

**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:	LAGUNA LAKE DEVELOPMENT AUTHORITY, DENR	Agency Account Code:	D057	Contact Person:	VEn Endaya
Region:	MAIN & NCR			Position:	Supply Officer III
Address:	National Ecology Center, East Avenue, Diliman, Quezon City			E-mail :	llda_gss@yahoo.com.ph
				Telephone/Mobile Nos:	3764061

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	20		39	59	17	7	34	58	27		41	68	15	7	34	56	241	20.28	4,887.48
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	11	4	36	51	11	4	34	49	12		34	46	11		34	45	191	19.20	3,667.20
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack			2	2		2		2	2		2	4		2		2	10	91.94	919.40
4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube			30	30			30	30			30	30			30	30	120	40.97	4,916.40
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			5	5			10	10			5	5			5	5	25	18.93	473.25
COMMON OFFICE SUPPLIES																					

1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	1		2	3			2	Pages 2 2			2	2	1		2	3	10	766.73	7,667.30
2	AIR FRESHENER, aerosol, 280ml/150g min	can				0				0				0				0	0	88.69	-
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	7			7	6			6	6			6	6			6	25	49.73	1,243.25
4	CARBON FILM, PE, black, size 210mm x 297mm	box	10			10	2			2	2			2	2			2	16	205.48	3,287.68
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0				0	0	210.91	-
6	CARTOLINA, assorted colors	pack			5	5			5	5			5	5			5	5	20	67.06	1,341.20
7	CHALK, molded, white, dustless, length: 78mm min	box				0				0				0				0	0	26.89	-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece			4	4			4	4			4	4			4	4	16	38.19	611.04
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece			4	4			4	4			4	4			4	4	16	40.47	647.52
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	26		13	39	27	1	13	41	27	1	13	41	27	1	13	41	162	7.87	1,274.94
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	21		13	34	22	1	13	36	22	1	13	36	22	1	13	36	142	13.94	1,979.48
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	19		13	32	20	1	13	34	20	1	13	34	20	1	12	33	133	19.88	2,644.04
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	16		7	23	17	1	7	25	17	1	7	25	17	1	7	25	98	41.10	4,027.80
14	CORRECTION TAPE, film base type, UL 6m min	piece	58		40	98	36		25	61	61		40	101	36		25	61	321	18.26	5,861.46
15	DATA FILE BOX, made of chipboard, with closed ends	box	34		28	62	29		28	57	29		28	57	24		23	47	223	72.57	16,183.11
16	DATA FOLDER, made of chipboard, taglia lock	piece	35		20	55	20		20	40	20		20	40	15		20	35	170	71.39	12,136.30
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	5		4	9	2		2	4	3		2	5	1		2	3	21	424.47	8,913.87
18	ENVELOPE, DOCUMENTARY, for legal size document	box	4		5	9	1		4	5	2		3	5	2	1	3	6	25	538.80	13,470.00
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	15		3	18			4	4	12		3	15	1		3	4	41	667.84	27,381.44
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0				0				0				0	0	28.71	-
21	ENVELOPE, MAILING, white, 8ogsm (-5%)	box	4			4	3	1		4	1	1		2	2			2	12	341.79	4,101.48
22	ENVELOPE, mailing, white, with window	box				0				0				0				0	0	427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece	3		3	6	5		3	8	7		3	10	5		3	8	32	11.55	369.60
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	29		17	46	7		12	19	7		17	24	7		12	19	108	6.23	672.84

25	FASTENER, METAL, 70mm between prongs	box	26		20	46	26		15	Pages 3 41	27		20	47	27		15	42	176	59.37	10,449.12
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece			5	5				0				0			5	5	10	73.59	735.90
27	FILE TAB DIVIDER, bristol board, for A4	set			2	2				0			2	2				0	4	12.98	51.92
28	FILE TAB DIVIDER, bristol board, for legal	set			2	2				0			2	2				0	4	17.31	69.24
29	FOLDER, FANCY, for A4 size documents	bundle	5		5	10	3		2	5	4		4	8	2		4	6	29	258.50	7,496.50
30	FOLDER, FANCY, for legal size documents	bundle	5		6	11	3		2	5	5		5	10	2		4	6	32	302.85	9,691.20
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0				0				0				0	0	177.92	-
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0				0				0				0	0	222.27	-
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	6		3	9	4		2	6	5		3	8	4		2	6	29	776.59	22,521.11
34	FOLDER, TAGBOARD, for A4 size documents	pack	6		3	9	4		3	7	6		3	9	4		3	7	32	226.05	7,233.60
35	FOLDER, TAGBOARD, for legal size documents	pack	10		3	13	11		3	14	9		3	12	9		3	12	51	208.38	10,627.38
36	GLUE, all purpose, gross weight: 200 grams min	jar	7		5	12	2		3	5	3		3	6	2		5	7	30	49.73	1,491.90
37	INDEX TAB, self-adhesive, transparent	box	10		7	17			3	3			7	7			3	3	30	53.74	1,612.20
38	LOOSELEAF COVER, made of chipboard, for legal	bundle	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	676.00	16,224.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	1		1	2		1		1		1		1	1			1	5	43.26	216.30
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	25		10	35	8	7	8	23	15		15	30	8	2	8	18	106	36.97	3,918.82
41	MARKER, whiteboard, black, felt tip, bullet type	piece	20		43	63	10	2	46	58	17		43	60	10	2	41	53	234	10.69	2,501.46
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	14		31	45	9	2	34	45	11		31	42	9	2	29	40	172	10.69	1,838.68
43	MARKER, whiteboard, red, felt tip, bullet type	piece	14		29	43	9	2	32	43	11		29	40	9	2	27	38	164	10.69	1,753.16
44	MARKER, PERMANENT, bullet type, black	piece	43		48	91	33	2	51	86	40		48	88	33	2	46	81	346	10.04	3,473.84
45	MARKER, PERMANENT, bullet type, blue	piece	38		40	78	33	2	43	78	35		40	75	33	4	36	73	304	10.04	3,052.16
46	MARKER, PERMANENT, bullet type, red	piece	21		39	60	16	2	42	60	18		39	57	14	2	37	53	230	10.04	2,309.20
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	32		27	59	27		12	39	32		27	59	22		12	34	191	12.52	2,391.32
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	35		10	45	25		5	30	30		10	40	25		5	30	145	32.45	4,705.25

49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	10		5	15		3	5	Pages 4 8	5	3	5	13		3	5	8	44	44.32	1,950.08
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	39		17	56	27	2	17	46	32	2	17	51	27	2	17	46	199	59.49	11,838.51
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0				0				0				0	0	18.99	-
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	36		20	56	32		25	57	27	5	20	52	33		20	53	218	6.91	1,506.38
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	29		20	49	30		20	50	20	5	20	45	26		20	46	190	14.04	2,667.60
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	25	5	150	180	5	35	130	170	5	35	130	170	25	5	130	160	680	137.66	93,608.80
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	5	5	55	65	5	5	55	65	5	5	55	65	5	5	55	65	260	160.94	41,844.40
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	70	10	10	90	75	10	10	95	70	10	10	90	75	10	10	95	370	119.09	44,063.30
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	48	12	10	70	38	5	6	49	49	10	10	69	39	5	5	49	237	123.08	29,169.96
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	8		8	16	2	5	3	10	3	5	3	11	2	5	3	10	47	95.18	4,473.46
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	6		5	11	6		5	11	6		5	11	6		5	11	44	34.29	1,508.76
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	12		19	31	10	2	17	29	12		17	29	12		17	29	118	20.40	2,407.20
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0				0				0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	25		12	37	8		14	22	7		14	21	8		14	22	102	62.73	6,398.46
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	28	2	12	42	18	2	12	32	8	12	12	32	9	2	12	23	129	97.34	12,556.86
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	10		18	28			15	15			18	18			17	17	78	267.14	20,836.92
65	RUBBER BAND, 70mm min lay flat length (#18)	box	10		6	16	2		3	5	2		3	5	1		5	6	32	97.04	3,105.28
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	9		13	22	2		10	12	4		13	17	2		10	12	63	16.10	1,014.30
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	67		54	121	47	20	49	116	67		54	121	67		49	116	474	35.99	17,059.26
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	51		29	80	34	20	29	83	54		29	83	54		29	83	329	35.99	11,840.71
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	20		14	34	19	3	12	34	22		14	36	22		12	34	138	35.99	4,966.62
70	STAMP PAD INK, purple or violet	bottle	4		4	8			4	4	4		4	8	1		3	4	24	25.62	614.88
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	2		3	5		1	3	4	2		3	5			3	3	17	28.77	489.09
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	11			11	11			11	11			11	11			11	44	21.51	946.44

73	STAPLE WIRE, STANDARD, (26/6)	box	18		13	31	16	3	13	Pages 5 32	16		15	31	16		13	29	123	19.68	2,420.64
74	TAPE, MASKING, width: 24mm (±1mm)	roll	26	2	12	40	27	2	12	41	27	2	12	41	27	2	12	41	163	57.32	9,343.16
75	TAPE, MASKING, width: 48mm (±1mm)	roll	24		10	34	23		10	33	23		10	33	23		10	33	133	109.24	14,528.92
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	12		12	24	11	2	10	23	11	2	10	23	11	2	10	23	93	29.08	2,704.44
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	23		21	44	20	6	15	41	24	2	19	45	20	2	23	45	175	11.36	1,988.00
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	20		14	34	9	1	12	22	20		14	34	19	1	13	33	123	27.58	3,392.34
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack				0				0				0				0	0	70.30	-
80	TWINE, plastic, one (1) kilo per roll	roll			5	5			5	5			5	5			5	5	20	51.92	1,038.40
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0				0				0				0	0	133.99	-
82	Airline Travel	ticket				0				0				0				0	0	0.00	-

COMMON OFFICE DEVICES

1	CUTTER BLADE, for heavy duty cutter	tube	6		2	8			3	3	2		2	4			2	2	17	10.22	173.74
2	CUTTER KNIFE, for general purpose	piece	10		5	15	3		5	8	3		5	8			5	5	36	20.55	739.80
3	DATING AND STAMPING MACHINE, heavy duty	piece	3			3				0				0				0	3	497.52	1,492.56
4	PENCIL SHARPENER, manual, single cutter head	piece	5		3	8			5	5			3	3			3	3	19	194.69	3,699.11
5	PUNCHER, paper, heavy duty, with two hole guide	piece	6	1	6	13	1		6	7	2		6	8	1		6	7	35	123.42	4,319.70
6	SCISSORS, symmetrical, blade length: 65mm min	pair	10		14	24	1	3	14	18	2	2	14	18	1	2	14	17	77	14.28	1,099.56
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	9	1	14	24	1	1	14	16	3		16	19	1		14	15	74	85.45	6,323.30
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0				0				0	0	913.95	-
9	STAPLE REMOVER, PLIER-TYPE	piece	16	1	15	32	3		18	21	6		15	21	5		15	20	94	18.91	1,777.54
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	6		4	10			4	4	1		4	5			4	4	23	51.57	1,186.11
11	WASTEBASKET, non-rigid plastic	piece				0				0				0				0	0	25.96	-

