

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-phillgeps.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: PROCUREMENT SERVICE - DBM

Region: MAIN & NCR

Address: RR Road, Cristobal Street, Paco, Manila

Agency Account Code: E124

Contact Person: Engr. Edgar Allan A. Rocha

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Item Specifications	Unit or Measure	Quantity Requirement												Price Catalogue	TOTAL AMOUNT							
		Jan	Feb	March	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT			Oct	Nov	Dec	Q4 AMOUNT	Total Quantity		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																						
COMMON ELECTRICAL SUPPLIES																						
126111702-BT-A02	BATTERY, drv cell, AA, 2 pieces	pack	65		65	1,318.20	64					64	1,297.92	64				64	1,297.92	257	20.28	5,211.96
2126111702-BT-A01	BATTERY, drv cell, AAA, 2	pack	50		50	960.00	51					51	979.20	51				51	979.20	202	19.20	3,697.60
3126111702-BT-A03	BATTERY, dry cell, D, 2.5 volts	pack	7		7	643.58	7					7	643.58	7				7	643.58	28	91.04	2,574.32
5139101528-L2-L01	Ligth Bulb, LED, 7 watts 1 pc in	piece	75		75	5,654.25	75					75	5,654.25	75				75	5,654.25	300	75.39	22,617.00
6131201502-TA-E01	TAPE, ELECTRICAL, 18mm x	roll	25		25	473.25	25					25	492.18	26				26	492.18	102	18.93	1,930.86
COMMON OFFICE SUPPLIES																						
111311205-AC-F01	ACETATE, thickness: 0.075mm	roll	27		27	20,701.71	28					28	21,468.44	28				28	21,468.44	111	766.73	85,107.03
2147131812-AF-A01	AIR FRESHENER, aerosol,	can	37		37	3,281.53	37					37	3,281.53	38				38	3,370.22	149	88.69	13,214.81
312391601-AL-E01	ALCOHOL, ethyl, 68%-70%,	bottle	323		323	16,062.79	323					324	16,112.52	324				324	16,112.52	1294	49.73	64,350.62
413111201-CF-P01	CARBON FILM, PE, black, size	box	3		3	616.44	3					3	616.44	3				3	616.44	9	205.48	1,849.32
61411525-CA-A01	CARTOLINA, assorted colors	pack	6		6	402.36	7					7	469.42	7				7	469.42	27	67.06	1,810.62
8160121413-CB-P01	CLEARBOOK, 20 transparent	piece	13		13	496.47	14					14	534.66	14				14	534.66	55	38.19	2,100.43
9160121413-CB-P02	CLEARBOOK, 20 transparent	piece	18		18	728.45	19					19	768.93	17				17	687.99	73	40.47	2,954.31
1014412105-BF-C01	CLIP, BACKFOLD, all metal,	box	154		154	1,219.98	155					155	1,219.85	155				155	1,219.85	619	7.87	4,871.53
1114412105-BF-C02	CLIP, BACKFOLD, all metal,	box	164		164	2,286.16	164					164	2,286.16	165				165	2,300.10	657	13.94	9,158.58
1214412105-BF-C03	CLIP, BACKFOLD, all metal,	box	173		173	3,439.24	173					173	3,439.24	173				173	3,439.24	692	19.88	13,756.96
1314412105-BF-C04	CLIP, BACKFOLD, all metal,	box	151		151	6,206.10	152					152	6,247.20	152				152	6,247.20	607	41.10	24,947.70
1414412101-CT-R01	CORRECTION TAPE, film base	piece	146		146	2,665.96	147					147	2,684.22	147				147	2,684.22	587	10.26	10,718.57
1514411515-DF-B01	DATA FILE BOX, made of	box	123		123	8,926.11	123					124	8,926.11	124				124	8,998.68	494	72.57	35,849.58
1614412101-DF-F01	DATA FOLDER, made of	piece	388		388	27,699.32	389					389	27,770.71	389				389	27,770.71	1555	71.39	111,011.43
1714412106-EN-D01	ENVELOPE, DOCUMENTARY,	box	15		15	6,367.05	16					16	6,791.52	16				16	6,791.52	63	424.47	26,741.61
1814412106-EN-D02	ENVELOPE, DOCUMENTARY,	box	11		11	5,926.80	11					11	5,926.80	12				12	6,465.50	45	538.80	24,246.00
1914412106-EN-X01	ENVELOPE, EXPANDING,	box	19		19	12,688.96	19					19	12,688.96	20				20	13,256.80	77	667.84	51,423.68
2014412106-EN-X02	ENVELOPE, EXPANDING,	piece	43		43	1,234.53	43					44	1,234.53	44				44	1,263.24	174	28.71	4,995.54
2114412106-EN-M01	ENVELOPE, MAILING, white,	box	7		7	3,392.53	8					8	3,734.32	8				8	3,734.32	31	341.79	10,595.49
2214412104-ER-W01	ENVELOPE, mailing, white,	box	2		2	854.46	3					3	1,281.69	3				3	1,281.69	11	427.23	4,699.53
2314411912-ER-B01	ERASER, FELT, for	piece	14		14	161.70	14					14	161.70	15				15	173.25	57	11.55	648.35
24160121534-ER-F01	ERASER, PLASTIC/RUBBER, for	piece	69		69	429.87	69					69	429.87	70				70	436.10	277	6.23	1,725.71
25144122116-FA-P01	FASTENER, METAL, 70mm	box	558		558	35,128.46	58					58	3,443.46	58				58	3,443.46	732	59.37	43,458.84

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	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	
36 44121515-FO-X01	FILE ORGANIZER, expanding	piece		57		57	4,194.63	58			58			58	4,268.22	58			58	4,268.22	58	4,268.22	231	73.59	16,999.29
27 44121218-FT-D01	FILE TAB DIVIDER, Bristol	set		41		41	532.18	41			41			41	532.18	42			42	545.16	42	545.16	165	12.98	2,141.70
28 44121218-FT-D02	FILE TAB DIVIDER, Bristol	set		29		29	501.99	29			29			30	519.30	30			30	519.30	30	519.30	118	17.31	2,042.58
35 44121201-FO-F01	FOLDER, FANCY, for A4 size	bundle		13		13	3,360.50	13			13			13	3,360.50	13			13	3,360.50	13	3,360.50	52	258.50	13,442.00
30 44121201-FO-F02	FOLDER, FANCY, for legal size	bundle		16		16	4,845.60	16			16			16	4,845.60	16			16	4,845.60	16	4,845.60	64	302.85	19,382.40
31 44121201-FO-L01	FOLDER, L-TYPE, PLASTIC, for	pack		33		33	5,871.36	33			33			33	5,871.36	34			34	6,049.28	34	6,049.28	133	177.92	23,663.36
32 44121201-FO-L02	FOLDER, L-TYPE, PLASTIC, for	pack		21		21	4,667.67	21			21			21	4,667.67	21			21	4,667.67	21	4,667.67	84	222.27	18,670.68
33 44121202-FO-F01	FOLDER, PRESSBOARD, size:	box		15		15	11,648.85	15			15			15	11,648.85	16			16	12,425.44	16	12,425.44	62	776.59	48,148.58
34 44121201-FO-T01	FOLDER, TAGBOARD, for A4	pack		2		2	452.10	0			0			0	-	0			0	-	0	-	2	226.05	452.10
35 44121201-FO-T02	FOLDER, TAGBOARD, for legal	pack		13		13	2,708.94	13			13			13	2,708.94	13			13	2,708.94	13	2,708.94	52	208.38	10,835.76
36 31201610-GL-J01	GLUE, all purpose, gross	jar		33		33	1,143.79	23			23			23	1,143.79	24			24	1,193.52	93	49.73	4,624.89		
37 44121208-IT-T01	INDEX TAB, self-adhesive,	box		37		37	1,988.38	37			37			37	1,988.38	36			36	1,934.64	147	53.74	7,899.78		
38 14116065-LI-C01	LOOSELEAF COVER, made of	bundle		10		10	5,750.00	11			11			11	7,436.00	11			11	7,436.00	43	576.00	29,068.00		
39 44116151-MF-B02	MAGAZINE FILE BOX, LARGE	piece		39		39	1,687.14	39			39			39	1,730.40	40			40	1,730.40	158	43.26	6,835.08		
40 44121716-MA-F01	MARKER, FLUORESCENT, s	set		111		111	4,103.67	111			111			112	4,140.64	112			112	4,140.64	446	36.97	16,488.62		
41 44121708-MW-B01	MARKER, whiteboard, black,	piece		101		101	1,079.69	101			101			101	1,079.69	101			101	1,079.69	404	10.69	4,318.76		
42 44121708-MW-B02	MARKER, whiteboard, blue,	piece		99		99	1,068.31	100			100			100	1,069.00	100			100	1,069.00	399	10.69	4,265.31		
43 44121708-MW-B03	MARKER, whiteboard, red, felt	piece		103		103	1,101.07	103			103			103	1,101.07	104			104	1,111.76	413	10.69	4,414.97		
44 44121708-MP-B01	MARKER, PERMANENT, bullet	piece		144		144	1,445.76	144			144			143	1,435.72	144			144	1,445.76	575	10.04	5,773.00		
45 44121708-MP-B02	MARKER, PERMANENT, bullet	piece		151		151	1,516.04	151			151			151	1,516.04	152			152	1,526.08	605	10.04	6,074.20		
46 44121708-MP-B03	MARKER, PERMANENT, bullet	piece		102		102	1,024.08	101			101			101	1,014.04	101			101	1,014.04	405	10.04	4,066.20		
47 14115114-NB-S01	NOTEBOOK, STENOGRAPHER,	piece		119		119	1,489.88	119			119			119	1,489.88	119			119	1,489.88	476	12.52	5,959.32		
48 14115114-NP-S01	NOTE PAD, stick on, 50mm x	pad		136		136	4,413.20	136			136			136	4,413.20	137			137	4,445.65	545	32.45	17,685.35		
49 14115114-NP-S03	NOTE PAD, stick on, 76mm x	pad		150		150	6,648.00	150			150			150	6,648.00	151			151	6,692.33	601	44.32	26,636.52		
50 14115114-NP-S04	NOTE PAD, stick on, 76mm x	pad		146		146	8,685.54	146			146			147	8,745.03	147			147	8,745.03	586	59.49	34,861.14		
51 1411531-PP-R01	PAPER, PAD, ruled, size:	pad		43		43	816.57	42			42			42	797.58	42			42	797.58	169	18.99	3,209.31		
52 44121014-PC-G01	PAPER CLIP, vinyl/plastic coat.	box		149		149	1,029.59	149			149			149	1,029.59	150			150	1,036.50	597	6.91	4,125.27		
53 44121014-PC-J02	PAPER CLIP, vinyl/plastic coat.	box		147		147	2,063.88	147			147			147	2,063.88	147			147	2,063.88	588	14.04	8,255.52		
54 14115107-PP-M01	PAPER, MULTICOPY, 80gsm,	ream		369		369	50,796.54	369			369			369	50,796.54	369			369	50,796.54	1476	137.66	203,186.16		
55 14115107-PP-M02	PAPER, MULTICOPY, 80gsm,	ream		217		217	34,923.98	217			217			218	35,084.92	218			218	35,084.92	870	160.94	140,017.80		
56 14115107-PP-C01	PAPER, Multi-Purpose (COPY)	ream		382		382	45,492.38	382			382			382	45,492.38	382			382	45,492.38	1528	119.09	181,969.52		
57 14115107-PP-C02	PAPER, Multi-Purpose (COPY)	ream		223		223	27,446.84	224			224			224	27,569.92	224			224	27,569.92	894	123.08	110,033.52		
58 14115103-PA-P01	PAPER, PARCHMENT, size: 210	ream		26		26	2,474.68	27			27			27	2,569.86	27			27	2,569.86	107	95.18	10,184.26		
59 14116161-TH-P01	PAPER, THERMAL, 55gsm,	roll		39		39	1,337.31	40			40			40	1,371.60	40			40	1,371.60	159	34.29	3,452.11		
60 44121706-PE-L01	PENCIL, lead, w/ eraser, wood	box		80		80	1,632.00	80			80			81	1,652.40	81			81	1,652.40	322	20.40	6,568.80		
61 55121903-PH-F01	PHILIPPINE NATIONAL FLAG,	piece		4		4	1,276.28	4			4			4	1,276.28	4			4	1,276.28	16	319.07	5,105.32		
62 1411531-PE-B01	RECORD BOOK, 300 PAGES,	book		33		33	2,070.09	33			33			33	2,070.09	33			33	2,070.09	132	62.73	8,280.36		
63 1411531-RE-B02	RECORD BOOK, 500 PAGES,	book		31		31	5,017.54	31			31			32	3,017.54	32			32	3,114.88	126	97.34	12,264.84		
64 44122037-RB-P09	RING BINDER, 80 rings, plastic,	bundle		28		28	7,479.92	29			29			29	7,747.06	29			29	7,747.06	115	267.14	30,721.10		
65 44121210-RU-B01	RUBBER BAND, 70mm min lay	box		30		30	2,911.20	30			30			30	3,008.24	30			30	2,911.20	121	97.04	11,741.84		
66 4111604-RU-P02	RULER, plastic, 450mm (18")	piece		50		50	805.00	50			50			50	805.00	51			51	821.10	201	15.10	3,236.10		
67 60121524-SP-G01	SIGN PEN, BLACK, liquid/gel	piece		371		371	13,388.28	372			372			372	13,388.28	372			372	13,388.28	1487	35.99	53,517.13		
68 60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink,	piece		340		340	12,236.60	340			340			341	12,272.59	341			341	12,272.59	1362	35.99	49,018.38		
69 60121524-SP-G03	SIGN PEN, RED, liquid/gel ink,	piece		113		113	4,065.87	114			114			114	4,102.86	114			114	4,102.86	455	35.99	16,375.45		
70 1327203-SI-P01	STAMP PAD INK, purple or	bottle		40		40	1,024.80	40			40			40	1,024.80	40			40	1,024.80	160	25.62	4,099.20		
71 44121905-SP-F01	STAMP PAD, FELT, bed	piece		26		26	748.02	26			26			27	776.79	26			26	748.02	105	28.77	3,020.85		
72 3151804-SW-H01	STAPLE WIRE, for heavy duty	box		20		20	430.20	20			20			21	451.71	21			21	451.71	82	21.51	1,763.82		
73 3151804-SW-S01	STAPLE WIRE, STANDARD,	box		144		144	2,833.92	144			144			144	2,833.92	145			145	2,833.60	577	19.68	11,355.36		
74 31201902-TA-M01	TAPE, MASKING, width: 24mm	roll		189		189	10,853.48	190			190			190	10,890.80	190			190	10,890.80	759	57.32	43,505.88		
75 31201902-TA-M02	TAPE, MASKING, width: 48mm	roll		92		92	10,050.08	92			92			92	10,050.08	92			92	10,050.08	368	109.24	40,200.32		
76 31201917-TA-P01	TAPE, PACKAGING, width:	roll		82		82	2,384.56	83			83			83	2,413.64	83			83	2,413.64	331	29.08	9,625.48		
77 31201912-TA-T01	TAPE, TRANSPARENT, width:	roll		118		118	1,340.48	118			118			118	1,340.48	118			118	1,340.48	472	11.36	5,361.92		
78 31201912-TA-T02	TAPE, TRANSPARENT, width:	roll		80		80	2,265.40	81			81			81	2,233.98	81			81	2,233.98	323	27.58	8,908.34		
79 1411704-TT-P01	TOILET TISSUE PAPER 2-ply	pack		328		328	23,058.40	328			328			328	23,058.40	328			328	23,058.40	1312	70.30	92,335.60		
80 3151507-TW-P01	TWINE, plastic, one (1) kilo per	roll		46		46	2,388.32	46			46			46	2,388.32	47			47	2,440.24	185	51.92	9,605.20		
81 60121214-WR-P01	WRAPPING PAPER, kraft,	pack		5		5	669.95	5			5			5	669.95	5			5	669.95	20	133.99	2,679.80		
1,080,618.18																									
COMMON OFFICE DEVICES:																									
1 44121612-BL-H01	CUTTER BLADE, for heavy duty	tube		33		33	337.26	33			33			33	337.26	34			34	347.48	133	10.22	1,359.26		
2 44121612-CU-H01	CUTTER KNIFE, for general	piece		46		46	945.30	47			47			47	965.85	47			47	965.85	187	20.55	3,842.85		
3 44121602-DS-M01	DATING AND STAMPING	piece		3		3	1,492.56	3			3			3	1,492.56	3			3	1,492.56	12	497.52	5,970.24		
4 44121619-PS-M01	PENCIL SHARPENER, manual,	piece		9		9	1,752.21	9			9			10	1,946.90	10									

Item & Specifications	Unit Measure	Quantity Requirement																		Price Catalogue	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
14718105-CL-P01	CLEANSER, SCOURING	can		5		5	124.40				5				5	124.40				5	124.40	20	24.88	497.60
54718101-DE-P02	DETERGENT POWDER, all	pouch		74		74	2,880.82				74				74	2,880.82				74	2,919.75	297	38.93	11,562.21
64718103-DS-A01	DISINFECTANT SPRAY, aerosol	can		14		14	1,752.80				14				14	1,752.80				15	1,878.00	57	125.20	7,136.40
74718101-PU-P01	DUST PAN, non-rigid plastic	piece		11		11	309.32				11				11	309.32				12	337.44	46	28.12	1,293.32
84718102-FW-P02	FLOOR WAX, PASTE, RED	can		5		5	1,400.65				5				5	1,400.65				5	1,400.65	20	280.13	5,602.60
94718103-FC-A01	FURNITURE CLEANER, aerosol	can		24		24	2,180.40				24				24	2,271.25				25	2,271.25	99	90.85	8,994.15
1019191509-IN-A01	INSECTICIDE, aerosol type, net	can		22		22	3,140.94				22				22	3,140.94				23	3,283.71	90	142.77	12,849.30
114718104-MP-B01	MOP BUCKET, heavy duty,	piece		5		5	9,937.20				0				0	-				0	-	5	1,987.44	9,937.20
124718103-MP-H02	MOPHANDLE, heavy duty,	piece		7		7	1,037.26				7				7	1,037.26				8	1,185.44	29	148.18	4,297.22
134718109-MP-P01	MOPHEAD, made of rayon,	piece		29		29	3,199.28				29				29	3,199.28				29	3,199.28	116	110.32	12,797.12
1447181501-RG-C01	RAGS, all cotton, 32 pieces per	bundle		66		66	3,410.88				66				66	3,462.56				67	3,462.56	266	51.68	13,746.88
1547181602-SC-N01	SCOURING PAD, made of	pack		6		6	642.48				6				6	642.48				6	642.48	24	107.08	2,569.92

