

**ANNUAL PROCUREMENT PLAN FOR 2018  
For Common-Use Supplies and Equipment**

Department: **DEPARTMENT OF FINANCE**  
Region: **MAIN & NCR**  
Address: **ROXAS BOULEVARD, MANILA**

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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																					
<b>COMMON ELECTRICAL SUPPLIES</b>																					
BATTERY, dry cell, AA, 2 pieces per blister pack	pack	89	13	45	147	50	26	40	116	61	12	45	118	54	10	28	92	473	20.28	9,592.44	
BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	165	28	20	213	81	12	51	144	103	23	25	151	76	10	29	115	623	19.20	11,961.60	
TAPE, ELECTRICAL	roll	4	0	0	4	0	0	0	0	2	0	0	2	2	0	0	2	8	18.93	151.44	
<b>COMMON OFFICE SUPPLIES</b>																					
ACETATE	roll	2	0	0	2	0	0	1	1	0	0	0	0	0	0	0	0	3	766.73	2,300.19	
AIR FRESHENER, aerosol, 280ml/150g min	can	121	20	34	175	76	57	44	177	74	38	68	180	48	17	34	99	631	88.69	55,963.39	
ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	390	65	192	647	272	48	222	542	324	41	213	578	268	36	179	483	2250	49.73	111,892.50	
CARBON FILM, PE, black, size 210mm x 297mm	box	4	0	1	5	0	0	0	0	1	0	1	2	0	0	0	0	7	205.48	1,438.36	
CARBON FILM, PE, black, size 216mm x 330mm	box	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	2	210.91	421.82	
CARTOLINA, ASSORTED COLORS	pack	9	0	0	9	2	0	0	2	4	0	0	4	2	0	0	2	17	67.06	1,140.02	
CLEARBOOK, 20 transparent pockets, for A4 size	piece	136	60	98	294	37	19	35	91	123	5	87	215	37	14	18	69	669	38.19	25,549.11	
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	83	24	82	189	35	7	26	68	65	0	77	142	35	11	0	46	445	40.47	18,009.15	
CLIP, BACKFOLD, all metal, clamping: 19mm(-1mm)	box	169	12	97	278	86	13	89	188	144	12	97	253	86	12	82	180	899	7.87	7,075.13	
CLIP, BACKFOLD, all metal, clamping: 25mm(-1mm)	box	180	10	92	282	103	11	87	201	152	20	93	265	88	10	81	179	927	13.94	12,922.38	
CLIP, BACKFOLD, all metal, clamping: 32mm(-1mm)	box	153	7	94	254	80	8	89	177	138	7	95	240	82	7	83	172	843	19.88	16,758.84	
CLIP, BACKFOLD, all metal, clamping: 50mm(-1mm)	box	139	6	85	230	65	9	78	152	121	6	86	213	63	8	72	143	738	41.10	30,331.80	
CORRECTION TAPE, film base type, UL 6m min	piece	221	29	151	401	83	29	133	245	169	31	136	336	79	17	88	184	1166	18.26	21,291.16	
DATA FILE BOX, made of chipboard, with closed ends	box	191	46	176	413	106	48	113	267	118	53	102	273	95	45	100	240	1193	72.57	86,576.01	
DATA FOLDER, made of chipboard, taglia lock	piece	165	24	174	363	93	75	190	358	90	28	135	253	82	29	136	247	1221	71.39	87,167.19	
ENVELOPE, DOCUMENTARY, for A4 size document	box	16	0	6	22	5	6	5	16	9	1	8	18	5	0	2	7	63	424.47	26,741.61	
ENVELOPE, DOCUMENTARY, for legal size document	box	29	0	3	32	4	0	2	6	26	0	2	28	5	0	1	6	72	538.80	38,793.60	
ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	17	0	3	20	10	0	3	13	5	0	4	9	3	0	3	6	48	667.84	32,056.32	
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	89	20	43	152	35	5	29	69	60	12	58	130	20	5	19	44	395	28.71	11,340.45	
ENVELOPE, MAILING, white, 80gsm (-5%)	box	18	0	4	22	6	0	1	7	9	0	0	9	5	0	0	5	43	341.79	14,696.97	
ENVELOPE, MAILING, white, with window	box	4	0	1	5	2	0	0	2	2	0	0	2	2	0	0	2	11	427.23	4,699.53	
ERASER, FELT, for blackboard/whiteboard	piece	19	0	0	19	3	0	12	15	8	1	10	19	6	0	0	6	59	11.55	681.45	
ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	111	5	24	140	38	9	20	67	80	2	14	96	40	2	4	46	349	6.23	2,174.27	
FASTENER, METAL, 70mm between prongs	box	66	5	55	126	51	11	11	73	63	6	33	102	48	10	11	69	370	59.37	21,966.90	
File Organizer, expanding plastic, 12 pockes	piece	34	3	32	69	12	5	7	24	17	10	9	36	11	4	4	19	148	73.59	10,891.32	
FILE TAB DIVIDER, bristol board, for A4	set	316	14	29	359	154	44	26	224	219	14	19	252	179	19	9	207	1042	12.98	13,525.16	
FILE TAB DIVIDER, bristol board, for legal	set	117	28	33	178	53	13	20	86	48	8	13	69	43	13	8	64	397	17.31	6,872.07	
FOLDER, FANCY, for A4 size documents	bundle	24	1	7	32	4	1	8	13	12	3	3	18	1	1	2	4	67	258.50	17,319.50	

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
FOLDER, FANCY, for legal size documents	bundle	6	2	6	14	2	2	4	8	2	2	3	7	2	2	3	7	36	302.85	10,902.60
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	45	15	26	86	21	13	119	153	25	14	27	66	17	14	23	54	359	177.92	63,873.28
FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	15	1	13	29	4	2	16	22	8	1	14	23	4	2	12	18	92	222.27	20,448.84
FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	7	0	6	13	4	0	4	8	5	0	4	9	3	0	3	6	36	776.59	27,957.24
FOLDER, TAGBOARD, for A4 size documents	pack	10	0	4	14	5	1	1	7	5	0	3	8	5	0	0	5	34	226.05	7,685.70
FOLDER, TAGBOARD, for legal size documents	pack	50	0	7	57	33	2	18	53	39	0	3	42	32	0	16	48	200	208.38	41,676.00
GLUE, all purpose, gross weight: 200 grams min	jar	87	6	21	114	49	8	16	73	69	6	23	98	42	7	15	64	349	49.73	17,355.77
INDEX TAB, self adhesive, transparent	box	57	3	24	84	35	13	8	56	64	3	8	75	42	3	23	68	283	53.74	15,208.42
LOOSELEAF COVER, made of chipboard, for legal	bundle	6	0	0	6	1	0	0	1	3	0	0	3	1	0	0	1	11	676.00	7,436.00
MAGAZINE FILE BOX, LARGE size, made ofchipboard	piece	99	5	15	119	51	15	22	88	51	22	12	85	40	5	15	60	352	43.26	15,227.52
MARKER, FLUORESCENT, 3 assorted colors per set	set	140	19	61	220	86	17	38	141	111	9	84	204	50	11	34	95	660	36.97	24,400.20
MARKER, PERMANENT, bullet type, black	piece	161	15	70	246	112	22	54	188	128	15	96	239	83	22	39	144	817	10.04	8,202.68
MARKER, PERMANENT, bullet type, blue	piece	84	32	59	175	76	9	46	131	59	11	51	121	55	10	45	110	537	10.04	5,391.48
MARKER, PERMANENT, bullet type, red	piece	64	7	32	103	49	20	29	98	51	7	44	102	49	8	29	86	389	10.04	3,905.56
MARKER, whiteboard, black, felt tip, bullet type	piece	107	12	35	154	79	37	29	145	71	22	35	128	69	13	39	121	548	10.69	5,858.12
MARKER, whiteboard, blue, felt tip, bullet type	piece	83	36	34	153	88	15	60	163	58	22	68	148	54	39	36	129	593	10.69	6,339.17
MARKER, whiteboard, red, felt tip, bullet type	piece	46	4	18	68	41	7	12	60	45	4	18	67	41	4	9	54	249	10.69	2,661.81
NOTE PAD, stick on, 50mm x 76mm (2" x 3")	pad	156	29	104	289	117	34	34	185	126	31	124	281	115	9	11	135	890	32.45	28,880.50
NOTE PAD, stick on, 76mm x 100mm (3" x 4")	pad	184	11	115	310	128	15	58	201	148	13	115	276	111	8	22	141	928	59.49	55,206.72
NOTE PAD, stick on, 76mm x 76mm (3" x 3")	pad	163	17	208	388	127	17	56	200	183	20	158	361	120	16	43	179	1128	44.32	49,992.96
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	226	24	207	457	90	29	219	338	134	59	205	398	60	28	192	280	1473	12.52	18,441.96
PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	161	9	93	263	52	51	94	197	108	19	97	224	45	11	67	123	807	6.91	5,576.37
PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	126	10	68	204	35	12	62	109	89	10	65	164	36	7	49	92	569	14.04	7,988.76
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	ream	285	196	1255	1736	2284	161	315	2760	227	205	280	712	246	171	219	636	5844	137.66	804,485.04
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)	ream	105	83	93	281	94	44	107	245	132	32	138	302	91	63	72	226	1054	160.94	169,630.76
PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	388	67	303	758	291	141	295	727	351	83	319	753	287	128	256	671	2909	119.09	346,432.81
PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	216	24	106	346	164	25	110	299	205	24	102	331	153	28	105	286	1262	123.08	155,326.96
PAPER, PAD, ruled, size: 216mm x 330mm (±2mm)	pad	19	12	5	36	17	1	9	27	21	2	5	28	17	1	4	22	113	18.99	2,145.87
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	7	0	0	7	3	0	0	3	6	0	0	6	3	0	0	3	19	95.18	1,808.42
PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	8	2	5	15	11	4	4	19	11	2	5	18	10	3	3	16	68	34.29	2,331.72
PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	52	1	25	78	31	5	9	45	38	3	20	61	28	4	8	40	224	20.40	4,569.60
PHILIPPINE NATIONAL FLAG, 100% polyester	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	319.07	319.07
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	16	2	7	25	2	5	4	11	11	2	7	20	2	5	4	11	67	62.73	4,202.91
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	35	2	41	78	16	7	14	37	29	2	40	71	12	5	9	26	212	97.34	20,636.08
RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	16	0	6	22	0	1	6	7	12	0	5	17	0	0	5	5	51	267.14	13,624.14
RUBBER BAND, 70mm min lay flat length (#18)	box	17	2	7	26	9	2	5	16	13	1	5	19	7	1	4	12	73	97.04	7,083.92
Ruler 18"	piece	21	0	2	23	2	0	10	12	10	0	2	12	1	0	0	1	48	16.10	772.80
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	451	79	237	767	360	103	215	678	417	45	266	728	354	91	156	601	2774	35.99	99,836.26
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	477	36	266	779	374	101	590	1065	399	65	260	724	357	75	205	637	3205	35.99	115,347.95
SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	217	1	109	327	124	47	48	219	163	25	85	273	148	11	48	207	1026	35.99	36,925.74
STAMP PAD INK, purple or violet	bottle	19	4	13	36	6	9	8	23	13	4	7	24	6	4	5	15	98	25.62	2,510.76
STAMP PAD, FELT, bed dimension: 60mm x 100mm	piece	19	3	12	34	3	3	5	11	12	3	9	24	4	3	4	11	80	28.77	2,301.60
STAPLE WIRE, for heavy duty staplers, (23/13)	box	25	1	7	33	14	13	7	34	19	1	7	27	14	1	5	20	114	21.51	2,452.14
STAPLE WIRE, STANDARD, (26/6)	box	92	33	99	224	47	13	82	142	69	13	85	167	47	8	54	109	642	19.68	12,634.56
TAPE, MASKING, width: 24mm (±1mm)	roll	63	1	22	86	23	3	13	39	41	1	10	52	18	3	8	29	206	57.32	11,807.92

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
TAPE, MASKING, width: 48mm (±1mm)	roll	47	0	38	85	19	2	16	37	32	0	18	50	24	2	16	42	214	109.24	23,377.36	
TAPE, PACKAGING, width: 48mm (±1mm)	roll	115	6	43	164	48	33	24	105	75	11	28	114	56	13	24	93	476	29.08	13,842.08	
TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	126	13	103	242	90	14	92	196	81	13	108	202	71	15	82	168	808	11.36	9,178.88	
TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	50	7	12	69	30	8	12	50	46	7	12	65	31	7	12	50	234	27.58	6,453.72	
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	306	55	116	477	253	51	99	403	258	53	108	419	230	51	100	381	1680	70.30	118,104.00	
TWINE, PLASTIC, one (1) kilo per roll	roll	32	0	8	40	9	0	9	18	6	0	4	10	6	0	2	8	76	51.92	3,945.92	
WRAPPING PAPER, kraft, 65gsm (-5%)	pack	12	0	1	13	2	0	1	3	6	0	0	6	0	0	0	0	22	133.99	2,947.78	
<b>COMMON OFFICE DEVICES</b>																					
CUTTER BLADE, for heavy duty cutter	tube	27	1	4	32	5	1	3	9	4	0	2	6	3	0	0	3	50	10.22	511.00	
CUTTER KNIFE, for general purpose	piece	67	1	21	89	7	11	29	47	21	0	28	49	6	3	6	15	200	20.55	4,110.00	
DATING AND STAMPING MACHINE	piece	23	1	4	28	4	0	2	6	15	1	1	17	3	0	0	3	54	497.52	26,866.08	
PENCIL SHARPENER, manual, single cutter head	piece	31	0	1	32	1	0	1	2	15	0	0	15	1	0	0	1	50	194.69	9,734.50	
PUNCHER, paper, heavy duty, with two hole guide	piece	60	1	7	68	6	1	2	9	16	0	7	23	3	0	1	4	104	123.42	12,835.68	
SCISSORS, symmetrical, blade length: 65mm min	pair	170	13	86	269	44	13	95	152	50	37	66	153	31	10	40	81	655	14.28	9,353.40	
STAPLE REMOVER, PLIER TYPE	piece	98	3	35	136	27	7	20	54	62	3	23	88	28	7	15	50	328	18.91	6,202.48	
STAPLER, BINDER TYPE, heavy duty, desktop	piece	3	0	1	4	0	0	0	0	0	0	0	0	0	0	0	0	4	913.95	3,655.80	
STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	51	4	29	84	6	7	10	23	19	1	15	35	2	1	5	8	150	85.45	12,817.50	
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	43	1	9	53	5	2	3	10	11	0	5	16	4	0	3	7	86	51.57	4,435.02	
WASTEBASKET, non-rigid plastic	piece	122	3	33	158	5	5	8	18	14	3	10	27	7	3	3	13	216	25.96	5,607.36	
<b>COMMON JANITORIAL SUPPLIES</b>																					
CLEANSER, SCOURING POWDER, 350g min./can	can	5	0	0	5	0	0	0	0	5	0	0	5	0	0	0		10	24.88	248.80	
DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	23	3	5	31	11	4	4	19	16	3	6	25	11	3	4	18	93	125.20	11,643.60	
FURNITURE CLEANER, aerosol type, 300ml min. per can	can	12	1	1	14	3	1	1	5	3	1	1	5	2	1	1	4	28	90.85	2,543.80	
INSECTICIDE, aerosol type, net content: 600ml min	can	46	19	30	95	18	31	14	63	20	31	13	64	30	7	13	50	272	142.77	38,833.44	
MOPHANDLE, heavy duty, aluminum, screw type	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	148.18	148.18	
MOPHEAD, made of rayon, weight: 400 grams min	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	110.32	110.32	
RAGS, all cotton, 32 pieces per kilogram min	bundle	5	2	2	9	4	2	2	8	4	2	2	8	4	2	2	8	33	51.68	1,705.44	
SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	1	0	1	2	0	1	0	1	1	0	1	2	0	1	0	1	6	107.08	642.48	
TRASHBAG, plastic, transparent	roll	27	2	12	41	10	2	15	27	9	14	4	27	19	6	1	26	121	145.48	17,603.08	
<b>COMMON OFFICE EQUIPMENT</b>																					
BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	10,816.00	21,632.00	
CALCULATOR, compact, 12 digits	unit	60	4	10	74	3	2	7	12	9	1	1	11	2	0	3	5	102	140.61	14,342.22	
CHAIR, monobloc, white, with backrest, w/o armrest	piece	15	0	0	15	0	0	0	0	0	0	0	0	0	0	0	0	15	273.10	4,096.50	
DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	10	1	0	11	4	0	0	4	2	0	0	2	0	0	0	0	17	6,828.14	116,078.38	
ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4	1,091.33	4,365.32	
ELECTRIC FAN, WALL type, plastic blade	unit	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	782.00	782.00	
FACSIMILE MACHINE, uses thermal paper	unit	11	0	1	12	0	0	0	0	1	0	0	1	0	0	0	0	13	3,642.83	47,356.79	
FIRE EXTINGUISHER, DRY CHEMICAL, 4.5 kgs	unit	1	0	0	1	0	0	0	0	0	0	1	1	0	0	0	0	2	1,123.78	2,247.56	
FIRE EXTINGUISHER, PURE HCFC 123, 4.5 kgs	unit	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	5,191.68	5,191.68	
PAPER SHREDDER, cutting width: 3mm-4mm	unit	3	1	2	6	1	0	0	1	1	2	0	3	0	0	0	0	10	5,927.17	59,271.70	

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PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	6	0	0	6	0	0	0	0	1	0	0	1	0	0	0	0	7	8,411.60	58,881.20
PRINTER, LASER, monochrome, network-ready	unit	1	0	5	6	0	0	0	0	0	0	0	0	0	0	0	0	6	744.14	4,464.84
TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35") min	unit	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1,379.04	1,379.04
<b>COMMON COMPUTER SUPPLIES</b>																				
DVD, Rewritable	piece	22	0	0	22	6	0	0	6	15	0	0	15	5	0	0	5	48	22.66	1,087.68
EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	47	5	12	64	7	3	8	18	6	0	0	6	2	0	1	3	91	3,152.86	286,910.26
FLASH DRIVE, 16 GB capacity	piece	141	163	44	348	236	92	85	413	48	94	25	167	143	11	26	180	1108	261.75	290,019.00
MOUSE, optical, USB connection type	unit	52	1	5	58	18	7	2	27	23	0	1	24	25	0	1	26	135	140.39	18,952.65
<b>HANDBOOK ON PROCUREMENT</b>																				
HANDBOOK (RA 9184), 7th Edition	piece	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	48.13	96.26
<b>CONSUMABLES</b>																				
HP Laserjet Black Toner CE505AC	cart	6	0	0	6	0	6	0	6	0	0	6	6	0	0	0	0	18	4,158.75	74,857.50
HP Laserjet Black Toner Q2612AC	cart	2	0	3	5	0	1	5	6	0	1	3	4	2	0	4	6	21	3,228.58	67,800.18
HP Toner CF280XC	cart	5	0	0	5	3	0	0	3	3	0	0	3	2	0	0	2	13	7,241.31	94,137.03
INK CART, CANON CL-811, Colored	cart	0	0	0	0	0	0	0	0	0	0	3	3	0	0	3	3	6	1,070.78	6,424.68
INK CART, CANON PG-810, Black	cart	0	0	0	0	0	0	0	0	0	0	4	4	0	0	4	4	8	811.20	6,489.60
RIBBON CART, EPSON C13S015516 (#8750), Black	cart	0	0	4	4	0	0	4	4	0	0	4	4	0	0	4	4	16	79.82	1,277.12
TONER CART, BROTHER TN-3320, Black	cart	2	0	2	4	0	2	0	2	2	0	2	4	0	0	0	0	10	3,059.63	30,596.30
TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart	8	1	1	10	7	1	1	9	8	1	2	11	7	1	0	8	38	4,460.08	169,483.04
TONER CART, HP CB540A, Black	cart	3	2	2	7	3	2	2	7	3	2	2	7	3	2	1	6	27	3,444.90	93,012.30
TONER CART, HP CE285A (HP85A), Black	cart	35	5	11	51	32	3	11	46	33	3	13	49	32	2	12	46	192	3,009.01	577,729.92
TONER CART, HP CE400A, Black	cart	30	1	4	35	4	4	1	9	28	1	5	34	6	4	2	12	90	7,024.99	632,249.10
TONER CART, HP CE401A, Cyan	cart	15	1	3	19	3	3	2	8	12	1	4	17	3	2	1	6	50	10,377.95	518,897.50
TONER CART, HP CE402A, Yellow	cart	15	1	3	19	4	3	2	9	12	1	5	18	3	1	1	5	51	10,377.95	529,275.45
TONER CART, HP CE403A, Magenta	cart	16	1	3	20	3	3	2	8	12	1	5	18	3	1	1	5	51	10,377.95	529,275.45
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																				
<b>COMMON ELECTRICAL SUPPLIES</b>																				
Battery C, Medium	piece	5	0	0	5	0	0	0	0	5	0	0	5	0	0	0	0	10	96.00	960.00
Battery for Cordless Telephone	piece	1	2	0	3	2	1	0	3	2	0	0	2	3	0	0	3	11	700.00	7,700.00
Charger, Rechargeable Battery	piece	14	4	4	22	0	0	0	0	0	0	0	0	0	0	0	0	22	600.00	13,200.00
Universal Outlet Extension Cord, 4-Gang 6ft. Length, Surge Protector Switch, 2500W max	piece	8	0	4	12	2	0	0	2	3	0	0	3	0	0	0	0	17	800.00	13,600.00
<b>COMMON OFFICE SUPPLIES</b>																				
A4, Letterhead with DOF logo	ream	62	5	30	97	41	11	19	71	48	6	27	81	38	10	20	68	317	550.00	174,350.00
Answer Sheet - Management Development Questionnaire	piece	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	0	100	25.00	2,500.00
Answer Sheet - Manchester Personality Questionnaire FV 14	piece	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	0	100	25.00	2,500.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
Answer Sheet - MD5 Mental Ability Test	piece	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	0	100	65.00	6,500.00
Answer Sheet - Watson-Glaser Critical Thinking Appraisal	piece	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	0	100	45.00	4,500.00
Balikbayan Box, Corrugated	piece	63	50	118	231	25	3	34	62	20	5	15	40	18	5	15	38	371	95.00	35,245.00
Ballpen, assorted	piece	457	104	308	869	303	128	220	651	417	77	275	769	288	111	185	584	2873	9.00	25,857.00
Ballpen, for delegates	piece	0	165	0	165	3220	100	0	3320	0	100	0	100	120	0	0	120	3705	60.00	222,300.00
Calling Card	box	38	18	19	75	12	11	15	38	29	5	23	57	6	11	12	29	199	300.00	59,700.00
Clip, Bulldog 2"	piece	46	28	33	107	38	23	48	109	39	28	33	100	38	23	33	94	410	6.00	2,460.00
Clip, Bulldog 3"	piece	24	33	28	85	3	3	23	29	9	7	31	47	3	9	28	40	201	10.00	2,010.00
Clip, Bulldog, 2 1/2"	piece	9	9	3	21	3	9	3	15	9	9	3	21	3	9	3	15	72	8.00	576.00
Compliments Card	piece	1500	0	0	1500	0	0	0	0	0	0	0	0	0	0	0	0	1500	20.00	30,000.00
Computer Glass Filter, 15"	piece	15	0	0	15	0	0	0	0	0	0	0	0	0	0	0	0	15	100.00	1,500.00
Computer Glass Filter, 17"	piece	13	0	0	13	0	0	0	0	0	0	0	0	0	0	0	0	13	104.00	1,352.00
Copy Holder	piece	20	0	0	20	1	0	0	1	2	0	0	2	1	0	0	1	24	350.00	8,400.00
Cork Board 24 x 34"	piece	11	0	0	11	0	0	0	0	1	0	0	1	0	0	0	0	12	355.00	4,260.00
Desk Tray	piece	41	2	23	66	6	0	5	11	9	0	3	12	7	0	3	10	99	240.00	23,760.00
Document Storage Box	piece	75	2	106	183	2	2	12	16	5	2	72	79	2	2	12	16	294	51.00	14,994.00
Envelope, Mailing, w/ DOF Logo	piece	824	83	428	1335	173	583	403	1159	243	83	929	1255	144	84	405	633	4382	4.00	17,528.00
Envelope, Mailing, w/ DOF Logo, w/ Window	piece	700	0	25	725	0	0	100	100	100	0	25	125	0	0	0	0	950	5.00	4,750.00
Envelope, Plastic, with Rubber Strap	piece	78	0	7	85	23	5	2	30	28	0	7	35	23	0	2	25	175	37.00	6,475.00
Folder, Morocco, Legal	piece	320	29	121	470	179	29	29	237	264	64	79	407	163	39	29	231	1345	7.00	9,415.00
Folder, Morocco, Short	piece	212	17	162	391	57	67	107	231	97	82	67	246	52	32	37	121	989	6.00	5,934.00
Folder, Presentation, A4	piece	78	0	0	78	50	0	0	50	50	0	0	50	50	0	0	50	228	10.00	2,280.00
Folder, Pressboard w/ Metal	piece	26	0	0	26	0	0	0	0	0	0	0	0	0	0	0	0	26	20.00	520.00
Frame, A4 Size	piece	20	0	1	21	0	0	1	1	0	0	0	0	0	0	0	0	22	120.00	2,640.00
Gum Label Sticker, 2 1/2" x 1" x 1A x 75mts, 1 inch core	roll	6	2	2	10	3	2	2	7	4	2	2	8	3	2	2	7	32	390.00	12,480.00
Illustration Board	piece	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5	75.00	375.00
Illustration Board 1/4	piece	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5	12.00	60.00
Illustration Board 1/8	piece	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5	9.00	45.00
Index Box 5x8"	piece	68	0	1	69	5	0	6	11	22	5	1	28	0	1	0	1	109	55.00	5,995.00
Index Card 3x5" Plain	bundle	26	0	4	30	2	4	0	6	4	2	0	6	2	0	0	2	44	20.00	880.00
Index Card 3x5" RBS	bundle	22	0	0	22	2	0	0	2	2	0	0	2	2	0	0	2	28	20.00	560.00
Index Card 5x8" Plain	bundle	24	0	3	27	2	0	0	2	2	0	1	3	2	0	0	2	34	45.00	1,530.00
Index Card 5x8" RBS	bundle	29	0	1	30	7	1	0	8	3	0	1	4	2	0	0	2	44	45.00	1,980.00
Insert Divider - Assorted Colors, w/ Tab, 5pcs/set, A4	box	66	2	214	282	53	3	10	66	14	52	106	172	2	2	5	9	529	100.00	52,900.00
Insert Divider - Assorted Colors, w/ Tab, 5pcs/set, Legal	box	20	0	7	27	3	0	14	17	13	0	2	15	3	0	2	5	64	210.00	13,440.00
Invitation/Social Card	piece	700	0	0	700	0	0	0	0	0	0	0	0	0	0	0	0	700	50.00	35,000.00
Lace Ribbon with Department of Finance printed text, Size: 1"	roll	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5	7,500.00	37,500.00
Lace Ribbon with Department of Finance printed text, Size: 1/2"	roll	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5	5,000.00	25,000.00
Laminating Film, Size: A4	box	1	0	0	1	1	0	1	2	0	1	0	1	1	0	0	1	5	500.00	2,500.00
Laminating Film, Size: Legal	box	2	0	0	2	1	0	1	2	1	1	0	2	1	0	0	1	7	600.00	4,200.00
Laminating Pouch, Size: B7	box	1	0	0	1	1	0	1	2	0	1	0	1	1	0	0	1	5	300.00	1,500.00
Lapel Microphone	piece	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	2,500.00	5,000.00
Linen Paper A4	piece	150	0	0	150	0	0	0	0	0	0	50	50	0	0	0	0	200	2.00	400.00
Map Pins	pack	8	0	0	8	0	0	0	0	2	0	0	2	0	0	0	0	10	36.00	360.00
Matte Photo Paper 10 Sheets, A4	pack	34	0	3	37	2	0	3	5	14	0	4	18	2	0	3	5	65	130.00	8,450.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
MC Multi-purpose Cleaner	can	5	0	0	5	0	0	0	0	4	0	0	4	0	0	0	0	9	95.00	855.00
Memo Pad 1/2"	pad	75	7	34	116	47	7	22	76	27	42	14	83	47	7	8	62	337	65.00	21,905.00
Memo Pad 1/4"	pad	90	9	13	112	42	9	13	64	33	9	13	55	27	9	7	43	274	45.00	12,330.00
Morocco Hard Board, A4	set	20	0	10	30	0	0	10	10	20	0	0	20	0	0	0	0	60	50.00	3,000.00
Morocco Hard Board, Legal	set	32	12	22	66	12	12	22	46	32	12	12	56	12	12	12	36	204	55.00	11,220.00
Mouse with Pad	piece	28	0	0	28	2	0	0	2	5	0	0	5	0	0	0	0	35	250.00	8,750.00
Office Step Ladder	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	2,500.00	2,500.00
Oil, Multi Purpose	bottle	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	85.00	85.00
Oslo Paper, LONG	piece	100	0	0	100	0	0	0	0	100	0	0	100	0	0	0	0	200	0.60	120.00
Paper Copy, B4	ream	47	1	2	50	45	0	2	47	40	0	3	43	40	0	2	42	182	162.25	29,529.50
Paper Gift Bag, Size: Large	piece	50	0	0	50	0	0	0	0	0	0	0	0	0	0	0	0	50	120.00	6,000.00
Paper Gift Bag, Size: Medium	piece	50	0	0	50	0	0	0	0	0	0	0	0	0	0	0	0	50	105.00	5,250.00
Paper Gift Bag, Size: Small	piece	50	0	0	50	0	0	0	0	0	0	0	0	0	0	0	0	50	85.00	4,250.00
Paper, Oslo, A4	ream	3	0	0	3	12	0	0	12	2	0	0	2	2	0	0	2	19	138.00	2,622.00
Pencil, Lead, .05mm tubes	tube	38	0	10	48	6	0	34	40	12	0	34	46	6	0	0	6	140	7.00	980.00
Pencil, Mechanical	piece	43	0	5	48	10	0	5	15	32	0	5	37	10	0	0	10	110	30.00	3,300.00
Plaque for Personnel on Mandatory Retirement	piece	0	0	1	1	0	0	2	2	0	0	2	2	0	0	2	2	7	950.00	6,650.00
Plastic Filling Storage (megabox) 30L	piece	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	800.00	1,600.00
Post-It Note 2x2"	pad	43	4	120	167	44	9	26	79	48	4	118	170	43	19	1	63	479	96.00	45,984.00
Post-It w/ SIGN HERE Label	pad	168	2	140	310	62	15	95	172	90	2	107	199	62	24	34	120	801	200.00	160,200.00
Profile - Management Development Questionnaire	piece	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	0	100	25.00	2,500.00
Profile -Manchester Personality Questionnaire FV 14	piece	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	0	100	25.00	2,500.00
Push Pin	pack	8	0	3	11	0	0	1	1	2	0	1	3	0	0	0	0	15	21.00	315.00
Ribbon for Adding Machine/Calculator	spool	0	0	3	3	0	0	3	3	0	0	3	3	0	0	3	3	12	25.00	300.00
Ribbon for Manual Typewriter	spool	0	0	2	2	0	0	2	2	0	0	2	2	0	0	2	2	8	18.00	144.00
Ring Binder 1/2"	piece	53	2	39	94	36	10	2	48	52	3	13	68	26	10	2	38	248	11.00	2,728.00
Ring Binder 1"	piece	65	2	49	116	36	20	17	73	54	13	18	85	26	10	2	38	312	21.00	6,552.00
Ring Binder 3/4"	piece	47	1	33	81	26	10	2	38	46	2	12	60	26	10	2	38	217	16.00	3,472.00
Rubber Stamp, 60mm x 40mm	piece	3	0	11	14	0	0	2	2	0	0	1	1	0	0	1	1	18	700.00	12,600.00
Ruler 12"	piece	45	3	20	68	8	3	13	24	19	3	7	29	5	0	0	5	126	8.00	1,008.00
Square ID Puncher	piece	1	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	800.00	1,600.00
Staple Wire #08	box	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	70.00	1,680.00
Staple Wire #10	box	2	0	2	4	0	2	0	2	2	0	2	4	0	2	0	2	12	34.15	409.80
Staple Wire #13	box	2	2	2	6	2	2	2	6	2	2	2	6	0	0	0	0	18	38.60	694.80
Staple Wire #15	box	2	0	0	2	0	0	0	0	2	0	0	2	0	0	0	0	4	42.00	168.00
Staple Wire #17	box	2	0	0	2	0	0	0	0	0	0	2	2	0	0	2	2	6	44.04	264.24
Sticker Paper	set	72	6	6	84	19	6	4	29	19	16	6	41	19	6	1	26	180	130.00	23,400.00
Surge Suppressor/ Protector	piece	33	1	6	40	0	0	1	1	0	0	0	0	0	0	0	0	41	700.00	28,700.00
Tape, Adding Machine 2 1/2"	roll	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1	4	9.00	36.00
The Leadership Ability Evaluation (Revised)	piece	0	0	100	100	0	0	0	0	0	0	0	0	0	0	0	0	100	90.00	9,000.00
Transparency Film, A4, Ordinary	box	12	1	4	17	2	1	1	4	2	0	1	3	1	0	0	1	25	265.00	6,625.00
Transparency Film, Legal	box	2	1	2	5	2	1	0	3	1	0	0	1	1	0	0	1	10	300.00	3,000.00
Transparency Marker, Highlighter	piece	46	0	0	46	25	0	0	25	9	25	0	34	0	0	0	0	105	50.00	5,250.00
Waterproof Document Bag	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	500.00	6,000.00
Wax Resin Ribbon, for Barcode Printer, 105mm x 75mm	roll	15	0	0	15	5	0	0	5	7	0	0	7	5	0	0	5	32	57.00	1,824.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
<b>COMMON OFFICE DEVICES</b>																					
Puncher, 3-Hole, max 30 sheets, adjustable	piece	3	0	1	4	0	0	3	3	0	0	0	0	0	0	0	0	7	1,900.00	13,300.00	
<b>COMMON JANITORIAL SUPPLIES</b>																					
DISINFECTANT, bleaching solution	container	3	3	3	9	3	3	1	7	3	3	3	9	3	3	3	9	34	101.82	3,461.88	
<b>COMMON OFFICE EQUIPMENT</b>																					
Colored Mobile Printer	unit	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	14,999.00	29,998.00	
Laminating Machine, Heavy Duty	unit	1	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	4,500.00	9,000.00	
Multi Functional Folding Trolley, 70kg Aluminum Metal, Hard Plastic, 170lb (80Kg)	piece	2	0	0	2	0	0	0	0	1	0	0	1	0	0	0	0	3	5,000.00	15,000.00	
Portable LCD Projector	unit	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	14,999.00	29,998.00	
Push Cart Trolley Foldable, 200kg	piece	4	0	1	5	1	0	0	1	1	0	0	1	0	0	0	0	7	6,500.00	45,500.00	
Scanner	unit	2	0	0	2	4	0	0	4	1	0	0	1	0	0	0	0	7	14,999.00	104,993.00	
Desktop Computers	unit	0	0	125	125	0	0	0	0	0	0	0	0	0	0	0	0	125	35,000.00	4,375,000.00	
Document Scanners	unit	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5	150,000.00	750,000.00	
Laptops	unit	0	0	50	50	0	0	0	0	0	0	0	0	0	0	0	0	50	36,000.00	1,800,000.00	
LCD Projectors	unit	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5	50,000.00	250,000.00	
Network Printers	unit	0	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0	5	100,000.00	500,000.00	
<b>COMMON COMPUTER SUPPLIES</b>																					
CD, Recordable	piece	20	0	20	40	20	0	0	20	20	0	0	20	20	0	0	20	100	13.00	1,300.00	
CD, Re-writable	piece	0	0	30	30	0	0	0	0	0	0	0	0	0	0	0	0	30	17.00	510.00	
DVD, Recordable	piece	18	1	0	19	0	1	0	1	18	1	0	19	0	0	0	0	39	20.00	780.00	
EXTERNAL HARD DRIVE, 2TB, 2.5"HDD, USB 3.0	unit	2	0	0	2	4	0	0	4	2	0	0	2	2	0	0	2	10	5,000.00	50,000.00	
HDMI to VGA Connector	piece	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	2,500.00	5,000.00	
Wireless Presenter w/ Laser Pointer	unit	1	2	0	3	0	2	0	2	1	0	0	1	0	0	0	0	6	5,000.00	30,000.00	
<b>HANDBOOK ON PROCUREMENT</b>																					
Local Government Code of 1991	piece	7	0	0	7	0	0	0	0	5	0	0	5	0	0	0	0	12	1,551.00	18,612.00	
<b>CONSUMABLES</b>																					
Brother Drum DR-2255	cart	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	2,990.00	11,960.00	
HP 17A Black Toner Cartridge CF217A	cart	11	0	2	13	4	7	3	14	4	1	8	13	5	0	2	7	47	3,500.00	164,500.00	
HP Laserjet Black Toner HPQ7551A	cart	8	0	3	11	1	4	1	6	6	1	4	11	1	1	1	3	31	5,552.56	172,129.36	
HP Laserjet Black Toner P2035	cart	4	0	0	4	4	0	0	4	4	0	0	4	4	0	0	4	16	4,186.54	66,984.64	
HP Officejet Pro 8710 Ink, Black	cart	0	0	1	1	2	0	1	3	8	0	1	9	8	0	1	9	22	4,500.00	99,000.00	
HP Officejet Pro 8710 Ink, Cyan	cart	0	0	1	1	2	0	1	3	8	0	1	9	8	0	1	9	22	4,500.00	99,000.00	
HP Officejet Pro 8710 Ink, Magenta	cart	0	0	1	1	2	0	1	3	8	0	1	9	8	0	1	9	22	4,500.00	99,000.00	
HP Officejet Pro 8710 Ink, Yellow	cart	0	0	1	1	2	0	1	3	8	0	1	9	8	0	1	9	22	4,500.00	99,000.00	
INK CART, BROTHER LC39BK, Black	cart	3	2	3	8	2	0	0	2	2	2	2	6	0	2	2	4	20	681.20	13,624.00	
INK CART, Brother LC535XL, CMY	cart	3	2	3	8	2	2	3	7	2	3	2	7	1	2	0	3	25	500.00	12,500.00	
INK CART, Brother LC539XL, Black	cart	2	0	1	3	0	2	1	3	4	0	4	8	2	4	0	6	20	500.00	10,000.00	
INK CART, BROTHER LC73BK, Black	cart	8	0	0	8	8	0	0	8	7	0	0	7	7	0	0	7	30	2,400.00	72,000.00	

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue	TOTAL AMOUNT			
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity						
INK CART, BROTHER LC73BK, Cyan	cart	9	0	0	9	9	0	0	9	9	0	0	9	10	0	0	10	37	2,400.00	88,800.00				
INK CART, BROTHER LC73BK, Magenta	cart	8	0	0	8	8	0	0	8	8	0	0	8	8	0	0	8	32	2,400.00	76,800.00				
INK CART, BROTHER LC73BK, Yellow	cart	8	0	0	8	8	0	0	8	8	0	0	8	8	0	0	8	32	2,400.00	76,800.00				
INK CART, HP 51645A, (HP45), Black	cart	2	0	0	2	1	0	0	1	2	0	0	2	1	0	0	1	6	1,346.80	8,080.80				
INK CART, HP C6578DA, (HP78), Tri-color	cart	2	0	0	2	1	0	0	1	2	0	0	2	1	0	0	1	6	1,606.80	9,640.80				
Ink Cartridge, HP 51649A, Colored	cart	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	1,000.00	2,000.00				
Lexmark CX510 - Black	cart	31	11	14	56	26	13	19	58	29	13	14	56	22	13	13	48	218	8,500.00	1,853,000.00				
Lexmark CX510 - Cyan	cart	23	10	11	44	19	11	16	46	21	11	11	43	16	11	11	38	171	6,500.00	1,111,500.00				
Lexmark CX510 - Magenta	cart	22	10	11	43	18	12	16	46	19	12	11	42	16	11	12	39	170	6,500.00	1,105,000.00				
Lexmark CX510 - Yellow	cart	27	10	11	48	20	11	16	47	25	11	11	47	16	11	12	39	181	6,500.00	1,176,500.00				
TONER CART, HP CB541A, Cyan	cart	3	1	2	6	2	2	1	5	3	1	2	6	1	3	1	5	22	2,984.80	65,665.60				
TONER CART, HP CB542A, Yellow	cart	3	1	2	6	2	2	1	5	3	1	2	6	1	3	1	5	22	2,984.80	65,665.60				
TONER CART, HP CB543A, Magenta	cart	3	1	2	6	2	2	1	5	3	1	2	6	2	2	1	5	22	2,984.80	65,665.60				
Toner Cartridge HP Black CF360A (508A)	cart	11	6	6	23	7	5	6	18	6	5	6	17	6	5	5	16	74	11,000.00	814,000.00				
Toner Cartridge HP Colored CF361 (508A)	cart	9	5	6	20	5	5	6	16	6	5	6	17	5	6	4	15	68	13,500.00	918,000.00				
Toner Cartridge HP Colored CF362 (508A)	cart	9	5	6	20	5	5	7	17	6	5	6	17	5	6	4	15	69	13,500.00	931,500.00				
Toner Cartridge HP Colored CF363 (508A)	cart	9	5	6	20	5	6	7	18	6	5	6	17	5	6	4	15	70	13,500.00	945,000.00				
Toner Cartridge HP Laserjet 87 A, Black	cart	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	1	11,435.00	11,435.00				
Toner Cartridge HP Laserjet P1505 Black (CB436AC)	cart	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	3,567.00	10,701.00				
Toner Cartridge, Brother Fax 2840, TN450 High Yield Toner	cart	4	1	2	7	2	2	1	5	4	1	2	7	1	0	0	1	20	3,000.00	60,000.00				
Toner Cartridge, Brother HL-4570CDW, Black	cart	0	0	2	2	0	0	2	2	0	0	2	2	0	0	2	2	8	3,190.00	25,520.00				
Toner Cartridge, Brother HL-4570CDW, Cyan	cart	0	0	2	2	0	0	2	2	0	0	2	2	0	0	2	2	8	3,190.00	25,520.00				
Toner Cartridge, Brother HL-4570CDW, Magenta	cart	0	0	2	2	0	0	2	2	0	0	2	2	0	0	2	2	8	3,190.00	25,520.00				
Toner Cartridge, Brother HL-4570CDW, Yellow	cart	0	0	2	2	0	0	2	2	0	0	2	2	0	0	2	2	8	3,190.00	25,520.00				
Toner Cartridge, HP CE260A - black	cart	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	1	6,614.60	6,614.60				
Waste Toner Bottle for Lexmark CX510	cart	5	0	0	5	3	0	0	3	5	0	0	5	3	0	0	3	16	800.00	12,800.00				
C. TOTAL (A+B):																			Php	27,421,446.54				
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			Php	2,742,144.65				
E. GRAND TOTAL (C+D)																			Php	30,163,591.19				
F. APPROVED BUDGET BY THE AGENCY HEAD																								
G. MONTHLY CASH REQUIREMENTS																								
G.1 Available at Procurement Service Stores	X		2,757,135.50				X		1,773,874.13				X		1,950,774.81				X		1,104,439.88		Php	7,586,224.32
G.2 Other Items not available at PS but regularly purchased from other sources			11,261,511.68						3,107,160.91						2,983,332.13						2,483,217.50		Php	19,835,222.22
TOTAL MONTHLY CASH REQUIREMENTS			14,018,647.18						4,881,035.04						4,934,106.94						3,587,657.38		Php	27,421,446.54



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:

  
RICHARD A. MANZANO  
OIC, Procurement Management Division

Certified Funds Available / Certified Appropriate Funds Available:

  
LOLITA R. VERDADERO  
Chief Accountant

  
JOSEF RICARDO G. ESPIRITU  
OIC, Budget Division

Approved by:

  
ANTONETTE C. TIONKO  
Undersecretary

  
BAYANI H. AGABIN  
Undersecretary