

FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES

Annual Procurement Plan for FY 2016

Code (PAP)	Procurement Program/Project	PMO/ User	End- Procurement	Schedule for Each Procurement Activity				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	
	Office Supplies	Central Office	S		Please see attached separate page			GAA	500,000.00	500,000.00		Commonly used office supplies
	Office Supplies	Cinematheque Baguio	S		Please see attached separate page			GAA	100,000.00	100,000.00		Commonly used office supplies
	Office Supplies	Cinematheque Iloilo	S		Please see attached separate page			GAA	100,000.00	100,000.00		Commonly used office supplies
	Office Supplies	Cinematheque Davao	S		Please see attached separate page			GAA	100,000.00	100,000.00		Commonly used office supplies
	Office Supplies	Cinematheque Zamboanga	S		Please see attached separate page			GAA	100,000.00	100,000.00		Commonly used office supplies
Total Office Supplies									900,000.00	900,000.00		
	Repair and Maintenance	NFAP	S		NOT APPLICABLE			GAA	500,000.00	500,000.00		Various equipment
Total Repair and Maintenance									500,000.00	500,000.00		
	Information and Communication Technology Equipment	Central Office	S		Please see attached separate page			GAA	400,000.00		400,000.00	Various Information and Communication equipment
	Information and Communication Technology Equipment	NFAP	S		Please see attached separate page			GAA	155,000.00		155,000.00	Various Information and Communication equipment
Total Information and Communication Technology Equipment									555,000.00	-	555,000.00	
	Other Supplies and Materials	Central Office	S		Please see attached separate page			GAA	2,000,000.00	2,000,000.00		Commonly used supply and materials
	Other Supplies and Materials	Cinematheque Baguio	S		Please see attached separate page			GAA	35,000.00	35,000.00		Commonly used supply and materials
	Other Supplies and Materials	Cinematheque Iloilo	S		Please see attached separate page			GAA	35,000.00	35,000.00		Commonly used supply and materials
	Other Supplies and Materials	Cinematheque Davao	S		Please see attached separate page			GAA	35,000.00	35,000.00		Commonly used supply and materials
	Other Supplies and Materials	Cinematheque Zamboanga	S		Please see attached separate page			GAA	25,000.00	25,000.00		Commonly used supply and materials
	Other Supplies and Materials	Cinematheque Manila	S		Please see attached separate page			GAA	30,000.00	30,000.00		Commonly used supply and materials
	Other Supplies and Materials	NFAP	S		Please see attached separate page			GAA	625,000.00	625,000.00		Commonly used supply and materials
Total Other Supplies and Materials									2,685,000.00	2,685,000.00		
GRAND TOTAL									4,840,000.00	4,085,000.00	555,000.00	

DEFINITION

1. PROGRAM (BESF)— A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.

2. PROJECT (BESF)— Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.

3. PMO/End User - Unit as proponent of program or project

4. Mode of Procurement - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.

5. Schedule for Each Procurement Activity - Major procurement activities (advertising/posting; submission and receipt/Opening of bids; award of contract; contract signing).

6. Source of Funds - Whether GoP, Foreign Assisted or Special Purpose Fund

7. Estimated Budget - Agency approved estimate of project/program costs

8. Remarks - brief description of program or project

Remarks

Programs and projects should be aligned with budget documents, and especially those posted at the PhilGaps.

Breakdown into moose and co for tracking purposes; aligned with budget documents

Any remark that will help GPPB track programs and projects

Legend:

A to A Agency to

Agency

S Shopping

SVP Small Value

Procurement

PB Public

Bidding

Prepared by:

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Supply Officer

Reviewed by:

EMELITA A. ALQUIZA
Chief Administrative Officer

Recommending Approval:

WILFREDO C. MANALANG
Executive Director III

Approved by:

MARY LIZA DIÑO
Chairperson

**ANNUAL PROCUREMENT PLAN FOR 2016
For Common-Use Supplies and Equipment**

Received by:

Jpmomiller
December 1, 2015

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

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - Surigao Del Norte - **Surigao Del Norte**
 - Zamboanga Sibugay- **Zamboanga Sibugay**
 - Camiguin - **Camiguin**
- 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.
- 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.**
- 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.
- The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - DBM Central Office- for entities in the Central Office
 - DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOI, DPWH, CHED, TESDA and SUCs
- The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
 - ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - ps.app.goccc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
- Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
- Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -PS- Central Office).
- 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.

Department/Bureau/Office: Film Development Council of the Philippines
Region: National Capital Region (NCR)
Address : 26/F Exportbank Plaza Sen. Gil Puyat Ave. corner
Don Chino Rocas Ave., Makati City 1200

Contact Person: IRISH JOY F. DELFIN
Position: Project Development Officer I / Supply Officer
E-mail : bac@fdcp.ph
Telephone/Mobile Nos: 02 846 2496 loc. 111

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of Sept 9, 2015	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	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	17.14	2,056.80	
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	20	0	0	20	20	0	0	20	20	0	0	20	20	0	0	20	80	14.77	1,181.60	
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	76.44	4,586.40	
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	41.50	-	
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0				0	0	101.82	-	
7 TAPE, electrical	roll				0				0				0				0	0	18.20	-	
COMMON OFFICE SUPPLIES																					
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0				0	0	624.00	-	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
2 AIR FRESHENER, 280ml/can	can				0				0				0				0	0	81.12	-
3 ALCOHOL, 70%, ethyl, 500ml	bottle				0				0				0				0	0	43.14	-
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0	223.60	-
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0				0				0	0	253.92	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0				0	0	70.50	-
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	37.44	-
9 CLEARBOOK, Legal size	piece				0				0				0				0	0	41.60	-
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	16.64	-
12 CLIP, backfold, 32mm, 12 pieces per box	box				0				0				0				0	0	20.68	-
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	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	41.08	4,929.60
15 DATA FILE BOX, made with chipboard, with closed ends	box				0				0				0				0	0	69.73	-
16 DATA FOLDER, made with chipboard, tagila lock	piece	24	24	24	72	24	24	24	72	24	24	24	72	25	25	25	75	291	76.95	22,392.45
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	403.52	4,842.24
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	1	0	1	2	0	1	0	1	1	0	1	2	0	1	0	1	6	507.40	3,044.40
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	1	0	1	2	0	1	0	1	1	0	1	2	0	1	0	1	6	521.71	3,730.26
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0				0	0	35.03	-
21 ENVELOPE, MAILING, 500 pieces per box	box	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	129.36	357.44
22 ENVELOPE, MAILING, with window, 500 pieces per box	box				0				0				0				0	0	195.36	-
23 ERASER, felt, for blackboard/whiteboard	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	10.07	1,450.08
24 ERASER, plastic or rubber	piece				0				0				0				0	0	2.16	-
25 FASTENER, for paper, metal, 50 sets per box	box	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	57.09	6,850.80
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	82.87	-
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				0				0				0				0	0	182.00	-
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0				0				0				0	0	935.89	-
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	248.56	2,982.72
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	299.98	3,599.76
36 GLUE, all purpose, 300 grams min.	jar				0				0				0				0	0	48.88	-
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	43.84	-
40 MARKER, fluorescent, 3 colors per set	set				0				0				0				0	0	35.55	-
41 MARKER, whiteboard, bullet type, black	piece	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288	11.80	3,398.40
42 MARKER, whiteboard, bullet type, blue	piece	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288	11.80	3,398.40
43 MARKER, whiteboard, bullet type, red	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	11.80	1,699.20
44 MARKER, permanent, bullet type, black	piece	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288	9.65	2,779.20
45 MARKER, permanent, bullet type, blue	piece	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288	9.65	2,779.20
46 MARKER, permanent, bullet type, red	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	9.65	1,389.60
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	10.30	1,236.00
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	31.20	5,616.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	38.38	6,908.40
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	54.06	9,730.80
51 PAD PAPER, Ruled	pad				0				0				0				0	0	17.47	-
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0				0				0				0	0	13.52	-
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0				0				0				0	0	6.76	-
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	35	35	35	105	35	35	35	105	35	35	35	105	35	35	35	105	420	117.83	49,488.60
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	132.02	23,763.60
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0				0				0	0	102.39	-
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0				0	0	114.87	-
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream				0				0				0				0	0	92.04	-
59 PAPER, Thermal, 216mm x 30m	roll	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	35.67	6,420.60
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				0				0				0				0	0	19.62	-
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	299.52	-
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	60.32	7,238.40
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	105.85	-
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0				0				0	0	15.60	-
67 SIGN PEN, black	piece	48	48	48	144	48	48	48	144	48	48	48	144	48	48	48	144	576	44.01	25,349.76
68 SIGN PEN, blue	piece	48	48	48	144	48	48	48	144	48	48	48	144	48	48	48	144	576	44.01	25,349.76
69 SIGN PEN, red	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	44.01	6,337.44
70 STAMP PAD INK, violet, 50ml	bottle				0				0				0				0	0	22.88	-
71 STAMP PAD, felt pad, min 60mm x 100mm	piece				0				0				0				0	0	31.08	-
72 STAPLE WIRE, Heavy duty, 23/13	box				0				0				0				0	0	30.42	-
73 STAPLE WIRE, Standard	box				0				0				0				0	0	18.92	-
74 TAPE, masking, 24mm, 50 meters length	roll	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	55.12	6,614.40
75 TAPE, masking, 48mm, 50 meters length	roll	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	105.04	12,604.80
76 TAPE, transparent, 24mm, 50 meters	roll	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	17.37	5,211.00
77 TAPE, transparent, 48mm, 50 meters	roll	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	33.28	3,993.60
78 TAPE, packaging, 48mm, 50 meters length	roll	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	33.28	5,990.40
79 TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0	75.57	-
80 TWINE, plastic, one kilo per roll	roll				0				0				0				0	0	54.08	-
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	112.72	-
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	7.85	471.00
2 CUTTER KNIFE, heavy duty	piece	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	19.43	2,331.60
3 DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	-
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	187.20	748.80
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	123.43	493.72
6 SCISSORS, (6")	pair	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	15.53	1,863.60
7 STAPLER, standard	piece	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	92.23	368.92
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	1,059.76	-
9 STAPLE REMOVER, plier type	piece				0				0				0				0	0	17.63	-
10 TAPE DISPENSER, table top	piece	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	47.72	190.88

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
11 WASTE BASKET, non-rigid plastic	piece				0				0				0				0	0	30.68	-
COMMON JANITORIAL SUPPLIES																				
12 BROOM, soft (bambo)	piece				0				0				0				0	0	104.00	-
13 BROOM, stick (tingling)	piece				0				0				0				0	0	23.92	-
14 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	41.60	-
15 CLEANSER, scouring powder, 330grams/can	can				0				0				0				0	0	18.20	-
16 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	41.60	-
17 DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	114.40	-
18 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	36.28	-
19 FLOOR WAX, Paste, red	can				0				0				0				0	0	228.80	-
20 FURNITURE CLEANER, aerosol, 300ml/can	can				0				0				0				0	0	84.76	-
21 INSECTICIDE, aerosol type, 600ml/can	can				0				0				0				0	0	117.52	-
22 MOPBUCKET	piece				0				0				0				0	0	1,872.00	-
23 MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	130.00	-
24 MOPHEAD, made of rayon	piece				0				0				0				0	0	98.80	-
25 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0	43.68	-
26 SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	119.60	-
27 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0	139.88	-
COMMON OFFICE EQUIPMENT																				
28 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	10,398.96	-
29 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0				0				0				0	0	153.92	-
30 CALCULATOR, SCIENTIFIC, 1 unit per box	unit	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	413.92	9,934.08
31 CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	280.80	-
32 CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	280.80	-
33 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0	6,229.60	-
34 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	25,168.00	-
35 ELECTRIC FAN, Industrial	unit				0				0				0				0	0	1,144.00	-
36 ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,248.00	-
37 ELECTRIC FAN, stand type	unit				0				0				0				0	0	1,036.88	-
38 ELECTRIC FAN, wall type	unit				0				0				0				0	0	933.92	-
39 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	-
40 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	1,295.84	-
41 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	3,939.52	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0				0	0	41,116.70	-
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0				0	0	7,956.00	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0				0	0	5,491.20	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,417.17	-
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	1,653.60	-
22 TABLE, monobloc, square, 36" x 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,232.40	-
23 TABLE, monobloc, square, 36" x 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,233.40	-
COMMON COMPUTER SUPPLIES																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	601.90	-
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	882.44	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	683.49	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	950.56	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 9-1/2", 500 sets/box	box				0				0				0				0	0	570.91	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	910.00	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0				0				0	0	21.37	-
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	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	3,092.96	185,577.60
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	25	25	25	75	25	25	25	75	25	25	25	75	25	25	28	78	303	234.00	70,902.00
10 MOUSE, optical, USB connection type	unit	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	137.28	8,236.80
HANDBOOK ON PROCUREMENT																				
1 HANDBOOK ON PHILIPPINE GOVERNMENT. PROCUREMENT-RA 9184 (6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0	28.90	-
CONSUMABLES																				
1 INK CART, BROTHER LC398K, 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	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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	1,601.60	-
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	60	60	60	180	60	60	60	180	60	60	60	180	60	60	60	180	720	619.84	446,284.80
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	702.00	-
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	491.92	-
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	464.88	-
17 INK CART, CANON CL-811, Colored	cart	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	819.52	491,712.00
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	819.52	-
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 (T038), Black	cart				0				0				0				0	0	491.92	-
23 INK CART, EPSON C13T039090 (T039), 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 C13T6664100 (T6641), Black	cart				0				0				0				0	0	254.80	-
29 INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-
30 INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-
31 INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0				0				0				0	0	254.80	-
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,310.40	-
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	1,492.40	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,523.60	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,029.60	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,029.60	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,029.60	-
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	891.28	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	672.88	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	672.88	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	672.88	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,513.20	-
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	-
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	800.80	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	884.00	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,103.44	-
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,357.20	-
52 INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	643.76	-
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	-

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56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,490.32	-	
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	811.20	-	
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	360.88	-	
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	678.08	-	
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,461.20	-	
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	780.00	-	
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,482.00	-	
64 INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	634.40	-	
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,398.80	-	
66 INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	747.76	-	
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,627.60	-	
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	634.40	-	
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	977.60	-	
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,004.64	-	
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	346.32	-	
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	346.32	-	
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	608.40	-	
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	608.40	-	
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	608.40	-	
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,144.00	-	
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	608.40	-	
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	752.96	-	
80 INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,542.32	-	
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,144.00	-	
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,144.00	-	
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,144.00	-	
84 INK CART, HP CN692AA, (HP704), Black	cart	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	346.32	62,337.60	
85 INK CART, HP CN693AA, (HP704), Tri-color	cart	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	346.32	41,558.40	
86 INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	357.76	-	
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	360.88	-	
88 INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	364.00	-	
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	239.20	-	
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	239.20	-	
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	239.20	-	
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	915.20	-	
93 INK CART, LEXMARK 10N0217 (#17), Black	cart				0				0				0				0	0	1,003.60	-	
94 INK CART, LEXMARK 10N0227 (#27), Colored	cart				0				0				0				0	0	1,195.00	-	
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	3,336.32	-	
99 TONER CART, BROTHER TN-3350, Black, FOR HL5450UPW (CU-5450UPW)	cart				0				0				0				0	0	4,971.20	-	
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	2,719.60	-	

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104 TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,062.80	-
105 TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,266.64	-
106 TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,970.24	-
107 TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,970.24	-
108 TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,970.24	-
109 TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,321.60	-
110 TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,163.60	-
111 TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	4,843.28	-
112 TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	4,843.28	-
113 TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	4,843.28	-
114 TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,355.44	-
115 TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,070.08	-
116 TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	2,707.12	-
117 TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,317.12	-
118 TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,475.20	-
119 TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,475.20	-
120 TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,475.20	-
121 TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,057.60	-
122 TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	2,943.20	-
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	2,943.20	-
124 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	2,943.20	-
125 TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,280.00	-
126 TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,595.68	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,655.36	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,655.36	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,655.36	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,640.00	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,392.40	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,392.40	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,392.40	-
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,660.80	-
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	6,721.52	-
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	2,971.28	-
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	7,280.00	-
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	-
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	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
152 TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,763.76	-
153 TONER CART, LEXMARK E360H1P, Black	cart				0				0				0				0	0	8,874.33	-
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	4,836.00	-
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	2,548.00	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,860.00	-
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,600.00	-
162 TONER CART, SAMSUNG MLT-D119S(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	5,512.00	-
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	8,008.00	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,784.00	-
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				0				0				0				0	0	334.88	-
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 BALLAST, 36 watts	piece				0				0				0				0	0	74.78	-
2 FLUORESCENT LAMP, tubular, 14 watts	tube				0				0				0				0	0	88.40	-
3 FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set				0				0				0				0	0	364.00	-
COMMON OFFICE EQUIPMENT																				
1 CALCULATOR, MINI-PRINTING, 1 unit per box	unit				0				0				0				0	0	930.80	-
2 CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit				0				0				0				0	0	1,965.60	-
3 ELECTRONIC TIME RECORDER OR BUNDY CLOCK, electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts	unit				0				0				0				0	0	3,315.52	-
4 MECAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color	unit				0				0				0				0	0	2,704.00	-
5 WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEEE 802.3u, IEEE 802.3, Interface: 4 x 10/100 ports, 1 x 10/100 WAN port, LED Indicator: Power, WLAN, LAN(10/100), Internet Status, with patch cable and power adapter, warranty: one(1) year warranty, frequency band: 2.4 GHz, one(1) unit/box	unit				0				0				0				0	0	1,037.92	-
COMMON OFFICE SUPPLIES																				
1 CARTOLINA, white, 20 pieces per pack	pack				0				0				0				0	0	52.00	-
2 CLIP, bulldog, 73mm (3")	piece				0				0				0				0	0	8.32	-
3 COLUMNAR PAD, 18 cols, 50 gsm min.	pad				0				0				0				0	0	65.52	-
4 ENVELOPE, PAY, 500 pieces per box	box				0				0				0				0	0	114.71	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
5 ILLUSTRATION BOARD, (30"x40")	piece				0				0				0				0	0	35.05	-
6 INDEX CARD BOX, 3"x5"	piece				0				0				0				0	0	36.40	-
7 INDEX CARD BOX, 5"x8"	piece				0				0				0				0	0	55.12	-
8 INDEX CARD, 3"x5", 500 pieces per pack	pack				0				0				0				0	0	51.27	-
9 INDEX CARD, 5"x8", 500 pieces per pack	pack				0				0				0				0	0	139.34	-
10 MANILA PAPER, 10 sheets per pack	pack				0				0				0				0	0	26.00	-
11 MAP PIN, round head, 100 pieces per case	case				0				0				0				0	0	40.35	-
12 OIL, for general purpose lubricant, 120 mL	bottle				0				0				0				0	0	36.90	-
13 PAPER, Thermal, 210mm x 30m	roll				0				0				0				0	0	29.95	-
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case				0				0				0				0	0	24.96	-
15 RIBBON, for manual typewriter, in box, with each spool individually wrapped in plastic	spool				0				0				0				0	0	16.12	-
16 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle				0				0				0				0	0	150.80	-
17 RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle				0				0				0				0	0	291.03	-
18 STAPLE WIRE, Heavy duty, 23/17	box				0				0				0				0	0	41.48	-
19 TAPE DISPENSER, handheld	piece				0				0				0				0	0	29.10	-
20 TAPE, for adding machine	roll				0				0				0				0	0	8.11	-
21 TIME CARD, for Amano Bundy Clock, 100 pieces bundle	bundle				0				0				0				0	0	69.47	-
COMMON JANITORIAL SUPPLIES																				
1 FLOOR WAX, Liquid type, natural	can				0				0				0				0	0	370.50	-
2 FLOOR WAX, Paste type, natural	can				0				0				0				0	0	223.60	-
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece				0				0				0				0	0	22.36	-
CONSUMABLES																				
1 INK CART, EPSON C13T103190 (103), Black	cart				0				0				0				0	0	866.32	-
2 INK CART, EPSON C13T103290 (103), Cyan	cart				0				0				0				0	0	577.20	-
3 INK CART, EPSON C13T103390 (103), Magenta	cart				0				0				0				0	0	577.20	-
4 INK CART, EPSON C13T103490 (103), Yellow	cart				0				0				0				0	0	577.20	-
5 INK CART, EPSON C13T143190 (143), Black	cart				0				0				0				0	0	587.60	-
6 INK CART, EPSON C13T143290 (143), Cyan	cart				0				0				0				0	0	465.92	-
7 INK CART, EPSON C13T143390 (143), Magenta	cart				0				0				0				0	0	465.92	-
8 INK CART, EPSON C13T143490 (143), Yellow	cart				0				0				0				0	0	465.92	-
9 INK CART, EPSON C13T166190 (166XL), Black	cart				0				0				0				0	0	176.80	-
10 INK CART, EPSON C13T166290 (166XL), Cyan	cart				0				0				0				0	0	332.80	-
11 INK CART, EPSON C13T166390 (166XL), Magenta	cart				0				0				0				0	0	332.80	-
12 INK CART, EPSON C13T166490 (166XL), Yellow	cart				0				0				0				0	0	332.80	-
13 INK CART, HP C4836A, (HP11), Cyan	cart				0				0				0				0	0	1,535.04	-
14 INK CART, HP C4837A, (HP11), Magenta	cart				0				0				0				0	0	1,535.04	-
15 INK CART, HP C4838A, (HP11), Yellow	cart				0				0				0				0	0	1,535.04	-
16 RIBBON CART, LEXMARK 3070169 (11A3550)	cart				0				0				0				0	0	780.00	-
17 RIBBON CART, FUJITSU DL 3850	cart				0				0				0				0	0	447.20	-
18 TONER CART, BROTHER TN-150BK, Black	cart				0				0				0				0	0	3,239.60	-
19 TONER CART, BROTHER TN-150C, Cyan	cart				0				0				0				0	0	3,707.60	-
20 TONER CART, BROTHER TN-150M, Magenta	cart				0				0				0				0	0	3,707.60	-
21 TONER CART, BROTHER TN-150Y, Yellow	cart				0				0				0				0	0	3,707.60	-
22 TONER CART, BROTHER TN-155BK, Black	cart				0				0				0				0	0	4,576.00	-
23 TONER CART, FUJI XEROX CWA40762, Black	cart				0				0				0				0	0	5,683.60	-
24 TONER CART, HP CE250A, Black	cart				0				0				0				0	0	5,408.00	-

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
25 TONER CART, HP CE251A, Cyan	cart				0				0				0				0	0	10,551.84	-	
26 TONER CART, HP CE252A, Yellow	cart				0				0				0				0	0	10,551.84	-	
27 TONER CART, HP CE253A, Magenta	cart				0				0				0				0	0	10,551.84	-	
28 TONER CART, HP Q1338A, Black	cart				0				0				0				0	0	6,676.80	-	
29 TONER CART, HP Q6511A, Black	cart				0				0				0				0	0	5,892.64	-	
30 TONER CART, HP Q7551A, Black	cart				0				0				0				0	0	6,162.00	-	
31 TONER CART, LEXMARK 34217HR, Black	cart				0				0				0				0	0	4,712.24	-	
32 TONER CART, SAMSUNG ML-2250D5, Black	cart				0				0				0				0	0	4,784.00	-	
33 TONER CART, SAMSUNG ML-D3050B, Black	cart				0				0				0				0	0	6,656.00	-	
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 Ballpen (757 Panda-Black)	piece	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	5.00	3,000.00	
2 Ballpen (757 Panda-Red)	piece	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	5.50	1,650.00	
3 Yellow Pad Ruled	pad	10	0	0	10	10	0	0	10	10	0	0	10	10	0	0	10	40	20.00	800.00	
4 Post it (Sign Here)	pad	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	41.00	5,904.00	
5 Pressboard Folder Green (Short)	piece	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	15.00	18,000.00	
6 Pressboard Folder Green (Long)	piece	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	15.50	18,600.00	
7 Folder (Brown-Short)	piece	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	2.00	2,400.00	
8 Folder (Brown-Long)	piece	50	50	50	150	50	50	50	150	50	50	50	150	51	51	50	152	602	2.50	1,505.00	
9 Rubber Band-Small (Everlasting)	box	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	15.50	930.00	
10 Alcohol (Green Cross w/ Moisturizer 500ml)	bottle	53	53	53	159	53	53	53	159	53	53	53	159	53	53	53	159	636	75.00	47,700.00	
11 Blank Case Plastic for CD/DVD-Black	piece	25	25	25	75	25	25	25	75	25	25	25	75	25	25	26	76	301	6.00	1,806.00	
12 CD/DVD Paper Case Envelope	piece	30	30	30	90	30	30	30	90	30	30	31	91	31	31	31	93	364	0.12	43.68	
13 Ribbon Cartridge for Amano Bundy Clock (CE-319250)	cart	5			5	5			5	5			5	5			5	20	470.00	9,400.00	
14 Duct Tape (Acura 2")	roll	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	70.00	8,400.00	
15 Sticker Paper Matte (Veco A4 Size)	10's/pack	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	29.00	6,960.00	
16 Tissue (SM Bonus 3-ply)	roll	60	60	60	180	60	60	60	180	60	60	60	180	60	60	60	180	720	14.00	10,080.00	
17 Toner (Sharp AR-021FT-Black) for Xerox Machine	cart	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	6576.00	236,736.00	
18 Bubble Mailer for CD/DVD	piece	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	18.00	10,800.00	
19 Bubble Mailer #1 for CD/DVD	piece	50	50	50	150	50	50	50	150	50	50	50	150	51	50	50	151	601	22.00	13,222.00	
20 Bubble Mailer #3 for CD/DVD	piece	50	50	50	150	50	50	50	150	50	50	50	150	51	50	50	151	601	33.75	20,283.75	
21 Ballkayan Box (Large)	piece	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	100.00	12,000.00	
22 Photo Paper-Glossy (Veco Paper)	ream	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	480.00	57,600.00	
23 CDR Label Sticker Matte	20's/pack	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	42.50	5,100.00	
24 Surgical Face Mask	50's/pack	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	70.00	1,680.00	
25 Working Cotton Gloves	pair	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	15.00	360.00	
26 Cotton Gloves (White)	pair	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	30.00	720.00	
27 Drum (for Sharp Xerox Machine Model AR 205DR)	unit	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	3885.00	93,240.00	
28 Developer (for Sharp Xerox Machine Model AR 205DR)	unit	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	1680.00	40,320.00	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
29 Cleaner Blade (for Sharp Xerox Machine Model AR 205DR)	unit	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	1846.00	44,304.00
30 Toner (Brother TN348BK)	cart	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	5290.00	317,400.00
31 Toner (Brother TN348M)	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	8490.00	203,760.00
32 Toner (Brother TN348Y)	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	8490.00	203,760.00
33 Toner (Brother TN348C)	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	8490.00	203,760.00
34 Correction Fluid	bottle	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	28.50	3,420.00
35 Transparent Index Tab (White)	box	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	52.00	3,120.00
36 Transparent Index Tab (Yellow)	box	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	52.00	3,120.00
37 Transparent Index Tab (Blue)	box	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	52.00	3,120.00
38 Transparent Index Tab (Pink)	box	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	52.00	3,120.00
39 Transparent Index Tab (Green)	box	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	52.00	3,120.00
40 Specially Board (Elite 8 1/4 x 11 3/4-A4 Size)	ream	11	10	10	31	10	10	10	30	10	10	10	30	10	10	10	30	121	16.50	1,996.50
41 DVD +R Dual Layer 8.5Gb 240mins.	piece	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	45.00	27,000.00
42 Imation DVD +R 16x x 4.7Gb/Spindle	piece	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	10.56	6,336.00
43					0				0				0				0	0		
44					0				0				0				0	0		
45					0				0				0				0	0		
46					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																				

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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)																				3,459,090.84
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				325,509.08
E. GRAND TOTAL (C + D)																				3,584,599.92
F. APPROVED BUDGET BY THE AGENCY HEAD in Figures and Words:																				3,585,000.00
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores					400960				399831				400960				400764			
G.2 Other Items not available at PS but regularly purchased from other sources					414140				414123				414123				414190			
TOTAL MONTHLY CASH REQUIREMENTS					815100				813954				815083				814954			

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for Items under A.

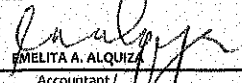
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

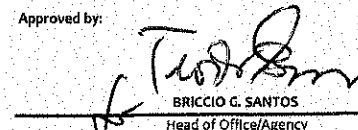

IRISH JOY F. DELFIN
Property/Supply Officer

Certified Funds Available /

Certified Appropriate Funds Available:


EMELITA A. ALQUIZA
Accountant /
Local Budget Officer

Approved by:


BRICCIO G. SANTOS
Head of Office/Agency
TR

Date Prepared : November 27, 2015