

**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.dep.ed.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 <u>NATIONAL MUSEUM</u>	Agency Account Code: <u>F050</u>	Contact Person: <u>Ana Concepcion E. Mallari</u>
Region: <u>MAIN & NCR</u>		Position: <u>Administrative Officer V</u>
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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	84	10	20	114	11	7	2	20	32	7	5	44	6	4	2	12	190	20.28	3,853.20	
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	44	6	12	62	12	3	0	15	19	3	2	24	6	0	0	6	107	19.20	2,054.40	
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack	8	5	8	21	7	5	3	15	7	5	3	15	7	5	3	15	66	91.94	6,068.04	
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	20	0	0	20	0	20	0	20	0	0	20	20	0	20	0	20	80	40.97	3,277.60	
5 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece	51	1	2	54	1	51	2	54	0	1	53	54	0	51	1	52	214	75.39	16,133.46	
6 TAPE, ELECTRICAL, 18mm x 16M min	roll	13	0	0	13	1	5	0	6	1	0	7	8	0	5	0	5	32	18.93	605.76	
COMMON OFFICE SUPPLIES																					

1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	5	0	3	8	0	0	1	1	2	0	3	28	5	0	0	1	1	15	766.73	11,500.95
2	AIR FRESHENER, aerosol, 280ml/150g min	can	26	7	11	44	15	1	3	19	15	4	11	30	12	1	3	16	109	88.69	9,667.21	
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	87	20	43	150	55	6	21	82	61	9	27	97	46	6	9	61	390	49.73	19,394.70	
4	CARBON FILM, PE, black, size 210mm x 297mm	box	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	205.48	205.48	
5	CARBON FILM, PE, black, size 216mm x 330mm	box	2	0	1	3	0	0	0	0	1	0	0	1	1	0	0	1	5	210.91	1,054.55	
6	CARTOLINA, assorted colors	pack	5	3	7	15	1	3	0	4	3	3	7	13	0	0	0	0	32	67.06	2,145.92	
7	CHALK, molded, white, dustless, length: 78mm min	box	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5	26.89	134.45	
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	14	6	57	77	2	4	2	8	2	4	23	29	2	4	2	8	122	38.19	4,659.18	
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	26	8	45	79	5	4	6	15	61	4	40	105	55	4	3	62	261	40.47	10,562.67	
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	48	16	25	89	3	0	8	11	27	3	17	47	1	0	1	2	149	7.87	1,172.63	
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	53	10	21	84	3	0	7	10	27	0	14	41	1	1	0	2	137	13.94	1,909.78	
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	40	12	21	73	3	0	8	11	15	0	14	29	2	0	0	2	115	19.88	2,286.20	
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	45	9	18	72	6	0	5	11	19	0	14	33	4	0	0	4	120	41.10	4,932.00	
14	CORRECTION TAPE, film base type, UL 6m min	piece	102	17	62	181	57	3	50	110	73	1	20	94	58	1	7	66	451	18.26	8,235.26	
15	DATA FILE BOX, made of chipboard, with closed ends	box	83	13	16	112	24	4	12	40	58	0	2	60	22	4	0	26	238	72.57	17,271.66	
16	DATA FOLDER, made of chipboard, taglia lock	piece	130	6	22	158	6	6	7	19	26	4	17	47	6	8	6	20	244	71.39	17,419.16	
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	6	0	4	10	2	0	0	2	3	0	0	3	1	0	0	1	16	424.47	6,791.52	
18	ENVELOPE, DOCUMENTARY, for legal size document	box	9	0	8	17	3	0	2	5	4	0	2	6	2	0	1	3	31	538.80	16,702.80	
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	7	1	3	11	2	1	0	3	1	1	0	2	1	1	0	2	18	667.84	12,021.12	
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	35	0	24	59	20	0	9	29	20	0	9	29	20	0	6	26	143	28.71	4,105.53	
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	13	0	5	18	4	0	0	4	1	0	3	4	1	0	0	1	27	341.79	9,228.33	
22	ENVELOPE, mailing, white, with window	box	2	0	2	4	0	0	0	0	0	0	0	0	0	0	0	0	4	427.23	1,708.92	
23	ERASER, FELT, for blackboard/whiteboard	piece	10	1	8	19	0	0	0	0	2	0	4	6	0	0	0	0	25	11.55	288.75	
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	41	0	17	58	1	0	1	2	19	0	1	20	0	0	1	1	81	6.23	504.63	

25	FASTENER, METAL, 70mm between prongs	box	39	0	5	44	7	1	6	14	27	1	0	28	28	6	1	0	7	93	59.37	5,521.41
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	20	0	27	47	5	0	2	7	5	0	2	7	0	0	5	5	66	73.59	4,856.94	
27	FILE TAB DIVIDER, bristol board, for A4	set	22	0	20	42	2	0	0	2	0	0	20	20	0	0	0	0	64	12.98	830.72	
28	FILE TAB DIVIDER, bristol board, for legal	set	22	0	20	42	2	0	0	2	0	0	20	20	0	0	0	0	64	17.31	1,107.84	
29	FOLDER, FANCY, for A4 size documents	bundle	4	1	6	11	6	1	1	8	3	1	6	10	3	1	1	5	34	258.50	8,789.00	
30	FOLDER, FANCY, for legal size documents	bundle	6	1	6	13	5	1	1	7	3	1	6	10	2	1	1	4	34	302.85	10,296.90	
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	8	0	9	17	4	0	0	4	2	0	6	8	1	0	0	1	30	177.92	5,337.60	
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	13	0	8	21	8	0	1	9	5	0	7	12	5	0	1	6	48	222.27	10,668.96	
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	5	1	3	9	5	1	1	7	1	0	3	4	1	0	0	1	21	776.59	16,308.39	
34	FOLDER, TAGBOARD, for A4 size documents	pack	4	3	6	13	4	1	1	6	1	1	6	8	0	0	3	3	30	226.05	6,781.50	
35	FOLDER, TAGBOARD, for legal size documents	pack	18	3	8	29	6	1	1	8	10	1	6	17	2	1	3	6	60	208.38	12,502.80	
36	GLUE, all purpose, gross weight: 200 grams min	jar	33	4	15	52	21	1	3	25	19	0	9	28	12	0	0	12	117	49.73	5,818.41	
37	INDEX TAB, self-adhesive, transparent	box	8	1	29	38	18	1	9	28	11	1	9	21	11	1	4	16	103	53.74	5,535.22	
38	LOOSELEAF COVER, made of chipboard, for legal	bundle	2	0	1	3	1	0	1	2	0	0	0	0	1	0	0	1	6	676.00	4,056.00	
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	25	0	24	49	10	0	0	10	9	0	22	31	0	0	2	2	92	43.26	3,979.92	
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	28	2	24	54	18	2	12	32	19	0	19	38	7	0	5	12	136	36.97	5,027.92	
41	MARKER, whiteboard, black, felt tip, bullet type	piece	51	6	17	74	29	5	20	54	23	3	15	41	12	1	5	18	187	10.69	1,999.03	
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	51	5	16	72	33	4	20	57	20	2	15	37	13	0	5	18	184	10.69	1,966.96	
43	MARKER, whiteboard, red, felt tip, bullet type	piece	22	0	12	34	14	1	10	25	7	1	10	18	7	0	5	12	89	10.69	951.41	
44	MARKER, PERMANENT, bullet type, black	piece	62	6	60	128	23	0	42	65	32	0	33	65	14	0	5	19	277	10.04	2,781.08	
45	MARKER, PERMANENT, bullet type, blue	piece	60	6	48	114	24	1	32	57	29	2	33	64	13	0	5	18	253	10.04	2,540.12	
46	MARKER, PERMANENT, bullet type, red	piece	28	6	37	71	20	0	17	37	13	0	18	31	13	0	5	18	157	10.04	1,576.28	
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	70	2	70	142	23	0	51	74	31	0	68	99	11	0	1	12	327	12.52	4,094.04	
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	76	2	41	119	18	0	7	25	38	0	34	72	13	0	0	13	229	32.45	7,431.05	

49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	58	2	41	101	16	1	6	23	30	2	35	28	67	14	1	0	15	206	44.32	9,129.92
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	60	0	38	98	17	0	4	21	27	0	34	61	14	0	15	29	209	59.49	12,433.41	
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	18	0	22	40	10	0	0	10	10	0	17	27	5	0	0	5	82	18.99	1,557.18	
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	27	1	25	53	20	0	9	29	16	0	22	38	16	0	2	18	138	6.91	953.58	
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	39	2	24	65	23	1	4	28	26	0	18	44	20	0	0	20	157	14.04	2,204.28	
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	118	30	60	208	66	17	69	152	56	18	60	134	42	14	46	102	596	137.66	82,045.36	
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	230	34	76	340	114	18	77	209	134	19	61	214	68	15	52	135	898	160.94	144,524.12	
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	91	6	35	132	77	6	45	128	68	6	35	109	66	6	35	107	476	119.09	56,686.84	
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	133	16	44	193	131	15	56	202	77	15	41	133	62	12	41	115	643	123.08	79,140.44	
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	2	3	3	8	1	3	15	19	5	3	3	11	0	0	15	15	53	95.18	5,044.54	
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	1	0	10	11	1	0	0	1	1	0	0	1	1	0	0	1	14	34.29	480.06	
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	20	12	7	39	20	1	3	24	13	1	3	17	11	1	6	18	98	20.40	1,999.20	
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	0	0	0	0	13	0	0	13	0	0	0	0	0	0	0	0	13	319.07	4,147.91	
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	40	1	24	65	5	1	9	15	19	1	26	46	5	1	2	8	134	62.73	8,405.82	
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	17	5	7	29	28	4	8	40	14	1	10	25	9	1	2	12	106	97.34	10,318.04	
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	4	0	8	12	0	0	0	0	0	0	5	5	0	0	0	0	17	267.14	4,541.38	
65	RUBBER BAND, 70mm min lay flat length (#18)	box	14	0	8	22	3	0	0	3	3	0	5	8	2	0	0	2	35	97.04	3,396.40	
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	30	1	15	46	1	0	6	7	13	0	6	19	0	0	0	0	72	16.10	1,159.20	
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	119	18	76	213	61	20	65	146	80	7	56	143	51	7	45	103	605	35.99	21,773.95	
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	108	17	62	187	48	19	56	123	65	6	51	122	45	6	44	95	527	35.99	18,966.73	
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	29	6	4	39	17	12	8	37	15	0	9	24	14	0	8	22	122	35.99	4,390.78	
70	STAMP PAD INK, purple or violet	bottle	12	3	4	19	2	3	1	6	6	0	2	8	2	0	0	2	35	25.62	896.70	
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	8	3	6	17	0	3	0	3	2	0	0	2	0	0	0	0	22	28.77	632.94	
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	51	5	13	69	3	5	6	14	14	2	6	22	3	2	10	15	120	21.51	2,581.20	

2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24.88	-
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	43.26	-
4	CLEANSER, SCOURING POWDER, 350g min./can	can	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24.88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38.93	-
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	125.20	-
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	28.12	-
8	FLOOR WAX, PASTE, RED	can	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	90.85	-
10	INSECTICIDE, aerosol type, net content: 600ml min	can	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	142.77	-
11	MOP BUCKET, heavy duty, hard plastic	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,987.44	-
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	148.18	-
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	110.32	-
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	51.68	-
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	145.48	-
17	DETERGENT BAR, 140 grams as packed	bar	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7.57	-
COMMON OFFICE EQUIPMENT																						
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	1	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	10,816.00	21,632.00
2	CALCULATOR, compact, 12 digits	unit	25	0	3	28	2	0	0	2	3	0	0	3	0	0	0	0	33	140.61	4,640.13	
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	273.10	-
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	273.10	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	3	2	0	5	2	0	1	3	0	0	0	0	0	0	0	0	8	6,828.14	54,625.12	
6	DOCUMENT CAMERA, 3.2M pixels	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,091.33	-

8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,372.55	-	
9	ELECTRIC FAN, STAND type, plastic blade	unit	1	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1,046.65	2,093.30	
10	ELECTRIC FAN, WALL type, plastic blade	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	782.00	-	
11	FACSIMILE MACHINE, uses thermal paper	unit	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	3,642.83	7,285.66		
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,123.78	-	
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,191.68	-	
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	27,542.94	-	
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	1	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	8,411.60	16,823.20			
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	1	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	5,927.17	11,854.34			
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit	5	0	2	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	744.14	5,208.98			
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,379.04	-	
22	Desktop Computer, branded	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	35,887.49	-	
23	Laptop Computer, branded	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	709.53	-	
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	796.06	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	12	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	620.67	7,448.04		
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	12	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	1,076.19	12,914.28		
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	214	12	24	250	54	9	14	77	124	4	24	152	34	4	14	52	531																		22.66	12,032.46	

19	INK CART, HP C9401A (HP72) 69ml Gray	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1	4		654.37	2,617.48
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1	4		654.37	2,617.48
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1	4		654.37	2,617.48
28	INK CART, HP CD975AA, (HP 920XL), Black	cart	0	0	2	2	0	0	2	2	0	0	2	2	0	0	2	2	8		1,292.51	10,340.08
29	INK CART, HP CH561WA, (HP61), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart	16	5	3	24	10	4	4	18	17	4	5	26	5	2	2	9	77		373.15	28,732.55
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	14	4	3	21	8	3	4	15	15	4	5	24	3	2	2	7	67		373.15	25,001.05
41	INK CART, HP CZ107AA, (HP678), Black	cart	12	2	5	19	9	3	5	17	9	3	5	17	8	3	5	16	69		379.64	26,195.16
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart	10	2	5	17	7	3	5	15	7	3	5	15	7	3	5	15	62		379.64	23,537.68

139	TONER CART, LEXMARK T650A11P, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	Extension Cord, 5m with surge protector	set	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	800.00	1,600.00
2	Extension Cord, 10meters	set	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1,000.00	2,000.00
3	Battery, Rechargeable, AA, 2pieces per blister	pack	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	3	50.00	150.00
4	Lithum Battery for Camera		0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	3	1,500.00	4,500.00
5						0														0		-

COMMON OFFICE EQUIPMENT

1	Printer Continuous Ink System	unit	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	6,800.00	13,600.00
2	Printer	unit	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	3	10,000.00	30,000.00

3	Bookshelves	unit	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	8,510.50	17,021.00
4	Printer, Inkjet	unit	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	13,800.00	41,400.00
5	Calculator, Scientific	unit	1			1				0	1			1				0	2	140.61	281.22
COMMON OFFICE SUPPLIES																					
1	Signpen Hi-Tecpoint V10-Grip	piece	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24		1,600.00
2	Toner, Brother HL-4570CDW B,C,Y,M	set	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	2	13,750.00	27,500.00
3	Signpen Hi-Tecpoint V10-Grip	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12		1,600.00
4	Toner, Cartridge Olivetti d-Copia 3501	cart	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	8,537.00	8,537.00
5	Signpen Hi-Tecpoint V10-Grip	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	140.00	140.00
6	Ribbon, Brother Fax-878	roll	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	2,100.00	2,100.00
7	Toner, Sharp AR-5618	cart	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	7,000.00	7,000.00
8	Toner, Sharp AR-5620N	cart	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4	6,600.00	26,400.00
9	Ribbon, Epson LQ-2180	box	12	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	12	1,400.00	16,800.00
10	Ribbon, Epson LX-310	box	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10	150.00	1,500.00
11	Calculator Tape	roll	3	0	0	3	3	0	0	3	3	0	0	3	3	0	0	3	12	30.00	360.00
12	Ballpen, Black	piece	2	0	0	2	2	0	0	2	2	0	0	2	2	0	0	2	8	20.00	160.00
13	Ballpen, Blue	piece	2	0	0	2	2	0	0	2	2	0	0	2	2	0	0	2	8	20.00	160.00
14	PVC Bookbinding Cover 100pcs, Legal size	box	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	500.00	500.00
15	PVC Bookbinding Cover 100pcs, A4 size	box	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	400.00	400.00
16	PVC Binding Element 50mm, precut, Legal, blk	piece	0	0	20	20	0	0	20	20	0	0	0	0	0	0	0	0	40	30.00	1,200.00
17	PVC Binding Element 8mm, precut,A4, blk	pack	0	0	0	0	0	0	10	10	0	0	0	0	0	0	0	0	10	40.00	400.00
18	PVC Binding Element 10mm, precut,A4, blk	pack	0	0	0	0	0	0	10	10	0	0	0	0	0	0	0	0	10	45.00	450.00
19	Toner, Taskalfa 220	cart	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	1	2	7,500.00	15,000.00
20	Ribbon, Electric Typewriter	spool	0	0	0	0	0	0	1	1	0	0	1	1	0	0	1	1	3	150.00	450.00

21	Toner, Sharp AR-5620	cart	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	2	8,000.00	16,000.00
22	Cash Register Tape	piece	3	0	0	3	3	0	0	3	3	0	0	3	3	0	0	3	12	40.00	480.00
23	Cash Register Ribbon QMP-2184	piece	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	500.00	2,000.00
24	Toner Kit 479 for FS-6025 MFP, Kyocera	cart	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	9,000.00	9,000.00
25	Toner Sharp AR5620N	cart	2	0	0	2	0	0	0	0	0	0	1	1	0	0	0	0	3	7,000.00	21,000.00
26	Toner, Taskalfa 220	cart	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	8,000.00	8,000.00
27	Toner for FujiXerox (DCS2010)	cart	3	0	0	3	3	0	0	3	3	0	0	3	0	0	0	0	9	5,000.00	45,000.00
28	Toner, Sharp AR-5618	cart	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	6,800.00	6,800.00
29	Glue Tack, multi-purpose adhesive	pack	10	0	0	10	10	0	0	10	10	0	0	10	10	0	0	10	40	50.00	2,000.00
30	Tape, Heavy duty, double -sided, 1" thick	roll	5	0	0	5	0	0	0	0	4	0	0	4	0	0	0	0	9	250.00	2,250.00
31	Tape, double -sided, 1" thick	roll	10	0	0	10	0	0	0	0	5	0	0	5	0	0	0	0	15	150.00	2,250.00
32	Ruler, metal, stainless, 24" length	piece	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	50.00	100.00
33	Ruler, metal, stainless, 18" length	piece	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	40.00	120.00
34	Ruler, metal, stainless, 12" length	piece	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5	30.00	150.00
35	Ring Binder, Plastic 22mm, 10 pieces per bundle	bundle	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	257.00	514.00
36	Ring Binder, Plastic 28mm, 10 pieces per bundle	bundle	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	257.00	514.00
37	Ring Binder, Plastic 50mm, 10 pieces per bundle	bundle	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	300.00	300.00
38	Toner Kit Kyocera	cart	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	7,500.00	7,500.00
39	Electronic Typewriter (Brother) GX-8250 Ribbon Black M103	spool	0	0	2	2	0	0	0	0	0	0	0	0	0	2	0	2	4	200.00	800.00
40	Toner Kyocera 1850	cart	2	0	0	2	1	0	0	1	2	0	0	2	1	0	0	1	6	3,000.00	18,000.00
41	Heavy-duty double sided tape	roll	0	10	0	10	0	5	0	5	0	5	0	5	0	0	0	0	20	270.00	5,400.00
42	Toner Cartridge FujiXerox DocuCentre S1810	cart	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	1	8,350.00	8,350.00
43	Toner, Sharp AR-203E, Black	cart	0	0	0	0	0	0	0	0	2	0	0	2	0	0	0	0	2	2,000.00	4,000.00
44	Toner, Kyocera TK-1147	cart	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	4,000.00	4,000.00

45	Ballpen, Black	piece	15	0	0	15	15	0	0	15	15	0	0	15	15	0	0	15	60	5.00	300.00
46	Ballpen, Blue	piece	15	0	0	15	15	0	0	15	15	0	0	15	15	0	0	15	60	5.00	300.00
47	Ballpen, Red	piece	7	0	0	7	7	0	0	7	7	0	0	7	7	0	0	7	28	5.00	140.00
48	Correction Tape for electric typewriter	spool	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	2	400.00	800.00
49	Ribbon, Electric Typewriter, Brother GX 8250	spool	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	2	700.00	1,400.00
50	Toner Cartridge FujiXerox DocuCentre S1810	cart	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	5,683.60	22,734.40
						0				0		0	0	0				0	0		-

COMMON JANITORIAL SUPPLIES

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		-

CONSUMABLES

1	Toner, Printer LBP6000	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	4,000.00	4,000.00
2	Toner, Brother DCP-7055 Printer	box	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	0	2	3,000.00	6,000.00
3	Ink Cartridge, HP15 Deskjet, Black	cart	3	0	0	3	3	0	0	3	3	0	0	3	3	0	0	3	12	1,237.60	14,851.20	
4	Ink Cartridge, HP17 Deskjet, Colored	cart	2	0	0	2	2	0	0	2	2	0	0	2	2	0	0	2	8	1,346.80	10,774.40	
5	Ink Cart, Epson T6731 (Black)	cart	2	0	0	2	0	0	0	0	1	0	0	1	0	0	0	0	0	3	350.00	1,050.00
6	Ink Cart, Epson T6732 (Cyan)	cart	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	350.00	700.00
7	Ink Cart, Epson T6733 (Magenta)	cart	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	350.00	700.00
8	Ink Cart, Epson T6734 (Yellow)	cart	2	0	0	2	0	0	0	0	1	0	0	1	0	0	0	0	0	3	350.00	1,050.00
9	Ink Cart, Epson T6735 (Light Cyan)	cart	2	0	0	2	0	0	0	0	1	0	0	1	0	0	0	0	0	3	350.00	1,050.00
10	Ink Cart, Epson T6736 (Light Magenta)	cart	2	0	0	2	0	0	0	0	1	0	0	1	0	0	0	0	0	3	350.00	1,050.00

11	Sharp Copier machine (MX-231OU) Black	cart	0	0	0	0	2	0	0	2	0	0	2	2	0	0	0	0	4	4,923.00	19,692.00
12	Sharp Copier machine (MX-231OU) Cyan	cart	0	0	0	0	1	0	0	1	0	0	1	1	0	0	0	0	2	6,845.00	13,690.00
13	Sharp Copier machine (MX-231OU) Yellow	cart	0	0	0	0	1	0	0	1	0	0	1	1	0	0	0	0	2	6,845.00	13,690.00
14	Sharp Copier machine (MX-231OU) Magenta	cart	0	0	0	0	1	0	0	1	0	0	1	1	0	0	0	0	2	6,845.00	13,690.00
15	Canon Plotter IPF750 Matte Black	cart	0	0	0	0	2	0	0	2	0	0	2	2	0	0	0	0	4	3,500.00	14,000.00
16	Canon Plotter IPF750 Black	cart	0	0	0	0	1	0	0	1	0	0	1	1	0	0	0	0	2	3,200.00	6,400.00
17	Canon Plotter IPF750 Cyan	cart	0	0	0	0	1	0	0	1	0	0	1	1	0	0	0	0	2	3,200.00	6,400.00
18	Canon Plotter IPF750 Yellow	cart	0	0	0	0	1	0	0	1	0	0	1	1	0	0	0	0	2	3,200.00	6,400.00
19	Canon Plotter IPF750 Magenta	cart	0	0	0	0	1	0	0	1	0	0	1	1	0	0	0	0	2	3,200.00	6,400.00
20	Toner Cart, HP CB541A, Cyan	cart	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	2,984.80	2,984.80
21	Toner Cart, HP CB542A, Yellow	cart	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	2,984.80	2,984.80
22	Toner Cart, HP CB543A, Magenta	cart	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	2,984.80	2,984.80
23	Ink Cartridge 141 - Black (Epson ME 32)	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	430.00	5,160.00
24	Ink Cartridge 141 - Yellow (Epson ME 32)	cart	1	0	1	2	1	0	1	2	1	0	1	2	1	0	1	2	8	430.00	3,440.00
25	Ink Cartridge 141 - Magenta (Epson ME 32)	cart	1	0	1	2	1	0	1	2	1	0	1	2	1	0	1	2	8	430.00	3,440.00
26	Ink Cartridge 141 - Cyan (Epson ME 32)	cart	1	0	1	2	1	0	1	2	1	0	1	2	1	0	1	2	8	430.00	3,440.00
27					0				0				0				0	0			-
28					0				0				0				0	0			-
29					0				0				0				0	0			-
30					0				0				0				0	0			-
Office Equipment and Accessories																					
1	Cash Box, Combination Lock	piece	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	600.00	1,200.00
2	Security Strips (Tattle Tape)	pack	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	12,800.00	12,800.00
3	Accessioning Stamp	piece	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	700.00	2,100.00

4	Document Scanner, Flatbed	unit	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	5,000.00	10,000.00
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	0		-
10						0				0				0				0	0		-

Office Supplies

1	NM Certificate Holder	piece	100	0	0	100	0	0	0	0	0	0	0	0	0	0	0	0	100	110.00	11,000.00
2	FullMark Facsimile Ink Film for Panasonic KX-FP701 2 pcs/box	box	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1	2	250.00	500.00
3	Mechanical Pen 0.3	piece	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	2,600.00	7,800.00
4	Mechanical Pen Ink (Drawing Ink) Black	bottle	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	2	220.00	440.00
5	Certificate Folders	piece	20	0	0	20	0	0	0	0	10	0	0	10	10	0	0	10	40	100.00	4,000.00
6	Rubber Eraser (for conservation of paintings)	piece	0	10	0	10	0	10	0	10	0	10	0	10	0	0	0	0	30	50.00	1,500.00
7	Multi-purpose adhesive (tack-it)	pack	0	20	0	20	0	7	0	7	0	0	0	0	0	0	0	0	27	170.00	4,590.00
8	Arched File	piece	0	5	0	5	0	5	0	5	0	5	0	5	0	5	0	5	20	193.00	3,860.00
9	Math notebook (GRID)	piece	0	5	0	5	0	5	0	5	0	5	0	5	0	5	0	5	20	135.01	2,700.20
10	Binding Thread	roll	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	40.00	160.00
11	ID Holder with ID lace	piece	0	0	0	0	0	100	0	100	0	100	0	100	0	0	0	0	200	40.00	8,000.00
12	ID Lace Only	piece	0	120	0	120	0	0	0	0	0	0	0	0	0	0	0	0	120	25.00	3,000.00
13	NM Certificate Holder, Landscape	piece	0	5	0	5	0	5	0	5	0	7	0	7	0	0	0	0	17	100.00	1,700.00
14						0				0				0				0	0		-
15						0				0				0				0	0		-

Audio and visual presentation and composing equipment

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		-

Paper Materials and Products

1	Specialty Paper. A4 (for calling card)	pack	3	0	0	3	3	0	0	3	3	0	0	3	3	0	0	3	12	35.00	420.00
2	Photo Paper (10/pack)	pack	25	0	0	25	0	0	0	0	0	0	0	0	0	0	0	0	25	115.00	2,875.00
3	Copy Paper, Colored, A4 size	ream	0	0	0	0	5	0	0	5	0	0	0	0	0	0	0	5	350.00	1,750.00	
4	8x11 Short Bond Paper 80gsm	ream	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	10	125.00	1,250.00	
5	Brown Kraft Wrapping Paper	roll	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1	4	88.50	354.00
6	Photopaper, A4, Matte	pack	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1	4	150.00	600.00
7	Cartolina, White, 20pcs per pack	pack	0	0	1	1	0	0	0	0	0	0	1	1	0	0	0	0	2	64.48	128.96
8	Envelope, Mailing, with Official Seal	box	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	500.00	500.00
9	Photo Paper, Legal size	pack	5	0	0	5	0	0	0	0	0	0	0	0	5	0	0	5	10	40.00	400.00
10	Photo Paper, High Gloss (210x297mm A4)	ream	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	150.00	5,400.00
11	Clipboard, Legal size	piece	0	10	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10	150.00	1,500.00
12	Pastel Colors (assorted colors)	piece	0	9	0	9	0	9	0	9	0	9	9	18	0	0	0	0	36	130.00	4,680.00
13	Japanese Paper, acid-free	meter	0	3	0	3	0	2	0	2	0	0	0	0	0	0	0	0	5	500.00	2,500.00
14	Oil Color, 24-color/set	set	0	1	0	1	1	0	0	1	0	0	0	0	0	0	0	0	2	300.00	600.00
15	Watercolor, 24 colors per set	set	0	1	0	1	1	0	0	1	0	0	0	0	0	0	0	0	2	500.00	1,000.00

16	Sticker Paper (100pcs/pack, A4 size, Matte	pack	0	7	0	7	0	0	0	0	0	0	0	0	0	0	0	0	7	330.00	2,310.00
17	Kraft or Brown Paper	roll	0	5	0	5	0	3	0	3	1	0	0	1	0	0	0	0	9	2,000.00	18,000.00
18	Brown Kraft Paper	roll	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	89.50	89.50
19	Sticker Paper/label	pack	2	0	0	2	0	0	0	0	2	0	0	2	0	0	0	0	4	390.00	1,560.00
20	Specialty Paper. White, A4	pack	0	10	0	10	0	10	0	10	0	10	0	10	0	0	0	0	30	45.00	1,350.00
21	Specialty Paper. White, 8.5 x 13	pack	0	10	0	10	0	10	0	10	0	10	0	10	0	0	0	0	30	50.00	1,500.00
22	Sticker Paper, Matte, 8.5 x 13	pack	0	10	0	10	0	10	0	10	0	20	0	20	0	0	0	0	40	50.00	2,000.00
23						0				0				0				0	0		-

Lighting and fixtures and accessories

1	Desk Lamp	piece	0	0	8	8	0	0	0	0	0	0	0	0	0	0	0	0	8	250.00	2,000.00
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	Extension Cord with Powerstrips (universal plug)	piece	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3	1,300.00	3,900.00
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-

7						0				0							0	0		-
8						0				0							0	0		-
9						0				0							0	0		-
10						0				0							0	0		-

***Other Categories**

1	Disposable Face Mask, Earloop, 3-ply	box	0	0	1	1	0	0	0	0	0	0	1	1	0	0	0	0	2	45.00	90.00
2	Disposable Latex Gloves	box	0	0	1	1	0	0	0	0	0	0	1	1	0	0	0	0	2	130.00	260.00
3	Plastic bags, 4x6 PE gauge 0.03	1,000.00	0	0	10	10	0	0	10	10	0	0	10	10	0	0	10	10	40	550.00	22,000.00
4	Plastic bags, 6x8 PE gauge 0.03	1,000.00	0	0	6	6	0	0	6	6	0	0	6	6	0	0	6	6	24	760.00	18,240.00
5	Plastic bags, 8x12 PE gauge 0.03	1,000.00	0	0	3	3	0	0	3	3	0	0	0	0	0	0	0	0	6	1,500.00	9,000.00
6	Plastic bags, 10x14 PE gauge 0.03	1,000.00	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2	3,500.00	7,000.00
7	Plastic bags, 12x18 PE gauge 0.03	1,000.00	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	4,000.00	4,000.00
8	Disposable Gloves (Nitrile)	box	0	0	7	7	0	5	0	5	0	5	0	5	0	5	0	5	22	800.00	17,600.00
9	Glassine Paper, White	ream	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	500.00	1,000.00
10	Disposable Mask	box	10	0	0	10	5	0	0	5	5	0	0	5	5	0	0	5	25	150.00	3,750.00
11	Nitrile Powder-Free, Disposable/single-use gloves	box	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4	500.00	2,000.00
12	Cotton Gloves	pair	18	0	0	18	0	0	0	0	0	0	0	0	0	0	0	0	18	20.00	360.00
13	Brush 4"	piece	7	0	0	7	0	0	0	0	0	0	0	0	0	0	0	0	7	50.00	350.00
14	Brush 2"	piece	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	30.00	90.00
15	Disposable Head Cover, 100pcs per pack	pack	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5	300.00	1,500.00
16	Blank Metal Tags, Stainless, 100 pieces per set	set	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	1,000.00	3,000.00
17	Cotton Rolls	pack	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	200.00	200.00
18	Disposable Mask, 3 ply with earloop	box	3	2	0	5	0	1	0	1	0	2	0	2	0	0	0	0	8	500.00	4,000.00
19	Surgical Gloves Disposable	box	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1,000.00	1,000.00

20	Surgical Gloves, Sterile, latex (Powdered)	box	0	1	0	1	0	0	0	0	0	0	1	0	1	0	0	0	0	2	1,000.00	2,000.00
21	First Aid Kit	pack	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	3	2,500.00	7,500.00
22	Electric Engraver with Diamond & Carbide Point	set	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	7,500.00	7,500.00
23	Cotton		0	0	0	0	0	0	51	51	0	0	0	0	0	0	0	0	0	51	30.00	1,530.00
23	Plastic bags Self-sealed (assorted sizes)		0	0	0	0	0	0	50	50	0	0	0	0	0	0	0	0	0	50	500.00	25,000.00
24	Plastic bags (assorted sizes)		0	0	0	0	0	0	3000	3000	0	0	0	0	0	0	0	0	0	3000	3.00	9,000.00
25	Plastic box specimen containers; Large (heavy duty)		0	0	0	0	0	0	10	10	0	0	0	0	0	0	0	0	0	10	1,500.00	15,000.00
26	Disposable Gloves	box	0	0	0	0	0	0	10	10	0	0	0	0	0	0	0	0	0	10	300.00	3,000.00
27	Disposable Mask	box	0	0	0	0	0	0	10	10	0	0	0	0	0	0	0	0	0	10	300.00	3,000.00
28	Vials, glass, screw cap		0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	1	5,000.00	5,000.00
29	Plastic Bag (oversized)		0	0	0	0	0	0	10	10	0	0	0	0	0	0	0	0	0	10	70.00	700.00
30	Garbage Bag (XXL)		0	0	0	0	0	0	3	3	0	0	0	0	0	0	0	0	0	3	100.00	300.00
31	Sack		0	0	0	0	0	0	20	20	0	0	0	0	0	0	0	0	0	20	10.00	200.00
32	Dive Booties		0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	1	3,000.00	3,000.00
33	Raincoat	piece	0	0	0	0	0	0	5	5	0	0	0	0	0	0	0	0	0	5	250.00	1,250.00
34	Canson Tracing Paper A4:70/75		0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	1	1,000.00	1,000.00
35	Bubblewrap, 48-inch wide small bubbles	roll	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	2	5,000.00	10,000.00
36	Acid-free Wrapping Paper		0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	1	5,000.00	5,000.00
37	Epoxy		0	0	0	0	0	0	5	5	0	0	0	0	0	0	0	0	0	5	1,200.00	6,000.00
38	Dental Tool Box	box	0	6	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	6	500.00	3,000.00
39	Gloves, Knitted	dozen	0	5	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	5	250.00	1,250.00
40	Gloves, Nitrile	box	0	5	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	5	1,000.00	5,000.00
41	Beaker, 50ml, Plastic	piece	0	5	0	5	0	5	0	5	0	0	0	0	0	0	0	0	0	10	100.00	1,000.00
42	Beaker, 100ml, Plastic	piece	0	5	0	5	0	5	0	5	0	0	0	0	0	0	0	0	0	10	200.00	2,000.00

43	Beaker, 500ml, Plastic	piece	0	5	0	5	0	5	0	5	0	0	0	0	0	0	0	0	10	300.00	3,000.00
44	Beaker, 1L, Plastic	piece	0	3	0	3	0	2	0	2	0	0	0	0	0	0	0	0	5	500.00	2,500.00
45	Cotton, 400g	pack	0	3	0	3	0	3	0	3	0	4	0	4	0	0	0	0	10	60.00	600.00
46	Conservation brush #70	piece	0	5	0	5	2	0	0	2	3	0	0	3	0	0	0	0	10	125.00	1,250.00
47	Gauze	box	0	3	0	3	0	2	0	2	0	0	0	0	0	0	0	0	5	500.00	2,500.00
48	Skewer with Cotton	pack	0	5	0	5	0	5	0	5	0	0	0	0	0	0	0	0	10	50.00	500.00
49	Foamboard	piece	0	30	0	30	30	0	0	30	30	0	0	30	0	10	0	10	100	615.00	61,500.00
50	Bubblewrap	roll	0	6	0	6	0	5	0	5	0	3	0	3	0	0	0	0	14	2,700.00	37,800.00
51	Glassine	ream	0	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	2,000.00	6,000.00
52	Chipboard	piece	0	10	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10	50.00	500.00
53	First Aid Kit	set	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1,000.00	1,000.00
54	Ethyl Alcohol	liter	0	0	3	3	0	3	0	3	0	0	3	3	0	0	0	0	9	1,800.00	16,200.00
55	Gloves, Cotton	pair	0	0	3	3	0	3	0	3	0	3	0	3	0	2	0	2	11	80.00	880.00
56	Cotton Balls	pack	0	1	0	1	0	1	0	1	0	1	0	1	0	0	0	0	3	200.00	600.00
57	Chipboard, gauge 30	piece	2	0	0	2	2	0	0	2	2	0	0	2	2	0	0	2	8	46.00	368.00
58	Balikbayan Box	piece	35	0	0	35	0	0	0	0	0	0	0	0	0	0	0	0	35	180.00	6,300.00
59	Face Mask, Earloop, 50s/box	box	2	0	0	2	0	0	0	0	3	0	0	3	0	0	0	0	5	90.00	450.00
60	Vinyl Gloves, Disposable, 100s/box	box	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	2	200.00	400.00

C. TOTAL (A + B):																					P	5,627,423.56		
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P	562,742.36	
E. GRAND TOTAL (C + D)																						P	6,190,165.92	
F. APPROVED BUDGET BY THE AGENCY HEAD																								
G. MONTHLY CASH REQUIREMENTS																								
G.1 Available at Procurement Service Stores																							P	4,536,204.28

G.2 Other Items not available at PS but regularly purchased from other sources	539,260.54	279,001.55	Pages 27 of 28 209,236.64	57,185.55	P	1,080,684.28
TOTAL MONTHLY CASH REQUIREMENTS	4,225,480.37	603,067.12	545,481.10	242,859.97	P	5,616,888.56

*Other categories that are not indicated herein

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

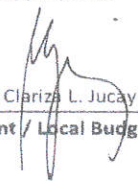
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:



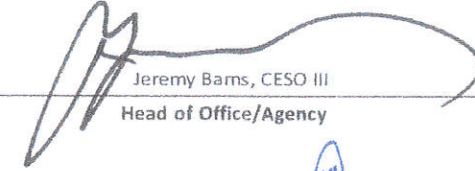
Ana Concepcion E. Mallari
Property/Supply Officer

Certified Funds Available / Certified Appropriate
Funds Available:



Clariza L. Jucay
Accountant / Local Budget Officer

Approved by:



Jeremy Bams, CESO III
Head of Office/Agency

Date: 11/9/2017