

**ANNUAL PROCUREMENT PLAN FOR 2018
For Common-Use Supplies and Equipment**

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

1. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs
 The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/O: DEVELOPMENT BANK OF THE PHILIPPINES - MAIN	Agency Account Code: X168	Contact Person: Alan C. Santos	
Region: MAIN & NCR		Position: Head, BAC Secretariat	
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Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	300			300				0				0				0	300	20.28	6,084.00
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	280			280				0				0				0	280	19.20	5,376.00
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			300	300				0				0	300	18.93	5,679.00
COMMON OFFICE SUPPLIES																				
1 ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				0				0				0	0	766.73	-
2 AIR FRESHENER, aerosol, 280ml/150g min	can				0				0				0				0	0	88.69	-

3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	360			360	360			Pages 2 360				0			0	720	49.73	35,805.60
4	CARBON FILM, PE, black, size 210mm x 297mm	box			0					0				0			0	0	205.48	-
5	CARBON FILM, PE, black, size 216mm x 330mm	box			0					0				0			0	0	210.91	-
6	CARTOLINA, assorted colors	pack			0					0				0			0	0	67.06	-
7	CHALK, molded, white, dustless, length: 78mm min	box			0					0				0			0	0	26.89	-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece			0					0				0			0	0	38.19	-
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece			0					0				0			0	0	40.47	-
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box			0		300			300				0			0	300	7.87	2,361.00
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box			0		150			150		150	150	0			0	300	13.94	4,182.00
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box			0					0		150	150	0			0	150	19.88	2,982.00
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box			0					0		100	100	0			0	100	41.10	4,110.00
14	CORRECTION TAPE, film base type, UL 6m min	piece		500		500				0	300		300	500			500	1300	18.26	23,738.00
15	DATA FILE BOX, made of chipboard, with closed ends	box			0					0				0			0	0	72.57	-
16	DATA FOLDER, made of chipboard, taglia lock	piece			0					0				0			0	0	71.39	-
17	ENVELOPE, DOCUMENTARY, for A4 size document	box			0			2000	2000			10	10				0	2010	424.47	853,184.70
18	ENVELOPE, DOCUMENTARY, for legal size document	box			0					0			14	14			0	14	538.80	7,543.20
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box		20		20				0			20	20			0	40	667.84	26,713.60
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece			0					0				0			0	0	28.71	-
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box			0					0				0			0	0	341.79	-
22	ENVELOPE, mailing, white, with window	box			0					0				0			0	0	427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece			2	2			4	4				0			0	6	11.55	69.30
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece			0					0				0			0	0	6.23	-
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	200			Pages 3 200				0			0	200	258.50	51,700.00
30	FOLDER, FANCY, for legal size documents	bundle			0				0				0			0	0	302.85	-
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		20	20	2			2		3	20	23			0	45	49.73	2,237.85
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	10			10			0	10	43.26	432.60
40	MARKER, FLUORESCENT, 3 assorted colors per set	set		300	300				0				0	300		300	600	36.97	22,182.00
41	MARKER, whiteboard, black, felt tip, bullet type	piece			0		120		120				0			0	120	10.69	1,282.80
42	MARKER, whiteboard, blue, felt tip, bullet type	piece			0				0	72			72			0	72	10.69	769.68
43	MARKER, whiteboard, red, felt tip, bullet type	piece			0				0				0			0	0	10.69	-
44	MARKER, PERMANENT, bullet type, black	piece	300		300	600			0			204	204			0	804	10.04	8,072.16
45	MARKER, PERMANENT, bullet type, blue	piece	96		96				0			96	96			0	192	10.04	1,927.68
46	MARKER, PERMANENT, bullet type, red	piece			0				0		48		48			0	48	10.04	481.92
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece			0				0	200			200			0	200	12.52	2,504.00
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad			0		300		300				0			0	300	32.45	9,735.00
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad			0				0	300			300			0	300	44.32	13,296.00
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			0				0				0			0	0	6.91	-
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box			0				0				0			0	0	14.04	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	2000	2000	4000			2000	2000			2000	2000			0	8000	137.66	1,101,280.00

55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	700			700	700			Pages 4 700		700		700			0	2100	160.94	337,974.00	
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		300	300					0	300			300			0	600	123.08	73,848.00	
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					0				0			0	0	20.40	-	
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece			0					0	20			20			0	20	319.07	6,381.40	
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, 8o rings, plastic, 32mm x 1.12m	bundle			0					0				0			0	0	267.14	-	
65	RUBBER BAND, 70mm min lay flat length (#18)	box		50	50			50	50	50				50			0	150	97.04	14,556.00	
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			0	600			600					0	600		600	1200	35.99	43,188.00	
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	360		360	360			360		360			360		5	5	1085	35.99	39,049.15	
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece		36	36			48	48	36				36			0	120	35.99	4,318.80	
70	STAMP PAD INK, purple or violet	bottle	36		36			36	36	36				36			0	108	25.62	2,766.96	
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	12		12			12	12					0	12		12	36	28.77	1,035.72	
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box		3	3					0				0		5	5	8	21.51	172.08	
73	STAPLE WIRE, STANDARD, (26/6)	box			0					0	300			300	300	5		305	605	19.68	11,906.40
74	TAPE, MASKING, width: 24mm (±1mm)	roll			0		198		198					0			0	198	57.32	11,349.36	
75	TAPE, MASKING, width: 48mm (±1mm)	roll			0				0					0			0	0	109.24	-	
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll			0	150			150					0			0	150	29.08	4,362.00	
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll		500	500				0	500				500	1000		0	1500	11.36	17,040.00	
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll			0				0					0			0	0	27.58	-	
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack			0				0					0			0	0	70.30	-	
80	TWINE, plastic, one (1) kilo per roll	roll	50		50				0					0			0	50	51.92	2,596.00	

