

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:

- The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
- app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - app.deped.ps@gmail.com- For primary and secondary schools
 - app.lgu.ps@gmail.com - For Local government units
- 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**.
 - Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
 - For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)6

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- 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

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ADMINISTRATIVE AIDE VI

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3043188

Item & Specifications		Unit	Fiscal Year 2025																				Total Budget	Total Actual
			Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16	Q17	Q18	Q19	Q20		
A- AVAILABLE AT PROCUREMENT SERVICE STORES																								
COMMON ELECTRICAL SUPPLIES																								
1	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	791			791	190			190	372			372	67			67	1420	20.28	28,797.60			
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	679			679	116			116	300			300	45			45	1140	19.20	21,886.18			
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	46			46			0	16				16				0	62	91.94	5,700.03			
4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	74			74	80			80	44			44	60			60	258	40.97	10,569.12			
5	Light Bulb, LED, 7 watts 1 pc in individual box	piece	113			113	48			48	65			65	35			35	261	75.39	19,676.69			
6	TAPE, ELECTRICAL, 18mm x 16M min	roll	293			293	65			65	54			54	3			3	415	18.93	7,855.12			
COMMON OFFICE SUPPLIES																								
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	36			36	13			13	10			10	3			3	62	766.73	47,537.24			

2	AIR FRESHENER, aerosol, 280ml/150g min	can	1362		1262	212		212	866		866	95		95	2435	88.69	215,963.07
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	3573		3573	965		965	2226		2226	256		256	7020	49.73	349,124.26
4	CARBON FILM, PE, black, size 210mm x 297mm	box	2		2			0			0			0	2	205.48	410.97
5	CARBON FILM, PE, black, size 216mm x 330mm	box			0			0			0			0	0	210.91	
6	CARTOLINA, assorted colors	pack	112		112	26		26	67		67	10		10	215	67.06	14,417.73
7	CHALK, molded, white, dustless, length: 78mm min	box			0			0			0			0	0	26.89	
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	202		202	62		62	116		116	11		11	391	38.19	14,931.82
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	192		192	50		50	80		80			0	322	40.47	13,030.18
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	1287		1287	428		428	775		775	90		90	2580	7.87	20,311.82
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	1182		1182	414		414	710		710	90		90	2396	13.94	33,390.66
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	1020		1020	354		354	648		648	90		90	2112	19.88	41,996.70
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	727		727	346		346	420		420	85		85	1578	41.10	64,857.06
14	CORRECTION TAPE, film base type, UL 6m min	piece	2358		2358	655		655	964		964	187		187	4164	18.26	76,044.63
15	DATA FILE BOX, made of chipboard, with closed ends	box	503		503	122		122	260		260	10		10	895	72.57	64,951.22
16	DATA FOLDER, made of chipboard, taglia lock	piece	339		339	162		162	165		165			0	666	71.39	47,542.81
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	225		225	29		29	190		190	21		21	465	424.47	197,376.50
18	ENVELOPE, DOCUMENTARY, for legal size document	box	236		236	29		29	196		196	9		9	470	538.80	253,237.50
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	214		214	37		37	146		146	10		10	407	667.84	271,809.25
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	386		386	150		150	276		276	51		51	863	28.71	24,780.53
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	49		49	7		7	28		28	3		3	87	341.79	29,735.35
22	ENVELOPE, mailing, white, with window	box	4		4	2		2			0			0	6	427.23	2,563.39
23	ERASER, FELT, for blackboard/whiteboard	piece	66		66	11		11	26		26	1		1	104	11.55	1,201.66
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	652		652	282		282	230		230	100		100	1264	6.23	7,874.21
25	FASTENER, METAL, 70mm between prongs	box	726		726	281		281	481		481	59		59	1547	59.37	91,850.96
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	232		232	45		45	130		130	30		30	437	73.59	32,159.00

27	FILE TAB DIVIDER, bristol board, for A4	set	717			717	186			186	385			385	15			15	1303	12.98	16,911.90
28	FILE TAB DIVIDER, bristol board, for legal	set	262			262	186			186	35			35	15			15	498	17.31	8,618.15
29	FOLDER, FANCY, for A4 size documents	bundle	189			189	25			25	156			156	1			1	371	258.50	95,904.39
30	FOLDER, FANCY, for legal size documents	bundle	207			207	24			24	169			169	1			1	401	302.85	121,442.05
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	218			218	33			33	143			143	15			15	409	177.92	72,770.59
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	198			198	32			32	129			129	15			15	374	222.27	83,128.53
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	147			147	32			32	114			114	1			1	294	776.59	228,317.11
34	FOLDER, TAGBOARD, for A4 size documents	pack	254			254	45			45	123			123	9			9	431	226.05	97,429.45
35	FOLDER, TAGBOARD, for legal size documents	pack	311			311	53			53	181			181	11			11	556	208.38	115,861.95
36	GLUE, all purpose, gross weight: 200 grams min	jar	445			445	189			189	197			197	53			53	884	49.73	43,963.80
37	INDEX TAB, self-adhesive, transparent	box	247			247	166			166	125			125	58			58	596	53.74	32,027.13
38	LOOSELEAF COVER, made of chipboard, for legal	bundle	29			29	7			7	2			2				0	38	676.00	25,688.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	74			74	45			45	30			30	15			15	164	43.26	7,095.30
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	895			895	307			307	495			495	82			82	1779	36.97	65,773.19
41	MARKER, whiteboard, black, felt tip, bullet type	piece	651			651	115			115	359			359	27			27	1152	10.69	12,316.26
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	530			530	75			75	310			310	12			12	927	10.69	9,910.74
43	MARKER, whiteboard, red, felt tip, bullet type	piece	345			345	62			62	204			204	12			12	623	10.69	6,660.62
44	MARKER, PERMANENT, bullet type, black	piece	1258			1258	291			291	556			556	67			67	2172	10.04	21,798.19
45	MARKER, PERMANENT, bullet type, blue	piece	984			984	252			252	413			413	60			60	1709	10.04	17,151.52
46	MARKER, PERMANENT, bullet type, red	piece	499			499	107			107	272			272	11			11	889	10.04	8,922.00
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	1867			1867	105			105	296			296	38			38	2306	12.52	28,874.81
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	1361			1361	636			636	594			594	188			188	2779	32.45	90,172.99
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	1442			1442	600			600	664			664	164			164	2870	44.32	127,212.18
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	1482			1482	395			395	609			609	89			89	2575	59.49	153,181.60
51	PAPER, PAD, ruled, size: 216mm x 330mm (±2mm)	pad	421			421	46			46	118			118	15			15	600	18.99	11,394.24

52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	896			896	352			352	498			498	98			98	1744	6.91	12,043.37
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	792			792	218			218	486			486	64			64	1560	14.04	21,902.40
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	12410			12410	4705			4705	8304			8304	3600			3600	29019	137.66	3,994,894.83
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	3255			3255	831			831	2134			2134	145			145	6365	160.94	1,024,383.10
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	3525			3525	1765			1765	1409			1409	635			635	7334	119.09	873,408.99
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	824			824	550			550	419			419	185			185	1978	123.08	243,460.15
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	175			175	13			13	12			12	12			12	212	95.18	20,178.33
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	451			451	144			144	272			272	100			100	967	34.29	33,157.27
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	776			776	118			118	301			301	59			59	1254	20.40	25,587.62
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0				0				0	0	319.07	
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	649			649	340			340	289			289	101			101	1379	62.73	86,508.53
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	1050			1050	273			273	368			368	80			80	1771	97.34	172,396.22
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	266			266	63			63	153			153	39			39	521	267.14	139,182.44
65	RUBBER BAND, 70mm min lay flat length (#18)	box	281			281	77			77	81			81	21			21	460	97.04	44,639.50
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	171			171	77			77	85			85	35			35	368	16.10	5,924.51
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	5970			5970	1081			1081	3476			3476	194			194	10721	35.99	385,895.96
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	4627			4627	943			943	3323			3323	191			191	9084	35.99	326,973.13
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	2253			2253	281			281	605			605	42			42	3181	35.99	114,498.19
70	STAMP PAD INK, purple or violet	bottle	183			183	22			22	132			132	14			14	351	25.62	8,990.94
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	99			99	31			31	28			28	9			9	167	28.77	4,803.99
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	116			116	84			84	23			23				0	223	21.51	4,796.11
73	STAPLE WIRE, STANDARD, (26/6)	box	1364			1364	484			484	653			653	180			180	2681	19.68	52,753.50
74	TAPE, MASKING, width: 24mm (±1mm)	roll	884			884	249			249	319			319	82			82	1534	57.32	87,936.24
75	TAPE, MASKING, width: 48mm (±1mm)	roll	608			608	216			216	226			226	50			50	1100	109.24	120,165.76
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	620			620	163			163	272			272	45			45	1100	29.08	31,986.24

77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	2176			2176	518			518	801			801	152			152	3647	11.36	41,418.25
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	908			908	249			249	234			234	47			47	1438	27.58	39,661.19
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	2771			2771	824			824	1545			1545	230			230	5370	70.30	377,532.48
80	TWINE, plastic, one (1) kilo per roll	roll	142			142	46			46	72			72	26			26	286	51.92	14,848.20
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	70			70	6			6	47			47	6			6	129	133.99	17,285.17
82	Airline Travel	ticket				0				0				0				0	0	0.00	-

COMMON OFFICE DEVICES

1	CUTTER BLADE, for heavy duty cutter	tube	425			425	93			93	133			133	39			39	690	10.22	7,054.01
2	CUTTER KNIFE, for general purpose	piece	390			390	155			155	202			202	13			13	760	20.55	15,618.30
3	DATING AND STAMPING MACHINE, heavy duty	piece	54			54	11			11	22			22	7			7	94	497.52	46,766.43
4	PENCIL SHARPENER, manual, single cutter head	piece	85			85	43			43	25			25	18			18	171	194.69	33,291.65
5	PUNCHER, paper, heavy duty, with two hole guide	piece	129			129	65			65	50			50	13			13	257	123.42	31,718.12
6	SCISSORS, symmetrical, blade length: 65mm min	pair	479			479	176			176	174			174	32			32	861	14.28	12,294.39
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	399			399	141			141	114			114	16			16	670	85.45	57,249.09
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	18			18	5			5	1			1				0	24	913.95	21,934.85
9	STAPLE REMOVER, PLIER-TYPE	piece	424			424	95			95	249			249	45			45	813	18.91	15,371.55
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	123			123	25			25	32			32	8			8	188	51.57	9,695.84
11	WASTEBASKET, non-rigid plastic	piece	20			20	10			10				0				0	30	25.96	778.75

COMMON JANITORIAL SUPPLIES

1	BROOM, soft (tambo)	piece	65			65	4			4	52			52				0	121	91.94	11,124.26
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	137			137	4			4	102			102	25			25	268	24.88	6,666.98
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	103			103	54			54	41			41	30			30	228	43.26	9,864.19
4	CLEANSER, SCOURING POWDER, 350g min./can	can	167			167	43			43	112			112	10			10	332	24.88	8,259.10
5	DETERGENT POWDER, all purpose, 1kg	pouch	496			496	98			98	248			248	10			10	852	38.93	33,165.97
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	832			832	86			86	379			379	30			30	1327	125.20	166,134.03

7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	35			35	3			3	30			30			0	68	28.12	1,912.27
8	FLOOR WAX, PASTE, RED	can				0				0				0			0	0	280.13	.
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	183			183	35			35	124			124	2		2	344	90.85	31,253.91
10	INSECTICIDE, aerosol type, net content: 600ml min	can	1044			1044	182			182	409			409	52		52	1687	142.77	240,855.01
11	MOP BUCKET, heavy duty, hard plastic	piece	5			5	4			4				0			0	9	1,987.44	17,886.96
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	45			45	2			2	35			35			0	82	148.18	12,150.69
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	88			88	3			3	70			70			0	161	110.32	17,762.04
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	684			684	92			92	440			440	15		15	1231	51.68	63,615.13
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	69			69	20			20	39			39			0	128	107.08	13,706.04
16	TRASHBAG, plastic, transparent	roll	450			450	139			139	154			154	108		108	851	145.48	123,799.40
17	DETERGENT BAR, 140 grams as packed	bar	122			122	52			52	75			75	5		5	254	7.57	1,923.08

COMMON OFFICE EQUIPMENT

1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	4			4	4			4	1			1	1		1	10	10,816.00	108,160.00
2	CALCULATOR, compact, 12 digits	unit	43			43	17			17	1			1	1		1	62	140.61	8,717.70
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	6			6	5			5				0			0	11	273.10	3,004.14
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0				0				0			0	0	273.10	.
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	9			9	5			5				0			0	14	6,828.14	95,593.97
6	DOCUMENT CAMERA, 3.2M pixels	unit	1			1				0				0			0	1	26,391.04	26,391.04
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	3			3	1			1				0			0	4	1,091.33	4,365.34
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	1			1				0				0			0	1	1,372.55	1,372.55
9	ELECTRIC FAN, STAND type, plastic blade	unit	10			10	1			1	1			1			0	12	1,046.65	12,559.75
10	ELECTRIC FAN, WALL type, plastic blade	unit	1			1				0				0			0	1	782.00	782.00
11	FACSIMILE MACHINE, uses thermal paper	unit	41			41	1			1				0			0	42	3,642.83	153,998.81
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0				0				0			0	0	1,123.78	.
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0			0	0	5,191.68	.

14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0				0		0	0	27,542.94	-	
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	7			7				0	2			2			0	9	8,411.60	75,704.43
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	21			21	1			1	2			2	1		1	25	5,927.17	148,179.20
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0			0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0			0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit	3			3	3			3				0			0	6	744.14	4,464.84
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0				0			0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0				0			0	0	1,379.04	-
22	Desktop Computer, branded	unit				0				0				0			0	0	35,887.49	-
23	Laptop Computer, branded	unit				0				0				0			0	0	36,587.28	-
COMMON COMPUTER SUPPLIES																				
1	CONTINUOUS FORM, 1 PLY, 280 x 341mm	box				0				0				0			0	0	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0				0			0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 341mm, carbonless	box	12			12				0				0			0	12	796.06	9,552.69
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0				0			0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 341mm, carbonless	box	12			12				0				0			0	12	620.67	7,448.06
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0				0			0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	1532			1532	251			251	530			530	201		201	2514	22.66	56,971.26
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	183			183	29			29	47			47	3		3	262	3,152.86	826,050.37
9	FLASH DRIVE, 16 GB capacity	piece	1157			1157	295			295	529			529	33		33	2014	261.75	527,158.86
10	MOUSE, optical, USB connection type	unit	266			266	87			87	89			89	15		15	457	140.39	64,158.05
HANDBOOK ON PROCUREMENT																				
1	HANDBOOK (RA 9184), 7th Edition	piece	21			21	3			3				0			0	24	48.13	1,155.15
CONSUMABLES																				
1	DRUM CART, BROTHER DR-3455	cart				0				0				0			0	0	7,138.56	-

2	INK CART, CANON CL-741, Col.	cart	4			4			0	4		4			0	8	1,041.58	8,332.65
3	INK CART, CANON CL-811, Colored	cart			0				0			0			0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart	4		4				0	4		4			0	8	784.16	6,273.28
5	INK CART, CANON PG-810, Black	cart			0				0			0			0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart	43		43	3			3	23		23	3		3	72	264.99	19,079.42
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	48		48				0	18		18			0	66	264.99	17,489.47
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	28		28				0	18		18			0	46	264.99	12,189.63
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	28		28				0	18		18			0	46	264.99	12,189.63
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	16		16	20			20	6		6			0	42	676.00	28,392.00
13	INK CART, HP C9352AA, (HP22), Tri-color	cart	8		8	15			15	2		2			0	25	782.00	19,549.92
14	INK CART, HP C9363WA, (HP97), Tri-color	cart	15		15				0	15		15			0	30	1,552.10	46,562.88
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				0			0			0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart			0				0			0			0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart	10		10				0	10		10			0	20	373.15	7,463.04
24	INK CART, HP CD888AA, (HP703), Tri-color	cart	10		10				0	10		10			0	20	373.15	7,463.04
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart	20		20	15			15	20		20	15		15	70	654.37	45,805.76
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart	20		20	15			15	20		20	15		15	70	654.37	45,805.76

27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart	20			20	15			15	20			20	15			15	70	654.37	45,805.76
28	INK CART, HP CD975AA, (HP 920XL), Black	cart	27			27	22			22	27			27	22			22	98	1,292.51	126,666.18
29	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0				0				0				0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0				0				0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0				0				0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0				0				0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart	57			57	29			29	58			58	34			34	178	1,616.99	287,824.58
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart	56			56	28			28	54			54	30			30	168	1,222.21	205,330.94
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart	56			56	28			28	54			54	30			30	168	1,227.62	206,239.49
38	INK CART, HP CN048AA, (HP951XL), Yellow	cart	56			56	28			28	54			54	30			30	168	1,227.62	206,239.49
39	INK CART, HP CN692AA, (HP704), Black	cart	35			35				0	35			35				0	70	373.15	26,120.64
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	30			30				0	30			30				0	60	373.15	22,389.12
41	INK CART, HP CZ107AA, (HP678), Black	cart	180			180	3			3	110			110	3			3	296	379.64	112,373.91
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart	158			158	6			6	80			80	6			6	250	379.64	94,910.40
43	INK CART, HP CZ121A (HP685A), Black	cart	20			20				0	20			20				0	40	380.72	15,228.93
44	INK CART, HP CZ122A (HP685A), Cyan	cart	50			50				0	30			30				0	80	259.58	20,766.72
45	INK CART, HP CZ123A (HP685A), Magenta	cart	50			50				0	30			30				0	80	259.58	20,766.72
46	INK CART, HP CZ124A (HP685A), Yellow	cart	50			50				0	30			30				0	80	259.58	20,766.72
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 Lo560AA (HP955) Black Original	cart				0			0			0			0	0	0.00	-
53	INK CART, HP Lo563AA (HP955XL) Cyan Original	cart				0			0			0			0	0	0.00	-
54	INK CART, HP Lo566AA (HP955XL) Magenta Original	cart				0			0			0			0	0	0.00	-
55	INK CART, HP Lo569AA (HP955XL) Yellow Original	cart				0			0			0			0	0	0.00	-
56	INK CART, HP Lo572AA (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				0			0			0			0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0			0			0			0	0	753.88	-
67	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart	12			12			0			0			0	12	78.96	947.48
68	TONER CART, BROTHER TN-2025, Black	cart				0			0			0			0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0			0			0			0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0			0			0			0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0			0			0			0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0			0			0			0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0			0			0			0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0			0			0			0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0			0			0			0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0			0			0			0	0	3,239.39	-

77	TONER CART, HP CE285A (HP85A), Black	cart	90			90			0	20		20			0	110	3,009.01	330,991.23
78	TONER CART, HP CE310A, Black	cart	4			4			0	4		4			0	8	2,482.27	19,858.18
79	TONER CART, HP CE311A, Cyan	cart	4			4			0	4		4			0	8	2,590.43	20,723.46
80	TONER CART, HP CE312A, Yellow	cart	4			4			0	4		4			0	8	2,590.43	20,723.46
81	TONER CART, HP CE313A, Magenta	cart	4			4			0	4		4			0	8	2,590.43	20,723.46
82	TONER CART, HP CE320A, Black	cart				0	9		9			0	9		9	18	2,968.99	53,441.86
83	TONER CART, HP CE321A, Cyan	cart				0	6		6			0	6		6	12	3,131.23	37,574.78
84	TONER CART, HP CE322A, Yellow	cart				0	6		6			0	6		6	12	3,131.23	37,574.78
85	TONER CART, HP CE323A, Magenta	cart				0	6		6			0	6		6	12	3,131.23	37,574.78
86	TONER CART, HP CE390A, Black	cart				0			0			0			0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0			0			0			0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0			0			0			0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0			0			0			0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0			0			0			0	0	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart	4			4			0			0			0	4	3,942.43	15,769.73
92	TONER CART, HP CE411A, (HP305), Cyan	cart	1			1			0			0			0	1	5,618.91	5,618.91
93	TONER CART, HP CE412A, (HP305), Yellow	cart	1			1			0			0			0	1	5,618.91	5,618.91
94	TONER CART, HP CE413A, (HP305), Magenta	cart	1			1			0			0			0	1	5,618.91	5,618.91
95	TONER CART, HP CE505A, Black	cart	10			10			0	5		5			0	15	4,158.75	62,381.28
96	TONER CART, HP CE505X, Black, high cap	cart				0			0			0	2		2	2	7,349.47	14,698.94
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0			0			0			0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0			0			0			0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0			0			0			0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0			0			0			0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0			0			0			0	0	7,241.31	-

102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0			0			0			0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0			0			0			0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0			0			0			0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0			0			0			0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0			0			0			0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0			0			0			0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0			0			0			0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0			0			0			0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0			0			0			0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0			0			0			0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0			0			0			0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0			0			0			0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0			0			0			0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0			0			0			0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0			0			0			0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0			0			0			0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0			0			0			0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0			0			0			0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0			0			0			0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0			0			0			0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0			0			0			0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0			0			0			0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0			0			0			0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0			0			0			0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0			0			0			0	0	0.00	-

127	TONER CART, HP CF410A (HP410A) black	cart				0			0			0			0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0			0			0			0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0			0			0			0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0			0			0			0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0			0			0			0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0			0			0			0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0			0			0			0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0			0			0			0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart			0	5			5			0			0	5	3,228.58	16,142.88
136	TONER CART, HP Q5942A, Black	cart			0				0			0			0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart			0				0			0			0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart	1		1				0	1		1			0	2	9,229.29	18,458.59
139	TONER CART, LEXMARK T650A11P, Black	cart	92		92	37			37	49		49	7		7	185	10,015.62	1,852,888.96
140	TONER CART, SAMSUNG MLT-D101S, Black	cart			0				0			0			0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart	8		8				0	4		4			0	12	3,028.48	36,341.76
142	TONER CART, SAMSUNG MLT-D104S, Black	cart			0				0			0			0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart	39		39	10			10	35		35	10		10	94	2,898.69	272,476.67
144	TONER CART, SAMSUNG MLT-D108S, Black	cart	3		3				0	2		2			0	5	2,855.42	14,277.12
145	TONER CART, SAMSUNG MLT-D203E, Black	cart	6		6				0			0			0	6	7,403.55	44,421.31
146	TONER CART, SAMSUNG MLT-D203L, Black	cart	25		25				0	19		19			0	44	4,802.30	211,301.38
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	107		107	75			75	2		2			0	184	5,267.39	969,200.13
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		
7					0			0			0			0	0		
8					0			0			0			0	0		
9					0			0			0			0	0		
10					0			0			0			0	0		
11					0			0			0			0	0		
12					0			0			0			0	0		
13					0			0			0			0	0		
14					0			0			0			0	0		
15					0			0			0			0	0		
16					0			0			0			0	0		
17					0			0			0			0	0		
18					0			0			0			0	0		
19					0			0			0			0	0		
20					0			0			0			0	0		
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		

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					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 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):															20,801,337.88			
D- ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)															2,080,133.79			

E- GRAND TOTAL (C + D)									22,881,471.66
F- APPROVED BUDGET BY THE AGENCY HEAD									
G- MONTHLY CASH REQUIREMENTS									
G.1 Available at Procurement Service Stores		1E+07		3E+06		5E+06		1E+06	20801337.88
G.2 Other Items not available at PS but regularity purchased from other sources		0		0		0		0	
TOTAL MONTHLY CASH REQUIREMENTS		1E+07		3E+06		5E+06		1E+06	20801337.88

*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:

MA. VICTORIA S. GREGORIO
Property/Supply Officer

Date: 11/8/2017

Certified Funds Available / Certified
Appropriate Funds Available *(Availability of Cash 2017)*

MARILOU D. ALFANTA
Accountant / Local Budget Officer

Approved by:

For:
MARK A. VILLAR
Head of Office/Agency

ARDELIZA R. MEDENILLA, MNSA, CESO II
Undersecretary for Support Services