

**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/Offi	ROMBLON STATE UNIVERSITY	Agency Account Code:	Z075	Contact Person:	Mrs. Delia R. Gabo
Region:	MAIN & NCR			Position:	Supply Officer
Address:	Liwanag, Odiongan, Romblon			E-mail :	rsubac2016@gmail.com
				Telephone/Mobile Nos:	425675375

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			
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																					
<b>COMMON ELECTRICAL SUPPLIES</b>																					
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack				0				0				0				0	0	20.28	-	
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack				0				0				0				0	0	19.20	-	
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-	
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	-	
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	-	
<b>COMMON OFFICE SUPPLIES</b>																					
1 ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				0				0				0	0	766.73	-	

2	AIR FRESHENER, aerosol, 280ml/150g min	can			0		36		36				of 23 0				0	36	88.69	3,192.84
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle		48	48		35		35			24	24				0	107	49.73	5,321.11
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			0		36		36				0				0	36	210.91	7,592.76
6	CARTOLINA, assorted colors	pack		300	300				0			300	300				0	600	67.06	40,236.00
7	CHALK, molded, white, dustless, length: 78mm min	box		300	300				0			300	300				0	600	26.89	16,134.00
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			0				0				0				0	0	40.47	-
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box			0				0				0				0	0	7.87	-
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box			0				0				0				0	0	13.94	-
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box			0				0				0				0	0	19.88	-
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box			0				0				0				0	0	41.10	-
14	CORRECTION TAPE, film base type, UL 6m min	piece		200	200				0			300	300				0	500	18.26	9,130.00
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		300	300		300		300			300	300				0	900	71.39	64,251.00
17	ENVELOPE, DOCUMENTARY, for A4 size document	box			0				0				0				0	0	424.47	-
18	ENVELOPE, DOCUMENTARY, for legal size document	box		10	10				0			20	20				0	30	538.80	16,164.00
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box			0				0				0				0	0	667.84	-
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece			0				0				0				0	0	28.71	-
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box			0				0				0				0	0	341.79	-
22	ENVELOPE, mailing, white, with window	box		10	10		10		10			5	5				0	25	427.23	10,680.75
23	ERASER, FELT, for blackboard/whiteboard	piece			0		600		600			600	600				0	1200	11.55	13,860.00
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece			0				0				0				0	0	6.23	-
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				of 23 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				0				0				0				0	0	226.05	-
35	FOLDER, TAGBOARD, for legal size documents	pack				0		50		50			50	50				0	100	208.38	20,838.00
36	GLUE, all purpose, gross weight: 200 grams min	jar				0		30		30			10	10				0	40	49.73	1,989.20
37	INDEX TAB, self-adhesive, transparent	box				0		50		50			50	50				0	100	53.74	5,374.00
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				0				0				0				0	0	36.97	-
41	MARKER, whiteboard, black, felt tip, bullet type	piece				0		1000		1000			1500	1500				0	2500	10.69	26,725.00
42	MARKER, whiteboard, blue, felt tip, bullet type	piece				0				0				0				0	0	10.69	-
43	MARKER, whiteboard, red, felt tip, bullet type	piece				0				0				0				0	0	10.69	-
44	MARKER, PERMANENT, bullet type, black	piece				0		1500		1500			2500	2500				0	4000	10.04	40,160.00
45	MARKER, PERMANENT, bullet type, blue	piece				0		1500		1500			1500	1500				0	3000	10.04	30,120.00
46	MARKER, PERMANENT, bullet type, red	piece				0				0				0				0	0	10.04	-
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0				0				0				0	0	12.52	-
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				0		20		20				0				0	20	32.45	649.00
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad				0				0				0				0	0	44.32	-
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				0		200		200			200	of 23 200				0	400	6.91	2,764.00
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box				0		250		250			300	300				0	550	14.04	7,722.00
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0								0	0	137.66	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0		250		250			100	100				0	350	160.94	56,329.00
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				0				0								0	0	119.09	-
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream				0		300		300			200	200				0	500	123.08	61,540.00
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0				0								0	0	95.18	-
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0				0								0	0	34.29	-
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box				0		150		150								0	150	20.40	3,060.00
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0								0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book				0		300		300			300	300				0	600	62.73	37,638.00
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book				0		300		300			300	300				0	600	97.34	58,404.00
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0				0								0	0	267.14	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0		20		20								0	20	97.04	1,940.80
66	RULER, plastic, 450mm (18"), width: 38mm min	piece				0				0								0	0	16.10	-
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece				0		150		150			100	100				0	250	35.99	8,997.50
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece				0		200		200			200	200				0	400	35.99	14,396.00
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0				0								0	0	35.99	-
70	STAMP PAD INK, purple or violet	bottle				0		75		75								0	75	25.62	1,921.50
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece				0		60		60								0	60	28.77	1,726.20
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0				0								0	0	21.51	-
73	STAPLE WIRE, STANDARD, (26/6)	box				0		200		200			200	200				0	400	19.68	7,872.00
74	TAPE, MASKING, width: 24mm (±1mm)	roll				0		110		110								0	110	57.32	6,305.20
75	TAPE, MASKING, width: 48mm (±1mm)	roll				0		100		100								0	100	109.24	10,924.00
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll				0		100		100								0	100	29.08	2,908.00

77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll				0		150		150				of 23 0				0	150	11.36	1,704.00
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll				0		100		100				0				0	100	27.58	2,758.00
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack				0		100		100			100	100				0	200	70.30	14,060.00
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				0				0				0				0	0	10.22	-
2	CUTTER KNIFE, for general purpose	piece				0				0				0				0	0	20.55	-
3	DATING AND STAMPING MACHINE, heavy duty	piece				0				0				0				0	0	497.52	-
4	PENCIL SHARPENER, manual, single cutter head	piece				0		50		50				0				50	194.69	9,734.50	
5	PUNCHER, paper, heavy duty, with two hole guide	piece				0		60		60				0				60	123.42	7,405.20	
6	SCISSORS, symmetrical, blade length: 65mm min	pair				0		37		37				0				37	14.28	528.36	
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece				0		75		75				0				75	85.45	6,408.75	
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0				0				0	913.95	-	
9	STAPLE REMOVER, PLIER-TYPE	piece				0				0				0				0	18.91	-	
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece				0				0				0				0	51.57	-	
11	WASTEBASKET, non-rigid plastic	piece				0				0				0				0	25.96	-	

**COMMON JANITORIAL SUPPLIES**

1	BROOM, soft (tambo)	piece				0				0				0				0	0	91.94	-
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0				0				0				0	0	24.88	-
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0		100		100			100	100				0	200	43.26	8,652.00
4	CLEANSER, SCOURING POWDER, 350g min./can	can				0				0				0				0	0	24.88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch				0				0				0				0	0	38.93	-
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can				0		10		10			10	10				0	20	125.20	2,504.00

7	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0			0				of 23 0				0	0	28.12	-
8	FLOOR WAX, PASTE, RED	can				0		10	10				0				0	10	280.13	2,801.30
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				0			0				0				0	0	142.77	-
11	MOP BUCKET, heavy duty, hard plastic	piece				0			0				0				0	0	1,987.44	-
12	MOPHANDLE, heavy duty, aluminum, screw type	piece				0			0				0				0	0	148.18	-
13	MOPHEAD, made of rayon, weight: 400 grams min	piece				0			0				0				0	0	110.32	-
14	RAGS, all cotton, 32 pieces per kilogram min	bundle				0		50	50				0				0	50	51.68	2,584.00
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0			0				0				0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll				0		70	70				0				0	70	145.48	10,183.60
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		30	30				0				0	30	140.61	4,218.30
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0		250	250				0		200		200	450	273.10	122,895.00
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0		150	150				0		200		200	350	273.10	95,585.00
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		10	10				0		5		5	15	1,091.33	16,369.95
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0		25	25				0		25		25	50	1,372.55	68,627.50
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				o				o				of 23 o				o	o	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				o				o				o				o	o	8,411.60	-
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit				o				o				o				o	o	5,927.17	-
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				o				o				o				o	o	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				o				o				o				o	o	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit				o				o				o				o	o	744.14	-
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				o				o				o				o	o	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				o				o				o				o	o	1,379.04	-
22	Desktop Computer, branded	unit				o				o				o				o	o	35,887.49	-
23	Laptop Computer, branded	unit				o				o				o				o	o	36,587.28	-

**COMMON COMPUTER SUPPLIES**

1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				o				o				o				o	o	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				o				o				o				o	o	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				o		20		20				o				o	20	796.06	15,921.20
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				o				o				o				o	o	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				o		20		20				o				o	20	620.67	12,413.40
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				o				o				o				o	o	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece				o		200		200				o		100		100	300	22.66	6,798.00
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece				o				o				o				o	o	3,152.86	-
9	FLASH DRIVE, 16 GB capacity	piece				o		200		200				o				o	200	261.75	52,350.00
10	MOUSE, optical, USB connection type	unit				o		75		75				o				o	75	140.39	10,529.25

**HANDBOOK ON PROCUREMENT**

1	HANDBOOK (RA 9184), 7th Edition	piece				o				o				o				o	o	48.13	-
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**CONSUMABLES**

1	DRUM CART, BROTHER DR-3455	cart				o				o				o				o	o	7,138.56	-
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2	INK CART, CANON CL-741, Col.	cart				0				0				of 23 0				0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0		13		13				0				0	13	1,070.78	13,920.14
4	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0		20		20				0				0	20	811.20	16,224.00
6	INK CART, EPSON C13T664100 (T6641), Black	cart				0				0				0				0	0	264.99	-
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0				0	0	264.99	-
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0	0	264.99	-
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0	0	264.99	-
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	-
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		11		11				0				0	11	665.18	7,316.98
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0		5		5				0				0	5	784.16	3,920.80
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				o				o				of 23 o				o	o	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				o				o				o				o	o	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				o				o				o				o	o	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				o				o				o				o	o	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				o				o				o				o	o	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				o				o				o				o	o	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				o				o				o				o	o	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				o				o				o				o	o	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				o				o				o				o	o	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				o				o				o				o	o	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				o				o				o				o	o	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart				o				o				o				o	o	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart				o				o				o				o	o	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				o				o				o				o	o	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart				o				o				o				o	o	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				o				o				o				o	o	379.64	-
43	INK CART, HP CZ121A (HP685A), Black	cart				o				o				o				o	o	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				o				o				o				o	o	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				o				o				o				o	o	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				o				o				o				o	o	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				o				o				o				o	o	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				o				o				o				o	o	0.00	-
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				o				o				o				o	o	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				o				o				o				o	o	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				o				o				o				o	o	0.00	-

52	INK CART, HP LoS6oAA (HP955) Black Original	cart				o				o				of 23 o				o	o	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				o				o				o				o	o	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				o				o				o				o	o	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				o				o				o				o	o	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				o				o				o				o	o	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				o				o				o				o	o	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				o				o				o				o	o	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				o				o				o				o	o	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				o				o				o				o	o	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				o				o				o				o	o	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				o				o				o				o	o	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				o				o				o				o	o	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				o				o				o				o	o	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				o				o				o				o	o	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				o				o				o				o	o	753.88	-
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				o		59		59				o				o	59	78.96	4,658.64
68	TONER CART, BROTHER TN-2025, Black	cart				o				o				o				o	o	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				o				o				o				o	o	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				o				o				o				o	o	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				o				o				o				o	o	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				o				o				o				o	o	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				o				o				o				o	o	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				o				o				o				o	o	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				o				o				o				o	o	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				o				o				o				o	o	3,239.39	-

77	TONER CART, HP CE285A (HP85A), Black	cart				o				o				of 23 o				o	o	3,009.01	-
78	TONER CART, HP CE310A, Black	cart				o				o				o				o	o	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				o				o				o				o	o	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				o				o				o				o	o	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				o				o				o				o	o	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				o				o				o				o	o	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				o				o				o				o	o	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				o				o				o				o	o	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				o				o				o				o	o	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				o				o				o				o	o	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				o				o				o				o	o	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				o				o				o				o	o	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				o				o				o				o	o	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				o				o				o				o	o	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart				o				o				o				o	o	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				o				o				o				o	o	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				o				o				o				o	o	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				o				o				o				o	o	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				o				o				o				o	o	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				o				o				o				o	o	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				o				o				o				o	o	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				o				o				o				o	o	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				o				o				o				o	o	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				o				o				o				o	o	0.00	-
101	TONER CART, HP CF280XC	cart				o				o				o				o	o	7,241.31	-

102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				o				o				of 23 o				o	o	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				o				o				o				o	o	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				o				o				o				o	o	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				o				o				o				o	o	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				o				o				o				o	o	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				o				o				o				o	o	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				o				o				o				o	o	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				o				o				o				o	o	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				o				o				o				o	o	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				o				o				o				o	o	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				o				o				o				o	o	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				o				o				o				o	o	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				o				o				o				o	o	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				o				o				o				o	o	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				o				o				o				o	o	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				o				o				o				o	o	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				o				o				o				o	o	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				o				o				o				o	o	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				o				o				o				o	o	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				o				o				o				o	o	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				o				o				o				o	o	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				o				o				o				o	o	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				o				o				o				o	o	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				o				o				o				o	o	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				o				o				o				o	o	0.00	-

127	TONER CART, HP CF410A (HP410A) black	cart				o				o				of 23 o				o	o	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				o				o				o				o	o	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				o				o				o				o	o	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				o				o				o				o	o	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				o				o				o				o	o	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				o				o				o				o	o	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				o				o				o				o	o	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				o				o				o				o	o	0.00	-
135	TONER CART, HP Q2612A, Black	cart				o				o				o				o	o	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				o				o				o				o	o	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				o				o				o				o	o	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				o				o				o				o	o	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart				o				o				o				o	o	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				o				o				o				o	o	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				o				o				o				o	o	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				o				o				o				o	o	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				o				o				o				o	o	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				o				o				o				o	o	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				o				o				o				o	o	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				o				o				o				o	o	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				o				o				o				o	o	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				o				o				o				o	o	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				o				o				o				o	o	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				o				o				o				o	o	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				o				o				o				o	o	6,312.22	-

152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				o				o				of 23 o				o	o	13,935.33	-
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**B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)**

**COMMON ELECTRICAL SUPPLIES**

1						o				o				o				o	o		-
2						o				o				o				o	o		-
3						o				o				o				o	o		-
4						o				o				o				o	o		-
5						o				o				o				o	o		-

**COMMON OFFICE EQUIPMENT**

1						o				o				o				o	o		-
2						o				o				o				o	o		-
3						o				o				o				o	o		-
4						o				o				o				o	o		-
5						o				o				o				o	o		-

**COMMON OFFICE SUPPLIES**

1	Ballpen 0.7mm ballpoint 12pcs/box	box				o		400		400				o				o	400	66.00	26,400.00	
2	Paper, Bond, 8.5" x 11", Letter size, subs. 20 70gsm	ream				o		200		200				o	200			o	200	400	140.00	56,000.00
3	Paper, Bond, 8.5" x 13", Legal size, subs. 20 70gsm	ream				o		224		224				o	200			o	200	424	160.00	67,840.00
4	Paper, Copy 1 Subs. 20 8.5" x 13" Legal Size	ream				o		50		50				o	50			o	50	100	210.00	21,000.00
5	Paper, Copy 1 Subs. 20 8.5" x 11" Letter Size	ream				o		50		50				o	50			o	50	100	180.00	18,000.00
6	Class record	pc				o		500		500				o	500			o	500	1000	15.00	15,000.00
7	Folder,white, 14 pts 9" x 11.5", Letter 100pcs/pack	pack				o		50		50				o	50			o	50	100	300.00	30,000.00
8	Paste w/ Spreader	pc				o		100		100				o				o	100		35.00	3,500.00
9	Paper Fastener Plastic Coated	box				o		150		150				o	100			o	100	250	30.00	7,500.00
10	Pencil #2 12pcs/box	box				o		100		100				o	100			o	100	200	80.00	16,000.00

11	Paper, Mimeo, Whitewove, Letter 8.5" x 11" Subs. 18	ream				0		50		50				0	50			50	100	130.00	13,000.00
12	Paper, Mimeo, Whitewove, Legal 8.5" x 13" Subs. 18	ream				0		150		150				0	150			150	300	140.00	42,000.00
13	Paper, Mimeo, Groundwood, Legal 8.5 x 13" Subs. 18	ream				0		300		300				0	300			300	600	135.00	81,000.00
14	Specialty paper 8.5" x 13" Legal size(10pcs/pack)	pack				0		250		250				0	200			200	450	38.00	17,100.00
15	Sign Pen 0.5mm 12pcs/box	box				0		100		100				0	100			100	200	240.00	48,000.00
16	Neon paper Asstd. Colors, Legal Size	ream				0		50		50				0	50			50	100	150.00	15,000.00
17	Phil. National Flag, Standard Size 3' x 6'	pc				0		20		20				0				0	20	750.00	15,000.00
18	Phil. National Flag 4' x 8'	pc				0		12		12				0				0	12	1,800.00	21,600.00
19	Ring Binder, Spiral Various Sizes	pc				0		400		400				0				0	400	35.00	14,000.00
20	Paper Highlighter	pc				0		200		200				0	200			200	400	20.00	8,000.00

**COMMON JANITORIAL SUPPLIES**

1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-

**CONSUMABLES**

1	Printer Refill Ink Universal Black	liter				0		36		36				0				0	36	650.00	23,400.00
2	Printer Refill Ink Universal Yellow	liter				0		8		8				0	7			7	15	650.00	9,750.00
3	Printer Refill Ink Universal Cyan	liter				0		8		8				0	7			7	15	650.00	9,750.00
4	Printer Refill Ink Universal Magenta	liter				0		8		8				0	7			7	15	650.00	9,750.00
5	Toner for MP2001L Photocopying Machine	pc				0		7		7				0				0	7	2,710.40	18,972.80
6	Toner for Bizhub 350/362/222(TN-311)	pc				0		8		8				0				0	8	4,424.00	35,392.00
7	Toner for Bizhub 250/282/200(TN-211)	pc				0		5		5				0				0	5	4,593.00	22,965.00
8	Ink For Digital Copy printer Model DX2430	pc				0		20		20				0				0	20	1,080.24	21,604.80

9	Master Roll for Copier Model DX2430	roll				0		10		10				0			0	10	1,960.00	19,600.00
10	Master Roll for Copier 6123 Copy printer	roll				0		10		10				0			0	10	1,960.00	19,600.00
11	Ink for Copy printer CP110(5 pcs/box)	box				0		3		3				0			0	3	5,401.20	16,203.60
12	Toner for MPC 2030 Photocopier, Black	pc				0		6		6				0			0	6	3,965.36	23,792.16
13	Toner for MPC 2030 Photocopier, Cyan	pc				0		3		3				0			0	3	10,886.96	32,660.88
14	Toner for MPC 2030 Photocopier, Magenta	pc				0		3		3				0			0	3	10,886.96	32,660.88
15	Toner for MPC 2030 Photocopier, Yellow	pc				0		3		3				0			0	3	10,886.96	32,660.88
16	Toner for Sharp MX-237 Photocopier	pc				0		5		5				0			0	5	8,425.00	42,125.00
17	Toner for INEO 215 Photocopier	pc				0		5		5				0			0	5	3,125.00	15,625.00
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	Plastic Arm Chairs/Study Chairs/ Study Chair w/ Booktray	pc				0		438		438				0		431		431	869	1,100.00	955,900.00
2	Chair, Revolving, Black with side arm(Office Chair)	unit				0		10		10				0			0	10	4,000.00	40,000.00	



3	Fire Extinguisher Dry Chemical 20 lbs(refill)	pc				0		10		10				0			0	10	2,400.00	24,000.00
4	Fire Extinguisher Dry Chemical 10 lbs(Brand New)	pc				0		20		20				0			0	20	2,800.00	56,000.00
5	White Board 4' x 8' with Complete Accessories	pc				0		15		15				0			0	15	4,000.00	60,000.00
6	Chair, Executive, Long Back with armrest	unit				0		10		10				0			0	10	5,000.00	50,000.00
7	Office Table, with drawers and Lock(Good Quality)	unit				0		10		10				0			0	10	5,000.00	50,000.00
8	Water Dispenser, Hot & Cold	unit				0		10		10				0			0	10	5,500.00	55,000.00
9						0				0				0			0	0		-
10						0				0				0			0	0		-

**Office Supplies**

1	PVC Binding Film, Legal Size 300mic.	ream				0		20		20				0			0	20	600.00	12,000.00
2	PVC Binding Film, Letter Size 300mic.	ream				0		14		14				0			0	14	550.00	7,700.00
3	Push Pins 100pcs/box	box				0		40		40				0			0	40	30.00	1,200.00
4	Binder Clip 50mm	box				0		20		20				0			0	20	70.00	1,400.00
5	Celluloid G4	roll				0		10		10				0			0	10	1,500.00	15,000.00
6						0				0				0			0	0		-
7						0				0				0			0	0		-
8						0				0				0			0	0		-
9						0				0				0			0	0		-
10						0				0				0			0	0		-

**Audio and visual presentation and composing equipment**

1						0				0				0			0	0		-
2						0				0				0			0	0		-
3						0				0				0			0	0		-
4						0				0				0			0	0		-
5						0				0				0			0	0		-

6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-

**Photographic or filming or video equipment**

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

**Cleaning Equipment and Supplies**

1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
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					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		-

**Lighting and fixtures and accessories**

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

**Electrical equipment and components and supplies**

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

**Computer Supplies**

1	Automatic Voltage Regulator(for Desktop Computer)	pc			0		30		30				0				0	30	350.00	10,500.00
2	Keyboard USB Port	pc			0		30		30				0				0	30	300.00	9,000.00
3	Printer, 3 in 1 with CISS	unit			0		10		10				0				0	10	8,000.00	80,000.00
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-

**Computer Equipment and Accessories**

1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-

4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-

**\*Other Categories**

1					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		-

**C. TOTAL (A + B):** **P 3,468,090.73**

**D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)** **P 346,809.07**

**E. GRAND TOTAL (C + D)** **P 3,814,899.80**

**F. APPROVED BUDGET BY THE AGENCY HEAD** 3,815,000.00

**G. MONTHLY CASH REQUIREMENTS**

G.1 Available at Procurement Service Stores	X	65,301.34	X	633,780.02	X	267,579.97	X	151,276.40	<b>P 1,117,937.73</b>
G.2 Other Items not available at PS but regulary purchased from other sources	X	-	X	1,638,303.00	X	-	X	711,850.00	<b>P 2,350,153.00</b>
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>	X	<b>65,301.34</b>	X	<b>2,272,083.02</b>	X	<b>267,579.97</b>	X	<b>863,126.40</b>	<b>P 3,468,090.73</b>

\*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:**

DELIA R. GABO

\_\_\_\_\_  
**Property/Supply Officer**

CYNTHIA R. LAYNESA

\_\_\_\_\_  
**Accountant / Local Budget Officer**

ARNULFO F. DE LUNA

\_\_\_\_\_  
**Head of Office/Agency**

**Date:** 11/28/2017

