

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

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
  - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
  - c. Surigao Del Norte - **Surigao Del Norte**
  - d. Zamboanga Sibugay- **Zamboanga Sibugay**
  - e. Camiguin - **Camiguin**
3. 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.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at [philgeps.gov.ph](http://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.**
5. 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.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office **AND email an electronic copy** at [app@philgeps.gov.ph](mailto:app@philgeps.gov.ph) or at [app.psd@m@yahoo.com](mailto:app.psd@m@yahoo.com).
7. **Consistent with DBM Circular No. 2013-14, the APP for FY 2015 must be submitted on or before November 30, 2014.**
8. Rename your APP file in the following format: APP2015- Name of Agency- Region (e.g. APP2015 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: Bureau of Corrections, Iwahig Prison and Penal Farm  
 Region: IVB  
 Address: Iwahig Prison and Penal Farm, Puerto Princesa City

Contact Person: Monette M. Martin  
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 E-mail: [iwahigprisonandpenalfarmbac@gmail.com](mailto:iwahigprisonandpenalfarmbac@gmail.com)  
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Item & Specifications	Unit of Measure	Quantity Requirement																		** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total			
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																					
<b>COMMON ELECTRICAL SUPPLIES</b>																					
1. BALLAST, 18 watts	piece				0				0				0					0	0	77.06	-
2. BALLAST, 36 watts	piece				0				0				0					0	0	75.29	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet				18				18				18					18	72	16.31	1,174.56
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet				24				24				24					24	96	15.33	1,471.45
5. BATTERY, size D, alkaline, 2 pcs./packet	packet				12				12				12					12	48	76.07	3,651.15
6. FLUORESCENT LIGHTING FIXTURE, 1 x 18W	set				0				0				0					0	0	347.26	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set				0				0				0					0	0	407.89	-
8. FLUORESCENT LAMP, tubular, 18 watts	piece				0				0				0					0	0	37.48	-
9. FLUORESCENT LAMP, tubular, 36 watts	piece				0				0				0					0	0	38.58	-
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece				100				100				100					100	400	105.72	42,289.76
11. FUSE, 30 amperes	piece				0				0				0					0	0	13.23	-
12. FUSE, 60 amperes	piece				0				0				0					0	0	29.76	-
13. STARTER, 4-40 watts	piece				0				0				0					0	0	5.51	-

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14. TAPE, electrical	roll				10				10				10				10	40	18.69	747.51
<b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>																				
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	589.21	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	824.21	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	659.46	-
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	957.82	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 9-1/2", 500 sets/box	box				0				0				0				0	0	549.93	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	825.53	-
7. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece				0				0				0				0	0	10.03	-
8. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece				0				0				0				0	0	18.47	-
9. COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure	piece				0				0				0				0	0	58.08	-
10. DRUM UNIT, Brother DR3000	cart				0				0				0				0	0	9,039.68	-
11. DRUM UNIT, Brother DR7000	cart				0				0				0				0	0	8,378.24	-
12. DRUM UNIT, Brother DR3115	cart				0				0				0				0	0	7,204.18	-
13. DRUM UNIT, Brother DR4000	cart				0				0				0				0	0	6,967.17	-
14. 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, Systems Requirements: USB 3.0: Windows XP/Vista/7; MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				6				6				6				6	24	3,515.55	84,373.29
15. EXTERNAL HARD DRIVE, 500GB, 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				0				0				0				0	0	2,496.94	-
16. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece				0				0				0				0	0	11.86	-
17. DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0				0				0	0	22.38	-
18. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				20				20				20				20	80	405.68	32,454.66
19. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece				0				0				0				0	0	304.26	-
20. DISKETTE, floppy disk, 3.5", double sided, high density, formatted 10s/pack	pack				0				0				0				0	0	57.10	-
21. IMAGING UNIT, Samsung Part No.SCXR6555A	cart				0				0				0				0	0	11024	-
22. IMAGING UNIT, Hewlett Packard Part No. CE314A, color imaging unit	cart				0				0				0				0	0	4012.74	-
415. MOUSE, optical, USB connection type	piece				10				10				10				10	40	152.68	6,107.30
<b>COMMON OFFICE SUPPLIES</b>																				
1. ACETATE, gauge #3, 50m in length	roll				0				0				0				0	0	659.24	-
2. AIR FRESHENER, 280ml/can	can				36				36				36				36	144	85.99	12,382.16
3. ALCOHOL, 70%, ethyl	bottle				72				72				72				72	288	39.50	11,374.73

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total			
4. AUDIO CASSETTE TAPE, 90min. recording time	piece				0				0				0					0	0	24.25	-
5. BINDER, 3-ring, D-type, A4, 64mm(2.5"), with insert clear-view pocket on front, back and spine for label	pair				2				2				2					2	8	118.18	945.44
6. BINDER, 3-ring, D-type, legal, 64MM(2.5"), with insert clear-view pocket on front, back and spine for label	pair				2				2				2					2	8	124.85	998.77
7. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box				6				6				6					6	24	237.02	5,688.38
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box				6				6				6					6	24	269.16	6,459.72
9. CARTOLINA, assorted color, 20s/pack	pack				6				6				6					6	24	74.96	1,799.12
10. CARTOLINA, white, 20s/pack	pack				6				6				6					6	24	55.12	1,322.88
11. CHALK, white, dustless, 100 pcs/box	box				12				12				12					12	48	27.41	1,315.76
12. CLEARBOOK, A4 SIZE, for 210mm x 297mm (A4 size) documents, refillable, plastic, overall size (min) of cover 302mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pockets	piece				12				12				12						36	39.69	1,428.71
13. CLEARBOOK, LEGAL SIZE, for 216mm x 330mm (legal size) documents, refillable, plastic, overall size(min) of cover 353mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pocket	piece				10								10						20	44.10	881.92
14. CLIP, backfold, 19mm, 12s/box	box				12				12				12					12	48	7.72	370.41
15. CLIP, backfold, 25mm, 12s/box	box				12				12				12					12	48	11.58	555.61
16. CLIP, backfold, 32mm, 12s/box	box				12				12				12					12	48	17.31	830.87
17. CLIP, backfold, 50mm, 12s/box	box				6				6				6					6	24	41.34	992.16
18. CLIP, bulldog, 73mm (3")	piece				12				12				12					12	48	8.82	423.32
19. COLUMNAR PAD, 14 cols, 50 gsm min.	pad				2				2				2					2	8	38.58	308.67
20. COLUMNAR PAD, 16 cols, 50 gsm min.	pad				2				2				2					2	8	38.01	304.09
21. COLUMNAR PAD, 18 cols, 50 gsm min.	pad				2				2				2					2	8	58.43	467.42
22. COLUMNAR NOTEBOOK, 12 cols	piece				12				0				12					0	24	22.05	529.15
23. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair				100				100				100					100	400	12.77	5,109.20
24. DATA FILE BOX, (5"x9"x15-3/4")	box				0				0				0					0	0	73.91	-
25. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece				36				36				36					36	144	81.57	11,745.65
26. EDP BINDER, TB, for 11" X 9-1/2" CCF	piece				0				0				0					0	0	40.62	-
27. EDP BINDER, TB, for 11" X 14-7/8" CCF, plastic, spring rod type, assorted colors	piece				0				0				0					0	0	44.10	-
28. ENVELOPE, documentary (10"x15"), 500s/box	box				1				1				1					1	4	537.84	2,151.38
29. ENVELOPE, expanding, kraft, legal size, 100s/box	box				1				1				1					1	4	636.93	2,547.73
30. ENVELOPE, mailing white, 500s/box	box				1				1				1					1	4	147.72	590.89
31. ENVELOPE, mailing white with window, 500s	box				1				1				1					1	4	207.08	828.33
32. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box				5				5				5					5	20	115.20	2,304.02
33. ENVELOPE, expanding, plastic, legal size	piece				36				36				36					36	144	30.87	4,444.88
34. ENVELOPE, documentary, A4, 500s/box	box				1				1				1					1	4	427.73	1,710.92
35. ERASER, felt, for blackboard/whiteboard	piece				6				6				6					6	24	10.45	250.84
36. ERASER, rubber	piece				6				6				6					6	24	2.29	54.95
37. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				12				12				12					12	48	76.84	3,688.29

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38. FILE TAB DIVIDER, A4, for 210mm x 297mm (A4 size) documents, bristol board, 297mm x 210mm Leaf Size(min), 65mm x 12mm Tab Size, 153 gsm., 0.22mm (min) thickness, five (5) colors per set	set				6				6				6				6	24	11.58	277.80
39. FILE TAB DIVIDER, LEGAL SIZE, for 216mm x 330mm (legal size) documents, bristol board, 330mm x 2216mm Leaf size, 68mm x 15mm Tab size, 153 GSM. 0.22mm (min) thickness, five(5) colors per set	set				6				6				6				6	24	17.64	423.32
40. FOLDER, pressboard, plain, legal, 100s/box	pack				6				6				6				6	24	992.04	23,809.04
41. FOLDER, tagboard, legal size, 100s/box	pack				10				10				10				10	40	289.93	11,597.25
42. FOLDER, tagboard, A4 size, 100s/box	pack				10				10				10				10	40	258.45	10,337.97
43. FOLDER, morocco/fancy, legal size, 50s/pack	pack				6				6				6				6	24	308.67	7,408.13
44. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle				6				6				6				6	24	248.04	5,952.96
45. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack				3				3				3				3	12	164.26	1,971.09
46. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack				3				3				3				3	12	186.31	2,235.67
47. GLUE, all purpose, 300 grams min.	jar				12				12				12				12	48	50.69	2,433.08
48. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece				6				0				0				0	6	41.34	248.04
49. INDEX CARD, 3"x 5",ruled both sides, 500s/pack	pack				1				0				1				0	2	54.35	108.69
50. INDEX CARD, 5" x 8",ruled both sides, 500s/pack	pack				1				0				1				0	2	147.70	295.40
51. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box				5				5				5				5	20	38.58	771.68
52. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box				5				5				5				5	20	52.36	1,047.28
53. INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				6				6				6				6	24	53.89	1,293.37
54. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube				1				1				1				1	4	20.80	83.19
55. LOOSELEAF COVER, 216mm x 355mm, 50 pcs/bundle	bundle				1				1				1				1	4	571.59	2,286.38
56. MANILA PAPER, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves	sleeve				5				5				5				5	20	26.11	522.16
57. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece				2				2				2				2	8	46.47	371.76
58. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece				2				2				2				2	8	36.38	291.03
59. MAP PIN, round head, 100s/case	case				5				5				5				5	20	42.77	855.42
60. MARKER, fluorescent, 3 colors/set	set				6				6				6				6	24	34.93	838.25
61. MARKING PEN, whiteboard, bullet type, black	piece				24				24				24				24	96	13.01	1,248.60
62. MARKING PEN, whiteboard, bullet type, blue	piece				20				20				20				20	80	13.01	1,040.50
63. MARKING PEN, whiteboard, bullet type, red	piece				12				12				12				12	48	13.01	624.30
64. MARKER, permanent, bullet type, black	piece				36				36				36				36	144	12.88	1,854.58
65. MARKER, permanent, bullet type, blue	piece				28				28				28				28	112	12.88	1,442.45
66. MARKER, permanent, bullet type, red	piece				12				12				12				12	48	12.88	618.19
67. MARKER, permanent, chisel type, black	piece				0				0				0				0	0	12.88	-
68. MARKER, permanent, chisel type, blue	piece				0				0				0				0	0	12.88	-
69. MARKER, permanent, chisel type, red	piece				0				0				0				0	0	12.88	-
70. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece				0				0				0				0	0	9.37	-
71. NOTE PAD, (3"x3"), 100 sheets/pad	pad				12				12				12				12	48	40.44	1,941.07
72. NOTE PAD, (3"x4"), 100 sheets/pad	pad				12				12				12				12	48	57.20	2,745.48
73. NOTE PAD, (2"x2"), 400 sheets/pad	pad				12				12				12				12	48	104.71	5,025.93
74. NOTE PAD, (2"x3"), 100 sheets/pad	pad				12				12				12				12	48	33.05	1,586.44
75. OIL, for general purpose, 120 mL	bottle				3				3				3				3	12	39.11	469.37
76. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream				0				0				0				0	0	103.52	-

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77. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream				0				0				0				0	0	90.82	-	
78. PAPER, mimeograph, Whitewove, 210mm x 297mm, 70 gsm., 480 sheets ream	ream				0				0				0				0	0	109.03	-	
79. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream				200				200				200				200	800	123.62	98,893.76	
80. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream				100				100				100				100	400	108.44	43,375.20	
81. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream				0				0				0				0	0	157.64	-	
82. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad				24				24				24				35	107	18.52	1,981.45	
83. PAPER, thermal,210mmx30M, 1/2" core	roll				0				0				0				0	0	36.38	-	
84. PAPER, thermal, 216mmx30M, 1/2" core	roll				0				0				0				0	0	37.15	-	
85. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream				5				5				5				5	20	93.70	1,874.08	
86. PAPER FASTENER, for paper, metal, 50 sets/box	box				24				24				24				24	96	69.43	6,665.28	
87. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box				8				8				8				8	32	14.33	458.60	
88. PAPER CLIP, gem type, 32mm, 100s/box	box				10				10				10				10	40	6.49	259.49	
89. PENCIL, lead, w/eraser, one(1) dozen per box	box				18				18				18				18	72	20.80	1,497.40	
90. PENCIL, mechanical, for 0.5mm lead	piece				12				0				0				0	12	24.25	291.03	
91. PHILIPPINE NATIONAL FLAG, Type I, 1828mm x 914.4mm, 100% cotton	piece				4				4				4				4	16	317.49	5,079.86	
92. PUSH PIN, flat head type, assorted colors, 100s/case	case				6				6				6				6	24	20.22	485.40	
93. RECORD BOOK, 300 pages, Smythe sewn	book				50				50				50				50	200	57.43	11,486.16	
94. RECORD BOOK, 500 pages, Smythe sewn	book				24				24				24				24	96	92.06	8,837.86	
95. RIBBON, nylon, manual typewriter	spool				24				24				24				24	96	17.09	1,640.37	
96. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece				0				0				0				0	0	496.08	-	
97. RING BINDER, 6mm x 1.12m, plastic, 10 pcs/bundle	bundle				0				0				0				0	0	35.27	-	
98. RING BINDER, 8mm x 1.12m, plastic, 10 pcs/bundle	bundle				0				0				0				0	0	38.57	-	
99. RING BINDER, 10mm x 1.12m, plastic, 10 pcs/bundle	bundle				0				0				0				0	0	46.84	-	
100. RING BINDER, 11mm x 1.12m, plastic, 10 pcs/bundle	bundle				0				0				0				0	0	56.22	-	
101. RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	piece				0				0				0				0	0	56.22	-	
102. RING BINDER, 14mm x 1.12m, plastic, 10 pcs/bundle	bundle				0				0				0				0	0	78.81	-	
103. RING BINDER, 16mm x 1.12m, plastic, 10 pcs/bundle	bundle				0				0				0				0	0	96.46	-	
104. RING BINDER, 19mm x 1.12m(3/4"x44"), plastic, 10 pcs/bundle	bundle				0				0				0				0	0	106.38	-	
105. RING BINDER, 22mm x 1.12m, plastic, 10 pcs/bundle	bundle				0				0				0				0	0	157.08	-	
106. RING BINDER, 25mm x 1.12m (1"x44"), plastic, 10 pcs/bundle	bundle				0				0				0				0	0	120.71	-	
107. RING BINDER, 28mm x 1.12m, plastic, 10 pcs/bundle	piece				0				0				0				0	0	240.86	-	
108. RING BINDER, 32mm x 1.12m, plastic, 10 pcs/bundle	piece				0				0				0				0	0	272.28	-	
109. RING BINDER, 50mm x 1.12m(2" x 44"), plastic, 10 pcs/bundle	piece				0				0				0				0	0	217.17	-	
110. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box				1				1				1				1	4	112.20	448.80	
111. RULER, plastic, 300mm	piece				0				0				0				0	0	2.20	-	
112. RULER, plastic, 450mm	piece				10				10				10				10	40	15.11	604.20	
113. SCHOOL FORM, DEPED FORM 1 (SCHOOL REGISTER), 8 sheets with 6-half sheet inserts in between each sheet/16 pages with 6 inserts (6 half-sheet per insert), with "DepEd Form 1 School Register" printed on the outer cover, saddle stitch binding, soft cover in uncoated, glossy or matte finish cover, 0.26mm	piece				0				0				0				0	0	31.84	-	

Item & Specifications	Unit of Measure	Quantity Requirement																		** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total				
114. SCHOOL FORM, DEPED FORM 137-E (Grade 1 to K12), Bristol board size (min): 214mm (W) x 340mm (L), Thickness (min) 0.25mm, Weight (min) 220gsm, Offset (back to back) printing, 100s/ pack	pack				0				0				0				0	0	197.33	-		
115. SCHOOL FORM, DEPED FORM 1 (SF1), Bristol Board, 214mmx340mm, min 220gsm, offset printing, 100 pcs/pack	pack				0				0				0				0	0	197.33	-		
116. SIGN PEN, black	piece				70				70				70				70	280	46.65	13,062.17		
117. SIGN PEN, blue	piece				50				50				50				50	200	46.65	9,330.12		
118. SIGN PEN, red	piece				6				0				6				0	12	46.65	559.81		
119. STAMP PAD INK, violet, 50mL	bottle				5				5				5				5	20	22.05	440.96		
120. STAMP PAD, felt pad, min 60mm x 100mm	piece				5				5				5				5	20	22.05	440.96		
121. STAPLE WIRE, (26/16)standard, 5000 pcs/box	box				15				15				15				15	60	25.23	1,513.68		
122. STAPLE WIRE, HEAVY DUTY, 23/13, for use with heavy duty staplers, metal, non-rust, chisel point. 0.60mm thickness, 13mm width, 13mm leg length, 100 staples per strip, 1,000 staples per box, 40-90 sheets of 70gsm bond paper	box				5				5				5				5	20	25.36	507.10		
123. STAPLE WIRE, HEAVY DUTY, 23/17, for heavy duty staplers, metal, non-rust, chisel point, 0.60mm thickness, 13mm width, 17mm Leg Length, 100 staples per trip, 1,000 staples per box, 90-135 sheets of 70 gsm bond paper	box				0				0				0				0	0	32.52	-		
124. STENCIL PAPER, ordinary, universal, 24 pcs/quire	quire				0				0				0				0	0	192.92	-		
125. TAPE, adding machine, GSP bond	roll				6				6				6				6	24	8.16	195.89		
126. TAPE, masking, 24mm, 50 meters length	roll				6				6				6				6	24	56.22	1,349.34		
127. TAPE, masking, 48mm, 50 meters length	roll				6				6				6				6	24	109.14	2,619.30		
128. TAPE, transparent, 24mm, 50 meters	roll				24				24				24				24	96	18.41	1,767.57		
129. TAPE, transparent, 48mm, 50 meters	roll				12				12				12				12	48	35.28	1,693.29		
130. TAPE, packaging, 48mm, 50 meters length	roll				12				12				12				12	48	35.28	1,693.29		
131. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle				0				0				0				0	0	71.51	-		
132. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle				0				0				0				0	0	88.19	-		
133. TOILET TISSUE, 12 rolls/pack	pack				48				48				48				48	192	80.10	15,380.01		
134. TWINE, plastic, one kilo per roll	roll				5				5				5				5	20	48.11	962.27		
135. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll				0				0				0				0	0	119.06	-		
<b>COMMON OFFICE DEVICES</b>																						
1. BLADE, heavy duty cutter, 10 pcs./pack	pack				0				0				0				0	0	8.22	-		
2. CUTTER, heavy duty	piece				5				0				5				0	10	23.15	231.50		
3. LASER POINTER, PEN TYPE, metal, for presentation, green and red color, 50mW laser power, beam light, continuous light, single-point, uses 2 x LR6 1.5V AA or AAA batteries, button switch	piece				2				0				0				0	2	583.04	1,166.08		
4. PEA WHISTLE, STAINLESS STEEL, 40mm (min) length, sound ball made of plastic material, with attachment ring	piece				0				0				0				0	0	30.87	-		
5. PUNCHER, heavy duty	piece				6				6				6				6	24	110.22	2,645.25		
6. SCISSORS, (6")	pair				12				12				12				12	48	16.46	790.17		
7. SHARPENER, single cutterhead	piece				6				6				6				6	24	187.41	4,497.79		
8. STAMPING DATER, self-inking stamp	piece				3				3				3				3	12	507.08	6,084.99		

Item & Specifications	Unit of Measure	Quantity Requirement																		** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total					
9. STAPLER, heavy duty, standard	piece				6				6				6					6	24	115.18	2,764.31		
10. STAPLER, binder type, heavy duty for high volume stapling, 25-153 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable stapler guide	piece				0				0				0					0	0	1,123.35	-		
11. STAPLE REMOVER, plier type	piece				6				6				6					6	24	18.49	443.67		
12. TAPE DISPENSER, heavy duty, for 24mm(1")	piece				2				2				2					2	8	35.28	282.21		
13. TAPE DISPENSER, handheld, for 48mm width packaging tape	piece				0				0				0					0	0	32.51	-		
14. WASTE BASKET, plastic	piece				4				4				4					4	16	28.66	458.60		
<b>COMMON JANITORIAL SUPPLIES</b>																							
1. BATHROOM SOAP, 90gms.	piece				12				12				12					12	48	22.60	1,084.76		
2. BROOM, soft (tambo)	piece				12				12				12					12	48	104.73	5,026.94		
3. BROOM, STICK (tingting)	piece				0				0				0					0	0	25.36	-		
4. CLEANSER, scouring powder, 350gms.	canister				18				18				18					18	72	15.26	1,099.01		
5. DETERGENT POWDER, all purpose, 500gms.	pouch				6				6				6					6	24	26.46	634.98		
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar				0				0				0					0	0	18.36	-		
7. DISINFECTANT SPRAY, 400 grams net content	can				12				12				12					12	48	121.26	5,820.67		
8. DUST PAN, non-rigid plastic, with detachable handle	piece				0				0				0					0	0	38.46	-		
9. FLOOR WAX, paste, natural, 2kgs.	can				0				0				0					0	0	237.02	-		
10. FLOOR WAX, paste, red, 2kgs.	can				24				24				24					24	96	231.50	22,224.38		
11. FLOOR WAX, liquid type, 3.75-5.0L/ plastic container	container				0				0				0					0	0	392.73	-		
12. FURNITURE CLEANER, 300mL/can min	can				6				6				6					6	24	89.85	2,156.29		
13. INSECTICIDE, 600mL/can	can				24				24				24					24	96	124.57	11,958.84		
14. MOP BUCKET, heavy duty, hard plastic, min: 370mm(L), 475mm(W), 245mm(H); 30L capacity, with 4 wheel ball caster, with squeezer, with precautionary markings	piece				0				0				0					0	0	1,984.32	-		
15. MOPHANDLE, screw type, aluminum handle	piece				6				0				6					0	12	132.29	1,587.46		
16. MOPHANDLE, screw type, wooden handle	piece				0				0				0					0	0	99.22	-		
17. MOPHEAD, 100% rayon, 400g	piece				6				6				6					6	24	88.19	2,116.61		
18. RAG, COTTON, (7") in diameter, assorted colors	kilo				6				6				6					6	24	46.30	1,111.22		
19. SCOURING PAD, economy size	pack				6				6				6					6	24	124.40	2,985.64		
20. TOILET BOWL & URINAL CLEANER, 900ml	bottle				24				24				24					24	96	44.10	4,233.22		
21. TOILET DEODORANT CAKE, deoderizer/moth proofer 50gms, 3 pcs/pack	box				12				12				12					12	48	24.80	1,190.59		
22. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll				12				12				12					12	48	153.06	7,347.07		
<b>LEGAL SIZE PAPER</b>																							
1. PAPER, bond, Premium Grade	ream				0				0				0					0	0	115.56	-		
2. PAPER, mimeograph, Groundwood	ream				0				0				0					0	0	98.01	-		
3. PAPER, mimeograph, Whitewove	ream				0				0				0					0	0	119.61	-		
4. PAPER, for Plain Paper Copier	ream				0				0				0					0	0	119.77	-		
5. PAPER, multicopy, legal, for laser printing	ream				0				0				0					0	0	138.92	-		

Item & Specifications	Unit of Measure	Quantity Requirement																		** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total			
<b>COMMON OFFICE EQUIPMENT</b>																					
1. AIRPOT, 3.8 liters, w/ dispenser	unit				1				0				1					0	2	1,322.88	2,645.76
2. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display, AC power source, Canon	unit				0				0				0					0	0	2,061.49	-
3. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit				0				0				0					0	0	986.65	-
4. CALCULATOR, scientific, 10 digits, casedot matrix, solar/ cell type power source	unit				0				0				0					0	0	438.76	-
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit				12				12				12					12	48	157.64	7,566.87
6. CHAIR, monobloc, without armrest, beige	unit				50				0				50					0	100	297.65	29,764.80
7. CHAIR, monobloc, without armrest, white	unit				0				0				0					0	0	297.65	-
8. DIGITAL VOICE RECORDER, 4GB, memory, stereo channel, MP3, WMA, recording and playback format, with earphone jack, built-in microphone, with USB cable, rechargeable batteries, instructional manual, carrying pouch, hand strap, earphone	unit				0				0				0					0	0	6,559.28	-
9. DOCUMENT CAMERA, w/ DVI port, four (4), reference points demarcate viewing area, 16 times, (1600%) consecutive zoom, PC and Doc Cam VS	unit				0				0				0					0	0	26,678.08	-
10. ELECTRIC FAN, orbit type	unit				0				0				0					0	0	1,320.68	-
11. ELECTRIC FAN, with stand	unit				12				12				12					12	48	868.69	41,697.18
12. ELECTRIC FAN, wall type	unit				15				0				15					0	30	989.96	29,698.66
13. ELECTRIC FAN, industrial, 18" metal blade	unit				15				0				15					0	30	1,100.20	33,005.86
14. FACSIMILE TRANSCIVER, 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 switchover	unit				0				0				0					0	0	3,712.88	-
15. 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				24				24				24					24	96	1,373.59	131,864.68
16. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, stored pressure type, non-electrical conductor, 4.5kg (10 lbs), brand new	unit				0				0				0					0	0	4,175.89	-
17. MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with buyilt-in siren, red or blue color	unit				6				0				0					0	6	2,866.24	17,197.44
18. MULTIMEDIA PROJECTOR, 3000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0					0	0	19,732.96	-
19. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0					0	0	8,901.88	-
20. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit				0				0				0					0	0	3,307.20	-
21. PRINTER, automatic data processing, impact, dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual	unit				0				0				0					0	0	17,638.40	-



Item & Specifications	Unit of Measure	Quantity Requirement																	** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total				
22. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual, ribbons, cables and manual, LX-310+ II	unit				0				0				0				0	0	6,181.41	-		
23. PRINTER, laser, 24ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable, software drivers and complete documentation	unit				0				0				0				0	0	1,752.82	-		
24. PRINTER, impact dot matrix, 24-pins, 136 columns, 480 cps print speed, parallel or USB interface, manual/tractor feeder paper handling, 220VAC/60Hz, with power cable, data cable, software driver (if any), manual and ribbon cartridge	unit				0				0				0				0	0	19,522.20	-		
25. PRINTER, inkjet, wireless capable, 55 ppm speed, with 2.0" MGD display, 512 MB memory, 500 sheets input tray, duplex printing capable	unit				0				0				0				0		25,016.00	-		
26. PUNCHING/BINDING 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	11,022.90	-		
27. TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				12				0				0				0	12	1,306.34	15,676.13		
28. TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,307.40	-		
29. ELECTRONIC TIME RECORDER, (bundy clock), electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts	unit				0				0				0				0	0	3,239.83	-		
30. WIRELESS-N ROUTER, 300 MBPS, 2.4GHz Frequency Band, Standard IEEE 802.11G, IEEE 802.11n, IEEE 802.3u, IEEE 802.3, Microsoft Windows 2000/XP/Vista/XP SP3/7 System Requirements, FCC Class B, Wifi Certification, 4 x 10/100 ports, 1 x 10/100 WAN port, WPA, WPA2, NAT, SPI, VPN pass thru,	unit				0				0				0				0	0	1,100.20	-		
<b>HANDBOOKS ON PROCUREMENT</b>																						
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 300 pages,	piece				12				0				0				0	12	30.63	367.61		
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																						
<b>Office Equipment and Accessories</b>																						
1 Keyboard, computer					6				6				6				6	24	300.00	7,200.00		
2 AVR, 500 watts					6				6				6				6	24	500.00	12,000.00		
3					0				0				0				0	0		-		
4					0				0				0				0	0		-		
5					0				0				0				0	0		-		
19					0				0				0				0	0		-		
20					0				0				0				0	0		-		
<b>Office Supplies</b>																						
1 Ballpen, black					150				150				150				150	600	6.00	3,600.00		
2 Ballpen, blue					150				150				150				150	600	6.00	3,600.00		
3 Paper, pad, grade I					150				150				150				150	600	6.00	3,600.00		
4 Paper, pad, grade II					150				150				150				150	600	6.00	3,600.00		
5 Notebook					150				150				150				150	600	6.00	3,600.00		
6 Sulating Pangwakas					150				150				150				150	600	12.00	7,200.00		

Item & Specifications	Unit of Measure	Quantity Requirement																	** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total		
7					0				0				0				0	0		-
<b>Photographic or filming or video equipment</b>																				-
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		-
<b>Cleaning Equipment and Supplies</b>																				-
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		-
<b>Paper Materials and Products</b>																				-
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		-
<b>Lighting and fixtures and accessories</b>																				-
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		-
<b>Electrical equipment and components and supplies</b>																				-
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		-
<b>Computer Supplies</b>																				-
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		-
<b>Computer Equipment and Accessories</b>																				-
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		-
<b>*Other Categories</b>																				-
1					0			0				0					0	0		-
2					0			0				0					0	0		-
3					0			0				0					0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																	** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total		
4					0				0				0				0	0		
5					0				0				0				0	0		
<b>C. TOTAL (A + B):</b>																			1,030,353.82	
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																			103,035.38	
<b>E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>																				
<b>F. MONTHLY CASH REQUIREMENTS (In Pesos)</b>																				
F.1 Available at Procurement Service Stores					297594				212993				262647				212720			985953.8166
F.2 Other Items not available at PS but regularly purchased from other sources					11100				11100				11100				11100			44400
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					308694				224093				273747				223820			1030353.817

\*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.

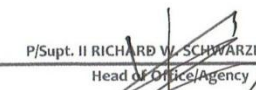
Prepared by:

  
 ALEXANDER E. MIRANDA  
 Property/Supply Officer

Certified Funds Available /  
 Certified Appropriate Funds Available:

  
 CHITO R. JURALDE  
 Local Budget Officer

Approved by:

  
 P/Supt. II RICHARD W. SCHWARZKOPF JR.  
 Head of Office/Agency

Date Prepared: