

**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 <u>RIZAL MEDICAL CENTER</u>	Agency Account Code: <u>K131</u>	Contact Person: <u>Wilma A. Laya</u>
Region: <u>MAIN & NCR</u>		Position: <u>Supervising Administrative Officer</u>
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		Telephone/Mobile Nos: <u>5706272</u>

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	335			335				0					0				0	335	20.28	6,793.80
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	200			200				0					0				0	200	19.20	3,840.00
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack	42			42				0					0				0	42	91.94	3,861.48
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	0			0				0					0				0	0	40.97	-
5 Ligh Bulb, LED, 7 watts 1 pc in individual box	piece	0			0				0					0				0	0	75.39	-
6 TAPE, ELECTRICAL, 18mm x 16M min	roll	27			27				0					0				0	27	18.93	511.11
COMMON OFFICE SUPPLIES																					

								Pages 2											
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	0					0							0	0	766.73		
2	AIR FRESHENER, aerosol, 280ml/150g min	can	381					0							0	381	88.69		33,790.89
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	533					0							0	533	49.73		26,506.09
4	CARBON FILM, PE, black, size 210mm x 297mm	box	20					0							0	20	205.48		4,109.60
5	CARBON FILM, PE, black, size 216mm x 330mm	box	51					0							0	51	210.91		10,756.41
6	CARTOLINA, assorted colors	pack	294					0							0	294	67.06		19,715.64
7	CHALK, molded, white, dustless, length: 78mm min	box	0					0							0	0	26.89		-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	248					0							0	248	38.19		9,471.12
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	332					0							0	332	40.47		13,436.04
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	343					0							0	343	7.87		2,699.41
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	342					0							0	342	13.94		4,767.48
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	270					0							0	270	19.88		5,367.60
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	250					0							0	250	41.10		10,275.00
14	CORRECTION TAPE, film base type, UL 6m min	piece	1838					0							0	1838	18.26		33,561.88
15	DATA FILE BOX, made of chipboard, with closed ends	box	1051					0							0	1051	72.57		76,271.07
16	DATA FOLDER, made of chipboard, taglia lock	piece	1548					0							0	1548	71.39		110,511.72
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	29					0							0	29	424.47		12,309.63
18	ENVELOPE, DOCUMENTARY, for legal size document	box	34					0							0	34	538.80		18,319.20
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	11					0							0	11	667.84		7,346.24
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	199					0							0	199	28.71		5,713.29
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	30					0							0	30	341.79		10,253.70
22	ENVELOPE, mailing, white, with window	box	2					0							0	2	427.23		854.46
23	ERASER, FELT, for blackboard/whiteboard	piece	16					0							0	16	11.55		184.80
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	81					0							0	81	6.23		504.63

25	FASTENER, METAL, 70mm between prongs	box	1012			1012				Pages 3 0				0		0	1012	59.37	60,082.44
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	152			152				0				0		0	152	73.59	11,185.68
27	FILE TAB DIVIDER, bristol board, for A4	set	209			209				0				0		0	209	12.98	2,712.82
28	FILE TAB DIVIDER, bristol board, for legal	set	106			106				0				0		0	106	17.31	1,834.86
29	FOLDER, FANCY, for A4 size documents	bundle	37			37				0				0		0	37	258.50	9,564.50
30	FOLDER, FANCY, for legal size documents	bundle	18			18				0				0		0	18	302.85	5,451.30
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	47			47				0				0		0	47	177.92	8,362.24
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	46			46				0				0		0	46	222.27	10,224.42
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	6			6				0				0		0	6	776.59	4,659.54
34	FOLDER, TAGBOARD, for A4 size documents	pack	733			733				0				0		0	733	226.05	165,694.65
35	FOLDER, TAGBOARD, for legal size documents	pack	100			100				0				0		0	100	208.38	20,838.00
36	GLUE, all purpose, gross weight: 200 grams min	jar	171			171				0				0		0	171	49.73	8,503.83
37	INDEX TAB, self-adhesive, transparent	box	11			11				0				0		0	11	53.74	591.14
38	LOOSELEAF COVER, made of chipboard, for legal	bundle	126			126				0				0		0	126	676.00	85,176.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	158			158				0				0		0	158	43.26	6,835.08
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	270			270				0				0		0	270	36.97	9,981.90
41	MARKER, whiteboard, black, felt tip, bullet type	piece	848			848				0				0		0	848	10.69	9,065.12
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	87			87				0				0		0	87	10.69	930.03
43	MARKER, whiteboard, red, felt tip, bullet type	piece	59			59				0				0		0	59	10.69	630.71
44	MARKER, PERMANENT, bullet type, black	piece	1837			1837				0				0		0	1837	10.04	18,443.48
45	MARKER, PERMANENT, bullet type, blue	piece	76			76				0				0		0	76	10.04	763.04
46	MARKER, PERMANENT, bullet type, red	piece	423			423				0				0		0	423	10.04	4,246.92
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	64			64				0				0		0	64	12.52	801.28
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	307			307				0				0		0	307	32.45	9,962.15

49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	352		352				Pages 4					0			0	352	44.32	15,600.64
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	292		292				0					0			0	292	59.49	17,371.08
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	5		5				0					0			0	5	18.99	94.95
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	799		799				0					0			0	799	6.91	5,521.09
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	628		628				0					0			0	628	14.04	8,817.12
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	2732		2732				0					0			0	2732	137.66	376,087.12
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	1224		1224				0					0			0	1224	160.94	196,990.56
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	3381		3381				0					0			0	3381	119.09	402,643.29
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	2852		2852				0					0			0	2852	123.08	351,024.16
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	78		78				0					0			0	78	95.18	7,424.04
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	48		48				0					0			0	48	34.29	1,645.92
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	303		303				0					0			0	303	20.40	6,181.20
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	0		0				0					0			0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	807		807				0					0			0	807	62.73	50,623.11
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	658		658				0					0			0	658	97.34	64,049.72
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	124		124				0					0			0	124	267.14	33,125.36
65	RUBBER BAND, 70mm min lay flat length (#18)	box	174		174				0					0			0	174	97.04	16,884.96
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	62		62				0					0			0	62	16.10	998.20
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	2114		2114				0					0			0	2114	35.99	76,082.86
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	427		427				0					0			0	427	35.99	15,367.73
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	283		283				0					0			0	283	35.99	10,185.17
70	STAMP PAD INK, purple or violet	bottle	122		122				0					0			0	122	25.62	3,125.64
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	101		101				0					0			0	101	28.77	2,905.77
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	47		47				0					0			0	47	21.51	1,010.97

73	STAPLE WIRE, STANDARD, (26/6)	box	1405			1405				Pages 5 0				0			0	1405	19.68	27,650.40
74	TAPE, MASKING, width: 24mm (±1mm)	roll	408			408				0				0			0	408	57.32	23,386.56
75	TAPE, MASKING, width: 48mm (±1mm)	roll	158			158				0				0			0	158	109.24	17,259.92
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	187			187				0				0			0	187	29.08	5,437.96
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	489			489				0				0			0	489	11.36	5,555.04
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	357			357				0				0			0	357	27.58	9,846.06
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	964			964				0				0			0	964	70.30	67,769.20
80	TWINE, plastic, one (1) kilo per roll	roll	19			19				0				0			0	19	51.92	986.48
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	20			20				0				0			0	20	133.99	2,679.80
82	Airline Travel	ticket	0			0				0				0			0	0	0.00	-

COMMON OFFICE DEVICES

1	CUTTER BLADE, for heavy duty cutter	tube	29			29				0				0			0	29	10.22	296.38
2	CUTTER KNIFE, for general purpose	piece	51			51				0				0			0	51	20.55	1,048.05
3	DATING AND STAMPING MACHINE, heavy duty	piece	28			28				0				0			0	28	497.52	13,930.56
4	PENCIL SHARPENER, manual, single cutter head	piece	26			26				0				0			0	26	194.69	5,061.94
5	PUNCHER, paper, heavy duty, with two hole guide	piece	36			36				0				0			0	36	123.42	4,443.12
6	SCISSORS, symmetrical, blade length: 65mm min	pair	85			85				0				0			0	85	14.28	1,213.80
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	86			86				0				0			0	86	85.45	7,348.70
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	2			2				0				0			0	2	913.95	1,827.90
9	STAPLE REMOVER, PLIER-TYPE	piece	89			89				0				0			0	89	18.91	1,682.99
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	35			35				0				0			0	35	51.57	1,804.95
11	WASTEBASKET, non-rigid plastic	piece	4			4				0				0			0	4	25.96	103.84

COMMON JANITORIAL SUPPLIES

1	BROOM, soft (tambo)	piece	2			2				0				0			0	2	91.94	183.88
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8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	2		2			Pages 7			0			0	2	1,372.55	2,745.10
9	ELECTRIC FAN, STAND type, plastic blade	unit	3		3			0			0			0	3	1,046.65	3,139.95
10	ELECTRIC FAN, WALL type, plastic blade	unit	5		5			0			0			0	5	782.00	3,910.00
11	FACSIMILE MACHINE, uses thermal paper	unit	0		0			0			0			0	0	3,642.83	-
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	0		0			0			0			0	0	1,123.78	-
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	0		0			0			0			0	0	5,191.68	-
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	0		0			0			0			0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	4		4			0			0			0	4	8,411.60	33,646.40
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	5		5			0			0			0	5	5,927.17	29,635.85
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	0		0			0			0			0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	0		0			0			0			0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit	2		2			0			0			0	2	744.14	1,488.28
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	0		0			0			0			0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit	1		1			0			0			0	1	1,379.04	1,379.04
22	Desktop Computer, branded	unit	0		0			0			0			0	0	35,887.49	-
23	Laptop Computer, branded	unit	0		0			0			0			0	0	36,587.28	-

COMMON COMPUTER SUPPLIES

1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	84		84			0			0			0	84	709.53	59,600.52
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	20		20			0			0			0	20	1,070.78	21,415.60
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	22		22			0			0			0	22	796.06	17,513.32
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	22		22			0			0			0	22	1,352.00	29,744.00
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	31		31			0			0			0	31	620.67	19,240.77
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	20		20			0			0			0	20	1,076.19	21,523.80
7	DVD REWRITABLE, speed: 4x min, 4-7GB capacity min	piece	4717		4717			0			0			0	4717	22.66	106,887.22

8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	35			35			Pages 8			0			0	35	3,152.86	110,350.10
9	FLASH DRIVE, 16 GB capacity	piece	151			151			0			0			0	151	261.75	39,524.25
10	MOUSE, optical, USB connection type	unit	6			6			0			0			0	6	140.39	842.34
HANDBOOK ON PROCUREMENT																		
1	HANDBOOK (RA 9184), 7th Edition	piece	1			1			0			0			0	1	48.13	48.13
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				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							Pages 9							0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart							0							0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart							0							0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart							0							0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart							0							0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart							0							0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart							0							0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart							0							0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart							0							0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart							0							0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart							0							0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart							0							0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart							0							0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart							0							0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart							0							0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart							0							0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart							0							0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart							0							0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart							0							0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart							0							0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart							0							0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart							0							0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart							0							0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart							0							0	0	379.64	-

43	INK CART, HP CZ121A (HP685A), Black	cart			0			Pages 10 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	-
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	32		32			0			0			0	32	79.82	2,554.24
65	RIBBON CART, EPSON C13S015531 (S015086), Black	cart	18		18			0			0			0	18	753.88	13,569.84

67	RIBBON CART, EPSON C135015632, Black, forLX-310	cart	20						Pages 11 0						0			0	20	78.96	1,579.20
68	TONER CART, BROTHER TN-2025, Black	cart							0						0			0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart							0						0			0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart							0						0			0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart	1						0						0			0	1	3,059.63	3,059.63
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart	32						0						0			0	32	4,460.08	142,722.56
73	TONER CART, HP CB435A, Black	cart							0						0			0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart							0						0			0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart							0						0			0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart							0						0			0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart	18						0						0			0	18	3,009.01	54,162.18
78	TONER CART, HP CE310A, Black	cart							0						0			0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart							0						0			0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart							0						0			0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart							0						0			0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart							0						0			0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart							0						0			0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart							0						0			0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart							0						0			0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart							0						0			0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart							0						0			0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart							0						0			0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart							0						0			0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart							0						0			0	0	10,377.95	-

91	TONER CART, HP CE410A, (HP305), Black	cart							Pages 12 0						0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart							0						0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart							0						0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart							0						0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart							0						0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart							0						0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart							0						0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart							0						0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart							0						0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart							0						0	0	0.00	-
101	TONER CART, HP CF280XC	cart							0						0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart							0						0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart							0						0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart							0						0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart							0						0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart							0						0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart							0						0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart							0						0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart							0						0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart							0						0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart							0						0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart							0						0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart							0						0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart							0						0	0	0.00	-

139	TONER CART, LEXMARK T650A11P, Black	cart			0			Pages 14 0			0			0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart	7		7			0			0			0	7	2,747.26	19,230.82
141	TONER CART, SAMSUNG MLT-D103S, Black	cart			0			0			0			0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart	16		16			0			0			0	16	2,541.76	40,668.16
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	4		4			0			0			0	4	7,403.55	29,614.20
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	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	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					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 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					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			-
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8					0				0				0			0	0			-
9					0				0				0			0	0			-
10					0				0				0			0	0			-
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12					0				0				0			0	0			-
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17					0				0				0			0	0			-
18					0				0				0			0	0			-
19					0				0				0			0	0			-
20					0				0				0			0	0			-

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					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			-
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10					0				0				0				0	0			-
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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			-
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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					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			-
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8					0				0				0				0	0			-
9					0				0				0				0	0			-
10					0				0				0				0	0			-

Office 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			-
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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			-
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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			-
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2					0				0				0				0	0			-
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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			-
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8					0				0				0				0	0			-
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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			-
5					0				0						0	0			-
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7					0				0						0	0			-
8					0				0						0	0			-
9					0				0						0	0			-
10					0				0						0	0			-

Lighting and fixtures and accessories

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

Electrical equipment and components and 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			-

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8					0				0				0				0	0			-
9					0				0				0				0	0			-
10					0				0				0				0	0			-

Computer 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			-
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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			-

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10					0				0					0	0			-

***Other Categories**

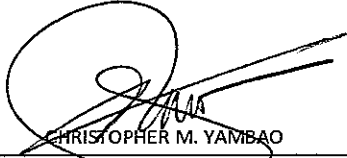
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8					0				0					0	0			-
9					0				0					0	0			-
10					0				0					0	0			-

C. TOTAL (A + B):																		P	3,755,810.63
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		P	375,581.06
E. GRAND TOTAL (C + D)																		P	4,131,391.69
F. APPROVED BUDGET BY THE AGENCY HEAD																			
G. MONTHLY CASH REQUIREMENTS																			
G.1 Available at Procurement Service Stores					3,755,810.63				-					-				P	3,755,810.63
G.2 Other Items not available at PS but regularly purchased from other sources					-				-					-				P	-
TOTAL MONTHLY CASH REQUIREMENTS					3,755,810.63				-					-				P	3,755,810.63

*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:



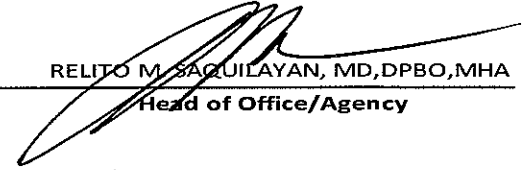
CHRISTOPHER M. YAMBAO
Property/Supply Officer

**Certified Funds Available / Certified
Appropriate Funds Available:**



MARIQUIT C. ACENA, MGM-ESP
Accountant / Local Budget Officer

Approved by:



RELITO M. SAQUILAYAN, MD, DPBO, MHA
Head of Office/Agency

Date: 10/11/2017