



REPUBLIC OF THE PHILIPPINES
CAGAYAN DE ORO CITY WATER DISTRICT

Corrales Avenue, Cagayan de Oro City

November 27, 2017



DIRECTOR ANNABELLE M. ATILLO, CESO III

Regional Director
Department of Budget and Management
Region Office X
Zone 1 National Highway, Bulua
Cagayan de Oro City

Dear Director Atillo,

The **Cagayan de Oro City Water District (COWD)** is hereby submitting our Annual Procurement Plan – Common Use Supplies and Equipment for Calendar Year 2018.

This is for your ready reference. Thank you so much.

Very truly yours,

RACHEL M. BEJA
General Manager

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

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

1. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:

 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.



Department/Bureau/Office: CAGAYAN DE ORO CITY WATER DISTRICT
 Region: X - Cagayan De Oro
 Address: CORRALES AVENUE, CAGAYAN DE ORO CITY

Agency Account Code: No Code

Contact Person: VANESSA A. CHIU
 Position: HEAD - BAC SECRETARIAT
 E-mail: cowd_bac@yahoo.com
 Telephone/Mobile Nos: 8521629

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	48			48				0	48			48				0	96	20.28	1,946.88
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	26			26				0	26			26				0	52	19.20	998.32
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack	10			10				0	10			10				0	20	91.94	1,838.72
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	-

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
5 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	75.39	-
6 TAPE, ELECTRICAL, 18mm x 16M min	roll				0				0				0				0	0	18.93	-
COMMON OFFICE SUPPLIES																				
1 ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				0				0				0	0	766.73	-
2 AIR FRESHENER, aerosol, 280ml/150g min	can	35			35				0	35			35				0	70	88.69	6,208.38
3 ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	438			438				0	438			438				0	876	49.73	43,565.93
4 CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0				0	0	205.48	-
5 CARBON FILM, PE, black, size 216mm x 330mm	box	1			1				0				0				0	1	210.91	210.91
6 CARTOLINA, assorted colors	pack	3			3				0	2			2				0	5	67.06	335.30
7 CHALK, molded, white, dustless, length: 78mm min	box				0				0				0				0	0	26.89	-
8 CLEARBOOK, 20 transparent pockets, for A4 size	piece				0				0				0				0	0	38.19	-
9 CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	5			5				0	4			4				0	9	40.47	364.20
10 CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	26			26				0	26			26				0	52	7.87	409.39
11 CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	29			29				0	29			29				0	58	13.94	808.29
12 CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	17			17				0	17			17				0	34	19.88	676.08
13 CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	2			2				0	2			2				0	4	41.10	164.40
14 CORRECTION TAPE, film base type, UL 6m min	piece	429			429				0	428			428				0	857	18.26	15,650.88
15 DATA FILE BOX, made of chipboard, with closed ends	box				0				0				0				0	0	72.57	-
16 DATA FOLDER, made of chipboard, taglia lock	piece				0				0				0				0	0	71.39	-

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
17 ENVELOPE, DOCUMENTARY, for A4 size document	box				0				0				0				0	0	424.47	-	
18 ENVELOPE, DOCUMENTARY, for legal size document	box	2			2				0	1			1				0	3	538.80	1,616.41	
19 ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	1			1				0				0				0	1	667.84	667.84	
20 ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	10			10				0	10			10				0	20	28.71	574.29	
21 ENVELOPE, MAILING,white, 80gsm (-5%)	box				0				0				0				0	0	341.79	-	
22 ENVELOPE, mailing, white, with window	box				0				0				0				0	0	427.23	-	
23 ERASER, FELT, for blackboard/whiteboard	piece	1			1				0	1			1				0	2	11.55	23.11	
24 ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	71			71				0	70			70				0	141	6.23	878.37	
25 FASTENER, METAL, 70mm between prongs	box				0				0				0				0	0	59.37	-	
26 FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0				0				0				0	0	73.59	-	
27 FILE TAB DIVIDER, bristol board, for A4	set				0				0				0				0	0	12.98	-	
28 FILE TAB DIVIDER, bristol board, for legal	set				0				0				0				0	0	17.31	-	
29 FOLDER, FANCY, for A4 size documents	bundle				0				0				0				0	0	258.50	-	
30 FOLDER, FANCY, for legal size documents	bundle				0				0				0				0	0	302.85	-	
31 FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0				0				0				0	0	177.92	-	
32 FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0				0				0				0	0	222.27	-	
33 FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box				0				0				0				0	0	776.59	-	
34 FOLDER, TAGBOARD, for A4 size documents	pack	2			2				0	2			2				0	4	226.05	904.22	
35 FOLDER, TAGBOARD, for legal size documents	pack	6			6				0	6			6				0	12	208.38	2,500.62	

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36 GLUE, all purpose, gross weight: 200 grams min	jar	20			20				0	20			20				0	40	49.73	1,989.31	
37 INDEX TAB, self-adhesive, transparent	box				0				0				0				0	0	53.74	-	
38 LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0				0				0	0	676.00	-	
39 MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0				0				0				0	0	43.26	-	
40 MARKER, FLUORESCENT, 3 assorted colors per set	set	10			10				0	9			9				0	19	36.97	702.47	
41 MARKER, whiteboard, black, felt tip, bullet type	piece	15			15				0	15			15				0	30	10.69	320.74	
42 MARKER, whiteboard, blue, felt tip, bullet type	piece	7			7				0	7			7				0	14	10.69	149.68	
43 MARKER, whiteboard, red, felt tip, bullet type	piece	7			7				0	6			6				0	13	10.69	138.99	
44 MARKER, PERMANENT, bullet type, black	piece	4			4				0	3			3				0	7	10.04	70.25	
45 MARKER, PERMANENT, bullet type, blue	piece	3			3				0	3			3				0	6	10.04	60.22	
46 MARKER, PERMANENT, bullet type, red	piece	4			4				0	3			3				0	7	10.04	70.25	
47 NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	1			1				0	1			1				0	2	12.52	25.04	
48 NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	3			3				0	3			3				0	6	32.45	194.69	
49 NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	218			218				0	217			217				0	435	44.32	19,281.29	
50 NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad				0				0				0				0	0	59.49	-	
51 PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0				0				0				0	0	18.99	-	
52 PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	133			133				0	131			131				0	264	6.91	1,823.08	
53 PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	191			191				0	190			190				0	381	14.04	5,349.24	
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	764			764				0	763			763				0	1527	137.66	210,214.15	

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55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	884			884				0	884			884				0	1768	160.94	284,541.92
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				0				0				0				0	0	119.09	-
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream				0				0				0				0	0	123.08	-
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0				0				0				0	0	95.18	-
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0				0				0				0	0	34.29	-
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	89			89				0	88			88				0	177	20.40	3,611.65
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	10			10				0				0				0	10	319.07	3,190.72
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	19			19				0	18			18				0	37	62.73	2,321.11
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	116			116				0	115			115				0	231	97.34	22,486.46
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	16			16				0	15			15				0	31	267.14	8,281.49
65	RUBBER BAND, 70mm min lay flat length (#18)	box	17			17				0	16			16				0	33	97.04	3,202.40
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	25			25				0	25			25				0	50	16.10	804.96
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	135			135				0	135			135				0	270	35.99	9,718.49
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	20			20				0	20			20				0	40	35.99	1,439.78
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	38			38				0	37			37				0	75	35.99	2,699.58
70	STAMP PAD INK, purple or violet	bottle	13			13				0	13			13				0	26	25.62	666.00
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	3			3				0	2			2				0	5	28.77	143.83
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0				0				0				0	0	21.51	-
73	STAPLE WIRE, STANDARD, (26/6)	box	346			346				0	346			346				0	692	19.68	13,616.35

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
74 TAPE, MASKING, width: 24mm (±1mm)	roll	92			92				0	92			92				0	184	57.32	10,547.76
75 TAPE, MASKING, width: 48mm (±1mm)	roll	57			57				0	57			57				0	114	109.24	12,453.54
76 TAPE, PACKAGING, width: 48mm (±1mm)	roll	47			47				0	47			47				0	94	29.08	2,733.37
77 TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	172			172				0	171			171				0	343	11.36	3,895.38
78 TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	30			30				0	30			30				0	60	27.58	1,654.85
79 TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack				0				0				0				0	0	70.30	-
80 TWINE, plastic, one (1) kilo per roll	roll				0				0				0				0	0	51.92	-
81 WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0				0				0				0	0	133.99	-
82 Airline Travel	ticket				0				0				0				0	0	0.00	-

COMMON OFFICE DEVICES

1 CUTTER BLADE, for heavy duty cutter	tube	21			21				0	20			20				0	41	10.22	419.15
2 CUTTER KNIFE, for general purpose	piece	7			7				0	7			7				0	14	20.55	287.71
3 DATING AND STAMPING MACHINE, heavy duty	piece				0				0				0				0	0	497.52	-
4 PENCIL SHARPENER, manual, single cutter head	piece	2			2				0	1			1				0	3	194.69	584.06
5 PUNCHER, paper, heavy duty, with two hole guide	piece	4			4				0	4			4				0	8	123.42	987.33
6 SCISSORS, symmetrical, blade length: 65mm min	pair	32			32				0	32			32				0	64	14.28	913.87
7 STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	4			4				0	4			4				0	8	85.45	683.57
8 STAPLER, BINDER TYPE, heavy duty, desktop	piece	5			5				0	4			4				0	9	913.95	8,225.57
9 STAPLE REMOVER, PLIER-TYPE	piece	7			7				0	6			6				0	13	18.91	245.79

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
10 TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	2			2				0	1			1				0	3	51.57	154.72
11 WASTEBASKET, non-rigid plastic	piece	13			13				0	12			12				0	25	25.96	648.96
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece	49			49				0	49			49				0	98	91.94	9,009.73
2 BROOM, STICK (TING-TING), usable length: 760mm min	piece	124			124				0	124			124				0	248	24.88	6,169.45
3 CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	36			36				0	36			36				0	72	43.26	3,115.01
4 CLEANSER, SCOURING POWDER, 350g min./can	can	64			64				0	64			64				0	128	24.88	3,184.23
5 DETERGENT POWDER, all purpose, 1kg	pouch	226			226				0	226			226				0	452	38.93	17,595.09
6 DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	44			44				0	44			44				0	88	125.20	11,017.18
7 DUST PAN, non-rigid plastic, w/ detachable handle	piece	18			18				0	17			17				0	35	28.12	984.26
8 FLOOR WAX, PASTE, RED	can	5			5				0	5			5				0	10	280.13	2,801.34
9 FURNITURE CLEANER, aerosol type, 300ml min per can	can				0				0				0				0	0	90.85	-
10 INSECTICIDE, aerosol type, net content: 600ml min	can	33			33				0	33			33				0	66	142.77	9,422.90
11 MOP BUCKET, heavy duty, hard plastic	piece	1			1				0	1			1				0	2	1,987.44	3,974.88
12 MOPHANDLE, heavy duty, aluminum, screw type	piece	25			25				0	25			25				0	50	148.18	7,408.96
13 MOPHEAD, made of rayon, weight: 400 grams min	piece	35			35				0	35			35				0	70	110.32	7,722.62
14 RAGS, all cotton, 32 pieces per kilogram min	bundle	19			19				0	19			19				0	38	51.68	1,963.75
15 SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0				0				0				0	0	107.08	-
16 TRASHBAG, plastic, transparent	roll				0				0				0				0	0	145.48	-

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17 DETERGENT BAR, 140 grams as packed	bar				0				0				0				0	0	7.57	-
COMMON OFFICE EQUIPMENT																				
1 BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0				0				0				0	0	10,816.00	-
2 CALCULATOR, compact, 12 digits	unit				0				0				0				0	0	140.61	-
3 CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
4 CHAIR, monobloc, white, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
5 DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0				0				0				0	0	6,828.14	-
6 DOCUMENT CAMERA, 3.2M pixels	unit				0				0				0				0	0	26,391.04	-
7 ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0				0				0				0	0	1,091.33	-
8 ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0				0				0				0	0	1,372.55	-
9 ELECTRIC FAN, STAND type, plastic blade	unit				0				0				0				0	0	1,046.65	-
10 ELECTRIC FAN, WALL type, plastic blade	unit				0				0				0				0	0	782.00	-
11 FACSIMILE MACHINE, uses thermal paper	unit				0				0				0				0	0	3,642.83	-
12 FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0				0				0				0	0	1,123.78	-
13 FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0				0	0	5,191.68	-
14 MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0				0				0	0	27,542.94	-
15 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	1			1				0				0				0	1	8,411.60	8,411.60
16 PAPER SHREDDER, cutting width: 3mm-4mm	unit				0				0				0				0	0	5,927.17	-
17 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0				0	0	19,457.98	-

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18 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0				0	0	6,064.78	-
19 PRINTER, LASER, monochrome, network-ready	unit				0				0				0				0	0	744.14	-
20 TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-
21 TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-
22 Desktop Computer, branded	unit				0				0				0				0	0	35,887.49	-
23 Laptop Computer, branded	unit				0				0				0				0	0	36,587.28	-
COMMON COMPUTER SUPPLIES																				
1 CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	20			20				0	20			20				0	40	709.53	28,381.18
2 CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	11			11				0	11			11				0	22	1,070.78	23,557.25
3 CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	27			27				0	27			27				0	54	796.06	42,987.11
4 CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0				0				0	0	1,352.00	-
5 CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	44			44				0	44			44				0	88	620.67	54,619.14
6 CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0				0				0	0	1,076.19	-
7 DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	125			125				0	125			125				0	250	22.66	5,665.40
8 EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	2			2				0	2			2				0	4	3,152.86	12,611.46
9 FLASH DRIVE, 16 GB capacity	piece	27			27				0	27			27				0	54	261.75	14,134.35
10 MOUSE, optical, USB connection type	unit	8			8				0	7			7				0	15	140.39	2,105.84
HANDBOOK ON PROCUREMENT																				
1 HANDBOOK (RA 9184), 7th Edition	piece				0				0				0				0	0	48.13	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
CONSUMABLES																				
1 DRUM CART, BROTHER DR-3455	cart				0				0				0				0	0	7,138.56	-
2 INK CART, CANON CL-741, Col.	cart				0				0				0				0	0	1,041.58	-
3 INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,070.78	-
4 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	784.16	-
5 INK CART, CANON PG-810, Black	cart				0				0				0				0	0	811.20	-
6 INK CART, EPSON C13T664100 (T6641), Black	cart	5			5				0	5			5				0	10	264.99	2,649.92
7 INK CART, EPSON C13T664200 (T6642), Cyan	cart	4			4				0	4			4				0	8	264.99	2,119.94
8 INK CART, EPSON C13T664300 (T6643), Magenta	cart	4			4				0	4			4				0	8	264.99	2,119.94
9 INK CART, EPSON C13T664400 (T6644), Yellow	cart	4			4				0	4			4				0	8	264.99	2,119.94
10 INK CART, HP C2P04AA (HP62) Black	cart				0				0				0				0	0	0.00	-
11 INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0				0				0	0	0.00	-
12 INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	676.00	-
13 INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	782.00	-
14 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,552.10	-
15 INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0				0				0	0	0.00	-
16 INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0				0				0	0	0.00	-
17 INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0				0				0	0	0.00	-
18 INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0				0				0	0	0.00	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
19 INK CART, HP C9401A (HP72) 69ml Gray	cart				0				0				0				0	0	0.00	-
20 INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0				0	0	0.00	-
21 INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	665.18	-
22 INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	784.16	-
23 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	373.15	-
24 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	373.15	-
25 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	654.37	-
26 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	654.37	-
27 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	654.37	-
28 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,292.51	-
29 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	670.59	-
30 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	859.87	-
31 INK CART, HP CH565A (HP82) Black	cart				0				0				0				0	0	0.00	-
32 INK CART, HP CH566A (HP82) Cyan	cart				0				0				0				0	0	0.00	-
33 INK CART, HP CH567A (HP82) Magenta	cart				0				0				0				0	0	0.00	-
34 INK CART, HP CH568A (HP82) Yellow	cart				0				0				0				0	0	0.00	-
35 INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,616.99	-
36 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,222.21	-
37 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,227.62	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
38 INK CART, HP CN048AA, (HP951XL). Yellow	cart				0				0				0				0	0	1,227.62	-
39 INK CART, HP CN692AA, (HP704), Black	cart	4			4				0	4			4				0	8	373.15	2,985.22
40 INK CART, HP CN693AA, (HP704), Tri-color	cart	4			4				0	4			4				0	8	373.15	2,985.22
41 INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	379.64	-
42 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	379.64	-
43 INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	380.72	-
44 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	259.58	-
45 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	259.58	-
46 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	259.58	-
47 INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0				0	0	0.00	-
48 INK CART, HP F6V27AA (HP680) Black	cart				0				0				0				0	0	0.00	-
49 INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0				0				0	0	0.00	-
50 INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0				0				0	0	0.00	-
51 INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0				0				0	0	0.00	-
52 INK CART, HP LoS60AA (HP955) Black Original	cart				0				0				0				0	0	0.00	-
53 INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0				0	0	0.00	-
54 INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0				0	0	0.00	-
55 INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0				0	0	0.00	-
56 INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0				0				0	0	0.00	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
57 INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0				0	0	0.00	-
58 INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0				0	0	0.00	-
59 INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0				0	0	0.00	-
60 INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0				0	0	0.00	-
61 INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0				0	0	0.00	-
62 INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0				0	0	0.00	-
63 INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0				0				0	0	0.00	-
64 INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0				0	0	0.00	-
65 RIBBON CART, EPSON C13S015516 (#8750), Black	cart	131			131				0	130			130				0	261	79.82	20,833.02
66 RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	753.88	-
67 RIBBON CART, EPSON C13S015632, Black, forLX-310	cart	74			74				0	74			74				0	148	78.96	11,685.61
68 TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,658.57	-
69 TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,892.80	-
70 TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,720.22	-
71 TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,059.63	-
72 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,460.08	-
73 TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,914.91	-
74 TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,444.90	-
75 TONER CART, HP CE255A, Black	cart				0				0				0				0	0	7,024.99	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
76 TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,239.39	-
77 TONER CART, HP CE285A (HP85A), Black	cart	15			15				0	15			15				0	30	3,009.01	90,270.34
78 TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,482.27	-
79 TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,590.43	-
80 TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,590.43	-
81 TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,590.43	-
82 TONER CART, HP CE320A, Black	cart				0				0				0				0	0	2,968.99	-
83 TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,131.23	-
84 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,131.23	-
85 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,131.23	-
86 TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,998.43	-
87 TONER CART, HP CE400A, Black	cart				0				0				0				0	0	7,024.99	-
88 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	10,377.95	-
89 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	10,377.95	-
90 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	10,377.95	-
91 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,942.43	-
92 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,618.91	-
93 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,618.91	-
94 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,618.91	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
95 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	4,158.75	-
96 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,349.47	-
97 TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0				0				0	0	0.00	-
98 TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0				0				0	0	0.00	-
99 TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0				0	0	0.00	-
100 TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0				0				0	0	0.00	-
101 TONER CART, HP CF280XC	cart				0				0				0				0	0	7,241.31	-
102 TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0				0	0	0.00	-
103 TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0				0	0	0.00	-
104 TONER CART, HP CF283XC (HP83X) Bk Contract LJ	cart				0				0				0				0	0	0.00	-
105 TONER CART, HP CF287A (HP87) black	cart				0				0				0				0	0	0.00	-
106 TONER CART, HP CF310AC (HP826) black	cart				0				0				0				0	0	0.00	-
107 TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0				0	0	0.00	-
108 TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0				0	0	0.00	-
109 TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0				0	0	0.00	-
110 TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0				0	0	0.00	-
111 TONER CART, HP CF350A Black LJ	cart				0				0				0				0	0	0.00	-
112 TONER CART, HP CF351A Cyan LJ	cart				0				0				0				0	0	0.00	-
113 TONER CART, HP CF352A Yellow LJ	cart				0				0				0				0	0	0.00	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
114 TONER CART, HP CF353A Magenta LJ	cart				0				0				0				0	0	0.00	-
115 TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0				0				0	0	0.00	-
116 TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0				0	0	0.00	-
117 TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0				0	0	0.00	-
118 TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0				0	0	0.00	-
119 TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0				0	0	0.00	-
120 TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0				0	0	0.00	-
121 TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0				0	0	0.00	-
122 TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0				0				0	0	0.00	-
123 TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0				0				0	0	0.00	-
124 TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0				0				0	0	0.00	-
125 TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0				0				0	0	0.00	-
126 TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0				0				0	0	0.00	-
127 TONER CART, HP CF410A (HP410A) black	cart				0				0				0				0	0	0.00	-
128 TONER CART, HP CF410XC (HP410XC) black	cart				0				0				0				0	0	0.00	-
129 TONER CART, HP CF411A (HP410A) cyan	cart				0				0				0				0	0	0.00	-
130 TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0				0				0	0	0.00	-
131 TONER CART, HP CF412A (HP410A) yellow	cart				0				0				0				0	0	0.00	-
132 TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0				0				0	0	0.00	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
133 TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0				0	0	0.00	-
134 TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0				0	0	0.00	-
135 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,228.58	-
136 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,782.11	-
137 TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	4,050.59	-
138 TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	9,229.29	-
139 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	10,015.62	-
140 TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,747.26	-
141 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	3,028.48	-
142 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,541.76	-
143 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,898.69	-
144 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,855.42	-
145 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,403.55	-
146 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,802.30	-
147 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,842.56	-
148 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	9,572.16	-
149 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	5,267.39	-
150 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,531.90	-
151 TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0				0				0				0	0	6,312.22	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
152 TONER CARTRIDGE, CANON 324 II, for printer LBP678ox	cart				0				0				0				0	0	13,935.33	-

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

COMMON ELECTRICAL SUPPLIES

1 Battery-Triple A (energizer)	piece	25			25				0	25			25				0	50	48.00	2,400.00
3 Battery 9 Volts	pack	10			10				0	10			10				0	20	17.64	352.80
4 Battery AA, Chargeable	piece	4			4				0	4			4				0	8	272.73	2,181.82
5 Extension Wire	piece	6			6				0	5			5				0	11	330.75	3,638.25
6 Flash Lights	piece	1			1				0	1			1				0	2	1,650.00	3,300.00

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

1 Ballpen, black	piece	2013			2013				0	2013			2013				0	4026	4.95	19,928.70
2 Ballpen, blue	piece	3			3				0	2			2				0	5	7.15	35.75
3 Ballpen, brown	piece	3			3				0	2			2				0	5	7.15	35.75
4 Ballpen, orange	piece	3			3				0	2			2				0	5	7.15	35.75
5 Ballpen, violet	piece	3			3				0	2			2				0	5	7.15	35.75
6 Ballpen, yellow	piece	3			3				0	2			2				0	5	7.15	35.75
7 Band, rubber, small 50gms	box	92			92				0	92			92				0	184	102.64	18,885.94
8 Bolt (4 inches long with wing knots)	piece	50			50				0	50			50				0	100	14.60	1,460.00
9 Paper, coupon bond a3	ream	29			29				0	29			29				0	58	440.00	25,520.00
10 Bond paper - a4, (green) bookpaper 500 shts/ ream	ream	3			3				0	2			2				0	5	200.00	1,000.00
11 Bond paper - a4, (pink) bookpaper 500 shts/ ream	ream	3			3				0	2			2				0	5	200.00	1,000.00
12 Paper, coupon bond - short	ream	25			25				0	25			25				0	50	198.00	9,900.00
13 Paper, cowl letterhead - A4	ream	5			5				0	5			5				0	10	490.61	4,906.10
14 Paper, cowl letterhead - Long	ream	1			1				0				0				0	1	501.64	501.64
15 Bond Paper-Colored	pack	2			2				0	2			2				0	4	132.30	529.20
16 Book, field eng'g	piece	45			45				0	45			45				0	90	46.20	4,158.00
17 Brown envelope - long, ordinary	piece	322			322				0	322			322				0	644	1.65	1,062.60
18 Paper, carbon - long	box	249			249				0	248			248				0	497	292.77	145,506.69
19 Clear folder, plastic (long) 50s/pack	piece	612			612				0	612			612				0	1224	14.25	17,442.00
20 Colored Paper	pack	5			5				0	5			5				0	10	200.00	2,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
21 Envelope, correspondence - long with logo	box	1			1				0	1			1				0	2	501.64	1,003.28
22 Envelope, correspondence - long	box	7			7				0	7			7				0	14	1,200.00	16,800.00
23 Expander folder (green)	piece	434			434				0	433			433				0	867	11.55	10,013.85
24 Expander folder (yellow)	piece	25			25				0	25			25				0	50	27.50	1,375.00
25 Fastener, paper, plastic coated 50 pcs/box	box	135			135				0	134			134				0	269	38.50	10,356.50
26 Folder - expanded, long, green w/ tab	piece	920			920				0	920			920				0	1840	13.75	25,300.00
27 Folder plastic	piece	150			150				0	150			150				0	300	11.55	3,465.00
28 Folder, clear - long 50s	piece	385			385				0	385			385				0	770	14.25	10,972.50
29 FOLDER, L-type, Legal size, 50 pieces per pack	piece	735			735				0	735			735				0	1470	11.55	16,978.50
30 Folder, ordinary - long	piece	802			802				0	801			801				0	1603	3.85	6,171.55
31 Folder, ordinary - short	piece	128			128				0	128			128				0	256	3.00	768.00
32 Mimeo paper - long, whitewove, sub 20, 500 sht	ream	472			472				0	472			472				0	944	165.00	155,760.00
33 Mimeo paper -short, whitewove	ream	339			339				0	339			339				0	678	143.00	96,954.00
34 Ribbon manual typewriter	spool	18			18				0	18			18				0	36	18.59	669.24
35 Post it Paper	pad	43			43				0	43			43				0	86	30.00	2,580.00
36 Tape, adding machine, 2- 1/4"	roll	160			160				0	160			160				0	320	15.95	5,104.00
37 Tape, masking 1/2"	roll	286			286				0	286			286				0	572	15.67	8,960.48
38 Tape, masking 3/4"	roll	83			83				0	82			82				0	165	26.40	4,356.00

COMMON JANITORIAL SUPPLIES

1 Aerosol (big)	can	5			5				0	5			5				0	10	327.80	3,278.00
2 Albatross (big)	piece	10			10				0	10			10				0	20	49.50	990.00
3 Brush	piece	10			10				0	10			10				0	20	100.00	2,000.00
4 Deodorant cake	piece	38			38				0	37			37				0	75	50.00	3,750.00
5 Dirt Stop (heavy duty)	meter	5			5				0	5			5				0	10	3,000.00	30,000.00
6 Dishwashing liquid (4 liters/btl.)	bottle	21			21				0	21			21				0	42	400.00	16,800.00
7 Dispenser, jumbo roll tissue	piece	4			4				0	3			3				0	7	879.45	6,156.15
8 Dusting Cloth	kilo	3			3				0	2			2				0	5	100.00	500.00
9 Hand soap (anti-bac)	bottle	6			6				0	6			6				0	12	220.00	2,640.00
10 INSECTICIDE, aerosol type, 600ml/can	can	20			20				0	20			20				0	40	123.40	4,935.84
11 Lysol disinfectant spray	can	60			60				0	60			60				0	120	390.00	46,800.00
12 Mask	piece	600			600				0	600			600				0	1200	2.20	2,640.00
13 Muriatic Acid	bottle	5			5				0	5			5				0	10	94.60	946.00
14 Pledge	piece	41			41				0	41			41				0	82	290.00	23,780.00
15 Polishing Pad (16")	piece	10			10				0	10			10				0	20	670.00	13,400.00
16 Polishing Pad (16"), white	piece	5			5				0	5			5				0	10	400.00	4,000.00
17 Scotch bright	piece	25			25				0	25			25				0	50	25.00	1,250.00
18 Stripping pad 16", black	piece	10			10				0	10			10				0	20	670.00	13,400.00
19 Tissue, bathroom jumbo roll	rolls	240			240				0	240			240				0	480	80.00	38,400.00
20 Trash bag-black (xl)	pack	10			10				0	10			10				0	20	566.50	11,330.00

CONSUMABLES

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
1 INK CART, EPSON C13T105190(73N)/(91N),Black	cart	2			2				0	2			2				0	4	469.04	1,876.16
2 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart	2			2				0	2			2				0	4	469.04	1,876.16
3 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart	2			2				0	2			2				0	4	469.04	1,876.16
4 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart	2			2				0	2			2				0	4	469.04	1,876.16
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		-
11					0				0				0				0	0		-
12					0				0				0				0	0		-
13					0				0				0				0	0		-
14					0				0				0				0	0		-
15					0				0				0				0	0		-
16					0				0				0				0	0		-
17					0				0				0				0	0		-
18					0				0				0				0	0		-
19					0				0				0				0	0		-
20					0				0				0				0	0		-
21					0				0				0				0	0		-
22					0				0				0				0	0		-
23					0				0				0				0	0		-
24					0				0				0				0	0		-
25					0				0				0				0	0		-
26					0				0				0				0	0		-
27					0				0				0				0	0		-
28					0				0				0				0	0		-
29					0				0				0				0	0		-
30					0				0				0				0	0		-
Office Equipment and Accessories																				
1 Airpot, Electric, Union	unit	2			2				0	2			2				0	4	1,613.70	6,454.80
2 Electronic Calculator	unit	2			2				0	1			1				0	3	1,000.00	3,000.00
3 Calculator Ribbon-double spool	spool	6			6				0	6			6				0	12	87.78	1,053.36
4 Copy Printer Master CPMT 21	piece	25			25				0	25			25				0	50	2,700.00	135,000.00
5 Money Detector	piece	6			6				0	5			5				0	11	1,100.00	12,100.00
6 Monitor 18"	unit	1			1				0	1			1				0	2	4,398.90	8,797.80
7 Office table	unit	1			1				0				0				0	1	4,554.00	4,554.00
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
Office Supplies																				
1 Bundy Clock Ribbon	spool	10			10				0	10							0	20	221.00	4,420.00
2 Canon Fax Machine (PG-40 toner)	unit	3			3				0	3							0	6	1,100.00	6,600.00
3 CD Casing	piece	150			150				0	150							0	300	10.00	3,000.00
4 CD-R	piece	100			100				0	100							0	200	10.95	2,190.00
5 Comb binding ring (50mm, 10pcs/bundle)	bundle	5			5				0	5							0	10	295.90	2,959.00
6 Colored Pens	piece	6			6				0	6							0	12	105.00	1,260.00
7 Cork Board	piece	4			4				0	4							0	8	385.88	3,087.04
8 CP1-10 Copy Printer Ink	piece	50			50				0	50							0	100	1,100.00	110,000.00
9 Double-sided Tape	roll	7			7				0	7							0	14	25.00	350.00
10 Duct Tape	roll	5			5				0	5							0	10	40.00	400.00
11 FAX Machine Film (Panasonic KX-SA 57)	unit	3			3				0	3							0	6	1,500.00	9,000.00
12 Filer, arch (for general ledger)	unit	18			18				0	18							0	36	300.00	10,800.00
13 Filer, data, legal	piece	57			57				0	57							0	114	214.50	24,453.00
14 Filling Tray	piece	7			7				0	6							0	13	150.00	1,950.00
15 Flash Drive 32GB	piece	9			9				0	9							0	18	550.00	9,900.00
16 Folder, hanging - long	piece	100			100				0	100							0	200	37.40	7,480.00
17 Glue Stick	piece	200			200				0	200							0	400	3.50	1,400.00
18 Highlighter pen	piece	217			217				0	217							0	434	20.00	8,680.00
19 ID (training)	piece	250			250				0	250							0	500	10.50	5,250.00
20 ID Clip	piece	50			50				0	50							0	100	28.00	2,800.00
21 ID PVC Plastic	piece	319			319				0	319							0	638	16.28	10,386.64
22 ID Sling	piece	269			269				0	269							0	538	15.00	8,070.00
23 Ink Advantage 678 Black	piece	2			2				0	1							0	3	440.00	1,320.00
24 Ink Advantage 678 Tricolor	piece	2			2				0	1							0	3	440.00	1,320.00
25 Inkjet Catridge HP 933XL - Black	piece	12			12				0	12							0	24	1,000.00	24,000.00
26 Inkjet Catridge HP 933XL - Magenta, Yellow & Cy	piece	6			6				0	6							0	12	1,000.00	12,000.00
27 Lever Arch File Long	piece	40			40				0	40							0	80	330.00	26,400.00
28 Map pin	box	2			2				0	1							0	3	44.00	132.00
29 Memo Pads	pad	20			20				0	20							0	40	40.00	1,600.00
30 Paper fastener	box	16			16				0	15							0	31	75.52	2,341.12
31 Pilot Whiteboard maker-black	piece	65			65				0	65							0	130	14.00	1,820.00
32 Paste	piece	13			13				0	13							0	26	26.63	692.38
33 Pen, Marker (Highlighter)	piece	18			18				0	18							0	36	37.35	1,344.60
34 Pen, Whiteboard marker	piece	18			18				0	18							0	36	15.00	540.00
35 Pentel pen	piece	112			112				0	112							0	224	55.00	12,320.00
36 Photo Copier Toner, T - 2507P	tube	22			22				0	22							0	44	2,866.60	126,130.40
37 Plastic chairs - monoblock (black)	piece	5			5				0	5							0	10	539.00	5,390.00
38 Plastic Cover-thick (Reading book cover)	meter	15			15				0	15							0	30	22.00	660.00
39 Plastic Ring Binder-Variou Sizes	set	1			1				0	1							0	2	3,300.00	6,600.00
40 Push Pin, Hammerhead type	box	8			8				0	8							0	16	30.80	492.80

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
41 Ribbon cartridge - epson 2180/2170	cartridge	43			43				0	42			42				0	85	990.00	84,150.00	
42 Ribbon cartridge - epson 2175	cartridge	17			17				0	17			17				0	34	396.00	13,464.00	
43 Ribbon, adding machine-double spool	piece	20			20				0	20			20				0	40	33.00	1,320.00	
44 Ring for Ringbinders (assorted sizes)	piece	125			125				0	125			125				0	250	3.00	750.00	
45 Rubber Stamp	piece	8			8				0	7			7				0	15	165.00	2,475.00	
46 Rubber Stamp (self-ink)	piece	4			4				0	3			3				0	7	41.91	293.37	
47 Signpen, Green	piece	30			30				0	30			30				0	60	50.95	3,057.00	
48 Special Paper	pad	37			37				0	37			37				0	74	105.64	7,817.36	
49 Stamping dater, self-inking	piece	1			1				0	1			1				0	2	200.00	400.00	
50 Toner Cartridge for Fax Machine (Panasonic KX-f	cart.	4			4				0	4			4				0	8	2,200.00	17,600.00	
51 Toner, BROTHER PN1000	unit	2			2				0	2			2				0	4	3,371.00	13,484.00	
52 Toner, copier toshiba 163/166	cartridge	1			1				0	1			1				0	2	5,500.00	11,000.00	
53 Toner, Develop (ineo)	bottle	2			2				0	2			2				0	4	3,651.94	14,607.75	
54 Toner, for Canon Copier (canon cartridge319)	cart.	2			2				0	2			2				0	4	5,000.00	20,000.00	
55 Toner, NPG-51, Black	unit	4			4				0	3			3				0	7	5,808.00	40,656.00	
56 White Board (small)	piece	4			4				0	3			3				0	7	200.00	1,400.00	

Audio and visual presentation and composing equipment

1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-

Photographic or filming or video equipment

1					0				0				0				0	0		-
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

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
1					0				0				0				0	0			-
2					0				0				0				0	0			-
3					0				0				0				0	0			-
4					0				0				0				0	0			-
5					0				0				0				0	0			-
6					0				0				0				0	0			-
7					0				0				0				0	0			-
8					0				0				0				0	0			-
9					0				0				0				0	0			-
10					0				0				0				0	0			-
Paper Materials and Products																					
1	2016 cowd official newsletter - FLOWELL	copy	600			600				0	600						0	1200	74.80	89,760.00	
2	Card, accumulative leave credits record	piece	250			250				0	250						0	500	6.30	3,150.00	
3	Card, bin	piece	450			450				0	450						0	900	4.95	4,455.00	
4	Card, compensatory time-off record	piece	50			50				0	50						0	100	6.30	630.00	
5	Card, index 5" x 8"- 500s/pack	packs	2			2				0	1						0	3	150.00	450.00	
6	Card, meter reading	piece	10650			10650				0	10650						0	21300	1.65	35,145.00	
7	Card, stock	piece	200			200				0	200						0	400	3.85	1,540.00	
8	Form, collection and deposit	pad	50			50				0	50						0	100	176.00	17,600.00	
9	Form, computerized billing	box	96			96				0	96						0	192	2,750.00	528,000.00	
10	Form, computerized payslip (4,000 pcs/box)	box	2			2				0	2						0	4	3,850.00	15,400.00	
11	Form, Disconnection notice	box	12			12				0	12						0	24	4,620.00	110,880.00	
12	Form, reimbursement expense receipt	pad	8			8				0	7						0	15	33.00	495.00	
13	Newspaper subscriptions	lot	0.5			0.5				0	0.5						0	1	27,528.00	27,528.00	
14	Notebooks (training)	piece	250			250				0	250						0	500	25.00	12,500.00	
15	Receipt, official - computerized	box	75			75				0	75						0	150	3,173.50	476,025.00	
16	Receipt, official - manual	pad	1363			1363				0	1362						0	2725	82.50	224,812.50	
17	Receipt, water meter - east	pad	60			60				0	60						0	120	115.50	13,860.00	
18	Receipt, water meter - west	pad	60			60				0	60						0	120	115.50	13,860.00	
19	SRS Forms-Maintenance	pad	100			100				0	100						0	200	132.82	26,564.00	
20	Time card (bundy)	bundle	3			3				0	2						0	5	150.00	750.00	
Lighting and fixtures and accessories																					
1					0				0				0				0	0			-
2					0				0				0				0	0			-
3					0				0				0				0	0			-
4					0				0				0				0	0			-
5					0				0				0				0	0			-
6					0				0				0				0	0			-
7					0				0				0				0	0			-
8					0				0				0				0	0			-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
9					0				0				0				0	0		-	
10					0				0				0				0	0		-	
Electrical equipment and components and supplies																					
1	Heavy Duty Electric Drill	set	1			1				0							0	1	3,000.00	3,000.00	
2	Heavy Duty Grinder	set	1			1				0							0	1	3,000.00	3,000.00	
3	Heavy Duty Vacuum with Blower	set	1			1				0							0	1	9,000.00	9,000.00	
4					0					0							0	0		-	
5					0					0							0	0		-	
6					0					0							0	0		-	
7					0					0							0	0		-	
8					0					0							0	0		-	
9					0					0							0	0		-	
10					0					0							0	0		-	
Computer Supplies																					
1					0					0							0	0		-	
2					0					0							0	0		-	
3					0					0							0	0		-	
4					0					0							0	0		-	
5					0					0							0	0		-	
6					0					0							0	0		-	
7					0					0							0	0		-	
8					0					0							0	0		-	
9					0					0							0	0		-	
10					0					0							0	0		-	
Computer Equipment and Accessories																					
1	Battery for CPU	piece	25			25				0	25			25				0	50	30.00	1,500.00
2	Battery Laptop	piece	2			2				0	1			1				0	3	5,000.00	15,000.00
3	Computer keyboard	piece	1			1				0	1			1				0	2	770.00	1,540.00
4	Crimping Tool	piece	1			1				0	1			1				0	2	2,000.00	4,000.00
5	Hard drive, External, 1 terrabyte-toshiba	unit	4			4				0	3			3				0	7	3,520.00	24,640.00
6	Keyboard	unit	7			7				0	6			6				0	13	418.00	5,434.00
7	Notebook battery	piece	2			2				0	2			2				0	4	5,170.00	20,680.00
8	Portable Weilding Machine	set	1			1				0				0				0	1	15,000.00	15,000.00
9	RJ45 Connector	piece	100			100				0	100			100				0	200	5.00	1,000.00
10	Soldering Iron & Hot Air Gun Solder Station Set	set	1			1				0				0				0	1	10,000.00	10,000.00
11	Soldering Lead	roll	1			1				0				0				0	1	1,500.00	1,500.00
12	UPS	unit	12			12				0	11			11				0	23	3,300.00	75,900.00
13	UPS, APC 650, sn-3180	unit	4			4				0	4			4				0	8	6,490.00	51,920.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
*Other Categories																				
1 Cup and Saucer	dozen	1			1				0				0				0	1	500.00	500.00
2 Dinner Plate	dozen	1			1				0				0				0	1	700.00	700.00
3 Disposable Face Mask	piece	15			15				0	15			15				0	30	2.20	66.00
4 Disposable Gloves	piece	18			18				0	18			18				0	36	2.00	72.00
5 Flowers for the altar	lump	1			1				0	1			1				0	2	5,000.00	10,000.00
6 Fork	dozen	1			1				0				0				0	1	200.00	200.00
7 Glass	dozen	1			1				0				0				0	1	300.00	300.00
8 Knife	piece	2			2				0				0				0	2	200.00	400.00
9 Pitcher	piece	1			1				0				0				0	1	350.00	350.00
10 Sand Paper #100	piece	100			100				0	100			100				0	200	17.60	3,520.00
11 Sando bag (large)	pack	25			25				0	25			25				0	50	70.00	3,500.00
12 Serving Fork	piece	2			2				0	1			1				0	3	100.00	300.00
13 Serving Spoon	piece	2			2				0	1			1				0	3	100.00	300.00
14 Spoon	dozen	1			1				0				0				0	1	200.00	200.00
15 Tarpaulin	piece	30			30				0	30			30				0	60	391.39	23,483.40
16 Teaspoon	dozen	1			1				0				0				0	1	150.00	150.00
17 Top glass for console table-furnish, install & deliv	unit	1			1				0				0				0	1	6,600.00	6,600.00
18 Training bags	piece	250			250				0	250			250				0	500	75.00	37,500.00
19 Watchman's clock tape	box	5			5				0	5			5				0	10	650.00	6,500.00
20 Water dispenser (hot & cold)	unit	1			1				0				0				0	1	5,544.00	5,544.00
21 Adalat 5 mg (new)	piece	3			3				0	2			2				0	5	21.00	105.00
22 Amlodipine 5mg	piece	30			30				0	30			30				0	60	5.50	330.00
23 Amoxicillin (himox) 500 gms	piece	75			75				0	75			75				0	150	14.50	2,175.00
24 Band Aid	piece	84			84				0	84			84				0	168	0.75	126.00
25 Betadine Solution (60 ml)	bottle	2			2				0	1			1				0	3	99.00	297.00
26 Bioflu	piece	21			21				0	20			20				0	41	6.75	276.75
27 Buscopan Plain (new)	piece	72			72				0	71			71				0	143	23.50	3,360.50
28 Claritin	piece	9			9				0	8			8				0	17	53.95	917.15
29 Cotton buds	pack	1			1				0	1			1				0	2	27.50	55.00
30 Decolgen, nd	piece	73			73				0	72			72				0	145	5.70	826.50
31 Disposable needle gauze 23	piece	8			8				0	7			7				0	15	2.10	31.50
32 Disposable syringe w/ needle 3ml	piece	25			25				0	25			25				0	50	5.85	292.50
33 Fucidin, ointment 2% 15 gms.	piece	1			1				0	1			1				0	2	620.00	1,240.00
34 Gauze Pads (4x4)	piece	56			56				0	56			56				0	112	1.50	168.00
35 Hydrite granules	piece	14			14				0	13			13				0	27	14.90	402.30
36 Hydrogen Peroxide (500 ml)	bottle	1			1				0	1			1				0	2	60.25	120.50
37 Isoprophyl Alcohol	bottle	1			1				0	1			1				0	2	73.10	146.20
38 Kremil S (new)	piece	109			109				0	108			108				0	217	5.40	1,171.80
39 Leukoplast 5x5	piece	2			2				0	2			2				0	4	250.00	1,000.00
40 Lormide	piece	79			79				0	78			78				0	157	7.75	1,216.75

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
41 Mefenamic acid (ritemed) 500mg	piece	313			313				0	312			312				0	625	4.30	2,687.50
42 Micropore 1/2"	piece	3			3				0	2			2				0	5	19.35	96.75
43 Motilium	piece	3			3				0	3			3				0	6	28.60	171.60
44 Muskelax	piece	124			124				0	124			124				0	248	12.75	3,162.00
45 Neozep ND	piece	314			314				0	313			313				0	627	5.15	3,229.05
46 One touch ultra needle (new)	piece	8			8				0	7			7				0	15	6.00	90.00
47 One touch ultra strip (new)	piece	8			8				0	7			7				0	15	48.00	720.00
48 Paracetamol (biogesic) 500mg	piece	425			425				0	425			425				0	850	2.95	2,507.50
49 Sinupret	piece	30			30				0	30			30				0	60	12.15	729.00
50 Solmux	piece	225			225				0	225			225				0	450	10.90	4,905.00
51 Systane ultra eye drop	bottle	1			1				0				0				0	1	228.65	228.65
52 Tetanus toxoid (T-vac)	piece	24			24				0	24			24				0	48	115.00	5,520.00
53 Ventolin nebule	piece	1			1				0	1			1				0	2	36.75	73.50

C. TOTAL (A + B):																		4,862,501.49		
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		486,250.15		
E. GRAND TOTAL (C + D)																		5,348,751.64		
F. APPROVED BUDGET BY THE AGENCY HEAD																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores	X			576009	X			0	X			560495	X			0				1136504.138
G.2 Other Items not available at PS but regulary purchased from other sources				2E+06				0				2E+06				0				3716554.377
TOTAL MONTHLY CASH REQUIREMENTS				2E+06				0				2E+06				0				4853058.515

*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:

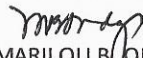
Approved by:

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


AGAILUNA C. DEVELOS

Property/Supply Officer




MARILOU B. BONDAP

Accountant / Local Budget Officer




RACHEL M. BEJA

Head of Office/Agency



Date: 11/8/2017