103,739.38

COMMON OFFICE EQUIPMENT																								
144101002-PB-M01	BINDING AND PUNCHING	unit		2		2	21,632.00				0				0	-				0	-	1	10,816.00	21,632.00
244101807-CA-C01	CALCULATOR, compact, 12	unit		33		33	4,640.13				34				34	4,780.74				34	4,780.74	135	140.61	18,982.55
344101533-DV-R01	DIGITAL VOICE RECORDER,	unit		8		8	54,625.12				8				8	61,453.26				9	61,453.26	34	6,828.14	232,156.76
64412517-DD-C01	DOCUMENT CAMERA, 3.2M	unit		6		6	158,346.24				0				0	-				0	-	6	26,391.04	158,346.24
744101604-EF-C01	ELECTRIC FAN, INDUSTRIAL,	unit		3		3	3,273.99				3				3	3,273.99				4	4,365.32	13	1,091.33	14,187.29
944101604-EF-S01	ELECTRIC FAN, STAND type,	unit		6		6	6,279.90				6				6	6,279.90				6	6,279.90	24	1,046.65	25,119.60
1144101716-FX-M01	FACSIMILE MACHINE, uses	unit		4		4	14,571.32				4				4	14,571.32				4	14,571.32	16	3,642.83	58,285.28
1246101601-FE-M01	FIRE EXTINGUISHER, DRY	unit		5		5	3,618.90				5				5	3,618.90				5	3,618.90	20	1,123.78	22,475.60
1445111600-MM-P01	MULTIMEDIA PROJECTOR,	unit		7		7	192,800.58				0				0	-				0	-	7	27,542.94	192,800.58
1544101601-PT-M01	PAPER TRIMMER/CUTTING	unit		3		3	25,234.80				0				0	-				0	-	3	8,411.60	25,234.80
1644101602-PS-M01	PAPER SHREDDER, cutting	unit		5		5	29,635.85				5				5	29,635.85				6	35,563.02	22	5,927.17	130,397.74
1743212102-PR-De2	PRINTER, IMPACT DOT	unit		7		7	136,205.86				0				0	-				0	-	7	19,457.98	136,205.86
1943212105-PR-L01	PRINTER, LASER,	unit		6		6	4,464.84				0				0	-				0	-	6	744.14	4,464.84

1,040,288.94

COMMON COMPUTER SUPPLIES																								
114411506-CF-L11	CONTINUOUS FORM, 1 PLY,	box		15		15	10,642.95				15				15	10,642.95				15	10,642.95	60	709.53	42,571.80
743202002-DV-W01	DVD REWRITABLE, speed: 4x	piece		175		175	3,965.50				175				175	3,965.50				175	3,965.50	700	22.66	15,862.00
343201827-HD-X02	EXTERNAL HARD DRIVE, 1TB,	piece		11		11	34,681.46				11				11	34,681.46				11	34,681.46	44	3,152.86	138,725.84
543202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece		43		43	11,255.25				43				43	11,255.25				43	11,255.25	173	261.75	45,282.75
104321708-MO-C01	MOUSE, optical, USB connection type	unit		24		24	3,369.36				24				24	3,369.36				24	3,369.36	35	3,509.75	13,677.85

256,060.22

HANDBOOK ON PROCUREMENT																								
1155101524-RA-H01	HANDBOOK (RA 9184), 7th	piece		41		41	1,973.33				41				41	1,973.33				41	1,973.33	164	48.19	7,893.32

7,893.32

CONSUMABLES																								
144103103-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart		17		17	4,504.83				18				18	4,769.82				18	4,769.82	71	264.99	16,614.29
244103103-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart		20		20	5,299.80				20				20	5,299.80				21	5,564.79	81	264.99	21,464.19
344103103-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart		20		20	5,299.80				20				20	5,299.80				20	5,299.80	81	264.99	21,464.19
444103103-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart		21		21	5,564.79				20				20	5,299.80				20	5,299.80	81	264.99	21,464.19
544103103-HP-B23	TONER CART, HP CE285A (HP85A), Black	cart		3		3	9,027.03				3				3	9,027.03				3	9,027.03	12	5,009.01	36,108.12
644103103-HX-B28	TONER CART, HP CE505X, Black, high cap	cart		3		3	22,048.41				3				3	22,048.41				3	22,048.41	12	7,349.47	88,193.64
744103103-SA-B21	TONER CART, SAMSUNG MLT-D202L, Black	cart		3		3	22,210.65				3				4	29,614.20				4	29,614.20	10	7,403.55	74,035.50
844103103-SA-B18	TONER CART, SAMSUNG MLT-D202L, Black	cart		11		11	52,825.30				11				11	52,825.30				12	57,627.60	46	4,802.30	220,905.80

502,449.92

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

COMMON OFFICE EQUIPMENT																								
1	Tools for Repair and Maintenance -Facility			1		1	100,000.00				0				0	-				0	-	1	100,000.00	100,000.00
2	Tools for Repair and Maintenance -Vehicles			1		1	100,000.00				0				0	-				0	-	1	100,000.00	100,000.00
3	Tools for Security			1		1	50,000.00				0				0	-				0	-	1	50,000.00	50,000.00
4	Pressure Washer			1		1	30,000.00				0				0	-				0	-	1	30,000.00	30,000.00
5	Air compressor with paint			1		1	15,000.00				0				0	-				0	-	1	15,000.00	15,000.00

295,000.00

COMMON OFFICE SUPPLIES																								
1	RIBBON CART, EPSON			4		4	303.68				4				4	303.68				4	303.68	8	75.92	607.56

607.56

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15mm
CO MP
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same as
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Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	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		
2 ICAR FORM, (Inspection and certification of Acceptance Report), three (3) ply, carbonless, 500 sheets/box	box				6	4,200.00				6	4,200.00				0	-						0	-	12	700.00	8,400.00
9,007.36																										
COMMON JANITORIAL SUPPLIES																										
1 SOAP, BATHROOM, 90 grams, 1 piece in individual box			108		108	3,414.88				0	-				0	-						0	-	108	22.36	2,414.88
2,414.88																										
Office Equipment and Accessories																										
1 DIGITAL CALIPER, Inch/Metric, 0-6" Range, +/-0.001" Accuracy, 0.0005" Resolution, Meets IP67 Specifications	piece		2		2	30,000.00				0	-				0	-						0	-	2	15,000.00	30,000.00
2 Thickness Gage, Flat Anvil, High Accuracy Type, 0-0.47"/0-13mm Range, 0.0005"/0.001mm Resolution, +/-0.0002" Accuracy	piece		1		1	25,000.00				0	-				0	-						0	-	1	25,000.00	25,000.00
3 Graduated cylinder, Pyrex, 250ml	piece		1		1	2,000.00				0	-				0	-						0	-	1	2,000.00	2,000.00
4 Indoor Digital Thermometer and Humidity Meter, Indoor Room Temp 32 to 122°F (0 to 50°C) & Humidity 10 to 99% RH	unit		1		1	500.00				0	-				0	-						0	-	1	500.00	500.00
5 Infrared thermometer, Temperature: -40 to 550 °C (-40 to 1022 °F), Accuracy: ±1.0% of reading ±1% of reading or ±1 °C (±2 °F), whichever is greater below 0 °C/32 °F, ±1 °C (±2 °F) ± 0.1 °F	unit		1		1	28,000.00				0	-				0	-						0	-	1	28,000.00	28,000.00
6 Laser distance meter, Max. distance measurement: 100m, Accuracy: +/- 1mm, with compass and inclination sensor, with corner angle measurement	unit		1		1	32,000.00				0	-				0	-						0	-	1	32,000.00	32,000.00
7 STEEL TAPE, Metric, 5 Meters	piece		8		8	4,000.00				0	-				0	-						0	-	8	500.00	4,000.00
8 Steel Ruler, 24 inches	piece		4		4	2,000.00				0	-				0	-						0	-	4	500.00	2,000.00
9 Wireless Presenter	unit		1		1	10,500.00				0	-				0	-						0	-	1	10,500.00	10,500.00
10 Laser Pointer	unit		2		2	2,400.00				0	-				0	-						0	-	2	1,200.00	2,400.00
136,400.00																										
*Other Categories																										
1 Fullmark Correctible Film Ribbon	box		2		2	200.00				0	-				0	-						0	-	2	100.00	200.00
2 Fullmark Drt Lift-Off Tape	box		2		2	156.00				2	156.00	2			2	156.00						2	156.00	8	78.00	624.00
3 Warrant Register Gen. Forms	book		2		2	300.00				0	-				0	-						0	-	2	400.00	800.00
4 Computerized Receipt PS Officials	box		20		20	77,000.00				0	-				0	-						0	-	20	3,850.00	77,000.00
5 Official Receipt N.P.O.	booklet		250		250	25,000.00	250			250	25,000.00	250			250	25,000.00	250					250	25,000.00	1000	100.00	100,000.00
6 Tape Transparent 2" with PS Mark	roll		1500		1500	67,500.00	1500			1500	67,500.00	1500			1500	67,500.00	1500					1500	67,500.00	6000	45.00	270,000.00
7 Plastic bag, Sando Type	pack		60		60	9,000.00	60			60	9,000.00	60			60	9,000.00	60					60	9,000.00	240	150.00	36,000.00
8 Wald Stock Card	piece		5000		5000	40,000.00	5000			5000	40,000.00	5000			5000	40,000.00	5000					5000	40,000.00	20000	8.00	160,000.00
9 PS-Phileps Delivery Receipt, 4 ply, Carbonless, 250 sheets, box	box		30		30	24,000.00	30			30	24,000.00	30			30	24,000.00	30					30	24,000.00	120	800.00	96,000.00
10 Shirts for various activities	lot				0	-				0	-	1			1	100,000.00						0	-	1	100,000.00	100,000.00
11 Supplies during mass	lot		1		1	20,000.00				0	-				0	-						0	-	1	20,000.00	20,000.00
12 Sports equipment	lot		1		1	50,000.00				0	-				0	-						0	-	1	50,000.00	50,000.00

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Semi Exp

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Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	TOTAL AMOUNT				
		Jan	Feb	March	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT			Oct	Nov	Dec	Q4 AMOUNT
																		910,624.00	
C. TOTAL (A + B):																	P	5,351,794.13	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																	P	535,179.41	
E. GRAND TOTAL (C + D)																	P	5,886,973.54	
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																			
G. MONTHLY CASH REQUIREMENTS																			
G.1 Available at Procurement Service Stores			1,566,143.04				933,828.49					964,191.42				934,019.74		P	4,398,182.68
G.2 Other Items not available at PS but regularly purchased from other sources			827,172.02				187,175.65					292,221.60				182,221.60		P	1,488,790.86
TOTAL MONTHLY CASH REQUIREMENTS			2,393,315.06				1,121,004.14					1,256,413.02				1,116,241.34		P	5,886,973.54

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for Items under A.

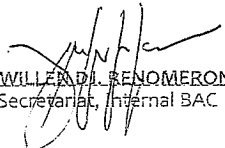
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

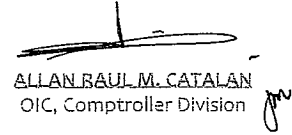
Prepared by:

Certified Funds Available / Certified Appropriate Funds Available:

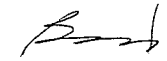
Recommending Approval:

Approved by: <


 MARY WILFREDO D. RENOMERON
 Secretariat, Internal BAC


 ALLAN BAUL M. CATALAN
 OIC, Comptroller Division


 JOELLE B. FAYTE
 Head, AFG


 BINGLE B. GUTIERREZ
 Executive Director

Date: