

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

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataraman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. **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
6. **The accomplished SOFT COPY of the APP-CSE shall be submitted to the following email addresses:**
 - a. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com. For Local Government Units
7. Consistent with National Budget Circular No. 555, the APP for FY 2017 must be submitted on or before **November 30, 2017**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. 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: **PORO POINT MANAGEMENT CORPORATION**
 Region: **1**
 Address: **Governor Joaquin L. Ortega Avenue, Poro Point FreeportZone,
 City of San Fernando, La Union**

Contact Person: **KARIE B. GONGORA**
 Position: **Administrative Officer**
 E-mail : **karie_gongora@yahoo.com.ph**
 Telephone/Mobile Nos: **072-242-0684/ 0917-5724975**

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	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	9	9	9	27	9	9	9	27	9	9	9	27	9	10	10	29	110	17.42	1,916.20	
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	5	5	5	15	5	5	5	15	5	6	5	16	6	6	6	18	64	15.03	961.92	
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	77.56	-	
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	0	36.30	-	
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0				0	0	93.29	-	
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	-	
2 AIR FRESHENER, 280mL/can	can	6	6	5	17	6	6	5	17	6	5	5	16	6	5	5	16	66	83.20	5,491.20	
3 ALCOHOL, 70%, ethyl, 500ml	bottle				0				0				0				0	0	47.82	-	
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0	197.58	-	
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0				0				0	0	202.80	-	
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0				0	0	64.48	-	
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	39.52	-	
9 CLEARBOOK, Legal size	piece				0				0				0				0	0	43.68	-	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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	13.50	-
12 CLIP, backfold, 32mm, 12 pieces per box	box				0				0				0				0	0	19.12	-
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				0				0				0				0	0	31.20	-
15 DATA FILE BOX, made with chipboard, with closed ends	box				0				0				0				0	0	69.78	-
16 DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0	68.64	-
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0				0				0				0	0	381.54	-
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0				0				0				0	0	507.40	-
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0				0				0				0	0	621.71	-
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0				0	0	27.61	-
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0				0				0				0	0	499.20	-
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0				0				0	0	561.60	-
23 ERASER, felt, for blackboard/whiteboard	piece	1	1		2	1			1	1			1	1			1	5	13.30	66.50
24 ERASER, plastic or rubber	piece	3	3	2	8	3	2	2	7	3	2	2	7	3	2	2	7	29	3.20	92.80
25 FASTENER, for paper, metal, 50 sets per box	box				0				0				0				0	0	57.09	-
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	70.67	-
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	203.84	-
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0				0				0				0	0	746.72	-
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0				0				0	0	179.28	-
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0				0				0				0	0	200.37	-
36 GLUE, all purpose, 300 grams min.	jar	4	4	3	11	4	4	3	11	4	4	3	11	4	3	3	10	43	44.18	1,899.74
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	41.60	-
40 MARKER, fluorescent, 3 colors per set	set				0				0				0				0	0	35.55	-
41 MARKER, whiteboard, bullet type, black	piece	5	5	3	13	5	5	3	13	5	5	3	13	5	5	3	13	52	10.28	534.56
42 MARKER, whiteboard, bullet type, blue	piece	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	10.28	370.08
43 MARKER, whiteboard, bullet type, red	piece	3	2	2	7	2	2	2	6	2	2	2	6	2	2	2	6	25	10.28	257.00
44 MARKER, permanent, bullet type, black	piece	4	4	3	11	4	4	3	11	4	4	3	11	4	4	3	11	44	9.65	424.60
45 MARKER, permanent, bullet type, blue	piece	2	2	2	6	2	2	1	5	2	1	1	4	2	1	1	4	19	9.65	183.35
46 MARKER, permanent, bullet type, red	piece	2	2	2	6	2	2	2	6	2	2	2	6	2	2	1	5	23	9.65	221.95
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0				0				0				0	0	10.40	-
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0				0				0				0	0	31.20	-
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0				0				0				0	0	40.54	-
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0				0				0				0	0	54.06	-
51 PAD PAPER, Ruled	pad				0				0				0				0	0	18.26	-
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0				0				0				0	0	12.85	-
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0				0				0				0	0	6.43	-
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0				0	0	112.32	-
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0	132.02	-
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	71	71	70	212	71	71	70	212	71	71	70	212	71	70	70	211	847	91.94	77,873.18
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	8	7	7	22	8	7	7	22	7	7	7	21	7	7	7	21	86	114.35	9,834.10
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream				0				0				0				0	0	88.40	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
59 PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	0	31.15	-
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	278.72	-
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	7	6	6	19	7	6	6	19	7	6	6	19	7	6	6	19	76	60.32	4,584.32
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	93.31	-
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece	2	1	1	4	2	1	1	4	1	1	1	3	1	1	1	3	14	15.48	216.72
67 SIGN PEN, black	piece	25	24	24	73	24	24	24	72	24	24	24	72	24	24	24	72	289	38.10	11,010.90
68 SIGN PEN, blue	piece	4	4	4	12	4	4	4	12	4	4	4	12	5	4	4	13	49	38.10	1,866.90
69 SIGN PEN, red	piece				0				0				0				0	0	38.10	-
70 STAMP PAD INK, violet, 50mL	bottle				0				0				0				0	0	24.63	-
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	1			1	1			1	1			1				0	3	27.66	82.98
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				0				0				0				0	0	55.12	-
75 TAPE, masking, 48mm, 50 meters length	roll				0				0				0				0	0	105.04	-
76 TAPE, transparent, 24mm, 50 meters	roll				0				0				0				0	0	17.37	-
77 TAPE, transparent, 48mm, 50 meters	roll				0				0				0				0	0	26.52	-
78 TAPE, packaging, 48mm, 50 meters length	roll				0				0				0				0	0	30.63	-
79 TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0	67.60	-
80 TWINE, plastic, one kilo per roll	roll				0				0				0				0	0	49.92	-
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	124.80	-
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0				0				0	0	9.19	-
2 CUTTER KNIFE, heavy duty	piece				0				0				0				0	0	19.76	-
3 DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	-
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0				0	0	187.20	-
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	1	1		2	1	1		2	1			1	1			1	6	114.28	685.68
6 SCISSORS, (6")	pair				0				0				0				0	0	13.73	-
7 STAPLER, standard	piece				0				0				0				0	0	82.16	-
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0				0				0				0	0	878.80	-
9 STAPLE REMOVER, plier type	piece				0				0				0				0	0	18.18	-
10 TAPE DISPENSER, table top	piece				0				0				0				0	0	47.72	-
11 WASTE BASKET, non-rigid plastic	piece				0				0				0				0	0	23.90	-
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece	5	4	4	13	5	4	4	13	4	4	5	13	5	5	5	15	54	245.00	13,230.00
2 BROOM, stick (tingting)	piece	5	4	4	13	5	4	4	13	5	5	5	15	5	5	5	15	56	20.25	1,134.00
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	8	8	7	23	8	8	7	23	8	8	7	23	8	8	7	23	92	27.60	2,539.20
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	37.43	-
6 DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	119.60	-
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	27.96	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300mL/can	can				0				0				0				0	0	84.76	-
10 INSECTICIDE, aerosol type, 600mL/can	can				0				0				0				0	0	124.80	-
11 MOPBUCKET	piece				0				0				0				0	0	1,820.00	-
12 MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	142.48	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
13 MOPHEAD, made of rayon	piece	6	6	6	18	6	6	6	18	6	6	5	17	6	6	5	17	70	98.80	6,916.00
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0	49.69	-
15 SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	102.96	-
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0	139.88	-
17 DISINFECTANT, bleaching solution	cont				0				0				0				0	0	101.82	-
COMMON OFFICE EQUIPMENT																				
1 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	10,400.00	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0				0				0				0	0	142.36	-
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	328.64	-
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	254.68	-
5 CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	254.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0	6,229.60	-
7 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	25,272.00	-
8 ELECTRIC FAN, industrial	unit				0				0				0				0	0	956.80	-
9 ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,248.00	-
10 ELECTRIC FAN, stand type	unit				0				0				0				0	0	967.10	-
11 ELECTRIC FAN, wall type	unit				0				0				0				0	0	790.40	-
12 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 switchove	unit				0				0				0				0	0	3,502.72	-
13 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	1,080.56	-
14 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	4,992.00	-
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0				0	0	26,483.60	-
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	7,488.00	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0				0	0	5,699.20	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,709.60	-
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	1,237.60	-
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,289.60	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,242.80	-
COMMON COMPUTER SUPPLIES																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	630.76	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	950.30	-		
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	716.04	-		
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	1,220.96	-		
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	571.80	-		
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	958.15	-		
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0				0				0	0	21.79	-		
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				0				0				0				0	0	2,818.40	-		
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0				0				0				0	0	194.48	-		
10 MOUSE, optical, USB connection type	unit				0				0				0				0	0	127.80	-		
HANDBOOK ON PROCUREMENT																						
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0	61.83	-		
CONSUMABLES																						
1 INK CART, BROTHER LC39BK, 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	-		
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	1,538.16	-		
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	46	46	45	137	46	46	45	137	46	46	45	137	46	45	45	136	547	737.36	403,335.92		
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0		-		
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	574.08	-		
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	534.56	-		
17 INK CART, CANON CL-811, Colored	cart	32	32	32	96	32	32	32	96	32	32	32	96	32	32	32	96	384	970.32	372,602.88		
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	945.36	-		
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 (To 38), Black	cart				0				0				0				0	0	491.92	-		
23 INK CART, EPSON C13T039090 (To 39), 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	-		

