

**ANNUAL PROCUREMENT PLAN FOR 2018
For Common-Use Supplies and Equipment-Regular Agency Fund (RAF 2018)**

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-phillgeps.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
5. 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
6. 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**.
7. 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 Caraga State University Cabadbaran Campus
 Region: XIII - Butuan
 Address: Cabadbaran City

Agency Account Code: No Code

Contact Person: Jodel C. Angeles
 Position: Procurement Aide
 E-mail: csucbac@gmail.com
 Telephone/Mobile Nos: 9158354848

| 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 | | | | | | | | | | | | | | | | 0 | 0 | 20.28 | - | | |
| 2 BATTERY, dry cell, AAA, 2 pieces per blister pack | pack | | | | | | | | | | | | | | | | | 0 | 0 | 19.20 | - | |
| 3 BATTERY, dry cell, D, 1.5 volts, alkaline | pack | | | | | | | | | | | | | | | | | | 0 | 0 | 91.94 | - |
| 4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8) | tube | | | | | | | | | | | | | | | | | | 0 | 0 | 40.97 | - |
| 5 Lighth Bulb, LED, 7 watts 1 pc in individual box | piece | | | | | | | | | | | | | | | | | | 0 | 0 | 75.39 | - |
| 6 TAPE, ELECTRICAL, 18mm x 16M min | roll | | | | | | | | | | | | | | | | | | 0 | 0 | 18.93 | - |
| COMMON OFFICE SUPPLIES | | | | | | | | | | | | | | | | | | | | | | |

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|----|--|--------|----|----|----|----|----|----|----|-----|--|--|----|----|--|---|--|--|--|---|-----|--------|-----------|
| 49 | NOTE PAD, stick on, 76mm x 76mm (3" x 3") min | pad | | | | | | | | 0 | | | | | | 0 | | | | 0 | 0 | 44.32 | - |
| 50 | NOTE PAD, stick on, 76mm x 100mm (3" x 4") min | pad | | | | | | | | 0 | | | | | | 0 | | | | 0 | 0 | 59.49 | - |
| 51 | PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm) | pad | | | | | | | | 0 | | | | | | 0 | | | | 0 | 0 | 18.99 | - |
| 52 | PAPER CLIP, vinyl/plastic coat, length: 32mm min | box | 4 | | | | | | | 4 | | | | | | 0 | | | | 0 | 4 | 6.91 | 27.62 |
| 53 | PAPER CLIP, vinyl/plastic coat, length: 48mm min | box | 5 | | | | | | | 5 | | | | | | 0 | | | | 0 | 5 | 14.04 | 70.20 |
| 54 | PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm | ream | 49 | 15 | 15 | 15 | 15 | 15 | 15 | 79 | | | | | | 0 | | | | 0 | 124 | 137.66 | 17,070.44 |
| 55 | PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm | ream | 49 | 15 | 15 | 15 | 15 | 15 | 15 | 79 | | | | | | 0 | | | | 0 | 124 | 160.94 | 19,956.56 |
| 56 | PAPER, Multi-Purpose (COPY) A4, 70 gsm | ream | 5 | | | | | | | 5 | | | | | | 0 | | | | 0 | 5 | 119.09 | 595.45 |
| 57 | PAPER, Multi-Purpose (COPY) Legal, 70 gsm | ream | 5 | | | | | | | 5 | | | | | | 0 | | | | 0 | 5 | 123.08 | 615.42 |
| 58 | PAPER, PARCHMENT, size: 210 x 297mm, multi- purpose | ream | | | | | | | | 0 | | | | | | 0 | | | | 0 | 0 | 95.18 | - |
| 59 | PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m | roll | | | | | | | | 0 | | | | | | 0 | | | | 0 | 0 | 34.29 | - |
| 60 | PENCIL, lead, w/ eraser, wood cased, hardness: HB | box | | | | | | | | 0 | | | | | | 0 | | | | 0 | 0 | 20.40 | - |
| 61 | PHILIPPINE NATIONAL FLAG, 100% polyester | piece | | | | | | | | 0 | | | | | | 0 | | | | 0 | 0 | 319.07 | - |
| 62 | RECORD BOOK, 300 PAGES, size: 214mm x 278mm min | book | 4 | | | | | | 4 | 4 | | | | | | 0 | | | | 0 | 8 | 62.73 | 501.86 |
| 63 | RECORD BOOK, 500 PAGES, size: 214mm x 278mm min | book | 12 | 3 | | | | | | 15 | | | 3 | 3 | | 0 | | | | 0 | 18 | 97.34 | 1,752.19 |
| 64 | RING BINDER, 80 rings, plastic, 32mm x 1.12m | bundle | | | | | | | | 0 | | | | | | 0 | | | | 0 | 0 | 267.14 | - |
| 65 | RUBBER BAND, 70mm min lay flat length (#18) | box | 10 | | | | | | | 10 | | | | | | 0 | | | | 0 | 10 | 97.04 | 970.42 |
| 66 | RULER, plastic, 450mm (18"), width: 38mm min | piece | | | | | | | | 0 | | | | | | 0 | | | | 0 | 0 | 16.10 | - |
| 67 | SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip | piece | 17 | | | | | | | 17 | | | | | | 0 | | | | 0 | 17 | 35.99 | 611.90 |
| 68 | SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip | piece | 38 | 45 | 45 | 18 | 18 | 18 | 18 | 118 | | | 27 | 63 | | 0 | | | | 0 | 181 | 35.99 | 6,514.99 |
| 69 | SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip | piece | 5 | | | | | | | 5 | | | | | | 0 | | | | 0 | 5 | 35.99 | 179.97 |
| 70 | STAMP PAD INK, purple or violet | bottle | 4 | 4 | 2 | | | | | 10 | | | 2 | | | 0 | | | | 0 | 12 | 25.62 | 307.38 |
| 71 | STAMP PAD, FELT, bed dimension: 60mm x 100mm min | piece | | | | | | | | 0 | | | | | | 0 | | | | 0 | 0 | 28.77 | - |
| 72 | STAPLE WIRE, for heavy duty staplers, (23/13) | box | | | | | | | | 0 | | | | | | 0 | | | | 0 | 0 | 21.51 | - |

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|----|---|--------|----|----|----|----|----|----|----|----|----|--|--|--|--|--|--|---|----|--------|--------|----------|
| 73 | STAPLE WIRE, STANDARD, (26/6) | box | 30 | 15 | 15 | 15 | 60 | 15 | 15 | 15 | 45 | | | | | | | | 0 | 105 | 19.68 | 2,066.06 |
| 74 | TAPE, MASKING, width: 24mm (±1mm) | roll | | | | 0 | | | | | 0 | | | | | | | | 0 | 0 | 57.32 | - |
| 75 | TAPE, MASKING, width: 48mm (±1mm) | roll | | | | 0 | | | | | 0 | | | | | | | | 0 | 0 | 109.24 | - |
| 76 | TAPE, PACKAGING, width: 48mm (±1mm) | roll | 17 | 2 | 2 | 21 | 3 | 2 | 2 | 2 | 7 | | | | | | | 0 | 28 | 29.08 | 844.20 | |
| 77 | TAPE, TRANSPARENT, width: 24mm (±1mm) | roll | 17 | 2 | 4 | 23 | 3 | 2 | 2 | 2 | 7 | | | | | | | 0 | 30 | 11.36 | 340.70 | |
| 78 | TAPE, TRANSPARENT, width: 48mm (±1mm) | roll | | | 2 | 2 | | | | | 0 | | | | | | | 0 | 2 | 27.58 | 55.16 | |
| 79 | TOILET TISSUE PAPER 2-ply sheets, 150 pulls | pack | 4 | | | 4 | | | | | 0 | | | | | | | 0 | 4 | 70.30 | 281.22 | |
| 80 | TWINE, plastic, one (1) kilo per roll | roll | | | | 0 | | | | | 0 | | | | | | | 0 | 0 | 51.92 | - | |
| 81 | WRAPPING PAPER, kraft, 65gsm (5%) | pack | | | | 0 | | | | | 0 | | | | | | | 0 | 0 | 133.99 | - | |
| 82 | Airline Travel | ticket | | | | 0 | | | | | 0 | | | | | | | 0 | 0 | 0.00 | - | |

COMMON OFFICE DEVICES

| | | | | | | | | | | | | | | | | | | | | | |
|----|---|-------|---|---|---|---|--|--|--|--|---|--|--|--|--|--|--|---|---|--------|----------|
| 1 | CUTTER BLADE, for heavy duty cutter | tube | | | | 0 | | | | | 0 | | | | | | | 0 | 0 | 10.22 | - |
| 2 | CUTTER KNIFE, for general purpose | piece | | | | 0 | | | | | 0 | | | | | | | 0 | 0 | 20.55 | - |
| 3 | DATING AND STAMPING MACHINE, heavy duty | piece | | | | 0 | | | | | 0 | | | | | | | 0 | 0 | 497.52 | - |
| 4 | PENCIL SHARPENER, manual, single cutter head | piece | | | | 0 | | | | | 0 | | | | | | | 0 | 0 | 194.69 | - |
| 5 | PUNCHER, paper, heavy duty, with two hole guide | piece | 1 | 2 | 2 | 5 | | | | | 0 | | | | | | | 0 | 5 | 123.42 | 617.08 |
| 6 | SCISSORS, symmetrical, blade length: 65mm min | pair | | | | 0 | | | | | 0 | | | | | | | 0 | 0 | 14.28 | - |
| 7 | STAPLER, STANDARD TYPE, load cap: 100 staples min | piece | | | | 0 | | | | | 0 | | | | | | | 0 | 0 | 85.45 | - |
| 8 | STAPLER, BINDER TYPE, heavy duty, desktop | piece | 1 | 1 | 1 | 3 | | | | | 0 | | | | | | | 0 | 3 | 913.95 | 2,741.86 |
| 9 | STAPLE REMOVER, PLIER-TYPE | piece | | | | 0 | | | | | 0 | | | | | | | 0 | 0 | 18.91 | - |
| 10 | TAPE DISPENSER, TABLE TOP, for 24mm width tape | piece | 1 | 1 | 1 | 3 | | | | | 0 | | | | | | | 0 | 3 | 51.57 | 154.72 |
| 11 | WASTEBASKET, non-rigid plastic | piece | | | | 0 | | | | | 0 | | | | | | | 0 | 0 | 25.96 | - |

COMMON JANITORIAL SUPPLIES

| | | | | | | | | | | | | | | |
|--------------------------------|--|--------|---|---|---|----|---|---|---|---|---|----|-----------|----------|
| 1 | BROOM, soft (tambo) | piece | 6 | 9 | 8 | 23 | 3 | 3 | 6 | 0 | 0 | 29 | 91.94 | 2,666.14 |
| 2 | BROOM, STICK (TING-TING), usable length: 760mm min | piece | 6 | 9 | 8 | 23 | 3 | 3 | 6 | 0 | 0 | 29 | 24.88 | 721.43 |
| 3 | CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap | bottle | | | 5 | 5 | | | 0 | 0 | 0 | 5 | 43.26 | 216.32 |
| 4 | CLEANSER, SCOURING POWDER, 350g min./can | can | | | 5 | 5 | | | 0 | 0 | 0 | 5 | 24.88 | 124.38 |
| 5 | DETERGENT POWDER, all purpose, 1kg | pouch | | | 5 | 5 | | | 0 | 0 | 0 | 5 | 38.93 | 194.64 |
| 6 | DISINFECTANT SPRAY, aerosol type, 400-550 grams | can | 4 | 5 | 4 | 13 | 2 | 1 | 3 | 0 | 0 | 16 | 125.20 | 2,003.12 |
| 7 | DUST PAN, non-rigid plastic, w/ detachable handle | piece | | | 4 | 4 | | | 0 | 0 | 0 | 4 | 28.12 | 112.49 |
| 8 | FLOOR WAX, PASTE, RED | can | 1 | 1 | 1 | 3 | 1 | | 1 | 0 | 0 | 4 | 280.13 | 1,120.54 |
| 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 | | | | 0 | | | 0 | 0 | 0 | 0 | 142.77 | - |
| 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 | | | | 0 | | | 0 | 0 | 0 | 0 | 51.68 | - |
| 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 | 8 | | | 8 | | | 0 | 0 | 0 | 8 | 140.61 | 1,124.86 |
| 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 | 0 | 26,391.04 | | |
| 7 | ELECTRIC FAN, INDUSTRIAL, ground type, metal blade | unit | | | | | | | | | | | | | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 1,091.33 | | |
| 8 | ELECTRIC FAN, ORBIT type, ceiling, metal blade | unit | | | | | | | | | | | | | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 1,372.55 | | |
| 9 | ELECTRIC FAN, STAND type, plastic blade | unit | | | | | | | | | | | | | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 1,046.65 | | |
| 10 | ELECTRIC FAN, WALL type, plastic blade | unit | | | | | | | | | | | | | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 782.00 | | |
| 11 | FACSIMILE MACHINE, uses thermal paper | unit | | | | | | | | | | | | | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 3,642.83 | | |
| 12 | FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs | unit | 35 | | | | | | | | | | | | 35 | | | | | | | 0 | 0 | 0 | 35 | 0 | 1,123.78 | | 39,332.38 |
| 13 | FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs | unit | | | | | | | | | | | | | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 5,191.68 | | |
| 14 | MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens | unit | | | | | | | | | | | | | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 27,542.94 | | |
| 15 | PAPER TRIMMER/CUTTING MACHINE, max paper size: B4 | unit | | | | | | | | | | | | | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 8,411.60 | | |
| 16 | PAPER SHREDDER, cutting width: 3mm-4mm | unit | | | | | | | | | | | | | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 5,927.17 | | |
| 17 | PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column | unit | | | | | | | | | | | | | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 19,457.98 | | |
| 18 | PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns | unit | | | | | | | | | | | | | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 6,064.78 | | |
| 19 | PRINTER, LASER, monochrome, network-ready | unit | | | | | | | | | | | | | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 744.14 | | |
| 20 | TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min | unit | | | | | | | | | | | | | 0 | | | | | | | 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 | 0 | 1,379.04 | | |
| 22 | Desktop Computer, branded | unit | | | | | | | | | | | | | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 35,887.49 | | |
| 23 | Laptop Computer, branded | unit | | | | | | | | | | | | | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 36,587.28 | | |
| COMMON COMPUTER SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | CONTINUOUS FORM, 1 PLY, 280 x 241mm | box | | | | | | | | | | | | | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 709.53 | | |
| 2 | CONTINUOUS FORM, 1 PLY, 280 x 378mm | box | | | | | | | | | | | | | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 1,070.78 | | |
| 3 | CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless | box | | | | | | | | | | | | | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 796.06 | | |
| 4 | CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless | box | | | | | | | | | | | | | 0 | | | | | | | 0 | 0 | 0 | 0 | 0 | 1,352.00 | | |

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|--------------------------------|---|-------|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|---|---|----|---|----------|----------|--|
| 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 | | | | | | | | | | | | | | | | | | 0 | 0 | 0 | 0 | 22.66 | - | |
| 8 | EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0 | piece | 1 | 1 | | | | | | | | | | | | | | | | 0 | 0 | 2 | 0 | 3,152.86 | 6,305.73 | |
| 9 | FLASH DRIVE, 16 GB capacity | piece | 3 | | | | | | | | | | | | | | | | | 0 | 0 | 3 | 0 | 261.75 | 785.24 | |
| 10 | MOUSE, optical, USB connection type | unit | 1 | 3 | 4 | 8 | 2 | | | | | | | | | | | | | 0 | 0 | 10 | 0 | 140.39 | 1,403.90 | |
| 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 | | | | | | | | | | | | | | | | | | 0 | 0 | 0 | 0 | 1,070.78 | - | |
| 4 | INK CART, CANON PG-740, Black | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 0 | 0 | 784.16 | - | |
| 5 | INK CART, CANON PG-810, Black | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 0 | 0 | 811.20 | - | |
| 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 C3P04AA (HP62) Black | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 0 | 0 | 0.00 | - | |
| 11 | INK CART, HP C3P06AA (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 | - | |

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|----|--|------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---|---|------|----------|---|
| 15 | INK CART, HP C9397A (HP77) 69ml Photo Black | cart | | | | | | | | | | | | | | | | | 0 | 0 | 0.00 | - | |
| 16 | INK CART, HP C9398A (HP77) 69ml Cyan | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 17 | INK CART, HP C9399A (HP77) 69ml Magenta | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 18 | INK CART, HP C9400A (HP77) 69ml Yellow | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 19 | INK CART, HP C9401A (HP77) 69ml Gray | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 20 | INK CART, HP C9403A (HP77) 130ml Matte Black | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 21 | INK CART, HP CC640WA (HP60), Black | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 665.18 | - |
| 22 | INK CART, HP CC643WA (HP60), Tri-color | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 784.16 | - |
| 23 | INK CART, HP CD887AA (HP703), Black | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 373.15 | - |
| 24 | INK CART, HP CD888AA (HP703), Tri-color | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 373.15 | - |
| 25 | INK CART, HP CD972AA (HP 920XL), Cyan | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 654.37 | - |
| 26 | INK CART, HP CD973AA (HP 920XL), Magenta | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 654.37 | - |
| 27 | INK CART, HP CD974AA (HP 920XL), Yellow | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 654.37 | - |
| 28 | INK CART, HP CD975AA (HP 920XL), Black | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 1,292.51 | - |
| 29 | INK CART, HP CH561WA (HP61), Black | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 670.59 | - |
| 30 | INK CART, HP CH562WA (HP61), Tri-color | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 859.87 | - |
| 31 | INK CART, HP CH565A (HP82) Black | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 32 | INK CART, HP CH566A (HP82) Cyan | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 33 | INK CART, HP CH567A (HP82) Magenta | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 34 | INK CART, HP CH568A (HP82) Yellow | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 0.00 | - |
| 35 | INK CART, HP CN045AA (HP950XL), Black | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 1,616.99 | - |
| 36 | INK CART, HP CN046AA (HP951XL), Cyan | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 1,222.21 | - |
| 37 | INK CART, HP CN047AA (HP951XL), Magenta | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 1,227.62 | - |
| 38 | INK CART, HP CN048AA (HP951XL), Yellow | cart | | | | | | | | | | | | | | | | | | 0 | 0 | 1,227.62 | - |

| | | | | | | | | | | | | | | | | | |
|----|---|------|----|--|--|--|--|--|--|--|--|---|---|----|----------|-----------|---|
| 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 | 0.00 | - | |
| 65 | RIBBON CART, EPSON C135015516 (#8750), Black | cart | | | | | | | | | | 0 | 0 | 0 | 79.82 | - | |
| 66 | RIBBON CART, EPSON C135015531 (S015086), Black | cart | | | | | | | | | | 0 | 0 | 0 | 753.88 | - | |
| 67 | RIBBON CART, EPSON C135015632, Black, for LX-310 | cart | | | | | | | | | | 0 | 0 | 0 | 78.96 | - | |
| 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 | 11 | | | | | | | | | 0 | 0 | 11 | 2,914.91 | 32,064.03 | |
| 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 | 3 | | | | | | | | | 0 | 0 | 3 | 3,009.01 | 9,027.03 | |
| 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 CE400A, 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 CF284A (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) Blk 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 | - |


| | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------|------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|------|---|
| HP CF350A Black LJ | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF351A Cyan LJ | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF352A Yellow LJ | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF353A Magenta LJ | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF360A (HP508A) Black | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF360XC (HP508X) Black | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF361A (HP508A) Cyan | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF361XC (HP508X) Cyan | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF362A (HP508A) Yellow | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF362XC (HP508X) Yellow | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF363A (HP508A) Magenta | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF363XC (HP508X) Magenta | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF400A (HP201A) Black | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF401A (HP201A) Cyan | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF402A (HP201A) Yellow | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF403A (HP201A) Magenta | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF410A (HP410A) black | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF410XC (HP410XC) black | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF411A (HP410A) cyan | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF411XC (HP410XC) cyan | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF412A (HP410A) yellow | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF412XC (HP410XC) yellow | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF413A (HP410A) magenta | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |
| HP CF413XC (HP410XC) magenta | cart | | | | | | | | | | | | | | | | | | | | | | | 0.00 | - |

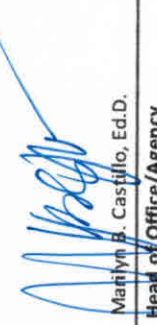
| | | | | | | | | | | | | | | | | | | | | |
|--|---------|--|--|--|--|---------|--|--|--|--|--|--|--|--|--|--|--|--|--|--------------|
| C. TOTAL (A + B): | | | | | | | | | | | | | | | | | | | | 2,421,792.28 |
| D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) | | | | | | | | | | | | | | | | | | | | 242,179.23 |
| E. GRAND TOTAL (C + D) | | | | | | | | | | | | | | | | | | | | 2,663,971.51 |
| F. APPROVED BUDGET BY THE AGENCY HEAD | | | | | | | | | | | | | | | | | | | | |
| G. MONTHLY CASH REQUIREMENTS | | | | | | | | | | | | | | | | | | | | |
| G.1 Available at Procurement Service Stores | | | | | | | | | | | | | | | | | | | | |
| G.2 Other Items not available at PS but regularly purchased from other sources | | | | | | | | | | | | | | | | | | | | |
| TOTAL MONTHLY CASH REQUIREMENTS | | | | | | | | | | | | | | | | | | | | |
| | 167046 | | | | | 42141.1 | | | | | | | | | | | | | | 209186.8792 |
| | 220997 | | | | | 2688 | | | | | | | | | | | | | | 2212605.4 |
| | 2376963 | | | | | 44829.1 | | | | | | | | | | | | | | 2421792.279 |

*Other categories that are not indicated herein
 **Prices are FOB Manila/Applicable for Items under A.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by: 
 Saturnino M. Curato
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

 Marylene Abarca/Danielo R. Tadal
 Accountant / Local Budget Officer

Approved by:

 Marilyn B. Castillo, Ed.D.
 Head of Office/Agency

Date: 11/27/2017