

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

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

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

Department/Bureau/Office:	SURIGAO DEL SUR STATE UNIVERSITY	Agency Account Code:	No Code	Contact Person:	Christopher D. Badayos
Region:	XIII - Butuan			Position:	Procurement Officer
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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		75		75		75		75		75		75		75		75	300	20.28	6,084.00
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack		31		31		31		31		31		31		31		31	124	19.20	2,380.80
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		46		46		46		46		47		47		47		47	186	18.93	3,520.98
COMMON OFFICE SUPPLIES																				

1	ACETATE, thickness: 0.075mm min (gauge #3)	roll		6		6			0				of 24 0				0	6	766.73	4,600.38
2	AIR FRESHENER, aerosol, 280ml/150g min	can		98		98		98		98			98		98		98	392	88.69	34,766.48
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle		234		234		234		234			234		235		235	937	49.73	46,597.01
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		16		16			0				0				0	16	210.91	3,374.56
6	CARTOLINA, assorted colors	pack		40		40		40		40			40		41		41	161	67.06	10,796.66
7	CHALK, molded, white, dustless, length: 78mm min	box		49		49		49		49			50		50		50	198	26.89	5,324.22
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece		22		22		22		22			23		23		23	90	38.19	3,437.10
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece		48		48		48		48			48		48		48	192	40.47	7,770.24
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box		49		49		50		50			50		50		50	199	7.87	1,566.13
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box		75		75		75		75			75		78		78	303	13.94	4,223.82
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box		40		40		40		40			40		42		42	162	19.88	3,220.56
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box		25		25		25		25			25		26		26	101	41.10	4,151.10
14	CORRECTION TAPE, film base type, UL 6m min	piece		165		165		165		165			165		166		166	661	18.26	12,069.86
15	DATA FILE BOX, made of chipboard, with closed ends	box		73		73		73		73			73		73		73	292	72.57	21,190.44
16	DATA FOLDER, made of chipboard, taglia lock	piece		53		53		53		53			53		55		55	214	71.39	15,277.46
17	ENVELOPE, DOCUMENTARY, for A4 size document	box		6		6		6		6			6		6		6	24	424.47	10,187.28
18	ENVELOPE, DOCUMENTARY, for legal size document	box		16		16		16		16			16		19		19	67	538.80	36,099.60
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box		2		2		2		2			2		2		2	8	667.84	5,342.72
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece		95		95		95		95			95		98		98	383	28.71	10,995.93
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box		13		13		13		13			13		15		15	54	341.79	18,456.66
22	ENVELOPE, mailing, white, with window	box		1		1			0				0				0	1	427.23	427.23
23	ERASER, FELT, for blackboard/whiteboard	piece		123		123		123		123			123		124		124	493	11.55	5,694.15
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece		21		21		21		21			21		21		21	84	6.23	523.32

25	FASTENER, METAL, 70mm between prongs	box		172		172		172		172		172	of 24 172		174		174	690	59.37	40,965.30
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece		51		51		51		51		51		52		52	205	73.59	15,085.95	
27	FILE TAB DIVIDER, bristol board, for A4	set		5		5		0		0		0				0	5	12.98	64.90	
28	FILE TAB DIVIDER, bristol board, for legal	set		3		3		0		0		0				0	3	17.31	51.93	
29	FOLDER, FANCY, for A4 size documents	bundle		1		1		0		0		0				0	1	258.50	258.50	
30	FOLDER, FANCY, for legal size documents	bundle		1		1		0		0		0				0	1	302.85	302.85	
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack		1		1		0		0		0				0	1	177.92	177.92	
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack		27		27		27		27		27		28		28	109	222.27	24,227.43	
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box		7		7		7		7		7		10		10	31	776.59	24,074.29	
34	FOLDER, TAGBOARD, for A4 size documents	pack		4		4		4		4		5		5		6	19	226.05	4,294.95	
35	FOLDER, TAGBOARD, for legal size documents	pack		43		43		43		43		43		44		44	173	208.38	36,049.74	
36	GLUE, all purpose, gross weight: 200 grams min	jar		151		151		151		151		151		151		151	604	49.73	30,036.92	
37	INDEX TAB, self-adhesive, transparent	box		101		101		101		101		101		103		103	406	53.74	21,818.44	
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0		0		0		0				0	0	676.00	-	
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece		6		6		6		6		0				0	12	43.26	519.12	
40	MARKER, FLUORESCENT, 3 assorted colors per set	set		81		81		81		81		81		82		82	325	36.97	12,015.25	
41	MARKER, whiteboard, black, felt tip, bullet type	piece		323		323		323		323		323		326		326	1295	10.69	13,843.55	
42	MARKER, whiteboard, blue, felt tip, bullet type	piece		102		102		102		102		102		102		102	408	10.69	4,361.52	
43	MARKER, whiteboard, red, felt tip, bullet type	piece		16		16		9		9		0				0	25	10.69	267.25	
44	MARKER, PERMANENT, bullet type, black	piece		120		120		120		120		120		123		123	483	10.04	4,849.32	
45	MARKER, PERMANENT, bullet type, blue	piece		89		89		89		89		89		91		91	358	10.04	3,594.32	
46	MARKER, PERMANENT, bullet type, red	piece		37		37		37		37		37		40		40	151	10.04	1,516.04	
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece		60		60		60		60		60		61		61	241	12.52	3,017.32	
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad		94		94		94		94		94		94		94	376	32.45	12,201.20	

73	STAPLE WIRE, STANDARD, (26/6)	box		189		189		189		189		190	of 24 190		190		190	758	19.68	14,917.44	
74	TAPE, MASKING, width: 24mm (±1mm)	roll		114		114		114		114		115		115		115		115	458	57.32	26,252.56
75	TAPE, MASKING, width: 48mm (±1mm)	roll		107		107		107		107		107		107		107		107	428	109.24	46,754.72
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll		48		48		48		48		48		48		48		48	192	29.08	5,583.36
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll		143		143		143		143		143		144		144		144	573	11.36	6,509.28
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll		174		174		174		174		174		175		175		175	697	27.58	19,223.26
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack		336		336		336		336		336		336		336		336	1344	70.30	94,483.20
80	TWINE, plastic, one (1) kilo per roll	roll		14		14		14		14		15		15		15		15	58	51.92	3,011.36
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack		3		3		4		4				0				0	7	133.99	937.93
82	Airline Travel	ticket	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	0.00	-

COMMON OFFICE DEVICES

1	CUTTER BLADE, for heavy duty cutter	tube		26		26		26		26		26		27		27		105	10.22	1,073.10
2	CUTTER KNIFE, for general purpose	piece		45		45		45		45		45		45		45		180	20.55	3,699.00
3	DATING AND STAMPING MACHINE, heavy duty	piece		6		6		0		0		0		0		0		6	497.52	2,985.12
4	PENCIL SHARPENER, manual, single cutter head	piece		30		30		30		30		30		32		32		122	194.69	23,752.18
5	PUNCHER, paper, heavy duty, with two hole guide	piece		50		50		50		50		50		53		53		203	123.42	25,054.26
6	SCISSORS, symmetrical, blade length: 65mm min	pair		111		111		111		111		111		111		111		444	14.28	6,340.32
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece		56		56		56		56		57		57		58		227	85.45	19,397.15
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece		1		1		0		0		0		0		0		1	913.95	913.95
9	STAPLE REMOVER, PLIER-TYPE	piece		46		46		46		46		46		48		48		186	18.91	3,517.26
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece		37		37		37		37		37		37		37		148	51.57	7,632.36
11	WASTEBASKET, non-rigid plastic	piece		60		60		60		60		60		61		61		241	25.96	6,256.36

COMMON JANITORIAL SUPPLIES

1	BROOM, soft (tambo)	piece		124		124		124		124		124		124		124		496	91.94	45,602.24
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8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	13	13	20	20	0	0	0	0	0	0	0	0	0	0	33	1,372.55	45,294.15
9	ELECTRIC FAN, STAND type, plastic blade	unit	22	22	0	0	0	0	0	0	0	0	0	0	0	0	22	1,046.65	23,026.30
10	ELECTRIC FAN, WALL type, plastic blade	unit	20	20	12	12	0	0	0	0	0	0	0	0	0	0	32	782.00	25,024.00
11	FACSIMILE MACHINE, uses thermal paper	unit	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	3,642.83	3,642.83
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	20	20	20	20	20	20	20	20	20	20	33	33	33	33	93	1,123.78	104,511.54
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	10	10	10	10	10	10	10	10	10	10	10	10	10	10	40	5,191.68	207,667.20
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	4	4	4	4	4	4	4	4	4	4	4	4	4	4	16	27,542.94	440,687.04
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	8,411.60	16,823.20
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,927.17	-
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	744.14	-
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,379.04	-
22	Desktop Computer, branded	unit	6	6	7	7	7	7	7	7	7	7	7	7	7	7	13	35,887.49	466,537.37
23	Laptop Computer, branded	unit	7	7	6	6	6	6	6	6	6	6	6	6	6	6	13	36,587.28	475,634.64

COMMON COMPUTER SUPPLIES

1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	796.06	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	10	10	10	10	10	10	10	10	10	10	10	10	10	10	20	620.67	12,413.40
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	138	138	138	138	138	138	138	138	138	138	141	141	141	555	22.66	12,576.30	

8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	73	3,152.86	230,158.78
9	FLASH DRIVE, 16 GB capacity	piece	121	121	121	121	121	121	121	121	121	121	121	121	121	121	121	121	485	261.75	126,948.75
10	MOUSE, optical, USB connection type	unit	101	101	101	101	101	101	101	101	101	101	101	101	101	101	101	101	407	140.39	57,138.73
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK (RA 9184), 7th Edition	piece	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	88	48.13	4,235.44
CONSUMABLES																					
1	DRUM CART, BROTHER DR-3455	cart			0				0				0				0	0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart	5	5					0				0				0	5	1,041.58	5,207.90	
3	INK CART, CANON CL-811, Colored	cart	40	40					0				0				0	40	1,070.78	42,831.20	
4	INK CART, CANON PG-740, Black	cart	17	17					0				0				0	17	784.16	13,330.72	
5	INK CART, CANON PG-810, Black	cart	45	45		30			30		40		40		36		36	151	811.20	122,491.20	
6	INK CART, EPSON C13T664100 (T6641), Black	cart	181	181		155			155		93		93		40		40	469	264.99	124,280.31	
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	40	40		40			40		36		36		170		170	286	264.99	75,787.14	
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	40	40		54			54		32		32		166		166	292	264.99	77,377.08	
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	85	85		113			113		52		52		32		32	282	264.99	74,727.18	
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				of 24	0				0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0					0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0					0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0					0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0					0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0					0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0					0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0					0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0					0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0					0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0					0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0					0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0				0				0					0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0				0					0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0				0					0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0				0					0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0					0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0					0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0					0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0				0				0					0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart				0				0				0					0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0					0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0					0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0					0	0	379.64	-

43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				of 24 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				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				of 24 0				0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,658.57	-
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				0				0				0				0	0	3,059.63	-
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				0				0				0	0	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				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				of 24 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				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				of 24 0				0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0				0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0				0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0				0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0				0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0				0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0				0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0				0				0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0				0				0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0				0				0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0				0				0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0				0				0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0				0				0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0				0				0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0				0				0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0				0				0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0				0				0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0				0				0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0				0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0				0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	9,229.29	-

139	TONER CART, LEXMARK T650A11P, Black	cart				0				0				of 24 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						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		-

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		-
5					0				0				0				0	0		-

COMMON OFFICE SUPPLIES

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

COMMON JANITORIAL 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		-

CONSUMABLES

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		-
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		-

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		-
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		-

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					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		-
*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		-
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):																		₱	6,149,496.84
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		₱	614,949.68
E. GRAND TOTAL (C + D)																		₱	6,764,446.52
F. APPROVED BUDGET BY THE AGENCY HEAD <i>In Figures and Words:</i>																			
G. MONTHLY CASH REQUIREMENTS																			
G.1 Available at Procurement Service Stores	X		1,995,445.25	X		1,848,461.18	X		1,119,241.87	X		1,186,348.54		₱	6,149,496.84				
G.2 Other Items not available at PS but regularly purchased from other sources			-			-			-			-	-	₱	-				
TOTAL MONTHLY CASH REQUIREMENTS			1,995,445.25			1,848,461.18			1,119,241.87			1,186,348.54	₱	6,149,496.84					

*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:

**Certified Funds Available / Certified
Appropriate Funds Available:**

Approved by:

Valerio C. Sagetarios

Camilo D. Malong, Jr.

Baceledes R. Estal

Property/Supply Officer

Accountant / Local Budget Officer

Head of Office/Agency

Date: 11/29/2017

