

**ANNUAL PROCUREMENT PLAN FOR 2014
For Common-Use Supplies and Equipment**

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

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
- For Sub - Depots please refer to the following:
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - Zamboanga - **Zamboanga**
 - Surigao Del Norte - **Surigao Del Norte**
 - Camiguin - **Camiguin**
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
- Do not delete any field in the APP Form.
- 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.
- Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
- Consistent with DBM Circular No. 2011-6A, the APP for FY 2014 must be submitted on or before November 15, 2013.
- Rename your APP file in the following format- APP2013 - Sector (NGA/GOCC/GFI/Constitutional Office/Other Executive Offices(OEOs)/SUC/LGU) - Name of Agency - Region (e.g. APP2012 - NGA - DBM-PS - Central Office)
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: **OMSC- LABAGAN CAMPUS**
Region: IV-B
Address: **Labagan, San Jose, Occidental Mindoro**

Contact Person: **MARLYN G. NIELO, Ph. D.**
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Item & Specifications	Unit of Measure	Quantity Requirement												Total	PS Price Catalogue as of (06.30.2012)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec					
A. AVAILABLE AT PROCUREMENT SERVICE STORES																		
COMMON ELECTRICAL SUPPLIES																		
2. BALLAST, 36 watts	piece			1						1					1	4	69.63	278.52
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	10		9	5		8	17	7			14	5	11	1	87	36.40	3,166.80
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet							5								5	15.59	77.95
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	4					4					4				12	416.00	4,992.00
11. FUSE, 30 amperes	piece	4					4					4				12	10.35	124.20
13. STARTER, 4-40 watts	piece	4					4					4				12	3.90	46.80
14. TAPE, electrical	roll	1					1					1				3	18.20	54.60
COMMON COMPUTER SUPPLIES/CONSUMABLES																		
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box		1	1	1	1					1	1	1	1		8	508.90	4,071.20
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	5		5	5	5		5		5	5	5		5	5	45	561.18	25,253.10
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 9-1/2", 500 sets/box	box	5		5	5	5		5		5	5	5		5	5	45	462.28	20,802.60
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box	2		2	2	2		2		2		2		2		12	715.52	8,586.24
9. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece								1							1	10.40	10.40
10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	5				15	10	5	1	5			5	5		51	18.18	927.18
11. COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure	piece	5				10	10	5	1				5	5		41	53.04	2,174.64
12. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	10	2	12	12	12	12	12		2	10	2	10	2	62	14.02	869.24	
13. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	15	2	22	10	27				2	10	12	15	2	117	22.34	2,613.78	
14. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	10		1	6		5	2			3	2	2	1	32	372.32	11,914.24	
100. INK CARTRIDGE, Lexmark # 17, black, PN 10N0217	cart	16	6	8	18	8	18	6	6	6	16	6	16	6	130	984.30	127,959.00	
101. INK CARTRIDGE, Lexmark # 27, colored, PN 10N0227	cart	13	3	4	14	4	14	3	3	3	13	3	13	3	90	1,173.00	105,270.00	
136. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/T13/T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart	5	5	5	5	5	5	5	5	5	5	5	5	5	5	60	424.32	25,459.20
137. INK CARTRIDGE, Epson C13T105390, Cyan, for printer Stylus T10/T11/T13/T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart	4	4	4	4	4	4	4	4	4	4	4	4	4	4	48	424.32	20,367.36
138. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/T13/T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart	4	4	4	4	4	4	4	4	4	4	4	4	4	4	48	424.32	20,367.36
139. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/T13/T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart	4	4	4	4	4	4	4	4	4	4	4	4	4	4	48	424.32	20,367.36
164. MOUSE, optical, USB connection type	piece	3	2	2	5	1	5	3	2	3	2	4	2	4	2	32	174.72	5,591.04
328. RIBBON, Epson RN 8755	cart	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	83.13	997.56
329. RIBBON, Epson RN 8750	cart	14	10	12	12	10	12	12	12	14	12	14	12	14	14	148	75.28	11,141.44
COMMON OFFICE SUPPLIES																		
1. ACETATE, gauge #3, 50m in length	roll	3			2			2	2					2	2	15	612.02	9,180.30
2. AIR FRESHENER, 280ml/can	can	13	5	4	14	5	15	7	4	10	12	11	6	106	89.44	9,480.64		
3. ALCOHOL, 70%, ethyl	bottle	12	5	8	12	9	18	9	4	12	15	15	6	125	40.04	5,005.00		
5. BINDER, 3-ring, D-type, A4, 64mm(2.5"), with insert clear-view pocket on front, back and spine for label	pair	1						5								6	114.40	686.40
6. BINDER, 3-ring, D-type, legal, 64MM(2.5"), with insert clear-view pocket on front, back and spine for label	pair							6								6	119.60	717.60
7. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box	1														1	327.60	327.60
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	2						1								3	331.50	994.50
9. CARTOLINA, assorted color, 20s/pack	pack	15	1	11	15	26	34	14	4	7	10	17	2	156	69.89	10,902.84		
10. CARTOLINA, white, 20s/pack	pack	12		10	8	20	13	11	2	8	6	12	3	105	41.60	4,368.00		
11. CHALK, white, dustless, 100 pcs/box	box	10	7	5	6	5	37	5	9	5	23	5	9	126	34.32	4,324.32		
12. CLIP, bulldog (3")	piece	36	16	16	26	16	26	36	16	16	36	16	16	272	7.68	2,088.96		
13. CLIP, backfold, 25mm, 12s/box	box	4	3	6	3	4	24	3	3	6	14	3	3	76	14.56	1,106.56		
14. CLIP, backfold, 50mm, 12s/box	box	2	3	5	2	24	2	2	5	12	3	2	64	42.12	2,695.68			
15. CLIP, backfold, 90mm, 12s/box	box	1		1			10	1					1	23	73.42	1,734.42		
16. CLIP, backfold, 32mm, 12s/box	box	1			1		12			1		10		1	26	16.64	432.64	
17. COLUMNAR PAD, 4 cols, 50 gsm min.	pad	1					1			1				1	4	24.44	97.76	

20. COLUMNAR PAD, 18 cols, 50 gsm min.	pad		1			1									3	71.24	213.72	
21. COLUMNAR NOTEBOOK, 12 cols	piece	1		1			1							1	6	19.76	118.56	
22. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	22	6	11	16	22	17	16	6	17	13	12	12	170	20.75	3,527.50		
23. DATA FILE BOX, (5" x 9" x 15 3/4")	box	46		10	5		57	26		5	27	20		196	61.36	12,026.56		
24. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	25	10	20	25	15	25	5		10	25	15	15	190	66.56	12,646.40		
25. EDP BINDER, TB, for 11" X 9-1/2" CCF	piece	8	3	3	3	3	8	8	3	3	3	3	3	51	33.28	1,697.28		
26. EDP BINDER, TB, for 11" X 14-7/8" CCF, plastic, spring rod type, assorted colors	piece	3	3	3	3	3	8	3	3	3	3	3	3	41	33.28	1,364.48		
27. ENVELOPE, documentary (10"x15"), 500s/box	box	7			1	2	1				1			13	585.52	7,611.76		
28. ENVELOPE, expanding, kraft, legal size, 100s/box	box	4			2	1	1			2				10	650.57	6,505.70		
29. ENVELOPE, mailing white, 500s/box	box	4	2			1	1	1	1	2				12	152.59	1,831.08		
31. ENVELOPE, pay, kraft, (4"x7-1/2"), 496s/box	box	2		2		1	2		2	2				2	102.54	1,230.48		
32. ENVELOPE, expanding, plastic, legal size	piece	18		20	26	25	32			6				6	133	45.76	6,086.08	
33. ENVELOPE, documentary, A4, 500s/box	box	2			12	1	1							1	4	460.62	1,842.48	
34. ERASER, blackboard/whiteboard	piece	35			12	1	60	11		12	28	12		170	10.59	1,800.30		
35. ERASER, rubber	piece	45	8	20	13	25	31	37	8	23	23	25	11	269	5.18	1,393.42		
36. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	32		10	6		21	5		6	10	11		101	79.04	7,983.04		
37. FOLDER, pressboard, plain, legal, 100s/box	pack	3					1	1		2				7	851.64	5,961.48		
38. FOLDER, tagboard, legal size, 100s/box	pack	3			1	8	1			3	1	1	1	20	327.60	6,552.00		
39. FOLDER, tagboard, A4 size, 100s/box	pack	2			1		2	2			3		1	11	295.40	3,260.40		
40. FOLDER, morocco/fancy, legal size, 50s/pack	pack						2							2	257.92	515.84		
42. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	12				6	1		5	1	5			30	196.56	5,896.80		
43. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	12				6	1		5	1	5			30	209.04	6,271.20		
44. GLUE, all purpose, 300 grams min.	jar	22	2	9	13	5	29	9	1	7	20	8	3	128	45.76	5,857.28		
45. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	15			7		12	7		5	7	5		60	32.76	1,965.60		
46. INDEX CARD, 3" x 5", ruled both sides, 500s/pack	pack	2					1	1					1	5	40.98	204.90		
47. INDEX CARD, 5" x 8", ruled both sides, 500s/pack	pack	11				2	1						1	16	93.60	1,497.60		
48. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box	2				1	1			1				5	34.58	172.90		
49. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box	1				1	1							2	50.16	100.32		
50. INDEX TAB, self-adhesive, 10 pcs/box	box	1			1		1		1					4	49.40	197.60		
53. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece							5							5	36.40	182.00	
54. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece							5							5	36.40	182.00	
55. MAP PIN, round head, 100s/case	case	8			5		6	1		6		5		31	36.40	1,128.40		
56. MARKER, fluorescent, 3 colors/set	set	14	3	4	13	13	21	5	3	13	3	9	3	104	41.68	4,272.32		
57. MARKING PEN, whiteboard, black	piece	74	1	2	23	57	43	2	1	69	6	38		316	11.86	3,747.76		
58. MARKING PEN, whiteboard, blue	piece	47	1	3	22	21	24	5	1	38	6	17	2	187	11.86	2,217.82		
59. MARKING PEN, whiteboard, red	piece	42				17	20	33		37	1	17		118	11.86	1,386.62		
60. MARKER, permanent, black	piece	65	7	9	28	58	56	7	6	65	15	22	5	343	12.25	4,201.75		
61. MARKER, permanent, blue	piece	21	2	4	23	11	37	5	1	18	6	17		145	12.25	1,776.25		
62. MARKER, permanent, red	piece	27	3			10	33	1	2	27	2	17		144	12.25	1,764.00		
63. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece													0	7.20	-		
64. NOTE PAD, (3"x3"), 100 sheets/pad	pad	6			1				5	1			1	14	34.32	480.48		
65. NOTE PAD, (3"x4"), 100 sheets/pad	pad	2												2	57.20	114.40		
68. OIL, for general purpose, 120 mL	bottle	3	1	1		1	2	2			2			12	34.32	411.84		
69. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream	20				30	7			20		7		84	98.68	8,289.12		
70. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream	12	2	2	2	3	7	2	2	2	2	2	2	39	70.08	2,733.12		
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream	32	5	2	2	25	12	2	5	22	2	15	2	136	110.12	14,976.32		
72. PAPER, for Plain Paper Copier, 254mm 356mm (B4), 70gsm	ream	3				3			3					3	112	194.66	2,335.92	
73. PAPER, ruled pad, 216mmx330mm, 90 sheets/pad	pad	8					10	4						22	19.55	430.10		
76. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream	21			5	21	21	56	11	6	6	36	16	6	205	118.08	24,206.40	
78. PAPER FASTENER, for paper, metal, 50 sets/box	box	12			3	10	8	22	3	8	11	7	1	85	82.04	6,973.40		
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	41	3	3	19	13	57	10	2	10	10	28	5	201	14.04	2,822.04		
80. PAPER CLIP, gem type, 32mm, 100s/box	box	51	4	4	19	12	64	10	3	10	5	40	5	227	7.80	1,770.60		
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	46	1	4	13	11	45	1	1	21	5	36	4	188	20.53	3,859.64		
82. PENCIL, mechanical, for 0.5mm lead	piece	30	5			9	29	4		9	3	17	2	123	37.44	4,608.12		
83. PUSH RIN, flat head type, assorted colors, 100s/case	case	20	7	2		6	7	24	2		6	6	11	88	57.20	5,033.60		
84. RECORD BOOK, 200 pages, Smyth sewn	book	18	5	1	10	7	35	5		6	15			86	88.40	7,602.40		
85. RECORD BOOK, 500 pages, Smyth sewn	book	6	1	6	1	6	1	6	1	6	1	6	1	42	14.54	610.68		
86. RIBBON, nylon, manual typewriter	spool	5												5				
88. RING BINDER, 6mm x 1.12m, plastic, 10 pcs/bundle	bundle	5			5	1	5			5				21	33.27	698.67		
89. RING BINDER, 8mm x 1.12m, plastic, 10 pcs/bundle	bundle	5			5	1	5			5				21	36.39	764.19		
90. RING BINDER, 10mm x 1.12m, plastic, 10 pcs/bundle	bundle	5			5	1	5			5				21	44.19	927.99		
91. RING BINDER, 11mm x 1.12m, plastic, 10 pcs/bundle	bundle	5			5	1	5			5				21	54.59	1,146.39		
92. RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	piece	5			5	1	5			5				21	4.52	94.92		
93. RING BINDER, 14mm x 1.12m, plastic, 10 pcs/bundle	bundle	5			5	1	5			5				21	74.35	1,561.35		
94. RING BINDER, 16mm x 1.12m, plastic, 10 pcs/bundle	bundle	5			5	1	5			5				21	98.79	2,074.59		
95. RING BINDER, 19mm x 1.12m (3/4"x44"), plastic	piece	5			5	1	5			5				21	11.39	239.19		
96. RING BINDER, 22mm x 1.12m, plastic, 10 pcs/bundle	bundle	5			5	1	5			5				21	148.19	3,111.99		
97. RING BINDER, 25mm x 1.12m (1"x44"), plastic	piece	5			5	1	5			5				21	12.22	256.62		
98. RING BINDER, 28mm x 1.12m, plastic, 10 pcs/bundle	piece	5			5	1	5			5				21	227.23	4,771.83		
99. RING BINDER, 32mm x 1.12m, plastic, 10 pcs/bundle	piece	5			5	1	5			5				21	256.87	5,394.27		
100. RING BINDER, 50mm x 1.12m (2" x 44"), plastic	piece	5			5	1	5			5				21	29.12	611.52		
101. RUBBER BAND, 1.6mm min thickness, min. 350grams/box or approx 220pcs	box	3	2	1		11	2	3		11	2	3		39	132.68	5,174.52		
102. RULER, plastic, 300mm	piece	11			4	8	9	3					1	4	39	3.64	141.96	
103. RULER, plastic, 450mm	piece	19			14	2	20	3			13	2	14	1	88	36.40	3,303.20	
104. SIGN PEN, black	piece	42	5	12	21	19	80	10	15	20	22	39	11	206	13.14	12,769.44		
105. SIGN PEN, blue	piece	26	1	5	16	4	68	3	1	17	1	35	4	181	43.14	7,808.34		
106. SIGN PEN, red	piece	23	1	15	13	47				13		24		136	43.14	5,867.04		
107. STAMP PAD INK, violet, 50mL	bottle	18	3	1	15	3	24	1		13	6	15		98	21.84	2,140.32		
108. STAMP PAD, felt pad, min 60mm x 100mm	piece	10	2	1	2	2	10	2	2	1	4	5	1	42	24.96	1,048.32		
109. STAPLE WIRE, standard, #35	box	30	1	10	23	19	55	2	1	20	74	21	1	257	23.59	6,062.63		
111. TAPE, adding machine, GSP bond	roll	3					3			3				9	7.76	69.84		
112. TAPE, masking, 24mm, 50 meters length	roll	9	5		15	20	19	4	7	5	24		7	115	45.76	5,262.40		
113. TAPE, masking, 48mm, 50 meters length	roll	16			5	8	5	16	5	11	9	13		88	91.31	8,035.28		
114. TAPE, transparent, 24mm, 50 meters	roll	39	6	8	28	29	42	7	6	24	25	17	6	237	14.56	3,450.72		
115. TAPE, transparent, 48mm, 50 meters	roll	25	8	1	13	9	17	9	6	9	14	15	6	132	30.11	3,974.52		
116. TAPE, packaging, 48mm, 50 meters length	roll	22	3	3	7	13	19	6		15	12	8		108	30.11	3,251.88		
119. TOILET TISSUE, 12 rolls/pack	pack	25	2	4	12	21	15	4	1	20	6	12	1	123	72.80	8,954.40		
120. TWINE, plastic, one kilo per roll	roll	5	2	4			2	1			2			12	45.64	547.68		
COMMON OFFICE DEVICES																		
1. BLADE, heavy duty cutter(L500), 10 pcs/pack	pack	14	2		3	4	10	3	1	1	2	6	1	47	9.36	439.82		
2. CUTTER, heavy duty	piece	21	2	1	4	3	15	6		4	4	8	1	69	27.98	1,930.62		
3. PUNCHER, heavy duty	piece	14			4	2	11	4		2		5	1	43	98.80	4,248.40		
4. SCISSORS, (6")	pair	21	2	4	5	14	8			4	4	4	1	67	17.35	1,162.45		
5. SHARPENER, single cutterhead	piece	12			1	1	9	2	3	2		4		38	171.60	6,520.80		
6. STAMPING DATER, self-inking stamp	piece	4	1	2	4	2	2		1	2	1			17	442.00	7,514.00		
7. STAPLER, heavy duty, standard	piece	13	2	1		4	11	2										

9. FLOOR WAX, paste, natural, 2kgs.	can	20			6	11	12	28				13	11	5		106	306.80	32,520.80
10. FLOOR WAX, paste, red, 2kgs.	can	7				6		5			1	5		5		29	312.00	9,048.00
11. FLOOR WAX, liquid type, 3-9L/ plastic container	container	5				5		5			5			5		25	344.76	8,619.00
12. FURNITURE CLEANER, 300ml/can min	can	5				3	1	6			3	3	3			24	100.88	2,421.12
13. INSECTICIDE, 600mL (420g)/can	can	4	2	2	2	1	2	2	1	1	1	2	2	1	21	21	114.40	2,402.40
14. MOPHANDLE, screw type, wooden handle	piece	24				2	20	11	2	5		17		3	84	88.40	7,425.60	
15. MOPHEAD, 100% rayon, 400g	piece	28			3	1	20	16	1	25	5	16		3	118	78.00	9,204.00	
16. RAG, COTTON, (7") in diameter	kilo	21	3	11	4	21	11	1	1	11	4	13	4	1	105	46.80	4,914.00	
17. SCOURING PAD, economy size	pack	8		2	2	8	1	2		5	3	6	2	1	38	135.20	5,137.60	
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	49	11	28	18	15	42	17	26	27	42	26	28	329	67.60	22,240.40		
19. TOILET DEODORANT CAKE, 99% parachlorobenzene, 50gms, 3 pcs/pack	box	44	18	36	9	20	41	37	27	40	36	40	19	367	29.12	10,687.04		
20. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll	23	1	2	17	2	15	5	2	15	5	15	1	103	143.52	14,782.56		
LEGAL SIZE PAPER																		
1. PAPER, bond, Premium Grade	ream	163	6	6	58	48	72	31	8	53	51	16	10	522	114.09	59,554.98		
2. PAPER, mimeo, Groundwood	ream	438	15	409	13	25	43	416	5	433	25	13	3	1838	77.53	142,500.14		
4. PAPER, for PPC	ream	12			12						12			60	114.30	6,858.00		
5. PAPER, multicopy, legal, for laser printing	ream	45	8	8	60	28	50	28	8	20	38	35	8	336	144.04	48,397.44		
COMMON OFFICE EQUIPMENT																		
1. AIRPOT, 4.0 liters, w/ dispenser	unit	1				2									3	1,331.20	3,993.60	
2. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display, AC power source, Canon	unit	2				1						1			4	1,872.00	7,488.00	
4. CALCULATOR, scientific, 10 digits, dot, matrix display, programmable, with case	unit	3			1		1								5	394.16	1,970.80	
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit	5		1		1	2	2		1	2	1			15	155.88	2,338.20	
6. CHAIR, monobloc, without armrest, beige/white	unit	25													25	249.60	6,240.00	
8. DOCUMENT CAMERA, w/ DVI port, four (4), reference points demarcate viewing area, 8 times, (800x) consecutive zoom, PC and Doc Cam VS	unit	1													1	19,552.00	19,552.00	
9. ELECTRIC FAN, orbit type	unit	2			2	3	32			2					41	1,404.00	57,564.00	
10. ELECTRIC FAN, with stand	unit	10	2	1	2	2	2			2	1				22	1,071.20	23,566.40	
11. ELECTRIC FAN, wall type	unit	2													2	1,039.60	2,079.20	
12. INDUSTRIAL FAN, 18" metal blade	unit	3			1	2	1			1					8	1,092.00	8,736.00	
14. FIRE EXTINGUISHER, dry chemical, for ABC class, of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit					20	4								24	1,037.92	24,910.08	
15. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type, non-electrical conductor, 4.5kg (10 lbs) brand new	unit					20									20	3,710.72	74,214.40	
16. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit	1					1					1			3	22,848.80	68,546.40	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																		
Office Equipment and Accessories																		
1. Wall Clock	pc														1	1,000.00	1,000.00	
2. Aircon Unit, Carrier thp window type	unit					1	1				1				3	23,000.00	69,000.00	
3. Glass Cork Bulletin Board, 40x40	pc					3					2				5	5,000.00	25,000.00	
4. Teachers Table 3 drawers with Chair	pc					30									30	6,000.00	180,000.00	
5. Vertical Filing Cabinet	pc					1									1	10,000.00	10,000.00	
6. Hot/ Cold Water Dispenser, EUREKA	unit	2				2	1								5	6,500.00	32,500.00	
7. Steel Filing Safe Cabinet, 4 Drawers	pc					1	1				1				2	16,500.00	33,000.00	
8. Copier Machine(Gestetner DSM616)	unit	1													1	200,000.00	200,000.00	
9. Aircon, KOPPEL KFM-36EO including Installation (cabinet type)	unit	1	1			1									3	80,000.00	240,000.00	
10. Additional Steel Catalogue Cabinet	pc	1													1	25,000.00	25,000.00	
11. Photocopier Machine	unit	1													1	25,000.00	25,000.00	
12. Binding Machine, Legal Size	unit	1			1										2	25,000.00	50,000.00	
13. Industrial Fan	unit						3								3	5,000.00	15,000.00	
14. Opershelves Steel Cabinet, 5 Layers	unit	2													2	5,000.00	10,000.00	
Office Supplies																		
1. Ballpen(black)	box	1	1	1	1	1	1	1	1	1	1	1	1	1	12	60.00	720.00	
2. Art Paper	ream									1					2	230.00	460.00	
3. Brown Envelope(short)	pc	5	5	5	5	5	5	5	5	5	5	5	5	60	2.50	150.00		
4. Brown Envelope(long)	pc	5	5	5	5	5	41	5	5	5	5	5	5	96	3.00	288.00		
5. Felt Paper (asstd color)	pc	2	2	2	2	2	2	2	2	2	2	2	2	24	32.95	550.80		
6. Ballpoint, Titus black	pc						36							36	7.00	504.00		
7. Ballpoint, Titus blue	pc						30					30		60	7.00	420.00		
8. Ballpoint, Titus red	pc						30					30		60	7.00	420.00		
9. Class Record, College	pc						30					30		60	40.00	2,400.00		
10. Certificate Frame, 8 1/2x11	pc						3				2			5	120.00	600.00		
11. Envelope, Expanding, kraft, legal size	pc						7				6			13	16.00	208.00		
12. Whiteboard Marker, black Pilot	pc						5				5			10	45.00	450.00		
13. INK for Whiteboard Marker, black Pilot	bot	2					3	2			2			9	145.00	1,305.00		
14. Paper, mimeo, white wove, Legal Size	ream						10				10			20	175.00	3,500.00		
15. Pencil, Mongol #2, 1doz/box	box	12			5	2	3	3			13		3	41	84.00	3,444.00		
16. Chalkboard	pc						4							4	1,000.00	4,000.00		
17. Whiteboard	pc						4							4	10,000.00	40,000.00		
18. Glue Gun	pc	3						1						4	70.00	280.00		
19. Glue Stick	pc	40				10		30		10			10	100	8.50	850.00		
20. Stapler w/ Staple Remover	pc	1	1		3	1	3	1					2	12	275.00	3,300.00		
21. Whiteboard 4x4	pc	1												1	1,800.00	1,800.00		
22. Art Paper, asstd color 20s/ pack	pack	6						6						12	15.00	180.00		
23. Ballpoint pen, Black PILOT 12s/box	box	3	1		1	1	2			1	1	1		11	317.00	3,487.00		
23. Ballpoint pen, Red PILOT 12s/box	box	1								1				3	317.00	951.00		
24. Copy Printer Ink DX2430	crsgs	1	1	2	1	1	1	1	1	1	2	1	1	13	1,200.00	15,600.00		
25. Crayons, Crayola 16s/ box	box	6												6	40.00	240.00		
26. Fastener, Plastic cosets/box	box	3						3						6	45.00	270.00		
27. Glitters Gold/ Silver	pack	20												20	25.00	500.00		
28. Glossy Photo Paper, A4 20 sheets	pack	6						6						12	60.00	720.00		
29. Specialty Paper(board) 20 sets/ pack	pack	3			30	30	30	2				30		125	80.00	10,000.00		
30. Specialty Paper(bond) 20sete/ pack	pack	3						3						6	75.00	450.00		
31. Styro board 1/2	pc	7						6						13	100.00	1,300.00		
32. Tape, double sided 1"	roll	4	2		4	2		4	2			4	2	24	20.00	480.00		
33. Toner DSM615	crsgs	23	2		4	2	22	3	2	2	24	4	4	92	3,500.00	322,000.00		
34. Whiteboard with Stand 4x8	pc	1						1						2	2,500.00	5,000.00		
35. Color Pen B5	set	1					2							3	23.40	70.20		
36. Correction Fluid	pc	2		2	5		7	2					2	22	31.50	715.00		
37. Fluorescent Sticker White	ream	10	10	10	10	10	10	10	10	10	10	10	10	100	100.00	10,000.00		
38. Folder long Expanded	pc	5		5			5	5			5			30	28.00	840.00		
39. Library Card (Labor and Materials)	lot	1												1	7,000.00	7,000.00		
40. Magazine File Box 3 colors/set	set	5									5			10	24.60	246.00		
41. Pentelpen Black/Blue	pc	2			4			4						16	25.90	414.40		
42. Masking Tape 1"	roll	5		5			5			5		5		25	52.00	1,300.00		
43. Transparent Tape 1"	roll	5		5		5	5	2	5	4	5	2	2	40	32.00	1,280.00		
44. Thumbtacks	box	1		1	3	2	1			1	2	2	2	13	24.00	312.00		
45. Accession Book	pc	3						3						9	450.45	4,054.05		
46. Data File Box (5"x9"x15"-3/4) light blue	box					10	10	10			10	10		50	61.36	3,068.00		
47. Data File Box (5"x9"x15"-3/4) red	box					10	10	10			10	10		50	61.36	3,068.00		
48. Data File Box (5"x9"x15"-3/4) green	box					10	10	10			10	10		50	61.36	3,068.00		
49. Data File Box (5"x9"x15"-3/4) black	box					10	10	10			10	10		50	61.36	3,068.00		
50. Data Folder, w/ Finger Ring, (5"x9"x15") blue	box					10	10	10			10	10		50	61.36	3,068.00		
51. Data Folder, w/ Finger Ring, (5"x9"x15") red	box					10	10	10			10	10		50	61.36	3,068.00		
52. Data Folder, w/ Finger Ring, (5"x9"x15") black	box					10	10	10			10	10		50	61.36	3,068.00		
53. Data Folder, w/ Finger Ring, (5"x9"x15") green	box					10	10	10			10	10		50	61.36	3,068.00		
54. Folder, Padded, Plain, Legal, 100s/box, red	pack				1									1	851.64	851.64		

