

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

Department/Bureau/Office: **EMPLOYEES' COMPENSATION COMMISSION**
Address: 4th & 5th flrs., ECC Bldg., #355 Senator Gil Puyat Avenue,
Makati City

Agency Account Code: **037X**

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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	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		57		57		44		44		52		52		44		44	197	17.42	3,431.74	
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack		59		59		36		36		43		43		36		36	174	15.03	2,615.22	
3 BATTERY, dry cell D, 2 pieces per blister pack	pack				0				0				0				0	0	77.56	-	
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	114.40	-	
5 LED Linear Tube, 18 watts individually wrapped in carton	tube				0				0				0				0	0	36.30	-	
6 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	93.29	-	
7 TAPE, electrical	roll		3		3		3		3		3		3		3		3	12	18.20	218.40	
COMMON OFFICE SUPPLIES																					
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0				0	0	624.00	-	
2 AIR FRESHENER, 280mL/150g min	can		21		21		20		20		20		20		19		19	80	83.20	6,656.00	
3 ALCOHOL, 70%, ethyl, 500ml	bottle		72		72		67		67		70		70		66		66	275	47.82	13,150.50	
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0	197.58	-	
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0				0				0	0	202.80	-	
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0				0	0	64.48	-	
7 CHALK, white, enamel, 100 pieces per box	box				0				0				0				0	0	25.86	-	
8 CLEARBOOK, A4 size	piece		33		33		5		5		10		10				0	48	39.52	1,896.96	
9 CLEARBOOK, Legal size	piece		23		23				0		7		7				0	30	43.68	1,310.40	
10 CLIP, backfold, 19mm, 12 pieces per box	box		58		58		43		43		54		54		39		39	194	7.28	1,412.32	
11 CLIP, backfold, 25mm, 12 pieces per box	box		55		55		45		45		52		52		44		44	196	13.50	2,646.00	
12 CLIP, backfold, 32mm, 12 pieces per box	box		45		45		34		34		39		39		32		32	150	19.12	2,868.00	
13 CLIP, backfold, 50mm, 12 pieces per box	box		48		48		34		34		41		41		32		32	155	43.68	6,770.40	
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece		123		123		117		117		123		123		112		112	475	31.20	14,820.00	
15 DATA FILE BOX, made with chipboard, with closed ends	box		159		159		108		108		121		121		88		88	476	69.78	33,215.28	
16 DATA FOLDER, made with chipboard, taglia lock	piece		39		39		39		39		39		39		39		39	156	68.64	10,707.84	
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box		17		17		4		4		6		6		4		4	31	381.54	11,827.74	
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box		17		17		4		4		7		7		4		4	32	507.40	16,236.80	
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box		15		15		5		5		6		6		3		3	29	621.71	18,029.59	
20 ENVELOPE, EXPANDING, plastic	piece		22		22		2		2		2		2		2		2	28	27.51	773.08	
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box		14		14		6		6		7		7		3		3	30	499.20	14,976.00	
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0				0				0	0	561.60	-	
23 ERASER, felt, for blackboard/whiteboard	piece		8		8				0		3		3		2		2	13	11.11	144.43	

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24	ERASER, plastic or rubber	piece		31		31		15		15		26		26		14		14	86	2.29	196.94
25	FASTENER, for paper, metal, 50 sets per box	box		48		48		38		38		43		43		38		38	167	57.09	9,534.03
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	70.67	-
27	FILE TAB DIVIDER, A4, five (5) colors per set	set		113		113		95		95		102		102		95		95	405	12.48	5,054.40
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set		91		91		85		85		89		89		85		85	350	16.64	5,824.00
29	FOLDER, Fancy, A4, 50s/ bundle	bundle		14		14		2		2		8		8		3		3	27	234.00	6,318.00
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle		14		14		2		2		9		9		3		3	28	291.20	8,153.60
31	FOLDER, L-type, A4, 50 pieces pack	pack		9		9		2		2		6		6		2		2	19	166.40	3,161.60
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack		9		9		2		2		7		7		2		2	20	203.84	4,076.80
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box		11		11		5		5		7		7		4		4	27	746.72	20,161.44
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack		18		18		6		6		11		11		7		7	42	179.28	7,529.76
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack		22		22		9		9		13		13		8		8	52	200.37	10,419.24
36	GLUE, all purpose, 300 grams min.	jar		32		32		16		16		26		26		14		14	88	44.18	3,887.84
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box		15		15		12		12		12		12		12		12	51	50.84	2,592.84
38	LOOSELEAF COVER, 50sets per bundle	bundle		2		2				0		1		1				0	3	539.76	1,619.28
39	MAGAZINE FILE BOX, LARGE	piece		2		2		2		2		2		2		2		2	8	41.60	332.80
40	MARKER, fluorescent, 3 colors per set	set		40		40		24		24		30		30		24		24	118	35.55	4,194.90
41	MARKER, whiteboard, bullet type, black	piece		51		51		34		34		49		49		30		30	164	10.28	1,685.92
42	MARKER, whiteboard, bullet type, blue	piece		35		35		14		14		30		30		12		12	91	10.28	935.48
43	MARKER, whiteboard, bullet type, red	piece		35		35		14		14		31		31		12		12	92	10.28	945.76
44	MARKER, permanent, bullet type, black	piece		89		89		64		64		75		75		65		65	293	9.65	2,827.45
45	MARKER, permanent, bullet type, blue	piece		74		74		50		50		66		66		48		48	238	9.65	2,296.70
46	MARKER, permanent, bullet type, red	piece		60		60		41		41		52		52		40		40	193	9.65	1,862.45
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece		71		71		53		53		67		67		47		47	238	10.40	2,475.20
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0				0				0				0	0	31.20	-
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad		74		74		62		62		71		71		59		59	266	40.54	10,783.64
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0				0				0				0	0	54.06	-
51	PAD PAPER, Ruled	pad		30		30		20		20		28		28		18		18	96	18.26	1,752.96
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box		84		84		47		47		76		76		46		46	253	12.85	3,251.05
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box		101		101		83		83		98		98		82		82	364	6.43	2,340.52
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0				0	0	112.32	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0	132.02	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream		449		449		399		399		420		420		384		384	1652	91.94	151,884.88
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream		130		130		97		97		129		129		95		95	451	114.35	51,571.85
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream		30		30		21		21		28		28		21		21	100	88.40	8,840.00
59	PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	0	31.15	-
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				0				0				0				0	0	19.62	-
61	PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book		57		57		33		33		47		47		31		31	168	60.32	10,133.76
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				0				0				0				0	0	86.85	-
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0				0	0	256.87	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box		32		32		11		11		23		23		7		7	73	93.31	6,811.63
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece		24		24				0		5		5				0	29	15.48	448.92
67	SIGN PEN, black	piece		161		161		153		153		151		151		142		142	607	38.10	23,126.70
68	SIGN PEN, blue	piece		108		108		99		99		102		102		93		93	402	38.10	15,316.20
69	SIGN PEN, red	piece		63		63		55		55		60		60		52		52	230	38.10	8,763.00

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70 STAMP PAD INK, violet, 50mL	bottle		14		14		1		1		3		3		1		1	19	24.63	467.97
71 STAMP PAD, felt pad, min 60mm x 100mm	piece		19		19		1		1		4		4		1		1	25	27.66	691.50
72 STAPLE WIRE, Heavy duty, 23/13	box				0				0				0				0	0	30.42	-
73 STAPLE WIRE, Standard	box		72		72		56		56		60		60		57		57	245	18.92	4,635.40
74 TAPE, masking, 24mm, 50 meters length	roll		44		44		36		36		44		44		36		36	160	55.12	8,819.20
75 TAPE, masking, 48mm, 50 meters length	roll		22		22		16		16		18		18		16		16	72	105.04	7,562.88
76 TAPE, transparent, 24mm, 50 meters	roll		108		108		86		86		108		108		76		76	378	17.37	6,565.86
77 TAPE, transparent, 48mm, 50 meters	roll		12		12		11		11		12		12		11		11	46	26.52	1,219.92
78 TAPE, packaging, 48mm, 50 meters length	roll		51		51		35		35		42		42		31		31	159	30.63	4,870.17
79 TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0	67.60	-
80 TWINE, plastic, one kilo per roll	roll		19		19		11		11		13		13		11		11	54	49.92	2,695.68
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack		5		5		4		4		5		5		4		4	18	124.80	2,246.40
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube		8		8		2		2		3		3		2		2	15	9.19	137.85
2 CUTTER KNIFE, heavy duty	piece		10		10				0		1		1				0	11	19.76	217.36
3 DATING AND STAMPING MACHINE	piece		7		7				0				0				0	7	478.38	3,348.66
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece		7		7				0				0				0	7	187.20	1,310.40
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece		8		8				0		1		1				0	9	114.28	1,028.52
6 SCISSORS, (6")	pair		13		13				0				0				0	13	13.73	178.49
7 STAPLER, standard	piece		15		15				0				0				0	15	82.16	1,232.40
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0				0				0				0	0	878.80	-
9 STAPLE REMOVER, plier type	piece		22		22		5		5				0				0	27	18.18	490.86
10 TAPE DISPENSER, table top	piece		10		10				0		1		1				0	11	47.72	524.92
11 WASTE BASKET, non-rigid plastic	piece		3		3				0				0				0	3	23.90	71.70
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece				0				0				0				0	0	88.40	-
2 BROOM, stick (tingting)	piece				0				0				0				0	0	23.92	-
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	41.60	-
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	37.43	-
6 DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	119.60	-
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	27.96	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300mL/can	can				0				0				0				0	0	84.76	-
10 INSECTICIDE, aerosol type, 600mL/can	can		1		1		1		1		1		1		1		1	4	124.80	499.20
11 MOPBUCKET	piece				0				0				0				0	0	1,820.00	-
12 MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	142.48	-
13 MOPHEAD, made of rayon	piece				0				0				0				0	0	98.80	-
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0	49.69	-
15 SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	102.96	-

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16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0					0	0	139.88	-		
17 DISINFECTANT, bleaching solution	cont				0				0				0					0	0	101.82	-		
18 DETERGENT BAR, 140g as packed (-2.5%)	bar				0				0				0					0	0	7.28	-		
COMMON OFFICE EQUIPMENT																							
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0				0					0	0	10,400.00	-		
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit		14		14				0				0					0	14	142.36	1,993.04		
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0					0	0	328.64	-		
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0					0	0	254.68	-		
5 CHAIR, monobloc, without armrest, white	piece				0				0				0					0	0	254.80	-		
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit		1		1				0				0					0	1	6,229.60	6,229.60		
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0				0					0	0	25,272.00	-		
8 ELECTRIC FAN, industrial	unit				0				0				0					0	0	956.80	-		
9 ELECTRIC FAN, orbit type	unit				0				0				0					0	0	1,248.00	-		
10 ELECTRIC FAN, stand type	unit		6		6				0				0					0	6	967.10	5,802.60		
11 ELECTRIC FAN, wall type	unit				0				0				0					0	0	790.40	-		
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit				0				0				0					0	0	3,502.72	-		
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0				0				0					0	0	1,080.56	-		
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0				0				0					0	0	4,992.00	-		
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0					0	0	26,483.60	-		
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit		1		1				0				0					0	1	7,488.00	7,488.00		
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0					0	0	5,699.20	-		
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0					0	0	18,709.60	-		
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0					0	0	5,831.52	-		
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0					0	0	10,000.00	-		
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0					0	0	1,237.60	-		
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0					0	0	1,289.60	-		
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0					0	0	1,242.80	-		
COMMON COMPUTER SUPPLIES																							

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	630.76	-		
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	950.30	-		
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	716.04	-		
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	1,220.96	-		
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	571.80	-		
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	958.15	-		
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece		87		87		28		28		71		71		33		33	219	21.79	4,772.01		
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece		11		11				0		1		1				0	12	2,818.40	33,820.80		
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece		17		17		1		1		2		2				0	20	194.48	3,889.60		
10 MOUSE, optical, USB connection type	unit				0				0				0				0	0	127.80	-		
HANDBOOK ON PROCUREMENT																						
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0	61.83	-		
CONSUMABLES																						
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	681.20	-		
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	447.20	-		
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	447.20	-		
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	447.20	-		
5 INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00	-		
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00	-		
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00	-		
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00	-		
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,538.16	-		
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	868.40	-		
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	868.40	-		
12 INK CART, BROTHER LC67HY, Yellow	cart				0				0				0				0	0	868.40	-		
13 INK CART, CANON PG-810, Black	cart				0				0				0				0	0	737.36	-		
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0		-		
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	574.08	-		
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	534.56	-		
17 INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	970.32	-		
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	945.36	-		
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60	-		
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60	-		
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60	-		
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92	-		
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64	-		

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
24 INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0				0	0	426.40	-
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0				0	0	426.40	-
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0				0	0	426.40	-
27 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0				0	0	426.40	-
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0	254.80	-
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0	0	254.80	-
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,346.80	-
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,554.80	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart		4		4		4		4		4		4		4		4	16	1,554.80	24,876.80
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart		3		3		3		3		3		3		3		3	12	1,034.80	12,417.60
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart		3		3		3		3		3		3		3		3	12	1,034.80	12,417.60
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart		3		3		3		3		3		3		3		3	12	1,034.80	12,417.60
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80	-
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-
48 INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	826.80	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	930.80	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,133.60	-
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,430.00	-
52 INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	650.00	-
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	751.92	-
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,346.80	-
55 INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	600.08	-
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,492.40	-
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	826.80	-
58 INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	296.40	-
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	379.60	-
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	696.80	-
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,508.00	-
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	803.92	-
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,606.80	-
64 INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	639.60	-
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,445.60	-
66 INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	754.00	-
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,658.80	-
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	639.60	-
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,019.20	-

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0					0	0	1,086.80	-
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0					0	0	358.80	-
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0					0	0	358.80	-
73 INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0					0	0	792.48	-
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0					0	0	629.20	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0					0	0	629.20	-
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0					0	0	629.20	-
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0					0	0	1,242.80	-
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0					0	0	644.80	-
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0					0	0	826.80	-
80 INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0					0	0	1,554.80	-
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0					0	0	1,175.20	-
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0					0	0	1,180.40	-
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0					0	0	1,180.40	-
84 INK CART, HP CN692AA, (HP704), Black	cart				0				0				0					0	0	358.80	-
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0					0	0	358.80	-
86 INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0					0	0	358.80	-
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0					0	0	360.88	-
88 INK CART, HP CZ121A (HP685A), Black	cart				0				0				0					0	0	366.08	-
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0					0	0	249.60	-
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0					0	0	249.60	-
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0					0	0	249.60	-
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0					0	0	930.80	-
93 INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0					0	0	1,003.60	-
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0					0	0	1,196.00	-
95 TONER CART, BROTHER TN-2025, Black	cart				0				0				0					0	0	2,556.32	-
96 TONER CART, BROTHER TN-2130, Black	cart				0				0				0					0	0	1,820.00	-
97 TONER CART, BROTHER TN-2150, Black	cart				0				0				0					0	0	2,860.00	-
98 TONER CART, BROTHER TN-3320, Black	cart				0				0				0					0	0	3,354.00	-
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU	cart				0				0				0					0	0	4,992.00	-
100 TONER CART, HP C4092A, Black	cart				0				0				0					0	0	2,741.44	-
101 TONER CART, HP C4096A, Black	cart				0				0				0					0	0	5,352.88	-
102 TONER CART, HP C7115A, Black	cart				0				0				0					0	0	2,971.28	-
103 TONER CART, HP CB435A, Black	cart				0				0				0					0	0	2,802.80	-
104 TONER CART, HP CB436A, Black	cart		1		1		3		3		1		1		3		3	8	3,218.80	25,750.40	
105 TONER CART, HP CB540A, Black	cart		6		6		5		5		6		6		5		5	22	3,312.40	72,872.80	
106 TONER CART, HP CB541A, Cyan	cart		4		4		3		3		4		4		3		3	14	2,984.80	41,787.20	
107 TONER CART, HP CB542A, Yellow	cart		4		4		3		3		4		4		3		3	14	2,984.80	41,787.20	
108 TONER CART, HP CB543A, Magenta	cart		4		4		3		3		4		4		3		3	14	2,984.80	41,787.20	
109 TONER CART, HP CC364A, Black	cart				0				0				0					0	0	7,378.80	-
110 TONER CART, HP CC530A, Black	cart				0				0				0					0	0	5,402.80	-
111 TONER CART, HP CC531A, Cyan	cart				0				0				0					0	0	5,298.80	-
112 TONER CART, HP CC532A, Yellow	cart				0				0				0					0	0	5,298.80	-
113 TONER CART, HP CC533A, Magenta	cart				0				0				0					0	0	5,298.80	-
114 TONER CART, HP CE255A, Black	cart				0				0				0					0	0	6,754.80	-
115 TONER CART, HP CE278A, Black	cart		54		54		48		48		54		54		48		48	204	3,114.80	635,419.20	

	Item & Specifications	Unit of Measure	Quantity Requirement															Price Catalogue as of August 16, 2016	TOTAL AMOUNT		
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec			Q4	Total Quantity
116	TONER CART, HP CE285A (HP85A), Black	cart		6		6		5		5		5		5		5		21	2,756.00	57,876.00	
117	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart		2		2		2		2		2		2		2		2	8	7,482.80	59,862.40
139	TONER CART, HP Q5949A, Black	cart		1		1				0		1		1				0	2	3,530.80	7,061.60
140	TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,631.20	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
					0				0				0				0	0		-
Office Equipment 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		-
Office 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		-
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		-
Audio and visual presentation and composing equipment																				
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		-
Photographic or filming or video equipment																				
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		-
Cleaning Equipment and Supplies																				
1					0				0				0				0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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		
Paper Materials and Products																				
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		
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					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		
Computer 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		

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
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		
Computer Equipment 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		
*Other Categories																					
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		
C. TOTAL (A + B):																			1,731,830.33		
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			173,183.03		
E. GRAND TOTAL (C + D)																			1,905,013.36		
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																					
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores					543992				378084				438420					369261			1729756.58
G.2 Other Items not available at PS but regularly purchased from other sources					0				0				0					0			0
TOTAL MONTHLY CASH REQUIREMENTS					543992				378084				438420					369261			1729756.58

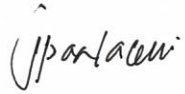
*Other categories that are not indicated herein

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

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		

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:



JOSEFA C. PANLAQUI
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:



NOVELINA C. IBESATE
Accountant /
Local Budget Officer

Approved by:



STELLA ZIPAGAN-BANAWIS
Head of Office/Agency



Date Prepared: November 28, 2016