

**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 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.

Department/Bureau/Office: COUNCILL FOR THE WELFARE OF CHILDREN  
 Region: \_\_\_\_\_  
 Address:#10 Apro Street, Sta. Mesa Heights, Quezon City  
 \_\_\_\_\_

Agency Account Code: R006

Contact Person: Rowena E. Saracho  
 Position: OIC - Supply Officer  
 E-mail : resaracho@cw.gov.ph  
 Telephone/Mobile Nos: 781-10-39 loc. 201

Item & Specifications	Unit of Measure	Quantity Requirement																
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	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	20		20	40	20		20	40	20		20	40	20	20	20	60	180
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	40		40	80			0	40	40	40	120					0	200
3 BATTERY, dry cell D, 2 pieces per blister pack	pack	10		10	20	10		10	20	10		10	20	10		10	20	80
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0			0					0	0
5 LED Linear Tube, 18 watts individually wrapped in carton	tube		40		40				0		40		40				0	80
6 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0
7 TAPE, electrical	roll	10			10				0				0				0	10
<b>COMMON OFFICE SUPPLIES</b>																		

Item & Specifications		Unit of Measure	Quantity Requirement																
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity
1	ACETATE, gauge #3, 50m per roll	roll				0				0				0				0	0
2	AIR FRESHENER, 280mL/150g min	can	10		12	22	10		12	22	12		12	24	12		12	24	92
3	ALCOHOL, 70%, ethyl, 500ml	bottle		40		40		40		40		40		40		40		40	160
4	CARBON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0				0				0	0
6	CARTOLINA, assorted color, 20 pieces per pack	pack		50		50		100		100		50		50	30			30	230
7	CHALK, white, enamel, 100 pieces per box	box				0				0				0				0	0
8	CLEARBOOK, A4 size	piece				0				0				0				0	0
9	CLEARBOOK, Legal size	piece				0				0				0				0	0
10	CLIP, backfold, 19mm, 12 pieces per box	box				0				0				0				0	0
11	CLIP, backfold, 25mm, 12 pieces per box	box				0				0				0				0	0
12	CLIP, backfold, 32mm, 12 pieces per box	box				0				0				0				0	0
13	CLIP, backfold, 50mm, 12 pieces per box	box				0				0				0				0	0
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0				0				0				0	0
15	DATA FILE BOX, made with chipboard, with closed ends	box				0				0				0				0	0
16	DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0				0				0				0	0
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0				0				0				0	0
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0				0				0				0	0
20	ENVELOPE, EXPANDING, plastic	piece				0				0				0				0	0
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0				0				0				0	0
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0				0				0	0
23	ERASER, felt, for blackboard/whiteboard	piece		20		20				0				0				0	20
24	ERASER, plastic or rubber	piece				0				0				0				0	0
25	FASTENER, for paper, metal, 50 sets per box	box		2		2		2		2		2		2		2		2	8
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0
27	FILE TAB DIVIDER, A4, five (5) colors per set	set	125			125	125			125	150			150	150			150	550
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	25			25	50			50	25			25	25			25	125
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0				0	0
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0				0	0
31	FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0				0	0
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0				0	0
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0				0				0				0	0
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0				0				0	0
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0				0				0				0	0
36	GLUE, all purpose, 300 grams min.	jar				0				0				0				0	0
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0				0				0	0
38	LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0				0	0
39	MAGAZINE FILE BOX, LARGE	piece		10		10		10		10		10		10		10		10	40
40	MARKER, fluorescent, 3 colors per set	set		50		50		50		50		50		50		50		50	200
41	MARKER, whiteboard, bullet type, black	piece		60		60	20	20	20	60	20	20	20	60	60			60	240
42	MARKER, whiteboard, bullet type, blue	piece		30		30	10		10	20	10	10	10	30	60			60	140
43	MARKER, whiteboard, bullet type, red	piece				0				0				0				0	0
44	MARKER, permanent, bullet type, black	piece		60		60	20	20	20	60	20	20	20	60	60			60	240

	Item & Specifications	Unit of Measure	Quantity Requirement																
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity
45	MARKER, permanent, bullet type, blue	piece		30		30	20	20	20	60	20	20	20	60	60			60	210
46	MARKER, permanent, bullet type, red	piece				0				0				0				0	0
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0				0				0				0	0
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0				0				0				0	0
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad		30		30	20		20	40	20	20	20	60	40			40	170
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad		40		40	20		20	40	20	20	20	60	40			40	180
51	PAD PAPER, Ruled	pad				0				0				0				0	0
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box				0				0		20		20				0	20
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box				0				0		20		20				0	20
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0				0	0
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0				0				0	0
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0				0	0
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream		2		2		2		2				0				0	4
59	PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	0
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				0				0				0				0	0
61	PHILIPPINE NATIONAL FLAG	piece		1		1				0				0				0	1
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0				0				0				0	0
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0				0				0				0	0
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle		10		10	5	10		15		15		15	10			10	50
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0				0				0				0	0
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0				0				0	0
67	SIGN PEN, black	piece		50		50	10	10	10	30	10	20	20	50	20	20	20	60	190
68	SIGN PEN, blue	piece		50		50	10	10	10	30	10	20	20	50	20	20	20	60	190
69	SIGN PEN, red	piece				0				0				0				0	0
70	STAMP PAD INK, violet, 50mL	bottle				0				0				0				0	0
71	STAMP PAD, felt pad, min 60mm x 100mm	piece				0				0				0				0	0
72	STAPLE WIRE, Heavy duty, 23/13	box				0				0				0				0	0
73	STAPLE WIRE, Standard	box		30		30				0				0				0	30
74	TAPE, masking, 24mm, 50 meters length	roll		40		40		40		40		50		50	30			30	160
75	TAPE, masking, 48mm, 50 meters length	roll		30		30		30		30		30		30	15			15	105
76	TAPE, transparent, 24mm, 50 meters	roll		50		50		50		50		70		70	40			40	210
77	TAPE, transparent, 48mm, 50 meters	roll		30		30		30		30		30		30	15			15	105
78	TAPE, packaging, 48mm, 50 meters length	roll		25		25		25		25		25		25	15			15	90
79	TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0
80	TWINE, plastic, one kilo per roll	roll	15			15	15			15				0				0	30
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack		4		4		6		6		5		5				0	15
82	Software					0				0				0				0	0
83	Airline Travel					0				0				0				0	0
<b>COMMON OFFICE DEVICES</b>																			
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0				0				0	0
2	CUTTER KNIFE, heavy duty	piece				0				0				0				0	0
3	DATING AND STAMPING MACHINE	piece		10		10				0				0				0	10
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0				0	0
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0				0				0				0	0

Item & Specifications		Unit of Measure	Quantity Requirement																
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity
6	SCISSORS, (6")	pair	25		25	50	50			50	50			50				0	150
7	STAPLER, standard	piece			20	20				0				0				0	20
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				0				0				0				0	0
9	STAPLE REMOVER, plier type	piece		5		5		10		10				0				0	15
10	TAPE DISPENSER, table top	piece				0				0				0				0	0
11	WASTE BASKET, non-rigid plastic	piece				0				0				0				0	0
<b>COMMON JANITORIAL SUPPLIES</b>																			
1	BROOM, soft (tambo)	piece				0				0				0				0	0
2	BROOM, stick (tingting)	piece				0				0				0				0	0
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0
4	CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0
6	DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0
7	DUST PAN, non-rigid plastic	piece				0				0				0				0	0
8	FLOOR WAX, Paste, red	can				0				0				0				0	0
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0				0				0				0	0
10	INSECTICIDE, aerosol type, 600mL/can	can	10			10	10			10	10			10	10			10	40
11	MOPBUCKET	piece				0				0				0				0	0
12	MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0
13	MOPHEAD, made of rayon	piece				0				0				0				0	0
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0
15	SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0
17	DISINFECTANT, bleaching solution	cont				0				0				0				0	0
18	DETERGENT BAR, 140g as packed (-2.5%)	bar				0				0				0				0	0
<b>COMMON OFFICE EQUIPMENT</b>																			
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
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit		10		10				0				0				0	10
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0
4	CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0
5	CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0
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
8	ELECTRIC FAN, industrial	unit				0				0				0				0	0
9	ELECTRIC FAN, orbit type	unit				0				0				0				0	0
10	ELECTRIC FAN, stand type	unit		8		8				0				0				0	8
11	ELECTRIC FAN, wall type	unit				0				0				0				0	0



Item & Specifications	Unit of Measure	Quantity Requirement																
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0
<b>CONSUMABLES</b>																		
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0
5 INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0
12 INK CART, BROTHER LC67HYY, Yellow	cart				0				0				0				0	0
13 INK CART, CANON PG-810, Black	cart				0				0				0				0	0
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
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0
17 INK CART, CANON CL-811, Colored	cart				0				0				0				0	0
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0
24 INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0				0	0
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0				0	0
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0				0	0
27 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0				0	0
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0				0	0
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0	0
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0	0
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0

Item & Specifications	Unit of Measure	Quantity Requirement																
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0
48 INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0
52 INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0
55 INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0
58 INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0
64 INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0
66 INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0
73 INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0
80 INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0
84 INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0
86 INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0
88 INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0

Item & Specifications	Unit of Measure	Quantity Requirement																
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0
93 INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0				0	0
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0
95 TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0
96 TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0
97 TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0
98 TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU	cart				0				0				0				0	0
100 TONER CART, HP C4092A, Black	cart				0				0				0				0	0
101 TONER CART, HP C4096A, Black	cart				0				0				0				0	0
102 TONER CART, HP C7115A, Black	cart				0				0				0				0	0
103 TONER CART, HP CB435A, Black	cart				0				0				0				0	0
104 TONER CART, HP CB436A, Black	cart				0				0				0				0	0
105 TONER CART, HP CB540A, Black	cart				0				0				0				0	0
106 TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0
107 TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0
108 TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0
109 TONER CART, HP CC364A, Black	cart				0				0				0				0	0
110 TONER CART, HP CC530A, Black	cart				0				0				0				0	0
111 TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0
112 TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0
113 TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0
114 TONER CART, HP CE255A, Black	cart				0				0				0				0	0
115 TONER CART, HP CE278A, Black	cart				0				0				0				0	0
116 TONER CART, HP CE285A (HP85A), Black	cart	5	10	15	30	15	15	20	50	20	20	20	60	30	30	30	90	230
117 TONER CART, HP CE310A, Black	cart				0				0				0				0	0
118 TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0
119 TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0
120 TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0
121 TONER CART, HP CE320A, Black	cart				0				0				0				0	0
122 TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0
124 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0
125 TONER CART, HP CE390A, Black	cart				0				0				0				0	0
126 TONER CART, HP CE400A, Black	cart				0				0				0				0	0
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0





Item & Specifications	Unit of Measure	Quantity Requirement																
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity
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
<b>COMMON OFFICE SUPPLIES</b>																		
Conference bag/kits				500	500				0				0				0	500
Presidential File Folders		20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240
File Folder (plastic, A4 size)			70		70		70		70	50			50	50			50	240
Filler Notebook (small, with 15 sheets)			500		500		1000		1000		500		500	500			500	2500
Ring Binder, 20mm			10		10		20		20		20		20	10			10	60
Ring binder, 26mm			10		10		20		20		20		20	10			10	60
ID jackets			1000		1000		1000		1000				0				0	2000
Multi-Colored paper, A4			3		3		5		5		5		5				0	13
Specialty paper, 10 pcs/pack			20		20		20		20			20	20				20	80
Corrugated box			30		30		30		30				0				0	60
Ballpens			500		500		1200		1200		1500		1500	1500			1500	4700
Fastener, for paper, plastic, 50 per box			20		20		50		50		20		20				0	90
					0				0				0				0	0
					0				0				0				0	0
					0				0				0				0	0
					0				0				0				0	0
					0				0				0				0	0
					0				0				0				0	0
					0				0				0				0	0
					0				0				0				0	0
					0				0				0				0	0
					0				0				0				0	0
<b>COMMON JANITORIAL SUPPLIES</b>																		
					0				0				0				0	0
					0				0				0				0	0
					0				0				0				0	0
<b>CONSUMABLES</b>																		
HP 703, colored			3		3		3		3		3		3		2		2	11
HP 703, black			3		3		3		3		3		3		3		3	12
Sharrp MX550FT			5		5		5		5		5		5		5		5	20
HP678 colored			3		3		5		5		4		4		3		3	15



Item & Specifications	Unit of Measure	Quantity Requirement																
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity
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
<b>Audio and visual presentation and composing equipment</b>																		
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
<b>Photographic or filming or video equipment</b>																		
1	Memory Card SD		2		2				0				0				0	2
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
<b>Cleaning Equipment and Supplies</b>																		
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
<b>Paper Materials and Products</b>																		
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																
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity
10					0				0				0				0	0
<b>Lighting and fixtures and accessories</b>																		
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
<b>Electrical equipment and components and supplies</b>																		
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
<b>Computer Supplies</b>																		
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
<b>Computer Equipment and Accessories</b>																		
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
<b>*Other Categories</b>																		
1					0				0				0				0	0
2					0				0				0				0	0

Item & Specifications	Unit of Measure	Quantity Requirement																
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity
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
<b>C. TOTAL (A + B):</b>																		
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																		
<b>E. GRAND TOTAL (C + D)</b>																		
<b>F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>																		
<b>G. MONTHLY CASH REQUIREMENTS</b>																		
G.1 Available at Procurement Service Stores					183111				212733				249715				298822	
G.2 Other Items not available at PS but regularly purchased from other sources					178010				90267				73521				64631.5	
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					361121				303000				323236				363453	

\*Other categories that are not indicated herein

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

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available /  
Certified Appropriate Funds Available:

Approved by:

ROWENA E. SARACHO  
OIC - Property/Supply Officer

BRYAN CRIS C. NEON  
Accountant /  
Local Budget Officer

PATRICIA B. LUNA  
Executive Director

Date Prepared:

Item & Specifications	Unit of Measure	Quantity Requirement															
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4

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Price Catalogue as of October 14, 2016	TOTAL AMOUNT
17.42	3,135.60
15.03	3,006.00
77.56	6,204.80
114.40	-
280.80	22,464.00
	-
18.20	182.00



Price Catalogue as of October 14, 2016	TOTAL AMOUNT
624.00	-
83.20	7,654.40
47.82	7,651.20
197.58	-
202.80	-
64.48	14,830.40
25.86	-
39.52	-
43.68	-
7.28	-
10.40	-
19.12	-
36.38	-
31.20	-
69.78	-
68.64	-
381.54	-
507.40	-
621.71	-
27.61	-
499.20	-
561.60	-
11.11	222.20
2.29	-
57.09	456.72
70.67	-
12.48	6,864.00
16.64	2,080.00
234.00	-
291.20	-
166.40	-
203.84	-
746.72	-
179.28	-
200.37	-
44.18	-
47.90	-
539.76	-
41.60	1,664.00
35.55	7,110.00
10.28	2,467.20
10.28	1,439.20
10.28	-
9.65	2,316.00

Price Catalogue as of October 14, 2016	TOTAL AMOUNT
9.65	2,026.50
9.65	-
10.40	-
31.20	-
40.54	6,891.80
54.06	9,730.80
18.26	-
12.85	257.00
6.43	128.60
112.32	-
132.02	-
95.26	-
114.35	-
88.40	353.60
31.15	-
19.62	-
278.72	278.72
60.32	-
86.85	-
256.87	12,843.50
93.31	-
15.48	-
38.10	7,239.00
38.10	7,239.00
38.10	-
24.63	-
27.66	-
23.40	-
18.92	567.60
55.12	8,819.20
105.04	11,029.20
10.92	2,293.20
26.52	2,784.60
32.74	2,946.60
67.60	-
49.92	1,497.60
128.84	1,932.60
	-
	-
9.19	-
19.76	-
478.38	4,783.80
187.20	-
114.28	-

Price Catalogue as of October 14, 2016	TOTAL AMOUNT
13.73	2,059.50
82.16	1,643.20
878.80	-
18.18	272.70
47.72	-
23.90	-
88.40	-
23.92	-
41.60	-
21.27	-
37.43	-
119.60	-
24.96	-
202.80	-
84.76	-
124.80	4,992.00
1,911.00	-
142.48	-
98.80	-
49.69	-
102.96	-
139.88	-
101.82	-
7.28	-
10,400.00	-
135.20	1,352.00
258.84	-
254.68	-
254.80	-
6,229.60	-
25,272.00	-
956.80	-
1,248.00	-
967.10	7,736.80
790.40	-

Price Catalogue as of October 14, 2016	TOTAL AMOUNT
3,502.72	-
1,080.56	-
4,992.00	-
26,483.60	-
7,488.00	-
5,699.20	-
18,709.60	-
5,831.52	-
10,000.00	-
1,237.60	-
1,289.60	-
1,289.60	-
	-
630.76	-
950.30	-
716.04	-
1,220.96	-
596.80	-
958.15	-
21.79	-
2,818.40	-
194.48	25,282.40
127.80	639.00

Price Catalogue as of October 14, 2016	TOTAL AMOUNT
61.83	-
681.20	-
447.20	-
447.20	-
447.20	-
910.00	-
546.00	-
546.00	-
546.00	-
1,538.16	-
868.40	-
868.40	-
868.40	-
774.80	-
754.00	-
574.08	-
534.56	-
1,022.32	-
1,001.52	-
535.60	-
535.60	-
535.60	-
491.92	-
770.64	-
426.40	-
426.40	-
426.40	-
426.40	-
254.80	-
254.80	-
254.80	-
254.80	-
1,346.80	-
1,612.00	-
1,554.80	-
1,554.80	-
1,034.80	-
1,034.80	-
1,034.80	-
982.80	-
717.60	-
717.60	-
717.60	-

Price Catalogue as of October 14, 2016	TOTAL AMOUNT
1,606.80	-
1,237.60	-
1,346.80	-
921.44	-
1,466.40	-
826.80	-
930.80	-
1,133.60	-
1,430.00	-
650.00	-
751.92	-
1,346.80	-
600.08	-
1,492.40	-
826.80	-
296.40	-
379.60	-
696.80	-
1,508.00	-
803.92	-
1,606.80	-
639.60	-
1,445.60	-
754.00	-
1,658.80	-
639.60	-
1,019.20	-
1,086.80	-
358.80	-
358.80	-
792.48	-
629.20	-
629.20	-
629.20	-
1,242.80	-
644.80	-
826.80	-
1,554.80	-
1,175.20	-
1,180.40	-
1,180.40	-
358.80	-
358.80	-
358.80	-
360.88	-
366.08	-

Price Catalogue as of October 14, 2016	TOTAL AMOUNT
249.60	-
249.60	-
249.60	-
930.80	-
1,003.60	-
1,196.00	-
2,556.32	-
1,820.00	-
2,860.00	-
3,354.00	-
4,992.00	-
2,741.44	-
5,352.88	-
2,971.28	-
2,802.80	-
3,218.80	-
3,312.40	-
2,984.80	-
2,984.80	-
2,984.80	-
7,378.80	-
5,402.80	-
5,298.80	-
5,298.80	-
5,298.80	-
6,754.80	-
3,114.80	-
2,756.00	633,880.00
2,386.80	-
2,490.80	-
2,490.80	-
2,490.80	-
3,166.80	-
3,010.80	-
3,010.80	-
3,010.80	-
7,690.80	-
6,754.80	-
9,978.80	-
9,978.80	-
9,978.80	-
3,790.80	-
5,402.80	-
5,402.80	-
5,402.80	-
3,998.80	-

Price Catalogue as of October 14, 2016	TOTAL AMOUNT
7,066.80	-
3,104.40	93,132.00
3,328.00	-
7,482.80	-
3,530.80	-
7,644.00	-
10,845.12	-
10,845.12	-
10,845.12	-
3,317.60	-
3,614.00	-
3,614.00	-
3,614.00	-
5,526.56	-
5,495.36	-
5,844.80	-
5,844.80	-
3,894.80	-
8,874.32	-
9,630.40	-
4,992.00	-
2,600.00	-
2,912.00	-
2,912.00	-
2,392.00	-
2,704.00	-
2,631.20	-
3,120.00	-
7,280.00	-
4,368.00	-
9,464.00	-
8,736.00	-
4,888.00	-
4,212.00	-
76.75	-
724.88	-
334.88	-
75.92	-
	-
	-
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Price Catalogue as of October 14, 2016	TOTAL AMOUNT
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