

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - Regional Office V

Rizal Street, Legazpi City

ANNUAL PROCUREMENT PLAN FOR 2020
For Common-Use Supplies and Equipment

Department/Bureau/Office: DILG REGION V

Contact Person: RANULFO M. SOLOMON, JR.,
Position: Administrative Officer IV
E-mail : nongsolomon71@gmail.com
Telephone/Mobile Nos: 052-4801486

Form 1. Office Supplies Available in PS-DBM

Form 1: Office Supplies Available in PS Unit																				
Item & Specifications	Unit of Measure																		PRICE CATALOG from APP 2019	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	66			66	14	2		16	4		2	6	4			4	92	19.73	1,815.05
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	67			67	10	3		13			3	3				0	83	19.50	1,618.50
3 BATTERY, dry cell D, 2 pieces per blister pack	pack				0				0				0				0	0	88.40	-
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.56	-
5 LED Linear Tube, 18 watts individually wrapped in carton	tube				0				0				0				0	0	0.00	-
6 Ligh Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	72.49	-
7 TAPE, electrical	roll				0				0				0				0	0	18.20	-
COMMON OFFICE SUPPLIES																				
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0				0	0	737.24	-
2 AIR FRESHENER, 280ml/150g min	can	31			31	12	1	18	31	11			11	11			11	84	86.06	7,229.04
3 ALCOHOL, 70%, ethyl, 500ml	bottle	27	1	1	29	8	3	7	18	13	1	3	17	8	1	1	10	74	43.99	3,255.41
4 CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0				0	0	208.52	-
5 CARBON FILM, PE, black, size 216mm x 330mm	box	1			1				0				0				0	1	208.52	208.52
6 CARTOLINA, assorted color, 20 pieces per pack	pack	6			6	7			7	1			1	1			1	15	72.78	1,091.69
7 CHALK, white, enamel, 100 pieces per box	box				0				0				0				0	0	25.68	-
8 CLEARBOOK, 20 transparent pockets, for A4 size	piece				0				0				0				0	0	39.78	-
9 CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	6			6				0	12			12				0	18	42.38	762.84
10 CLIP, backfold, 19mm, 12 pieces per box	box	6			6				0	6			6				0	12	7.57	90.85
11 CLIP, backfold, 25mm, 12 pieces per box	box	14		5	19			8	8	6		5	11				0	38	13.40	509.02
12 CLIP, backfold, 32mm, 12 pieces per box	box	13			13	3			3	3			3	3			3	22	20.55	452.11
13 CLIP, backfold, 50mm, 12 pieces per box	box	14		5	19	9		5	14	9		5	14	9			9	56	39.52	2,213.12
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	85	44	14	143	17	4	14	35	38	4	4	46	17	4	4	25	249	17.56	4,371.24

Item & Specifications		Unit of Measure																			PRICE CATALOG from APP 2019	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
15	DATA FILE BOX, made with chipboard, with closed ends	box	32	8	40	80	5			5	20			20	5			5	110	69.78	7,676.24	
16	DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0	68.64		
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0				0				0				0	0	408.14	-	
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0				0				0				0	0	518.08	-	
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	3	2	2	7				0	1			1				0	8	738.40	5,907.20	
20	ENVELOPE, EXPANDING, plastic	piece	39		1	40			24	24	15			15				0	79	30.49	2,408.93	
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	1			1				0	1			1				0	2	328.64	657.28	
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0				0				0	0	410.80	-	
23	ERASER, felt, for blackboard/whiteboard	piece				0				0				0				0	0	11.11	-	
24	ERASER, plastic or rubber	piece	6			6				0				0				0	6	4.42	26.52	
25	FASTENER, for paper, metal, 50 sets per box	box	25		10	35	15			15	21	5		26	15			15	91	78.92	7,181.28	
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	70.61	-	
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0				0	0	12.48	-	
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0				0	0	16.64	-	
29	FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0				0	0	253.29	-	
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0				0	0	291.20	-	
31	FOLDER, L-type, A4, 50 pieces pack	pack	5			5	2			2	2			2	2			2	11	171.08	1,881.88	
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack	6			6	2			2	3			3	2			2	13	213.72	2,778.36	
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box	22		1	23	1			1	2			2	1			1	27	746.72	20,161.44	
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0				0				0	0	217.36	-	
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0				0				0				0	0	279.64	-	
36	GLUE, all purpose, 300 grams min.	jar	15	10	5	30				0	6			6				0	36	47.82	1,721.49	
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0				0				0	0	51.88	-	
38	LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0				0	0	670.70	-	
39	MAGAZINE FILE BOX, LARGE	piece				0				0				0				0	0	41.60	-	
40	MARKER, fluorescent, 3 colors per set	set	11			11				0	6			6				0	17	37.23	632.94	
41	MARKER, whiteboard, bullet type, black	piece	36	1		37	41		5	46	9			9	21			21	113	10.31	1,164.62	
42	MARKER, whiteboard, bullet type, blue	piece	25	1		26	22			22	10			10	10			10	68	10.31	700.84	
43	MARKER, whiteboard, bullet type, red	piece				0	12			12				0				0	12	10.31	123.68	
44	MARKER, permanent, bullet type, black	piece	22			22	40	1		41	18		1	19	30			30	112	9.65	1,080.93	
45	MARKER, permanent, bullet type, blue	piece	29			29	12	1		13	6		1	7				0	49	9.65	472.91	
46	MARKER, permanent, bullet type, red	piece				0	12			12				0				0	12	9.65	115.81	
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece		30		30				0				0				0	30	12.04	361.30	
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	30	10		40	6		6	12	6			6	6			6	64	32.22	2,062.03	

Item & Specifications		Unit of Measure																		PRICE CATALOG from APP 2019	TOTAL AMOUNT
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49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	2			2	1			1	1			1	1			1	5	41.50	207.48
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	23	10		33			6	6				6				6	39	56.06	2,186.18
51	PAD PAPER, Ruled	pad				0				0				0				0	0	17.35	-
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	15	10	12	37	5	2	5	12	12		2	14	5	2		7	70	5.98	418.60
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	17	20	7	44	5	2		7	12		2	14	5	2		7	72	12.74	917.28
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	98			98	49		20	69	71			71	49			49	287	132.37	37,990.53
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	105			105	45		20	65	65			65	43			43	278	154.75	43,021.06
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	67	56	33	156	36	46	53	135	74	22	43	139	34	22	23	79	509	114.51	58,287.83
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	57	56	33	146	29	26	53	108	64	26	33	123	29	23	23	75	452	129.98	58,750.60
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	10	2		12	10			10	10			10				0	32	96.20	3,078.40
59	PAPER, Thermal, 216mm x 3pm	roll				0				0				0				0	0	48.78	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box	22		10	32	4	1		5	4	5	1	10	4			4	51	20.79	1,060.27
61	PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	319.28	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	17	4		21				0				0				0	21	70.72	1,485.12
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	50	10	2	62	1	2	5	8	10			10	1			1	81	101.92	8,255.52
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	1			1	1			1	1			1	1			1	4	201.64	806.54
65	RUBBER BAND, 70mm min lay flat length (#18)	box	3			3	2			2	3			3	2			2	10	96.72	967.20
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece	5	10		15	10			10				0				0	25	15.48	386.88
67	SIGN PEN, black	piece	151	37	5	193	26	40	12	78	56		40	96	28			28	395	34.01	13,670.95
68	SIGN PEN, blue	piece	176	31	5	212	26	40		66	57		40	97	16			16	391	34.01	13,532.51
69	SIGN PEN, red	piece	10			10	10			10	10			10				0	30	34.01	1,038.30
70	STAMP PAD INK, violet, 50mL	bottle	2		2	4	2	2		4	3		3	6	2			2	16	24.63	394.04
71	STAMP PAD, felt pad, min 60mm x 100mm	piece	4			4				0				0				0	4	27.66	110.66
72	STAPLE WIRE, Heavy duty, 23/13	box	12	12	1	25	1	1	4	6	9	1	1	11	1	1	1	3	45	20.68	930.38
73	STAPLE WIRE, Standard	box	8			8	3			3	5			5	3			3	19	20.05	380.97
74	TAPE, masking, 24mm, 50 meters length	roll	5	10		15				0				0				0	15	55.72	826.80
75	TAPE, masking, 48mm, 50 meters length	roll	22			22		1		1			1	1				0	24	106.60	2,558.40
76	TAPE, transparent, 24mm, 50 meters	roll	16	2	9	27	11	4	2	17	18	2	4	24	11	4	2	17	85	9.10	773.50
77	TAPE, transparent, 48mm, 50 meters	roll	15	9		24	4			4	10			10	4			4	42	18.20	764.40
78	TAPE, packaging, 48mm, 50 meters length	roll	14	5		19				0	6			6				0	25	18.20	455.00
79	TOILET TISSUE, 12 rolls per pack	pack	16	3	6	25	6	11	3	20	6	3	11	20	6	3	3	12	77	65.42	5,037.03
80	TWINE, plastic, one kilo per roll	roll	1			1				0	1			1				0	2	50.96	101.92
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	120.67	-

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COMMON OFFICE DEVICES																					
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	33			33	3			3	3			3	3			3	42	11.77	494.46
2	CUTTER KNIFE, heavy duty	piece	9	10	1	20			3	3	1			1				0	24	27.40	657.70
3	DATING AND STAMPING MACHINE	piece				0				0				0				0	0	478.38	-
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece	4		1	5		3		3				0				0	8	187.20	1,497.60
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	3	4		7				0				0				0	7	131.96	923.69
6	SCISSORS, (6")	pair	3		1	4				0	2			2				0	6	15.60	93.60
7	STAPLER, standard	piece	23			23				0				0				0	23	82.16	1,889.68
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece			2	2				0			2	2				0	4	878.80	3,515.20
9	STAPLE REMOVER, plier type	piece	8	2		10	8	1		9	1			1				0	20	18.18	363.58
10	TAPE DISPENSER, table top	piece	6			6				0				0				0	6	55.83	334.96
11	WASTE BASKET, non-rigid plastic	piece			3	3				0				0				0	3	23.59	70.76
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece	6	3	7	16	3	3	3	9	3	3	3	9	3	3	3	9	43	130.00	5,590.00
2	BROOM, stick (tingting)	piece	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	30.58	1,100.74
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	41.60	1,497.60
4	CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	23.92	-
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288	37.43	10,779.72
6	DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	122.98	-
7	DUST PAN, non-rigid plastic	piece	1		3	4				0				0				0	4	24.84	99.34
8	FLOOR WAX, Paste, red	can				0				0				0				0	0	269.36	-
9	FURNITURE CLEANER, aerosol, 300mL/can	can	1			1				0	1			1				0	2	87.36	174.72
10	INSECTICIDE, aerosol type, 600mL/can	can	3			3		1		1		1		1			1	1	6	139.36	836.16
11	MOPBUCKET	piece				0				0				0				0	0	1,911.00	-
12	MOPHANDLE, screw type, aluminum handle	piece	3			3				0	3			3				0	6	145.60	873.60
13	MOPHEAD, made of rayon	piece	3			3				0	3			3				0	6	110.24	661.44
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle	27			27	26			26	27			27	26			26	106	49.69	5,267.27
15	SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	102.96	-
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll	13			13				0	12			12				0	25	139.88	3,497.00
17	DISINFECTANT, bleaching solution	cont				0				0				0				0	0	0.00	-
18	DETERGENT BAR, 140g as packed (-2.5%)	bar	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	8.01	192.19
COMMON OFFICE EQUIPMENT																					
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0				0				0				0	0	10,400.00	-
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	8			8				0				0				0	8	346.85	2,774.80
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	0.00	-
4	CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	262.60	-

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5	CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	262.60	-
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0	6,828.14	-
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play, 3.2 M Pixel	unit				0				0				0				0	0	28,860.00	-
8	ELECTRIC FAN, industrial	unit				0				0				0				0	0	974.48	-
9	ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,192.88	-
10	ELECTRIC FAN, stand type	unit				0				0	2			2				0	2	1,006.39	2,012.77
11	ELECTRIC FAN, wall type	unit				0				0				0				0	0	669.66	-
12	FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit				0				0				0				0	0	4,711.20	-
13	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0				0				0				0	0	1,144.00	-
14	FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0				0				0				0	0	4,992.00	-
15	MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0				0	0	18,616.00	-
16	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0				0	0	8,088.08	-
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit	1			1				0				0				0	1	5,699.20	5,699.20
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	33,131.28	-
19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	7,995.52	-
20	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0				0	0	0.00	-
21	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	724.88	-
22	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,326.00	-
23	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,326.00	-
COMMON COMPUTER SUPPLIES																					
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	682.24	-
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	1,029.60	-

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3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0			0				0	0	765.44	-	
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0			0				0	0	1,300.00	-	
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0			0				0	0	596.80	-	
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0			0				0	0	1,034.80	-	
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0			0				0	0	21.79	-	
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece			3	3				0			0				0	3	2,724.80	8,174.40	
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	15		37	52		5	5	10			5	5			0	67	276.64	18,534.88	
10	MOUSE, optical, USB connection type	unit	10	1		11		2		2			1	1			0	14	140.39	1,965.46	
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0			0				0	0	46.28	-	
CONSUMABLES																					
1	INK CART, BROTHER LC39BK, Black	cart				0				0			0				0	0	0.00	-	
2	INK CART, BROTHER LC39C, Cyan	cart				0				0			0				0	0	0.00	-	
3	INK CART, BROTHER LC39M, Magenta	cart				0				0			0				0	0	0.00	-	
4	INK CART, BROTHER LC39Y, Yellow	cart				0				0			0				0	0	0.00	-	
5	INK CART, BROTHER LC67B, Black	cart				0				0			0				0	0	0.00	-	
6	INK CART, BROTHER LC67C, Cyan	cart				0				0			0				0	0	0.00	-	
7	INK CART, BROTHER LC67M, Magenta	cart				0				0			0				0	0	0.00	-	
8	INK CART, BROTHER LC67Y, Yellow	cart				0				0			0				0	0	0.00	-	
9	INK CART, BROTHER LC67HYBK, Black	cart				0				0			0				0	0	0.00	-	
10	INK CART, BROTHER LC67HYC, Cyan	cart				0				0			0				0	0	0.00	-	
11	INK CART, BROTHER LC67HYM, Magenta	cart				0				0			0				0	0	0.00	-	
12	INK CART, BROTHER LC67HYY, Yellow	cart				0				0			0				0	0	0.00	-	
13	INK CART, CANON PG-810, Black	cart				0				0			0				0	0	780.00	-	
14	INK CART, CANON PG-740, Black	cart				0				0			0				0	0	754.00	-	
15	INK CART, CANON PGI-725, Black	cart				0				0			0				0	0	0.00	-	
16	INK CART, CANON CLI-726, Black	cart				0				0			0				0	0	0.00	-	
17	INK CART, CANON CL-811, Colored	cart				0				0			0				0	0	1,029.60	-	
18	INK CART, CANON CL-741, Colored	cart				0				0			0				0	0	1,001.52	-	
19	INK CART, CANON CLI-726, Cyan	cart				0				0			0				0	0	0.00	-	

	Item & Specifications	Unit of Measure																		PRICE CATALOG from APP 2019	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
20	INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	0.00	-
21	INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	0.00	-
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	0.00	-
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	0.00	-
24	INK CART, EPSON C13T105190 (73N)/(91N), Black	cart				0				0				0				0	0	0.00	-
25	INK CART, EPSON C13T105290(73N)/(91N), Cyan	cart				0				0				0				0	0	0.00	-
26	INK CART, EPSON C13T105390(73N)/(91N), Magenta	cart				0				0				0				0	0	0.00	-
27	INK CART, EPSON C13T105490(73N)/(91N), Yellow	cart				0				0				0				0	0	0.00	-
28	INK CART, EPSON C13T6664100 (T6641), Black	cart	24	1	9	34	6	29		35	14		9	23	6	8		14	106	254.80	27,008.80
29	INK CART, EPSON C13T6664200 (T6642), Cyan	cart	22	1	7	30	6	27		33	12		7	19	6	6		12	94	254.80	23,951.20
30	INK CART, EPSON C13T6664300 (T6643), Magenta	cart	22	1	7	30	6	27		33	12		7	19	6	6		12	94	254.80	23,951.20
31	INK CART, EPSON C13T6664400 (T6644), Yellow	cart	22	1	7	30	6	27		33	12		7	19	6	6		12	94	254.80	23,951.20
32	INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	0.00	-
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	0.00	-
34	INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	0.00	-
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	0.00	-
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	0.00	-
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	0.00	-
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	0.00	-
39	INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	0.00	-
40	INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	0.00	-
41	INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	0.00	-
42	INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	0.00	-
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	0.00	-
44	INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	0.00	-
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	0.00	-
46	INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	0.00	-
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	0.00	-
48	INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	0.00	-
49	INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	0.00	-
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	0.00	-
51	INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	0.00	-
52	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	658.32	-
53	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	745.68	-
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	0.00	-

Item & Specifications	Unit of Meas ure																			PRICE CATALOG from APP 2019	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
55 INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	0.00	-	
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40	-	
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	0.00	-	
58 INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	0.00	-	
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	0.00	-	
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	0.00	-	
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	0.00	-	
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	0.00	-	
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	0.00	-	
64 INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	650.00	-	
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	0.00	-	
66 INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	766.48	-	
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	0.00	-	
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	0.00	-	
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	0.00	-	
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	0.00	-	
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	339.04	-	
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	339.04	-	
73 INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	0.00	-	
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	629.20	-	
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	629.20	-	
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	629.20	-	
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,242.80	-	
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	644.80	-	
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	826.80	-	
80 INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,554.80	-	
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,175.20	-	
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,180.40	-	
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,180.40	-	
84 INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	339.04	-	
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	339.04	-	
86 INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	339.04	-	
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	339.04	-	
88 INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	366.08	-	
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	249.60	-	
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	249.60	-	
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	249.60	-	
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	0.00	-	
93 INK CART, LEXMARK 10N0217 (#17), Black	cart				0				0				0				0	0	0.00	-	

Item & Specifications	Unit of Measure																			PRICE CATALOG from APP 2019	TOTAL AMOUNT
		Jan	Feb	March	Qt	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	0.00	-	
95 TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,556.32	-	
96 TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,820.00	-	
97 TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,645.60	-	
98 TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	2,941.95	-	
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,288.54	-	
100 TONER CART, HP C4092A, Black	cart				0				0				0				0	0	0.00	-	
101 TONER CART, HP C4096A, Black	cart				0				0				0				0	0	0.00	-	
102 TONER CART, HP C7115A, Black	cart				0				0				0				0	0	0.00	-	
103 TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,857.92	-	
104 TONER CART, HP CB436A, Black	cart				0				0				0				0	0	0.00	-	
105 TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,312.40	-	
106 TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	0.00	-	
107 TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	0.00	-	
108 TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	0.00	-	
109 TONER CART, HP CC364A, Black	cart				0				0				0				0	0	0.00	-	
110 TONER CART, HP CC530A, Black	cart				0				0				0				0	0	0.00	-	
111 TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	0.00	-	
112 TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	0.00	-	
113 TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	0.00	-	
114 TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,791.20	-	
115 TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,179.28	-	
116 TONER CART, HP CE285A (HP85A), Black	cart				0		3		3				0				0	3	2,953.60	8,860.80	
117 TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,386.80	-	
118 TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,490.80	-	
119 TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,490.80	-	
120 TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,490.80	-	
121 TONER CART, HP CE320A, Black	cart				0				0				0				0	0	2,854.80	-	
122 TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,010.80	-	
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,010.80	-	
124 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,010.80	-	
125 TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,690.80	-	
126 TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,754.80	-	
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,978.80	-	
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,978.80	-	
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,978.80	-	
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,868.80	-	
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,512.00	-	
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,512.00	-	

Item & Specifications	Unit of Measure																			PRICE CATALOG from APP 2019	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,512.00	-	
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	4,079.92	-	
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,213.44	-	
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,164.72	-	
137 TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	0.00	-	
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,482.80	-	
139 TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	0.00	-	
140 TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	0.00	-	
141 TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	0.00	-	
142 TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	0.00	-	
143 TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	0.00	-	
144 TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	0.00	-	
145 TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	0.00	-	
146 TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	0.00	-	
147 TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	0.00	-	
148 TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	0.00	-	
149 TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	0.00	-	
150 TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	0.00	-	
151 TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	0.00	-	
152 TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,972.80	-	
153 TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-	
154 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-	
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	0.00	-	
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,041.60	-	
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	0.00	-	
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-	
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,541.76	-	
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,787.20	-	
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,745.60	-	
162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	0.00	-	
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,124.00	-	
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,617.60	-	
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-	
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	9,204.00	-	
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	5,064.80	-	
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,357.60	-	
169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0				0				0				0	0	76.75	-	
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	724.88	-	
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	0.00	-	

Item & Specifications	Unit of Measure																		PRICE CATALOG from APP 2019	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0				0				0	0	75.92	-
LAPTOP																				
1 Laptop	unit				0				0				0				0		35,916.40	-
OTHERS																				
Plane Ticket	piece																			-
C. TOTAL (A + B):																				526,423.16
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				52,642.32
E. GRAND TOTAL (C + D)																				579,065.47
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		Eight Hundred Three Thousand Eight Hundred Ninety-Three Pesos and 82/100																		
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores					231849.3				123306				110858				60410.1			
TOTAL MONTHLY CASH REQUIREMENTS					231849.3				123306				110858				60410.1			

*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:

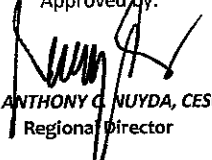
RANULFO M. SOLOMON, JR.
 Administrative Officer IV

Recommended by:

ALFREDO L. SALLAN
 Chief Administrative Officer

Funds Available:

MARILI M. PECSON
 Budget Officer

Approved by:

ATTY. ANTHONY C. NUYDA, CESO III
 Regional Director