COMMON JANITORIAL SUPPLIES

1	BROOM, soft (tambo)	piece				0				0				0				0	0	91.94	-
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2	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0				Pages 6 0				0			0	0	24.88	-	
3	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0				0				0			0	0	43.26	-	
4	CLEANSER, SCOURING POWDER, 350g min./can	can				0				0				0			0	0	24.88	-	
5	DETERGENT POWDER, all purpose, 1kg	pouch				0				0				0			0	0	38.93	-	
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can				0				0				0			0	0	125.20	-	
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0				0				0			0	0	28.12	-	
8	FLOOR WAX, PASTE, RED	can				0				0				0			0	0	280.13	-	
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can				0				0				0			0	0	90.85	-	
10	INSECTICIDE, aerosol type, net content: 600ml min	can				0				0				0			0	0	142.77	-	
11	MOP BUCKET, heavy duty, hard plastic	piece				0				0				0			0	0	1,987.44	-	
12	MOPHANDLE, heavy duty, aluminum, screw type	piece				0				0				0			0	0	148.18	-	
13	MOPHEAD, made of rayon, weight: 400 grams min	piece				0				0				0			0	0	110.32	-	
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	1		40	41	1		40	41	2		40	42	2		40	42	166	51.68	8,578.88
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0				0				0			0	0	107.08	-	
16	TRASHBAG, plastic, transparent	roll				0				0				0			0	0	145.48	-	
17	DETERGENT BAR, 140 grams as packed	bar				0				0				0			0	0	7.57	-	

COMMON OFFICE EQUIPMENT

1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0				0				0			0	0	10,816.00	-
2	CALCULATOR, compact, 12 digits	unit	5			5				0				0			0	5	140.61	703.05
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0				0			0	0	273.10	-
4	CHAIR,monobloc, white, with backrest, w/o armrest	piece				0				0				0			0	0	273.10	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0				0				0			0	0	6,828.14	-
6	DOCUMENT CAMERA, 3.2M pixels	unit				0				0				0			0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0				0				0			0	0	1,091.33	-

8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0			Pages 7 0				0			0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit				0			0				0			0	0	1,046.65	-
10	ELECTRIC FAN, WALL type, plastic blade	unit				0			0				0			0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit				0			0				0			0	0	3,642.83	-
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0			0				0			0	0	1,123.78	-
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0			0				0			0	0	5,191.68	-
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0			0				0			0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0			0				0			0	0	8,411.60	-
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit				0			0				0			0	0	5,927.17	-
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0			0				0			0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0			0				0			0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit				0			0				0			0	0	744.14	-
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				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			35	35			35	35			35	35		35	35	140	22.66	3,172.40

8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece			4	4			Pages 8 0				0			0	4	3,152.86	12,611.44
9	FLASH DRIVE, 16 GB capacity	piece				0			0				0			0	0	261.75	-
10	MOUSE, optical, USB connection type	unit			4	4			0				0			0	4	140.39	561.56

HANDBOOK ON PROCUREMENT

1	HANDBOOK (RA 9184), 7th Edition	piece				0			0				0			0	0	48.13	-
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CONSUMABLES

1	DRUM CART, BROTHER DR-3455	cart				0			0				0			0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart				0			0				0			0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0			0				0			0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0			0				0			0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0			0				0			0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart				0			0				0			0	0	264.99	-
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0			0				0			0	0	264.99	-
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0			0				0			0	0	264.99	-
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0			0				0			0	0	264.99	-
10	INK CART, HP C2P04AA (HP62) Black	cart				0			0				0			0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0			0				0			0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				0			0				0			0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0			0				0			0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0			0				0			0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0			0				0			0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0			0				0			0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0			0				0			0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0			0				0			0	0	0.00	-

19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0				Pages 9 0				0				0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0				0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart	5	2	8	15	5	2	8	15	5	2	8	15	5	2	8	15	60	665.18	39,910.80
22	INK CART, HP CC643WA, (HP60), Tri-color	cart	5	2	5	12	5	2	5	12	5	2	5	12	5	2	5	12	48	784.16	37,639.68
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				Pages 10 0				0			0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0			0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0			0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0			0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0			0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0			0	0	0.00	-
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0				0			0	0	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0				0			0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0				0			0	0	0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart				0				0				0			0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0			0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0			0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0			0	0	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0				0			0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0			0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0			0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0			0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0			0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				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				Pages 11 0				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	6	1	8	15	3	3	5	11	6	1	7	14	3	3	4	10	50	2,914.91	145,745.50
74	TONER CART, HP CB540A, Black	cart				0				0				0			0	0	3,444.90	-	
75	TONER CART, HP CE255A, Black	cart	10	4	8	22	5	4	9	18	10	4	9	23	5	4	8	17	80	7,024.99	561,999.20
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				Pages 12 0				0			0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0			0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0			0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0			0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				0				0				0			0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				0				0				0			0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0				0			0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0				0			0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0			0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0				0			0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0				0				0			0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0			0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0			0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0				0			0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0				0			0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0				0			0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0			0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0			0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0			0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0			0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0				0			0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0			0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				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				Pages 13 0				0				0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0				0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0				0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0				0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0				0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0				0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0				0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0				0				0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0				0				0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0				0				0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0				0				0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0				0				0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0				0				0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0				0				0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0				0				0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0				0				0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0				0				0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0				0				0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0				0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0				0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart	7	1	3	11	6	1	2	9	7	1	3	11	6	1	2	9	40	3,228.58	129,143.20
136	TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart	2			2	3			3	2			2	2			2	9	4,050.59	36,455.31
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	9,229.29	-

139	TONER CART, LEXMARK T650A11P, Black	cart				0				Pages 14 0				0			0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0			0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0			0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0			0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0			0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0			0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0			0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart			1	1		1		1	1		1	2		1	1	5	4,802.30	24,011.50
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 LBP678ox	cart				0				0				0			0	0	13,935.33	-

B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON ELECTRICAL SUPPLIES

1	Bulb LED 9watts 22060hz coll	tube			30	30			20	20			30	30			20	20	100		-
2	Bulb LED 14watts 22060hz coll				30	30			20	20			30	30			20	20	100		-
3						0				0				0			0	0			-
4						0				0				0			0	0			-
5						0				0				0			0	0			-

COMMON OFFICE EQUIPMENT

1	Collapsible/adjustable steel rack	unit	16			16				0				0			0	16	5,000.00	80,000.00
2	Lateral Steel Cabinet	unit	1			1				0				0			0	1	9,000.00	9,000.00

3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-

COMMON OFFICE SUPPLIES

1	Ballpoint	pc	10		110	120	10		110	120	10		110	120	6		110	116	476	7.50	3,570.00
2	Letterhead w/ LLDA logo	ream	26		18	44	16	5	8	29	16		13	29	10	5	8	23	125	800.00	100,000.00
3	Envelope w/ LLDA logo	ream	4		3	7	4		2	6	4		3	7	4		2	6	26	1,400.00	36,400.00
4	Compact Disk rewritable 700mb	pc			50	50			25	25			50	50			25	25	150	17.00	2,550.00
5	Cartolina,white 20s/pack	pack			5	5			5	5			5	5			5	5	20	20.00	400.00
6	Illustration Board 30x40 2 ply	pc			5	5			5	5			5	5			5	5	20	50.00	1,000.00
7	Manila Paper 1200mm x 900mm gsm	pack			10	10			10	10			10	10			10	10	40	40.00	1,600.00
8	Push Pin head type assorted	box	1		5	6	2		5	7	3		5	8	2		5	7	28	26.00	728.00
9	Ring Binder 3/4 x 44 plastic	bundle			15	15			15	15			15	15			15	15	60	25.00	1,500.00
10	Ring Binder 1 x 44 plastic	bundle			15	15			15	15			15	15			15	15	60	12.00	720.00
11	Ring Binder 2 x 44 plastic	bundle			15	15			15	15			15	15			15	15	60	12.00	720.00
12	Ring Binder 1/2 x 44 plastic	bundle	1			1				0				0				0	1	12.00	12.00
13	Folder, morocco/fancy, legal size, 50s/pack	pack	2	5		7				0	7			7				0	14	301.60	4,222.40
14	Folder, morocco/fancy, A4 size, 50s/pack	pack	2			2	4			4	2			2	4			4	12	312.00	3,744.00
15	Parchment Paper w/LLDA logo and address , security paper	ream	10			10	8			8	5			5	7			7	30	2,500.00	75,000.00
16	Photopaper	piece	4	5		9				0				0				0	9	150.00	1,350.00
17	Dye Color	bottle	2	1	2	5	2	1	2	5	2	1	2	5	2	1	2	5	20	115.00	2,300.00
18	PAPER, Bond, premium grade, 210mm x 297mm (A4) 70gsm	ream			10	10		10		10		10		10			10	10	40	91.94	3,677.60
19	Clip, bulldog (3")	piece				0	3			3	3			3	3			3	9	7.28	65.52
20	Battery, size, C, Alkaline, 2 pcs/pack	pack	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	150.00	3,600.00

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	TONER CART, HP C7115A, Black	cart	3		2	5			1	1	2		1	3			1	1	10	3,000.00	30,000.00
2	TONER CART, HP Q2624A, Black	cart	1			1				0				0				0	1	4,200.00	4,200.00
3	Toner Fuji 3300d black	cart			2	2			1	1			1	1			1	1	5	10,500.00	52,500.00
4	Toner Fuji 3300d cyan	cart			1	1			1	1			1	1				0	3	12,500.00	37,500.00
5	Toner Fuji 3300d magenta	cart			1	1			1	1			1	1				0	3	12,500.00	37,500.00
6	Toner Fuji 3300d yellow	cart			1	1			1	1			1	1				0	3	12,500.00	37,500.00
7	Risograph ink R2 black	cart			3	3			3	3			3	3			3	3	12	1,690.00	20,280.00
8	Risograph master R2b473	cart			1	1			1	1			1	1			1	1	4	3,915.00	15,660.00
9	Sharp Toner 310ft	cart			4	4			4	4			4	4			4	4	16	8,278.00	132,448.00
10	Sharp Toner 152ft	cart			4	4			4	4			4	4			4	4	16	3,500.00	56,000.00
11	TONER CART, HP Q6511A, black	cart	2		2	4	1	1	1	3	2		2	4	1	1	1	3	14	6,000.00	84,000.00
12	TONER, SAMSUNG MLT D116L, Black	cart	2			2	2			2	2			2	2			2	8	3,000.00	24,000.00
13	TONER CART, HP Q7551A, black	cart	1			1	1			1	1			1	1			1	4	4,800.00	19,200.00
14	HP Laserjet Pro CP1025	cart				0		1		1			1	1				0	2	9,500.00	19,000.00
15	HP Officejet 7000 (HP920 cart)	cart			1	1		1		1	1		1	2		1		1	5	3,200.00	16,000.00
16	HP Officejet 7612 (HP932 black)	cart		1		1	1		1	2		1		1	1			1	5	1,500.00	7,500.00
17	HP Officejet 7612 (HP933 cyan)	cart		1		1	1		1	2		1		1	1			1	5	1,400.00	7,000.00

18	HP Laserjet 87A	cart		1		1	1		1	2		1		1	1			1	5	5,000.00	25,000.00
19	HP Laserjet D2660 black	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	800.00	19,200.00
20	Ink Cartridge HP Laserjet P3015 PCL6	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	1,500.00	18,000.00
21	Ink Cartridge , HP CC641WA (HP60XL), Black	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	1,500.00	18,000.00
22	Ink Cart, BROTHER, LC6788, Black	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	910.00	10,920.00
23	Ink Cart,BROTHER, LC&C, Cyan	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	546.00	6,552.00
24	Ink Cart, BROTHER, LC67M, Magenta	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	546.00	6,552.00
25	Ink Cart, BROTHER, LC67M, Yellow	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	546.00	6,552.00
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	LCD Projector	unit	1			1				0				0				0	1	50,000.00	50,000.00
2	Scanner	unit	1			1				0				0				0	1	5,000.00	5,000.00
3	Printer/Scanner	unit	1			1				0				0				0	1	8,000.00	8,000.00
4	Search light with battery	unit	1			1				0				0				0	1	5,000.00	5,000.00
5	Megaphone	unit	3			3				0				0				0	3	5,000.00	15,000.00
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-

Office Supplies

1	Trodat	pc	4			4			2	2				0				0	6	1,000.00	6,000.00
2	Trodat Ink	bottle	3			3	2			2	2			2	2			2	9	100.00	900.00
3	Aluminum Foil	roll	5			5	5			5	5			5	5			5	20	48.00	960.00
4	Disposable Facial Mask 100 pcs/box	box	1			1	1			1	1			1				0	3	290.00	870.00
5	Aluminum Tape 2"	roll	3			3	3			3	2			2	2			2	10	200.00	2,000.00
6	Duct Tape	roll	10			10	12			12	12			12	11			11	45	200.00	9,000.00
7	Denatured Alcohol	bottle	2			2	2			2	2			2	2			2	8	100.00	800.00
8	Disposable Rubber Gloves (100 pairs/box)	box	1			1	1			1	1			1	1			1	4	500.00	2,000.00
9	Rope #10	roll	60			60			50	50	50			50	50			50	210	500.00	105,000.00
10	Chain	pcs			5	5			5	5			5	5				0	15	300.00	4,500.00

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		-
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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	Transparency Film	box			0				0	1			1	1			1	2	200.00	400.00
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		-

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	DVD Recordable, 16x speed, 4.7GB capacity	piece			0	5			5	5			5	5			5	15	21.79	326.85
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	Mobile Hard Disk	unit	2		2				0				0			0	2	3,000.00	6,000.00
2					0				0				0			0	0		-
3					0				0				0			0	0		-
4					0				0				0			0	0		-
5					0				0				0			0	0		-
6					0				0				0			0	0		-
7					0				0				0			0	0		-

8						0				0				0			0	0		-
9						0				0				0			0	0		-
10						0				0				0			0	0		-

***Other Categories**

1	Safety Shoes	pcs	6			6				0				0			0	6	7,000.00	42,000.00
2	PPE	set	1			1				0				0			0	1	63,000.00	63,000.00
3	Sampling Clear Glass	bottle			100	100				0	100			100			0	200	25.00	5,000.00
4	Plastic Container/gallon	gal			100	100				0	100			100			0	200	30.00	6,000.00
5	Nalgene Bottles	bottle			25	25				0	25			25			0	50	150.00	7,500.00
6	Padlock	pcs	15			15	15			15	15			15			0	45	250.00	11,250.00
7	Plywood 1/4 thickness	pc	20			20				0				0			0	20	450.00	9,000.00
8	Barb/GI Wire	roll	105			105				0				0			0	105	100.00	10,500.00
9	Concrete Nail/Common Nail	kilo	19			19				0				0			0	19	50.00	950.00
10	Plastic Pots		50000			50000	25000			25000				0	25000		25000	100000	0.50	50,000.00

C. TOTAL (A + B):																		₱	3,084,849.82	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		₱	308,484.98	
E. GRAND TOTAL (C + D)																		₱	3,393,334.80	
F. APPROVED BUDGET BY THE AGENCY HEAD																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores					465,349.59				365,924.33					434,458.20			348,937.33		₱	1,614,669.45
G.2 Other Items not available at PS but regularly purchased from other sources					662,103.60				293,386.19					291,274.39			223,416.19		₱	1,470,180.37
TOTAL MONTHLY CASH REQUIREMENTS					1,127,453.19				659,310.52					725,732.59			572,353.52		₱	3,084,849.82

*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:

Ven Endaya

Rosanna Avenido

Jaime C. Medina

Property/Supply Officer

Accountant / Local Budget Officer

Head of Office/Agency

Date: 11/21/2017