9. 3 in 1 Printer, Scanner, Photocopier	unit	1													6	7,000.00	42,000.00
10. Projector, ACER x1140A	unit					2						1			3	25,000.00	75,000.00
11. DVD ROM, LG	pc	2													2	1,000.00	2,000.00
12. Computer (desktop) i5	unit			1			1					1			3	28,000.00	84,000.00
13. Portable External Hard Drive 500Gb	pc	1													2	3,120.00	6,240.00
14. Flash Drive 16Gb	pc	11													11	720.00	7,920.00
15. Printer Epson L210 W/ CISS	unit	2		1			2								5	8,300.00	41,500.00
16. Printer Epson LX300+II Model P1708	unit	1													1	10,000.00	10,000.00
17. External Hard Drive, Samsung,1TB	unit			1											1	4,000.00	4,000.00
18. HP Scanjet, G3110	unit			1											1	6,890.00	6,890.00
19. AVR	unit	3					1								4	700.00	2,800.00
20. Keyboard	unit	3					1								4	600.00	2,400.00
21. Headset(wireless)	unit	3													3	380.00	1,140.00
22. Speaker	unit	7													7	580.00	4,060.00
23. Laptop, ACER	unit	1													1	35,000.00	35,000.00
24. Printer L3 w/ Scanner and CISS	unit	1													1	7,795.00	7,795.00
*Other Categories																	
1. First-Aide Medical Kit Cabinet	pc						1								1	1,000.00	1,000.00
2. Sets of Curtain with Curtain rod, 6pcs/ set	pc						2								2	2,500.00	5,000.00
3. Tarpauline 3'x5'	pc	4										4			8	550.00	4,400.00
4. Curtain	pc	1													1	19,500.00	19,500.00
5. Curtain, Yellow	panel	1					10			1					22	2,000.00	44,000.00
6. Giza Cloth, Yellow	yard			10											10	15.00	150.00
7. Curtain	pc						6						6		12	120.00	1,440.00
8. Ultra Violet Penlight	pc						3								3	200.00	600.00
9. Blood Typing SERA(A&B) 10ml	pc						1								1	3,000.00	3,000.00
10. Phenolphthalein Presumptive Blood kit	kit						1								1	2,000.00	2,000.00
11. Diphenylamine 1% in Sulphuric Acid 100ml	kit						1								1	2,500.00	2,500.00
12. Curtain for Windows	piece						10								10	400.00	4,000.00
13. Vehicle, Patrol Car	unit						1								1	200,000.00	200,000.00

***GRAND TOTAL: 4,892,675.88
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 5,381,943.47
APPROVED BUDGET:


*Other categories that are not indicated herein
**Prices are FOB Manila/Applicable for items under A.
***Grand total for items under A and B

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:


AILEENE T. DAGOS
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:


GRACE M. ANCHETA
Accountant /
Local Budget Officer

Approved:


ARNOLD N. VENTURINA Ph. D.
Head of Office/Agency

Date Prepared: _____

-	213.72																						213.72
-	118.56																						118.56
-	3,527.50	249.00		1,141.25			41.50																
-	12,026.56		1,534.00	2,761.20	1,227.20	613.60		859.04	2,454.40	352.75	83.00	311.25	41.50	62.25									1,245.00
-	12,646.40		1,664.00	1,331.20	1,331.20	332.80			665.60						665.60								6,656.00
-	1,697.28					166.40			332.80														1,198.08
-	1,364.48					166.40																	1,198.08
-	7,611.76				2,342.08	1,171.04			1,171.04	1,171.04	1,171.04				585.52								
-	6,505.70			3,903.42		650.57			1,301.14						650.57								
-	1,831.08			457.77	610.36	152.59			305.18						152.59		152.59						
-	1,230.48																						
-	6,086.08			915.20		228.80				3,660.80	183.04	1,098.24			921.24	460.62							1,230.48
-	1,842.48									460.62													
-	1,800.30	635.40				211.80		21.18	211.80						21.18					105.90			571.86
-	1,393.42		77.70			62.16		51.80	103.60	77.70					20.72					372.96	25.90		103.60
-	7,983.04	2,371.20	1,976.00	1,580.80	395.20	395.20			790.40						79.04					395.20			395.20
-	5,961.48					851.64			1,703.28						3,406.56								
-	6,552.00			982.80		1,638.00		655.20		655.20					327.60						655.20		1,638.00
-	3,260.40							592.80	592.80											592.80			1,482.00
-	515.84					515.84																	
-	5,896.80			2,948.40		589.68			393.12			1,965.60											
-	6,271.20			3,135.60		627.12			418.08			2,090.40											
-	5,857.28	1,144.00	411.84	274.56	183.04	183.04		183.04	457.60	915.20	915.20	732.16	183.04	228.80								228.80	
-	1,965.60	819.00			196.56	229.32			196.56						65.52								327.60
-	204.90								81.96			122.94											
-	1,497.60					280.80			187.20			748.80											
-	172.90								69.16			103.74											
-	100.32								100.32														
-	197.60					49.40			98.80						49.40								
-	182.00					182.00																	
-	182.00					182.00																	
-	1,128.40			910.00		36.40	36.40		72.80			72.80											
-	4,272.32			1,027.00		205.40			82.16		616.20	246.48			492.96					123.24			1,478.88
-	3,747.76	118.60	711.60	296.50	355.80				177.90	118.60	1,779.00	177.90	71.16										
-	2,217.82	118.60	711.60	296.50					23.72	118.60	711.60				237.20					118.60			
-	1,980.62		711.60	296.50		118.60			23.72	118.60	711.60									118.60			
-	4,201.75	122.50	735.00	306.25	110.25	245.00			122.50	1470.00	245.00	73.50	294.00	36.75								441.00	
-	1,776.25	122.50	735.00	306.25	110.25	122.50			24.50	24.50	245.00				49.00					36.75			
-	1,764.00		735.00	306.25		122.50			24.50	367.50	122.50				49.00					36.75			
-	-																						
-	480.48								343.20			137.28											
-	114.40											114.40											
-	411.84	102.96						34.32				137.28								68.64			68.64
-	8,289.12					986.80	394.72		6,907.60														
-	2,733.12				350.40	700.80																	
-	14,976.32			3,303.60					7,708.40														1,681.92
-	2,335.92														2,335.92								2,642.88
-	430.10														195.50								
-	24,206.40			3,542.40	1,180.80							234.60											
-	6,973.40	82.04	2,051.00		656.32	164.08		1,180.80	164.08	5,313.60	7,084.80	2,361.60								3,542.40			
-	2,822.04	28.08	351.00	842.40	140.40	84.24			28.08	1,640.80	574.28				246.12					410.20		984.48	
-	1,770.60		195.00	702.00	78.00	46.80			31.20	421.20	112.32	84.24	42.12		70.20					336.96			
-	3,859.64	41.06	1,231.80	1,231.80	61.59	205.30			20.53	234.00	78.00	109.20	46.80		39.00					187.20			
-	205.92									410.60	349.01				61.59						246.36		
-	4,605.12	37.44	936.00	1,123.20	374.40	112.32		112.32		149.76	561.60	636.48	149.76	187.20	112.32							224.64	
-	5,033.60		1,716.00	858.00	286.00	57.20		572.00	572.00			171.60			343.20					286.00		171.60	
-	7,602.40	265.20	2,652.00	1,326.00	1,326.00	88.40			88.40	707.20	1,060.80	176.80											
-	610.68											436.20											174.48
-	698.67			665.40		33.27																	
-	764.19			727.80		36.39																	
-	927.99			883.80		44.19																	
-	1,146.39			1,091.80		54.59																	
-	94.92			90.40		4.52																	
-	1,561.35			1,487.00		74.35																	
-	2,074.59			1,975.80		98.79																	
-	239.19			227.80		11.39																	
-	3,111.99			2,963.80		148.19																	
-	256.62			244.40		12.22																	
-	4,771.83			4,544.60		227.23																	
-	5,394.27			5,137.40		256.87																	
-	611.52			582.40		29.12																	
-	5,174.52			398.04		265.36			2,653.60						132.68					663.40			1,061.44
-	141.96					7.28	7.28								14.56					7.28			14.56
-	3,203.20		2,184.00	218.40	72.80	72.80		36.40		32.76	14.56				182.00								145.60
-	12,769.44	517.68	2,588.40	1,294.20	517.68	1,725.60	172.56	258.84	1,725.60	156.60	517.68	862.80	1,207.92	258.84	86.28							1,035.36	
-	7,808.34	517.68	2,588.40	1,294.20	517.68	1,725.60	86.28		86.28			431.40	215.70		258.84								
-	5,867.04		2,588.40			1,725.60	86.28		86.28			388.26	215.70										
-	2,140.32		1,310.40	131.04	43.68	21.84		21.84	131.04	109.20	87.36				65.52					87.36		131.04	
-	1,048.32			149.76	99.84	24.96			49.92	199.68					24.96					99.84		299.52	
-	6,062.63		707.70	943.60	188.72	1,509.76	94.36	235.90	707.70	353.85	306.67	283.08			117.95					471.80		141.54	
-	69.84														69.84								
-	5,262.40				366.08				183.04	915.20	1,830.40	1,144.00	366.08									457.60	
-	8,035.28		2,739.30		639.17							2,282.75	913.10		547.86							913.10	
-	3,450.72		436.80	509.60	174.72		87.36		87.36	291.20	800.80	509.60	174.72		145.60							232.96	

-	851.64					851.64			
-	851.64					851.64			
-	851.64					851.64			
-	1,400.00			700.00		700.00			
-	700.00					700.00			
-	350.00					350.00			
-	750.00			250.00		500.00			
-	500.00					500.00			
-	2,500.00					2,500.00			
-	2,500.00					2,500.00			
-	2,500.00					2,500.00			
-	4,500.00					4,500.00			
-	4,500.00					4,500.00			
-	4,500.00					4,500.00			
-	5,000.00					5,000.00			
-	5,000.00					5,000.00			
-	5,000.00					5,000.00			
-	700.00			700.00					
-	1,740.00	120.00	120.00			1,500.00			
-	1,000.00		1,000.00						
-	634.00	634.00							
-	39,000.00	39,000.00							
-	18,000.00		18,000.00						
-	-								
-	4,500.00							4,500.00	
-	120,000.00							120,000.00	
-	12,000.00							12,000.00	
-	5,900.00							5,900.00	
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-	6,500.00							6,500.00	
-	4,800.00						4,800.00		
-	40,000.00					40,000.00			
-	10,000.00		10,000.00						
-	25,000.00	25,000.00							
-	-								
-	8,500.00						8,500.00		
-	15,000.00					15,000.00			
-	800.00					800.00			
-	66,000.00					66,000.00			
-	-								
-	1,000.00								800.00
-	6,240.00	4,800.00		360.00			200.00		720.00
-	800.00						360.00		800.00
-	225.00						45.00		180.00
-	2,000.00							2,000.00	
-	100.00							100.00	
-	65.00						65.00		
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-	-								
-	160,000.00								160,000.00
-	7,250.00	5,000.00		250.00		1,000.00	750.00	250.00	
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-	246.00		246.00						
-	1,200.00	720.00	1,200.00						
-	720.00								
-	-								
-	6,400.00								6,400.00
-	3,000.00								3,000.00
-	-								
-	4,200.00								4,200.00
-	4,800.00							4,800.00	
-	13,000.00							13,000.00	
-	13,000.00							13,000.00	
-	400.00							400.00	
-	11,600.00					10,000.00		1,600.00	
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-	750.00					3,000.00			
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-	6,000.00					10,000.00			
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-	200.00					3,500.00			
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-	1,200.00		1,200.00						
-	1,200.00		1,200.00						
-	240.00	240.00							
-	20,000.00	20,000.00							
-	9,000.00	9,000.00							
-	4,000.00	4,000.00							
-	-								
-	-								
-	8,500.00								8,500.00
-	7,000.00								7,000.00
-	15,000.00								15,000.00
-	6,000.00	4,000.00							2,000.00
-	48,000.00								48,000.00
-	6,000.00								6,000.00
-	175,000.00	25,000.00						125,000.00	25,000.00
-	26,000.00							26,000.00	

-	42,000.00								7,000.00				35,000.00	
-	75,000.00			25,000.00									50,000.00	
-	2,000.00										2,000.00			
-	84,000.00			28,000.00										
-	6,240.00										56,000.00			
-	7,920.00	3,600.00	2,880.00								6,240.00			
-	41,500.00			8,300.00	8,300.00			8,300.00			1,440.00			
-	10,000.00								10,000.00		16,600.00			
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-	6,890.00							6,890.00						
-	2,800.00	2,100.00			700.00									
-	2,400.00	1,800.00			600.00									
-	1,140.00					1,140.00								
-	4,060.00	1,740.00				2,320.00								
-	35,000.00	35,000.00												
-	7,795.00	7,795.00												
-	-													
-	1,000.00												1,000.00	
-	5,000.00												5,000.00	
-	4,400.00										4,400.00			
-	19,500.00								19,500.00					
-	44,000.00	4,000.00						40,000.00						
-	150.00							150.00						
-	1,440.00				1,440.00									
-	600.00				600.00									
-	3,000.00				3,000.00									
-	2,000.00				2,000.00									
-	2,500.00				2,500.00									
-	4,000.00				4,000.00									
-	200,000.00				200,000.00									
-	-													
-	-													
-	10,063.00	279,486.00	685,799.00	386,624.58	426,444.97	46,837.64	13,757.29	254,575.34	543,524.77	270,299.60	607,936.88	144,271.47	799,081.81	423,973.53
-	11,069.30	307,434.60	754,378.90	425,287.04	469,089.47	51,521.40	15,133.02	280,032.87	597,877.25	297,329.56	668,730.57	158,698.62	878,989.99	466,370.88
-	10,063.00	279,486.00	658,799.00	386,624.58	426,444.97	46,801.24	13,757.29	254,575.34	543,524.77	270,299.60	607,936.88	144,271.47	799,081.81	423,973.53
-	Sports	Edtech	VPAA	Registrar	Criminology	M&D Clinic	CULTURAL	BED	IQA	Library	GUIDANCE	HRM	GED	Cashier