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 addressess:
   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 **Novennber 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/Offi: Dept. of Education Sch.Division of Cat'nes. Agency Account Code: 15-95
Region: V (Bicol(
Address: San Roque, Virac, Catanduanes

Contact Person: Socorro V. Dela Rosa
Position: Sch.Division Superintendent
E-mail : catanduanesdiv15@gmail.com
Telephone/Mobile Nos: (052)8114063

	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	36			36	36			36	36			36	36			36	144	20.28	2,920.32
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack				0				0				0				0	0	19.20	-
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-
4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	36			36				0	36			36				0	72	40.97	2,949.84
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0	36			36				0	36			36	72	75.39	5,428.08
6	TAPE, ELECTRICAL, 18mm x 16M min	roll	12			12	12			12	12			12	12			12	48	18.93	908.64
COMMON OFFICE SUPPLIES																					
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				0				0				0	0	766.73	-

	AIR FRES IENER, aerosol, 280ml/150g min	can	25			25	25			25					25	25			25	10	88.69	8,869.00
	ALCOHO , ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	25		25	50	25		25	50				25	50	25		25	50	20	49.73	9,946.00
	CARBON FILM, PE, black, size 210mm x 297mm	box				0				0					0				0	0	205.48	-
	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0					0				0	0	210.91	-
	CARTOLI A, assorted colors	pack	12			12	12			12					12	12			12	48	67.06	3,218.88
	CHALK, molded, white, dustless, length: 78mm min	box		6		6		6		6		6			6		6		6	24	26.89	645.36
	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0				0					0				0	0	38.19	-
	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece			25	25			25	25				25	25			25	25	100	40.47	4,047.00
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	12			12	12			12					12	12			12	48	7.87	377.76
	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	12			12	12			12					12	12			12	48	13.94	669.12
	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	12			12	12			12					12	12			12	48	19.88	954.24
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	12			12	12			12					12	12			12	48	41.10	1,972.80
14	CORRECTION TAPE, film base type, UL 6m min	piece	100			100	100			100	100				100	100			100	400	18.26	7,304.00
15	DATA FILE BOX, made of chipboard, with closed ends	box	100			100				0	100				100				0	200	72.57	14,514.00
16	DATA FOLDER, made of chipboard, baglia lock	piece				0				0					0				0	0	71.39	-
17	ENVELOPE, DOCUMENTARY, for A4 size documen	box				0				0					0				0	0	424.47	-
18	ENVELOPE, DOCUMENTARY, for legal size documen	box	6			6	6			6					6	6			6	24	538.80	12,931.20
19	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	12			12	12			12					12	12			12	48	667.84	32,056.32
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0				0					0				0	0	28.71	-
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box		3		3				0				3	3				0	6	341.79	2,050.74
22	ENVELOPE, mailing, white, with window	box				0				0					0				0	0	427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece		6		6				0					6				0	12	11.55	138.60
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece				0				0					0				0	0	6.23	-
25	FASTENER, METAL, 70mm between prongs	box	36			36	36			36					36	36			36	144	59.37	8,549.28
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0				0					0				0	0	73.59	-

