

ANNUAL PROCUREMENT PLAN FOR 2016
For Common-Use Supplies and Equipment

Department/Bureau/Office: Department of Finance
Region: NCR
Address: Roxas Blvd. Corner Pablo Ocampo, Sr. St., Manila 1004

Item & Specifications	Unit of Measure	Quantity Requirement																		PS Price Catalogue	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Qty.					
A. AVAILABLE AT PROCUREMENT SERVICE STORES																							
COMMON ELECTRICAL SUPPLIES																							
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	87	88	88	263	81	81	82	244	64	64	64	192	72	73	73	218	917	17.31	15,871.08			
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	62	62	64	188	55	56	56	167	60	60	60	180	53	54	53	160	695	13.82	9,606.59			
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack	7	7	8	22	8	8	8	24	6	6	7	19	8	8	8	24	89	75.01	6,675.80			
COMMON OFFICE SUPPLIES																							
1 AIR FRESHENER, 280ml/can	can	28	28	29	85	24	24	25	73	28	28	29	85	21	22	21	64	307	82.58	25,353.12			
2 ALCOHOL, 70%, ethyl, 500ml	bottle	197	197	198	592	183	182	182	547	196	196	195	587	176	177	177	530	2,256	42.70	96,329.22			
3 Board - Illustration Board (30x40")	pc.	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	32.97	131.88			
4 Box - for Index Card, 5x8" (Index Box)	pc.	1	1	0	2	1	1	0	2	1	1	0	2	1	1	0	2	8	50.16	401.28			
5 Card - Index Card 5x8" Plain	bdle.	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	30.60	122.40			
6 Card - Index Card 3x5" RBS	bdle.	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	44.45	177.80			
7 Card - Index Card 5x8 RBS	bdle.	1	1	0	2	1	0	0	1	1	1	0	2	1	0	0	1	6	99.84	599.04			
8 CARTOLINA, assorted color, 20 pieces per pack	pack	0	1	1	2	0	1	1	2	0	1	1	2	0	1	1	2	8	73.32	586.56			
9 CARTOLINA, assorted color	pc.	0	1	1	2	0	1	1	2	0	1	1	2	0	1	1	2	8	3.64	29.12			
10 CLEARBOOK, A4 size	piece	54	54	55	163	56	57	57	170	45	45	46	136	38	38	39	115	584	35.68	20,836.00			
11 CLEARBOOK, Legal size	piece	49	49	50	148	52	52	53	157	52	52	53	157	32	32	32	96	558	39.81	22,216.40			
12 Clip - Bulldog 2"	piece	46	46	46	138	28	28	29	85	62	63	63	188	59	60	60	179	590	4.00	2,360.00			
13 CLIP, backfold, 3/4", 12 pieces per box (19mm)	box	51	51	52	154	52	51	52	155	55	56	55	166	38	39	39	116	591	7.54	4,456.14			
14 CLIP, backfold, 1", 12 pieces per box (25mm)	box	58	59	59	176	42	42	43	127	54	54	54	162	41	41	42	124	589	15.60	9,188.40			
15 CLIP, backfold, 1 1/4", 12 pieces per box (32mm)	box	50	50	51	151	44	44	44	132	47	47	47	141	36	36	36	108	532	16.64	8,852.48			
16 CLIP, backfold, 2", 12 pieces per box (50mm)	box	30	31	30	91	26	26	27	79	31	31	32	94	27	28	28	83	347	42.12	14,615.64			
17 Clip - Bulldog, 2 1/2"	pc.	27	27	28	82	20	21	21	62	23	24	24	71	26	26	26	78	293	3.50	1,025.50			
18 Clip - Bulldog 3"	piece	42	42	42	126	27	27	28	82	32	33	33	98	44	44	44	132	438	8.20	3,591.60			
19 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	90	90	90	270	78	79	79	236	84	84	85	253	70	71	71	212	971	35.30	34,271.89			
20 Correction Fluid	bottle	16	17	17	50	20	21	21	62	18	18	18	54	19	20	20	59	225	12.04	2,709.00			
21 DATA FILE BOX, made with chipboard, with closed ends	box	39	39	40	118	37	37	38	112	36	37	37	110	34	34	35	103	443	65.74	29,123.66			
22 DATA FOLDER, made with chipboard, taglia lock	piece	71	72	72	215	86	87	87	260	76	76	76	228	79	80	80	239	942	67.95	64,011.06			
23 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	3	3	4	10	3	3	4	10	2	2	2	6	2	2	2	6	32	381.54	12,209.28			
24 Envelope - Documentary, Short	piece	59	60	60	179	87	87	88	262	77	78	78	233	99	99	99	297	971	1.05	1,021.49			
25 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	7	8	8	23	6	6	7	19	9	9	9	27	6	6	6	18	87	507.40	44,143.80			
26 ENVELOPE, DOCUMENTARY, for Legal size document	pc.	57	57	58	172	97	98	98	293	91	92	92	275	110	110	111	331	1,071	1.12	1,200.70			
27 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	pc.	172	173	173	518	190	190	190	570	192	192	192	576	223	223	223	669	2,333	6.76	15,767.81			
28 ENVELOPE, EXPANDING, plastic	piece	2	2	1	5	2	2	1	5	2	2	1	5	2	2	1	5	20	39.81	796.20			
29 Envelope - File Organizer, Expanding/Legal	piece	26	26	27	79	32	33	33	98	35	36	36	107	34	35	35	104	388	82.97	32,194.15			
30 ENVELOPE, MAILING, Ordinary, Long 500 pieces per box	box	1	1	1	3	2	2	3	7	1	1	1	3	2	2	1	5	18	131.96	2,375.28			

