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**ANNUAL PROCUREMENT PLAN FOR 2018
For Common-Use Supplies and Equipment**

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

1. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:

 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/C Department of the Interior and Local Government Region 02
Region: II - Tuguegarao
Address: Regional Government Center, Carig Sur, Tuguegarao City

Agency Account Code: No Code

Contact Person: Magdalena C. Oranda
Position: Administrative Officer V
E-mail: r2dlig.bac@gmail.com
Telephone/Mobile Nos: 9157142530

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	25			25	25			25	25			25	25				25	100	20.28	2,028.00
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	25			25	25			25	25			25	25				25	100	19.20	1,920.00
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack	25			25	25			25	25			25	25				25	100	91.94	9,194.00
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0					0	0	40.97	-
5 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0					0	0	75.39	-
6 TAPE, ELECTRICAL, 18mm x 16M min	roll				0				0				0					0	0	18.93	-
COMMON OFFICE SUPPLIES																					
1 ACETATE, thickness: 0.075mm min (gauge #3)	roll	10			10				0	10			10					0	20	766.73	15,334.60
2 AIR FRESHENER, aerosol, 280ml/150g min	can	30			30	30			30	30			30	30				30	120	88.69	10,642.80

3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	90			90	90				90	90			90	360	49.73	17,902.80
4	CARBON FILM, PE, black, size 210mm x 297mm	box	15			15					15				0	30	205.48	6,164.40
5	CARBON FILM, PE, black, size 216mm x 330mm	box	15			15					15				0	30	210.91	6,327.30
6	CARTOLINA, assorted colors	pack	52			52					52				0	104	67.06	6,974.24
7	CHALK, molded, white, dustless, length: 78mm min	box				0					0				0	0	26.89	-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	25			25	25				25	25			25	100	38.19	3,819.00
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	35			35	35				35	35			35	140	40.47	5,665.80
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	20			20	20				20	20			20	80	7.87	629.60
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	20			20	20				20	20			20	80	13.94	1,115.20
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	20			20	20				20	20			20	80	19.88	1,590.40
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	20			20	20				20	20			20	80	41.10	3,288.00
14	CORRECTION TAPE, film base type, UL 6m min	piece	85			85	85				85	85			85	340	18.26	6,208.40
15	DATA FILE BOX, made of chipboard, with closed ends	box				0					0				0	0	72.57	-
16	DATA FOLDER, made of chipboard, taglia lock	piece				0					0				0	0	71.39	-
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	20			20					20	20			0	40	424.47	16,978.80
18	ENVELOPE, DOCUMENTARY, for legal size document	box	20			20					20	20			0	40	538.80	21,552.00
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	20			20					20	20			0	40	667.84	26,713.60
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	20			20					20				0	40	28.71	1,148.40
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	20			20					20	20			0	40	341.79	13,671.60
22	ENVELOPE, mailing, white, with window	box				0					0				0	0	427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece	50			50	50				50	50			50	200	11.55	2,310.00
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	67			67	67				67	67			67	268	6.23	1,669.64
25	FASTENER, METAL, 70mm between prongs	box	66			66	66				66	66			66	264	59.37	15,673.68
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	40			40	40				40	40			40	160	73.59	11,774.40
27	FILE TAB DIVIDER, bristol board, for A4	set	100			100	100				100	100			100	400	12.98	5,192.00
28	FILE TAB DIVIDER, bristol board, for legal	set	100			100	100				100	100			100	400	17.31	6,924.00

29	FOLDER, FANCY, for A4 size documents	bundle	40					0	40					0	80	258.50	20,680.00
30	FOLDER, FANCY, for legal size documents	bundle	40					0	40					0	80	302.85	24,228.00
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	40					0	40					0	80	177.92	14,233.60
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	40					0	40					0	80	222.27	17,781.60
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	40					0	40					0	80	776.59	62,127.20
34	FOLDER, TAGBOARD, for A4 size documents	pack	40					0	40					0	80	226.05	18,084.00
35	FOLDER, TAGBOARD, for legal size documents	pack	40					0	40					0	80	208.38	16,670.40
36	GLUE, all purpose, gross weight: 200 grams min	jar	36		36			36	36					36	144	49.73	7,161.12
37	INDEX TAB, self-adhesive, transparent	box	50					0	50					0	100	53.74	5,374.00
38	LOOSELEAF COVER, made of chipboard, for legal	bundle	10		5			5	10					5	30	676.00	20,280.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	15		5			5	15					5	40	43.26	1,730.40
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	22		22			22	22					22	88	36.97	3,253.36
41	MARKER, whiteboard, black, felt tip, bullet type	piece	63					0	63					0	126	10.69	1,346.94
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	63					0	63					0	126	10.69	1,346.94
43	MARKER, whiteboard, red, felt tip, bullet type	piece	70					0	70					0	140	10.69	1,496.60
44	MARKER, PERMANENT, bullet type, black	piece	102					0	102					0	204	10.04	2,048.16
45	MARKER, PERMANENT, bullet type, blue	piece	102					0	102					0	204	10.04	2,048.16
46	MARKER, PERMANENT, bullet type, red	piece	45					0	45					0	90	10.04	903.60
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	200					0	200					0	400	12.52	5,008.00
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	40		40			40	40					40	160	32.45	5,192.00
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	40		40			40	40					40	160	44.32	7,091.20
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	40		40			40	40					40	160	59.49	9,518.40
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	40		40			40	40					40	160	18.99	3,038.40
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	15		15			15	15					15	60	6.91	414.60
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	15		15			15	15					15	60	14.04	842.40
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	500		500			500	500					500	2000	137.66	275,320.00

