml	bottle	3			3	3			3	3			3	3			3	12	47.82	573.84
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0	197.58	
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	1			1				0	1			1	1			1	3	202.80	608.40
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0				0	0	64.48	
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0				0	0	25.86	
8 CLEARBOOK, A4 size	piece				0				0				0				0	0	39.52	
9 CLEARBOOK, Legal size	piece				0				0				0				0	0	43.68	
10 CLIP, backfold, 19mm, 12 pieces per box	box				0				0				0				0	0	7.28	
11 CLIP, backfold, 25mm, 12 pieces per box	box				0				0				0				0	0	13.50	
12 CLIP, backfold, 32mm, 12 pieces per box	box				0				0				0				0	0	19.12	
13 CLIP, backfold, 50mm, 12 pieces per box	box				0				0				0				0	0	43.68	
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0				0				0				0	0	31.20	
15 DATA FILE BOX, made with chipboard, with closed ends	box				0				0				0				0	0	69.78	
16 DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0	68.64	
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0				0				0				0	0	381.54	
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0				0				0				0	0	507.40	
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0				0				0				0	0	621.71	
20 ENVELOPE, EXPANDING, plastic	piece	4			4				0	4			4				0	8	27.61	220.88
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0				0				0				0	0	499.20	
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0				0				0	0	561.60	
23 ERASER, felt, for blackboard/whiteboard	piece				0				0				0				0	0	11.11	
24 ERASER, plastic or rubber	piece				0				0	6			6				0	6	2.29	13.74
25 FASTENER, for paper, metal, 50 sets per box	box				0				0				0				0	0	57.09	
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	70.67	
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0				0	0	12.48	
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0				0	0	16.64	
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0				0	0	234.00	
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0				0	0	291.20	
31 FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0				0	0	166.40	
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack	1			1	1			1	1			1	1			1	4	203.84	815.36
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0				0				0				0	0	746.72	
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0				0				0	0	179.28	
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0				0				0				0	0	200.37	
36 GLUE, all purpose, 300 grams min.	jar				0				1				0	1			1	2	44.18	88.36
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0				0				0	0	50.84	
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0				0	0	539.76	
39 MAGAZINE FILE BOX, LARGE	piece				0				0				0				0	0	41.60	
40 MARKER, fluorescent, 3 colors per set	set	2			2	2			2	2			2	2			2	8	35.55	284.40
41 MARKER, whiteboard, bullet type, black	piece	1			1				0	1			1				0	2	10.28	20.56
42 MARKER, whiteboard, bullet type, blue	piece				0				0				0				0	0	10.28	
43 MARKER, whiteboard, bullet type, red	piece				0				0				0				0	0	10.28	
44 MARKER, permanent, bullet type, black	piece	3			3				0	3			3				0	6	9.65	57.90

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
45 MARKER, permanent, bullet type, blue	piece				0	3			3				0	3			3	6	9.65	57.90	
46 MARKER, permanent, bullet type, red	piece				0				0				0				0	0	9.65	-	
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	2			2				0	2			2				0	4	10.40	41.60	
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0				0				0				0	0	31.20	-	
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0				0				0				0	0	40.54	-	
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0				0				0				0	0	54.06	-	
51 PAD PAPER, Ruled	pad				0				0				0				0	0	18.26	-	
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0	2			2				0	2			2	4	12.85	51.40	
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	4			4	4			4	4			4	4			4	16	6.43	102.88	
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	1			1				1	1			1	1			1	4	115.95	463.80	
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	12			12	12			12	12			12	12			12	48	135.65	6,511.20	
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0				0				0	0	91.94	-	
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0				0	0	114.35	-	
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream				0				0				0				0	0	88.40	-	
59 PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	0	31.15	-	
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				0	2			2				0				0	2	19.62	39.24	
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	278.72	-	
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0				0				0				0	0	60.32	-	
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0				0				0				0	0	86.85	-	
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0				0	0	256.87	-	
65 RUBBER BAND, 70mm min lay flat length (#18)	box				0				0				0				0	0	93.31	-	
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0				0				0	0	15.48	-	
67 SIGN PEN, black	piece	3			3				0	3			3	3			3	9	38.10	342.90	
68 SIGN PEN, blue	piece				0	3			3				0				0	3	38.10	114.30	
69 SIGN PEN, red	piece				0				0				0				0	0	38.10	-	
70 STAMP PAD INK, violet, 50mL	bottle				0	2			2				0				0	2	24.63	49.26	
71 STAMP PAD, felt pad, min 60mm x 100mm	piece				0				0				0				0	0	27.66	-	
72 STAPLE WIRE, Heavy duty, 23/13	box	1			1				0	1			1				0	2	30.42	60.84	
73 STAPLE WIRE, Standard	box				0	8			8				0	8			8	16	18.92	302.72	
74 TAPE, masking, 24mm, 50 meters length	roll				0				0				0				0	0	55.12	-	
75 TAPE, masking, 48mm, 50 meters length	roll				0				0				0				0	0	105.04	-	
76 TAPE, transparent, 24mm, 50 meters	roll				0				0				0				0	0	17.37	-	
77 TAPE, transparent, 48mm, 50 meters	roll	4			4	4			4	4			4	4			4	16	26.52	424.32	
78 TAPE, packaging, 48mm, 50 meters length	roll				0				0				0				0	0	30.63	-	
79 TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0	67.60	-	
80 TWINE, plastic, one kilo per roll	roll				0				0				0				0	0	49.92	-	
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	124.80	-	
COMMON OFFICE DEVICES																					
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	1			1				0	1			1				0	2	9.19	18.38	
2 CUTTER KNIFE, heavy duty	piece	2			2	2			2	2			2	2			2	8	19.76	158.08	
3 DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	-	
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0				0	0	187.20	-	
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	1			1	1			1				0				0	2	114.28	228.56	
6 SCISSORS, (6")	pair				0				0				0				0	0	13.73	-	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
7 STAPLER, standard	piece				0				0				0				0	0	82.16	-
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0				0				0				0	0	878.80	-
9 STAPLE REMOVER, plier type	piece				0				0				0				0	0	18.18	-
10 TAPE DISPENSER, table top	piece				0				0				0				0	0	47.72	-
11 WASTE BASKET, non-rigid plastic	piece				0				0				0				0	0	23.90	-
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece	6			6	1			1	1			1	1			1	9	88.40	795.60
2 BROOM, stick (tingting)	piece	3			3	3			3	3			3	3			3	12	23.92	287.04
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	41.60	-
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	12			12	12			12	12			12	12			12	48	37.43	1,796.64
6 DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	119.60	-
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	27.96	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300ml/can	can				0				0				0				0	0	84.76	-
10 INSECTICIDE, aerosol type, 600ml/can	can				0				0				0				0	0	124.80	-
11 MOPBUCKET	piece	1			1				0				0				0	1	1,820.00	1,820.00
12 MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	142.48	-
13 MOPHEAD, made of rayon	piece	1			1	1			1	1			1	1			1	4	98.80	395.20
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0	49.69	-
15 SCOURING PAD, 5 pieces per pack	pack	1			1				0	1			1	1			1	3	102.96	308.88
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0	139.88	-
17 DISINFECTANT, bleaching solution	cont	5			5	5			5	5			5	5			5	20	101.82	2,036.40
COMMON OFFICE EQUIPMENT																				
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0				0				0	0	10,400.00	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0				0				0				0	0	142.36	-
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	328.64	-
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	254.68	-
5 CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	254.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0	6,229.60	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0				0				0	0	25,272.00	-
8 ELECTRIC FAN, industrial	unit				0				0				0				0	0	956.80	-
9 ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,248.00	-
10 ELECTRIC FAN, stand type	unit				0				0				0				0	0	967.10	-
11 ELECTRIC FAN, wall type	unit				0				0				0				0	0	790.40	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit				0				0				0				0	0	3,502.72	
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0				0				0				0	0	1,080.56	
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0				0				0				0	0	4,992.00	
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0				0	0	26,483.60	
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: 34, 30 sheets cutting cap., automatic clamping, stationary blade guard, A4-A6 format indications	unit				0				0				0				0	0	7,488.00	
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0				0	0	5,699.20	
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,709.60	
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	5,831.52	
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0				0	0	10,000.00	
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	1,237.60	
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,242.80	
COMMON COMPUTER SUPPLIES																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	3			3	3			3	3			3	3			3	12	630.76	7,569.12
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	950.30	
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	716.04	
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	1,220.96	
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	571.80	
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	958.15	
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0				0				0	0	21.79	
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				0				0				0				0	0	2,818.40	
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0				0				0				0	0	194.48	
10 MOUSE, optical, USB connection type	unit				0				0				0				0	0	127.80	
HANDBOOK ON PROCUREMENT																				
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0	61.83	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
CONSUMABLES																				
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0					0	0	681.20
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0					0	0	447.20
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0					0	0	447.20
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0					0	0	447.20
5 INK CART, BROTHER LC67B, Black	cart				0				0				0					0	0	910.00
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0					0	0	546.00
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0					0	0	546.00
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0					0	0	546.00
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0					0	0	1,538.16
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0					0	0	868.40
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0					0	0	868.40
12 INK CART, BROTHER LC67HY, Yellow	cart				0				0				0					0	0	868.40
13 INK CART, CANON PG-810, Black	cart				0				0				0					0	0	737.36
14 INK CART, CANON PG-740, Black	cart				0				0				0					0	0	-
15 INK CART, CANON PGI-725, Black	cart				0				0				0					0	0	574.08
16 INK CART, CANON CLI-726, Black	cart				0				0				0					0	0	534.56
17 INK CART, CANON CL-811, Colored	cart				0				0				0					0	0	970.32
18 INK CART, CANON CL-741, Colored	cart				0				0				0					0	0	945.36
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0					0	0	535.60
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0					0	0	535.60
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0					0	0	535.60
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0					0	0	491.92
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0					0	0	770.64
24 INK CART, EPSON C13T105190(73N)(91N),Black	cart				0				0				0					0	0	426.40
25 INK CART, EPSON C13T105290(73N)(91N),Cyan	cart				0				0				0					0	0	426.40
26 INK CART, EPSON C13T105390(73N)(91N),Magenta	cart				0				0				0					0	0	426.40
27 INK CART, EPSON C13T105490(73N)(91N),Yellow	cart				0				0				0					0	0	426.40
28 INK CART, EPSON C13T664100 (T6641), Black	cart				0				0				0					0	0	254.80
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0					0	0	254.80
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0					0	0	254.80
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0					0	0	254.80
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0					0	0	1,346.80
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0					0	0	1,612.00
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0					0	0	1,554.80
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0					0	0	1,554.80
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0					0	0	1,034.80
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0					0	0	1,034.80
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0					0	0	1,034.80
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0					0	0	982.80
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0					0	0	717.60
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0					0	0	717.60
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0					0	0	717.60
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0					0	0	1,606.80
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0				0					0	0	1,237.60
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0					0	0	1,346.80
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0					0	0	921.44

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	
48 INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	826.80	
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60	
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	
52 INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	650.00	
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	751.92	
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,346.80	
55 INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08	
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40	
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	826.80	
58 INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	296.40	
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	379.60	
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80	
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00	
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92	
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80	
64 INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	639.60	
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,445.60	
66 INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	754.00	
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60	
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20	
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,086.80	
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	358.80	
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80	
73 INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	792.48	
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	629.20	
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20	
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20	
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80	
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	644.80	
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80	
80 INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,180.40	
84 INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	358.80	
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	358.80	
86 INK CART, HP CZ107AA, (HP678), Black	cart	2			2	2			2	2			2	2			2	8	358.80	2,870.40
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart	1			1	1			1	1			1	1			1	4	360.88	1,443.52
88 INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	366.08	
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60	
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60	
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60	
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	930.80	
93 INK CART, LEXMARK 10N0217 (#17), Black	cart				0				0				0				0	0	1,003.60	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
94 INK CART, LEXMARK 10N0227 (#27), Colored	cart				0				0				0				0	0	1,196.00	-
95 TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,556.32	-
96 TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,820.00	-
97 TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,860.00	-
98 TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,354.00	-
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,992.00	-
100 TONER CART, HP C4092A, Black	cart				0				0				0				0	0	2,741.44	-
101 TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,352.88	-
102 TONER CART, HP C7115A, Black	cart				0				0				0				0	0	2,971.28	-
103 TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,802.80	-
104 TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,218.80	-
105 TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,312.40	-
106 TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,984.80	-
107 TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,984.80	-
108 TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,984.80	-
109 TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,378.80	-
110 TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,402.80	-
111 TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,298.80	-
112 TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,298.80	-
113 TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,298.80	-
114 TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,754.80	-
115 TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,114.80	-
116 TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	2,756.00	-
117 TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,386.80	-
118 TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,490.80	-
119 TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,490.80	-
120 TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,490.80	-
121 TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,166.80	-
122 TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,010.80	-
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,010.80	-
124 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,010.80	-
125 TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,690.80	-
126 TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,754.80	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,978.80	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,978.80	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,978.80	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,790.80	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,402.80	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,402.80	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80	-
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80	-
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40	-
137 TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,482.80	-
139 TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,530.80	-
140 TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
141 TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-
142 TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
143 TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144 TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145 TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146 TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147 TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
148 TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
149 TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
150 TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
151 TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
152 TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,894.80	-
153 TONER CART, LEXMARK E360H1P, Black	cart				0				0				0				0	0	8,874.32	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,992.00	-
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,600.00	-
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,392.00	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,704.00	-
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,631.20	-
162 TONER CART, SAMSUNG MLT-D109S(ML-2010D3), Black	cart				0				0				0				0	0	3,120.00	-
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,280.00	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,368.00	-
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,736.00	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,888.00	-
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0				0				0				0	0	76.75	-
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	724.88	-
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart	3			3	3			3	3			3	3			3	12	334.88	4,018.56
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0				0				0	0	75.92	-
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	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
COMMON OFFICE 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		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
					0				0				0				0	0		
COMMON OFFICE SUPPLIES																				
1 Ballpen	pc	30			30	30			30	30			30	30			30	120	20.00	2,400.00
2 Paper, Multicopy, 80gsm, size: 8.5x11	ream	8			8	8			8	8			8	8			8	32	160.00	5,120.00
3 Brown Envelope (short)	pc	6			6	6			6	6			6	6			6	24	3.00	72.00
4 Brown Envelope (long)	pc	12			12				0	12			12				0	24	4.00	96.00
5 Coin Envelope 3 3/4 x 5 3/4	pc	200			200	200			200	200			200	200			200	800	1.00	800.00
6 Columnar Notebook (21 col.)	pc				0				0				0	2			2	2	60.00	120.00
7 Columnar Notebook (18 col.)	pc				0				0				0	8			8	8	60.00	480.00
8 Columnar Notebook (6 col.)	pc				0				0				0	5			5	5	30.00	150.00
9 Correction Fluid	pc	4			4	4			4	4			4	4			4	16	35.00	560.00
10 Folder short 8.5 x 11	pc	30			30	30			30	30			30	30			30	120	5.00	600.00
11 Index Card, 5"x8", 50 pieces per pack	pack				0	2			2				0	2			2	4	50.00	200.00
12 Onion Skin (8.5 x 11")	ream	1			1				0				0				0	1	80.00	80.00
13 Paper Fastener (plastic)	box	3			3	3			3	3			3	3			3	12	45.00	540.00
14 Paper-tape, for adding machine	roll	3			3	3			3	3			3				0	9	20.00	180.00
15 Pencil Lead .5HB	tube	2			2				0				0				0	2	50.00	100.00
16 Record Book (150 leaves)	pc	4			4	4			4	4			4	4			4	16	50.00	800.00
17 Ruler (Aluminum)	pc	2			2				0				0				0	2	120.00	240.00
18 Scissor	pc				0	2			2				0				0	2	70.00	140.00
19 Stamp Pad	pc	1			1				0				0				0	1	100.00	100.00
20 Staple Wire #35	box	2			2	1			1	2			2	1			1	6	40.00	240.00
21 Stapler (medium)	pc	2			2				0				0				0	2	300.00	600.00
22 Typewriter ribbon	pc	1			1	1			1	1			1	1			1	4	25.00	100.00
23 Yellow Pad	pad				0				0	2			2				0	2	40.00	80.00
COMMON JANITORIAL SUPPLIES																				
1 Albatross	pc	12			12	12			12	12			12	12			12	48	50.00	2,400.00
2 Dishwashing Liquid (200ml)	bottle	9			9	9			9	9			9	9			9	36	40.00	1,440.00
3 Doormat	pc	4			4	4			4	4			4	4			4	16	40.00	640.00
4 Facial Tissue	box	1			1	1			1	1			1	1			1	4	100.00	400.00
5 Furniture Polish 330ml	can	3			3	3			3	3			3	3			3	12	300.00	3,600.00
6 Hand Soap	pc	2			2	2			2	2			2	2			2	8	50.00	400.00
7 Laundry Soap	bar	1			1	1			1	1			1	1			1	4	30.00	120.00
8 Liquid Hand Soap	bottle	2			2	2			2	2			2	2			2	8	80.00	640.00
9 Toilet Tissue	roll	30			30	30			30	30			30	30			30	120	25.00	3,000.00
					0				0				0				0	0		
					0				0				0				0	0		
					0				0				0				0	0		
CONSUMABLES																				
1 HP 46 Black	pc	2			2	2			2	2			2	2			2	8	500.00	4,000.00
2 HP 46 Coloured	pc	1			1	1			1	1			1	1			1	4	500.00	2,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
3 HP 680 Black	pc	2			2	1			1	2			2	1			1	6	450.00	2,700.00
4 HP 680 Coloured	pc	1			1	1			1	1			1	1			1	4	450.00	1,800.00
5 Canon PG 40 Black	pc	1			1				0				0	1			1	2	1,200.00	2,400.00
6 INEO 164 Developer Toner	pc	1			1	1			1	1			1	1			1	4	3,500.00	14,000.00
7 INEO 164 Drum DR 114	pc				0				0	1			1				0	1	10,000.00	10,000.00
8 INEO 164 Developer DV 115	pc				0	1			1				0				0	1	1,400.00	1,400.00
9 INEO 164 Cleaning Part (A0XX-3618-00)	unit				0	1			1				0				0	1	800.00	800.00
10					0				0				0				0	0		
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		
18					0				0				0				0	0		
19					0				0				0				0	0		
20					0				0				0				0	0		
21					0				0				0				0	0		
22					0				0				0				0	0		
23					0				0				0				0	0		
24					0				0				0				0	0		
25					0				0				0				0	0		
26					0				0				0				0	0		
27					0				0				0				0	0		
28					0				0				0				0	0		
29					0				0				0				0	0		
30					0				0				0				0	0		
31					0				0				0				0	0		
32					0				0				0				0	0		
33					0				0				0				0	0		
34					0				0				0				0	0		
35					0				0				0				0	0		
Office Equipment and Accessories																				
1					0				0				0				0	0		
2					0				0				0				0	0		
3					0				0				0				0	0		
4					0				0				0				0	0		
5					0				0				0				0	0		
6					0				0				0				0	0		
7					0				0				0				0	0		
8					0				0				0				0	0		
9					0				0				0				0	0		
10					0				0				0				0	0		
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		

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
5					0				0				0				0	0		
6					0				0				0				0	0		
7					0				0				0				0	0		
8					0				0				0				0	0		
9					0				0				0				0	0		
10					0				0				0				0	0		
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		
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		

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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	0		
4					0				0				0				0	0		
5					0				0				0				0	0		
6					0				0				0				0	0		
7					0				0				0				0	0		
8					0				0				0				0	0		
9					0				0				0				0	0		
10					0				0				0				0	0		
Computer Supplies																				
1					0				0				0				0	0		
2					0				0				0				0	0		
3					0				0				0				0	0		
4					0				0				0				0	0		
5					0				0				0				0	0		
6					0				0				0				0	0		
7					0				0				0				0	0		
8					0				0				0				0	0		
9					0				0				0				0	0		
10					0				0				0				0	0		
Computer Equipment and Accessories																				
1	unit	1			1				0				0				0	1	3,000.00	3,000.00
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		
*Other Categories																				
1					0				0				0				0	0		
2					0				0				0				0	0		
3					0				0				0				0	0		
4					0				0				0				0	0		

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
C. TOTAL (A + B):																				105,526.98
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				10,552.70
E. GRAND TOTAL (C + D)																				116,079.68
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores					11031.71				8592.56				8669.17				8695.54			36988.98
G.2 Other Items not available at PS but regularly purchased from other sources					17766				14348				22526				13898			68538
TOTAL MONTHLY CASH REQUIREMENTS					28797.71				22940.6				31195.2				22593.5			105526.98

*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:

ROZHELLE S. CORPUZ
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:

AILEEN L. ABELLO
Corporate Accounts Analyst

Approved by:

MARLON J. ABESAMIS
General Manager

Date Prepared: 11/14/14