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0	0	254.80	-
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,346.80	-
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	1,554.80	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,554.80	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,034.80	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,034.80	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,034.80	-
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80	-
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	826.80	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60	-
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	-
52 INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	650.00	-
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	-
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40	-
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	826.80	-
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	379.60	-
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80	-
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00	-
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92	-
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80	-
64 INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	639.60	-
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,445.60	-
66 INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	754.00	-
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	-
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60	-
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20	-
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,086.80	-
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	358.80	-
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80	-
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	629.20	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20	-
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20	-
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80	-
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	644.80	-
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80	-
80 INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	-
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	-
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,180.40	-
84 INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	358.80	-
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	358.80	-
86 INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	358.80	-
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	366.08	-
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60	-
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60	-
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60	-
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	930.80	-
93 INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0				0	0	1,003.60	-
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,196.00	-
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	3,354.00	-
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,992.00	-
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	2,802.80	-
104 TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,218.80	-
105 TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,312.40	-
106 TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,984.80	-
107 TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,984.80	-
108 TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,984.80	-
109 TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,378.80	-
110 TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,402.80	-
111 TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,298.80	-
112 TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,298.80	-
113 TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,298.80	-
114 TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,754.80	-
115 TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,114.80	-
116 TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	2,756.00	-
117 TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,386.80	-
118 TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,490.80	-
119 TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,490.80	-
120 TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,490.80	-
121 TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,166.80	-
122 TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,010.80	-
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,010.80	-
124 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,010.80	-
125 TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,690.80	-
126 TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,754.80	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,978.80	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,978.80	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,978.80	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,790.80	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,402.80	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,402.80	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80	-
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40	-
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	7,482.80	-
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	-
152 TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,894.80	-
153 TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
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	4,992.00	-
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	2,392.00	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,704.00	-
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,631.20	-
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	4,368.00	-
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	8,736.00	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,888.00	-
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	ACETYLENE	tank	2	2	2	6	1											0	7	1,000.00	7,000.00	
2	AIRCON BEARING (FOR 5 TONNER)	pc	1	1	1	3	1	1	1	3	1	1	1	3	1				1	10	120.00	1,200.00
3	BEACON LIGHT BULBS, 150WATTS	pc	1	1		2				0				0					0	2	1,500.00	3,000.00
4	CHAINSAW CHAIN, 36"	pc	1			1				0				0					0	1	1,100.00	1,100.00
5	CIRCUIT BREAKER, BOLT ON, 20AMPS, 1PHASE	pc	1	1		2				0				0					0	2	350.00	700.00
6	CIRCUIT BREAKER, BOLT ON, 30AMPS, 1PHASE	pc	1	1		2				0				0					0	2	350.00	700.00
7	CIRCUIT BREAKER, BOLT ON, 60AMPS, 1PHASE	pc	1	1		2				0				0					0	2	500.00	1,000.00
8	CIRCUIT BREAKER, BOLT ON, 60AMPS, 3PHASE	pc	1	1		2				0				0					0	2	1,300.00	2,600.00
9	CIRCUIT BREAKER, BOLT ON, 100AMPS, 3PHASE	pc	1	1		2				0				0					0	2	1,800.00	3,600.00
10	CIRCUIT BREAKER, MINIATURE, 4AMPS, 600V	pc	1	1	1	3				0				0					0	3	1,500.00	4,500.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
11 CIRCUIT BREAKER, MINIATURE, 32AMPS, 600V	pc	1	1	1	3				0				0				0	3	1,500.00	4,500.00
12 CONTACTOR, MAGNETIC 32A	pc	1	1		2				0				0				0	2	2,500.00	5,000.00
13 CONTACTOR, MAGNETIC 100A	pc	1	1		2				0				0				0	2	5,000.00	10,000.00
14 DOOR KNOB	pc	1	1	1	3	1			1				0				0	4	400.00	1,600.00
15 ELECTRICAL TAPE, BIG	pc	4	4	4	12	4	3	3	10	3	3	3	9	3	3	3	9	40	30.00	1,200.00
16 ELECTRICAL WIRES, 2.0MM	roll	1	1		2				0				0				0	2	2,900.00	5,800.00
17 ELECTRICAL WIRES, 3.5MM	roll	1	1		2				0				0				0	2	4,200.00	8,400.00
18 ESL BULBS, 15-18W	pc	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	120.00	7,200.00
19 FAN CAPACITOR, 3.5 UF (FOR WINDOW TYPE)	unit	1	1	1	3	1	1	1	3	1	1	1	3	1			1	10	500.00	5,000.00
20 FAUCET	pc	1	1		2				0				0				0	2	500.00	1,000.00
21 FAUCET WITH BIB	pc	1	1		2				0				0				0	2	500.00	1,000.00
22 FLOOD LIGHTS LIGHT BULBS	pc	1	1	1	3	1			1				0				0	4	800.00	3,200.00
23 FLOURESCENT BALLAST, 28 W (ELECTRONIC)	pc	1	1		2				0				0				0	2	500.00	1,000.00
24 FLOURESCENT BALLAST, 40W	pc	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	350.00	4,200.00
25 FLOURESCENT, CIRCULOAR TUBE, 32 W	pc	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	450.00	5,400.00
26 FLOURESCENT TUBE, 18 W T8	pc	1	1	1	3	1			1				0				0	4	80.00	320.00
27 FLOURESCENT TUBE, 28 W T5	pc	1	1	1	3	1			1				0				0	4	150.00	600.00
28 FLOURESCENT TUBE, 36 W T8	pc	3	3	3	9	3	3	3	9	2	2	2	6	2	2	2	6	30	100.00	3,000.00
29 FLOURESCENT STARTER, 4-65 W	pc	2	2	2	6	2	2	2	6	1	1	1	3	1	1	1	3	18	30.00	540.00
30 FREON R-22, 13.6KGS	tank	1	1	1	3	1			1				0				0	4	7,000.00	28,000.00
31 FUSE, 3.5- 5AMPS	pc	1	1	1	3	1	1	1	3	1	1	1	3	1			1	10	20.00	200.00
32 FUSE, 32AMPS	pc	1	1		2	1	1		2				0				0	4	500.00	2,000.00
33 G.I. TIE WIRE	kg	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	90.00	1,080.00
34 GRASSCUTTER BLADE, METAL	pc	1	1	1	3	1	1		2				0				0	5	1,000.00	5,000.00
35 HACKSAW BLADE	pc	2	2	2	6	2	1	1	4	1	1	1	3	1	1	1	3	16	75.00	1,200.00
36 LAVATORY HOSE	pc	1	1	1	3	1	1	1	3				0				0	6	160.00	960.00
37 LED TUBE, 9 WATTS T5/T8	pc	4	4	4	12	4	4	4	12	4	4	2	10	2	2	2	6	40	1,000.00	40,000.00
38 LIGHT GUN BULB, 12V 100W	pc	1	1		2				0				0				0	2	1,000.00	2,000.00
39 METAL HALIDE BULB, 150 W	pc	1	1	1	3	1	1	1	3	1	1		2				0	8	800.00	6,400.00
40 METAL HALIDE BULB, 250 W	pc	1	1	1	3	1			1				0				0	4	1,000.00	4,000.00
41 METAL HALIDE, 250 W	set	1	1	1	3	1			1				0				0	4	5,000.00	20,000.00
42 METAL HALIDE IGNITOR, 150 W	pc	1	1	1	3	1	1	1	3	1	1		2				0	8	1,200.00	9,600.00
43 METAL HALIDE IGNITOR, 250 W	pc	1	1	1	3	1			1				0				0	4	1,500.00	6,000.00
44 OBSTRUCTION LIGHT BULBS, 100 WATTS	pc	1	1		2				0				0				0	2	500.00	1,000.00
45 OXYGEN	tank	2	2	2	6	2	1	1	4	1	1	1	3	1	1	1	3	16	750.00	12,000.00
46 PAPI LIGHT BULBS, 200 WATTS	pc	1	1	1	3	1			1				0				0	4	800.00	3,200.00
47 PAPI LIGHT ISOLATION TRANSFORMERS, 200WATTS, 6.6AMPS	pc	1	1	1	3	1			1				0				0	4	3,000.00	12,000.00
48 PINLIGHT BULBS, PL-C 2P 18 W	pc	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	180.00	2,160.00
49 REDL ISOLATION TRANSFORMERS, 150WATTS, 6.6AMPS	pc	1	1	1	3	1			1				0				0	4	3,000.00	12,000.00
50 RUNWAY EDGE LIGHT BULBS, 45WATTS	pc	1	1	1	3	1			1				0				0	4	800.00	3,200.00
51 RUNNING CAPACITOR, 35 UF (FOR 2 TONNER)	unit	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	950.00	11,400.00
52 SHOWER HEAD	pc	1	1		2				0				0				0	2	600.00	1,200.00
53 TEFLON TAPE, ORDINARY	pc	3	3	3	9	3	2	2	7	2	2	2	6	2	2	2	6	28	15.00	420.00
54 THRESHOLD LIGHT BULBS, 120WATTS	pc	1	1	1	3	1			1				0				0	4	800.00	3,200.00
55 WATER CLOSET HOSE	pc	2	2	2	6	2	1	1	4	1	1	1	3	1	1	1	3	16	160.00	2,560.00
56 WELDING ROD	kgs	3	2	2	7	2	2	2	6	2	2	2	6	2	2	2	6	25	100.00	2,500.00
COMMON OFFICE EQUIPMENT																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
4					0				0				0				0	0		-		
5					0				0				0				0	0		-		
COMMON OFFICE SUPPLIES																						
1	ACETATE	box	2	2	2	6	2	2	2	6	2	2	2	6	3	3	3	9	27	296.00	7,992.00	
2	BALLPEN, BLACK FINE POINT	pc	33	33	33	99	33	33	33	99	33	33	33	99	33	34	34	101	398	7.00	2,786.00	
3	BALLPEN, RED FINE POINT	pc	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	7.00	168.00	
4	BATTERY, 9 VOLTS	pc	3	3	3	9	3	3	3	9	3	3	4	10	4	4	4	12	40	140.00	5,600.00	
5	BOARD PAPER, WHITE	pack	1	1		2	1	1		2	1			1	1			1	6	27.00	162.00	
6	BOARD PAPER, LONG	pack	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	50.00	1,800.00	
7	BOND PAPER, A3 S20	rms	2	2	2	6	2	2	1	5	2	2	1	5	2	2	1	5	21	400.00	8,400.00	
8	CARBON PAPER, 216MM X 330MM	box	3	3	3	9	3	3	3	9	3	3	3	9	3	3	4	10	37	550.00	20,350.00	
9	CASSETTE TAPE, 60MIN.	pc	2	2	1	5	2	2	1	5	2	2	1	5	2	2	1	5	20	33.00	660.00	
10	CORK BOARD, 3X5	pc	1			1	1			1	1			1				0	3	1,390.00	4,170.00	
11	CORRECTION FLUID, 15ML	bot	2			2	2			2	2			2	1			1	7	37.00	259.00	
12	CORRECTION ROLLER	pc	10	10	10	30	10	10	10	30	10	10	10	30	11	10	10	31	121	23.00	2,783.00	
13	CUTTER BLADE, 3/4" HD	pc	5	5	5	15	5	5	5	15	5	5	4	14	5	5	4	14	58	9.60	556.80	
14	CUTTER WITH BLADE, 3/4"	pc	2	2	1	5	2	2	1	5	2	1	1	4	2	1	1	4	18	30.35	546.30	
15	ENVELOPE, LONG BROWN, DOCUMENTARY	pc	61	61	61	183	61	61	61	183	61	61	61	183	61	60	60	181	730	1.12	817.60	
16	ENVELOPE, LONG EXPANDING	pc	90	90	90	270	90	90	90	270	90	90	90	270	90	90	89	269	1079	19.00	20,501.00	
17	ENVELOPE, MAILING, WHITE LONG	pc	179	178	178	535	179	178	178	535	179	178	178	535	179	178	178	535	2140	0.30	642.00	
18	ENVELOPE, SHORT BROWN	pc	30	30	29	89	30	30	29	89	30	29	29	88	30	29	29	88	354	0.89	315.06	
19	ENVELOPE, SHORT BROWN A4	pc	26	25	25	76	26	25	25	76	26	25	25	76	26	25	25	76	304	0.89	270.56	
20	ERASER	pc	2	1	1	4	2	1	1	4	2	1	1	4	2	1	1	4	16	30.00	480.00	
21	FAX PAPER, 216MM X 30M	roll	2	2	1	5	2	2	1	5	2	1	1	4	2	1	1	4	18	35.70	642.60	
22	FILE BOX, SINGLE	pc	7	7	6	20	7	6	6	19	7	6	6	19	7	6	6	19	77	75.00	5,775.00	
23	FILE BOX, DOUBLE	pc	8	8	7	23	8	7	7	22	8	7	7	22	8	7	7	22	89	155.00	13,795.00	
24	FOLDER, LONG EXPANDING	pc	100	100	100	300	100	99	99	298	100	100	99	299	100	100	99	299	1196	8.72	10,429.12	
25	FOLDER, LONG ORDINARY	pc	116	116	115	347	116	116	115	347	116	116	115	347	116	116	115	347	1388	3.50	4,858.00	
26	HIGHLIGHTER, ASSORTED COLORS	pc	6	6	5	17	6	5	5	16	6	5	5	16	6	5	5	16	65	14.03	911.95	
27	INDEX TAB, A TO Z CLEAR	box	8	8	7	23	8	8	7	23	8	8	7	23	8	7	7	22	91	53.25	4,845.75	
28	MARKING PEN, WHITEBOARD GREEN	pc	2	1	1	4	2	1	1	4	1	1	1	3	1	1	1	3	14	12.60	176.40	
29	PAD PAPER, LONG	pad	3	3	3	9	3	3	3	9	3	3	3	9	3	3	2	8	35	18.65	652.75	
30	PAPER CLAMP, 1 1/4"	pc	24	23	23	70	24	23	23	70	23	23	23	69	23	23	23	69	278	4.50	1,251.00	
31	PAPER CLAMP, 1"	pc	18	18	18	54	18	18	18	54	18	18	17	53	18	18	17	53	214	1.13	241.82	
32	PAPER CLAMP, 2"	pc	18	17	17	52	18	17	17	52	17	17	17	51	17	17	17	51	206	2.92	601.52	
33	PAPER CLAMP, 3/4"	pc	24	23	23	70	24	23	23	70	23	23	23	69	23	23	23	69	278	0.65	180.70	
34	PAPER CLIP, BIG	box	8	7	7	22	8	7	7	22	8	7	7	22	7	7	7	21	87	13.35	1,161.45	
35	PAPER CLIP, SMALL	box	9	9	9	27	9	9	8	26	9	9	8	26	9	9	8	26	105	7.25	761.25	
36	PAPER FASTENER, PLASTIC	box	6	6	6	18	6	6	6	18	6	6	6	18	6	6	5	17	71	74.45	5,285.95	
37	PASTE, 200G	jar	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	34.00	408.00	
38	PENCIL, #2	pc	20	20	19	59	20	20	19	59	20	20	19	59	20	20	19	59	236	6.00	1,416.00	
39	PHOTO PAPER	ream	4	3	3	10	4	3	3	10	4	3	3	10	4	3	3	10	40	100.00	4,000.00	
40	POST IT, 2X3	pad	10	9	9	28	10	9	9	28	9	9	9	27	9	9	9	27	110	33.05	3,635.50	
41	POST IT, 2X4	pad	11	11	10	32	11	11	10	32	11	10	10	31	11	10	10	31	126	33.50	4,221.00	