81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0				Pages 5 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				0				0				0			0	0	10.22	-
2	CUTTER KNIFE, for general purpose	piece				0				0				0			0	0	20.55	-
3	DATING AND STAMPING MACHINE, heavy duty	piece				0				0				0			0	0	497.52	-
4	PENCIL SHARPENER, manual, single cutter head	piece		6	6		1	1	2	1	1	1	3				0	11	194.69	2,141.59
5	PUNCHER, paper, heavy duty, with two hole guide	piece		20	20	1	1	2	4		12		12		2		2	38	123.42	4,689.96
6	SCISSORS, symmetrical, blade length: 65mm min	pair				0				0				3		3	3		14.28	42.84
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece				0				0		16	16				0	16	85.45	1,367.20
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece		18	16	34	21	5	16	42		4	4			9	9	89	913.95	81,341.55
9	STAPLE REMOVER, PLIER-TYPE	piece				0	50			50	50			50	50		50	150	18.91	2,836.50
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	4		9	13	2	1	2	5		2	2				0	20	51.57	1,031.40
11	WASTEBASKET, non-rigid plastic	piece				0				0							0	0	25.96	-
COMMON JANITORIAL SUPPLIES																				
1	BROOM, soft (tambo)	piece				0	50			50				0			0	50	91.94	4,597.00
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece		24		24				0				0			0	24	24.88	597.12
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0				0	15		15			30	30	45	43.26	1,946.70
4	CLEANSER, SCOURING POWDER, 350g min./can	can				0				0							0	0	24.88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch				0				0							0	0	38.93	-
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	30			30		75	75	15	15	50	80				0	185	125.20	23,162.00
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0				0							0	0	28.12	-
8	FLOOR WAX, PASTE, RED	can				0				0							0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can				0				0		50	50				0	50	90.85	4,542.50
10	INSECTICIDE, aerosol type, net content: 600ml min	can				0				0							0	0	142.77	-
11	MOP BUCKET, heavy duty, hard plastic	piece				0				0							0	0	1,987.44	-

12	MOPHANDLE, heavy duty, aluminum, screw type	piece				0	24			Pages 6 24	24			24			0	48	148.18	7,112.64
13	MOPHEAD, made of rayon, weight: 400 grams min	piece				0				0			100	100			0	100	110.32	11,032.00
14	RAGS, all cotton, 32 pieces per kilogram min	bundle				0				0				20		20	20	51.68	1,033.60	
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0				0						0	0	107.08	-	
16	TRASHBAG, plastic, transparent	roll				0				0						0	0	145.48	-	
17	DETERGENT BAR, 140 grams as packed	bar				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							Pages 7 0								0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit							0								0	0	1,379.04	-
22	Desktop Computer, branded	unit							0								0	0	35,887.49	-
23	Laptop Computer, branded	unit							0								0	0	36,587.28	-
COMMON COMPUTER SUPPLIES																				
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box			200	200			0	200			200	300			300	700	709.53	496,671.00
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	200			200			0				0	150			150	350	1,070.78	374,773.00
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box			200	200			0				0				0	200	796.06	159,212.00
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box			100	100			0				0				0	100	1,352.00	135,200.00
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0			0		20	20					0	20	620.67	12,413.40
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0		10	10				0				0	10	1,076.19	10,761.90
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece			24	24	50		50		500		500				0	574	22.66	13,006.84
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece				0		7	7				0				0	7	3,152.86	22,070.02
9	FLASH DRIVE, 16 GB capacity	piece				0			0				0				0	0	261.75	-
10	MOUSE, optical, USB connection type	unit			4	4	2		2				0		1		1	7	140.39	982.73
HANDBOOK ON PROCUREMENT																				
1	HANDBOOK (RA 9184), 7th Edition	piece				0			0				151	151			0	151	48.13	7,267.63
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			Pages 8 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				Pages 9 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			120	120				0				0			0	120	373.15	44,778.00
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0		50	50				0	50	373.15	18,657.50
41	INK CART, HP CZ107AA, (HP678), Black	cart		32		32	3	7	22	32		6	10	16			0	80	379.64	30,371.20
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart		16	3	19		5	20	25		4	3	7			0	51	379.64	19,361.64
43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0			0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0			0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0			0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0			0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0			0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0			0	0	0.00	-
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0				0			0	0	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0				0			0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0				0			0	0	0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart				0				0				0			0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0			0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0			0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0			0	0	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0				0			0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0			0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0			0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0			0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0			0	0	0.00	-

61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0			Pages 10 0				0			0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0			0				0			0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0			0				0			0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0			0				0			0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0			0				0			0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0			0				0			0	0	753.88	-
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				0			0				0			0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0	21		21				0			0	21	2,658.57	55,829.97
69	TONER CART, BROTHER TN-2130, Black	cart				0			0				0			0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0			0				0			0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart	95		88	183		95	88	183	100	66	66	232		0	598	3,059.63	1,829,658.74
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0			0				0			0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0			0				0			0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0	1		1				0			0	1	3,444.90	3,444.90
75	TONER CART, HP CE255A, Black	cart				0			0				0			0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0			0				0			0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				0			0				0			0	0	3,009.01	-
78	TONER CART, HP CE310A, Black	cart				0			0				0			0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0			0				0			0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0			0				0			0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0			0				0			0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0			0				0			0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0			0				0			0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0			0				0			0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0			0				0			0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0			0				0			0	0	7,998.43	-

87	TONER CART, HP CE400A, Black	cart				0				Pages 11 0				0			0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0				0			0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0				0			0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0				0				0			0	0	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0			0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0			0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0			0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0			0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				0				0				0			0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				0				0				0			0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0				0			0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0				0			0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0			0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0				0			0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0				0				0			0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0			0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0			0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0				0			0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0				0			0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0				0			0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0			0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0			0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0			0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0			0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0				0			0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0			0	0	0.00	-

113	TONER CART, HP CF352A Yellow LJ	cart				0			Pages 12 0				0			0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0			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	1		1				0			0	1	3,228.58	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 E360H1P, Black	cart				0			0				0			0	0	9,229.29	-

139	TONER CART, LEXMARK T650A11P, Black	cart				0			Pages 13 0				0			0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0			0				0			0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0			0				0			0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0			0				0			0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0			0				0			0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0			0				0			0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0			0				0			0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0			0				0			0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0			0				0			0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0			0				0			0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0			0				0			0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0			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	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0			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	Bulb 60 watts daylight	pcs				0			0		50		50			0	50	800.00	40,000.00
2	BULB FROSTED 220V 50WATTS ORANGE	pcs				0			0					3400	3400	3400	80.00	272,000.00	
3	Electrode cord	pcs				0			0		20		20			0	20	300.00	6,000.00
4	Electronic ballast 2 x 14 watts	pcs				0			0		25		25			0	25	1,160.00	29,000.00
5	Electronic ballast 2 x 25 watts	pcs				0			0		50		50			0	50	1,160.00	58,000.00

COMMON OFFICE EQUIPMENT

1	Calculator 16 digit	pcs			9	9			0	1	1		2		2		2	13	869.00	11,297.00
2						0			0				0			0	0			-
3						0			0				0			0	0			-
4						0			0				0			0	0			-

5					0				0				0				0	0		-	
COMMON OFFICE SUPPLIES																					
1	Ball pen blk	pcs		1800		1800				0				0	1800			1800	3600	9.95	35,820.00
2	Ball pen blue	pcs				0			0	50			50				0	50	19.00	950.00	
3	Ball pen red	pcs				0			0	100			100				0	100	19.00	1,900.00	
4	Blade cutter big	pcs				0	2	5		7		2		2		1		1	10	79.00	790.00
5	Blade nt cutter small	pcs				0		5		5				0				0	5	105.00	525.00
6	Carton box	pcs				0				200	200			0				0	200	200.00	40,000.00
7	Clear front report cover folder	pcs				0				20	20			0				0	20	50.00	1,000.00
8	Clip bulldog 3"	box	100			100		100		100				0	100			100	300	9.80	2,940.00
9	Columnar book 4 columns	book				0		10		10		2		2				0	12	30.00	360.00
10	Cont form 3 ply 11 x 4-7 gl	box				0				0		10		10				0	10	760.00	7,600.00
11	Cont form center perford white	box		30		30				0				0				0	30	568.00	17,040.00
12	Cont form center perford yellow	box				0				0		35	35					0	35	907.00	31,745.00
13	Edp file form folder	pcs			500	500				500	500		500					0	1500	43.00	64,500.00
14	Edp folder short	pcs			500	500				0				0	800			800	1300	35.30	45,890.00
15	Env brown big carpeta	pcs		3000	3000	6000				0	3000		3000	6000				0	12000	1.60	19,200.00
16	Env brown small carpeta	pcs		3000	2000	5000	3000			3000			3000	3000				0	11000	1.20	13,200.00
17	Env mailing non window big	pcs		30000		30000				0				0				0	30000	0.86	25,800.00
18	Env mailing non window special	pcs		1500		1500				0				0				0	1500	12.00	18,000.00
19	Env mailing window big	pcs		50000		50000		50000	80000	130000			50000	50000				0	230000	0.80	184,000.00
20	Env mailing window special	pcs		2000		2000				0				0	2000			2000	4000	9.90	39,600.00
21	Envelope expanding plastic with lock w/o handle	pcs			50	50				0				0				0	50	43.00	2,150.00
22	Folder 2 ring letter size	pcs				0			4	4				0				0	4	240.00	960.00
23	Folder 3 ring binder 2"	pcs			50	50				0				0				0	50	800.00	40,000.00
24	Folder customized	pcs				0	65			65				0				0	65	500.00	32,500.00

25	Folder legal size	pack			16800	16800				0				0			0	16800	16.00	268,800.00
26	Folder legal size with print	pcs			0	500			500					0			0	500	60.00	30,000.00
27	Folder plastic l type a4	pcs			50	50			130	130			100	100			0	280	4.00	1,120.00
28	Folder plastic l type legal	pcs			0				50	50			100	100			0	150	4.25	637.50
29	Folder short	pcs			0				0	2000			2000				0	2000	2.50	5,000.00
30	Laminating film a4	pack	1		1				1				1	1			0	3	1,300.00	3,900.00
31	Laminating film legal	pack	1		1				0				0				0	1	1,425.00	1,425.00
32	legal folder	pcs	5000		5000				0	5000			5000	5000			5000	15000	3.00	45,000.00
33	Marble Folder	pcs			0				500	500			500	500			0	1000	36.00	36,000.00
34	Ruler 12"	pcs			7	7			6	6			1	1			0	14	29.95	419.30
35	Tray incoming and outgoing	pcs			3	3			0	2			1	3			0	6	560.00	3,360.00
					0				0				0	0			0	0		-
					0				0				0	0			0	0		-

COMMON JANITORIAL SUPPLIES

1	Cleaner all purpose	pcs			50	50			75	50	125			0	75			75	250	113.00	28,250.00	
2	Duster cotton	pcs			0				0				25	25			0	25	25.00	625.00		
3	liquid Hand Soap	pack		5	75	80	75	50	75	200			75	75	150			0	430	118.00	50,740.00	
4	liquid Soap all purpose	pcs			0				0				75	75			0	75	118.00	8,850.00		
5	Trash bag 18.5 x 18.5 x 40 clear	bot	5000		3000	8000	500	3000	3000	6500	3000			4000	7000			3000	3000	24500	3.65	89,425.00
6	Trash bag 18.5 x 18.5 x 40 green	bot	5000		3000	8000		3000	3000	6000				0				3000	3000	17000	3.90	66,300.00
7	Trash bag 9 x 9 18 clear	pcs	5000		3000	8000		3000	3000	6000			3000	2000	5000			3000	3000	22000	0.93	20,460.00
8	Flannel cloth	pcs	200		200			3000	3000	6000	200			200				3000	3000	9400	55.00	517,000.00
9					0				0				0	0			0	0		-		
10					0				0				0	0			0	0		-		
11					0				0				0	0			0	0		-		
12					0				0				0	0			0	0		-		

					0				0				0				0	0		-
CONSUMABLES																				
1	Cart for epson fx2175	pcs	257		257	400			400		400		400				0	1057	334.90	353,989.30
2	Color ribbon evolvis ymcko 200 prints	unit			0	10			10		4		4				0	14	3,800.00	53,200.00
3	Drum cart canon lbp 7018c 29	cart		4	4		2	4	6	3			3				0	13	4,691.00	60,983.00
4	Drum unit brother dr2255	unit			0		2	2	4	1			1				0	5	2,720.00	13,600.00
5	Drum unit brother dr3355	unit	6	10	16	1	3	4	8	6	4		10		2	2	4	38	6,885.00	261,630.00
6	Drum Unit Brother MFC 7220 DR 2025	unit			0				0				0		1		1	1	4,560.00	4,560.00
7	HP 5550 ink cart c6656a	cart	50		50				0				0				0	50	820.00	41,000.00
8	HP laserjet 1102 cart blk	cart			0	10			10				0		1		1	11	2,756.00	30,316.00
9	IBM Passbook Ribbon	pcs			0				0			200	200				0	200	163.00	32,600.00
10	Imaging drum hp laserjet cp6015 blk	unit		1	1				0	1			1				0	2	7,020.00	14,040.00
11	Imaging drum hp laserjet cp6015 cyan	unit			0				0	1			1				0	1	17,900.00	17,900.00
12	Imaging drum hp laserjet cp6015 magenta	unit			0				0	1			1				0	1	17,900.00	17,900.00
13	Imaging drum hp laserjet cp6015 yellow	unit			0				0	1			1				0	1	17,900.00	17,900.00
14	Ink Blk MZ TISO Master Machine Type 77	unit			0				0				0		20		20	20	4,850.00	97,000.00
15	Ink Cart HP 22 colored	cart			0	30			30				0				0	30	619.00	18,570.00
16	Ink cart hp 51645a	cart	12		12			100	100				0				0	112	1,346.80	150,841.60
17	Ink cart hp 5610 #27	cart	20		20	30			30				0				0	50	900.00	45,000.00
18	Ink cart hp 678 colored	cart		3	3				0				0				0	3	360.00	1,080.00
19	Ink cart hp 703 blk	cart			0				0	4			4				0	4	358.80	1,435.20
20	Ink cart hp 703 tri color	cart			0				0	4			4				0	4	358.80	1,435.20
21	Ink cart hp 901 blk	cart			0				0	50			50				0	50	639.60	31,980.00
22	Ink cart hp 92 blk	cart			0				0			6	6				0	6	730.00	4,380.00
23	Ink cart hp 93 tri color	cart		3	3				0			6	6				0	9	900.00	8,100.00
24	Ink cart hp 98 blk	cart		5	5				0				0				0	5	826.80	4,134.00

25	Ink cart panini prtt blk	cart				0				0	246			246				0	246	3,000.00	738,000.00
26	Ink Epson L210 Blk	bot		4	4					0		4		4				0	8	254.80	2,038.40
27	Ink Epson L210 cyan	bot	2		2					0				0				0	2	237.00	474.00
28	Ink Epson L210 magenta	bot		2	2					0		2		2				0	4	254.80	1,019.20
29	Ink Epson L210 yellow	bot		2	2					0		2		2				0	4	254.80	1,019.20
30	Ink epson l350 blk	bot	2		2	4	12	9	4	25	1	17		18		5		5	52	254.80	13,249.60
31	Ink epson l350 cyan	bot	2		2	4	7	6	2	15	5	8		13		5		5	37	254.80	9,427.60
32	Ink epson l350 magenta	bot	2		2	4	7	6		13	5	6		11		5		5	33	254.80	8,408.40
33	Ink epson l350 yellow	bot	2		2	4	7	6		13	5	6		11		5		5	33	254.80	8,408.40
34	Ink epson workforce pigment blk	bot			41	41			50	50				0				0	91	550.00	50,050.00
35	Ink ribbon dater machine lathem lltc	pcs			0					0		1		1	1			1	2	1,724.00	3,448.00
36	Ink ribbon dater machine elite ap-20	pcs			0					0		3		3				0	3	450.00	1,350.00
37	Ink risograph blk e type	tube		20	20				10	10	20			20				0	50	1,690.00	84,500.00
38	Resin ribbon zebra 5094 performance	roll			0					0		5		5				0	5	5,075.00	25,375.00
39	Ribbon Cart Amano Pix	cart			0					0				0		3		3	3	470.00	1,410.00
40	Ribbon Cart Winner ETP 20	pcs			0					0		2		2		3		3	5	1,250.00	6,250.00
41	Ribbon compuprint sp40	pcs		30	30					0			30	30				0	60	850.00	51,000.00
42	Ribbon epson printer lq 2180	pcs			0	10				10				0				0	10	280.00	2,800.00
43	Ribbon for oki printer 321	pcs		300	300					0				0				0	300	190.00	57,000.00
44	Ribbon Tally Genicom T6800	pcs			0					0				0		10		10	10	6,500.00	65,000.00
45	Toner brother 2840 tn2280	unit	7	8	12	27	3	10	2	15		3	12	15				0	57	2,720.00	155,040.00
46	Toner brother hl 2270dw tn 2280	unit	5	3		8		2	6	8	3	5	5	13				0	29	2,725.00	79,025.00
47	Toner brother tn3320	unit			88	88				0				0				0	88	3,354.00	295,152.00
48	Toner brother tn3348	unit			0		2			2		4		4				0	6	5,100.00	30,600.00
49	Toner canon 3460 lp	unit			0					0			6	6				0	6	6,300.00	37,800.00
50	Toner canon lbp 318 blk	unit		2		2				0		10		10				0	12	6,080.00	72,960.00

51	Toner canon lbp 318 cyan	unit		2		2				0		4		4			0	6	5,470.00	32,820.00
52	Toner canon lbp 318 magenta	unit		2		2				0		7		7			0	9	5,470.00	49,230.00
53	Toner canon lbp 318 yellow	unit		2		2				0		9		9			0	11	5,470.00	60,170.00
54	Toner canon lbp 329 blk	unit			10	10				0			50	50			0	60	2,299.00	137,940.00
55	Toner canon lbp 329 cyan	unit			10	10				0				0	30		30	40	2,599.00	103,960.00
56	Toner canon lbp 329 magenta	unit			10	10				0				0	30		30	40	2,599.00	103,960.00
57	Toner canon lbp 329 yellow	unit			10	10				0				0	30		30	40	2,599.00	103,960.00
58	Toner canon lbp 7018c 329 black	unit		9	65	74	14	13	19	46	26			26		3	3	149	2,299.00	342,551.00
59	Toner canon lbp 7018c 329 cyan	unit		9	30	39	6	12	2	25				0		1	1	65	2,950.00	191,750.00
60	Toner canon lbp 7018c 329 magenta	unit		4	25	29	6	10	2	18	25			25		1	1	73	2,599.00	189,727.00
61	Toner canon lbp 7018c 329 yellow	unit		3	27	30	6	11	3	20	25			25		1	1	76	2,599.00	197,524.00
62	Toner canon lbp 7680 329 blk	unit				0				0	2			2			0	2	6,100.00	12,200.00
63	Toner canon lbp 7680 329 cyan	unit				0				0	2			2			0	2	5,470.00	10,940.00
64	Toner canon lbp 7680 329 magenta	unit				0				0	2			2			0	2	5,470.00	10,940.00
65	Toner canon lbp 7680 329 yellow	unit				0				0	2			2			0	2	5,470.00	10,940.00
66	Toner canon lbp 7680cx 318 blk	unit				0		7		7				0			0	7	6,100.00	42,700.00
67	Toner canon lbp 7680cx 318 cyan	unit				0		5		5				0			0	5	5,470.00	27,350.00
68	Toner canon lbp 7680cx 318 magenta	unit				0		5		5				0			0	5	5,470.00	27,350.00
69	Toner canon lbp 7680cx 318 yellow	unit				0		5		5				0			0	5	5,470.00	27,350.00
70	Toner hp 410a hp color laserjet blk	unit				0				0	1			1			0	1	4,350.00	4,350.00
71	Toner hp 410a hp color laserjet cyan	unit				0				0	1			1			0	1	5,513.00	5,513.00
72	Toner hp 410a hp color laserjet magenta	unit				0			1	1	1			1			0	2	5,513.00	11,026.00
73	Toner hp 410a hp color laserjet yellow	unit				0				0	1			1			0	1	5,513.00	5,513.00
74	Toner HP 410x blk	unit			2	2				0				0			0	2	4,700.00	9,400.00
75	Toner hp 410x hp color laserjet blk	unit				0		1		1				0			0	1	5,513.00	5,513.00
76	Toner hp 410x hp color laserjet cyan	unit				0		1		1				0			0	1	6,000.00	6,000.00

77	Toner hp 410x hp color laserjet yellow	unit			0		1		1				0			0	1	6,000.00	6,000.00
78	Toner HP 410x magenta	unit		1	1				0				0			0	1	6,000.00	6,000.00
79	Toner HP 410x yellow	unit		1	1				0				0			0	1	6,000.00	6,000.00
80	Toner HP Laserjet 5500 Blk	unit			0				0				0		1	1	1	2,299.00	2,299.00
81	Toner HP Laserjet 5500 Cyan	unit			0				0				0		1	1	1	2,299.00	2,299.00
82	Toner HP Laserjet 5500 Magenta	unit			0				0				0		1	1	1	2,299.00	2,299.00
83	Toner HP Laserjet 5500 yellow	unit			0				0				0		1	1	1	2,599.00	2,599.00
84	Toner hp laserjet blk	unit		2	2				0				0			0	2	5,562.00	11,124.00
85	Toner hp laserjet cc530a blk	unit		1	1				0				0			0	1	5,562.00	5,562.00
86	Toner hp laserjet cc531a cyan	unit		1	1				0				0			0	1	5,562.00	5,562.00
87	Toner hp laserjet cc532a yellow	unit		1	1				0				0			0	1	5,562.00	5,562.00
88	Toner hp laserjet cc533a magenta	unit		1	1				0				0			0	1	5,562.00	5,562.00
89	Toner HP laserjet ce400a blk	unit		1	1				0				0			0	1	5,900.00	5,900.00
90	Toner HP laserjet ce401a cyan	unit		1	1				0				0			0	1	8,700.00	8,700.00
91	Toner hp laserjet magenta	unit		1	1				0				0			0	1	16,758.00	16,758.00
92	Toner hp laserjet p1006 35a blk	unit		3	3				0				0		1	1	4	13,130.00	52,520.00
93	Toner HP Laserjet P1102 Blk	unit			0				0				0		1	1	1	18,335.00	18,335.00
94	Toner hp lasetjet cp6015x blk	unit			0				0	2			2			0	2	10,720.00	21,440.00
95	Toner hp lasetjet cp6015x cyan	unit			0				0	2			2			0	2	16,800.00	33,600.00
96	Toner konika Minolta 4650en	unit		1	1	3			3		4	1	5	4		4	13	11,790.00	153,270.00
97	Toner Samsung ml4050n	unit		28	28				0				0			0	28	10,100.00	282,800.00
98	Toner Xerox Phaser 3435	unit		58	58				0	58			58			0	116	5,030.00	583,480.00
99	Tran Film laser printer cg 3300	unit			0				0	5			5			0	5	200.00	1,000.00
100	Ink cart 901 colored	cart		30	30				0				0			0	30	1,019.20	30,576.00
101	Ink cart hp 1010 blk	cart			0				0			5	5			0	5	644.80	3,224.00
102	Ink cart hp 1010 tri color	cart			0				0			5	5			0	5	826.80	4,134.00

103	Ink cart hp 22 colored	cart				0				0			20	20				0	20	751.92	15,038.40
104	Ink cart hp 51645a	cart			30	30				0				0				0	30	1,346.80	40,404.00
105	Ink cart HP 703 Blk	cart				0				0		4	4					0	4	358.80	1,435.20
106	Ink cart HP 703 tri color	cart				0				0		4	4					0	4	358.80	1,435.20
107	Ink Epson L210 Blk	cart				0		4	4					0				0	4	254.80	1,019.20
108	Ink Epson L210 cyan	cart				0		4	4					0				0	4	254.80	1,019.20
109	Ink Epson L210 magenta	cart				0		4	4					0				0	4	254.80	1,019.20
110	Ink Epson L210 yellow	cart				0		4	4					0				0	4	254.80	1,019.20
111	Toner Brother hl5450dn	unit	95			95				0				0				0	95	3,354.00	318,630.00
112	Toner hp laserjet 1cc531a cyan	unit				0			1	1				0				0	1	5,620.00	5,620.00
113	Toner hp laserjet cc530a blk	unit				0			2	2				0				0	2	5,402.00	10,804.00
114	Toner hp laserjet cc532a yellow	unit				0			1	1				0				0	1	5,620.00	5,620.00
115	Toner hp laserjet cc533a magenta	unit				0			1	1				0				0	1	5,620.00	5,620.00
116	Toner hp laserjet p1006 35a blk	unit				0				0		1	1					0	1	2,450.00	2,450.00
117	Toner hp laserjet p2055dn blk	unit				0			1	1				0				0	1	3,998.00	3,998.00
118	Toner hp laserjet p3015dn blk	unit				0			1	1				0				0	1	6,754.00	6,754.00
119	Deskjet ink color	unit	8		12	20				0				0				0	20	1,492.40	29,848.00
Office Equipment and Accessories																					
1	Cassette tape blank 60min.	pcs			100	100				0			1000	1000				0	1100	99.70	109,670.00
2	Clear go add machine ribbon	pcs		30		30				0				0				0	30	432.00	12,960.00
3	Connector rj 45	pcs			1000	1000				0				0				0	1000	350.00	350,000.00
4	Desk stand MOED	unit	3	1	1	5			2	2				0				0	7	389.56	2,726.92
5	Ink pump assembly risograph m2770	unit				0				0	1			1				0	1	12,000.00	12,000.00
6	Stapler Heavy duty	unit				0	1			1		2		2		10		10	13	2,565.00	33,345.00
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	3 ring binder folder a4 white	pcs			0				0	100			100				0	100	99.70	9,970.00
2	Binding cover a4	pcs		1	1				0				0				0	1	432.00	432.00
3	Binding cover transparent A4	pcs			0			1	1				0				0	1	350.00	350.00
4	Borrowing credit folder	pcs		500	500				0		500		500				0	1000	389.56	389,560.00
5	Eraser staedtler	pcs		3	3			5	5		7		7				0	15	40.00	600.00
6	Fastener 8"	box			0				0	30			30				0	30	118.00	3,540.00
7	Fastener aluminum long	pcs			0			20	20				0				0	20	28.00	560.00
8	Fastener plastic	box			0				0	300			300				0	300	35.00	10,500.00
9	File index 10 atb divider A4	pack			0			13	13				0				0	13	85.00	1,105.00
10	Index Divider letter size	pack			0			4	4				0				0	4	100.00	400.00
11	Index Divider multi colored Legal size	pack			0				0	30			30				0	30	100.00	3,000.00
12	Index tabs self adhesive	pack			0			10	10				0				0	10	56.00	560.00
13	Ink pad shiny s821	pcs	5		5				0		17		17				0	22	120.00	2,640.00
14	Ink pad shiny s822	pcs	10		10				0		10		10				0	20	300.00	6,000.00
15	Ink pad shiny s823	pcs			0				0		5		5				0	5	71.00	355.00
16	Ink pad shiny s830	pcs	5		5				0				0				0	5	120.00	600.00
17	Shiny s831	pcs			0				0				0			1	1	1	420.00	420.00
18	Ink Pad trodat 4810	pcs	5		5				0		2		2				0	7	120.00	840.00
19	Ink Pad trodat 4911	pcs	5		5				0				0				0	5	120.00	600.00
20	Ink Pad trodat 5460	pcs	5		5				0				0				0	5	165.00	825.00
21	Magazine box double customized	pcs		2	5	7		6	6				0				0	13	150.00	1,950.00
22	Mort legal folder	pcs			0	500			500				0				0	500	79.98	39,990.00
23	Packaging tape clear	pcs			0			1	1	10			10				0	11	29.75	327.25

24	Paper Clip	box		300		300				0	300			300				0	600	5.50	3,300.00
25	Paper Clip Plastic Big	box				0				0	100			100				0	100	13.50	1,350.00
26	Paper Photo glossy	Pack			0		2		2			3		3				0	5	87.00	435.00
27	Paper Puncher 3 hole	pcs		1	1			1	1	1				1				0	3	920.00	2,760.00
28	paste with brush	jar		500		500				0				0				0	500	28.00	14,000.00
29	mort Security Folder	pcs				0	500			500				0				0	500	57.50	28,750.00
30	Pencil lead 0.5	pcs		5	5					0		10		10				0	15	35.70	535.50
31	Pencil lead 0.7	pcs		2	2					0		10		10				0	12	47.50	570.00
32	Post it note 1 1/2 x 2	pcs				0	300			300				0				0	300	19.00	5,700.00
33	Post it note 4 x 6 ruled	pcs		2	2					0				0				0	2	117.00	234.00
34	Post it note pad 3 x 5	pcs				0				0	300			300				0	300	66.85	20,055.00
35	Post it tape flag multi color	pcs		13	13					0		200		200				0	213	84.70	18,041.10
36	Post it tape flags sign here	pcs				0	300			300				0				0	300	125.00	37,500.00
37	Pressboard Folder	pcs		3000		3000				0	3000			3000				0	6000	17.00	102,000.00
38	Scissor #6	pcs		24	24	1	1		2					0		2		2	28	42.00	1,176.00
39	Scissor #8	pcs				0				0		2	3	5				0	5	42.00	210.00
40	Sign pen Green	pcs				0	36			36		36		36				0	72	44.00	3,168.00
41	Signing folder leather	pcs				0				0		20		20				0	20	2,300.00	46,000.00
42	Special board paper moroccan a4 royal blue	pcs				0				0	100			100				0	100	36.75	3,675.00
43	Special Paper	ream	2		3	5	1		1					0				0	6	2,445.00	14,670.00
44	Special Paper with letterhead	ream	2			2				0		2		2	1			1	5	5,750.00	28,750.00
45	Stamp self inking dater 4810	pcs			1	1	2	2		4				0				0	5	800.00	4,000.00
46	Stamp self inking dater s822	pcs	3			3	7	4		11		25		25		9		9	48	300.00	14,400.00
47	Stamp self inking 5460	pcs			3	3	1			1		1		1				0	5	1,900.00	9,500.00
48	Stamp self inking s821	pcs				0	2	3		5				0				0	5	250.00	1,250.00
49	Stamp self inking s823	pcs				0	5	3		8		3		3		1		1	12	380.00	4,560.00

50	Stamp self inking s827	pcs			0		2		2				0			0	2	850.00	1,700.00
51	Stamp self inking s830	pcs			0				0		1		1			0	1	1,120.00	1,120.00
52	Staple wire 3/8" 30-70 sheets	pcs		13	13				0				0			0	13	31.25	406.25
53	Time card ordinary	pcs		1000	1000				0				0			0	1000	2.50	2,500.00
54	glue stick	stick		2	2				0				0			0	2	19.75	39.50
55					0				0				0			0	0		-

Audio and visual presentation and composing equipment

1	Connector 3.5 stereo to xlr male	unit			0	5			5				0			0	5	400.00	2,000.00
2	Connector rg6	unit		100	100				0				0			0	100	28.00	2,800.00
3	Headset Wireless w/ Lifter	unit			0				0		4		4			0	4	13,530.00	54,120.00
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	Hand gloves	pcs			0				0		50		50				0	50	23.00	1,150.00
2	Hand Gloves Leather	pcs	10		10				0				0				0	10	105.00	1,050.00
3	Hand Gloves Rubberized	pcs			0				0		50		50				0	50	98.00	4,900.00
4	Hand Pads	pcs		100	100				0				0				0	100	100.00	10,000.00
5	Steel wool	box	2	3	5			3	3			3	3				0	11	1,875.00	20,625.00
6	Tissue facial	box			0				0				0		3	2	5	5	3,922.00	19,610.00
7	Tissue Toilet	pcs	2048		2048	4096			2048	2048		2688		2688			0	8832	19.20	169,574.40
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
Paper Materials and Products																				
1	Adding machine tape 2 1/4	pcs			300	300			0	300			300				0	600	9.50	5,700.00
2	Bond paper a-4 yellow	pcs	1500		1500			1500	1500				0				0	3000	113.00	339,000.00
3	Bond paper blue a4	ream		50	50	100			100		100		100				0	250	117.50	29,375.00
4	Bond paper green a4	ream			0	100			100				0				0	100	111.00	11,100.00
5	Bond paper pink a4	ream		50	50				0	50			50				0	100	111.00	11,100.00
6	Bond paper yellow legal	ream			0				0			300	300				0	300	113.00	33,900.00
7	Bond with letterhead	ream		150	150				0		150		150				0	300	316.00	94,800.00
8	Bond with letterhead special	ream		6	6				0				0				0	6	3,280.00	19,680.00
9	Cont form 5 ply 11x 9 1/2 carbonless w/ DBP logo	box			0			30	30				0				0	30	1,470.00	44,100.00
10	Fold cote	pcs	10000		10000	20000			0			10000	10000			10000	10000	40000	5.82	232,800.00
11	Newsprint A4	ream		100	100				0	100			100				0	200	72.60	14,520.00
12	Newsprint Legal	ream		30	30				0				0				0	30	77.80	2,334.00

13	Mimeo paper A4	ream			150	150				0				0			0	150	3,500.00	525,000.00
14	Sticker paper a4 white	pack			155	155	5		45	50			4000	4000			0	4205	26.00	109,330.00
15	Sticker paper a4 green non glossy	pcs				0				0			100	100			0	100	6.50	650.00
16	Sticker paper legal glossy	pcs				0			30	30				0			0	30	2.65	79.50
17	Sticker round colored w/o print	pcs				0				0	14000			14000			0	14000	0.30	4,200.00
18	Sticky notes check wallet type	pcs				0				0	17500			17500			0	17500	50.00	875,000.00
19	Filler MOED calendar	set	24	1	15	40				0				0		15	15	55	170.00	9,350.00

Lighting and fixtures and accessories

1	Ceiling light led 7 x 1w daylight	pcs		100		100				0	50			50			0	150	560.00	84,000.00
2	Ceiling light led 7 x 1w warmlight	pcs				0	100			100				0			0	100	540.00	54,000.00
3	Cfl 20 watts daylight	pcs			150	150				0			150	150			0	300	135.00	40,500.00
4	Cfl 20 watts warm white	pcs			150	150				0				0			0	150	132.00	19,800.00
5	Lamp flourescent t-5 14 watts	pcs				0				0		5		5			0	5	4,368.00	21,840.00
6	Lamp flourescent t-5 28 watts daylight	pcs		10		10				0		5		5			0	15	4,200.00	63,000.00
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	Magnetic contactor	unit			2	2			1	1				0			0	3	4,500.00	13,500.00
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		-

Computer Supplies

1	Adapter vga to hdmi	pcs		5		5			2	2		1		1			0	8	750.00	6,000.00	
2	Cable coaxial rg6	pcs			3	3				0				0			0	3	4,000.00	12,000.00	
3	Cable hdmi	pcs		6	4	10				0		15	1	16		5	5	31	1,050.00	32,550.00	
4	Dvd recordable 4.7gb	pcs		60	224	284	10		300	310		40		40			0	634	23.00	14,582.00	
5	Flash drive 64gb	unit	10			10				0							0	10	1,200.00	12,000.00	
6	Fuser assembly	unit		7	2	9	4	4		8	6	4	6	16	1	1	2	4	37	4,530.00	167,610.00
7	Hard Disk enclosure	unit				0	1			1				0			0	1	1,600.00	1,600.00	
8	Hard Disk Internal Sata	unit			1	1	1			1		1		1			0	3	3,500.00	10,500.00	
9	Hard Drive 3tb External Portable	unit				0	8			8				0			0	8	6,000.00	48,000.00	
10	USB flash drive, 32gb, 3.	unit				0				0				0	20		20	20	1,000.00	20,000.00	

Computer Equipment and Accessories

1	Keyboard wired	unit				0				0	1			1			0	1	5,625.00	5,625.00
2	Label printer tape dymo tag blk 12mm x 4mm	pcs				0		8		8				0			0	8	500.00	4,000.00
3	Lto ultrim 4 data cart w/ barcode	cart		300		300		300		300				0			0	600	911.00	546,600.00
4	Memory card compact flash	unit				0				0		4	4				0	4	3,500.00	14,000.00
5	Video card	Unit		2		2	2	1		3				0		1	1	6	3,300.00	19,800.00
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**

G.1 Available at Procurement Service Stores		2,115,245.97		Pages 28 of 28 2,122,240.65	1,478,092.33		433,858.66		₱	6,149,437.61
G.2 Other Items not available at PS but regularly purchased from other sources		5,574,567.10		2,898,790.77	4,796,695.05		1,297,998.00		₱	14,568,050.92
TOTAL MONTHLY CASH REQUIREMENTS		7,689,813.07		5,021,031.42	6,274,787.38		1,731,856.66		₱	20,717,488.53

*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.

Mgr. Alan C. Santos

SM Fe B. dela Cruz

SVP Marietta M. Fondevilla

Prepared by:

Certified Funds Available / Certified Appropriate

Approved by: