

**ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE)**

**Introduction:**

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2016-9 dated October 27, 2016, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

**Instructions:**

1. Download the worksheet file APP-CSE 2019 template at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-CSE is considered incorrect or invalid if
  - a. form used is other than the prescribed format which can be downloaded only at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph) and;
  - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
  - a. Saved using this format: APP2019\_Name of Agency\_Main or Regional Office (e.g. APP2019\_DBM\_Central Office, APP2019\_DBM\_Region IVA).
  - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. (02)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

*Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.*

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																										
<b>Pesticides or Pest Repellents</b>																										
1	12191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	29	7	5	41	5,713.76	27	0	1	28	3,902.08	33	0	5	38	5,295.68	27	0	0	27	3,762.72	134.00	139.36	18,674.24
<b>Solvents</b>																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	189	67	36	292	12,845.66	81	79	132	292	12,845.66	81	27	66	174	7,654.61	51	17	36	104	4,575.17	862.00	43.99	37,921.10
<b>Color Compounds and Dispersions</b>																										
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	3	4	1	8	197.02	1	0	0	1	24.63	0	0	0	0	0.00	0	0	0	0	0.00	9.00	24.63	221.64
<b>Films</b>																										
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	1	0	0	1	208.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	208.52	208.52

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				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
<b>Paper Materials and Products</b>																										
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	0	10	0	10	120.43	0	6	0	6	72.26	0	8	0	8	96.35	0	0	0	0	0.00	24.00	12.04	289.04
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	2	5	0	7	926.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7.00	132.37	926.60
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0.00				0	0.00				0	0.00				0	0.00	0.00	154.75	0.00
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	29	14	4	47	5,382.18	25	9	14	48	5,496.69	15	16	7	38	4,351.55	23	4	2	29	3,320.92	162.00	114.51	18,551.33
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	27	15	4	46	5,979.04	25	5	15	45	5,849.06	16	16	4	36	4,679.25	27	4	3	34	4,419.29	161.00	129.98	20,926.65
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	1	21	0	22	1,555.84	1	0	0	1	70.72	2	0	0	2	141.44	2	0	0	2	141.44	27.00	70.72	1,909.44
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	48	20	8	76	7,745.92	2	0	17	19	1,936.48	3	0	22	25	2,548.00	3	0	0	3	305.76	123.00	101.92	12,536.16
<b>Batteries and Cells and Accessories</b>																										
29	26111702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	34	40	0	74	1,459.93	6	1	0	7	138.10	19	0	1	20	394.58	6	0	0	6	118.37	107.00	19.73	2,110.98
30	26111702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	18	17	0	35	682.50	6	0	0	6	117.00	19	4	0	23	448.50	6	0	0	6	117.00	70.00	19.50	1,365.00
<b>Manufacturing Components and Supplies</b>																										
32	31201610-CL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	0	2	0	2	95.64				0	0.00				0	0.00				0	0.00	2.00	47.82	95.64
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	14	4	1	19	1,047.28	1	2	0	3	165.36	2	1	0	3	165.36	2	0	0	2	110.24	27.00	55.12	1,488.24
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	4	1	0	5	533.00	1	0	0	1	106.60	1	0	0	1	106.60	1	0	0	1	106.60	8.00	106.60	852.80
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	12	19	1	32	582.40	7	0	1	8	145.60	6	0	1	7	127.40	6	1	0	7	127.40	54.00	18.20	982.80
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9.10	0.00
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	9	18	9	36	655.20	1	2	7	10	182.00	3	14	2	19	345.80	1	2	0	3	54.60	68.00	18.20	1,237.60
<b>Measuring and Observing and Testing Equipment</b>																										
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	8	7	0	15	232.13	1	6	0	7	108.33	2	0	0	2	30.95	2	0	0	2	30.95	26.00	15.48	402.36
<b>Cleaning Equipment and Supplies</b>																										
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	35	24	1	60	5,163.60	25	1	2	28	2,409.68	32	0	1	33	2,839.98	26	1	0	27	2,323.62	148.00	86.06	12,736.88
50	47131604-BR-S01	BROOM, soft (tambo)	piece	3	29	0	32	4,160.00	1	0	0	1	130.00	3	1	0	4	520.00	1	0	0	1	130.00	38.00	130.00	4,940.00
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	8	29	0	37	1,131.31	6	0	0	6	183.46	6	1	0	7	214.03	6	0	0	6	183.46	56.00	30.58	1,712.26
52	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	21	0	0	21	873.60	12	1	3	16	665.60	15	0	0	15	624.00	12	0	0	12	499.20	64.00	41.60	2,662.40
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	2	0	0	2	16.02	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	8.01	16.02
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	27	18	9	54	2,021.20	14	8	28	50	1,871.48	16	8	8	32	1,197.75	13	8	8	29	1,085.46	165.00	37.43	6,175.88
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	26	6	0	32	3,935.36	23	0	1	24	2,951.52	24	6	0	30	3,689.40	24	0	0	24	2,951.52	110.00	122.98	13,527.80

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	1	1	0	2	49.67	1	0	0	1	24.84	1	0	0	1	24.84	1	0	0	1	24.84	5.00	24.84	124.18	
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can	27	0	0	27	7,272.72	25	0	0	25	6,734.00	27	0	0	27	7,272.72	25	0	0	25	6,734.00	104.00	269.36	28,013.44	
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	87.36	0.00	
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	13	0	0	13	24,843.00	1	1	11	13	24,843.00	1	0	0	1	1,911.00	1	0	0	1	1,911.00	28.00	1,911.00	53,508.00	
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	3	0	0	3	330.72	3	0	0	3	330.72	3	0	0	3	330.72	3	0	0	3	330.72	12.00	110.24	1,322.88	
63	47131501-RC-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	4	1	0	5	248.46	1	0	2	3	149.07	1	0	0	1	49.69	0	0	0	0	0.00	9.00	49.69	447.22	
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	6	0	0	6	617.76	0	1	3	4	411.84	0	0	0	0	0.00	0	0	0	0	0.00	10.00	102.96	1,029.60	
65	47121701-TB-P02	TRASHBAG, plastic, transparent	roll	32	0	0	32	4,476.16	10	0	0	10	1,398.80	10	0	0	10	1,398.80	10	0	0	10	1,398.80	62.00	139.88	8,672.56	
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	34	4	0	38	896.31	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	38.00	23.59	896.31	
<b>Information and Communication Technology (ICT) Equipment and Devices and Accessories</b>																											
68	43202003-DV-W01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	0	50	0	50	1,089.40	0	0	0	0	0.00	0	50	0	50	1,089.40	0	0	0	0	0.00	100.00	21.79	2,178.80	
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	1	6	0	7	1,936.48	6	0	0	6	1,659.84	0	0	0	0	0.00	0	0	0	0	0.00	13.00	276.64	3,596.32	
72	43211708-MO-O01	MOUSE, optical, USB connection type	unit	6	2	0	8	1,079.94	1	0	0	1	134.99	1	0	0	1	134.99	2	0	0	2	269.98	12.00	134.99	1,619.90	
<b>Office Equipment and Accessories and Supplies</b>																											
83	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	16	18	2	36	272.56	14	0	2	16	121.14	14	0	2	16	121.14	2	0	2	4	30.28	72.00	7.57	545.13	
84	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	13	18	2	33	442.04	13	0	2	15	200.93	13	0	2	15	200.93	0	0	2	2	26.79	65.00	13.40	870.69	
85	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	27	18	2	47	965.87	14	0	11	25	513.76	14	0	2	16	328.81	2	0	2	4	82.20	92.00	20.55	1,890.64	
87	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	65	42	16	123	2,159.29	68	27	30	125	2,194.40	63	36	26	125	2,194.40	83	22	22	127	2,229.51	500.00	17.56	8,777.60	
88	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	14	35	5	54	3,768.34	14	5	5	24	1,674.82	14	5	5	24	1,674.82	14	5	5	24	1,674.82	126.00	69.78	8,792.78	
93	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	1	20	7	28	853.80	1	0	0	1	30.49	2	0	0	2	60.99	2	0	0	2	60.99	33.00	30.49	1,006.26	
94	44121506-EN-M01	ENVELOPE, MAILING, white, 80gsm (-5%)	box	2	30	0	32	10,516.48	2	0	20	22	7,230.08	3	0	0	3	985.92	3	0	0	3	985.92	60.00	328.64	19,718.40	
95	44121504-EN-W01	ENVELOPE, mailing, white, with window	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	410.80	0.00	
96	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	7	2	3	12	133.29	1	0	0	1	11.11	1	1	0	2	22.21	0	0	0	0	0.00	15.00	11.11	166.61	
97	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	20	3	0	23	1,815.05	2	0	1	3	236.75	3	0	0	3	236.75	1	0	0	1	78.92	30.00	78.92	2,367.46	
106	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	72	20	20	112	24,344.32	12	10	0	22	4,781.92	38	40	0	78	16,954.08	12	0	0	12	2,608.32	224.00	217.36	48,688.64	
107	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	112	67	17	196	54,808.50	27	37	47	111	31,039.51	63	37	17	117	32,717.32	47	17	17	81	22,650.45	505.00	279.64	141,215.78	
109	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	5	2	0	7	291.20	1	0	0	1	41.60	1	0	0	1	41.60	0	0	0	0	0.00	9.00	41.60	374.40	
110	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	37.23	0.00	
111	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	19	10	1	30	309.19	7	8	3	18	185.52	9	3	1	13	133.98	6	1	1	8	82.45	69.00	10.31	711.14	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
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114	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	74	17	23	114	1,100.24	10	28	7	45	434.30	47	12	29	88	849.31	10	29	7	46	443.96	293.00	9.65	2,827.80
119	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	138	22	12	172	3,575.81	40	5	0	45	935.53	4	0	5	9	187.11	4	0	0	4	83.16	230.00	20.79	4,781.61
121	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	4	2	0	6	580.32	0	0	1	1	96.72	2	0	0	2	193.44	1	0	0	1	96.72	10.00	96.72	967.20
122	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	2	5	1	8	221.31	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	27.66	221.31
134	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	3	4	0	7	191.83			1	1	27.40				0	0.00				0	0.00	8.00	27.40	219.23
125	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	3	0	0	3	1,435.14	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	478.38	1,435.14
126	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	1	2	0	3	561.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	187.20	561.60
127	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	5	2	1	8	1,055.64	0	0	1	1	131.96	0	0	0	0	0.00	0	0	0	0	0.00	9.00	131.96	1,187.60
128	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	10	9	0	19	296.40	2	6	0	8	124.80	2	0	0	2	31.20	1	0	0	1	15.60	30.00	15.60	468.00
130	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	6	14	0	20	17,576.00	1	6	0	7	6,151.60	0	0	0	0	0.00	0	0	0	0	0.00	27.00	878.80	23,727.60
131	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	6	6	0	12	218.15	1	6	0	7	127.25	2	0	0	2	36.36	2	0	0	2	36.36	23.00	18.18	418.12
132	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	2	1	0	3	167.48	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	55.83	167.48
134	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	0	2	0	2	270.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	135.20	270.40

**Printer or Facsimile or Photocopier Supplies**

144	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	20	7	3	30	7,644.00	4	3	7	14	3,567.20	5	4	3	12	3,057.60	3	3	2	8	2,038.40	64.00	254.80	16,307.20
145	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	5	5	4	14	3,567.20	1	1	3	5	1,274.00	2	4	1	7	1,783.60	1	1	1	3	764.40	29.00	254.80	7,389.20
146	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	5	5	4	14	3,567.20	1	1	3	5	1,274.00	2	4	1	7	1,783.60	1	1	1	3	764.40	29.00	254.80	7,389.20
147	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	4	5	4	13	3,312.40	1	2	3	6	1,528.80	1	4	2	7	1,783.60	1	1	1	3	764.40	29.00	254.80	7,389.20

**Consumer Electronics**

297	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	0	0	5	5	34,140.70					0	0.00				0	0.00				0	0.00	5.00	6,828.14	34,140.70
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**Arts and Crafts Equipment and Accessories and Supplies**

302	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	4	4	0	8	318.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	39.78	318.24	
303	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece				0	0.00					0	0.00				0	0.00				0	0.00	0.00	42.38	0.00
304	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	17	20	0	37	163.54	1	0	0	1	4.42	2	0	0	2	8.84	2	0	0	2	8.84	42.00	4.42	185.64	
305	60121524-SP-C01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	14	8	1	23	796.06	21	0	19	40	1,384.45	2	20	0	22	761.45	11	0	0	11	380.72	96.00	34.61	3,322.68	

612,701.26

**Motor Vehicles**

A. For the Exercise of the Executive Functions

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
2 25101505-VB30 Passenger Van Engine displacement not exceeding 3000 cc for diesel For general urban use where road conditions are generally good	unit				0	0.00				0	0.00	1			1	2,296,320.00				0	0.00	1.00	2,296,320.00	2,296,320.00
3 25101801-VB5 Motorcycle Engine displacement not exceeding 200 cc For use of field personnel/ workers who by the nature of their functions have to travel to remote areas not normally accessible by ordinary Motorcycle	unit				0	0.00				0	0.00	1			1	72,800.00				0	0.00	1.00	72,800.00	72,800.00

**PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of Items)**

**COMMON ELECTRICAL SUPPLIES**

1	BATTERY - 9 VOLTS	PC	2	0	0	2	312.00				0	0.00			0	0.00				0	0.00	2.00	156.00	312.00
2	BATTERY (RECHARGEABLE AA)	PACK	2	0	0	2	1,000.00				0	0.00			0	0.00				0	0.00	2.00	500.00	1,000.00

**COMMON OFFICE EQUIPMENT**

1	CORK BOARD	PC	1	0	0	1	1,343.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1.00	1,343.00	1,343.00	
2	METAL DESK TRAY (3 LAYERS)	PC	6	4	1	11	8,325.77	1	0	0	1	756.89	4	0	0	4	3,027.55	2	0	0	2	1,513.78	18.00	756.89	13,623.98
3	OFFICE TABLE - 24 X 48	PC	1	0	0	1	3,744.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	3,744.00	3,744.00
4	WHITE BOARD	PC	1	0	0	1	1,865.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	1,865.76	1,865.76
5	MONEY DETECTOR	PC	0	4	0	4	2,912.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	728.00	2,912.00

**COMMON OFFICE SUPPLIES**

1	BROWN ENVELOP - SHORT	PC	20	64	0	84	266.99	0	0	0	0	0.00	13	0	0	13	41.32	0	0	0	0	0.00	97.00	3.18	308.31
2	Brown envelope - A4	PC	0	50	0	50	211.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	4.23	211.40
3	BROWN ENVELOPE - LONG	PC	87	133	0	220	881.07	6	3	32	41	164.20	55	3	0	58	232.28	6	3	0	9	36.04	328.00	4.00	1,313.60
4	CLIP FOLDER with COVER - LONG	PC	3	0	10	13	950.95	1	0	0	1	73.15	1	0	0	1	73.15	3	0	0	3	219.45	18.00	73.15	1,316.70
5	CLIPBOARD LONG	PC	34	4	0	38	1,819.91	1	0	23	24	1,149.42	1	0	0	1	47.89	2	0	0	2	95.78	65.00	47.89	3,113.00
6	COMPACT DISC	PC	0	30	0	30	951.30	20	0	0	20	634.20	30	0	0	30	951.30	0	0	0	0	0.00	80.00	31.71	2,536.80
7	DOUBLE ADHESIVE TAPE	PC	10	1	2	13	402.50	1	1	1	3	92.88	1	1	1	3	92.88	1	1	1	3	92.88	22.00	30.96	681.15
8	DISCONNECTION TAG	PC	0	0	1500	1500	52,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1,500.00	35.00	52,500.00
9	FOLDER LONG (COLORED)	PC	0	100	0	100	634.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100.00	6.34	634.20
10	FOLDER ADJUSTABLE	PC	100	100	15	215	2,601.33	15	5	0	20	241.98	57	0	5	62	750.15	15	5	0	20	241.98	317.00	12.10	3,835.45
11	FOLDER WITH CLIP	PC	0	6	0	6	374.40	0	0	0	0	0.00	0	2	0	2	124.80	0	0	0	0	0.00	8.00	62.40	499.20

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
13	INDEX CARD	PC	5	0	0	5	244.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	48.88	244.40
14	Magic Tape	ROLL	0	6	0	6	570.78	0	0	0	0	0.00	6	0	0	6	570.78	0	0	0	0	0.00	12.00	95.13	1,141.56
14	PAPER CACHE	PC	4	0	0	4	160.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	40.00	160.00
15	Paper Multicopy (A3)	REAM	1	0	0	1	676.00	0	1	0	1	676.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	676.00	1,352.00
16	PAY ENVELOPE	BOX	6	0	0	6	1,350.00	0	0	0	0	0.00	6	0	0	6	1,350.00	0	0	0	0	0.00	12.00	225.00	2,700.00
17	PLASTIC ENVELOPE COLORED 6 X 9	PC	1	0	0	1	31.20	1	0	0	1	31.20	0	0	0	0	0.00	0	0	0	0	0.00	2.00	31.20	62.40
18	PLASTIC ENVELOPE WITH DIVIDER	PC	47	3	0	50	6,397.59	1	2	0	3	383.86	0	2	0	2	255.90	0	0	0	0	0.00	55.00	127.95	7,037.35
19	RUBBER STAMP		4	10	0	14	3,641.46	0	0	10	10	2,601.04	0	0	0	0	0.00	0	0	0	0	0.00	24.00	260.10	6,242.50
20	SELF INKING DATER STAMP	PC	1	2	0	3	1,969.05	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	656.35	1,969.05
21	STAPLE WIRE #35	BOX	33	20	30	83	3,674.41	13	21	35	69	3,054.63	14	20	23	57	2,523.39	13	12	21	46	2,036.42	255.00	44.27	11,288.85

**COMMON JANITORIAL SUPPLIES**

1	BATH SOAP	PC	13	0	0	13	258.44	0	0	12	12	238.56	0	0	0	0	0.00	0	0	0	0	0.00	25.00	19.88	497.00
2	DISHWASHING SOAP	SACHET	45	24	0	69	8,432.82	21	0	15	36	4,399.73	26	0	0	26	3,177.58	22	0	0	22	2,688.73	153.00	122.21	18,698.86
3	DOORMAT - FABRIC	PC	26	3	0	29	1,694.48	2	0	25	27	1,577.62	2	0	0	2	116.86	1	0	1	2	116.86	60.00	58.43	3,505.82
4	DOORMAT - RUBBER	PC	5	2	0	7	2,194.20	1	0	0	1	313.46	3	0	0	3	940.37	0	0	0	0	0.00	11.00	313.46	3,448.03
5	MOISTURIZING HAND SOAP	BOTTLE	30	4	0	34	3,078.56	15	0	3	18	1,629.83	17	0	0	17	1,539.28	15	0	0	15	1,358.19	84.00	90.55	7,605.86
6	DIPPER	PC	40	0	0	40	1,830.40	0	0	15	15	686.40	0	0	0	0	0.00	0	0	0	0	0.00	55.00	45.76	2,516.80
7	PLASTIC PAIL (TIMBA)	PC	16	0	0	16	1,797.12	0	0	15	15	1,684.80	0	1	0	1	112.32	0	0	0	0	0.00	32.00	112.32	3,594.24
8	TOILET DEODORIZER	PC	15	0	0	15	2,001.00	9	0	3	12	1,600.80	12	0	0	12	1,600.80	9	0	0	9	1,200.60	48.00	133.40	6,403.20

**Office Equipment and Accessories**

1	STICKER PAPER	PC	60	0	0	60	436.80	50	0	0	50	364.00	50	0	0	50	364.00	50	0	0	50	364.00	210.00	7.28	1,528.80
2	SPECIALTY PAPER	PACK	3	50	0	53	1,357.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	53.00	25.60	1,357.00
3	RIBBON CARTRIDGE (LX 300+II) -SO 15516	PC	0	0	2	2	268.32	0	0	0	0	0.00	0	2	0	2	268.32	0	0	0	0	0.00	4.00	134.16	536.64
4	RIBBON CARTRIDGE (LQ310) -SO 15634	PC	15	5	0	20	3,942.40	1	0	4	5	985.60	6	5	0	11	2,168.32	0	0	0	0	0.00	36.00	197.12	7,096.32
5	SD Card 16 GB	PC	0	2	0	2	1,456.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	728.00	1,456.00
6	Lamination Sheets	Sheets	0	0	50	50	7,927.50	0	0	0	0	0.00	0	50	0	50	7,927.50	0	0	0	0	0.00	100.00	158.55	15,855.00
7	MOUSE -wireless	PC	1	1	0	2	782.08	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	391.04	782.08
8	MOUSE PAD	PC	5	0	0	5	720.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	144.00	720.00
9	MOUSE PAD HEAVY DUTY	PC	2	21	8	31	4,630.95	4	0	0	4	597.54	0	0	0	0	0.00	0	0	0	0	0.00	35.00	149.39	5,228.50

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Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
10		INVENTORY TAG	PC	75	0	0	75	936.00	75	0	0	75	936.00	75	0	0	75	936.00	75	0	0	75	936.00	300.00	12.48	3,744.00	
11		INVENTORY TAG SMALL	PC	25	0	0	25	182.00	25	0	0	25	182.00	25	0	0	25	182.00	25	0	0	25	182.00	100.00	7.28	728.00	
12		THERMAL TAPE	PC	600	603	600	1803	37,539.17	600	600	600	1800	37,476.71	600	600	600	1800	37,476.71	600	600	600	1800	37,476.71	7,203.00	20.82	149,969.29	
<b>Office Supplies</b>																											
1		BALLPEN HOLDER	PC	16	0	0	16	3,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	16.00	200.00	3,200.00	
2		LEVER ARCH FILE SIDE LONG B	PC	15	0	0	15	1,500.00	0	0	15	15	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	30.00	100.00	3,000.00	
3		Lever Arch File Side Short B	PC	0	5	0	5	792.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	158.55	792.75	
4		LEVER ARCH FILE TOP LONG B	PC	33	10	0	43	4,390.07	1	0	30	31	3,164.93	0	0	0	0	0.00	0	0	0	0	0.00	74.00	102.09	7,555.00	
5		LEVER ARCH FILE TOP LONG G	PC	0	3	0	3	468.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	156.00	468.00	
6		LEVER ARCH FILE TOP SHORT B	PC	0	10	0	10	1,532.65	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	153.27	1,532.65	
7		TRANSPARENT PLASTIC ***For receipts & documents	PACK	0	0	1	1	1,367.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	1,367.60	1,367.60	
8		TRANSPARENT PLASTIC 10 X 16	PACK	0	2	0	2	174.72	2	0	2	4	349.44	0	2	0	2	174.72	1	0	1	2	174.72	10.00	87.36	873.60	
9		TRANSPARENT PLASTIC 16 x 24	PACK	5	3	1	9	929.70	1	1	1	3	309.90	1	1	1	3	309.90	1	1	1	3	309.90	18.00	103.30	1,859.40	
10		TRANSPARENT PLASTIC 4 X 12	PACK	10	0	0	10	124.80	10	0	10	20	249.60	10	0	0	10	124.80	10	0	0	10	124.80	50.00	12.48	624.00	
11		PUSH PINS	BOX	2	3	0	5	72.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	14.43	72.16	
12		PLANNER	PC	5	0	0	5	782.18	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	156.44	782.18	
<b>Cleaning Equipment and Supplies</b>																											
1		COBWEB DUSTER	PC	1	0	0	1	124.80	1	0	0	1	124.80	1	0	0	1	124.80	1	0	0	1	124.80	4.00	124.80	499.20	
2		GLASS CLEANER	BTL	5	0	0	5	2,334.80	3	0	0	3	1,400.88	5	0	0	5	2,334.80	3	0	0	3	1,400.88	16.00	466.96	7,471.36	
3		LIQUID FLOOR WAX	BTL	12	0	0	12	5,928.00	12	0	0	12	5,928.00	12	0	0	12	5,928.00	12	0	0	12	5,928.00	48.00	494.00	23,712.00	
4		SACK FOR GARBAGE COLLECTION	PC	15	0	0	15	124.80	15	0	0	15	124.80	15	0	0	15	124.80	15	0	0	15	124.80	60.00	8.32	499.20	
5		SPONGE	PC	18	4	0	22	380.08	9	0	3	12	207.32	15	0	0	15	259.14	9	0	0	9	155.49	58.00	17.28	1,002.02	
6		SURFACE PROTECTOR	BTL	6	0	0	6	1,140.00	0	0	0	0	0.00	6	0	0	6	1,140.00	0	0	0	0	0.00	12.00	190.00	2,280.00	
7		TOILET BRUSH	PC	7	0	0	7	393.12	0	0	4	4	224.64	1	0	0	1	56.16	0	0	0	0	0.00	12.00	56.16	673.92	
8		PUSH BRUSH	PC	10	22	0	32	4,659.20	0	0	32	32	4,659.20	0	0	0	0	0.00	0	0	0	0	0.00	64.00	145.60	9,318.40	
9		TOILET PLUNGER	PC	4	0	0	4	331.38	1	0	0	1	82.84	2	0	0	2	165.69	2	0	0	2	165.69	9.00	82.84	745.60	
<b>Paper Materials and Products</b>																											
1		BINCARD	PC	250	0	0	250	2,860.00	250	0	0	250	2,860.00	250	0	0	250	2,860.00	250	0	0	250	2,860.00	1,000.00	11.44	11,440.00	
2		BUDGET UTILIZATION SLIP	PAD	50	0	0	50	10,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	210.00	10,500.00	
3		DISBURSEMENT VOUCHER	PAD	75	0	0	75	13,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	75.00	180.00	13,500.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
4		LEAVE CARD	PC	0	100	0	100	2,008.30	0	0	0	0	0.00	100	0	0	100	2,008.30	100	0	0	100	2,008.30	300.00	20.08	6,024.90	
5		LETTERHEAD SHORT	RM	4	13	1	18	39,761.33	1	0	1	2	4,417.93	1	0	0	1	2,208.96	0	0	0	0	0.00	21.00	2,208.96	46,388.22	
6		LETTERHEAD LONG	RM	6	13	3	22	51,961.30	1	0	2	3	7,085.63	1	2	0	3	7,085.63	2	0	0	2	4,723.75	30.00	2,361.88	70,856.32	
7		CASH VOUCHER	PAD	50	0	0	50	7,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	148.00	7,400.00	
8		PURCHASE ORDER	PAD	0	50	0	50	26,530.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	530.61	26,530.70	
9		RETURNED MATERIALS SLIP	PAD	50	0	0	50	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	150.00	7,500.00	
10		SERVICE APPLICATION CARD	PC	250	250	250	750	4,500.00	250	250	250	750	4,500.00	250	250	250	750	4,500.00	250	250	250	750	4,500.00	3,000.00	6.00	18,000.00	
11		SERVICE ORDER	PC	12	13	12	37	5,550.00	13	12	13	38	5,700.00	12	13	12	37	5,550.00	13	12	13	38	5,700.00	150.00	150.00	22,500.00	
12		YELLOW PAD	PAD	7	1	1	9	224.94	1	0	0	1	24.99	2	0	0	2	49.99	1	0	0	1	24.99	13.00	24.99	324.91	
13		JOURNAL ENTRY VOUCHER	pad	20	0	0	20	4,520.00	20	0	0	20	4,520.00	20	0	0	20	4,520.00	20	0	0	20	4,520.00	80.00	226.00	18,080.00	
14		Checks (50 pcs/bklt)	bklt	20	0	0	20	32,400.00	20	0	0	20	32,400.00	20	0	0	20	32,400.00	20	0	0	20	32,400.00	80.00	1,620.00	129,600.00	
15		OFFICIAL RECEIPT - CASHIER	PAD	25	0	0	25	11,250.00	0	0	0	0	0.00	25	0	0	25	11,250.00	0	0	0	0	0.00	50.00	450.00	22,500.00	
16		OFFICIAL RECEIPT - COLLECTORS	BOX	220	220	220	660	288,288.00	220	220	220	660	288,288.00	220	220	220	660	288,288.00	220	220	220	660	288,288.00	2,640.00	436.80	1,153,152.00	
17		INSPECTION & ACCEPTANCE REPORT	PAD	3	0	0	3	1,297.92	3	0	0	3	1,297.92	3	0	0	3	1,297.92	3	0	0	3	1,297.92	12.00	432.64	5,191.68	
Lighting and fixtures and accessories																											
1		UV FLUORESCENT BULB - 4 WATTS	PC	0	0	3	3	475.65	0	0	0	0	0.00	0	3	0	3	475.65	0	0	0	0	0.00	6.00	158.55	951.30	
2		FLUORESCENT TUBE 40 WATTS	PC	1	0	0	1	172.64	1	0	0	1	172.64	1	0	0	1	172.64	1	0	0	1	172.64	4.00	172.64	690.56	
3		FLUORESCENT HOUSING 40W	SET	1	0	0	1	149.76	1	0	0	1	149.76	0	0	0	0	0.00	0	0	0	0	0.00	2.00	149.76	299.52	
4		LED BULB 11W	PC	40	0	0	40	10,400.00	5	0	35	40	10,400.00	6	0	0	6	1,560.00	6	0	0	6	1,560.00	92.00	260.00	23,920.00	
Computer Supplies																											
1		CONT FORM 11 X 9 1/2 1PLY	BOX	7	0	1	8	11,873.58	0	1	0	1	1,484.20	1	0	1	2	2,968.39	0	1	1	2	2,968.39	13.00	1,484.20	19,294.56	
2		CONT FORM 13 X 9 1/2 1PLY	BOX	1	0	0	1	813.89	0	1	0	1	813.89	0	0	1	1	813.89	0	0	0	0	0.00	3.00	813.89	2,441.67	
3		CONT FORM 13 X 9 1/2 2PLY	BOX	2	2	2	6	11,225.34	1	2	1	4	7,483.56	2	1	2	5	9,354.45	1	2	2	5	9,354.45	20.00	1,870.89	37,417.80	
4		CONT FORM 9 1/2 X 6 1/2 1 PLY - YELLOW	BOX	1	1	1	3	20,960.31	1	1	1	3	20,960.31	1	1	1	3	20,960.31	1	1	1	3	20,960.31	12.00	6,986.77	83,841.24	
5		CONT FORM 9 1/2 X 6 1/2 1PLY - WHITE	BOX	1	0	1	2	5,980.00	0	1	0	1	2,990.00	1	0	1	2	5,980.00	0	1	0	1	2,990.00	6.00	2,990.00	17,940.00	
6		CONT FORM 9 1/2 X 6 1/2 3PLY (carbonless)	BOX	10	0	1	11	16,145.94	0	10	1	11	16,145.94	0	0	1	1	1,467.81	0	0	1	1	1,467.81	24.00	1,467.81	35,227.51	
7		CONT. FORM 9 1/2 X 6 1/2 1 PLY - BLUE	BOX	1	0	0	1	3,926.00	0	0	1	1	3,926.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	3,926.00	7,852.00	
8		CONT. FORM 9 1/2 X 6 1/2 1 PLY - GREEN	BOX	0	0	1	1	1,697.18	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	1,697.18	1,697.18	
9		CONT. FORM 9 1/2 X 6 1/2 1 PLY - PINK	BOX	1	0	0	1	3,932.04	1	0	0	1	3,932.04	1	0	0	1	3,932.04	1	0	0	1	3,932.04	4.00	3,932.04	15,728.16	
CONSUMABLES																											
1		BALLPEN - BLACK/BLUE	PC	196	130	49	375	5,512.33	152	69	121	342	5,027.24	159	85	85	329	4,836.15	128	55	55	238	3,498.49	1,284.00	14.70	18,874.20	
2		BALLPEN - BLUE	PC	20	0	0	20	300.00	19	0	0	19	285.00	20	0	0	20	300.00	19	0	0	19	285.00	78.00	15.00	1,170.00	
3		BALLPEN - RED	PC	30	33	8	71	1,056.39	25	8	8	41	610.03	40	8	8	56	833.21	25	8	9	42	624.90	210.00	14.88	3,124.52	



Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
4	BLACK INK - GI 790 BK	BTL	6	1	1	8	3,111.68	6	1	1	8	3,111.68	6	0	1	7	2,722.72	5	1	0	6	2,333.76	29.00	388.96	11,279.84
5	CALENDAR DESK (GM)	PC	1	0	0	1	317.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	317.10	317.10
6	Calling Card Organizer	PC	1	0	0	1	73.99	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	73.99	73.99
7	COFFEE	PACK	45	71	8	124	11,138.33	14	36	26	76	6,826.72	40	8	21	69	6,197.94	14	8	8	30	2,694.76	299.00	89.83	26,857.74
8	COFFEE (DECAFFEINATED)	PACK	0	25	0	25	2,246.13	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25.00	89.85	2,246.13
9	CREAMER	PACK	54	37	11	102	9,597.41	40	34	45	119	11,196.98	23	27	24	74	6,962.82	40	21	11	72	6,774.64	367.00	94.09	34,531.85
10	CYAN - GI 790 C	BTL	3	0	1	4	1,555.84	2	1	0	3	1,166.88	4	0	1	5	1,944.80	3	1	0	4	1,555.84	16.00	388.96	6,223.36
11	HIGHLIGHTER	PC	77	34	23	134	4,427.47	26	23	32	81	2,676.30	38	29	29	96	3,171.92	33	29	29	91	3,006.71	402.00	33.04	13,282.40
12	MAGENTA INK GI 790 M	BTL	3	0	1	4	1,555.84	2	1	0	3	1,166.88	4	0	1	5	1,944.80	3	1	0	4	1,555.84	16.00	388.96	6,223.36
13	PASTE	BTL	3	0	0	3	91.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	30.40	91.20
14	RIBBON - PRINTER (REFILL)	ROLL	93	68	68	229	8,747.84	93	68	68	229	8,747.84	93	68	68	229	8,747.84	93	68	68	229	8,747.84	916.00	38.20	34,991.36
15	Sign Pen Refill	PC	13	12	0	25	385.26	0	0	13	13	200.34	0	12	0	12	184.92	0	0	0	0	0.00	50.00	15.41	770.52
16	Steel Pen (for BODs)	PC	5	0	0	5	2,642.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	528.50	2,642.50
17	SUGAR	KL	69	24	9	102	4,685.84	25	27	32	84	3,858.93	15	19	22	56	2,572.62	25	15	9	49	2,251.04	291.00	45.94	13,368.43
18	YELLOW INK - GI 790 Y	BTL	3	0	1	4	1,555.84	2	1	0	3	1,166.88	4	0	1	5	1,944.80	3	1	0	4	1,555.84	16.00	388.96	6,223.36

Other Categories																											
1	COPY, SCAN AND PRINT	PAGE	8213	0	0	8213	4,954.08	8213	0	0	8213	4,954.08	8213	0	0	8213	4,954.08	8213	0	0	8213	4,954.08	32,852.00	0.60	19,816.33		
2	COMPANY IDs	LOT	0	50	0	50	10,570.00	0	0	0	0	0.00	0	0	0	0	0.00	78	0	0	78	16,489.20	128.00	211.40	27,059.20		
3	CORRUGATED FILE BOX	PC	0	0	25	25	3,540.71	10	0	0	10	1,016.29	0	0	0	0	0.00	0	0	0	0	0.00	35.00	101.63	3,557.00		
4	DECORATIONS	LOT	0	1	0	1	3,428.33	0	0	0	0	0.00	0	0	0	0	0.00	1	1	0	2	6,856.67	3.00	3,428.33	10,285.00		
5	RISO PRINTING	REAM	0	1	1	2	651.05	0	1	1	2	651.05	61	0	1	62	20,182.60	0	1	0	1	325.53	67.00	325.53	21,810.23		
6	SURGICAL GLOVES	BOX	0	100	0	100	528.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100.00	5.29	528.50		
7	SURGICAL MASK	BOX	0	100	0	100	634.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100.00	6.34	634.20		
8	STORAGE PLASTIC BOX/CONTAINER	PC	0	2	0	2	517.93	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	258.97	517.93		
9	TARPAULIN	LOT	0	2	2	4	2,114.00	0	2	0	2	1,057.00	0	0	5	5	2,642.50	3	0	1	4	2,114.00	15.00	528.50	7,927.50		
10	Picture Frame (8.5x11)	PC	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	10	3,171.00	10.00	317.10	3,171.00		

<b>A. TOTAL</b>		<b>P</b>	<b>5,503,759.40</b>
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>		<b>P</b>	<b>550,375.94</b>
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and</b>			
<b>D. GRAND TOTAL (A + B + C)</b>		<b>P</b>	<b>6,054,135.34</b>
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>		<b>P</b>	<b>-</b>
<b>In Figures and Words:</b>			

*Handwritten signature*

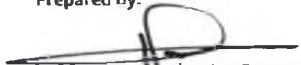
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec			
<b>F. MONTHLY CASH REQUIREMENTS</b>																				P		
G.1 Available at Procurement Service Stores		X			287,544.34	X			140,383.86	X			113,832.41	X			70,940.66	P	612,701.26			
G.2 Other Items not available at PS but regularly purchased from other sources					894,772.12				554,131.77				557,441.99				515,592.25	P	2,521,938.13			
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					1,182,316.46				694,515.62				671,274.40				586,532.91	P	3,134,639.40			

\*Agency must put the monthly requirement for air tickets both local and international.

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:



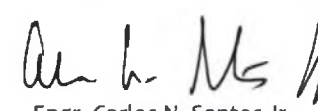
Maria Lourdes V. German  
Designated Procurement Assistant

Certified Funds Available / Certified Appropriate Funds Available:



Mariela D. C. Gravador  
Accountant / Local Budget Officer

Approved by:



Engr. Carlos N. Santos Jr.  
Head of Office/Agency

Date Prepared: July 8, 2019