

## 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 (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](http://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](mailto:ps.app.nga@gmail.com)- For central and regional offices of all national government agencies
  - b. [ps.app.suc@gmail.com](mailto:ps.app.suc@gmail.com)- For main and other campuses of all state universities and colleges
  - c. [ps.app.gocc@gmail.com](mailto:ps.app.gocc@gmail.com)- For all central and regional offices of government owned and controlled corporations
  - d. [ps.app.deped@gmail.com](mailto:ps.app.deped@gmail.com)- For primary and secondary schools
  - e. [ps.app.lgu@gmail.com](mailto: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, 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 Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **GUINAYANGAN WATER DISTRICT**  
 Region: **IV-A CALABARZON**  
 Address: **Guinayangan Water District**  
**Barangay Calimpak, Guinayangan, Quezon**

Agency Account Code:           **x266**          

Contact Person: **CARMELO ALEJANDRO C. PUJALTE**  
 Position: **GENERAL MANAGER**  
 E-mail : **GWDBAC@YAHOO.COM**  
 Telephone/Mobile Nos: **09164569110/09289495977**

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of August 16,	TOTAL AMOUNT				
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec			Q4	Q4 AMOUNT	Total Quantity	
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																									
<b>COMMON ELECTRICAL SUPPLIES</b>																									
1	BATTERY, dry cell AA, 2 pieces per blister pack	pack				0	0														0	0	0	17.42	-
2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0	0														0	0	0	15.03	-

3	BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0				0	0					0	0	0	77.56	-			
4	FLUORESCENT LAMP, tubular, 28 watts	tube				0	0				0	0					0	0	0	114.40	-			
5	FLUORESCENT LAMP, tubular, 36 watts	tube				0	0				0	0					0	0	0	36.30	-			
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0				0	0					0	0	0	93.29	-			
7	TAPE, electrical	roll	5			5	91				0	0					0	0	5	18.20	91.00			
<b>COMMON OFFICE SUPPLIES</b>																								
1	ACETATE, gauge #3, 50m per roll	roll				0	0				0	0					0	0	0	624.00	-			
2	AIR FRESHENER, 280mL/150g min	can	12			12	998.4				0	0	12				12	998.4		0	0	24	83.20	1,996.80
3	ALCOHOL, 70%, ethyl, 500ml	bottle	20			20	956.4				0	0	20				20	956.4		0	0	40	47.82	1,912.80
4	CARBON FILM, A4 size, 100 sheets per box	box				0	0				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	0	0	202.80	-			
6	CARTOLINA, assorted color, 20 pieces per pack	pack				0	0				0	0					0	0	0	64.48	-			
7	CHALK, white, enamel, 100 pieces per box	box				0	0				0	0					0	0	0	25.86	-			
8	CLEARBOOK, A4 size	piece				0	0				0	0					0	0	0	39.52	-			
9	CLEARBOOK, Legal size	piece				0	0				0	0					0	0	0	43.68	-			
10	CLIP, backfold, 19mm, 12 pieces per box	box				0	0				0	0					0	0	0	7.28	-			
11	CLIP, backfold, 25mm, 12 pieces per box	box				0	0				0	0					0	0	0	13.50	-			
12	CLIP, backfold, 32mm, 12 pieces per box	box	4			4	76.48				0	0	4				4	76.48		0	0	8	19.12	152.96
13	CLIP, backfold, 50mm, 12 pieces per box	box	4			4	174.7				0	0	4				4	174.7		0	0	8	43.68	349.44
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	15			15	468				0	0	15				15	468		0	0	30	31.20	936.00
15	DATA FILE BOX, made with chipboard, with closed ends	box	10			10	697.8				0	0	10				10	697.8		0	0	20	69.78	1,395.60
16	DATA FOLDER, made with chipboard, taglia lock	piece	6			6	411.8				0	0	6				6	411.8		0	0	12	68.64	823.68
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0	0				0	0					0	0	0	381.54	-			
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	1			1	507.4				0	0					0	0	1	507.40	507.40			
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	1			1	621.7				0	0					0	0	1	621.71	621.71			
20	ENVELOPE, EXPANDING, plastic	piece				0	0				0	0					0	0	0	27.61	-			

21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	1		1	499.2			0	0	1			1	499.2			0	0	2	499.20	998.40
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box			0	0			0	0				0	0			0	0	0	561.60	-
23	ERASER, felt, for blackboard/whiteboard	piece			0	0			0	0				0	0			0	0	0	11.11	-
24	ERASER, plastic or rubber	piece	10		10	22.9			0	0	10			10	22.9			0	0	20	2.29	45.80
25	FASTENER, for paper, metal, 50 sets per box	box	3		3	171.3			0	0	3			3	171.3			0	0	6	57.09	342.54
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	10		10	706.7			0	0				0	0			0	0	10	70.67	706.70
27	FILE TAB DIVIDER, A4, five (5) colors per set	set			0	0			0	0				0	0			0	0	0	12.48	-
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set			0	0			0	0				0	0			0	0	0	16.64	-
29	FOLDER, Fancy, A4, 50s/ bundle	bundle			0	0			0	0				0	0			0	0	0	234.00	-
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle			0	0			0	0				0	0			0	0	0	291.20	-
31	FOLDER, L-type, A4, 50 pieces pack	pack	2		2	332.8			0	0	1			1	166.4			0	0	3	166.40	499.20
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack	2		2	407.7			0	0	1			1	203.8			0	0	3	203.84	611.52
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box			0	0			0	0				0	0			0	0	0	746.72	-
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack	2		2	358.6			0	0	1			1	179.3			0	0	3	179.28	537.84
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	2		2	400.7			0	0	1			1	200.4			0	0	3	200.37	601.11
36	GLUE, all purpose, 300 grams min.	jar	2		2	88.36			0	0	2			2	88.36			0	0	4	44.18	176.72
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box			0	0			0	0				0	0			0	0	0	50.84	-
38	LOOSELEAF COVER, 50sets per bundle	bundle			0	0			0	0				0	0			0	0	0	539.76	-
39	MAGAZINE FILE BOX, LARGE	piece			0	0			0	0				0	0			0	0	0	41.60	-
40	MARKER, fluorescent, 3 colors per set	set	8		8	284.4			0	0	8			8	284.4			0	0	16	35.55	568.80
41	MARKER, whiteboard, bullet type, black	piece			0	0			0	0				0	0			0	0	0	10.28	-
42	MARKER, whiteboard, bullet type, blue	piece			0	0			0	0				0	0			0	0	0	10.28	-
43	MARKER, whiteboard, bullet type, red	piece			0	0			0	0				0	0			0	0	0	10.28	-
44	MARKER, permanent, bullet type, black	piece	10		10	96.5			0	0	10			10	96.5			0	0	20	9.65	193.00
45	MARKER, permanent, bullet type, blue	piece	3		3	28.95			0	0	3			3	28.95			0	0	6	9.65	57.90

46	MARKER, permanent, bullet type, red	piece	3		3	28.95				0	0	3		3	28.95				0	0	6	9.65	57.90
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece			0	0				0	0			0	0				0	0	0	10.40	-
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	3		3	93.6				0	0	3		3	93.6				0	0	6	31.20	187.20
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	5		5	202.7				0	0	5		5	202.7				0	0	10	40.54	405.40
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	10		10	540.6				0	0	10		10	540.6				0	0	20	54.06	1,081.20
51	PAD PAPER, Ruled	pad	5		5	91.3				0	0			0	0				0	0	5	18.26	91.30
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box	8		8	102.8				0	0	8		8	102.8				0	0	16	12.85	205.60
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box	8		8	51.44				0	0	8		8	51.44				0	0	16	6.43	102.88
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	10		10	1317				0	0	10		10	1317				0	0	20	131.70	2,634.00
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	5		5	757				0	0	5		5	757				0	0	10	151.40	1,514.00
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	25		25	2866				0	0	25		25	2866				0	0	50	114.65	5,732.50
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	20		20	2675				0	0	20		20	2675				0	0	40	133.75	5,350.00
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream			0	0				0	0			0	0				0	0	0	88.40	-
59	PAPER, Thermal, 216mm x 30m	roll			0	0				0	0			0	0				0	0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box	5		5	98.1				0	0	5		5	98.1				0	0	10	19.62	196.20
61	PHILIPPINE NATIONAL FLAG	piece	3		3	836.2				0	0	3		3	836.2				0	0	6	278.72	1,672.32
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	8		8	482.6				0	0	8		8	482.6				0	0	16	60.32	965.12
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	8		8	694.8				0	0	8		8	694.8				0	0	16	86.85	1,389.60
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle			0	0				0	0			0	0				0	0	0	256.87	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box	2		2	186.6				0	0	2		2	186.6				0	0	4	93.31	373.24
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece	10		10	154.8				0	0			0	0				0	0	10	15.48	154.80
67	SIGN PEN, black	piece	30		30	1143				0	0	30		30	1143				0	0	60	38.10	2,286.00
68	SIGN PEN, blue	piece	5		5	190.5				0	0	5		5	190.5				0	0	10	38.10	381.00
69	SIGN PEN, red	piece	5		5	190.5				0	0	5		5	190.5				0	0	10	38.10	381.00
70	STAMP PAD INK, violet, 50mL	bottle	2		2	49.26				0	0	2		2	49.26				0	0	4	24.63	98.52

71	STAMP PAD, felt pad, min 60mm x 100mm	piece				0	0				0	0				0	0	0	0	0	27.66	-		
72	STAPLE WIRE, Heavy duty, 23/13	box				0	0				0	0				0	0	0	0	0	30.42	-		
73	STAPLE WIRE, Standard	box	10			10	189.2				0	0	10			10	189.2			0	0	20	18.92	378.40
74	TAPE, masking, 24mm, 50 meters length	roll	3			3	165.4				0	0	3			3	165.4			0	0	6	55.12	330.72
75	TAPE, masking, 48mm, 50 meters length	roll	3			3	315.1				0	0	3			3	315.1			0	0	6	105.04	630.24
76	TAPE, transparent, 24mm, 50 meters	roll	5			5	86.85				0	0	5			5	86.85			0	0	10	17.37	173.70
77	TAPE, transparent, 48mm, 50 meters	roll	5			5	132.6				0	0	5			5	132.6			0	0	10	26.52	265.20
78	TAPE, packaging, 48mm, 50 meters length	roll	3			3	91.89				0	0	3			3	91.89			0	0	6	30.63	183.78
79	TOILET TISSUE, 12 rolls per pack	pack	10			10	676				0	0	10			10	676			0	0	20	67.60	1,352.00
80	TWINE, plastic, one kilo per roll	roll	5			5	249.6				0	0	5			5	249.6			0	0	10	49.92	499.20
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0	0				0	0				0	0			0	0	0	124.80	-
<b>COMMON OFFICE DEVICES</b>																								
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	5			5	45.95				0	0	5			5	45.95			0	0	10	9.19	91.90
2	CUTTER KNIFE, heavy duty	piece	5			5	98.8				0	0	5			5	98.8			0	0	10	19.76	197.60
3	DATING AND STAMPING MACHINE	piece	1			1	478.4				0	0				0	0			0	0	1	478.38	478.38
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece	1			1	187.2				0	0				0	0			0	0	1	187.20	187.20
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	2			2	228.6				0	0				0	0			0	0	2	114.28	228.56
6	SCISSORS, (6")	pair	10			10	137.3				0	0				0	0			0	0	10	13.73	137.30
7	STAPLER, standard	piece	3			3	246.5				0	0	3			3	246.5			0	0	6	82.16	492.96
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper, staples capacity, min 100 staples with	piece	1			1	878.8				0	0				0	0			0	0	1	878.80	878.80
9	STAPLE REMOVER, plier type	piece	5			5	90.9				0	0	5			5	90.9			0	0	10	18.18	181.80
10	TAPE DISPENSER, table top	piece	2			2	95.44				0	0				0	0			0	0	2	47.72	95.44
11	WASTE BASKET, non-rigid plastic	piece	5			5	119.5				0	0				0	0			0	0	5	23.90	119.50



4	CHAIR, monobloc, without armrest, beige	piece				0	0				0	0			0	0			0	0	0	254.68	-
5	CHAIR, monobloc, without armrest, white	piece				0	0				0	0			0	0			0	0	0	254.80	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0	0				0	0			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	unit				0	0				0	0			0	0			0	0	0	25,272.00	-
8	ELECTRIC FAN, industrial	unit				0	0				0	0			0	0			0	0	0	956.80	-
9	ELECTRIC FAN, orbit type	unit				0	0				0	0			0	0			0	0	0	1,248.00	-
10	ELECTRIC FAN, stand type	unit				0	0				0	0			0	0			0	0	0	967.10	-
11	ELECTRIC FAN, wall type	unit				0	0				0	0			0	0			0	0	0	790.40	-
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15	unit				0	0				0	0			0	0			0	0	0	3,502.72	-
13	FIRE EXTINGUISHER, dry chemical, 10L ABC class of fire, stored pressure type, non-electrical	unit				0	0				0	0			0	0			0	0	0	1,080.56	-
14	FIRE EXTINGUISHER, pure HFC 125, with fire rating of 1A, 1BC, for ABC class of fire, stored	unit				0	0				0	0			0	0			0	0	0	4,992.00	-
15	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens, 3600 hours lamp life, supports SVGA to SXGA,	unit				0	0				0	0			0	0			0	0	0	26,483.60	-
16	PAPER TRIMMING CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic feeding, stationary blade, stand, A	unit				0	0				0	0			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	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	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	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	0			0	0	0	10,000.00	-
21	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0	0				0	0			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	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	0			0	0	0	1,242.80	-
<b>COMMON COMPUTER SUPPLIES</b>																							
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0	0				0	0			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	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	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	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	0	0	571.80	-
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0	0								0	0				0	0	0	958.15	-
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0	0								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	piece				0	0								0	0				0	0	0	2,818.40	-
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	3			3	583.4								3	583.4				0	0	6	194.48	1,166.88
10	MOUSE, optical, USB connection type	unit				0	0								0	0				0	0	0	127.80	-
<b>HANDBOOK ON PROCUREMENT</b>																								
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 106 pages	piece				0	0								0	0				0	0	0	61.83	-
<b>CONSUMABLES</b>																								
1	INK CART, BROTHER LC39BK, Black	cart				0	0								0	0				0	0	0	681.20	-
2	INK CART, BROTHER LC39C, Cyan	cart				0	0								0	0				0	0	0	447.20	-
3	INK CART, BROTHER LC39M, Magenta	cart				0	0								0	0				0	0	0	447.20	-
4	INK CART, BROTHER LC39Y, Yellow	cart				0	0								0	0				0	0	0	447.20	-
5	INK CART, BROTHER LC67B, Black	cart				0	0								0	0				0	0	0	910.00	-
6	INK CART, BROTHER LC67C, Cyan	cart				0	0								0	0				0	0	0	546.00	-
7	INK CART, BROTHER LC67M, Magenta	cart				0	0								0	0				0	0	0	546.00	-
8	INK CART, BROTHER LC67Y, Yellow	cart				0	0								0	0				0	0	0	546.00	-
9	INK CART, BROTHER LC67HYBK, Black	cart				0	0								0	0				0	0	0	1,538.16	-
10	INK CART, BROTHER LC67HYC, Cyan	cart				0	0								0	0				0	0	0	868.40	-
11	INK CART, BROTHER LC67HYM, Magenta	cart				0	0								0	0				0	0	0	868.40	-
12	INK CART, BROTHER LC67HYH, Yellow	cart				0	0								0	0				0	0	0	868.40	-
13	INK CART, CANON PG-810, Black	cart				0	0								0	0				0	0	0	737.36	-



14	INK CART, CANON PG-740, Black	cart				0	0					0	0						0	0	0		-
15	INK CART, CANON PGI-725, Black	cart				0	0					0	0						0	0	0	574.08	-
16	INK CART, CANON CLI-726, Black	cart				0	0					0	0						0	0	0	534.56	-
17	INK CART, CANON CL-811, Colored	cart				0	0					0	0						0	0	0	970.32	-
18	INK CART, CANON CL-741, Colored	cart				0	0					0	0						0	0	0	945.36	-
19	INK CART, CANON CLI-726, Cyan	cart				0	0					0	0						0	0	0	535.60	-
20	INK CART, CANON CLI-726, Magenta	cart				0	0					0	0						0	0	0	535.60	-
21	INK CART, CANON CLI-726, Yellow	cart				0	0					0	0						0	0	0	535.60	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0	0					0	0						0	0	0	491.92	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0	0					0	0						0	0	0	770.64	-
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0	0					0	0						0	0	0	426.40	-
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0	0					0	0						0	0	0	426.40	-
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0	0					0	0						0	0	0	426.40	-
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0	0					0	0						0	0	0	426.40	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart				0	0					0	0						0	0	0	254.80	-
29	INK CART, EPSON C13T6664200 (T6642), Cyan	cart				0	0					0	0						0	0	0	254.80	-
30	INK CART, EPSON C13T6664300 (T6643), Magenta	cart				0	0					0	0						0	0	0	254.80	-
31	INK CART, EPSON C13T6664400 (T6644), Yellow	cart				0	0					0	0						0	0	0	254.80	-
32	INK CART, HP 51645A, (HP45), Black	cart				0	0					0	0						0	0	0	1,346.80	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0					0	0						0	0	0	1,612.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0	0					0	0						0	0	0	1,554.80	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0					0	0						0	0	0	1,554.80	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0					0	0						0	0	0	1,034.80	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0					0	0						0	0	0	1,034.80	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0					0	0						0	0	0	1,034.80	-



64	INK CART, HP CC640WA, (HP60), Black	cart				0	0				0	0				0	0	0	639.60	-
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0	0	1,445.60	-
66	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0				0	0				0	0	0	754.00	-
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0				0	0	0	1,658.80	-
68	INK CART, HP CC653AA, (HP901), Black	cart				0	0				0	0				0	0	0	639.60	-
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0	0				0	0				0	0	0	1,019.20	-
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0	0	1,086.80	-
71	INK CART, HP CD887AA, (HP703), Black	cart				0	0				0	0				0	0	0	358.80	-
72	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0	0	792.48	-
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0				0	0				0	0	0	629.20	-
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0	0	629.20	-
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0				0	0	0	629.20	-
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0				0	0	0	1,242.80	-
78	INK CART, HP CH561WA, (HP61), Black	cart				0	0				0	0				0	0	0	644.80	-
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0				0	0				0	0	0	826.80	-
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0				0	0	0	1,554.80	-
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0				0	0	0	1,175.20	-
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0				0	0	0	1,180.40	-
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0				0	0				0	0	0	1,180.40	-
84	INK CART, HP CN692AA, (HP704), Black	cart				0	0				0	0				0	0	0	358.80	-
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0	0				0	0				0	0	0	358.80	-
86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0				0	0	0	358.80	-
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0				0	0	0	360.88	-
88	INK CART, HP CZ121A (HP685A), Black	cart				0	0				0	0				0	0	0	366.08	-

89	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0				0	0				0	0	0	249.60	-
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0				0	0				0	0	0	249.60	-
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0				0	0				0	0	0	249.60	-
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0				0	0				0	0	0	930.80	-
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				0	0	0	1,003.60	-
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0				0	0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0	0	1,820.00	-
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				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	0	0	4,992.00	-
100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0	0	2,802.80	-
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0	0	3,218.80	-
105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0	0				0	0				0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0				0	0				0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0				0	0				0	0	0	5,298.80	-



139	TONER CART, HP Q5949A, Black	cart				0	0				0	0				0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0				0	0				0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0				0	0				0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0				0	0				0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0				0	0				0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0				0	0				0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0				0	0				0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0				0	0				0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0				0	0				0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0				0	0				0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0				0	0				0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0				0	0				0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0				0	0				0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0				0	0				0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H1P, Black	cart				0	0				0	0				0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0	0				0	0				0	0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0				0	0				0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0				0	0				0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0				0	0				0	0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0				0	0				0	0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0				0	0				0	0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0				0	0				0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0				0	0				0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0				0	0				0	0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0				0	0				0	0	0	7,280.00	-

164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0			0	0			0	0			0	0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0			0	0			0	0			0	0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0			0	0			0	0			0	0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0			0	0			0	0			0	0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0			0	0			0	0			0	0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart	6			6	460.5			0	0	6		6	460.5			0	0	12	76.75	921.00
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0			0	0			0	0			0	0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	0			0	0			0	0			0	0	0	334.88	-
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0	0			0	0			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	0			0	0	0		-
2						0	0			0	0			0	0			0	0	0		-
3						0	0			0	0			0	0			0	0	0		-

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

COMMON OFFICE SUPPLIES																						
	COLUMNAR PAD, 18 COLS.	pad	3			3	198			0	0	3		3	198			0	0	6	66.00	396.00
						0	0			0	0			0	0			0	0	0		-
						0	0			0	0			0	0			0	0	0		-
						0	0			0	0			0	0			0	0	0		-
						0	0			0	0			0	0			0	0	0		-
						0	0			0	0			0	0			0	0	0		-
						0	0			0	0			0	0			0	0	0		-
						0	0			0	0			0	0			0	0	0		-
						0	0			0	0			0	0			0	0	0		-
						0	0			0	0			0	0			0	0	0		-
						0	0			0	0			0	0			0	0	0		-

					0	0				0	0					0	0				0	0	0		-	
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-
					0	0				0	0					0	0					0	0	0		-





6					0	0				0	0							0	0	0			-
7					0	0				0	0							0	0	0			-
8					0	0				0	0							0	0	0			-
9					0	0				0	0							0	0	0			-
10					0	0				0	0							0	0	0			-
<b>Cleaning Equipment and Supplies</b>						0																	
1					0	0				0	0							0	0	0			-
2					0	0				0	0							0	0	0			-
3					0	0				0	0							0	0	0			-
4					0	0				0	0							0	0	0			-
5					0	0				0	0							0	0	0			-
6					0	0				0	0							0	0	0			-
7					0	0				0	0							0	0	0			-
8					0	0				0	0							0	0	0			-
9					0	0				0	0							0	0	0			-
10					0	0				0	0							0	0	0			-
<b>Paper Materials and Products</b>						0																	
1					0	0				0	0							0	0	0			-
2					0	0				0	0							0	0	0			-
3					0	0				0	0							0	0	0			-
4					0	0				0	0							0	0	0			-
5					0	0				0	0							0	0	0			-
6					0	0				0	0							0	0	0			-
7					0	0				0	0							0	0	0			-
8					0	0				0	0							0	0	0			-
9					0	0				0	0							0	0	0			-
10					0	0				0	0							0	0	0			-
<b>Lighting and fixtures and accessories</b>						0																	
1					0	0				0	0							0	0	0			-
2					0	0				0	0							0	0	0			-
3					0	0				0	0							0	0	0			-
4					0	0				0	0							0	0	0			-
5					0	0				0	0							0	0	0			-
6					0	0				0	0							0	0	0			-
7					0	0				0	0							0	0	0			-
8					0	0				0	0							0	0	0			-
9					0	0				0	0							0	0	0			-
10					0	0				0	0							0	0	0			-
<b>Electrical equipment and components and supplies</b>																							
1					0	0				0	0							0	0	0			-
2					0	0				0	0							0	0	0			-
3					0	0				0	0							0	0	0			-
4					0	0				0	0							0	0	0			-
5					0	0				0	0							0	0	0			-



G. MONTHLY CASH REQUIREMENTS												
G.1 Available at Procurement Service Stores		29181			0			24248			0	53429.08
G.2 Other Items not available at PS but regular		0			0			0			0	0
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>		29181			0			24248			0	53429.08

\*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

Prepared by:

Certified Funds Available /  
 Certified Appropriate Funds Available:

Approved by:

EMILIA A. MENDOZA

Property/Supply Officer

EMILIA A. MENDOZA

Accountant /  
 Local Budget Officer

CARMELO ALEJANDRO C. PUJALTE

Head of Office/Agency

Date Prepared:

Nov-16

















































































































































































































































































































































































































































































