42	PPMC LETTER ENVELOPE	pc	121	121	121	363	121	121	121	363	121	121	120	362	121	121	120	362	1450	1.75	2,537.50	
43	PPMC LETTERHEAD, A4 S20	ream	6	6	6	18	6	6	5	17	6	6	5	17	6	6	5	17	69	750.00	51,750.00	
44	PPMC NOTEPAD, S20	pad	6	5	5	16	6	5	5	16	6	5	5	16	6	5	5	16	64	85.00	5,440.00	
45	PUNCH CARD	pc	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	2.50	3,000.00	
46	PUSH PINS 100s	box	2	2	1	5	2	2	1	5	2	1	1	4	2	1	1	4	18	30.00	540.00	
47	RING BINDER, 1" PLASTIC BLACK	pc	13	13	12	38	13	13	12	38	13	13	12	38	13	12	12	37	151	26.00	3,926.00	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
48 RING BINDER, 1/2" PLASTIC BLACK	pc	13	13	12	38	13	13	12	38	13	13	12	38	13	12	12	37	151	12.00	1,812.00
49 RING BINDER 1/4" PLASTIC BLACK	pc	9	9	9	27	9	9	8	26	9	9	8	26	9	9	8	26	105	7.00	735.00
50 RING BINDER 2" PLASTIC	pc	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	64.00	7,680.00
51 RING BINDER 3/4" PLASTIC BLACK	pc	10	9	9	28	10	10	9	29	10	9	9	28	10	9	9	28	113	20.00	2,260.00
52 RING BINDER 3/8" PLASTIC	pc	8	8	6	22	8	8	6	22	8	8	6	22	8	6	6	20	86	9.00	774.00
53 RING BINDER 5/8" PLASTIC	pc	8	8	6	22	8	8	6	22	8	8	6	22	8	6	6	20	86	23.00	1,978.00
54 SPECIALTY BOARD, 220GSM	rms	5	5	5	15	5	5	4	14	5	5	4	14	5	5	4	14	57	27.00	1,539.00
55 STAMP PAD, INK BLUE	bot	2	1	1	4	2	1	1	4	2	1	1	4	1	1	1	3	15	31.00	465.00
56 STAMP TRODAT	pc	1			1	1			1				0				0	2	1,595.00	3,190.00
57 STAMP TRODAT, REFILL	pc	1	1		2	1	1		2	1			1				0	5	600.00	3,000.00
58 STAPLE WIRE, STANDARD #35	box	6	6	6	18	6	6	6	18	6	6	5	17	6	6	5	17	70	42.00	2,940.00
59 STAPLER WITH REMOVER	pc	1	1	1	3	1	1	1	3	1	1	1	3	1			1	10	315.00	3,150.00
60 STORAGE BOX WITH COVER (RED)	pc	17	17	16	50	17	17	16	50	17	16	16	49	17	16	16	49	198	279.00	55,242.00
61 STORAGE BOX WITH COVER (GREEN)	pc	7	6	6	19	7	6	6	19	6	6	6	18	6	6	6	18	74	279.00	20,646.00
62 TAPE DISPENSER	pc	1	1		2	1	1		2	1			1	1			1	6	53.25	319.50
63 TAPE MASKING 1"	roll	9	9	9	27	9	9	9	27	9	9	8	26	8	8	8	24	104	56.18	5,842.72
64 TAPE PACKING 2"	roll	2	2	1	5	2	1	1	4	2	1	1	4	2	1	1	4	17	31.75	539.75
65 TAPE TRANSPARENT 1"	roll	11	11	10	32	11	11	10	32	11	11	10	32	11	10	10	31	127	15.50	1,968.50
66 TAPE TRANSPARENT 2"	roll	3	3	3	9	3	3	3	9	3	3	3	9	3	3	4	10	37	31.75	1,174.75
COMMON JANITORIAL SUPPLIES																				
1 BATHROOM RAGS	set	1			1	1			1	1			1	1			1	4	650.00	2,600.00
2 BLEACH, 1000ML	bot	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	26.50	318.00
3 CLEANSER, POWDER 350GMS	pc				0				0				0				0	0	30.00	-
4 CLOTH, DOORMAT	pc	11	11	10	32	11	11	10	32	11	11	10	32	10	10	10	30	126	40.00	5,040.00
5 CLOTH, RAGS	kg	9	9	9	27	9	8	8	25	8	8	8	24	9	8	8	25	101	44.75	4,519.75
6 DETERGENT, POWDER 1000G	pack	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	82.90	994.80
7 DISHWASHING FOAM	pc	8	8	7	23	8	8	7	23	8	7	7	22	8	7	7	22	90	30.00	2,700.00
8 DISINFECTANT SPRAY, 340GRMS	bot	11	11	10	32	11	11	10	32	11	11	10	32	11	11	11	33	129	339.00	43,731.00
9 DUST PAN, METAL	pc	2	1	1	4	2	1	1	4	1	1	1	3	1	1	1	3	14	330.00	4,620.00
10 FABRIC CONDITIONER, 250ML	bot	1	1	1	3	1	1	1	3	1			1	1			1	8	63.85	510.80
11 FACIAL TISSUE	box	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	72.50	4,350.00
12 FLOOR POLISHING PAD, 16"	pc	1	1		2	1	1		2	1	1		2	1	1		2	8	605.00	4,840.00
13 FLOOR SCRUBBING PAD, 16"	pc	1	1		2	1	1		2	1	1		2	1	1		2	8	825.00	6,600.00
14 FLOOR SEALER	gal	1	1		2	1	1		2	1	1		2	1	1		2	8	1,100.00	8,800.00
15 FLOOR STRIPPING PAD, 16"	pc	1	1		2	1	1		2	1	1		2	1	1		2	8	770.00	6,160.00
16 FLOOR WAX STRIPPER	gal	1	2	2	5	2	2	1	5	1	1	1	3	1	1	1	3	16	475.00	7,600.00
17 FLOOR WAX, NATURAL	gal	3	3	3	9	3	3	2	8	3	2	2	7	2	2	2	6	30	1,400.00	42,000.00
18 FURNITURE CLEANER	can	4	4	3	11	4	4	3	11	4	4	3	11	4	4	3	11	44	245.00	10,780.00
19 GLASS CLEANER, 500ML	bot	3	2	2	7	2	2	2	6	2	2	2	6	2	2	2	6	25	107.75	2,693.75
20 GLASS WIPER	pc	1	1		2	1	1		2	1	1		2	1			1	7	220.00	1,540.00
21 GLOVES, COTTON	pair	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	35.00	840.00
22 GLOVES, LATEX	pc	4	3	3	10	4	3	3	10	4	3	3	10	3	2	2	7	37	55.00	2,035.00
23 HAND TOWEL, ORDINARY	pc	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	18.00	432.00
24 INSECTICIDE, 500ML	can	8	8	7	23	8	8	7	23	8	8	7	23	8	8	7	23	92	263.80	24,269.60
25 MOPHANDLE, SCREW TYPE, WOODEN HANDLE	pc	2	1	1	4	2	1	1	4	2	1	1	4	2	1	1	4	16	120.00	1,920.00
26 MURIATIC ACID, 1000ML	bot	19	19	19	57	19	19	19	57	19	19	19	57	19	19	19	57	228	41.15	9,382.20
27 PAPER TOWEL, 2'S	pack	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	100.00	1,200.00
28 RUBBER MAT	pc	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	150.00	1,800.00
29 SOAP, 1000G POWDER	pack	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	83.00	996.00
30 SOAP, 250ML DISHWASHING LIQUID	bot	11	11	10	32	11	11	10	32	11	11	10	32	11	11	10	32	128	59.45	7,609.60

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
31 SOAP, 25G BATH	pc	28	27	27	82	28	27	27	82	28	27	27	82	28	27	27	82	328	6.45	2,115.60
32 SOAP, LIQUID, ANTI-BACTERIAL	bot	3	3	3	9	3	3	3	9	3	3	2	8	2	2	2	6	32	72.00	2,304.00
33 TABLE NAPKIN, 350'S FOLDED CUT	pack	4	3	3	10	4	3	3	10	3	3	3	9	3	3	3	9	38	36.50	1,387.00
34 TOILET BOWL AND URINAL CLEANER	bot	17	17	16	50	17	17	16	50	17	17	16	50	17	17	16	50	200	80.20	16,040.00
35 TOILET BOWL BRUSH	pc	5	5	5	15	5	5	5	15	4	4	4	12	4	4	4	12	54	40.55	2,189.70
36 TOILET DEODORANT CAKE	pc	18	18	18	54	18	18	18	54	18	18	17	53	17	17	17	51	212	34.10	7,229.20
37 TOILET PAPER, 2PLY	pc	241	241	241	723	241	241	241	723	241	241	241	723	241	241	241	723	2892	6.80	19,665.60
38 TRASH BAG, M	pc	17	17	17	51	17	17	17	51	17	17	16	50	16	16	16	48	200	2.60	520.00
39 TRASH BAG, XXL	pc	129	128	128	385	129	128	128	385	129	128	128	385	129	128	128	385	1540	14.88	22,915.20
40 TRASH CAN, PLASTIC	pc	1	1	1	3	1	1	1	3	1	1	1	3	1	1		2	11	150.00	1,650.00
CONSUMABLES																				
1 INK HP #61 2000 BLACK	pc	4	3	3	10	3	3	3	9	3	3	3	9	3	3	3	9	37	890.00	32,930.00
2 INK HP #61 2000 COLORED	pc	2	2	2	6	2	2	2	6	2	2	2	6	1	1	1	3	21	965.00	20,265.00
3 INK CARTRIDGE, BROTHER LC57 BLACK	box	1	1		2	1	1		2	1	1		2	1	1		2	8	1,205.00	9,640.00
4 INK CARTRIDGE, BROTHER LC57 MAGENTA	box	1	1		2	1	1		2	1	1		2	1	1		2	8	810.00	6,480.00
5 INK CARTRIDGE, BROTHER LC57 YELLOW	box	1	1		2	1	1		2	1	1		2	1	1		2	8	810.00	6,480.00
6 INK CARTRIDGE, BROTHER LC57 CYAN	box	1	1		2	1	1		2	1	1		2	1	1		2	8	810.00	6,480.00
7 INK CARTRIDGE, CANON PGi5K, BLACK	box				0				0				0				0	0	1,216.00	-
8 INK CARTRIDGE, CANON CLi8 CYAN	box				0				0				0				0	0	985.00	-
9 INK CARTRIDGE, CANON CLi8 MAGENTA	box				0				0				0				0	0	985.00	-
10 INK CARTRIDGE, CANON CLi8 YELLOW	box				0				0				0				0	0	985.00	-
11 INK CARTRIDGE, HP BLACK #21	pc	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	642.20	7,706.40
12 INK CARTRIDGE, HP COLOR #22	pc	1	1	1	3	1	1	1	3	1	1		2	1	1		2	10	740.20	7,402.00
13 INK CARTRIDGE, HP OFFICE JET INK #920 BLACK	pc	3	2	2	7	3	2	2	7	3	2	2	7	2	2	2	6	27	1,495.00	40,365.00
14 INK CARTRIDGE, HP OFFICE JET INK #920 CYAN	pc	2	1	1	4	1	1	1	3	1	1	1	3	1	1	1	3	13	1,090.00	14,170.00
15 INK CARTRIDGE, HP OFFICE JET INK #920 MAGENTA	pc	2	1	1	4	1	1	1	3	1	1	1	3	1	1	1	3	13	890.00	11,570.00
16 INK CARTRIDGE, HP OFFICE JET INK #920 YELLOW	pc	2	1	1	4	1	1	1	3	1	1	1	3	1	1	1	3	13	890.00	11,570.00
17 INK REFILL, 100ML BLACK	bot	3	3	2	8	3	3	2	8	3	2	2	7	3	2	2	7	30	80.00	2,400.00
18 INK REFILL, 100ML CYAN	bot	1			1	1			1	1			1	1			1	4	80.00	320.00
19 INK REFILL, 100ML MAGENTA	bot	1			1	1			1	1			1	1			1	4	80.00	320.00
20 INK REFILL, 100ML YELLOW	bot	1			1	1			1	1			1	1			1	4	80.00	320.00
21 INK REFILL, HP COMPATIBLE BLACK	bot	1	1		2	1	1		2	1			1	1			1	6	110.00	660.00
22 LETTER ENVELOPE, LONG WHITE	pc	63	63	63	189	63	63	63	189	62	62	62	186	62	62	62	186	750	1.00	750.00
23 PRINTER TONER, EPSON EPL-N2500	pc	1			1	1			1				0				0	2	6,500.00	13,000.00
24 PRINTER TONER, PHASER 3100 MFP	pc	1			1	1			1	1			1	1			1	4	4,000.00	16,000.00
25 RIBBON COMIX MT8800 (BUNDY CLOCK)	pc	1	1	1	3	1	1	1	3	1	1	1	3	1	1		2	11	900.00	9,900.00
26 RIBBON, MANUAL TYPEWRITER	pc	2	2	1	5	1	1	1	3	1	1	1	3	1	1	1	3	14	16.00	224.00
Office Equipment and Accessories																				
1 STEEL CABINET	unit	2			2				0				0				0	2	8,000.00	16,000.00
2 OFFICE TABLE	unit	2			2				0				0				0	2	4,000.00	8,000.00
3 OFFICE CHAIR	unit	3			3				0				0				0	3	3,000.00	9,000.00
4 RAIN COAT, PONCHO WITH PANTS	pairs	12			12				0				0				0	12	1,500.00	18,000.00
5 FAN BELT, NO. A75	unit	4			4				0				0				0	4	400.00	1,600.00
6 FAN BELT, NO. A64	unit	4			4				0				0				0	4	300.00	1,200.00
7 FAN BELT, NO. A34	unit	4			4				0				0				0	4	150.00	600.00
8 CUPS AND SAUCERS	dozen	2			2				0				0				0	2	1,000.00	2,000.00
9 DRINKING GLASS	dozen	2			2				0				0				0	2	600.00	1,200.00
10 SPOONS AND FORKS	dozen	4			4				0				0				0	4	600.00	2,400.00
11 GUN TACKER, T50 HEAVY DUTY	pc	1			1				0				0				0	1	2,000.00	2,000.00
12 ELECTRIC FAN, STAND FAN	unit	1			1				0				0				0	1	2,000.00	2,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
13 PORCELANE PLATE 10 INCHES DIAMETER	dozen	1			1				0				0				0	1	3,000.00	3,000.00
14 HANDHELD RADIO BATTERY, BATTERY MODEL GP 2000	pc	5			5				0				0				0	5	1,500.00	7,500.00
15 HANDHELD RADIO BATTERY, BATTERY MODEL GP 900	pc	5			5				0				0				0	5	1,000.00	5,000.00
16 PAINT, LATEX, COLOR: GRAY	liter	64			64				0				0				0	64	600.00	38,400.00
17 ELECTRIC MOTOR PUMP, 1HP	unit	2			2				0				0				0	2	12,000.00	24,000.00
18 SPEAKER	pc	1			1				0				0				0	1	6,000.00	6,000.00
19 SHELF BRACKET, WHITE (6.75 X 6.75)	set	3			3				0				0				0	3	2,000.00	6,000.00
20 PAPER CUTTING MACHINE	unit	1			1				0				0				0	1	2,500.00	2,500.00
21 IC RECORDER	unit	1			1				0				0				0	1	2,000.00	2,000.00
22 TABLE, L-SHAPE	unit	1			1				0				0				0	1	15,000.00	15,000.00
23 ELECTRIC MOTOR PUMP, 1HP	unit	1			1				0				0				0	1	12,000.00	12,000.00
24 UNINTERRUPTED POWER SUPPLY, 3KVA WITH POWER SURGED PROTECTOR	unit	2			2				0				0				0	2	60,000.00	120,000.00
25 GRASSCUTTER, 4 STROKES GASOLINE FUEL	unit	4			4				0				0				0	4	25,000.00	100,000.00
26 AIRCON, SPLIT TYPE WITH INSTALLATION, 3 TONNER	unit	1			1				0				0				0	1	55,000.00	55,000.00
27 VOICE LOGGER SYSTEM	unit	1			1				0				0				0	1	1,500,000.00	1,500,000.00
28 RADIO TRANSCEIVER	unit	1			1				0				0				0	1	685,000.00	685,000.00
29 AIRCON, SPLIT TYPE WITH INSTALLATION, 1 TONNER	unit	3			3				0				0				0	3	35,000.00	105,000.00
30 AIRCON, SPLIT TYPE WITH INSTALLATION, 2 TONNER	unit	2			2				0				0				0	2	55,000.00	110,000.00
31 FILING CABINET, 4 DRAWER LATERAL FILING CABINET	unit	3			3				0				0				0	3	16,000.00	48,000.00
32 BINDING MACHINE	unit	1			1				0				0				0	1	20,000.00	20,000.00
33 SOUND SYSTEM	unit	1			1				0				0				0	1	60,000.00	60,000.00
34 VENETIAN BLINDS	lot	1			1				0				0				0	1	350,000.00	350,000.00
35 MANAGERS CHAIR	unit	24			24				0				0				0	24	14,500.00	348,000.00
36 COLLAPSIBLE MAGNETIC POP-UP DISPLAY STAND WITH BANNER SET-UP AND PRINTING WITH CARRIAGE BAG (HARD CASE) CONVERTIBLE TO TABLE STAND	unit	1			1				0				0				0	1	45,000.00	45,000.00
37 AIRCON, WINDOW TYPE, 2HP	unit	2			2				0				0				0	2	30,000.00	60,000.00
38 GLOCK 17 GEN 4 USA PISTOL CALIBER	unit	2			2				0				0				0	2	47,000.00	94,000.00
39 MOSSBERG M88 CRUISER SHOTGUN	unit	2			2				0				0				0	2	40,000.00	80,000.00
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		-
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		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
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		-	
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		-	
Paper Materials and Products																					
1	ACCOUNTABLE FORM NO. 51-C, OFFICIAL RECEIPT	bkl	9	8	8	25	9	8	8	25	9	8	8	25	9	8	8	25	100	110.00	11,000.00
2	DISBURSEMENT VOUCHER	pad	5	4	4	13	5	4	4	13	4	4	4	12	4	4	4	12	50	110.00	5,500.00
3	CASH BOOK	pc	2	2	2	6	1	1	1	3	1	1	1	3	1	1	1	3	15	1,500.00	22,500.00
4	CHECK BOOK	pc	2	2	2	6	1	1	1	3	1	1	1	3	1	1	1	3	15	440.00	6,600.00
5	FLIGHT PLAN	pad	16	16	16	48	16	16	16	48	16	16	16	48	16	15	15	46	190	700.00	133,000.00
6	GATE PASS	pad	21	21	21	63	21	21	21	63	21	21	21	63	21	20	20	61	250	450.00	112,500.00
7	LOCAL PURCHASE FORM (LPF)	pad	21	21	21	63	21	21	21	63	21	21	21	63	21	20	20	61	250	450.00	112,500.00
8	REQUEST FOR INSPECTION FORM (RFI)	pad	21	21	21	63	21	21	21	63	21	21	21	63	21	20	20	61	250	450.00	112,500.00
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		-	
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		-	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	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		-	
Computer Supplies																					
1	CD STICKER	pc	3	3	2	8	3	3	2	8	3	2	2	7	3	2	2	7	30	54.00	1,620.00
2	COLUMNAR BOOK, 24 COLUMNS	pc	1	1		2	1			1	1			1	1			1	5	55.00	275.00
3	COMPACT DISK RECORDABLE, MIN. OF 650MB, 70 MIN. RUNNINGTIME WITH CASE	pc	6	5	5	16	5	5	5	15	5	5	5	15	5	5	5	15	61	30.00	1,830.00
4	COMPACT DISK RECORDABLE-WRITABLE, WITH CASE	pc	7	7	6	20	7	7	6	20	7	6	6	19	7	6	6	19	78	32.00	2,496.00
5	COMPACT DISK, CASE	pc	4	3	3	10	4	3	3	10	4	3	3	10	4	3	3	10	40	10.00	400.00
6	COMPACT DISK, STICKER	pc	3	3	3	9	3	3	3	9	3	3	2	8	3	3	2	8	34	54.00	1,836.00
7	DVD RECORDABLE-REWRITABLE WITH CASE	pc	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	70.00	840.00
8	FLASH DRIVE, 4GB	pc	2	2	1	5	1	1	1	3	1	1	1	3	1	1	1	3	14	420.00	5,880.00
					0					0				0				0	0		-
Computer Equipment and Accessories																					
1	LAPTOP WITH PRINTER, A3	unit	1			1				0				0				0	1	75,000.00	75,000.00
2	A3 PRINTER	unit	1			1				0				0				0	1	30,000.00	30,000.00
3	DESKTOP COMPUTER WITH PRINTER, BIG SCREEN	unit	1			1				0				0				0	1	40,000.00	40,000.00
4	DESKTOP COMPUTER , INTEL CORE i5, 4GB DDR4 MEMORY	unit	1			1				0				0				0	1	35,000.00	35,000.00
5	DESKTOP COMPUTER WITH PRINTER AND SCANNER	unit	1			1				0				0				0	1	60,000.00	60,000.00
6	HARD DRIVE, 5GB	pc	2			2				0				0				0	2	5,000.00	10,000.00
																					-
*Other Categories																					
1	COFFEE FILTER	pack	1	1	1	3	1	1	1	3	1	1	1	3				0	9	105.00	945.00
2	COFFEE, 100 G REFILL	pack	11	11	11	33	11	11	10	32	11	10	10	31	10	10	10	30	126	84.15	10,602.90
3	COFFEE, 2G SACHET	pack	6	6	6	18	6	6	6	18	5	5	5	15	5	5	5	15	66	180.40	11,906.40
4	COFFEE, 326G BREWED	can	1	1	1	3	1	1	1	3	1	1	1	3	1	1		2	11	385.00	4,235.00
5	CREAMER, 450G REFILL	pack	11	11	11	33	11	11	11	33	10	10	10	30	10	10	10	30	126	89.10	11,226.60
6	CREAMER, 5G SACHET	pack	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	89.65	6,454.80
7	PURIFIED WATER, REFILL	ctr	200	200	200	600	200	200	200	600	200	200	200	600	200	199	199	598	2398	30.00	71,940.00
8	SUGAR, 1000G WHITE	pack	8	8	8	24	8	8	8	24	9	8	8	25	7	7	7	21	94	53.90	5,066.60
9	SUGAR, 1000G BROWN	pack	8	8	8	24	8	8	8	24	7	7	7	21	7	7	7	21	90	60.00	5,400.00
10	SWEETENER, 100'S	box	4	4	4	12	4	4	4	12	4	4	3	11	3	3	3	9	44	253.00	11,132.00
11	TEA BAGS, 100'S LEMON	box	3	2	2	7	2	2	2	6	2	2	2	6	2	2	2	6	25	214.50	5,362.50
12	NYLON STRING	kilo	5	5	5	15	5	5	5	15	5	5	5	15	4	4	4	12	57	400.00	22,800.00
13	WIND CONE	pc	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	2,500.00	30,000.00
14	ADHESIVE TAPE	roll	1	1	1	3	1	1	1	3	1	1	1	3	1	1		2	11	40.00	440.00
15	ANALGESIC/ ANTIPYRETIC	tablet	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	8.80	2,640.00
16	ANTACID TABLET	tablet	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	6.60	1,980.00
17	ANTI-DIARRHEA	tablet	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	14.75	4,425.00
18	ANTI-HISTAMINE	tablet	7	7	7	21	7	7	7	21	7	7	6	20	6	6	6	18	80	38.00	3,040.00
19	ANTI-ITCH LOTION	pc	1	1	1	3	1			1				0				0	4	110.00	440.00
20	ANTISEPTIC EYEWASH, 120CC	bot	1	1	1	3	1			1				0				0	4	170.50	682.00
21	ANTI-TUSSIVES	tablet	30	30	29	89	29	29	29	87	29	29	29	87	29	29	29	87	350	17.75	6,212.50
22	BURN OINTMENT	tube	1	1	1	3	1	1	1	3				0				0	6	110.00	660.00
23	DIGITAL THERMOMETER	tube	1			1	1			1	1			1	1			1	4	250.00	1,000.00
24	DISPOSABLE GLOVES	box	1			1	1			1				0				0	2	250.00	500.00
25	DECONGESTANT	tablets	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	8.00	2,400.00
26	GAUZE BANDAGE	roll	1			1	1			1	1			1	1			1	4	30.00	120.00
27	HOT WATER BAG	roll	1			1	1			1	1			1	1			1	4	200.00	800.00
28	HYDROGEN PEROXIDE, 120CC	bot	1			1	1			1	1			1	1			1	4	20.00	80.00
29	ICE BAG	pc	1			1	1			1				0				0	2	220.00	440.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
30 ISOPROPYL ALCOHOL, 70% ISOPROPYL, 500ML	bot	2	1	1	4	2	1	1	4	2	1	1	4	2	1	1	4	16	70.00	1,120.00	
31 KIDNEY BASIN	pc	1			1				0				0				0	1	280.00	280.00	
32 PLASTIC STRIPS	box	1			1	1			1	1			1	1			1	4	250.00	1,000.00	
33 SPYGMOMANOMETER, ANEROIDAL	pc	1			1				0				0				0	1	1,200.00	1,200.00	
34 STERILE GAUGE PADS	box	1	1		2	1	1		2	1	1		2	1	1		2	8	410.00	3,280.00	
35 STERILE EYE PADS	pc	1			1				0				0				0	1	41.00	41.00	
36 TOOTHACHE DROPS, 15CC	bot	1			1	1			1	1			1	1			1	4	38.00	152.00	
37 TOPICAL ANTISEPTIC, 120CC	bot	2	1	1	4	2	1	1	4	2	1	1	4	2	2	1	5	17	104.50	1,776.50	
C. TOTAL (A + B):																			7,017,241.48		
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			701,724.15		
E. GRAND TOTAL (C + D)																			7,718,965.63		
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																			4,031,098.89		
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores	X				616410	X				494594	X				452902	X				435753	
G.2 Other Items not available at PS but regularly purchased from other sources					4416075					191514					188873					181996	
TOTAL MONTHLY CASH REQUIREMENTS					5032485					686108					641775					617750	

*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:

KARIE B. GONGORA
 Administrative Officer

Certified Funds Available /
 Certified Appropriate Funds Available:

LENIMA B. JUDAN
 Finance Manager

Approved by:

ATTY. FELIX S. RACADIO
 President & CEO

Noted by:

MARIA VICTORIA DE GUZMAN- SORIANO
 Vice President for HR & Administration

Date Prepared: November 7, 2017