55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	300	300	300	300	300	300	300	300	300	300	1200	160.94	193,128.00
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	150	150	150	150	150	150	150	150	150	150	600	119.09	71,454.00
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	150	150	150	150	150	150	150	150	150	150	600	123.08	73,848.00
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	20	20	20	20	20	20	20	20	20	20	80	95.18	7,614.40
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	200	200	200	200	200	200	200	200	200	200	800	34.29	27,432.00
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	45	45	45	45	45	45	45	45	45	45	180	20.40	3,672.00
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	6	6	6	6	6	6	6	6	6	6	24	319.07	7,657.68
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	63	63	63	63	63	63	63	63	63	63	252	62.73	15,807.96
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	74	74	74	74	74	74	74	74	74	74	296	97.34	28,812.64
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	35	35	35	35	35	35	35	35	35	35	140	267.14	37,399.60
65	RUBBER BAND, 70mm min lay flat length (#18)	box	35	35	35	35	35	35	35	35	35	35	140	97.04	13,585.60
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	15	15	15	15	15	15	15	15	15	15	60	16.10	966.00
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	200	200	200	200	200	200	200	200	200	200	800	35.99	28,792.00
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	200	200	200	200	200	200	200	200	200	200	800	35.99	28,792.00
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	66	66	66	66	66	66	66	66	66	66	264	35.99	9,501.36
70	STAMP PAD INK, purple or violet	bottle	12	12	12	12	12	12	12	12	12	12	48	25.62	1,229.76
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	12	12	12	12	12	12	12	12	12	12	48	28.77	1,380.96
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	6	6	6	6	6	6	6	6	6	6	24	21.51	516.24
73	STAPLE WIRE, STANDARD, (26/6)	box	62	62	62	62	62	62	62	62	62	62	248	19.68	4,880.64
74	TAPE, MASKING, width: 24mm (±1mm)	roll	40	40	40	40	40	40	40	40	40	40	160	57.32	9,171.20
75	TAPE, MASKING, width: 48mm (±1mm)	roll	50	50	50	50	50	50	50	50	50	50	200	109.24	21,848.00
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	40	40	40	40	40	40	40	40	40	40	160	29.08	4,652.80
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	32	32	32	32	32	32	32	32	32	32	128	11.36	1,454.08
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	43	43	43	43	43	43	43	43	43	43	172	27.58	4,743.76
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	100	100	100	100	100	100	100	100	100	100	400	70.30	28,120.00
80	TWINE, plastic, one (1) kilo per roll	roll	31	31	31	31	31	31	31	31	31	31	124	51.92	6,438.08

81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	6			6	6			6	6			6	6			6	24	133.99	3,215.76
82	Airline Travel	ticket				0				0				0				0	0	0.00	-
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, for heavy duty cutter	tube	9			9	9			9	9			9	9			9	36	10.22	367.92
2	CUTTER KNIFE, for general purpose	piece	10			10	10			10	10			10	10			10	40	20.55	822.00
3	DATING AND STAMPING MACHINE, heavy duty	piece				0				0				0				0	0	497.52	-
4	PENCIL SHARPENER, manual, single cutter head	piece	4			4	4			4	4			4	4			4	16	194.69	3,115.04
5	PUNCHER, paper, heavy duty, with two hole guide	piece	5			5	5			5	5			5	5			5	20	123.42	2,468.40
6	SCISSORS, symmetrical, blade length: 65mm min	pair	12			12	12			12	12			12	12			12	48	14.28	685.44
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	9			9	9			9	9			9	9			9	36	85.45	3,076.20
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0				0				0	0	913.95	-
9	STAPLE REMOVER, PLIER-TYPE	piece	9			9	9			9	9			9	9			9	36	18.91	680.76
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece				0				0				0				0	0	51.57	-
11	WASTEBASKET, non-rigid plastic	piece	19			19	19			19	19			19	19			19	76	25.96	1,972.96
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece	30			30	30			30				0				0	60	91.94	5,516.40
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	20			20	20			20	20			20	20			20	80	24.88	1,990.40
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	12			12	12			12	12			12	12			12	48	43.26	2,076.48
4	CLEANSER, SCOURING POWDER, 350g min./can	can				0				0				0				0	0	24.88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch	29			29	29			29	29			29	29			29	116	38.93	4,515.88
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	50			50	50			50	50			50	50			50	200	125.20	25,040.00
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	12			12	12			12	12			12	12			12	48	28.12	1,349.76
8	FLOOR WAX, PASTE, RED	can				0				0				0				0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can				0				0				0				0	0	90.85	-
10	INSECTICIDE, aerosol type, net content: 600ml min	can	39			39	39			39	39			39	39			39	156	142.77	22,272.12
11	MOP BUCKET, heavy duty, hard plastic	piece				0				0				0				0	0	1,987.44	-

12	MOPHANDLE, heavy duty, aluminum, screw type	piece				0			0				0	0	148.18	-
13	MOPHEAD, made of rayon, weight: 400 grams min	piece				0			0				0	0	110.32	-
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	12			12	12		12	12			12	48	51.68	2,480.64
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0			0				0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll	37			37	37		37	37			37	148	145.48	21,531.04
17	DETERGENT BAR, 140 grams as packed	bar				0			0				0	0	7.57	-

COMMON OFFICE EQUIPMENT

1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	1			1			0	1			1		0	2	10,816.00	21,632.00
2	CALCULATOR, compact, 12 digits	unit	6			6	6		6	7			7	26	140.61	3,655.86		
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0			0				0	0	273.10	-		
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0			0				0	0	273.10	-		
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	1			1			0	1			1		0	2	6,828.14	13,656.28
6	DOCUMENT CAMERA, 3.2M pixels	unit	1			1			0	1			1		0	2	26,391.04	52,782.08
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0			0				0	0	1,091.33	-		
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0			0				0	0	1,372.55	-		
9	ELECTRIC FAN, STAND type, plastic blade	unit	4			4	4		4	4			4	16	1,046.65	16,746.40		
10	ELECTRIC FAN, WALL type, plastic blade	unit				0			0				0	0	782.00	-		
11	FACSIMILE MACHINE, uses thermal paper	unit	1			1			0				0	1	3,642.83	3,642.83		
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0			0				0	0	1,123.78	-		
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0			0				0	0	5,191.68	-		
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0			0				0	0	27,542.94	-		
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0			0				0	0	8,411.60	-		
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit				0			0				0	0	5,927.17	-		
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0			0				0	0	19,457.98	-		
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0			0				0	0	6,064.78	-		
19	PRINTER, LASER, monochrome, network-ready	unit	2			2			0	2			2	4	744.14	2,976.56		

20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0			0			0			0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0			0			0			0	0	1,379.04	-
22	Desktop Computer, branded	unit	1			1			0	1		1			0	2	35,887.49	71,774.98
23	Laptop Computer, branded	unit	1			1			0	1		1			0	2	36,587.28	73,174.56
COMMON COMPUTER SUPPLIES																		
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0			0			0			0	0	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0			0			0			0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0			0			0			0	0	796.06	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0			0			0			0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0			0			0			0	0	620.67	-
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0			0			0			0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	200			200	200		200	200		200	200		200	800	22.66	18,128.00
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	10			10	10		10	10		10	10		10	40	3,152.86	126,114.40
9	FLASH DRIVE, 16 GB capacity	piece	100			100	100		100	100		100	100		100	400	261.75	104,700.00
10	MOUSE, optical, USB connection type	unit	3			3	3		3	3		3	3		3	12	140.39	1,684.68
HANDBOOK ON PROCUREMENT																		
1	HANDBOOK (RA 9184), 7th Edition	piece	6			6	6		6	6		6	6		6	24	48.13	1,155.12
CONSUMABLES																		
1	DRUM CART, BROTHER DR-3455	cart				0			0			0			0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart				0			0			0			0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0			0			0			0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0			0			0			0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0			0			0			0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart	30			30			0	30		30			0	60	264.99	15,899.40
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	30			30			0	30		30			0	60	264.99	15,899.40
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	30			30			0	30		30			0	60	264.99	15,899.40

9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	30			30			0	30			30		0	60	264.99	15,899.40
10	INK CART, HP C2P04AA (HP62) Black	cart				0			0				0		0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0			0				0		0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				0			0				0		0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0			0				0		0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0			0				0		0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0			0				0		0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0			0				0		0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0			0				0		0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0			0				0		0	0	0.00	-
19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0			0				0		0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0			0				0		0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0			0				0		0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0			0				0		0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0			0				0		0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0			0				0		0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0			0				0		0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0			0				0		0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0			0				0		0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0			0				0		0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0			0				0		0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0			0				0		0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0			0				0		0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0			0				0		0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0			0				0		0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0			0				0		0	0	0.00	-

35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart				0				0				0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0	0	379.64	-
43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0	0	0.00	-
49	INK CART, HP Lo551AA (HP955) Cyan Original	cart				0				0				0	0	0.00	-
50	INK CART, HP Lo554AA (HP955) Magenta Original	cart				0				0				0	0	0.00	-
51	INK CART, HP Lo557AA (HP955) Yellow Original	cart				0				0				0	0	0.00	-
52	INK CART, HP Lo560AA (HP955) Black Original	cart				0				0				0	0	0.00	-
53	INK CART, HP Lo563AA (HP955XL) Cyan Original	cart				0				0				0	0	0.00	-
54	INK CART, HP Lo566AA (HP955XL) Magenta Original	cart				0				0				0	0	0.00	-
55	INK CART, HP Lo569AA (HP955XL) Yellow Original	cart				0				0				0	0	0.00	-
56	INK CART, HP Lo572AA (HP955XL) Black Original	cart				0				0				0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0	0	0.00	-

61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0			0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0			0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0			0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0			0	0	0.00	-
65	RIBBON CART, EPSON C135015516 (#8750), Black	cart				0				0			0	0	79.82	-
66	RIBBON CART, EPSON C135015531 (5015086), Black	cart				0				0			0	0	753.88	-
67	RIBBON CART, EPSON C135015632, Black, for LX-310	cart				0				0			0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0				0			0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0				0			0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0			0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0			0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0			0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0				0			0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0				0			0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0			0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0			0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				0				0			0	0	3,009.01	-
78	TONER CART, HP CE310A, Black	cart				0				0			0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0				0			0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0				0			0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0				0			0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0				0			0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0				0			0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0				0			0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0				0			0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0				0			0	0	7,998.43	-

87	TONER CART, HP CE400A, Black	cart			0			0			0		0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart			0			0			0		0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart			0			0			0		0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart			0			0			0		0	0	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart			0			0			0		0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart			0			0			0		0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart			0			0			0		0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart			0			0			0		0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart			0			0			0		0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart			0			0			0		0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart			0			0			0		0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart			0			0			0		0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart			0			0			0		0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart			0			0			0		0	0	0.00	-
101	TONER CART, HP CF280XC	cart			0			0			0		0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart			0			0			0		0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart			0			0			0		0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract	cart			0			0			0		0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart			0			0			0		0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart			0			0			0		0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart			0			0			0		0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart			0			0			0		0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart			0			0			0		0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart			0			0			0		0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart			0			0			0		0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart			0			0			0		0	0	0.00	-

113	TONER CART, HP CF352A Yellow LJ	cart				0				0					0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0					0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0					0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0					0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0					0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0					0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0					0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0					0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0					0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0					0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0					0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0					0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0					0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0					0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0					0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0					0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0					0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0					0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0					0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0					0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0					0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0					0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0					0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0					0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0					0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0					0	0	9,229.29	-

139	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0				0				0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				0				0	0	13,935.33	-

B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON ELECTRICAL SUPPLIES

1						0				0				0	0		-
2						0				0				0	0		-
3						0				0				0	0		-
4						0				0				0	0		-
5						0				0				0	0		-

COMMON OFFICE EQUIPMENT

1	Filing Cabinet, four drawers, steel, plain, finish 8 ball bearing rollers, gauge 22	5				5				0	2			2			0	7	9,000.00	63,000.00
2	Filing Cabinet, two drawers, steel, plain, finish 8 ball bearing rollers, gauge 22	2				2				0	3			3			0	5	6,000.00	30,000.00
3						0				0				0			0	0		-
4						0				0				0			0	0		-

5					0			0			0			0	0					
COMMON OFFICE SUPPLIES																				
1	Ballpen, Black	pc	1000			1000	1000			1000	1000			1000	1000		4000	4.00	16,000.00	
2	Ballpen, Blue	pc	1000			1000	1000			1000	1000			1000	1000		4000	4.00	16,000.00	
3	Post-it	pc	60			60	60			60	60			60	60		240	15.00	3,600.00	
4	Certificate Holder Long	pc	45			45	45			45	45			45	45		180	50.00	9,000.00	
5	Certificate Holder A4	pc	45			45	45			45	45			45	45		180	45.00	8,100.00	
6	Picture Frame, long	pc	35			35	35			35	35			35	35		140	100.00	14,000.00	
7	Picture Frame, A4	pc	25			25	25			25	25			25	25		100	90.00	9,000.00	
8	Sticker paper	pc	30			30	30			30	30			30	30		120	15.00	1,800.00	
9	Special Notebook	pc	45			45	45			45	45			45	45		180	45.00	8,100.00	
10	Marker, permanent, chisel type, black	pc	55			55	55			55	55			55	55		220	20.00	4,400.00	
11	Marker, permanent, chisel type, blue	pc	45			45	45			45	45			45	45		180	20.00	3,600.00	
12	Marker, permanent, chisel type, red	pc	45			45	45			45	45			45	45		180	20.00	3,600.00	
13						0				0				0			0		-	
14						0				0				0			0		-	
15						0				0				0			0		-	
16						0				0				0			0		-	
17						0				0				0			0		-	
18						0				0				0			0		-	
19						0				0				0			0		-	
20						0				0				0			0		-	
COMMON JANITORIAL SUPPLIES																				
1	Blower/Vacuum	unit	1			1				0	1			1			0	2	4,000.00	8,000.00
2						0				0				0			0		-	
3						0				0				0			0		-	

4					0			0			0			0	0			-
5					0			0			0			0	0			-
CONSUMABLES																		
1	Illustration Board, (30"x40"), 2ply	pc	21		21			0	21		21			0	42	25.00		1,050.00
2	Index Card, 3"x5" ruled both sides, 500/pack	pack	45		45			0	45		45			0	90	25.00		2,250.00
3	Index Card, 5"x8" ruled both sides, 500/pack	pack	45		45			0	45		45			0	90	35.00		3,150.00
4	Index Card Box 3"x5"	pc	45		45			0	45		45			0	90	45.00		4,050.00
5	Index Card Box 5"x8"	pc	45		45			0	45		45			0	90	55.00		4,950.00
6	Magazine file box, medium	pc	40		40			0	40		40			0	80	55.00		4,400.00
7	MAP PIN, roundhead, 100/case	case	32		32			0	32		32			0	64	45.00		2,880.00
8	External Drive, 500GB	pc	3		3			0	3		3			0	6	5,000.00		30,000.00
9					0			0			0			0	0			TRUE
10					0			0			0			0	0			-
11					0			0			0			0	0			-
12					0			0			0			0	0			-
13					0			0			0			0	0			-
14					0			0			0			0	0			-
15					0			0			0			0	0			-
16					0			0			0			0	0			-
17					0			0			0			0	0			-
18					0			0			0			0	0			-
19					0			0			0			0	0			-
20					0			0			0			0	0			-
21					0			0			0			0	0			-
22					0			0			0			0	0			-
23					0			0			0			0	0			-

24					0				0					0	0		-
25					0				0					0	0		-
26					0				0					0	0		-
27					0				0					0	0		-
28					0				0					0	0		-
29					0				0					0	0		-
30					0				0					0	0		-

Office Equipment and Accessories

1	Vault	pc	1		1				0	1				1			0	2	12,500.00	25,000.00
2	LCD Projector	pc	2		2				0	2				2			0	4	3,500.00	14,000.00
3	Wood Table with Chair	set	2		2				0	2				2			0	4	12,500.00	50,000.00
4	Photocopier	pc	2		2				0	2				2			0	4	7,000.00	28,000.00
5	Aircon Window Type	pc	2		2				0	2				2			0	4	6,750.00	27,000.00
6	Scanner	unit	1		1				0	1				1			0	2	12,500.00	25,000.00
7	Aircon Split Type	pc	1		1				0	1				1			0	2	32,000.00	64,000.00
8					0				0					0			0	0		-
9					0				0					0			0	0		-
10					0				0					0			0	0		-

Office Supplies

1	Ribbon, for manual Typewriter	pc			0				0					0			0	0		-
2	Friction Pen	pc	6		6	6			6	6				6	6		6	24	80.00	1,920.00
3	Highlighter	pc	35		35	35			35	35				35	35		35	140	11.25	1,575.00
4	Pigment ink, EPSON	pc	6		6				0	6				6			0	12	650.00	7,800.00
5	Double-sided Tape	pc	10		10	10			10	10				10	10		10	40	50.00	2,000.00
6	Certificate Frame	pc			0				0					0			0	0		-
7					0				0					0			0	0		-

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

Audio and visual presentation and composing equipment

1	Microphone	pc			0				0				0	0			-
2	USB Condenser Microphone	pc	1		1				0	1			1	2	4,500.00		9,000.00
3	Lapel Microphone	pc			0				0				0	0			-
4	Shotgun Microphone	pc	1		1				0	1			1	2	4,500.00		9,000.00
5					0				0				0	0			-
6					0				0				0	0			-
7					0				0				0	0			-
8					0				0				0	0			-
9					0				0				0	0			-
10					0				0				0	0			-

Photographic or filming or video equipment

1	DSLR Camera	unit	1		1				0				0	1	27,500.00		27,500.00
2	Video Camera HD	unit	1		1				0				0	1	27,500.00		27,500.00
3	CCTV Camera	unit	2		2				0	2			2	4	2,300.00		9,200.00
4	Motorized Projector Screen	unit	1		1				0	1			1	2	7,600.00		15,200.00
5	HDMI Cable 15 meters	pc	1		1				0	1			1	2	720.00		1,440.00
6	HDMI Cable 5 meters	pc	5		5				0	5			5	10	470.00		4,700.00
7	VGA Cable 2 Meters	pc	5		5				0	5			5	10	800.00		8,000.00
8	VGA Cable 8 Meters	unit	1		1				0	1			1	2	2,650.00		5,300.00
9	HDMI Splitter 8 ports	unit	1		1				0	1			1	2	3,250.00		6,500.00
10	UPS 650 VA	unit	4		4				0	4			4	8	1,700.00		13,600.00

Cleaning Equipment and Supplies

1	Muriatic Acid	bottle	2			2	2			2	2			2	2		8	60.00	480.00
2	Fabric Conditioner	bottle			0					0				0			0	150.00	-
3	Stain Remover	bottle			0					0				0			0	40.00	-
4	Liquid Soap	bottle			0					0				0			0	170.00	-
5	Glass Cleaner	pc			0					0				0			0	40.00	-
6	Doormat	pc	12		12	12				12	12			12	12		48	40.00	1,920.00
7					0					0				0			0		-
8					0					0				0			0		-
9					0					0				0			0		-
10					0					0				0			0		-

Paper Materials and Products

1	Creepe Paper	pc	20			20	20			20	20			20	20		80	15.00	1,200.00
2	Palara, gold/silver	pack	20			20	20			20	20			20	20		80	15.00	1,200.00
3	Glossy paper, assorted color	pack	20			20	20			20	20			20	20		80	12.00	960.00
4	Tie Wire No. 16	roll	4			4	4			4	4			4	4		16	50.00	800.00
5	Flower Wire	roll	4			4	4			4	4			4	4		16	25.00	400.00
6	Styrofoar	pc	4			4	4			4	4			4	4		16	50.00	800.00
7	Japanese paper	pc	25			25	25			25	25			25	25		100	5.00	500.00
8	Bulldog, Clip, 73mm (3")	pc	35			35	35			35	35			35	35		140	53.00	7,420.00
9	Cartolina, white, 20s/pack	pack	35			35	35			35	35			35	35		140	64.48	9,027.20
10	Manila paper	pc	35			35	35			35	35			35	35		140	65.00	9,100.00

Lighting and fixtures and accessories

1					0					0				0			0	0	-
2					0					0				0			0	0	-
3					0					0				0			0	0	-
4					0					0				0			0	0	-

5					0			0					0	0			-
6					0			0					0	0			-
7					0			0					0	0			-
8					0			0					0	0			-
9					0			0					0	0			-
10					0			0					0	0			-

Electrical equipment and components and supplies

1					0			0					0	0			-
2					0			0					0	0			-
3					0			0					0	0			-
4					0			0					0	0			-
5					0			0					0	0			-
6					0			0					0	0			-
7					0			0					0	0			-
8					0			0					0	0			-
9					0			0					0	0			-
10					0			0					0	0			-

Computer Supplies


1	Wifi Router	unit	3		3			0	3			3			0	6	4,500.00	27,000.00
2	Universal Extension Wires 4 Meters 4 Socket	unit	6		6			0	6			6			0	12	1,000.00	12,000.00
3	External USB 3.0 Hub 4 Ports	unit	2		2			0	2			2			0	4	1,350.00	5,400.00
4	Motherboard DDR3 support upto Core i7	pc	1		1			0	1			1			0	2	3,400.00	6,800.00
5					0			0				0			0	0		-
6					0			0				0			0	0		-
7					0			0				0			0	0		-
8					0			0				0			0	0		-

9				0				0					0	0			-
10				0				0					0	0			-
Computer Equipment and Accessories																	
1	Notebook Computer, 1.7, 4gb RAM	unit	1	1				0					0	1	35,000.00		35,000.00
2	LCD Monitor, 18.5"	unit	1	1				0	1				0	2	5,000.00		10,000.00
3	Keyboard	unit	5	5				0	5				0	10	300.00		3,000.00
4	Computer Chair, Ergonomic	pc	5	5				0	5				0	10	3,500.00		35,000.00
5	Swivel Chair, Executive	pc	10	10				0	10				0	20	4,000.00		80,000.00
6	Processors Quadcore LGA 2066 4.3 Ghz	pc	2	2				0	2				0	4	12,000.00		48,000.00
7																	
8				0				0					0	0			-
9				0				0					0	0			-
10				0				0					0	0			-
*Other Categories																	
1	Organizational Chart Frame	pc	3	3				0	3				0	6	9,000.00		54,000.00
2	Bulletin Board, 1 side cork other side whiteboard, 3ft x 4ft, (landscape)	pc	3	3				0	3				0	6	2,000.00		12,000.00
3	Service Tray	pc	3	3				0	3				0	6	200.00		1,200.00
4	Cups and saucers	set	3	3				0	3				0	6	400.00		2,400.00
5	Glass and Pitcher set	set	3	3				0	3				0	6	400.00		2,400.00
6	Plastic Cabinet with key	set	3	3				0	3				0	6	1,000.00		6,000.00
7	Spoon and Fork	set	3	3				0	3				0	6	500.00		3,000.00
8	Serving plates and dining plates	set	3	3				0	3				0	6	1,000.00		6,000.00
9	Scientific Calculator, 12 digits	pc	5	5				0	5				0	10	500.00		5,000.00
10	Tarpaulins (per sq inch)	pc	35	35				0	35				0	70	25.00		1,750.00
C. TOTAL (A + B):															P	3,085,051.25	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)															P	308,505.13	

E. GRAND TOTAL (C + D)								P	3,393,556.38	
F. APPROVED BUDGET BY THE AGENCY HEAD										
G. MONTHLY CASH REQUIREMENTS										
G.1 Available at Procurement Service Stores	X	673,188.53	X	361,815.00	X	666,928.11	X	359,197.41	P	2,061,129.05
G.2 Other Items not available at PS but regularly purchased from other sources	X	531,480.55	X	32,270.55	X	402,980.55	X	32,270.55	P	999,002.20
TOTAL MONTHLY CASH REQUIREMENTS		1,204,669.08		394,085.55		1,069,908.66		391,467.96	P	3,060,131.25


*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for Items under A.


 Jayson P. Verzon

Prepared by:

We hereby warrant that the total amount reflected in this Annual Equipment Procurement Plan is within our approved budget for the year.
 10/11/2017


 Magdalena C. Oranda
 Property/Supply Officer

Certified Funds Available / Certified Appropriate

Funds Available:

Accountant / Local Budget Officer

Approved by:

and equipment has been included in or is within our approved budget for the year.


 Jonathan Paul M. Leusen, Jr., CESO IV
 Head of Office/Agency

Date:

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT REGION 02 ANNUAL PROCUREMENT PLAN FOR CY 2018

Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget(Php)			Remarks (brief description of Program/Project)
			Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
Water Expenses	DILG R2	Section 50. Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	150,000.00	150,000.00		
Electricity Expenses	DILG R2	Section 50. Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	2,500,000.00	2,500,000.00		
Postage and deliveries	DILG R2	Sec. 53.9 (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	150,000.00	150,000.00		
Telephone & Internet Services	DILG R2	Section 50. Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	312,000.00	312,000.00		
Aircon Maintenance	DILG R2	Sec. 53.9 (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	20,000.00	20,000.00		
Common-Use Supplies and Equipment	DILG R2	Sec. 53.5 (Agency to Agency)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA				
Non-Common-Use Supplies and Equipments	DILG R2	Sec. 53.5 (Agency to Agency)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	11,000,000.00	11,000,000.00		
Repair/Maintenance (Service Vehicles)	DILG R2	Sec. 53.9 (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	500,000.00	500,000.00		
Registration (Service Vehicles)	DILG R2	Sec. 53.5 (Agency to Agency)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	120,000.00	120,000.00		
Insurance (Service Vehicles)	DILG R2	Sec. 53.5 (Agency to Agency)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	60,000.00	60,000.00		
Insurance (Office Building)	DILG R2	Sec. 53.5 (Agency to Agency)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	85,000.00	85,000.00		
Security Services	DILG R2	Section 50. Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	270,000.00	270,000.00		
Fuel Expenses	DILG R2	Sec. 53.9 (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	600,000.00	600,000.00		
Job Orders	DILG R2		1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	400,000.00	400,000.00		
Drinking Water	DILG R2	Sec. 53.9 (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	60,000.00	60,000.00		
Provision of Tarpaulin for Different Activities	DILG R2	Sec. 53.9 (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	200,000.00	200,000.00		
Provision of Plaque for Different Activities	DILG R2	Sec. 53.9 (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	200,000.00	200,000.00		
Van Rental Services for Different Activities	DILG R2	Sec. 53.9 (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	150,000.00	150,000.00		
Printing Services (Amariong, PCF Magazines, Leave Cards, Reports, etc.	DILG R2	Sec. 53.9 (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	300,000.00	300,000.00		
Lodging Services (For Regional Office Visitors)	DILG R2	Sec. 53.9 (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	500,000.00	500,000.00		
Training Supplies and Materials	DILG R2	Sec. 53.9 (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	685,000.00	685,000.00		
CATERING SERVICES											
(for Activities conducted at the Regional Office/Provincial Office)											
DILG Regional Office	DILG R2										
LGUIA Planning Meetings	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	250,000.00	250,000.00		
MASA MASID Planning Conference	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	1,350,000.00	1,350,000.00		
CFLGA Planning Meetings	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	95,000.00	95,000.00		
Division Monthly Meetings	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	43,200.00	43,200.00		
Division Planning Conference	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	14,400.00	14,400.00		
RPSPB Meeting	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	52,500.00	52,500.00		
ROPMT Meetings	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	18,200.00	18,200.00		
FAD Quarterly Meetings	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	53,200.00	53,200.00		

PBB Meetings	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	21,000.00	21,000.00
RIPE Meetings	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	21,000.00	21,000.00
FAD SPMS Meetings	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	19,000.00	19,000.00
Retooling Meeting	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	50,000.00	50,000.00
HRD Activities	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	80,000.00	80,000.00
CSC Month Activities	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	38,500.00	38,500.00
Semestral Audit Exit Conference	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	21,000.00	21,000.00
Budget Consultation with CSO's	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	6,000.00	6,000.00
DILG Nueva Vizcaya									
Quarterly POC Meeting	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	60,000.00	60,000.00
SGLG Validation	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	25,000.00	25,000.00
' 11	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	25,000.00	25,000.00
LGU Validation	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	25,000.00	25,000.00
CFLGA LGU Assessment and Validation	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	20,000.00	20,000.00
LRPs Meeting	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	1,200,00.00	1,200,00.00
LFEES Training	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	1,200,00.00	1,200,00.00
LCBS	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	1,200,00.00	1,200,00.00
Institutionalizing GAD	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	20,000.00	20,000.00
SPMS Formulation	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	30,000.00	30,000.00
PPBS meeting	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	15,000.00	15,000.00
Provincial Team Conference	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	120,000.00	120,000.00
Cluster Meetings	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	60,000.00	60,000.00
Team Meetings	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	30,000.00	30,000.00
BAC Meetings	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	10,000.00	10,000.00
DILG Isabela									
Kapihans	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	30,000.00	30,000.00
DILG Cagayan									
Provincial Team Conference	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	122,400.00	122,400.00
Cluster Meetings	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	61,200.00	61,200.00
Monitoring of BUB Projects Meetings	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GAA	400,000.00	400,000.00
LEASE OF VENUE (with accommodation & meals)									
DILG Regional Office									
LGUIA Awarding	DILG R2	Sec. 53.10 Neg. Proc. (lease)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	800,000.00	800,000.00
SGLG Planning Conference	DILG R2	Sec. 53.10 Neg. Proc. (lease)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	30,000.00	30,000.00
SGLG Post Conference	DILG R2	Sec. 53.10 Neg. Proc. (lease)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	21,000.00	21,000.00
MASA MASID Roll out training	DILG R2	Sec. 53.10 Neg. Proc. (lease)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	220,000.00	220,000.00
CFLGA Post Conference	DILG R2	Sec. 53.10 Neg. Proc. (lease)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	17,500.00	17,500.00
Onsite Monitoring and Evaluation	DILG R3	Sec. 53.10 Neg. Proc. (lease)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	60,000.00	60,000.00
PDMU Meeting	DILG R4	Sec. 53.10 Neg. Proc. (lease)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	600,000.00	600,000.00
RPMO Planning Conference	DILG R5	Sec. 53.10 Neg. Proc. (lease)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	90,000.00	90,000.00
RPRAT Meeting	DILG R6	Sec. 53.10 Neg. Proc. (lease)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	300,000.00	300,000.00
Team Building Activity	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	228,500.00	228,500.00
DILG Nueva Vizcaya									
MASA MASID - LGU Orientation	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	75,000.00	75,000.00
POPS Planning Workshop	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	75,000.00	75,000.00
BADAC Training	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	80,000.00	80,000.00

BNEO Training	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	150,000.00	150,000.00
SGLG Assessment	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	50,000.00	50,000.00
LGUIA Awarding	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	150,000.00	150,000.00
BuB PCF, KALSADA Coordination Meetings	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	250,000.00	250,000.00
DILG Isabela									
Provincial Team Conference	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	168,000.00	168,000.00
DILG Cagayan									
Mid-Year Planning and Assessment cum Team Building	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	163,200.00	163,200.00
Year-End Evaluation cum Planning	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	40,800.00	40,800.00
Family day	DILG R2	Sec. 53. 9 Neg. Proc. (SVP)	as scheduled	as scheduled	as scheduled	as scheduled	GAA	20,400.00	20,400.00
Other Category									
LRPs Meeting									
								25,023,000.00	25,023,000.00

Prepared by:


MAGDALENA C. ORANDA
BAC Secretariat Chairperson

Recommending Approval:


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ZENAIDA Z. RICARDO
BAC Member

() Approved
() Disapproved


JONATHAN PAUL M. LEUSEN, JR., CESO IV
Regional Director

Date: