

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/Offi NATIONAL WAGES AND PRODUCTIVITY COMMISSION
 Region: MAIN & NCR
 Address: 2F & 3F DY INTERNATIONAL BUILDING MALVAR COR. SAN MARCELINO ST. MALATE MANILA

Agency Account Code: No40

Contact Person: MARC ALEXIS M. ARABE
 Position: CHIEF, ADMINISTRATIVE DIVISION
 E-mail : bac_sec.nwpc@yahoo.com
 Telephone/Mobile Nos: 5275171

| 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 | 92 | | 16 | 108 | 5 | | 15 | 20 | 79 | | 15 | 94 | 11 | | 5 | 16 | 238 | 20.28 | 4,826.64 | | |
| 2 BATTERY, dry cell, AAA, 2 pieces per blister pack | pack | 72 | | 18 | 90 | 6 | | 11 | 17 | 64 | | 5 | 69 | | | 5 | 5 | 181 | 19.20 | 3,475.20 | | |
| 3 BATTERY, dry cell, D, 1.5 volts, alkaline | pack | | | | 0 | | | | | | | | 0 | | | | 0 | 0 | 91.94 | - | | |
| 4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8) | tube | | | | 0 | | | | | | | | 0 | | | | 0 | 0 | 40.97 | - | | |
| 5 Ligth Bulb, LED, 7 watts 1 pc in individual box | piece | | | | 0 | | | | | | | | 0 | | | | 0 | 0 | 75.39 | - | | |
| 6 TAPE, ELECTRICAL, 18mm x 16M min | roll | 4 | | | 4 | 1 | | | | | | | 1 | 2 | | | | 2 | 0 | 7 | 18.93 | 132.51 |
| COMMON OFFICE SUPPLIES | | | | | | | | | | | | | | | | | | | | | | |

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|----|---|--------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--------|----------|-----------|
| 1 | ACETATE, thickness: 0.075mm min (gauge #3) | roll | 1 | | 5 | 6 | | | | 0 | | | | | | | 0 | 6 | 766.73 | 4,600.38 | |
| 2 | AIR FRESHENER, aerosol, 280ml/150g min | can | 24 | | 3 | 27 | 7 | | 1 | 8 | 19 | | | 19 | 5 | | 5 | 59 | 88.69 | 5,232.71 | |
| 3 | ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml) | bottle | 74 | 2 | 23 | 99 | 13 | 4 | 23 | 40 | 63 | 2 | 25 | 90 | 12 | 4 | 12 | 28 | 257 | 49.73 | 12,780.61 |
| 4 | CARBON FILM, PE, black, size 210mm x 297mm | box | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 205.48 | 205.48 |
| 5 | CARBON FILM, PE, black, size 216mm x 330mm | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 210.91 | - |
| 6 | CARTOLINA, assorted colors | pack | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 67.06 | - |
| 7 | CHALK, molded, white, dustless, length: 78mm min | box | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 26.89 | - |
| 8 | CLEARBOOK, 20 transparent pockets, for A4 size | piece | 6 | | 21 | 27 | | | | 0 | 5 | | | 5 | | | | 0 | 32 | 38.19 | 1,222.08 |
| 9 | CLEARBOOK, 20 transparent pockets, for LEGAL size | piece | 6 | | 21 | 27 | | | | 0 | 5 | | | 5 | | | | 0 | 32 | 40.47 | 1,295.04 |
| 10 | CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm) | box | 31 | | 7 | 38 | 1 | | 3 | 4 | 21 | | 6 | 27 | 1 | | 3 | 4 | 73 | 7.87 | 574.51 |
| 11 | CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm) | box | 31 | | 8 | 39 | 1 | 2 | 3 | 6 | 23 | | 8 | 31 | 1 | 2 | 3 | 6 | 82 | 13.94 | 1,143.08 |
| 12 | CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm) | box | 27 | | 8 | 35 | 1 | 2 | 3 | 6 | 23 | | 8 | 31 | 1 | 2 | 3 | 6 | 78 | 19.88 | 1,550.64 |
| 13 | CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm) | box | 21 | | 7 | 28 | 1 | | 3 | 4 | 21 | | 6 | 27 | 1 | | 3 | 4 | 63 | 41.10 | 2,589.30 |
| 14 | CORRECTION TAPE, film base type, UL 6m min | piece | 28 | | 21 | 49 | 5 | | 18 | 23 | 20 | | 21 | 41 | 5 | | 9 | 14 | 127 | 18.26 | 2,319.02 |
| 15 | DATA FILE BOX, made of chipboard, with closed ends | box | 3 | | 16 | 19 | 3 | | | 3 | 3 | | 2 | 5 | 3 | | | 3 | 30 | 72.57 | 2,177.10 |
| 16 | DATA FOLDER, made of chipboard, taglia lock | piece | 10 | 10 | 42 | 62 | 10 | 10 | 20 | 40 | 10 | 10 | 32 | 52 | 10 | 10 | 10 | 30 | 184 | 71.39 | 13,135.76 |
| 17 | ENVELOPE, DOCUMENTARY, for A4 size document | box | 1 | | 3 | 4 | | | | 0 | | | | 0 | | | | 0 | 4 | 424.47 | 1,697.88 |
| 18 | ENVELOPE, DOCUMENTARY, for legal size document | box | 1 | | 3 | 4 | | | | 0 | | | 10 | 10 | | | | 0 | 14 | 538.80 | 7,543.20 |
| 19 | ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc | box | 4 | | 3 | 7 | | 2 | 2 | | | | 1 | 1 | | | | 0 | 10 | 667.84 | 6,678.40 |
| 20 | ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min | piece | 25 | | 8 | 33 | | | | 0 | 10 | | | 10 | | | | 0 | 43 | 28.71 | 1,234.53 |
| 21 | ENVELOPE, MAILING, white, 80gsm (-5%) | box | 3 | | 3 | 6 | | | | 0 | | | | 0 | | | | 0 | 6 | 341.79 | 2,050.74 |
| 22 | ENVELOPE, mailing, white, with window | box | | | 1 | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 427.23 | 427.23 |
| 23 | ERASER, FELT, for blackboard/whiteboard | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 11.55 | - |
| 24 | ERASER, PLASTIC/RUBBER, for pencil draft/writing | piece | 24 | | 14 | 38 | 6 | | 2 | 8 | 19 | | 2 | 21 | 6 | | 2 | 8 | 75 | 6.23 | 467.25 |

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|----|---|--------|----|--|-----|-----|----|--|----|----|----|--|----|----|----|--|----|----|-----|--------|-----------|
| 25 | FASTENER, METAL, 70mm between prongs | box | 24 | | 6 | 30 | 1 | | 5 | 6 | 12 | | 6 | 18 | 1 | | 2 | 3 | 57 | 59.37 | 3,384.09 |
| 26 | FILE ORGANIZER, expanding, plastic, 12 pockets | piece | 7 | | 8 | 15 | | | | 0 | 5 | | | 5 | | | | 0 | 20 | 73.59 | 1,471.80 |
| 27 | FILE TAB DIVIDER, bristol board, for A4 | set | 72 | | 22 | 94 | 2 | | 12 | 14 | 72 | | 22 | 94 | 2 | | 12 | 14 | 216 | 12.98 | 2,803.68 |
| 28 | FILE TAB DIVIDER, bristol board, for legal | set | 24 | | 17 | 41 | 2 | | 12 | 14 | 22 | | 22 | 44 | 2 | | 12 | 14 | 113 | 17.31 | 1,956.03 |
| 29 | FOLDER, FANCY, for A4 size documents | bundle | | | 2 | 2 | | | | 0 | | | | 0 | | | | 0 | 2 | 258.50 | 517.00 |
| 30 | FOLDER, FANCY, for legal size documents | bundle | | | 2 | 2 | | | | 0 | | | | 0 | | | | 0 | 2 | 302.85 | 605.70 |
| 31 | FOLDER, L-TYPE, PLASTIC, for A4 size documents | pack | 2 | | 30 | 32 | | | 20 | 20 | | | | 0 | | | | 0 | 52 | 177.92 | 9,251.84 |
| 32 | FOLDER, L-TYPE, PLASTIC, for legal size documents | pack | 1 | | 7 | 8 | | | | 0 | | | | 0 | | | | 0 | 8 | 222.27 | 1,778.16 |
| 33 | FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm) | box | 2 | | 3 | 5 | | | | 0 | 1 | | | 1 | | | | 0 | 6 | 776.59 | 4,659.54 |
| 34 | FOLDER, TAGBOARD, for A4 size documents | pack | 24 | | 3 | 27 | | | | 0 | 1 | | | 1 | | | | 0 | 28 | 226.05 | 6,329.40 |
| 35 | FOLDER, TAGBOARD, for legal size documents | pack | 5 | | 3 | 8 | | | | 0 | 1 | | | 1 | | | | 0 | 9 | 208.38 | 1,875.42 |
| 36 | GLUE, all purpose, gross weight: 200 grams min | jar | 13 | | 4 | 17 | 3 | | 1 | 4 | 6 | | | 6 | | | | 0 | 27 | 49.73 | 1,342.71 |
| 37 | INDEX TAB, self-adhesive, transparent | box | 66 | | 22 | 88 | 15 | | 40 | 55 | 30 | | 40 | 70 | 10 | | 20 | 30 | 243 | 53.74 | 13,058.82 |
| 38 | LOOSELEAF COVER, made of chipboard, for legal | bundle | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 676.00 | - |
| 39 | MAGAZINE FILE BOX, LARGE size, made of chipboard | piece | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 43.26 | 43.26 |
| 40 | MARKER, FLUORESCENT, 3 assorted colors per set | set | 26 | | 14 | 40 | 4 | | | 4 | 17 | | | 17 | 5 | | | 5 | 66 | 36.97 | 2,440.02 |
| 41 | MARKER, whiteboard, black, felt tip, bullet type | piece | 33 | | 11 | 44 | 3 | | 4 | 7 | 27 | | | 27 | 2 | | | 2 | 80 | 10.69 | 855.20 |
| 42 | MARKER, whiteboard, blue, felt tip, bullet type | piece | 34 | | 11 | 45 | 7 | | 4 | 11 | 31 | | | 31 | 2 | | | 2 | 89 | 10.69 | 951.41 |
| 43 | MARKER, whiteboard, red, felt tip, bullet type | piece | 14 | | 4 | 18 | 2 | | 2 | 4 | 14 | | | 14 | 2 | | | 2 | 38 | 10.69 | 406.22 |
| 44 | MARKER, PERMANENT, bullet type, black | piece | 45 | | 7 | 52 | 7 | | 4 | 11 | 35 | | 2 | 37 | 6 | | | 6 | 106 | 10.04 | 1,064.24 |
| 45 | MARKER, PERMANENT, bullet type, blue | piece | 42 | | 7 | 49 | 7 | | 4 | 11 | 35 | | 2 | 37 | 2 | | | 2 | 99 | 10.04 | 993.96 |
| 46 | MARKER, PERMANENT, bullet type, red | piece | 20 | | 4 | 24 | 4 | | | 4 | 12 | | | 12 | 2 | | | 2 | 42 | 10.04 | 421.68 |
| 47 | NOTEBOOK, STENOGRAPHER, spiral, 40 leaves | piece | 18 | | 109 | 127 | 2 | | 50 | 52 | 14 | | 9 | 23 | | | | 0 | 202 | 12.52 | 2,529.04 |
| 48 | NOTE PAD, stick on, 50mm x 76mm (2" x 3") min | pad | 38 | | 21 | 59 | 2 | | 9 | 11 | 22 | | 15 | 37 | 2 | | | 2 | 109 | 32.45 | 3,537.05 |

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|----|--|--------|-----|---|-----|-----|----|---|----|----|-----|-----|----|-----|-----|----|----|-----|-------|----------|-----------|------------|
| 49 | NOTE PAD, stick on, 76mm x 76mm (3" x 3") min | pad | 34 | | 32 | 66 | 16 | | | 16 | 22 | | 15 | 37 | | | 0 | 119 | 44.32 | 5,274.08 | | |
| 50 | NOTE PAD, stick on, 76mm x 100mm (3" x 4") min | pad | 6 | | 41 | 47 | 4 | | | 4 | 24 | | 12 | 36 | 6 | | 6 | 93 | 59.49 | 5,532.57 | | |
| 51 | PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm) | pad | 2 | | 44 | 46 | | | 9 | 9 | 7 | | 9 | 16 | | | 9 | 9 | 80 | 18.99 | 1,519.20 | |
| 52 | PAPER CLIP, vinyl/plastic coat, length: 32mm min | box | 34 | 2 | 51 | 87 | 7 | | | 8 | 15 | 49 | 2 | 11 | 62 | 2 | | 8 | 10 | 174 | 6.91 | 1,202.34 |
| 53 | PAPER CLIP, vinyl/plastic coat, length: 48mm min | box | 10 | 2 | 36 | 48 | 5 | | | 8 | 13 | 30 | 2 | 11 | 43 | 2 | | 8 | 10 | 114 | 14.04 | 1,600.56 |
| 54 | PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm | ream | 115 | | 214 | 329 | 55 | | | 85 | 140 | 210 | | 64 | 274 | 55 | | 45 | 100 | 843 | 137.66 | 116,047.38 |
| 55 | PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm | ream | 100 | | | 100 | | | | 0 | 100 | | | 100 | | | | 0 | 200 | 160.94 | 32,188.00 | |
| 56 | PAPER, Multi-Purpose (COPY) A4, 70 gsm | ream | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 119.09 | - | |
| 57 | PAPER, Multi-Purpose (COPY) Legal, 70 gsm | ream | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 123.08 | - | |
| 58 | PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose | ream | 1 | | 1 | 2 | | | | 0 | | | | 0 | | | | 0 | 2 | 95.18 | 190.36 | |
| 59 | PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m±0.3m | roll | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 34.29 | - | |
| 60 | PENCIL, lead, w/ eraser, wood cased, hardness: HB | box | 21 | | 14 | 35 | 5 | | | 12 | 17 | 6 | | 12 | 18 | | | 12 | 12 | 82 | 20.40 | 1,672.80 |
| 61 | PHILIPPINE NATIONAL FLAG, 100% polyester | piece | | | | 0 | | | | 0 | | | | 0 | | | | 0 | 0 | 319.07 | - | |
| 62 | RECORD BOOK, 300 PAGES, size: 214mm x 278mm min | book | 17 | | | 17 | | | | 0 | 6 | | | 6 | | | | 0 | 23 | 62.73 | 1,442.79 | |
| 63 | RECORD BOOK, 500 PAGES, size: 214mm x 278mm min | book | 17 | | 1 | 18 | | | | 0 | 10 | | | 10 | | | | 0 | 28 | 97.34 | 2,725.52 | |
| 64 | RING BINDER, 80 rings, plastic, 32mm x 1.12m | bundle | | | 10 | 10 | | | | 0 | | | | 0 | | | | 0 | 10 | 267.14 | 2,671.40 | |
| 65 | RUBBER BAND, 70mm min lay flat length (#18) | box | 3 | | 2 | 5 | | | | 0 | | | | 0 | | | | 0 | 5 | 97.04 | 485.20 | |
| 66 | RULER, plastic, 450mm (18"), width: 38mm min | piece | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 16.10 | 16.10 | |
| 67 | SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip | piece | 100 | 2 | 35 | 137 | 21 | 2 | 29 | 52 | 86 | 2 | 35 | 123 | 18 | 2 | 9 | 29 | 341 | 35.99 | 12,272.59 | |
| 68 | SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip | piece | 77 | | 37 | 114 | 24 | 2 | 31 | 57 | 64 | 2 | 37 | 103 | 13 | 2 | 11 | 26 | 300 | 35.99 | 10,797.00 | |
| 69 | SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip | piece | 46 | | 25 | 71 | 9 | | 9 | 18 | 33 | | 15 | 48 | 9 | | 9 | 18 | 155 | 35.99 | 5,578.45 | |
| 70 | STAMP PAD INK, purple or violet | bottle | 3 | | 1 | 4 | | | | 0 | | | | 0 | | | | 0 | 4 | 25.62 | 102.48 | |
| 71 | STAMP PAD, FELT, bed dimension: 60mm x 100mm min | piece | 7 | | | 7 | | | | 0 | 3 | | | 3 | | | | 0 | 10 | 28.77 | 287.70 | |
| 72 | STAPLE WIRE, for heavy duty staplers, (23/13) | box | | | 4 | 4 | | | | 0 | | | 2 | 2 | | | | 0 | 6 | 21.51 | 129.06 | |

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|----|---|--------|----|--|----|----|----|---|---|----|----|--|----|----|---|---|---|-----|--------|----------|
| 73 | STAPLE WIRE, STANDARD, (26/6) | box | 28 | | 6 | 34 | 4 | | 2 | 6 | 14 | | 4 | 18 | 1 | | 1 | 59 | 19.68 | 1,161.12 |
| 74 | TAPE, MASKING, width: 24mm (±1mm) | roll | 29 | | 17 | 46 | 10 | | 3 | 13 | 17 | | 8 | 25 | | | 0 | 84 | 57.32 | 4,814.88 |
| 75 | TAPE, MASKING, width: 48mm (±1mm) | roll | 26 | | 17 | 43 | 7 | | 3 | 10 | 17 | | 7 | 24 | | | 0 | 77 | 109.24 | 8,411.48 |
| 76 | TAPE, PACKAGING, width: 48mm (±1mm) | roll | 25 | | 11 | 36 | 1 | 1 | 3 | 5 | 21 | | 8 | 29 | | 1 | 1 | 71 | 29.08 | 2,064.68 |
| 77 | TAPE, TRANSPARENT, width: 24mm (±1mm) | roll | 40 | | 27 | 67 | 4 | | 8 | 12 | 30 | | 10 | 40 | | 5 | 5 | 124 | 11.36 | 1,408.64 |
| 78 | TAPE, TRANSPARENT, width: 48mm (±1mm) | roll | 27 | | 10 | 37 | 1 | | 3 | 4 | 25 | | 7 | 32 | | | 0 | 73 | 27.58 | 2,013.34 |
| 79 | TOILET TISSUE PAPER 2-ply sheets, 150 pulls | pack | | | 2 | 2 | | | | 0 | | | 2 | 2 | | | 0 | 4 | 70.30 | 281.20 |
| 80 | TWINE, plastic, one (1) kilo per roll | roll | 3 | | 4 | 7 | | | | 0 | 2 | | | 2 | | | 0 | 9 | 51.92 | 467.28 |
| 81 | WRAPPING PAPER, kraft, 65gsm (-5%) | pack | 2 | | 1 | 3 | | | | 0 | | | | 0 | | | 0 | 3 | 133.99 | 401.97 |
| 82 | Airline Travel | ticket | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 0.00 | - |

COMMON OFFICE DEVICES

| | | | | | | | | | | | | | | | | | | | | |
|----|---|-------|----|--|----|----|---|--|--|---|---|--|--|---|--|--|---|----|--------|----------|
| 1 | CUTTER BLADE, for heavy duty cutter | tube | 7 | | 1 | 8 | | | | 0 | 1 | | | 1 | | | 0 | 9 | 10.22 | 91.98 |
| 2 | CUTTER KNIFE, for general purpose | piece | 4 | | 3 | 7 | | | | 0 | 3 | | | 3 | | | 0 | 10 | 20.55 | 205.50 |
| 3 | DATING AND STAMPING MACHINE, heavy duty | piece | | | 1 | 1 | | | | 0 | | | | 0 | | | 0 | 1 | 497.52 | 497.52 |
| 4 | PENCIL SHARPENER, manual, single cutter head | piece | 2 | | | 2 | 1 | | | 1 | 2 | | | 2 | | | 0 | 5 | 194.69 | 973.45 |
| 5 | PUNCHER, paper, heavy duty, with two hole guide | piece | 4 | | 1 | 5 | | | | 0 | 2 | | | 2 | | | 0 | 7 | 123.42 | 863.94 |
| 6 | SCISSORS, symmetrical, blade length: 65mm min | pair | 10 | | 11 | 21 | | | | 0 | 5 | | | 5 | | | 0 | 26 | 14.28 | 371.28 |
| 7 | STAPLER, STANDARD TYPE, load cap: 200 staples min | piece | 8 | | 2 | 10 | | | | 0 | 3 | | | 3 | | | 0 | 13 | 85.45 | 1,110.85 |
| 8 | STAPLER, BINDER TYPE, heavy duty, desktop | piece | | | 1 | 1 | | | | 0 | | | | 0 | | | 0 | 1 | 913.95 | 913.95 |
| 9 | STAPLE REMOVER, PLIER-TYPE | piece | 5 | | 15 | 20 | | | | 0 | | | | 0 | | | 0 | 20 | 18.91 | 378.20 |
| 10 | TAPE DISPENSER, TABLE TOP, for 24mm width tape | piece | 7 | | | 7 | 1 | | | 1 | 2 | | | 2 | | | 0 | 10 | 51.57 | 515.70 |
| 11 | WASTEBASKET, non-rigid plastic | piece | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 25.96 | - |

COMMON JANITORIAL SUPPLIES

| | | | | | | | | | | | | | | | | | | | | |
|---|---------------------|-------|--|--|--|---|--|--|--|---|--|--|--|---|--|--|---|---|-------|---|
| 1 | BROOM, soft (tambo) | piece | | | | 0 | | | | 0 | | | | 0 | | | 0 | 0 | 91.94 | - |
|---|---------------------|-------|--|--|--|---|--|--|--|---|--|--|--|---|--|--|---|---|-------|---|

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|----|--|--------|----|---|----|--|--|---|---|--|---|--|--|---|----|----------|----------|
| 2 | BROOM, STICK (TING-TING), usable length: 760mm min | piece | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 24.88 | - |
| 3 | CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap | bottle | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 43.26 | - |
| 4 | CLEANSER, SCOURING POWDER, 350g min./can | can | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 24.88 | - |
| 5 | DETERGENT POWDER, all purpose, 1kg | pouch | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 38.93 | - |
| 6 | DISINFECTANT SPRAY, aerosol type, 400-550 grams | can | 8 | | 8 | | | 0 | 6 | | 6 | | | 0 | 14 | 125.20 | 1,752.80 |
| 7 | DUST PAN, non-rigid plastic, w/ detachable handle | piece | 5 | | 5 | | | 0 | 5 | | 5 | | | 0 | 10 | 28.12 | 281.20 |
| 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 | 3 | | 3 | | | 0 | 3 | | 3 | | | 0 | 6 | 142.77 | 856.62 |
| 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 | 0 | 148.18 | - |
| 13 | MOPHEAD, made of rayon, weight: 400 grams min | piece | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 110.32 | - |
| 14 | RAGS, all cotton, 32 pieces per kilogram min | bundle | 11 | 2 | 13 | | | 0 | 4 | | 4 | | | 0 | 17 | 51.68 | 878.56 |
| 15 | SCOURING PAD, made of synthetic nylon, 140 x 220mm | pack | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 107.08 | - |
| 16 | TRASHBAG, plastic, transparent | roll | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 145.48 | - |
| 17 | DETERGENT BAR, 140 grams as packed | bar | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 7.57 | - |

COMMON OFFICE EQUIPMENT

| | | | | | | | | | | | | | | | | | |
|---|--|-------|---|---|---|--|--|---|--|--|---|--|--|---|---|-----------|----------|
| 1 | BINDING AND PUNCHING MACHINE, binding cap: 50mm | unit | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 10,816.00 | - |
| 2 | CALCULATOR, compact, 12 digits | unit | 4 | 4 | 8 | | | 0 | | | 0 | | | 0 | 8 | 140.61 | 1,124.88 |
| 3 | CHAIR, monobloc, beige, with backrest, w/o armrest | piece | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 273.10 | - |
| 4 | CHAIR, monobloc, white, with backrest, w/o armrest | piece | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 273.10 | - |
| 5 | DIGITAL VOICE RECORDER, memory: 4GB (expandable) | unit | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 6,828.14 | - |
| 6 | DOCUMENT CAMERA, 3.2M pixels | unit | | | 0 | | | 0 | | | 0 | | | 0 | 0 | 26,391.04 | - |
| 7 | ELECTRIC FAN, INDUSTRIAL, ground type, metal blade | unit | | | 0 | | | 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 | | 1 | 1 | | | | 0 | | | | | 0 | 1 | 1,046.65 | 1,046.65 |
| 10 | ELECTRIC FAN, WALL type, plastic blade | unit | | | 0 | | | | 0 | | | | | 0 | 0 | 782.00 | - |
| 11 | FACSIMILE MACHINE, uses thermal paper | unit | | | 0 | | | | 0 | | | | | 0 | 0 | 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 | | | 0 | | | | 0 | | | | | 0 | 0 | 744.14 | - |
| 20 | TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min | unit | | | 0 | | | | 0 | | | | | 0 | 0 | 1,379.04 | - |
| 21 | TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min | unit | | | 0 | | | | 0 | | | | | 0 | 0 | 1,379.04 | - |
| 22 | Desktop Computer, branded | unit | | | 0 | | | | 0 | | | | | 0 | 0 | 35,887.49 | - |
| 23 | Laptop Computer, branded | unit | | | 0 | | | | 0 | | | | | 0 | 0 | 36,587.28 | - |

COMMON COMPUTER SUPPLIES

| | | | | | | | | | | | | | | | | | | |
|---|---|-------|----|---|----|---|--|--|---|---|---|---|--|--|---|----|----------|----------|
| 1 | CONTINUOUS FORM, 1 PLY, 280 x 241mm | box | 1 | | | 1 | | | 0 | 1 | | | | | 0 | 2 | 709.53 | 1,419.06 |
| 2 | CONTINUOUS FORM, 1 PLY, 280 x 378mm | box | | | 0 | | | | 0 | | | | | | 0 | 0 | 1,070.78 | - |
| 3 | CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless | box | | | 0 | | | | 0 | | | | | | 0 | 0 | 796.06 | - |
| 4 | CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless | box | | | 0 | | | | 0 | | | | | | 0 | 0 | 1,352.00 | - |
| 5 | CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless | box | | | 0 | | | | 0 | | | | | | 0 | 0 | 620.67 | - |
| 6 | CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless | box | | | 0 | | | | 0 | | | | | | 0 | 0 | 1,076.19 | - |
| 7 | DVD REWRITABLE, speed: 4x min, 4.7GB capacity min | piece | 25 | 5 | 30 | | | | 0 | | 5 | 5 | | | 0 | 35 | 22.66 | 793.10 |

| | | | | | | | | | | | | | | | | | | |
|----|--|-------|--|--|--|---|--|--|--|---|--|--|--|--|---|---|----------|---|
| 8 | EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0 | piece | | | | 0 | | | | 0 | | | | | 0 | 0 | 3,152.86 | - |
| 9 | FLASH DRIVE, 16 GB capacity | piece | | | | 0 | | | | 0 | | | | | 0 | 0 | 261.75 | - |
| 10 | MOUSE, optical, USB connection type | unit | | | | 0 | | | | 0 | | | | | 0 | 0 | 140.39 | - |

HANDBOOK ON PROCUREMENT

| | | | | | | | | | | | | | | | | | | |
|---|---------------------------------|-------|--|--|--|---|--|--|--|---|--|--|--|--|---|---|-------|---|
| 1 | HANDBOOK (RA 9184), 7th Edition | piece | | | | 0 | | | | 0 | | | | | 0 | 0 | 48.13 | - |
|---|---------------------------------|-------|--|--|--|---|--|--|--|---|--|--|--|--|---|---|-------|---|

CONSUMABLES

| | | | | | | | | | | | | | | | | | | |
|----|---|------|----|--|--|----|--|--|--|----|--|--|--|--|---|----|----------|-----------|
| 1 | DRUM CART, BROTHER DR-3455 | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 7,138.56 | - |
| 2 | INK CART, CANON CL-741, Col. | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,041.58 | - |
| 3 | INK CART, CANON CL-811, Colored | cart | 6 | | | 6 | | | | 6 | | | | | 0 | 12 | 1,070.78 | 12,849.36 |
| 4 | INK CART, CANON PG-740, Black | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 784.16 | - |
| 5 | INK CART, CANON PG-810, Black | cart | 10 | | | 10 | | | | 10 | | | | | 0 | 20 | 811.20 | 16,224.00 |
| 6 | INK CART, EPSON C13T664100 (T6641), Black | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 264.99 | - |
| 7 | INK CART, EPSON C13T664200 (T6642), Cyan | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 264.99 | - |
| 8 | INK CART, EPSON C13T664300 (T6643), Magenta | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 264.99 | - |
| 9 | INK CART, EPSON C13T664400 (T6644), Yellow | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 264.99 | - |
| 10 | INK CART, HP C2P04AA (HP62) Black | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 0.00 | - |
| 11 | INK CART, HP C2P06AA (HP62) Tri-color | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 0.00 | - |
| 12 | INK CART, HP C9351AA, (HP21), Black | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 676.00 | - |
| 13 | INK CART, HP C9352AA, (HP22), Tri-color | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 782.00 | - |
| 14 | INK CART, HP C9363WA, (HP97), Tri-color | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 1,552.10 | - |
| 15 | INK CART, HP C9397A (HP72) 69ml Photo Black | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 0.00 | - |
| 16 | INK CART, HP C9398A (HP72) 69ml Cyan | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 0.00 | - |
| 17 | INK CART, HP C9399A (HP72) 69ml Magenta | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 0.00 | - |
| 18 | INK CART, HP C9400A (HP72) 69ml Yellow | cart | | | | 0 | | | | 0 | | | | | 0 | 0 | 0.00 | - |

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|----|--|------|--|--|--|--|---|--|--|--|--|--|--|--|---|---|----------|---|
| 19 | INK CART, HP C9401A (HP72) 69ml Gray | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 20 | INK CART, HP C9403A (HP72) 130ml Matte Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 21 | INK CART, HP CC640WA, (HP60), Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 665.18 | - |
| 22 | INK CART, HP CC643WA, (HP60), Tri-color | cart | | | | | 0 | | | | | | | | 0 | 0 | 784.16 | - |
| 23 | INK CART, HP CD887AA, (HP703), Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 373.15 | - |
| 24 | INK CART, HP CD888AA, (HP703), Tri-color | cart | | | | | 0 | | | | | | | | 0 | 0 | 373.15 | - |
| 25 | INK CART, HP CD972AA, (HP 920XL), Cyan | cart | | | | | 0 | | | | | | | | 0 | 0 | 654.37 | - |
| 26 | INK CART, HP CD973AA, (HP 920XL), Magenta | cart | | | | | 0 | | | | | | | | 0 | 0 | 654.37 | - |
| 27 | INK CART, HP CD974AA, (HP 920XL), Yellow | cart | | | | | 0 | | | | | | | | 0 | 0 | 654.37 | - |
| 28 | INK CART, HP CD975AA, (HP 920XL), Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 1,292.51 | - |
| 29 | INK CART, HP CH561WA, (HP61), Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 670.59 | - |
| 30 | INK CART, HP CH562WA, (HP61), Tricolor | cart | | | | | 0 | | | | | | | | 0 | 0 | 859.87 | - |
| 31 | INK CART, HP CH565A (HP82) Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 32 | INK CART, HP CH566A (HP82) Cyan | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 33 | INK CART, HP CH567A (HP82) Magenta | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 34 | INK CART, HP CH568A (HP82) Yellow | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 35 | INK CART, HP CN045AA, (HP950XL), Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 1,616.99 | - |
| 36 | INK CART, HP CN046AA, (HP951XL), Cyan | cart | | | | | 0 | | | | | | | | 0 | 0 | 1,222.21 | - |
| 37 | INK CART, HP CN047AA, (HP951XL), Magenta | cart | | | | | 0 | | | | | | | | 0 | 0 | 1,227.62 | - |
| 38 | INK CART, HP CN048AA, (HP951XL), Yellow | cart | | | | | 0 | | | | | | | | 0 | 0 | 1,227.62 | - |
| 39 | INK CART, HP CN692AA, (HP704), Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 373.15 | - |
| 40 | INK CART, HP CN693AA, (HP704), Tri-color | cart | | | | | 0 | | | | | | | | 0 | 0 | 373.15 | - |
| 41 | INK CART, HP CZ107AA, (HP678), Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 379.64 | - |
| 42 | INK CART, HP CZ108AA, (HP678), Tricolor | cart | | | | | 0 | | | | | | | | 0 | 0 | 379.64 | - |

| | | | | | | | | | | | | | | | | | | | | |
|----|---|------|--|--|--|---|--|--|--|--|--|--|--|--|--|--|---|---|--------|---|
| 43 | INK CART, HP CZ121A (HP685A), Black | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 380.72 | - |
| 44 | INK CART, HP CZ122A (HP685A), Cyan | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 259.58 | - |
| 45 | INK CART, HP CZ123A (HP685A), Magenta | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 259.58 | - |
| 46 | INK CART, HP CZ124A (HP685A), Yellow | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 259.58 | - |
| 47 | INK CART, HP F6V26AA (HP680) Tri-color | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 48 | INK CART, HP F6V27AA (HP680) Black | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 49 | INK CART, HP LoS51AA (HP955) Cyan Original | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 50 | INK CART, HP LoS54AA (HP955) Magenta Original | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 51 | INK CART, HP LoS57AA (HP955) Yellow Original | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 52 | INK CART, HP LoS60AA (HP955) Black Original | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 53 | INK CART, HP LoS63AA (HP955XL) Cyan Original | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 54 | INK CART, HP LoS66AA (HP955XL) Magenta Original | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 55 | INK CART, HP LoS69AA (HP955XL) Yellow Original | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 56 | INK CART, HP LoS72AA (HP955XL) Black Original | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 57 | INK CART, HP T6L89AA (HP905) Cyan Original | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 58 | INK CART, HP T6L93AA (HP905) Magenta Original | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 59 | INK CART, HP T6L97AA (HP905) Yellow Original | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 60 | INK CART, HP T6M01AA (HP905) Black Original | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 61 | INK CART, HP T6M05AA (HP905XL) Cyan Original | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 62 | INK CART, HP T6M09AA (HP905XL) Magenta Original | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 63 | INK CART, HP T6M13AA (HP905XL) Yellow Original | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 64 | INK CART, HP T6M17AA (HP905XL) Black Original | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 65 | RIBBON CART, EPSON C13S015516 (#8750), Black | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 79.82 | - |
| 66 | RIBBON CART, EPSON C13S015531 (S015086), Black | cart | | | | 0 | | | | | | | | | | | 0 | 0 | 753.88 | - |

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|----|---|------|---|--|--|--|--|--|---|---|--|--|--|--|---|---|-----------|-----------|
| 67 | RIBBON CART, EPSON C13S015632, Black, for LX-310 | cart | 2 | | | | | | 0 | 2 | | | | | 0 | 4 | 78.96 | 315.84 |
| 68 | TONER CART, BROTHER TN-2025, Black | cart | | | | | | | 0 | | | | | | 0 | 0 | 2,658.57 | - |
| 69 | TONER CART, BROTHER TN-2130, Black | cart | | | | | | | 0 | | | | | | 0 | 0 | 1,892.80 | - |
| 70 | TONER CART, BROTHER TN-2150, Black | cart | | | | | | | 0 | | | | | | 0 | 0 | 2,720.22 | - |
| 71 | TONER CART, BROTHER TN-3320, Black | cart | | | | | | | 0 | | | | | | 0 | 0 | 3,059.63 | - |
| 72 | TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer) | cart | | | | | | | 0 | | | | | | 0 | 0 | 4,460.08 | - |
| 73 | TONER CART, HP CB435A, Black | cart | 2 | | | | | | 0 | 2 | | | | | 0 | 4 | 2,914.91 | 11,659.64 |
| 74 | TONER CART, HP CB540A, Black | cart | | | | | | | 0 | | | | | | 0 | 0 | 3,444.90 | - |
| 75 | TONER CART, HP CE255A, Black | cart | | | | | | | 0 | | | | | | 0 | 0 | 7,024.99 | - |
| 76 | TONER CART, HP CE278A, Black | cart | | | | | | | 0 | | | | | | 0 | 0 | 3,239.39 | - |
| 77 | TONER CART, HP CE285A (HP85A), Black | cart | | | | | | | 0 | | | | | | 0 | 0 | 3,009.01 | - |
| 78 | TONER CART, HP CE310A, Black | cart | | | | | | | 0 | | | | | | 0 | 0 | 2,482.27 | - |
| 79 | TONER CART, HP CE311A, Cyan | cart | | | | | | | 0 | | | | | | 0 | 0 | 2,590.43 | - |
| 80 | TONER CART, HP CE312A, Yellow | cart | | | | | | | 0 | | | | | | 0 | 0 | 2,590.43 | - |
| 81 | TONER CART, HP CE313A, Magenta | cart | | | | | | | 0 | | | | | | 0 | 0 | 2,590.43 | - |
| 82 | TONER CART, HP CE320A, Black | cart | | | | | | | 0 | | | | | | 0 | 0 | 2,968.99 | - |
| 83 | TONER CART, HP CE321A, Cyan | cart | | | | | | | 0 | | | | | | 0 | 0 | 3,131.23 | - |
| 84 | TONER CART, HP CE322A, Yellow | cart | | | | | | | 0 | | | | | | 0 | 0 | 3,131.23 | - |
| 85 | TONER CART, HP CE323A, Magenta | cart | | | | | | | 0 | | | | | | 0 | 0 | 3,131.23 | - |
| 86 | TONER CART, HP CE390A, Black | cart | | | | | | | 0 | | | | | | 0 | 0 | 7,998.43 | - |
| 87 | TONER CART, HP CE400A, Black | cart | | | | | | | 0 | | | | | | 0 | 0 | 7,024.99 | - |
| 88 | TONER CART, HP CE401A, Cyan | cart | | | | | | | 0 | | | | | | 0 | 0 | 10,377.95 | - |
| 89 | TONER CART, HP CE402A, Yellow | cart | | | | | | | 0 | | | | | | 0 | 0 | 10,377.95 | - |
| 90 | TONER CART, HP CE403A, Magenta | cart | | | | | | | 0 | | | | | | 0 | 0 | 10,377.95 | - |

| | | | | | | | | | | | | | | | | | | |
|-----|--|------|--|--|--|--|---|--|--|--|--|--|--|--|---|---|----------|---|
| 91 | TONER CART, HP CE410A, (HP305), Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 3,942.43 | - |
| 92 | TONER CART, HP CE411A, (HP305), Cyan | cart | | | | | 0 | | | | | | | | 0 | 0 | 5,618.91 | - |
| 93 | TONER CART, HP CE412A, (HP305), Yellow | cart | | | | | 0 | | | | | | | | 0 | 0 | 5,618.91 | - |
| 94 | TONER CART, HP CE413A, (HP305), Magenta | cart | | | | | 0 | | | | | | | | 0 | 0 | 5,618.91 | - |
| 95 | TONER CART, HP CE505A, Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 4,158.75 | - |
| 96 | TONER CART, HP CE505X, Black, high cap | cart | | | | | 0 | | | | | | | | 0 | 0 | 7,349.47 | - |
| 97 | TONER CART, HP CF217A (HP17A) Black LaserJet | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 98 | TONER CART, HP CF226A (HP26A) Black LaserJet | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 99 | TONER CART, HP CF226XC (HP26XC) Black LaserJet | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 100 | TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 101 | TONER CART, HP CF280XC | cart | | | | | 0 | | | | | | | | 0 | 0 | 7,241.31 | - |
| 102 | TONER CART, HP CF281A (HP81A) Black LaserJet | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 103 | TONER CART, HP CF283A (HP83A) LaserJet Black | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 104 | TONER CART, HP CF283XC (HP83X) Bik Contract LJ | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 105 | TONER CART, HP CF287A (HP87) black | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 106 | TONER CART, HP CF310AC (HP826) black | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 107 | TONER CART, HP CF311AC (HP826) cyan | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 108 | TONER CART, HP CF312AC (HP826) yellow | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 109 | TONER CART, HP CF313AC (HP826) magenta | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 110 | TONER CART, HP CF325XC (HP25X) Black LaserJet | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 111 | TONER CART, HP CF350A Black LJ | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 112 | TONER CART, HP CF351A Cyan LJ | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 113 | TONER CART, HP CF352A Yellow LJ | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |
| 114 | TONER CART, HP CF353A Magenta LJ | cart | | | | | 0 | | | | | | | | 0 | 0 | 0.00 | - |

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

COMMON JANITORIAL SUPPLIES

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

CONSUMABLES

| | | | | | | | | | | | | | | | | | | | | | |
|----|---------------------------------|--------|----|--|---|---|---|---|---|----|---|--|---|---|---|---|----|----------|----------|------------|----------|
| 1 | | | | | | | | | | | | | | | | | | | | - | |
| 2 | HP 8727 Black (HP 27) | cart | 3 | | | | | | 0 | 3 | | | | | | 0 | 6 | 1,300.00 | | 7,800.00 | |
| 3 | Brother TN 261 - Black | cart | 15 | | | | | | 0 | 15 | | | | | | 0 | 30 | 3,900.00 | | 117,000.00 | |
| 4 | Brother TN 261 - Cyan | cart | 10 | | | | | | 0 | 10 | | | | | | 0 | 20 | 3,900.00 | | 78,000.00 | |
| 5 | Brother TN 261 - Magenta | cart | 10 | | | | | | 0 | 10 | | | | | | 0 | 20 | 3,900.00 | | 78,000.00 | |
| 6 | Brother TN 261 - Yellow | cart | 10 | | | | | | 0 | 10 | | | | | | 0 | 20 | 3,900.00 | | 78,000.00 | |
| 7 | Brother TN 2280 - Black | cart | 10 | | | | | | 0 | 10 | | | | | | 0 | 20 | 3,000.00 | | 60,000.00 | |
| 8 | Kyocera TK 310 (FS 2000D) | cart | 2 | | | | | | 0 | 2 | | | | | | 0 | 4 | 7,500.00 | | 30,000.00 | |
| 9 | Kyocera TK 679 (KM 3060) | cart | 1 | | | | | | 0 | 1 | | | | | | 0 | 2 | 8,700.00 | | 17,400.00 | |
| 10 | Kyocera TK 7219 (Taskalfa 3511) | cart | 2 | | | | | | 0 | 2 | | | | | | 0 | 4 | 9,000.00 | | 36,000.00 | |
| 11 | Brother Ink BT6000BK | bottle | 3 | | 3 | 6 | 2 | 1 | 2 | 5 | 3 | | 3 | 6 | 2 | 1 | 3 | 20 | 400.00 | 8,000.00 | |
| 12 | Brother Ink BT5000Y | bottle | 2 | | 2 | 4 | 1 | 1 | 1 | 3 | 2 | | 2 | 4 | 1 | 1 | 2 | 13 | 400.00 | 5,200.00 | |
| 13 | Brother Ink BT5000C | bottle | 2 | | 2 | 4 | 1 | 1 | 1 | 3 | 2 | | 2 | 4 | 1 | 1 | 2 | 13 | 400.00 | 5,200.00 | |
| 14 | Brother Ink BT5000M | bottle | 2 | | 2 | 4 | 1 | 1 | 1 | 3 | 2 | | 2 | 4 | 1 | 1 | 1 | 3 | 14 | 400.00 | 5,600.00 |
| 15 | Kyocera TK 3134 (FS 4200DN) | cart | | | 5 | 5 | | | | 0 | 4 | | | 4 | | | 0 | 9 | 9,000.00 | 81,000.00 | |
| 16 | | cart | | | | | | | | 0 | | | | | | | 0 | 0 | | - | |
| 17 | Kyocera TK 440 (FS 6950) | cart | 2 | | | 2 | | | | 0 | | | | | | | 0 | 2 | 9,000.00 | 18,000.00 | |

| | | | | | | | | | | | | | | | | | | | |
|----|---|------|---|--|---|---|--|--|---|---|--|--|---|---|--|---|---|-----------|-----------|
| 18 | Kyocera TK 454 (FS 6970) | cart | 2 | | 2 | | | | 0 | | | | 0 | | | 0 | 2 | 9,000.00 | 18,000.00 |
| 19 | Kyocera KM 3035 | cart | 2 | | 2 | | | | 0 | | | | 0 | | | 0 | 2 | 15,000.00 | 30,000.00 |
| 20 | Kyocera TK 1160 (Laser Printer P2040Dn) | cart | 2 | | 2 | | | | 0 | 1 | | | 1 | | | 0 | 3 | 9,000.00 | 27,000.00 |
| 21 | Brother Drum Kit DR 261 CL (B, Y, C, M) | cart | 1 | | 1 | | | | 0 | | | | 0 | | | 0 | 1 | 5,500.00 | 5,500.00 |
| 22 | HP 932 Black | cart | 2 | | 2 | 1 | | | 1 | 1 | | | 1 | 1 | | 1 | 5 | 1,100.00 | 5,500.00 |
| 23 | HP 933xl Cyan | cart | 1 | | 1 | 1 | | | 1 | 1 | | | 1 | 1 | | 1 | 4 | 900.00 | 3,600.00 |
| 24 | HP 933xl Magenta | cart | 1 | | 1 | 1 | | | 1 | 1 | | | 1 | 1 | | 1 | 4 | 900.00 | 3,600.00 |
| 25 | HP 933xl Yellow | cart | 2 | | 2 | 1 | | | 1 | 1 | | | 1 | 1 | | 1 | 5 | 900.00 | 4,500.00 |
| 26 | TN 414 Black (Ineo 363) | cart | 2 | | 2 | | | | 0 | 1 | | | 1 | | | 0 | 3 | 5,000.00 | 15,000.00 |
| 27 | TN 216 Black (Ineo 280) | cart | 1 | | 1 | 1 | | | 1 | 1 | | | 1 | | | 0 | 3 | 9,000.00 | 27,000.00 |
| 28 | TN 216 Cyan (Ineo 280) | cart | 1 | | 1 | 1 | | | 1 | 1 | | | 1 | | | 0 | 3 | 15,500.00 | 46,500.00 |
| 29 | TN 216 Magenta (Ineo 280) | cart | 1 | | 1 | | | | 0 | 1 | | | 1 | | | 0 | 2 | 15,500.00 | 31,000.00 |
| 30 | TN 216 Yellow (Ineo 280) | cart | 1 | | 1 | 1 | | | 1 | 1 | | | 1 | | | 0 | 3 | 15,500.00 | 46,500.00 |

Office Equipment and Accessories

| | | | | | | | | | | | | | | | | | | | |
|----|--|-------|----|--|----|--|--|--|---|----|--|--|----|--|--|---|----|--------|----------|
| 1 | Chicago Screw 1" | piece | 30 | | 30 | | | | 0 | | | | 0 | | | 0 | 30 | 5.00 | 150.00 |
| 2 | Chicago Screw 2" | piece | 30 | | 30 | | | | 0 | | | | 0 | | | 0 | 30 | 8.00 | 240.00 |
| 3 | Chicago Screw 2 1/2" | piece | 30 | | 30 | | | | 0 | | | | 0 | | | 0 | 30 | 10.00 | 300.00 |
| 4 | Index Card 5" x 8" without Lines (500pcs/pack) | pack | 3 | | 3 | | | | 0 | | | | 0 | | | 0 | 3 | 200.00 | 600.00 |
| 5 | Fastener, Plastic | box | 13 | | 13 | | | | 0 | 12 | | | 12 | | | 0 | 25 | 50.00 | 1,250.00 |
| 6 | Mechanical Pencil .05 mm | piece | 5 | | 5 | | | | 0 | 5 | | | 5 | | | 0 | 10 | 300.00 | 3,000.00 |
| 7 | Mechanical Pencil Lead .05 mm | tube | 1 | | 1 | | | | 0 | | | | 0 | | | 0 | 1 | 350.00 | 350.00 |
| 8 | Bristol Board - Long Green | piece | 30 | | 30 | | | | 0 | | | | 0 | | | 0 | 30 | 2.00 | 60.00 |
| 9 | Date File Box with Cover (Green) | piece | 14 | | 14 | | | | 0 | 10 | | | 10 | | | 0 | 24 | 150.00 | 3,600.00 |
| 10 | Flourescent Marker Yellow | piece | 13 | | 13 | | | | 0 | | | | 0 | | | 0 | 13 | 35.00 | 455.00 |

| | | | | | | | | | | | | | | | | | | |
|----|------------------------------------|-------|-----|-----|-----|----|--|----|-----|--|--|-----|---|--|---|-----|--------|-----------|
| 4 | Sticker Paper Short - White | piece | 20 | | 20 | | | 0 | 30 | | | 30 | | | 0 | 50 | 50.00 | 2,500.00 |
| 5 | Copy Paper Short - Sub 24 | ream | 15 | | 15 | 10 | | 10 | 10 | | | 10 | 5 | | 5 | 40 | 255.00 | 10,200.00 |
| 6 | Index Card 3"x5" w/ lines | piece | 100 | | 100 | | | 0 | 100 | | | 100 | | | 0 | 200 | 2.00 | 400.00 |
| 7 | Paper, Laid Conqueror - Long Green | ream | 3 | | 3 | | | 0 | 1 | | | 1 | | | 0 | 4 | 750.00 | 3,000.00 |
| 8 | Notebook Spiral 90 leaves | piece | 10 | 50 | 60 | | | 0 | 10 | | | 10 | | | 0 | 70 | 20.00 | 1,400.00 |
| 9 | Punchless Folder with Lever Clip | piece | | 100 | 100 | | | 0 | | | | 0 | | | 0 | 100 | 65.00 | 6,500.00 |
| 10 | Bindomatic Folder - Long 2" | piece | 15 | | 15 | | | 0 | | | | 0 | | | 0 | 15 | 30.00 | 450.00 |

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 | 0 | | - |
| 6 | | | | | 0 | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 7 | | | | | 0 | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 8 | | | | | 0 | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 9 | | | | | 0 | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 10 | | | | | 0 | | | 0 | | | | 0 | | | 0 | 0 | | - |

Electrical equipment and components and supplies

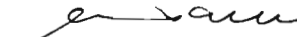
| | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|---|--|--|---|--|--|--|---|--|--|---|---|--|---|
| 1 | | | | | | | | | | | | | | | | | | - |
| 2 | | | | | | | | | | | | | | | | | | - |
| 3 | | | | | | | | | | | | | | | | | | - |
| 4 | | | | | 0 | | | 0 | | | | 0 | | | 0 | 0 | | - |
| 5 | | |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

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:


QUINN S. BRILLO
Property/Supply Officer

Certified Funds Available / Certified
Appropriate Funds Available:


EDITHA M. SAUS

Accountant / Local Budget Officer

Approved by:


MARIA CRISELDA R. SY
Head of Office/Agency
WLF

Date: 11/30/2017