27	FILE TAB DIVIDER, bristol board, for A4	set				0				0				0				0	0	12.98	-
28	FILE TAB DIVIDER, bristol board, for legal	set				0				0				0				0	0	17.31	-
29	FOLDER, FANCY, for A4 size documents	bundle				0				0				0				0	0	258.50	-
30	FOLDER, FANCY, for legal size documents	bundle		12		12		12		12		12		12		12		12	48	302.85	14,536.80
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 320mm (±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	36			36	36			36	36			36	36			36	144	208.38	30,006.72
36	GLUE, all purpose, gross weight: 200 grams min	jar	24			24	24			24	24			24	24			24	96	49.73	4,774.08
37	INDEX TAB, self-adhesive, transparent	box		2		2				0				0		2		2	4	53.74	214.96
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0				0				0	0	676.00	-
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0				0				0				0	0	43.26	-
40	MARKER, FLUORESCENT, 3 assorted colors per set	set		24		24	24			24	24			24	24			24	96	36.97	3,549.12
41	MARKER, whiteboard, black, felt tip, bullet type	piece	24			24		24		24	24			24		24		24	96	10.69	1,026.24
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	24			24		24		24	24			24		24		24	96	10.69	1,026.24
43	MARKER, whiteboard, red, felt tip, bullet type	piece	24			24		24		24	24			24		24		24	96	10.69	1,026.24
44	MARKER, PERMANENT, bullet type, black	piece	36			36		36		36	36			36		24		24	132	10.04	1,325.28
45	MARKER, PERMANENT, bullet type, blue	piece		24		24	24			24	24			24	24			24	96	10.04	963.84
46	MARKER, PERMANENT, bullet type, red	piece		24		24	24			24	24			24	24			24	96	10.04	963.84
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	24			24	24			24	24			24	24			24	96	12.52	1,201.92
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				0				0				0				0	0	32.45	-
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad				0				0				0				0	0	44.32	-
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad				0				0				0				0	0	59.49	-
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	24			24				0	24			24				0	48	18.99	911.52

5	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	12			12	12			12	12			12	12			12	48	6.91	331.68
5	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box		12		12		12		12		12		12		12		12	48	14.04	673.92
5	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0				0	0	137.66	-
5	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0	160.94	-
5	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				0				0				0				0	0	119.09	-
5	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream				0				0				0				0	0	123.08	-
5	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	6			6				0				6				0	12	95.18	1,142.16
5	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0				0				0				0	0	34.29	-
6	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	24			24	24			24	24			24	24			24	96	20.40	1,958.40
6	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	12			12				0	12			12				0	24	319.07	7,657.68
6	RECORD BOOK, 300 PAGES, size: 215mm x 278mm min	book	50			50				0	50			50				0	100	62.73	6,273.00
6	RECORD BOOK, 500 PAGES, size: 215mm x 278mm min	book	60			60				0	60			60				0	120	97.34	11,680.80
6	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle			12	12				0		12		12				0	24	267.14	6,411.36
6	RUBBER BAND, 70mm min lay flat length (#18)	box	12			12				0	12			12				0	24	97.04	2,328.96
6	RULER, plastic, 450mm (18"), width: 38mm min	piece		24		24				0			24	24				0	48	16.10	772.80
6	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	60			60	60			60	60			60	60			60	240	35.99	8,637.60
6	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece		24		24		24		24		24		24		24		24	96	35.99	3,455.04
6	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece		24		24		24		24		24		24		24		24	96	35.99	3,455.04
7	STAMP PAD INK, purple or violet	bottle	36			36				0	48			48				0	84	25.62	2,152.08
7	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	24			24				0	24			24				0	48	28.77	1,380.96
7	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0				0				0				0	0	21.51	-
7	STAPLE WIRE, STANDARD, (26/6)	box	60			60	60			60	60			60	60			60	240	19.68	4,723.20
7	TAPE, MASKING, width: 24mm (±1mm)	roll	36			36	36			36	36			36	36			36	144	57.32	8,254.08
7	TAPE, MASKING, width: 48mm (±1mm)	roll	36			36	36			36	36			36	36			36	144	109.24	15,730.56
7	TAPE, PACKAGING, width: 48mm (±1mm)	roll	36			36	36			36	36			36	36			36	144	29.08	4,187.52

7.	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	24			24	24			24	24			24	24			24	96	11.36	1,090.56
7	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	24			24	24			24	24			24	24			24	96	27.58	2,647.68
7	TOILET TISSUE PAPER 2-plys sheets 150 pulls	pack	36			36	36			36	36			36	36			36	144	70.30	10,123.20
8	TWINE, plastic, one (1) kilo per roll	roll	24			24	24			24	24			24	24			24	96	51.92	4,984.32
8	WRAPPING PAPER, kraft, 65gsm (58)	pack				0				0				0				0	0	133.99	-
8.	Airline Travel	ticket				0				0				0				0	0	0.00	-
	COMMON OFFICE DEVICES																				
	CUTTER BLADE, for heavy duty cutter	tube	12			12	12			12	12			12	12			12	48	10.22	490.56
	CUTTER KNIFE, for general purpose	piece	48			48	48			48	48			48	48			48	192	20.55	3,945.60
	DATING AND STAMPING MACHINE, heavy duty	piece	24			24				0	24			24				0	48	497.52	3,880.96
	PENCIL SHARPENER, manual, single cutter head	piece	12			12	12			12	12			12	12			12	48	194.69	9,345.12
	PUNCHER, paper, heavy duty, with two hole guide	piece		48		48				0				0				0	48	123.42	5,924.16
	SCISSORS, symmetrical, blade length: 65mm min	pair	48			48				0	48			48				0	96	14.28	1,370.88
	STAPLER, STANDARD TYPE, load capa: 200 staples min	piece	48			48				0	48			48				0	96	85.45	8,203.20
	STAPLER, BINDER TYPE, heavy duty, desktop	piece		12		12				0				0				0	12	913.95	0,967.40
	STAPLE REMOVER, PLIER-TYPE	piece	48			48				0	24			24				0	72	18.91	1,361.52
1	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece		12		12				0				0	12			12	24	51.57	1,237.68
1	WASTEBASKET, non-rigid plastic	piece	24			24				0	24			24				0	48	25.96	1,246.08
	COMMON JANITORIAL SUPPLIES																				
	BROOM, soft (tambo)	piece	24			24	12			12	24			24	12			12	72	91.94	6,619.68
	BROOM, STICK (TING-TING), usable length: 760mm min	piece	24			24	12			12	24			24	12			12	72	24.88	1,791.36
	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	12		12	24	12		12	24	12		12	24	12		12	24	96	43.26	4,152.96
	CLEANSER, SCOURING POWDER, 350g min./can	can		12		12		12		12		12		12		12		12	48	24.88	1,194.24
	DETERGENT POWDER., all purpose, kg	pouch			12	12			12	12			12	12			12	12	48	38.93	1,868.64
	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	24			24	24			24	24			24	24			24	96	125.20	12,019.20

7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	24			24				0	24			24				0	48	28.12	1,349.76
8	FLOOR WAX, PASTE, RED	can		12		12				0				0	12			12	24	280.13	6,723.12
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	24			24		24		24		24		24				0	72	90.85	6,541.20
10	INSECTICIDE, aerosol type, net content: 600ml min	can	12			12				0	12			12				0	24	142.77	3,426.48
11	MOP BUCKET, heavy duty, hard plastic	piece	12			12				0	12			12				0	24	1,987.44	47,698.56
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	12			12				0	12			12				0	24	148.18	3,556.32
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	12			12				0	12			12				0	24	110.32	2,647.68
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	12			12	12			12	12			12	12			12	48	51.68	2,480.64
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	12			12	12			12	12			12	12			12	48	107.08	5,139.84
16	TRASHBAG, plastic, transparent	roll	12			12	12			12	12			12	12			12	48	145.48	6,983.04
17	DETERGENT BAR, 140 grams as packed	bar		12		12				0		12		12				0	24	7.57	181.68
	COMMON OFFICE EQUIPMENT																				
1	BINDING AND PUNCHING MACHINE binding cap: 50mm	unit		6		6				0				0				0	6	10,816.00	64,896.00
2	CALCULATOR, compact, 12 digits	unit	60			60				0	60			60				0	120	140.61	16,873.20
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	60			60				0	60			60				0	120	273.10	32,772.00
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		6		6				0	3			3				0	9	6,828.14	61,453.26
6	DOCUMENT CAMERA, 3.2M pixels	unit				0				0				0				0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit		6		6				0				0				0	6	1,091.33	6,547.98
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit			6	6				0				0				0	6	1,372.55	8,235.30
9	ELECTRIC FAN, STAND type, plastic blade	unit				0	12			12				0				0	12	1,046.65	12,559.80
10	ELECTRIC FAN, WALL type, plastic blade	unit		12		12				0				0				0	12	782.00	9,384.00
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		12		12				0				0				0	12	5,191.68	62,300.16

14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0				0				0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: 34	unit			6	6				0			6	6				0	12	8,411.60	100,939.20
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit			6	6				0	3			3	4			4	13	5,927.17	77,053.21
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0				0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0				0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit				0				0				0				0	0	744.14	-
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-
22	Desktop Computer, branded	unit				0				0				0				0	0	35,887.49	-
23	Laptop Computer, branded	unit				0				0				0				0	0	36,587.28	-
	COMMON COMPUTER SUPPLIES																				
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0				0				0	0	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0				0				0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0				0				0	0	796.06	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0				0				0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0				0				0				0	0	620.67	-
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0				0				0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	48			48	48			48	48			48	48			48	192	22.66	4,350.72
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece		24		24				0		24		24				0	48	3,152.86	151,337.28
9	FLASH DRIVE, 16 GB capacity	piece		48		48				0		48		48				0	96	261.75	25,128.00
10	MOUSE, optical, USB connection type	unit	48			48				0	48			48				0	96	140.39	13,477.44
	HANDBOOK ON PROCUREMENT																				
1	HANDBOOK (RA 9184), 7th Edition	piece		12		12				0				0				0	12	48.13	577.56
	CONSUMABLES																				
1	DRUM CART, BROTHER DR-3455	cart				0				0				0				0	0	7,138.56	-

	INK CART, CANON CL-741, Col.	cart	12			12	12			12	11			12	12			12	48	1,041.58	49,995.84
	INK CART, CANON CL-811, Colored	cart	12			12	12			12	11			12	12			12	48	1,070.78	51,397.44
	INK CART, CANON PG-740, Black	cart	12			12	12			12	11			12	12			12	48	784.16	37,639.68
	INK CART, CANON PG-810, Black	cart	12			12	12			12	11			12	12			12	48	811.20	38,937.60
	INK CART, EPSON C13T664100 (T6641), Black	cart	12			12				0	11			12		12		12	36	264.99	9,539.64
	INK CART, EPSON C13T664200 (T6642), Cyan	cart	12			12				0	11			12		12		12	36	264.99	9,539.64
	INK CART, EPSON C13T664300 (T6643), Magenta	cart	12			12				0	11			12		12		12	36	264.99	9,539.64
	INK CART, EPSON C13T664400 (T6644), Yellow	cart	12			12				0	11			12		12		12	36	264.99	9,539.64
	INK CART, HP C2P04AA (HP62) Black	cart				0				0				0				0	0	0.00	-
	INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0				0				0	0	0.00	-
	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	676.00	-
	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	782.00	-
	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,552.10	-
	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0				0				0	0	0.00	-
	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0				0				0	0	0.00	-
	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0				0				0	0	0.00	-
	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0				0				0	0	0.00	-
	INK CART, HP C9401A (HP72) 69ml Gray	cart				0				0				0				0	0	0.00	-
	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0				0	0	0.00	-
	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	665.18	-
	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	784.16	-
	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	373.15	-
	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	373.15	-
	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	654.37	-
	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	12			12				0	12			12				0	24	373.15	8,955.60
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	12			12				0	12			12				0	24	373.15	8,955.60
41	INK CART, HP CZ107A A, (HP678), Black	cart				0				0				0				0	0	379.64	-
42	INK CART, HP CZ108A A, (HP678), Tricolor	cart				0				0				0				0	0	379.64	-
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 F6V26A A (HP680) Tri-color	cart				0				0				0				0	0	0.00	-
48	INK CART, HP F6V27A A (HP680) Black	cart				0				0				0				0	0	0.00	-
49	INK CART, HP L0S51AA (HP955) Cyan Original	cart				0				0				0				0	0	0.00	-
50	INK CART, HP L0S54A A (HP955) Magenta Original	cart				0				0				0				0	0	0.00	-
51	INK CART, HP L0S57A A (HP955) Yellow Original	cart				0				0				0				0	0	0.00	-

5	INK CART, HP L0S60AA (HP955) Black Original	cart				0				0				0				0	0	0.00	-
5	INK CART, HP L0S63AA (HP955XL) Cyan Original	cart				0				0				0				0	0	0.00	-
5	INK CART, HP L0S66AA (HP955XL) Magenta Original	cart				0				0				0				0	0	0.00	-
5	INK CART, HP L0S69AA (HP955XL) Yellow Original	cart				0				0				0				0	0	0.00	-
5	INK CART, HP L0S72AA (HP955XL) Black Original	cart				0				0				0				0	0	0.00	-
5	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0				0	0	0.00	-
5	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0				0	0	0.00	-
5	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0				0	0	0.00	-
6	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0				0	0	0.00	-
6	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0				0	0	0.00	-
6	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0				0	0	0.00	-
6	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0				0				0	0	0.00	-
6	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0				0	0	0.00	-
6	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0				0				0				0	0	79.82	-
6	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	753.88	-
6	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				0				0				0				0	0	78.96	-
6	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,658.57	-
6	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,892.80	-
7	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,720.22	-
7	TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,059.63	-
7	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,460.08	-
7	TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,914.91	-
7	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,444.90	-
7	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	7,024.99	-
7	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,239.39	-

7	TONER CART, HP CE285A (HP85A), Black	cart	36			36	36			36					36	36			36	144	3,009.01	433,297.44
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					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 CF230A, LaserJet Pro M401/M425 2.7K Black	cart				0				0					0				0	0	0.00	-
101	TONER CART, HP CF230XC	cart				0				0					0				0	0	7,241.31	-

10	TONER CART, HP CF2[illegible]31A (HP81A) B ack LaserJet	cart				0				0					0				0	0	0.00	-
10	TONER CART, HP CF2[illegible]33A (HP83A) LaserJet Black	cart				0				0					0				0	0	0.00	-
10	TONER CART, HP CF2[illegible]33XC (HP83X) Blk Contract LJ	cart				0				0					0				0	0	0.00	-
10	TONER CART, HP CF2[illegible]37A (HP87) bl[illegible]ck	cart				0				0					0				0	0	0.00	-
10	TONER CART, HP CF3[illegible]10AC (HP826) black	cart				0				0					0				0	0	0.00	-
10	TONER CART, HP CF3[illegible]11AC (HP826) cyan	cart				0				0					0				0	0	0.00	-
10	TONER CART, HP CF3[illegible]12AC (HP826) yellow	cart				0				0					0				0	0	0.00	-
10	TONER CART, HP CF3[illegible]13AC (HP826) magenta	cart				0				0					0				0	0	0.00	-
11	TONER CART, HP CF3[illegible]25XC (HP25X) Black LaserJet	cart				0				0					0				0	0	0.00	-
11	TONER CART, HP CF3[illegible]50A Black LJ	cart				0				0					0				0	0	0.00	-
11	TONER CART, HP CF3[illegible]51A Cyan LJ	cart				0				0					0				0	0	0.00	-
11	TONER CART, HP CF3[illegible]52A Yellow LJ	cart				0				0					0				0	0	0.00	-
11	TONER CART, HP CF3[illegible]53A Magenta LJ	cart				0				0					0				0	0	0.00	-
11	TONER CART, HP CF3[illegible]50A (HP508A) Black LaserJet	cart				0				0					0				0	0	0.00	-
11	TONER CART, HP CF3[illegible]50XC (HP508X) Black Contract LJ	cart				0				0					0				0	0	0.00	-
11	TONER CART, HP CF3[illegible]51A (HP508A) Cyan LaserJet	cart				0				0					0				0	0	0.00	-
11	TONER CART, HP CF3[illegible]51XC (HP508X) Cyan Contract LJ	cart				0				0					0				0	0	0.00	-
11	TONER CART, HP CF3[illegible]52A (HP508A) Yellow LaserJet	cart				0				0					0				0	0	0.00	-
12	TONER CART, HP CF3[illegible]52XC (HP508X) Yellow Contract LJ	cart				0				0					0				0	0	0.00	-
12	TONER CART, HP CF3[illegible]53A (HP508A) Magenta LaserJet	cart				0				0					0				0	0	0.00	-
12	TONER CART, HP CF3[illegible]53XC (HP508X) Magenta Contract LJ	cart				0				0					0				0	0	0.00	-
12	TONER CART, HP CF4[illegible]00A (HP201A) Black LaserJet	cart				0				0					0				0	0	0.00	-
12	TONER CART, HP CF4[illegible]01A (HP201A) Cyan LaserJet	cart				0				0					0				0	0	0.00	-
12	TONER CART, HP CF4[illegible]02A (HP201A) Yellow LaserJet	cart				0				0					0				0	0	0.00	-
12	TONER CART, HP CF4[illegible]03A (HP201A) Magenta LaserJet	cart				0				0					0				0	0	0.00	-

12.	TONER CART, HP CF4 10A (HP410A) black	cart				0				Pag 0				0				0	0	0.00	-
12	TONER CART, HP CF4 10XC (HP410X) black	cart				0				0				0				0	0	0.00	-
12	TONER CART, HP CF4 11A (HP410A) yan	cart				0				0				0				0	0	0.00	-
13	TONER CART, HP CF4 11XC (HP410X( ) cyan	cart				0				0				0				0	0	0.00	-
13	TONER CART, HP CF4 12A (HP410A) ellow	cart				0				0				0				0	0	0.00	-
13	TONER CART, HP CF4 12XC (HP410X( ) yellow	cart				0				0				0				0	0	0.00	-
13	TONER CART, HP CF4 13A (HP410A) nagenta	cart				0				0				0				0	0	0.00	-
13	TONER CART, HP CF4 13XC (HP410X( ) magenta	cart				0				0				0				0	0	0.00	-
13	TONER CART, HP Q2 12A, Black	cart				0				0				0				0	0	0.00	-
13	TONER CART, HP Q5 42A, Black	cart				0				0				0				0	0	3,228.58	-
13	TONER CART, HP Q7 53A, Black	cart				0				0				0				0	0	7,782.11	-
13	TONER CART, LEXM/ RK E360H11P, lack	cart				0				0				0				0	0	4,050.59	-
13	TONER CART, LEXM/ RK T650A11P, lack	cart				0				0				0				0	0	9,229.29	-
14	TONER CART, SAMSI NG MLT-D101 , Black	cart				0				0				0				0	0	10,015.62	-
14	TONER CART, SAMSI NG MLT-D103 , Black	cart				0				0				0				0	0	2,747.26	-
14	TONER CART, SAMSI NG MLT-D104 , Black	cart				0				0				0				0	0	3,028.48	-
14	TONER CART, SAMSI NG MLT-D105 , Black	cart				0				0				0				0	0	2,541.76	-
14	TONER CART, SAMSI NG MLT-D108 , Black	cart				0				0				0				0	0	2,898.69	-
14	TONER CART, SAMSI NG MLT-D203 , Black	cart				0				0				0				0	0	2,855.42	-
14	TONER CART, SAMSI NG MLT-D203 , Black	cart				0				0				0				0	0	7,403.55	-
14	TONER CART, SAMSI NG MLT-D203 J, black	cart				0				0				0				0	0	4,802.30	-
14	TONER CART, SAMSI NG MLT-D205 , Black	cart				0				0				0				0	0	9,842.56	-
14	TONER CART, SAMSI NG MLT-D205 , Black	cart				0				0				0				0	0	9,572.16	-
15	TONER CART, SAMSI NG SCX-D655 A, Black	cart				0				0				0				0	0	5,267.39	-
15	TONER CARTRIDGE, B ROTHER TN-3 178, Blackf, for printer HL-6400DW (12,000 pag s)	cart				0				0				0				0	0	4,531.90	-
																				6,312.22	-

15	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				0				0				0	0	13,935.33	-
B. OTHER ITEMS NOT AVALABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																						
COMMON ELECTRICAL SUPPLIES																						
	Ballast/fixture	piece		24		24		24		24		24		24		24		24	96	250.00	24,000.00
	Flourescent tube w/starter	tube		24		24		24		24		24		24		24		24	96	130.00	12,480.00
	Convenient Outlets	piece		24		24		24		24		24		24		24		24	96	75.00	7,200.00
	Electrical wire	box	1			1				0				1				0	2	4,000.00	8,000.00
	Electrical switch w/receptacle	piece		24		24		24		24		24		24		24		24	96	250.00	24,000.00
COMMON OFFICE EQUIPMENT																						
	Wireless router	set			6	6				0				0			6	6	12	7,000.00	84,000.00
	Water Dispenser w/round gallons	unit	6			6				0				6				0	12	9,000.00	108,000.00
	Steel Cabinets	unit	12			12				0	12			12				0	24	7,000.00	168,000.00
	Brass Cutter	unit		3		3				0				0	2			2	5	18,000.00	90,000.00
	Sound System	unit		1		1				0				0				0	1	120,000.00	120,000.00
COMMON OFFICE SUPPLIES																						
	Marine Plywood	piece			36	36				0				0				0	36	480.00	17,280.00
	CWNails,assorted sizes	kilo			6	6				0				0				0	6	100.00	600.00
	Paints,various colors	can			24	24				0				0				0	24	240.00	5,760.00
	Cement	bag			12	12				0				0				0	12	300.00	3,600.00
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						0				0				0				0	0		-
						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	HP 12A Toner	piece	24			24	24			24	24			24	24			24	96	3,600.00	345,600.00
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				-
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																								
							0				0				0				0	0				-
							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			-

						0				0				0				0	0			-
1						0				0				0				0	0			-
Paper Materials and Products																						
						0				0				0				0	0			-
						0				0				0				0	0			-
						0				0				0				0	0			-
						0				0				0				0	0			-
						0				0				0				0	0			-
						0				0				0				0	0			-
						0				0				0				0	0			-
						0				0				0				0	0			-
						0				0				0				0	0			-
						0				0				0				0	0			-
1						0				0				0				0	0			-
Lighting and fixtures and accessories																						
						0				0				0				0	0			-
						0				0				0				0	0			-
						0				0				0				0	0			-
						0				0				0				0	0			-
						0				0				0				0	0			-
						0				0				0				0	0			-
						0				0				0				0	0			-
						0				0				0				0	0			-
						0				0				0				0	0			-
1						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		-
5							₱				0				0				0	0		-
6							₱				0				0				0	0		-
7							₱				0				0				0	0		-
8							₱				0				0				0	0		-
9							₱				0				0				0	0		-
10							₱				0				0				0	0		-
*Other Categories																						
1							₱				0				0				0	0		-
2							₱				0				0				0	0		-
3							₱				0				0				0	0		-
4							₱				0				0				0	0		-
5							₱				0				0				0	0		-
6							₱				0				0				0	0		-
7							₱				0				0				0	0		-
8							₱				0				0				0	0		-
9							₱				0				0				0	0		-
10							₱				0				0				0	0		-

C. TOTAL (A + B):										₱	2,808,121.01
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)										₱	280,812.10
E. GRAND TOTAL (C + D)										₱	3,088,933.11
F. APPROVED BUDGET BY THE AGENCY HEAD											
G. MONTHLY CASH REQUIREMENTS											
G.1 Available at Procurement Service Stores		746,437.59		241,201.60		535,104.82		266,857.00		₱	1,789,601.01
G.2 Other Items not available at PS but regulary purchased from other sources		488,560.00		103,320.00		245,320.00		181,320.00		₱	1,018,520.00
TOTAL MONTHLY CASH REQUIREMENTS		1,234,997.59		344,521.60		780,424.82		448,177.00		₱	2,808,121.01

*Other categories that are not indicated her ein

**Prices are FOB Manila/Applicable for items: under A.

Prepared by:

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Pro

CRISTINA T. BARRAMEDA

Property/Supply Officer IV

Certified Funds Available / Certified Appropriate Funds Available:

Accountant / Local Budget Officer

Approved by:

and equipment has been included in or is within our approved budget for the year.

OCORNO V. DELA ROSA, CESO V

SCHOOLS DIVISION SUPERINTENDENT

Head of Office/Agency

Date: