

**ANNUAL PROCUREMENT PLAN FOR 2017
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 (Catarman)- 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 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.
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
 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 Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
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 Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: DANGEROUS DRUGS BOARD
 Region: NATIONAL CAPITAL REGION
 Address: 3RD FLOOR DDB-PDEA BUILDING, NIA NORTHSITE ROAD
 BRGY. PINYAHAN, DILIMAN, QUEZON CITY

Agency Account Code: 26-006-00-00000

Contact Person: LINELL F. MONTUERTO
 Position: ADMINISTRATIVE OFFICER V (SO III)
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 Telephone/Mobile Nos: 9291158; 9291753 loc. 126

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 14, 2016		
		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	30		6	36	30			30	30			30	30				30	126	17.42
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	30	10	4	44	30		4	34	30		4	34	30				30	142	15.03
3 BATTERY, dry cell D, 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 LED Linear Tube, 18 watts individually wrapped in carton	tube				0				0				0					0	0	280.80
6 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0					0	0	
7 TAPE, electrical	roll	12			12				0	2			2					0	14	18.20

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COMMON OFFICE SUPPLIES																			
1 ACETATE, gauge #3, 50m per roll	roll	2			2				0	2			2				0	4	624.00
2 AIR FRESHENER, 280ml/150g min	can	20			20	20			20	20			20	20				80	85.20
3 ALCOHOL, 70%, ethyl, 500ml	bottle	65		20	85	65		20	85	65			20	85	65			65	47.82
4 CARBON FILM, A4 size, 100 sheets per box	box	3			3	3			3	3								3	197.58
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0									0	202.80
6 CARTOLINA, assorted color, 20 pieces per pack	pack	6		13	19	1		2	3	3			1	4	4			4	64.48
7 CHALK, white, enamel, 100 pieces per box	box		8		8				0				0					0	25.86
8 CLEARBOOK, A4 size	piece	10			10	10			10	10			10	10				10	39.52
9 CLEARBOOK, Legal size	piece	10			10	10			10	10			10	10				10	43.68
10 CLIP, backfold, 19mm, 12 pieces per box	box	60		10	70	45		10	55	45			10	55	35			35	7.28
11 CLIP, backfold, 25mm, 12 pieces per box	box	50	10	10	70	30	10	9	49	30	10	9	49	30	10	10		50	10.40
12 CLIP, backfold, 32mm, 12 pieces per box	box	30	15	8	53	20		10	30	20	10	7	37	20	10	10		40	19.12
13 CLIP, backfold, 50mm, 12 pieces per box	box	35		8	43	25		7	32	25			7	32	20			20	36.38
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	105	4	18	127	75	4	18	97	75	4	19	98	70	20			90	31.20
15 DATA FILE BOX, made with chipboard, with closed ends	box	60	10	10	80	50	10	10	70	30	10	10	50	60	10			70	69.78
16 DATA FOLDER, made with chipboard, taglia lock	piece	160	10	10	180	150	10	10	170	120	50		170	120	10			130	68.64
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	4			4	3			3	2			2	3				3	381.54
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	3			3	2			2	2			2	3				3	507.40
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	5			5	5			5	5			5	5				5	621.71
20 ENVELOPE, EXPANDING, plastic	piece	50			50	50			50	50			50	50				50	27.61
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	3	2		5	3			3	3			3	3		2		5	499.20
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box	4			4	1			1	2			2	2				2	561.60
23 ERASER, felt, for blackboard/whiteboard	piece	4			4	2			2	3			3					0	11.11
24 ERASER, plastic or rubber	piece	10			10	10			10	10			10	10				10	2.29
25 FASTENER, for paper, metal, 50 sets per box	box	20		2	22	17		2	19	17			2	19	15	10		25	57.09
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	15			15	15			15	18			18	15				15	70.67
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0					0	12.48
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0					0	16.54
29 FOLDER, Fancy, A4, 50s/ bundle	bundle	5		1	6	2		1	3	3			1	4	2			4	234.00
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	5		1	6	3		1	4	4			1	5	2		2	4	291.20
31 FOLDER, L-type, A4, 50 pieces pack	pack	2		1	3	1			1	2			1	3	1			1	166.40
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack	2		1	3			1	1	1			1	2	1			1	203.84
33 FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box	3		1	4	2		1	3	2			1	3	2		2	4	746.72
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	5	7		12	2			2	5			5	2			2	4	179.28
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	5			5	3			3	5			5	3				3	200.37
36 GLUE, all purpose, 300 grams min.	jar	20		1	21	14		1	15	20			1	21	19		10	29	44.18
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	10			10	3			5	8	10		10	1			5	6	47.90
38 LOOSELEAF COVER, 50sets per bundle	bundle	2			2				0				0					0	539.76

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
39 MAGAZINE FILE BOX, LARGE	piece				0				0				0				0	0	41.60	
40 MARKER, fluorescent, 3 colors per set	set	17		2	19	12		2	14	15		2	17	12		5	17	67	35.55	
41 MARKER, whiteboard, bullet type, black	piece	50	125	3	178	45		2	4	51	35	2	3	40	30	5	5	40	309	10.28
42 MARKER, whiteboard, bullet type, blue	piece	16		1	17	12			2	14	15		1	16	12		5	17	64	10.28
43 MARKER, whiteboard, bullet type, red	piece	16		1	17	12			2	14	15		1	16	12		5	17	64	10.28
44 MARKER, permanent, bullet type, black	piece	60	2	3	65	55		2	4	61	60	2	3	65	55	5	5	65	256	9.65
45 MARKER, permanent, bullet type, blue	piece	60	2	3	65	25		2	4	31	28	2	3	33	25	5	5	35	164	9.65
46 MARKER, permanent, bullet type, red	piece	36	2	3	41	32		2	4	38	35	2	3	40	32	5	5	42	161	9.65
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	100			100	80				80	100			100	60			60	340	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	80		2	82	52	15	2	69	49	10		59	46		15	61	271	40.54	
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	60		2	62	50			2	52	50	10		60	50		15	65	239	54.06
51 PAD PAPER, Ruled	pad	35			35	25				25	35			35	25			25	120	18.26
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	50			50	40				40	40			40	40			40	170	12.85
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	50	2	2	54	50	2	2	54	50	5	5	60	50	5	5	60	228	6.43	
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	150	250	6	406	150	30	30	210	150	50	50	250	150	50	40	240	1106	112.32	
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	130	13	15	158	130	15	30	175	130	10	25	165	130	35	25	190	688	132.02	
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	50	15	15	80	50	15	20	85	50	10	5	65	50	10	10	70	300	95.26	
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	50		3	53	50	5	5	60	50		5	55	50	10	10	70	238	114.35	
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream		190		190				0				0				0	190	88.40	
59 PAPER, Thermal, 216mm x 30m	roll	20	7		27	13		10	23	20		15	35	13		10	23	108	31.15	
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	35	15	5	55	35			35	20			20	30			30	140	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	30		5	35	30		1	31	30		1	31	30			30	127	60.32	
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	30		1	31	30		1	31	30		1	31	30			30	123	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	5			5	5			5	5			5	5			5	20	93.31	
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece	10			10	5			5	10			10				0	25	15.48	
67 SIGN PEN, black	piece	130	66	25	221	130	20	15	165	130	6	15	151	130	25	10	165	702	38.10	
68 SIGN PEN, blue	piece	15		15	30			25	25	20			20	25			25	100	38.10	
69 SIGN PEN, red	piece	35	6	9	50	27	10	15	52	25	6	15	46	25	5	5	35	183	38.10	
70 STAMP PAD INK, violet, 50mL	bottle	6		3	9				0	3			3	3			3	15	24.63	
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	7			7	15		5	20	5			5	2			2	34	27.66	
72 STAPLE WIRE, Heavy duty, 23/13	box				0				0				0				0	0	23.40	
73 STAPLE WIRE, Standard	box	50	12	2	64	45		2	47	45		2	47	50			50	208	18.92	
74 TAPE, masking, 24mm, 50 meters length	roll	22	107	3	132	17		3	20	25		3	28	20	10		30	210	55.12	
75 TAPE, masking, 48mm, 50 meters length	roll				0				0				0				0	0	105.04	
76 TAPE, transparent, 24mm, 50 meters	roll	50	62	15	127	50	1	15	66	50	5	7	62	50	10	5	65	320	10.92	
77 TAPE, transparent, 48mm, 50 meters	roll	15	5	5	25	10	5	3	18	20		3	23	15			15	81	26.52	
78 TAPE, packaging, 48mm, 50 meters length	roll	51	62	3	116	15		3	18	15		3	18	15			15	167	32.74	
79 TOILET TISSUE, 12 rolls per pack	pack	35		4	39	30		5	35	35		3	38	30		10	40	152	67.60	
80 TWINE, plastic, one kilo per roll	roll	4			4	5			5	3			3	5			5	17	49.92	
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack	2			2				0	2			2				0	4	128.84	
82 Software					0				0				0				0	0		

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
83 Airline Travel					0				0				0				0	0		
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	7			7	5			5	5			5	5				5	22	9.19
2 CUTTER KNIFE, heavy duty	piece	20	21		41	15			15	15			15	15				15	86	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	4			4				0	5			5					0	9	187.20
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	5	1		6				0	2			5	7	5			5	18	114.28
6 SCISSORS, (6")	pair	15	996	4	1015	10			10	12			15	27	15			15	1067	13.73
7 STAPLER, standard	piece	15	13		28	10			10	15			15	10				10	63	82.16
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece	2		3	5				0				0					0	5	878.80
9 STAPLE REMOVER, plier type	piece	25			25	25			25	25			25	25				25	100	18.18
10 TAPE DISPENSER, table top	piece	10			10	10			10				0					0	20	47.72
11 WASTE BASKET, non-rigid plastic	piece	30			30				0	30			30					0	60	23.90
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece				0				0				0					0	0	88.40
2 BROOM, stick (tingting)	piece				0				0				0					0	0	23.92
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0					0	0	41.60
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	20		3	23	20		3	23	20		3	23	20		5	25	94	119.60	119.60
7 DUST PAN, non-rigid plastic	piece				0				0				0					0	0	24.96
8 FLOOR WAX, Paste, red	can				0				0				0					0	0	202.80
9 FURNITURE CLEANER, aerosol, 300mL/can	can	10	5		15	10			10	10			10	10				10	45	84.76
10 INSECTICIDE, aerosol type, 600mL/can	can	10	5	2	17	10	7		17	10		5	15	10				10	59	124.80
11 MOPBUCKET	piece				0				0				0					0	0	1,911.00
12 MOPHANDLE, screw type, aluminum handle	piece				0				0				0					0	0	142.48
13 MOPHEAD, made of rayon	piece				0				0				0					0	0	98.80
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle	10		2	12	10			10	10			10	10				10	42	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
18 DETERGENT BAR, 140g as packed (-2.5%)	bar				0				0				0					0	0	7.28
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	1			1				0				0					0	1	10,400.00
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	2			2	5			5				0					0	7	135.20
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0					0	0	258.84
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

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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 switchover	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	1			1	1			1				0				0	2	7,488.00
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit	3			3	3			3				0				0	6	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	1,289.60
24 Desktop and Laptop	unit				0				0				0				0	0	
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
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	596.80
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	100			100	100			100	100			100	100			100	400	21.79

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece	5		5	10	2			2	2			2	5			5	19	2,818.40
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	20			20	20			20	20			20	20			20	80	194.48
10 MOUSE, optical, USB connection type	unit				0				0				0				0	0	127.80
HANDBOOK ON PROCUREMENT																			
11 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 LC67HYY, Yellow	cart				0				0				0				0	0	868.40
13 INK CART, CANON PG-810, Black	cart				0				0				0				0	0	774.80
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	754.00
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				0				0				0				0	0	1,022.32
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	1,001.52
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60
22 INK CART, EPSON C13T038190 (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
31 INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0				0				0				0	0	254.80
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,346.80

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016
		Jan	Feb	March	Qt	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0						0					0	0	1,612.00
34	INK CART, HP C4844A, (HP10), Black	cart				0						0					0	0	1,554.80
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0						0					0	0	1,554.80
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0						0					0	0	1,034.80
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0						0					0	0	1,034.80
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0						0					0	0	1,034.80
39	INK CART, HP C4936A, (HP18), Black	cart				0						0					0	0	982.80
40	INK CART, HP C4937A, (HP18), Cyan	cart				0						0					0	0	717.60
41	INK CART, HP C4938A, (HP18), Magenta	cart				0						0					0	0	717.60
42	INK CART, HP C4939A, (HP18), Yellow	cart				0						0					0	0	717.60
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0						0					0	0	1,606.80
44	INK CART, HP C6615DA, (HP15), Black	cart				0						0					0	0	1,337.60
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0						0					0	0	1,346.80
46	INK CART, HP C6656AA, (HP56), Black	cart				0						0					0	0	921.44
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0						0					0	0	1,466.40
48	INK CART, HP C8727AA, (HP27), Black	cart				0						0					0	0	826.80
49	INK CART, HP C8765WA, (HP94), Black	cart				0						0					0	0	930.80
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0						0					0	0	1,133.60
51	INK CART, HP C8767WA, (HP96), Black	cart				0						0					0	0	1,430.00
52	INK CART, HP C9351AA, (HP21), Black	cart				0						0					0	0	650.00
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0						0					0	0	751.92
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0						0					0	0	1,346.80
55	INK CART, HP C9362WA, (HP92), Black	cart				0						0					0	0	600.08
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0						0					0	0	1,492.40
57	INK CART, HP C9364WA, (HP98), Black	cart				0						0					0	0	826.80
58	INK CART, HP CB314A, (HP900), Black	cart				0						0					0	0	296.40
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0						0					0	0	379.60
60	INK CART, HP CB335WA, (HP74), Black	cart				0						0					0	0	696.80
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0						0					0	0	1,508.00
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0						0					0	0	803.92
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0						0					0	0	1,606.80
64	INK CART, HP CC640WA, (HP60), Black	cart				0						0					0	0	639.60
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0						0					0	0	1,445.60
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0						0					0	0	754.00
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0						0					0	0	1,658.80
68	INK CART, HP CC653AA, (HP901), Black	cart				0						0					0	0	639.60
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0						0					0	0	1,019.20
70	INK CART, HP CC660AA, (HP702), Black	cart				0						0					0	0	1,086.80
71	INK CART, HP CD887AA, (HP703), Black	cart				0						0					0	0	358.80
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0						0					0	0	358.80
73	INK CART, HP CD971AA, (HP 920), Black	cart				0						0					0	0	792.48
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0						0					0	0	629.20
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0						0					0	0	629.20
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0						0					0	0	629.20
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0						0					0	0	1,242.80

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
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
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	1,195.00
95 TONER CART, BROTHER TN-2025, Black	cart				0				0			0					0	0	2,556.32
96 TONER CART, BROTHER TN-2130, Black	cart				0				0			0					0	0	1,820.00
97 TONER CART, BROTHER TN-2150, Black	cart				0				0			0					0	0	2,860.00
98 TONER CART, BROTHER TN-3320, Black	cart				0				0			0					0	0	3,354.00
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Definer)	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

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
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
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 E360H1P, 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

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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					0				0				0					0	0	
2					0				0				0					0	0	
3					0				0				0					0	0	

COMMON OFFICE EQUIPMENT																				
1					0				0				0					0	0	
2					0				0				0					0	0	
3					0				0				0					0	0	
4					0				0				0					0	0	
5					0				0				0					0	0	

COMMON OFFICE SUPPLIES																				
Ballpen, black	pcs	200	10	15	225	200	10	15	225	200	20	10	230	200	10	15	225	905	4.00	
Ballpen, black, retractable	pcs		6473		6473				0				0				0	6473	5.00	
Ballpen, blue	pcs	50			50	30			30	25			25	25				25	130	4.00
Ballpen, red	pcs	60		5	65	60		5	65	55		5	60	60				60	250	4.00
Calculator, Heavy Duty	pcs	2		9	11				0				0					0	11	3,000.00
Calculator, Ribbon (black/red)	pcs	8			8	8			8	8			8	8				8	32	30.00
Calculator Tape, (Adding Machine)	rolls	35			35	35			35	35			35	35				35	140	11.00
Note Filler, assorted colors, 10 pcs/pack	pack			8	8			10	10			10	10			10	10	10	38	105.00
CD-RW with case	pcs	60		100	160	60		50	110	60		50	110	60		50	110	490	24.00	
Certificate Frame, short, wood	pcs		184		184				0				0					0	184	30.00
Certificate Paper (Specialty Board Paper) 180 gsm	packs		642		642				0				0					0	642	30.00
Chalk, assorted colors	box		2		2				0				0					0	2	25.00
Clear Books pocket, short	packs	5			5	5			5	5			5	5				5	20	45.00
Colored Marker/pens, 12 pcs/pack	pack		36		36				0				0					0	36	68.00
Colored Paper, 80gsm, 250pcs/pack	packs		92		92				0				0					0	92	210.00
Columnar Notebook, 3 columns	pcs	1			1	1			1	1			1	1				1	4	28.00
Columnar Notebook, 6 columns	pcs	1			1	1			1	1			1	1				1	4	28.00
Columnar Notebook, 16 columns	pcs	1			1	1			1	1			1	1				1	4	45.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
Corkboard with frame 44cm x 59cm	pcs			1	1				0				0				0	1	850.00	
Correctible Film Ribbon (electric Typewriter)	pcs	6			6	6			6	6			6	6				6	24	50.00
Corrugated Box	pcs	30			30	30			30	30			30	30				30	120	85.00
Crayons (24pcs/box)	boxes		84		84														84	52.00
Gel Pen, assorted colors	pcs				0	20			20										84	21.00
Glue Stick, big	tubes	8	62	5	75	3		5	8	3		5	8	3				3	94	25.00
Index (accounting form no. 81)	pcs	100			100	100			100	100			100	100				100	400	15.00
Index Card, 5x8, 500pcs/pack	pack	4	5		9	2			2	3			3	1				1	15	35.00
Onion Skin, 100pcs/pack	pack	3			3	3			3	3			3	3				3	12	100.00
COMMON JANITORIAL SUPPLIES																				
					0				0				0					0	0	
					0				0				0					0	0	
					0				0				0					0	0	
CONSUMABLES																				
Ink Kyocera, TK-5154C (Cyan)	pcs	10			10	10			10	10			10	10				10	40	13,216.00
Ink Kyocera, TK-5154M (Magenta)	pcs	10			10	10			10	10			10	10				10	40	13,216.00
Ink Kyocera, TK-5154Y (Yellow)	pcs	10			10	10			10	10			10	10				10	40	13,216.00
Ink Kyocera, TK-5154K (Black)	pcs	10			10	10			10	10			10	10				10	40	10,500.00
Ink Kyocera, TK-594K (Black)	pcs	10			10	10			10	10			10	10				10	40	7,840.00
Ink Kyocera, TK-594C (Cyan)	pcs	10			10	10			10	10			10	10				10	40	7,840.00
Ink Kyocera, TK-594M (Magenta)	pcs	10			10	10			10	10			10	10				10	40	7,840.00
Ink Kyocera, TK-594Y (Yellow)	pcs	10			10	10			10	10			10	10				10	40	7,840.00
Ink Kyocera, TK-1147K (Black)	pcs	14			14	14			14	14			14	14				14	56	6,460.00
Ink, HP Deskjet, #21 Black	pcs	15			15	15			15	15			15	15				15	60	850.00
Ink, HP Deskjet, #22 Colored	pcs	10			10	10			10	10			10	10				10	40	1,100.00
Ink, HP Deskjet, #60 Black	pcs	15			15	15			15	15			15	15				15	60	850.00
Ink, HP Deskjet, #60 Colored	pcs	10			10	10			10	10			10	10				10	40	1,100.00
Ink, HP Deskjet, #678 Black	pcs	25			25	25			25	25			25	25				25	100	430.00
Ink, HP Deskjet, #678 Colored	pcs	20			20	20			20	20			20	20				20	80	430.00
Ink, HP Deskjet, #703 Black	pcs	15			15	15			15	15			15	15				15	60	430.00
Ink, HP Deskjet, #703 Colored	pcs	10			10	10			10	10			10	10				10	40	430.00
Ink, HP Deskjet, #704 Black	pcs	25			25	25			25	25			25	25				25	100	430.00
Ink, HP Deskjet, #704 Colored	pcs	20			20	20			20	20			20	20				20	80	430.00
Toner, HP 53A, Black	pcs	5			5	5			5	5			5	5				5	20	4,200.00
Toner, HP 12A, Black	pcs	5			5	5			5	5			5	5				5	20	4,200.00
Samsung D101S, Black	pcs	2			2	2			2	2			2	2				2	8	2,900.00
Canon, Ink Cartridge, 705 Black	pcs	48			48	48			48	48			48	48				48	192	450.00
Canon, Ink Cartridge, 706 Colored	pcs	24			24	24			24	24			24	24				24	96	450.00
Color Ribbon Kit (YMCKT) for datacard	pcs	1			1				0	1			1					0	2	9,000.00
Black Ribbon kit for Datacard	pcs	1			1				0	1			1					0	2	5,000.00
Black Ribbon for Fax Machine	pcs	1			1				0	1			1							
Office Equipment and Accessories																				

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
1 Wireless Mouse	pcs	1			1				0				0				0	1	800.00
2 Mobile Pedestal	pcs		20		20		20		20		20		20		20		20	80	2,500.00
3					0				0				0				0	0	
4					0				0				0				0	0	
5					0				0				0				0	0	
6					0				0				0				0	0	
7					0				0				0				0	0	
8					0				0				0				0	0	
9					0				0				0				0	0	
10					0				0				0				0	0	
Office Supplies																			
1					0				0				0				0	0	
2					0				0				0				0	0	
3					0				0				0				0	0	
4					0				0				0				0	0	
5					0				0				0				0	0	
6					0				0				0				0	0	
7					0				0				0				0	0	
8					0				0				0				0	0	
9					0				0				0				0	0	
10					0				0				0				0	0	
Audio and visual presentation and composing equipment																			
1					0				0				0				0	0	
2					0				0				0				0	0	
3					0				0				0				0	0	
4					0				0				0				0	0	
5					0				0				0				0	0	
6					0				0				0				0	0	
7					0				0				0				0	0	
8					0				0				0				0	0	
9					0				0				0				0	0	
10					0				0				0				0	0	
Photographic or filming or video equipment																			
1					0				0				0				0	0	
2					0				0				0				0	0	
3					0				0				0				0	0	
4					0				0				0				0	0	
5					0				0				0				0	0	
6					0				0				0				0	0	
7					0				0				0				0	0	
8					0				0				0				0	0	
9					0				0				0				0	0	
10					0				0				0				0	0	
Cleaning Equipment and Supplies																			
1					0				0				0				0	0	
2					0				0				0				0	0	
3					0				0				0				0	0	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016
		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	
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	Notebook - Kaya Ko To	pcs		2475	2475				0				0				0	2475	60.00
2	Notebook - Plain	pcs		380	380				0				0				0	380	55.00
3	Caps	pcs		1000	1000				0				0				0	1000	250.00
4	Eco Bag	pcs		275	275				0				0				0	275	150.00
5	Fan	pcs		1000	1000				0				0				0	1000	150.00
6	Sticker	pcs		1000	1000				0				0				0	1000	15.00
7	Ballpen	pcs		500	500				0				0				0	500	15.00
8	Button Pin	pcs		1600	1600				0				0				0	1600	10.00
9	Key Chain	pcs		200	200				0				0				0	200	100.00
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	Tarpaulin Printing	pcs		5	5	3	5	5	13	5	2	3	10	5	10	2	17	45	2,000.00
2	Plaques	pcs			0			5	5				0		20		20	25	1,800.00
3					0				0				0				0	0	
4					0				0				0				0	0	
5					0				0				0				0	0	
6					0				0				0				0	0	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
7					0				0				0				0	0	
8					0				0				0				0	0	
9					0				0				0				0	0	
10					0				0				0				0	0	
Computer Equipment and Accessories																			
1					0				0				0				0	0	
2					0				0				0				0	0	
3					0				0				0				0	0	
4					0				0				0				0	0	
5					0				0				0				0	0	
6					0				0				0				0	0	
7					0				0				0				0	0	
8					0				0				0				0	0	
9					0				0				0				0	0	
10					0				0				0				0	0	
*Other Categories																			
1	Seminar Bag, with DDB Logo	pcs		5070		5070			0				0				0	5070	150.00
2	Seminar Bag, for Judges seminar	pcs		200		200			0				0				0	200	150.00
3	Seminar bag for transport group	pcs		600		600			0				0				0	600	150.00
4	Seminar Bag for Kids	pcs		55		55			0				0				0	55	100.00
5	T-Shirt - BKD	pcs		3200		3200			0				0				0	3200	150.00
6	T-Shirt -Kaya Ko To with collar	pcs		800		800			0				0				0	800	250.00
7	T-Shirt - Kaya Ko To round neck	pcs		4255		4255			0				0				0	4255	150.00
8	T-Shirt -DARE Mentor's Team	pcs		50		50			0				0				0	50	250.00
9	T-Shirt - DARE Blue	pcs		100		100			0				0				0	100	250.00
10	T-Shirt - Transport	pcs		600		600			0				0				0	600	150.00
11	T-Shirt - IDADAIT	pcs		800		800			0				0				0	800	150.00
12	T-Shirt - DAPC Week with Collar	pcs		160		160			0				0				0	160	300.00
13	T-Shirt - DAPC Week - V-Neck	pcs		300		300			0				0				0	300	150.00
14	BKD Baller	pcs		10000		10000			0				0				0	10000	20.00
15	BKD ID	pcs		10000		10000			0				0				0	10000	15.00
16	ID Jacket with Lace, print & button logo	pcs		4000		4000			0				0				0	4000	25.00
17	Caps	pcs		1000		1000			0				0				0	1000	150.00
C. TOTAL (A + B):																			
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			
E. GRAND TOTAL (C + D)																			
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																			
G. MONTHLY CASH REQUIREMENTS																			
G.1 Available at Procurement Service Stores						312889							188054					169063	175537

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	
G.2 Other Items not available at PS but regularly purchased from other sources					125182				1177941				1176921				1212901		
TOTAL MONTHLY CASH REQUIREMENTS					414072				1365995				1345984				1388438		

*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:

Linell F. Montuerto
LINELL F. MONTUERTO
 Supply Officer III

Certified Funds Available /
 Certified Appropriate Funds Available:

Ludivina E. Jarin
LUDIVINA E. JARIN
 OIC - Accountant III

Approved by:

Philip Josef T. Vera Cruz
ATTY. PHILIP JOSEF T. VERA CRUZ
 OIC - DDB Secretariat

Date Prepared: November 17, 2016