Item & Specifications	Unit of Measure	Quantity Requirement																	PS Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Qty.		
31 ENVELOPE, MAILING, Ordinary, Long	piece	45	46	46	137	59	59	60	178	64	64	65	193	68	69	69	206	714	0.32	228.19
32 ENVELOPE, MAILING, with window, 500 pieces per box	box	3	3	4	10	3	3	4	10	3	4	4	11	4	4	4	12	43	195.36	8,400.48
33 ENVELOPE, MAILING, with window long	piece	10	10	10	30	27	28	28	83	26	27	27	80	26	27	27	80	273	0.42	113.35
34 Envelope - Plastic, with Rubber Strap	piece	48	48	49	145	46	47	47	140	37	38	38	113	51	52	52	155	553	46.80	25,880.40
35 ERASER, felt, for blackboard/whiteboard	piece	18	19	19	56	17	18	18	53	19	19	18	56	18	18	19	55	220	10.79	2,373.41
36 ERASER, plastic or rubber	piece	22	22	22	66	23	23	23	69	20	21	21	62	27	27	27	81	278	3.31	921.08
37 FASTENER, for paper, metal, 50 sets per box	box	28	29	29	86	29	29	29	87	26	26	27	79	29	30	30	89	341	56.91	19,407.33
38 Film - Transparency, A4, Ordinary	box	3	4	4	11	3	3	3	9	3	3	2	8	3	3	3	9	37	180.00	6,660.00
39 FOLDER, L-type, A4, 50 pieces pack	pack	1	1	1	3	1	1	1	3	0	1	1	2	0	1	1	2	10	247.52	2,475.20
40 FOLDER, L-type, Legal size, 50 pieces per pack	pack	10	10	10	30	2	2	2	6	9	10	10	29	2	2	1	5	70	215.43	15,080.00
41 Folder - Morocco, Short	piece	148	148	148	444	165	166	166	497	126	127	127	380	136	136	136	408	1,729	5.20	8,990.80
42 Folder - Morocco, Legal	piece	188	189	189	566	219	219	219	657	200	200	202	602	194	195	195	584	2,409	6.20	14,935.80
43 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box	3	4	4	11	5	5	5	15	6	6	6	18	5	5	6	16	60	935.98	56,158.80
44 FOLDER, Pressboard, size 210mm x 370mm	pc.	46	46	47	139	63	63	63	189	63	63	64	190	74	74	74	222	740	8.52	6,302.14
45 FOLDER, Tagboard, A4, 100 pieces per pack	pack	0	0	1	1	3	3	4	10	0	1	1	2	0	1	1	2	15	259.36	3,890.40
46 FOLDER, Tagboard, A4	piece	63	63	64	190	75	75	75	225	73	73	74	220	83	83	84	250	885	2.96	2,623.14
47 FOLDER, Tagboard, Legal size,	piece	228	229	229	686	305	305	306	916	285	285	285	855	225	225	225	675	3,132	4.14	12,966.22
48 Folder - Pressboard w/ Metal	piece	66	66	67	199	53	53	53	159	39	39	39	117	72	72	73	217	692	21.75	15,051.00
49 GLUE, all purpose, 200 grams min.	jar	7	7	7	21	7	7	8	22	6	6	7	19	6	6	7	19	81	48.88	3,959.28
50 GLUE, all purpose	jar	4	4	5	13	4	4	5	13	3	4	4	11	4	4	5	13	50	45.76	2,288.00
51 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	54	55	55	164	40	40	40	120	37	37	38	112	44	45	45	134	530	54.05	28,648.36
52 Insert Divider - Assorted Colors, w/ Tab, 5pcs./set	set	265	265	265	795	213	214	214	641	278	278	279	835	221	222	222	665	2,936	9.00	26,424.00
53 LOOSELEAF COVER, 50sets per bundle	bundle	9	9	10	28	9	10	10	29	5	5	5	15	5	5	5	15	87	539.76	46,959.12
54 LOOSELEAF COVER	piece	37	37	38	112	26	26	26	78	23	23	24	70	40	40	40	120	380	9.88	3,754.40
55 MAGAZINE FILE BOX, LARGE	piece	8	8	8	24	6	6	6	18	5	6	6	17	3	3	4	10	69	43.60	3,008.40
56 MARKER, fluorescent, 3 colors per set	set	35	35	35	105	42	42	43	127	34	34	34	102	34	34	35	103	437	35.55	15,535.35
57 MARKER, fluorescent	piece	36	36	36	108	36	37	37	110	34	35	35	104	35	36	36	107	429	13.69	5,874.30
58 MARKER, whiteboard, bullet type, assorted colors	piece	61	62	62	185	68	68	69	205	65	66	66	197	50	50	50	150	737	12.27	9,042.99
59 MARKER, permanent, bullet type, assorted colors	piece	118	118	118	354	126	126	126	378	112	112	112	336	106	106	107	319	1,387	13.50	18,724.50
60 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	76	77	77	230	77	77	78	232	61	62	62	185	56	57	57	170	817	9.33	7,625.49
61 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	109	109	109	327	92	93	93	278	85	85	85	255	90	90	91	271	1,131	34.32	38,815.92
62 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	71	71	72	214	65	66	66	197	54	55	55	164	56	56	57	169	744	57.20	42,556.80
63 PAD PAPER, Ruled	pad	18	18	18	54	17	18	18	53	15	15	15	45	13	14	14	41	193	17.20	3,319.60
64 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	31	31	32	94	30	30	31	91	24	25	25	74	29	29	29	87	346	14.20	4,912.96
65 PAPER CLIP, gem type, 33mm, 100 pieces per box	box	59	59	59	177	52	53	53	158	57	57	57	171	57	57	57	171	677	6.44	4,356.56
66 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1	4	139.32	557.28
67 Paper - Data Copy, A4	ream	385	386	386	1157	402	403	403	1208	404	404	404	1212	377	378	378	1133	4,710	107.28	505,296.75
68 Paper - Data Copy, LEGAL	ream	188	188	188	564	221	222	222	665	193	194	194	581	194	194	195	583	2,393	158.89	380,220.41
69 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1	4	161.20	644.80
70 PAPER, Thermal, 210mm x 30mm	roll	29	30	30	89	26	26	26	78	17	17	18	52	20	20	20	60	279	36.09	10,069.11
71 Paper - Manila Paper Brown	roll	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	100.00	400.00
72 Paper - Colored Paper, A4 (assorted colors)	ream	2	2	2	6	2	2	2	6	2	2	3	7	2	2	1	5	24	270.00	6,480.00
73 Paper - Linen Paper	ream	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	200.00	800.00
74 Paper - Colored Paper, A4	ream	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	270.00	1,080.00
75 Paper - Copy, B4	ream	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	162.25	1,947.00
76 Paste - Paste	jar	11	11	11	33	9	10	10	29	9	9	10	28	10	10	11	31	121	19.20	2,323.20
77 PENCIL, lead, w/eraser	piece	43	44	44	131	43	44	44	131	42	43	44	129	39	40	40	119	510	11.47	5,847.85

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Qty.			
78 Pen - Ballpen, assorted	piece	371	371	373	1115	377	377	379	1133	415	415	415	1245	341	341	342	1024	4,517	3.75	16,938.75	
79 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	13	14	14	41	12	12	13	37	19	20	20	59	10	11	11	32	169	59.21	10,006.88	
80 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	22	23	23	68	24	24	24	72	24	24	25	73	17	17	18	52	265	84.61	22,422.40	
81 Ribbon - Adding Machine/Calculator	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	14.50	174.00	
82 Ribbon - Ribbon for Manual Typewriter	spool	1	1	0	2	1	1	0	2	1	1	0	2	1	1	0	2	8	15.81	126.48	
83 Binder - Ring Binder 3/4" x 44"	piece	19	19	20	58	19	19	20	58	30	31	31	92	12	13	13	38	246	11.39	2,801.94	
84 Binder - Ring Binder 1" x 44"	piece	47	47	47	141	33	33	34	100	25	25	26	76	25	25	26	76	393	12.22	4,802.46	
85 Binder - Ring Binder 1-1/2" x 44"	piece	19	19	20	58	19	21	21	61	19	20	20	59	16	16	16	48	226	31.50	7,119.00	
86 Binder - Ring Binder 1/2" x 44"	piece	26	27	27	80	24	24	24	72	23	23	24	70	36	36	36	108	330	4.52	1,491.60	
87 Binder - Ring Binder 2" x 44"	piece	17	17	17	51	9	9	9	27	5	5	6	16	12	12	12	36	130	29.12	3,785.60	
88 RUBBER BAND, 70mm min lay flat length (#18)	box	8	8	8	24	6	7	7	20	5	5	6	16	9	9	9	27	87	132.68	11,543.16	
89 RULER, plastic, 18"	piece	9	9	10	28	10	10	10	30	8	8	8	24	6	6	7	19	101	36.40	3,676.40	
90 RULER, plastic, 12"	piece	20	20	20	60	14	15	15	44	15	16	16	47	16	16	16	48	199	2.70	537.30	
91 SIGN PEN, assorted colors	piece	254	254	255	763	256	256	256	768	268	268	268	804	237	237	238	712	3,047	43.22	131,702.45	
92 STAMP PAD INK, violet, 50mL	bottle	12	12	12	36	11	11	12	34	12	13	13	38	10	11	11	32	140	22.46	3,144.29	
93 STAMP PAD, felt pad, min 60mm x 100mm	piece	12	12	13	37	10	10	11	31	10	10	11	31	11	10	11	32	131	24.26	3,178.06	
94 STAPLE WIRE, Heavy duty, 23/13	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	30.43	365.16	
95 STAPLE WIRE, Standard	box	52	53	53	158	49	50	50	149	46	46	47	139	40	40	41	121	567	21.72	12,313.56	
96 Standard Flag - Standard Flag/Banderitas w/ sign here	pc.	20	20	20	60	16	17	17	50	17	17	17	51	16	17	17	50	211	250.00	52,750.00	
97 Tape - Adding Machine 2 1/2"	roll	3	4	4	11	2	2	3	7	4	2	2	8	2	2	4	8	34	9.88	335.92	
98 TAPE, masking, 24mm, 50 meters length	roll	22	22	23	67	23	23	23	69	28	28	28	84	20	20	20	60	280	50.71	14,198.08	
99 TAPE, masking, 48mm, 50 meters length	roll	14	14	15	43	17	18	18	53	16	16	16	48	16	17	17	50	194	100.16	19,430.39	
100 TAPE, transparent, 24mm, 50 meters	roll	59	60	60	179	54	55	55	164	59	59	60	178	50	50	50	150	671	16.63	11,155.76	
101 TAPE, packaging, 48mm, 50 meters length	roll	20	21	21	62	22	23	23	68	18	19	18	55	20	21	21	62	247	32.27	7,971.86	
102 Tape - Microcassette, 60mm	piece	1	1	2	4	2	2	1	5	2	2	1	5	1	1	1	3	17	30.50	518.50	
103 TOILET TISSUE, 12 rolls per pack	pack	153	152	153	458	88	89	89	266	131	132	132	395	105	105	105	315	1,434	139.88	200,587.92	
104 Tissue Paper - Toilet Tissue	roll	147	147	147	441	156	156	156	468	147	147	147	441	147	148	148	443	1,793	6.07	10,876.34	
105 TWINE, plastic, one kilo per roll	roll	3	3	4	10	4	4	4	12	3	3	3	9	5	5	6	16	47	45.64	2,145.08	
106 WRAPPING PAPER, kraft, 50 sheets per pack	roll	3	3	3	9	3	3	2	8	3	3	2	8	3	3	2	8	33	166.40	5,491.20	
COMMON OFFICE DEVICES																					
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	3	3	4	10	2	2	2	6	3	3	3	9	2	2	2	6	31	7.85	243.35	
2 CUTTER BLADE, heavy duty cutter	tube	2	2	3	7	2	2	2	6	0	0	2	2	2	2	3	7	22	10.40	228.80	
3 CUTTER KNIFE, heavy duty	piece	22	22	23	67	20	20	20	60	19	19	19	57	17	17	17	51	235	21.72	5,104.70	
4 DATING AND STAMPING MACHINE	piece	2	2	2	6	1	2	1	4	1	0	1	2	0	2	2	4	16	465.39	7,446.18	
5 Desk Tray - Desk Tray	piece	9	10	10	29	11	11	11	33	8	8	8	24	8	8	9	25	111	193.00	21,423.00	
6 PENCIL SHARPENER, 1 piece in individual plastic case	piece	10	10	11	31	9	9	9	27	8	9	9	26	7	7	8	22	106	147.35	15,619.10	
7 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	13	13	13	39	10	10	11	31	7	7	7	21	8	8	9	25	116	111.21	12,900.44	
8 PUNCHER, paper, heavy duty, with three hole guide, 1 piece in individual box	piece	2	2	2	6	2	2	2	6	1	1	2	4	3	3	2	8	24	360.00	8,640.00	
9 SCISSORS, (6")	pair	39	40	40	119	40	40	40	120	36	37	37	110	31	32	32	95	444	16.04	7,122.82	
10 STAPLER, standard	piece	26	26	27	79	23	23	24	70	19	19	19	57	23	24	24	71	277	103.02	28,535.73	
11 STAPLE REMOVER, plier type	piece	35	35	35	105	29	29	30	88	26	26	27	79	25	25	25	75	347	17.48	6,063.92	
12 TAPE DISPENSER, table top	piece	13	14	14	41	10	10	11	31	10	10	10	30	8	9	9	26	128	48.18	6,167.04	
13 WASTE BASKET, non-rigid plastic	piece	18	18	19	55	19	19	20	58	14	15	15	44	11	12	12	35	192	27.60	5,299.20	
COMMON JANITORIAL SUPPLIES																					
1 DISINFECTANT SPRAY, 400-550 grams	can	19	19	19	57	20	21	21	62	18	18	19	55	17	18	18	53	227	129.86	29,478.80	
2 INSECTICIDE, aerosol type, 600mL/can	can	16	17	17	50	22	22	22	66	19	20	20	59	20	20	21	61	236	117.52	27,734.72	

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COMMON OFFICE EQUIPMENT																						
1	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	13	13	13	39	3	4	4	11	6	6	6	18	3	3	3	9	77	146.74	11,298.68	
2	CALCULATOR, SCIENTIFIC, 1 unit per box	unit	4	4	4	12	3	3	3	9	3	3	3	9	2	2	3	7	37	336.74	12,459.20	
COMMON COMPUTER SUPPLIES																						
1	Computer Mouse - Optical, USB Connection, 400 dpi reso	unit	14	14	15	43	7	7	8	22	11	12	12	35	11	12	12	35	135	134.40	18,144.48	
2	Compact Disc (CD) - CD, Re-writable	pc.	2	2	1	5	2	2	2	6	0	0	0	0	0	0	0	0	11	25.50	280.50	
3	Compact Disc (CD) - DVD-R, 4.76GB, 16x, 120min	pc.	2	2	3	7	2	2	3	7	3	3	4	10	0	0	0	0	24	23.00	552.00	
4	Compact Disc (CD) - DVD-RW, 4.76GB, 16x, 120min	pc.	2	2	1	5	0	0	0	0	2	2	2	6	2	2	0	4	15	21.37	320.55	
5	Compact Disc (CD) - CD, Recordable	pc.	2	2	3	7	2	3	3	8	3	4	4	11	0	0	0	0	26	10.40	270.40	
6	Flash Drive - Flash Drive, USB, 2.0, 8GB	pc.	33	33	34	100	28	28	28	84	28	29	29	86	25	25	26	76	346	372.32	128,822.72	
7	Flash Drive - Flash Drive, USB, 3.0, 16GB	pc.	5	6	6	17	0	0	0	0	5	6	6	17	0	0	0	0	34	234.00	7,956.00	
CONSUMABLES																						
1	Black Toner-Cartridge for HP Laserjet P3005n	box	8	8	8	24	7	7	8	22	9	9	9	27	7	7	8	22	95	5,552.56	527,493.20	
2	Black Toner-Cartridge for HP Laserjet 1022n	box	2	2	3	7	2	3	3	8	4	4	5	13	3	4	4	11	39	2,866.20	111,781.80	
3	Black Toner-Cartridge for Hp Laserjet P1102	box	9	9	9	27	8	9	9	26	9	9	9	27	9	10	10	29	109	3,299.00	359,591.00	
4	Black Toner-Cartridge for HP P1102	box	0	1	1	2	0	1	1	2	0	1	1	2	0	1	1	2	8	3,299.00	26,392.00	
5	Black Toner-Cartridge for HP Laserjet 1102n	box	1	1	0	2	0	0	0	0	1	1	0	2	1	1	1	3	7	3,299.00	23,093.00	
6	Black Toner-Cartridge for HP Laserjet 1010	box	1	1	2	4	2	2	2	6	2	2	2	6	2	2	3	7	23	2,866.20	65,922.60	
7	Black Toner-Cartridge for Brother HL-5250DN Laser Printer	box	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	3,708.34	133,500.09	
8	Black Toner-Cartridge for Hp Laserjet 500 Color M551n	box	1	1	1	3	1	1	1	3	0	0	0	0	0	0	1	1	7	3,615.86	25,311.02	
9	Black Toner-Cartridge for HP Laserjet Color 500 color M551	box	1	1	0	2	1	0	0	1	1	1	0	2	1	1	0	2	7	3,615.86	25,311.02	
10	Black Toner-Cartridge for Brother HL-4570CDW	box	1	1	0	2	1	1	0	2	1	1	0	2	1	1	0	2	8	3,190.00	25,520.00	
11	Black Toner-Cartridge for HP Laserjet Enterprise 500 Color M551Dn Printer	box	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	3,615.86	3,615.86	
12	Black Toner-Cartridge for HP Laserjet Enterprise 500 Color M551n Printer	box	2	2	3	7	2	2	2	6	2	2	3	7	2	2	3	7	27	3,615.86	97,628.22	
13	Black Toner-Cartridge for HP Laserjet 1200	box	2	2	3	7	2	2	2	6	2	2	4	8	2	2	4	8	29	2,523.48	73,180.92	
14	Black Toner-Cartridge for HP Laserjet p1505n	box	3	3	4	10	3	4	4	11	4	4	4	12	4	4	5	13	46	3,080.00	141,680.00	
15	Black Toner-Cartridge for HP Laserjet 4700 dn	box	1	1	1	3	1	0	0	1	1	1	2	4	0	1	2	3	11	6,692.00	73,612.00	
16	Black Toner-Cartridge for Xerox Phaser 4600D/4620 Laser Printer	box	1	1	1	3	1	0	0	1	0	0	1	1	1	1	2	4	9	7,212.64	64,913.76	
17	Black Toner-Cartridge for HP P2035	box	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	4,186.54	100,476.96	
18	Black Toner-Cartridge for HP Laserjet 5200 Dtn	box	0	0	0	0	0	0	1	1	0	0	1	1	0	0	1	1	3	7,500.00	22,500.00	
19	Black Toner-Cartridge for Laserjetpro CM1415FN	box	1	1	1	3	1	1	1	3	1	1	1	3	0	1	1	2	11	1,422.59	15,648.49	
20	Black Toner-Cartridge for Samsung ML 2250	box	0	0	1	1	0	1	1	2	1	2	1	4	1	1	1	3	10	4,029.00	40,290.00	
21	Black Toner-Cartridge for HP Color Laserjet CM1312NFI MFP	box	1	1	0	2	1	1	0	2	1	1	1	3	0	0	1	1	8	2,929.05	23,432.40	
22	Black Toner-Cartridge for HP Laserjet CM1312NFI MF2	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	2,886.60	34,639.20	
23	Black Toner-Cartridge for HP LaserJet Pro P1566	box	1	1	1	3	1	1	1	3	1	2	1	4	1	1	1	3	13	2,100.00	27,300.00	
24	Black Toner-Cartridge for HP Laserjet CM1312NFI MF2	box	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	2,886.60	2,886.60	
25	Black Toner-Cartridge for Epson LX-300 + II	box	0	0	1	1	1	1	0	2	1	2	1	4	1	1	1	3	10	475.48	4,754.80	
26	Black Toner-Cartridge for HP LaserJet M1536dnf MFP	box	2	3	3	8	2	3	3	8	2	3	3	8	2	3	3	8	32	3,540.00	113,280.00	
27	Black Toner-Cartridge for Deskjet 810C	box	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1	4	1,081.00	4,324.00	
28	Black Toner-Cartridge for HP LaserJet Pro P1606dn	box	0	0	1	1	0	0	0	0	0	0	1	1	0	0	1	1	3	3,540.00	10,620.00	
29	Black Toner-Cartridge for HP Deskjet 3745	box	0	1	1	2	1	1	0	2	0	1	1	2	0	1	1	2	8	1,030.00	8,240.00	
30	Black Toner-Cartridge for HP Officejet 7000	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	850.00	10,200.00	

	Item & Specifications	Unit of Measure	Quantity Requirement																	PS Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Qty.		
31	Black Toner-Cartridge for Epson Stylus Photo 1390	box	1	0	0	1	1	1	0	2	1	1	0	2	1	1	0	2	7	450.00	3,150.00
32	Black Toner-Cartridge for HP Officejet 7210 all in one	box	1	1	0	2	1	0	0	1	0	0	1	1	0	0	1	1	5	995.00	4,975.00
33	Black Toner-Cartridge for HP Deskjet 1220c	box	2	2	1	5	2	2	1	5	1	1	0	2	1	1	2	4	16	1,216.86	19,469.76
34	Black Toner-Cartridge for HP 1100	box	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	1,216.86	4,867.44
35	Black Toner-Cartridge for HP Laserjet p2015n	box	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	2,880.00	11,520.00
36	Black Toner-Cartridge for Epson FX-2190	box	2	2	1	5	2	2	1	5	3	3	3	9	1	1	2	4	23	1,277.00	29,371.00
37	Black Toner-Cartridge for HP Color Laserjet CP4525dn	box	1	0	0	1	1	1	0	2	0	0	0	0	1	0	0	1	4	6,500.39	26,001.56
38	Black Toner-Cartridge for Hp Deskjet D5560	box	1	0	0	1	1	0	0	1	0	0	0	0	0	0	0	0	2	339.00	678.00
39	Cyan Toner-Cartridge for Hp Laserjet 500 Color M551n	box	0	0	0	0	0	0	0	0	0	0	1	1	1	0	0	1	2	9,100.71	18,201.42
40	Cyan Toner-Cartridge for HP Laserjet Color 500 color M551	box	1	1	0	2	0	0	0	0	0	1	1	2	0	0	0	0	4	9,100.71	36,402.84
41	Cyan Toner-Cartridge for HP Laserjet Enterprise 500 Color M551Dn Printer	box	0	0	0	0	0	0	1	1	0	0	0	0	1	0	0	1	2	9,100.71	18,201.42
42	Cyan Toner-Cartridge for HP Laserjet Enterprise 500 Color M551n Printer	box	2	1	1	4	1	2	1	4	1	1	0	2	2	2	2	6	16	9,100.71	145,611.36
43	Cyan Toner-Cartridge for HP Laserjet 4700 dn	box	1	1	1	3	1	1	0	2	1	1	1	3	1	1	0	2	10	9,496.00	94,960.00
44	Cyan Toner-Cartridge for Laserjetpro CM1415FN	box	1	1	0	2	1	1	0	2	1	1	0	2	1	1	0	2	8	2,763.79	22,110.32
45	Cyan Toner-Cartridge for HP Color Laserjet CM1312NFI MFP	box	1	1	1	3	1	1	1	3	1	0	0	1	1	1	0	2	9	2,680.89	24,128.00
46	Cyan Toner-Cartridge for HP Color Laserjet CP4525dn	box	1	0	0	1	1	0	0	1	0	0	0	0	1	0	0	1	3	11,828.74	35,486.22
47	Cyan Toner-Cartridge for Brother HL-4570CDW	box	1	1	0	2	1	1	0	2	1	1	0	2	1	1	0	2	8	3,190.00	25,520.00
48	Cyan Toner-Cartridge for Epson Stylus Photo 1390	box	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	450.00	1,800.00
49	Cyan Toner-Cartridge for HP Officejet 7000	box	1	1	0	2	1	1	0	2	1	1	0	2	1	1	0	2	8	630.00	5,040.00
50	Magenta Toner-Cartridge for Hp Laserjet 500 Color M551n	box	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	2	2	9,100.71	18,201.42
51	Magenta Toner-Cartridge for HP Laserjet Color 500 color M551	box	1	0	0	1	1	0	0	1	1	0	0	1	0	0	0	0	3	9,100.71	27,302.13
52	Magenta Toner-Cartridge for HP Laserjet Enterprise 500 Color M551n Printer	box	1	1	0	2	1	2	1	4	1	2	1	4	1	2	0	3	13	9,100.71	118,309.23
53	Magenta Toner-Cartridge for HP Laserjet 4700 dn	box	1	1	0	2	1	1	1	3	1	1	0	2	1	1	1	3	10	9,496.00	94,960.00
54	Magenta Toner-Cartridge for Laserjetpro CM1415FN	box	1	1	0	2	1	1	0	2	1	1	0	2	1	1	0	2	8	2,763.79	22,110.32
55	Magenta Toner-Cartridge for HP Color Laserjet CM1312NFI MFP	box	1	1	0	2	1	0	0	1	1	1	1	3	1	0	0	1	7	2,681.71	18,772.00
56	Magenta Toner-Cartridge for HP Laserjet CM1312NFI MF2	box	1	1	0	2	1	1	2	4	1	1	0	2	1	1	1	3	11	2,652.00	29,172.00
57	Magenta Toner-Cartridge for Brother HL-4570CDW	box	1	1	0	2	1	1	0	2	1	1	0	2	1	1	0	2	8	3,190.00	25,520.00
58	Magenta Toner-Cartridge for Epson Stylus Photo 1390	box	1	0	0	1	1	0	0	1	1	0	0	1	0	0	0	0	3	450.00	1,350.00
59	Magenta Toner-Cartridge for Samsung CLP-680DW	box	0	0	0	0	1	0	0	1	0	0	0	0	1	0	0	1	2	5,952.00	11,904.00
60	Magenta Toner-Cartridge for HP Color Laserjet CP4525dn	box	1	0	0	1	0	0	0	0	1	0	0	1	1	0	0	1	3	11,828.74	35,486.22
61	Magenta Toner-Cartridge for HP Laserjet Enterprise 500 Color M551Dn Printer	box	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	9,100.71	9,100.71
62	Magenta Toner-Cartridge for EPSON Stylus C90 Deskjet	box	1	0	0	1	1	1	0	2	1	1	1	3	1	0	0	1	7	325.44	2,278.08
63	Magenta Toner-Cartridge for HP Officejet 7000	box	1	1	0	2	1	1	0	2	1	1	0	2	1	1	0	2	8	630.00	5,040.00
64	Yellow Toner-Cartridge for Hp Laserjet 500 Color M551n	box	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	9,100.71	9,100.71
65	Yellow Toner-Cartridge for HP Laserjet Color 500 color M551	box	0	0	0	0	1	0	0	1	0	0	0	0	1	0	0	1	2	9,100.71	18,201.42
66	Yellow Toner-Cartridge for HP Laserjet Enterprise 500 Color M551Dn Printer	box	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	9,100.71	9,100.71
67	Yellow Toner-Cartridge for HP Laserjet 4700 dn	box	1	1	0	2	1	1	1	3	1	1	0	2	1	1	1	3	10	9,496.00	94,960.00
68	Yellow Toner-Cartridge for Laserjetpro CM1415FN	box	1	1	0	2	1	1	0	2	1	1	0	2	1	1	0	2	8	2,763.79	22,110.32
69	Yellow Toner-Cartridge for HP Color Laserjet CM1312NFI MFP	box	1	0	0	1	0	0	0	0	1	1	0	2	0	0	0	0	3	2,652.00	7,956.00

Item & Specifications	Unit of Measure	Quantity Requirement																	PS Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Qty.		
70 Yellow Toner-Cartridge for HP Laserjet CM1312NFI MF2	box	1	0	0	1	1	1	0	2	0	1	0	1	1	0	0	1	5	4,773.60	23,868.00
71 Yellow Toner-Cartridge for HP Color Laserjet CP4525dn	box	1	0	0	1	0	0	0	0	1	0	0	1	1	0	0	1	3	11,828.74	35,486.22
72 Yellow Toner-Cartridge for HP Officejet 7000	box	1	1	0	2	1	1	0	2	1	1	0	2	1	1	0	2	8	630.00	5,040.00
73 Yellow Toner-Cartridge for Samsung CLP-680DW	box	0	0	0	0	1	0	0	1	0	0	0	0	1	0	0	1	2	5,952.00	11,904.00
74 Yellow Toner-Cartridge for HP Color Laserjet CM1312NFI MFP	box	1	1	0	2	1	0	0	1	1	0	0	1	1	1	0	2	6	2,704.00	16,224.00
75 Yellow Toner-Cartridge for Epson Stylus Photo 1390	box	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	450.00	1,800.00
76 Yellow Toner-Cartridge for HP Laserjet Color 500 color M551	box	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	9,100.71	9,100.71
77 Yellow Toner-Cartridge for HP Laserjet Enterprise 500 Color M551n Printer	box	2	1	1	4	1	1	1	3	1	2	1	4	1	1	1	3	14	9,100.71	127,409.94
78 Yellow Toner-Cartridge for Brother HL-4570CDW	box	1	1	0	2	1	1	0	2	1	1	0	2	1	1	0	2	8	3,190.00	25,520.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
COMMON ELECTRICAL SUPPLIES																				
1 Battery - Battery Size 9Vltz	packet	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	36.40	436.80
COMMON OFFICE EQUIPMENT																				
1 Dry Seal - Dry Seal	piece	0	0	0	0	1	1	0	2	0	0	0	0	1	1	0	2	4	1,200.00	4,800.00
2 Holder - Magnetic Memo 40mm (pack)	piece	1	1	0	2	0	0	0	0	1	1	0	2	0	0	0	0	4	45.00	180.00
COMMON OFFICE SUPPLIES																				
1 Pouch - Laminating Pouch 100m x 150mm	box	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	180.00	720.00
2 Memo - Memo Pad, DOF 1/2	piece	70	70	70	210	43	43	43	129	65	65	65	195	51	51	52	154	688	65.00	44,720.00
3 Memo - Memo Pad, DOF 1/4	piece	62	63	63	188	38	38	38	114	59	59	60	178	49	49	49	147	627	45.00	28,215.00
4 Paper - Paper Sticker 10 Sheets/Set Plain	piece	1	1	1	3	0	0	0	0	2	2	1	5	0	0	0	0	8	34.75	278.00
5 Paper - Photo Paper, Glossy A4	ream	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	130.00	520.00
6 Paper - Bond Paper, A4 with DOF logo, PH-EITI logo, 500pcs/ream	ream	1	1	0	2	1	1	0	2	1	1	0	2	1	1	0	2	8	500.00	4,000.00
7 Tape - Double Adhesive Tape	pcs.	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	250.00	1,000.00
8 Tape - Tape, Double-Sided	roll	1	1	1	3	0	0	0	0	1	1	1	3	0	0	0	0	6	45.00	270.00
9 Paper - Bond Paper, A4 with RIPS logo, 500pcs/ream	ream	2	2	3	7	3	4	4	11	3	3	3	9	3	4	4	11	38	550.00	20,900.00
10 Paper - Board Paper	pack	2	2	1	5	2	2	1	5	2	2	1	5	2	2	1	5	20	38.75	775.00
CONSUMABLES																				
1 Black Toner-Cartridge for Lexmark E332n	box	1	1	0	2	0	0	0	0	0	1	1	2	0	0	0	0	4	6,341.00	25,364.00
2 Black Toner-Cartridge for PSC 1610 all in one	box	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	995.00	3,980.00
3 Black Toner-Cartridge for EPSON Stylus C90 Deskjet	box	1	0	0	1	1	1	1	3	2	2	1	5	1	0	0	1	10	626.14	6,261.40
4 Black Toner-Cartridge for Xerox Printer 4600/4620	box	0	0	0	0	0	0	1	1	0	0	1	1	0	0	1	1	3	9,077.55	27,232.65
5 Black Toner-Cartridge for Lexmark MS510DN	box	1	1	0	2	1	1	2	4	1	1	0	2	1	1	1	3	11	6,739.50	74,134.50
6 Cyan Toner-Cartridge for EPSON Stylus C90 Deskjet	box	1	0	0	1	1	1	0	2	1	1	1	3	1	0	0	1	7	564.30	3,950.10
7 Cyan Toner-Cartridge for HP Laserjet CM1312NFI MF2	box	1	1	0	2	1	1	1	3	1	1	0	2	1	1	0	2	9	2,652.00	23,868.00
8 Tri-color Toner-Cartridge for PSC 1610 all in one	box	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	984.30	3,937.20
9 Tri-color Toner-Cartridge for Deskjet 810C	box	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	1,489.20	5,956.80
10 Yellow Toner-Cartridge for EPSON Stylus C90 Deskjet	box	1	0	0	1	1	1	0	2	1	1	0	2	1	0	0	1	6	487.81	2,926.86
11 Ink Film - Ink Film Cartridge for "Brother FAX 878"	pc.	2	2	1	5	2	2	1	5	2	2	1	5	2	2	1	5	20	1,120.00	22,400.00
12 Ink Film - Ink Film Cartridge for "Brother FAX 236S"	pc.	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	1,250.00	15,000.00
Office Equipment and Accessories																				
1 Automatic Dater - Automatic Dater	pc.	0	1	1	2	0	0	0	0	1	0	0	1	0	0	0	0	3	1,000.00	3,000.00
2 Barcode Label - BARCODE GUM LABEL FOR ZEBRA TLP 2844-Z	roll	13	14	14	41	11	11	11	33	13	13	13	39	13	13	13	39	152	150.00	22,800.00
3 Barcode Ribbon - RIBBON FOR ZEBRA TLP 2844-Z	roll	12	12	12	36	9	10	10	29	11	12	12	35	11	12	12	35	135	600.00	81,000.00
4 Numbering Machine - Numbering Machine	pc.	1	1	0	2	1	1	0	2	1	1	0	2	1	1	0	2	8	1,500.00	12,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																	PS Price Catalogue	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Qty.				
5 Stamp - Rubber Stamp	pc.	2	2	2	6	2	2	1	5	2	2	3	7	2	2	2	6	24	400.00	9,600.00		
6 Frame - Picture Frame for Certificates	pc.	1	1	0	2	1	1	0	2	1	1	0	2	1	1	0	2	8	120.00	960.00		
Office Supplies																						
1 Envelope - Mailing, w/ RIPSLogo	pc.	303	303	304	910	0	0	0	0	16	17	17	50	33	33	34	100	1,060	1.50	1,590.00		
2 Envelope - Mailing, w/ DOF Logo	pc.	243	243	243	729	282	282	283	847	276	277	277	830	267	268	268	803	3,209	1.50	4,813.50		
3 Card - Social Card "with Compliments"	pcs.	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	80.00	4,800.00		
4 Card - Social Card "Secretary"	pcs.	3	3	4	10	3	3	4	10	3	3	4	10	3	3	4	10	40	50.00	2,000.00		
5 Paper - Sticker Paper Colored	sheet	2	2	1	5	2	2	1	5	2	2	1	5	2	2	1	5	20	5.00	100.00		
6 Envelope - Mailing, w/ DOF Logo, window - Additional	pc.	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1,200	4.60	5,520.00		
7 Paper - Bond w/ DOF Logo (Letterhead)	ream	29	30	30	89	28	28	29	85	27	27	27	81	26	26	26	78	333	550.00	183,150.00		
Paper Materials and Products																						
1 Answer Sheet - Watson-Glasser Critical Thinking Appraisal	pack	8	8	9	25	8	8	9	25	8	8	9	25	8	8	9	25	100	45.00	4,500.00		
2 Answer Sheet - Manchester Personality Questionnaire FV 14	pack	8	8	9	25	8	8	9	25	8	8	9	25	8	8	9	25	100	25.00	2,500.00		
3 Profile - Manchester Personality Questionnaire FV 14	pc.	8	8	9	25	8	8	9	25	8	8	9	25	8	8	9	25	100	25.00	2,500.00		
4 Answer Sheet - Management Development Questionnaire	pc.	5	10	10	25	10	10	5	25	10	10	5	25	10	10	5	25	100	25.00	2,500.00		
5 Profile - Management Development Questionnaire	pc.	10	10	5	25	10	10	5	25	10	10	5	25	10	10	5	25	100	25.00	2,500.00		
6 The Leadership Ability Evaluation (Revised)	pc.	10	10	5	25	10	10	5	25	10	10	5	25	10	10	5	25	100	90.00	9,000.00		
7 Answer Sheet - MD5 Mental Ability Test	pc.	10	10	5	25	10	10	5	25	10	10	5	25	10	10	5	25	100	65.00	6,500.00		
Lighting and fixtures and accessories																						
1 Extension - Extension Cable Minimum 4 Sockets 220V	pc.	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	1,000.00	1,000.00		
2 Wire - Universal Extension Wire	pc.	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1,500.00	1,500.00		
3 Extension - heavy duty extension cord 5meter with 6 outlets	pc.	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	579.00	2,316.00		
*Other Categories																						
1 Tarpaulin - Training Tarpaulin	pc.	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	1,900.00	7,600.00		
2 Lubricant - WD-40 191ml	pc.	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	154.00	616.00		
3 Card - Calling Card	box	29	30	30	89	19	19	20	58	30	30	31	91	18	18	19	55	293	300.00	87,900.00		
C. TOTAL (A + B):																				7,136,496.64		
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				713,649.66		
E. GRAND TOTAL (C + D)																				7,850,146.31		
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																						
G. MONTHLY CASH REQUIREMENTS																						
G.1 Available at Procurement Service Stores					1,591,444.26				1,569,959.10				1,597,981.72				1,593,019.75					
G.2 Other Items not available at PS but regularly purchased from other sources					202,350.45				191,869.14				207,354.97				182,517.25					
TOTAL MONTHLY CASH REQUIREMENTS					1,793,794.71				1,761,828.24				1,805,336.69				1,775,537.00					

*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.

Item & Specifications	Unit of Measure	Quantity Requirement																	PS Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Qty.		

Prepared by:


LILIA R. TAN
 Chief Administrative Officer, GSD

Certified Funds Available /
 Certified Appropriate Funds Available:


MA. LOURDES V. DEDAL
 DIR. IV, CFMO

Approved by:


GIL S. BELTRAN
 Undersecretary

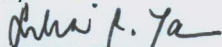
Department of Finance
Manila
ANNUAL PROCUREMENT PLAN (APP)
FY 2016



Code (PAP)	Procurement Program/ Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity												Source of Funds	Estimated Budget (pHP)			REMARKS (brief description of Program/ Project)
				Pre-Proc Conference	Ads/ Post of IAEB	Pre-bid Conf	Eligibility Check	Sub/ Open of Bids	Bid Evaluation	Post Qual	NOA	Contract Signing	Notice to Proceed	Delivery/ Completion	Acceptance/ Turnover		Total	MOOE	CO	
MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)																				
	Supplies and Materials	Various DOF Offices	Procurement Service-DM	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Govt. Of the Phil.-General Appropriations	8,008,964.36	8,008,964.36	n/a	Common-use office supplies for consumption of various DOF offices. See detailed breakdown as per PPMP for the FY 2016
	Medicines	PSD-Clinic	Shopping	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Govt. Of the Phil.-General Appropriations	1,015,086.20	1,015,086.20	n/a	Medicines stored at the DOF Clinic for consumption of various DOF offices. See detailed breakdown as per PPMP for FY 2016
	Medical and Dental Supplies	Medical & Dental Clinic	Shopping	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Govt. Of the Phil.-General Appropriations	83,452.80	83,452.80	n/a	Medical & Dental Supplies stored at the DOF Clinic for consumption of various DOF offices. See detailed breakdown as per PPMP for FY 2016
	Fuel, Oil & Lubricants	DOF Officials	Direct Contracting	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Govt. Of the Phil.-General Appropriations	1,640,000.00	1,640,000.00	n/a	Based on the allowed maximum consumptions for officials
	Outsourced Employees (other Professional Services)	Various DOF Offices	Public Bidding											1 year	n/a	Govt. Of the Phil.-General Appropriations	33,905,217.12	33,905,217.12	n/a	Manpower Services for various DOF Offices. See detailed breakdown as per PPMP for the FY 2016
	Professional Services (Consultancy)	Various DOF Offices	Negotiated/ Shopping/ Public Bidding	----- see breakdown schedule in PPMP -----										1 year	n/a	Govt. Of the Phil.-General Appropriations	18,099,829.84	18,099,829.84	n/a	Professional Services for various DOF Offices. See detailed breakdown as per PPMP for the FY 2016
	Repairs and Maintenance	Various DOF Offices	Shopping	----- see breakdown schedule in PPMP -----										1 year	n/a	Govt. Of the Phil.-General Appropriations	16,160,538.00	16,160,538.00	n/a	Repair and Maintenance of various equipments/ offices of the DOF See detailed breakdown as per PPMP for the FY 2016

Code (PAP)	Procurement Program/ Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity											Source of Funds	Estimated Budget (phP)			REMARKS (brief description of Program/ Project)			
				Pre-Proc Conference	Ads/ Post of IAEB	Pre-bid Conf	Eligibility Check	Sub/ Open of Bids	Bid Evaluation	Post Qual	NOA	Contract Signing	Notice to Proceed	Delivery/ Completion		Acceptance/ Turnover	Total	MOOE		CO		
MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)																						
	Rentals, Subscriptions/ Utilities/ Communications / taxes, Insurance Prem. & Other Fees	Various DOF Offices	Public Bidding	----- see breakdown schedule in PPMP -----														Govt. Of the Phil.-General Appropriations	163,480,000.00	163,480,000.00	n/a	Rentals, Utilities of various projects for various DOF offices. See detailed breakdown as per PPMP for FY 2016
	Capital outlay	Various DOF Offices	Shopping/ Bidding	----- see breakdown schedule in PPMP -----														Govt. Of the Phil.-General Appropriations	2,037,484,000.00	n/a	2,037,484,000.00	See detailed breakdown as per PPMP for the FY 2016
	General Services (Janitorial, Security)	Various DOF Offices	Public Bidding	----- see breakdown schedule in PPMP -----														Govt. Of the Phil.-General Appropriations	21,001,512.00	21,001,512.00	n/a	See detailed breakdown as per PPMP for the FY 2016
												SUBTOTAL (MOOE)						2,300,878,600.32	263,394,600.32	2,037,484,000.00		

Prepared by:


LILIA R. TAN


Chief Administrative Officer, GSD
Head, BAC Secretariat

Recommending Approval:

BIDS AND AWARDS COMMITTEE

ELSA P. AGUSTIN
Member

DANIELLE MARIE S. RIEZA- CULANGEN
Member


MA. LUISA M. NOTARIO
Member


MICHAELANGELO D. AGUINALDO
Member


GIL S. BELTRAN
Chairman, BAC

APPROVED:


GIL S. BELTRAN
Officer-in-Charge