

## ANNUAL PROCUREMENT PLAN FOR 2018 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 ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
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. **The accomplished HARD COPY of the APP-CSE shall be submitted in the following manner:**
  - a. DBM Central Office- for entities in the Central Office
  - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:

  - a. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
  - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
  - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
  - d. ps.app.deped@gmail.com- For primary and secondary schools
  - e. ps.app.lgu@gmail.com. For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2017**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017-PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **Palawan Council for Sustainable Development Staff**

Region: **4-B**

Address: **PCSD Building, Sports Complex Rd., Bgy. Sta. Monica,  
Puerto Princesa City, Palawan**

Contact Person:

**TERESITA A. BATUL**

Position:

**Director for Admin & Finance**

E-mail :

Telephone/Mobile Nos:

**(048) 434-4235**

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	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>																					
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack				50				45				43					40	178	17.42	3,100.76
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				50				50				45					45	190	15.03	2,855.70
7 TAPE, electrical	roll				4				4				4					0	12	18.20	218.40

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
<b>COMMON OFFICE SUPPLIES</b>																					
2 AIR FRESHENER, 280ml/can	can				10				10				10					9	39	83.20	3,244.80
3 ALCOHOL, 70%, ethyl, 500ml	bottle				40				30				30					22	122	47.82	5,834.04
9 CLEARBOOK, Legal size	piece				5				3				3					3	14	43.68	611.52
10 CLIP, backfold, 19mm, 12 pieces per box	box				50				30				30					14	124	7.28	902.72
11 CLIP, backfold, 25mm, 12 pieces per box	box				50				30				30					25	135	10.40	1,404.00
12 CLIP, backfold, 32mm, 12 pieces per box	box				10				10				10					4	34	19.12	650.08
13 CLIP, backfold, 50mm, 12 pieces per box	box				34				25				25					25	109	36.38	3,965.42
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual	piece				180				120				120					118	538	31.20	16,785.60
15 DATA FILE BOX, made with chipboard, with closed ends	box				66				60				60					60	246	69.78	17,165.88
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500	box				2				2				2					2	8	381.54	3,052.32
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500	box				2				2				2					2	8	507.40	4,059.20
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size	box				50				38				30					30	148	621.71	92,013.08
20 ENVELOPE, EXPANDING, plastic	piece				6				6				6					6	24	27.61	662.64
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				2				1				1					0	4	499.20	1,996.80
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				152				120				120					120	512	16.64	8,519.68
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				3				3				3					2	11	234.00	2,574.00
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				3				3				3					2	11	291.20	3,203.20
31 FOLDER, L-type, A4, 50 pieces pack	pack				1				1				0					0	2	166.40	332.80
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				1				1				0					0	2	203.84	407.68
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				1				1				1					0	3	746.72	2,240.16
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				3				3				3					3	12	179.28	2,151.36
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				21				20				20					0	61	200.37	12,222.57
36 GLUE, all purpose, 300 grams min.	jar				25				20				20					20	85	44.18	3,755.30
39 MAGAZINE FILE BOX, LARGE	piece				2				2				2					0	6	41.60	249.60
40 MARKER, fluorescent, 3 colors per set	set				21				10				10					10	51	35.55	1,813.05
41 MARKER, whiteboard, bullet type, black	piece				20				20				20					18	78	10.28	801.84
42 MARKER, whiteboard, bullet type, blue	piece				12				10				10					10	42	10.28	431.76
43 MARKER, whiteboard, bullet type, red	piece				10				10				10					0	30	10.28	308.40
44 MARKER, permanent, bullet type, black	piece				40				30				30					30	130	9.65	1,254.50
45 MARKER, permanent, bullet type, blue	piece				20				20				19					0	59	9.65	569.35
46 MARKER, permanent, bullet type, red	piece				3				3				3					0	9	9.65	86.85
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				120				100				100					36	356	10.40	3,702.40
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				50				50				30					26	156	31.20	4,867.20
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				68				50				50					50	218	40.54	8,837.72
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				50				50				50					48	198	54.06	10,703.88
51 PAD PAPER, Ruled	pad				3				3				3					3	12	18.26	219.12
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box				56				40				40					30	166	12.85	2,133.10
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box				60				50				50					14	174	6.43	1,118.82
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				260				250				250					249	1009	116.95	118,002.55
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				300				200				200					186	886	127.27	112,761.22
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				20				20				20					6	66	19.62	1,294.92

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61 PHILIPPINE NATIONAL FLAG	piece				3				3				3				0	9	278.72	2,508.48
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				27				20				20				20	87	60.32	5,247.84
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				20				15				15				3	53	86.85	4,603.05
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				2				2				2				0	6	15.48	92.88
67 SIGN PEN, black	piece				104				100				100				100	404	38.10	15,392.40
68 SIGN PEN, blue	piece				44				40				40				40	164	38.10	6,248.40
69 SIGN PEN, red	piece				10				10				8				0	28	38.10	1,066.80
70 STAMP PAD INK, violet, 50mL	bottle				10				10				8				0	28	24.63	689.64
71 STAMP PAD, felt pad, min 60mm x 100mm	piece				10				10				10				6	36	27.66	995.76
73 STAPLE WIRE, Standard	box				40				40				40				11	131	18.92	2,478.52
74 TAPE, masking, 24mm, 50 meters length	roll				61				50				50				50	211	55.12	11,630.32
75 TAPE, masking, 48mm, 50 meters length	roll				50				50				50				43	193	105.04	20,272.72
76 TAPE, transparent, 24mm, 50 meters	roll				50				50				50				25	175	10.92	1,911.00
77 TAPE, transparent, 48mm, 50 meters	roll				25				25				25				23	98	26.52	2,598.96
78 TAPE, packaging, 48mm, 50 meters length	roll				40				40				40				35	155	32.74	5,074.70
79 TOILET TISSUE, 12 rolls per pack	pack				10				10				10				2	32	67.60	2,163.20
80 TWINE, plastic, one kilo per roll	roll				4				3				3				2	12	49.92	599.04
<b>COMMON OFFICE DEVICES</b>																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				5				5				5				3	18	9.19	165.42
2 CUTTER KNIFE, heavy duty	piece				25				25				21				0	71	19.76	1,402.96
3 DATING AND STAMPING MACHINE	piece				2				0				0				0	2	478.38	956.76
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				3				0				0				0	3	187.20	561.60
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece	piece				10				10				0				0	20	114.28	2,285.60
6 SCISSORS, (6")	pair				20				20				14				0	54	13.73	741.42
7 STAPLER, standard	piece				5				5				3				0	13	82.16	1,068.08
9 STAPLE REMOVER, plier type	piece				3				3				3				0	9	18.18	163.62
10 TAPE DISPENSER, table top	piece				3				3				3				1	10	47.72	477.20
<b>COMMON JANITORIAL SUPPLIES</b>																				
1 BROOM, soft (tambo)	piece				3				3				0				0	6	88.40	530.40
2 BROOM, stick (tingting)	piece				3				3				0				0	6	23.92	143.52
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				4				2				2				0	8	41.60	332.80
4 CLEANSER, scouring powder, 350grams/can	can				10				5				5				0	20	21.27	425.40
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				10				10				10				4	34	37.43	1,272.62
6 DISINFECTANT SPRAY, 400-550 grams	can				10				6				5				5	26	119.60	3,109.60
7 DUST PAN, non-rigid plastic	piece				5				0				0				0	5	24.96	124.80
9 FURNITURE CLEANER, aerosol, 300ml/can	can				6				6				6				0	18	84.76	1,525.68
10 INSECTICIDE, aerosol type, 600ml/can	can				10				10				10				5	35	124.80	4,368.00
11 MOPBUCKET	piece				1				0				0				0	1	1,911.00	1,911.00
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				10				10				10				6	36	49.69	1,788.84
15 SCOURING PAD, 5 pieces per pack	pack				2				2				2				0	6	102.96	617.76
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				10				10				10				4	34	139.88	4,755.92

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17 DISINFECTANT, bleaching solution	cont				8				5				5				4	22	101.82	2,240.04
<b>COMMON OFFICE EQUIPMENT</b>																				
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in	unit				3				3				3				3	12	135.20	1,622.40
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				1				1				1				1	4	258.84	1,035.36
10 ELECTRIC FAN, stand type	unit				2				2				2				0	6	967.10	5,802.60
11 ELECTRIC FAN, wall type	unit				1				1				1				1	4	790.40	3,161.60
24 Desktop and Laptop	unit																			-
<b>COMMON COMPUTER SUPPLIES</b>																				
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED	piece				4				4				4				2	14	2,818.40	39,457.60
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				14				10				10				10	44	194.48	8,557.12
10 MOUSE, optical, USB connection type	unit				3				3				3				3	12	127.80	1,533.60
<b>HANDBOOK ON PROCUREMENT</b>																				
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				12				0				0				0	12	61.83	741.96
<b>CONSUMABLES</b>																				
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				18				12				12				11	53	254.80	13,504.40
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart				17				10				10				10	47	254.80	11,975.60
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart				17				10				10				10	47	254.80	11,975.60
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart				17				10				10				10	47	254.80	11,975.60
84 INK CART, HP CN692AA, (HP704), Black	cart				3				3				3				3	12	358.80	4,305.60
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				3				1				1				1	6	358.80	2,152.80
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				10				10				10				5	35	2,631.20	92,092.00
162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				3				3				3				3	12	3,120.00	37,440.00
<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>																				
1																				
<b>COMMON OFFICE EQUIPMENT</b>																				
1 Cork Board 3 x 4ft	pcs				2				0				0				0	2	650.00	1,300.00
2 Cutting Matt / Base A3	pcs				2				0				0				0	2	480.00	960.00
3 Computer / Swivel Chair	units				6				0				0				0	6	3,800.00	22,800.00
4 Digital Recorder	unit				5				0				0				0	5	3,850.00	19,250.00
5 File Tray (3layer) plastic	set				15				0				0				0	15	480.00	7,200.00
6 First Aide Kit	set				1				0				0				0	1	1,200.00	1,200.00
7 Flash Drive 4GB	pcs				15				15				0				0	30	250.00	7,500.00
8 Flash Drive 32GB	pcs				25				25				4				0	54	860.00	46,440.00

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9	Pocket Wifi	units				5				0								0	5	2,200.00	11,000.00		
10	Power Bank 20,000mAh	units				2				0								0	2	3,600.00	7,200.00		
11	Ruler Metal 12"	pcs				3				0								0	3	65.00	195.00		
12	Ruler Metal 18"	pcs				3				0								0	3	85.00	255.00		
13	Hot & Cold Water Dispenser	unit				1				0								0	1	6,500.00	6,500.00		
14	SD Memory Card 8GB	pcs				4				0								0	4	650.00	2,600.00		
15	Sleeping Bag (water proof)	pcs				6				0								0	6	2,500.00	15,000.00		
16	Stapler with Remover # 35	pcs				8				8								0	16	480.00	7,680.00		
17	Storage Box 30L Capacity	pcs				50				30								0	80	450.00	36,000.00		
18	Storage Box 76L Capacity	pcs				14				0								0	14	650.00	9,100.00		
19	Tarpaulin Standee (roll-up / aluminum)	sets				4				0								0	4	3,500.00	14,000.00		
20	Tarpaulin Standee (X-stands / aluminum)	sets				4				0								0	4	1,800.00	7,200.00		
21	White Board 3 x 4ft	pcs				2				0								0	2	450.00	900.00		
22	Extension Cord 5m, 3gang	set				12				0								0	12	280.00	3,360.00		
23	Extension Cord 10m, 3gang	set				8				0								0	8	480.00	3,840.00		
<b>COMMON OFFICE SUPPLIES</b>																							
1	Ballpen (Black)	pcs				386				300								250	1186	7.00	8,302.00		
2	Ballpen (blue)	pcs				120				100								100	361	7.00	2,527.00		
3	Ballpen (red)	pcs				20				20								20	72	7.00	504.00		
4	Battery Button LR41	pcs				4				4								4	12	35.00	420.00		
5	Battery Button CR2032	pcs				3				3								0	6	65.00	390.00		
6	Battery AA Rechargeable	pcs				6				0								0	6	220.00	1,320.00		
7	Battery 9V (rectangle)	pcs				6				6								0	12	250.00	3,000.00		
8	Catleya Refill Note	pack				14				0								0	14	60.00	840.00		
9	Catleya Notebook (small)	set				24				0								0	24	35.00	840.00		
10	Chipboard standard Size	pcs				75				0								0	75	24.00	1,800.00		
11	Colored Pens (16 colors)	set				4				0								0	4	120.00	480.00		
12	Construction Paper assorted color Long	rms				3				0								0	3	280.00	840.00		
13	Construction Paper assorted color A4	rms				2				0								0	2	260.00	520.00		
15	Cloth / Duct Tape	rls				12				10								0	32	235.00	7,520.00		
16	Dater Stamp	pcs				6				0								0	6	85.00	510.00		
17	Double Sided Tape 1/2"	rls				24				12								0	46	35.00	1,610.00		
18	Double Sided Tape 1"	rls				24				12								8	56	52.00	2,912.00		
19	Fastener Plastic	box				48				34								34	29	145	45.00	6,525.00	
20	Field Notebook	pcs				6				0								0	6	24.00	144.00		
21	File System (lever arc) Long	pcs				50				40								40	38	168	380.00	63,840.00	
22	Foam Tape 1/2"	rls				5				5								5	20	45.00	900.00		
23	Foam Tape 1"	rls				5				5								5	20	65.00	1,300.00		
24	Folder Morocco Long	pcs				25				25								25	96	18.00	1,728.00		
25	Folder Morocco Short	pcs				25				25								25	96	16.00	1,536.00		
26	Illustration Board(whole)	pcs				50				0								50	100	30.00	3,000.00		

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27	Illustration Board (1/4)	pcs				30							0					30						0	60	10.00	600.00	
28	Journal Book	pcs				15							0					15						0	30	65.00	1,950.00	
29	Laminating Film 250mic 75mm x 105mm	box				2							0					2						0	4	390.00	1,560.00	
30	Laminating Film 250mic 100mm x 105mm	box				2							0					2						0	4	670.00	2,680.00	
31	Laminating Film 250mic 2100mm x 2950mm	box				2							0					2						0	4	1,200.00	4,800.00	
32	Laminating Film 250mic 2100mm x 3300mm	box				2							0					2						0	4	1,600.00	6,400.00	
33	Manila Paper	pcs				50							50					50						48	198	6.00	1,188.00	
34	NOTE PAD, stick-on, (1/2"x3"), 100 sheets per pad	pad				6							6					6						6	24	28.00	672.00	
35	Paper Bond (short) 8.5 x 11	rms				174							100					100						100	474	230.00	109,020.00	
36	Paper Bond (legal) 8.5 x 14	rms				1							0					0						0	1	280.00	280.00	
37	Paper Bond (A3) 11 x 17	rms				25							15					15						5	60	520.00	31,200.00	
38	Paper Poster Type 300gsm A3	rms				1							0					0						0	1	5,600.00	5,600.00	
39	Paper Bond Assorted Color Long	rms				30							30					30						16	106	265.00	28,090.00	
40	Paper Bond Assorted Color Short	rms				30							30					30						10	100	245.00	24,500.00	
41	Paper Bond Assorted Color A4	rms				6							5					5						5	21	235.00	4,935.00	
42	Paper Bond Subs 18 (long) for riso	rms				10							6					6						6	30	180.00	5,400.00	
43	Paper Bond Subs 18 (A4) for riso	rms				10							10					10						10	40	160.00	6,400.00	
44	PCSD Stationery Paper w/ Logo Long	rms				20							10					10						0	35	2,500.00	87,500.00	
45	PCSD Stationery Paper w/ Logo A4	rms				30							10					10						8	58	2,300.00	133,400.00	
46	Permanent Marker Ink	bots				2							2					2						2	8	85.00	680.00	
47	Photo paper 120gsm A4	pack				6							3					6						0	15	180.00	2,700.00	
48	Photo Paper 120gsm 5 x 7"	pack				4							2					2						2	10	140.00	1,400.00	
49	PVC Cover Long	sht				135							100					100						100	435	18.00	7,830.00	
50	PVC Cover A4	sht				100							100					100						60	360	16.00	5,760.00	
51	Record Book, 200 Pages	pcs				20							20					20						6	66	45.00	2,970.00	
53	Ring Binder 1"	pcs				20							20					20						2	62	45.00	2,790.00	
54	Ring Binder 3/4"	pcs				16							10					10						10	46	32.00	1,472.00	
55	Ring Binder 1/2"	pcs				24							24					24						12	76	28.00	2,128.00	
56	Ring Binder 3/8"	pcs				12							0					12						0	24	24.00	576.00	
57	Sign Pen 0.7mm (black)	pcs				24							24					24						12	84	38.00	3,192.00	
58	Sign Pen 0.7mm (blue)	pcs				12							0					12						0	24	38.00	912.00	
59	Specialty Paper / Board Long	pack				18							15					15						15	63	85.00	5,355.00	
60	Specialty Paper / Board Short	pack				10							10					10						0	30	65.00	1,950.00	
61	Sticker Paper A4	pack				12							12					12						0	32	120.00	3,840.00	
62	Velum 100 8.5 x 13 (500's)	ream				1							0					0						0	2	3,250.00	6,500.00	
63	Velum 100 8.5 x 11 (500's)	ream				1							0					0						0	2	3,000.00	6,000.00	
64	White pad	pds				6							6					6						0	18	65.00	1,170.00	
<b>COMMON JANITORIAL SUPPLIES</b>																												
1	All Purpose Cleaner (blue)	gals				1							0					1						0	2	280.00	560.00	
2	Aluminum Foil	rls				6							6					6						6	24	85.00	2,040.00	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
3 Bleach (zonrox)	liter				4				4				4				4	16	240.00	3,840.00
4 Coffee, Creamer, Sugar	set				2				2				2				0	6	600.00	3,600.00
6 Deodorizer (albatros)	pcs				24				24				24				0	72	35.00	2,520.00
7 Dishwashing Paste/Liquid	bots				12				12				12				0	36	168.00	6,048.00
8 Dishwashing Foam	pcs				24				0				24				0	48	25.00	1,200.00
9 Disposable Gloves	box				13				0				12				0	25	220.00	5,500.00
10 Disposable Mask	box				6				2				6				1	15	85.00	1,275.00
11 Distilled Water (6L)	bots				30				30				30				30	120	180.00	21,600.00
12 Door Mat (fabric)	pcs				12				12				12				6	42	85.00	3,570.00
13 Liquid / Hand Soap	bots				10				10				5				5	30	120.00	3,600.00
14 Garbage Bag (Medium)	pack				12				12				10				8	42	85.00	3,570.00
15 Garbage Bag (Small)	pack				12				12				10				8	42	65.00	2,730.00
16 Glass Cleanser Liquid	bots				3				3				3				3	12	155.00	1,860.00
17 Hand Towels	pcs				6				6				6				6	24	45.00	1,080.00
18 Paper Towels	rls				12				12				6				6	36	85.00	3,060.00
19 Muriatic Acid	Liter				3				3				3				3	12	120.00	1,440.00
20 Plastic Ice Bags	pack				6				6				6				6	24	35.00	840.00
<b>CONSUMABLES</b>																				
1 Ineo+ Colored Toners	set				1				0				0				0	1	53,600.00	53,600.00
2 Risograph GR Ink S-539A	tube				3				3				3				3	12	1,690.00	20,280.00
3 Risograph GR Master Roll 75	roll				3				3				3				3	12	3,915.00	46,980.00
4 Risograph ComColor Toner kits CMYK	set				1				0				1				0	2	89,500.00	179,000.00
5 Samsung Express Color Toners	sets				1				1				1				1	4	16,000.00	64,000.00
<b>Office Equipment and Accessories</b>																				
<b>Office Supplies</b>																				
<b>Audio and visual presentation and composing equipment</b>																				
<b>Photographic or filming or video equipment</b>																				
<b>Cleaning Equipment and Supplies</b>																				
<b>Paper Materials and Products</b>																				
<b>Lighting and fixtures and accessories</b>																				
1 LED Bulb 10W	pcs				12				0				12				0	24	320.00	7,680.00
2 LED Bulb 16W	pcs				6				0				6				0	12	420.00	5,040.00
<b>Electrical equipment and components and supplies</b>																				

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
<b>Computer Supplies</b>																						
1	Brother Ink Cartridge LC539XL-Black	pcs				20							20					20	16	76	540.00	41,040.00
2	Brother Ink Cartridge LC539XL-Cyan	pcs				20							20					20	14	74	480.00	35,520.00
3	Brother Ink Cartridge LC539XL-Yellow	pcs				20							20					20	14	74	480.00	35,520.00
4	Brother Ink Cartridge LC539XL-Magenta	pcs				20							20					20	14	74	480.00	35,520.00
9	CD-R (Recordable)	pcs				28							20					20	0	48	24.00	1,152.00
12	DVD-RW	pcs				28							20					20	0	48	38.00	1,824.00
45	Toner Kit TK 1147 Kyocera FS 1135MFP	pcs				7							7					7	6	27	6,470.00	174,690.00
46	Toner Kit TK 439 Kyocera TaskAlfa	pcs				2							1					2	1	6	7,300.00	43,800.00
47	Toner Kit TK 1114	pcs				4							3					4	3	14	3,140.00	43,960.00
<b>Computer Equipment and Accessories</b>																						
<b>*Other Categories</b>																						
<b>Accountable Forms 51-C Official receipt</b>																						
	Booklet Accountable Form 51-C Carbonless	booklet				75							75					75	75	300	100.00	30,000.00
<b>Vehicle Parts &amp; Repairs</b>																						
<b>Mitsubishi Strada 2 x 4 Double Cab Pick-up NM</b>																						
	Battery 12V 3SMF	unit				1														1	9,200.00	9,200.00
	Tubeless Tire	pcs				5														5	9,180.00	45,900.00
	Every 5,000 kM PMS / Change Oil	set				1							1						1	4	8,000.00	32,000.00
	Brake Shoe/Pad	set				1														1	2,500.00	2,500.00
<b>Mitsubishi Strada 2 x 4 Double Cab Pick-up NM</b>																						
	Battery 12V 3SMF	unit											1							1	9,200.00	9,200.00
	Tubeless Tire	pcs											5							5	9,180.00	45,900.00
	Every 5,000 kM PMS / Change Oil	set				1							1						1	4	8,000.00	32,000.00
	Brake Shoe/Pad	set											1							1	2,500.00	2,500.00
<b>Mitsubishi Strada 2 x 4 Double Cab Pick-up NM</b>																						
	Battery 12V 3SMF	unit											1							1	9,200.00	9,200.00
	Tubeless Tire	pcs											5							5	9,180.00	45,900.00
	Every 5,000 kM PMS / Change Oil	set				1							1						1	4	8,000.00	32,000.00
	Brake Shoe/Pad	set											1							1	2,500.00	2,500.00
<b>HiAce Commuter ZAX 375</b>																						
	Battery 12V 3SMF	unit				1														1	8,150.00	8,150.00
	Tubeless Tire	pcs				5														5	8,600.00	43,000.00
	Fan belt	pcs				1														1	850.00	850.00
	Fuel Filter	pcs				1							1						1	4	600.00	2,400.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
Oil Filter	pcs				1				1				1				1	4	350.00	1,400.00
Cross Joint	pcs				1								1					2	650.00	1,300.00
Hub Bearing	pcs				4													4	2,500.00	10,000.00
Brake Pad / Disc	sets				1								1					2	4,500.00	9,000.00
<b>Super Grandia XSR 402</b>																				
Battery 12V 3SMF	unit				1													1	8,150.00	8,150.00
Tubeless Tire	pcs				5													5	8,600.00	43,000.00
Fan belt	pcs				1													1	850.00	850.00
Fuel Filter	pcs				1				1				1					1	600.00	2,400.00
Oil Filter	pcs				1				1				1					1	350.00	1,400.00
Cross Joint	pcs				1								1					2	650.00	1,300.00
Hub Bearing	pcs				4								1					4	2,500.00	10,000.00
Brake Pad / Disc	sets				1								1					2	4,500.00	9,000.00
<b>Mitsubishi L300 Van WRK 792</b>																				
Battery 12V 3SMF	unit								1									1	8,150.00	8,150.00
Tubeless Tire	pcs								5									5	8,600.00	43,000.00
Engine Overhauling	set				1													1	120,000.00	120,000.00
Timing Belt	pcs				1								1					2	2,500.00	5,000.00
Fan belt	pcs				1				1				1					1	850.00	3,400.00
Fuel Filter	pcs				1				1				1					1	600.00	2,400.00
Oil Filter	pcs				1				1				1					1	350.00	1,400.00
Cross Joint	pcs				1								1					2	650.00	1,300.00
Hub Bearing	pcs				1								1					2	2,500.00	5,000.00
Brake Pad / Disc	sets				1								1					2	4,500.00	9,000.00
<b>Toyota Hilux ZBC 316</b>																				
Battery 12V 3SMF	unit												1					1	8,150.00	8,150.00
Tubeless Tire	pcs												5					5	9,000.00	45,000.00
Engine Overhauling	sets												1					1	120,000.00	120,000.00
Timing Belt	pcs				1								1					2	2,500.00	5,000.00
Fan belt	pcs				1								1					2	850.00	1,700.00
Fuel Filter	pcs				1				1				1					1	600.00	2,400.00
Oil Filter	pcs				1				1				1					1	350.00	1,400.00
Cross Joint	pcs				1								1					2	650.00	1,300.00
Brake Pad / Disc	sets												1					1	4,500.00	4,500.00
<b>Toyota Hilux ZAC 558</b>																				
Battery 12V 3SMF	unit												1					1	8,150.00	8,150.00
Tubeless Tire	pcs												5					5	9,000.00	45,000.00
Timing Belt	pcs				1								1					2	2,500.00	5,000.00
Fan belt	pcs				1								1					2	850.00	1,700.00
Fuel Filter	pcs				1				1				1					1	600.00	2,400.00
Oil Filter	pcs				1				1				1					1	350.00	1,400.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
Cross Joint	pcs				1								1					2	650.00	1,300.00	
Brake Pad / Disc	sets												1					1	4,500.00	4,500.00	
<b>Nissan Pathfinder UNN 120</b>																					
Battery 12V 3SMF	unit												1					1	8,150.00	8,150.00	
Tubeless Tire	pcs												5					5	9,000.00	45,000.00	
Timing Belt	pcs				1								1					2	2,500.00	5,000.00	
Fan belt	pcs				1								1					2	850.00	1,700.00	
Fuel Filter	pcs				1				1				1					1	4	600.00	2,400.00
Oil Filter	pcs				1				1				1					1	4	350.00	1,400.00
Cross Joint	pcs				1								1					2	650.00	1,300.00	
Brake Pad / Disc	sets												1					1	4,500.00	4,500.00	
																		0		-	
																		0		-	
<b>Ford Ranger SAA 1588</b>																					
Battery 12V 3SMF	unit				1													1	9,500.00	9,500.00	
Tubeless Tire	pcs				5													5	9,000.00	45,000.00	
Fuel Filter	pcs				1													1	3,500.00	3,500.00	
Oil Filter	pcs				1				1				1					1	4	2,500.00	10,000.00
Air Cleaner Element	unit				1				1				1					1	4	3,000.00	12,000.00
Brake Pad / Disc	sets				1													1	4,500.00	4,500.00	
<b>Ford Wildtrak SAA 1580</b>																					
Battery 12V 3SMF	unit												1					1	9,500.00	9,500.00	
Tubeless Tire	pcs												5					5	9,000.00	45,000.00	
Fuel Filter	pcs												1					1	3,500.00	3,500.00	
Oil Filter	pcs				1				1				1					1	4	2,500.00	10,000.00
Air Cleaner Element	unit				1				1				1					1	4	3,000.00	12,000.00
Brake Pad / Disc	sets												1					1	4,500.00	4,500.00	
<b>Isuzu Cargo Truck</b>																					
<b>ELF Truck WEZ 797</b>																					
Battery 12V 3SMF	unit				2													2	8,150.00	16,300.00	
Tire with Tube	pcs												5					5	7,500.00	37,500.00	
Engine Overhauling	set												1					1	150,000.00	150,000.00	
Fuel Filter	pcs				1				1				1					1	4	1,650.00	6,600.00
Oil Filter	pcs				1				1				1					1	4	850.00	3,400.00
Air Filter Element	pcs												1					1	750.00	750.00	
Brake Pad / Disc	set												1					1	4,500.00	4,500.00	
<b>ELF (10-wheeler) Truck WJX 782</b>																					
Tire with Tube	pcs								5									5	20,000.00	100,000.00	
Battery 12V 3SMF	pcs								2									2	8,250.00	16,500.00	
Fuel Filter	pcs				1				1				1					1	4	850.00	3,400.00
Oil Filter	pcs				1				1				1					1	4	550.00	2,200.00
Air Filter Element	sets								1				1					1	650.00	650.00	


Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
Minor Engine Repair	unit								1									1	63,146.78	63,146.78
<b>Motorcycles</b>																				
Tire with Tube	sets				15								15					30	950.00	28,500.00
Battery 12V	pcs				10								10					20	650.00	13,000.00
Sprockets & Chains	sets				15								15					30	1,200.00	36,000.00
Brake Shoe / pads	sets				15								15					30	450.00	13,500.00
Engine Overhauling	units				2								2					4	12,000.00	48,000.00
<b>Fuel &amp; Lubricants</b>																				<b>1,820,000.00</b>
<b>C. TOTAL (A + B):</b>																			<b>6,053,636.36</b>	
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																			<b>605,363.64</b>	
<b>E. GRAND TOTAL (C + D)</b>																			<b>6,659,000.00</b>	
<b>F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>																				
<b>G. MONTHLY CASH REQUIREMENTS</b>																				
G.1 Available at Procurement Service Stores				252,291.38				210,308.26					201,355.58					161,007.36		824,962.58
G.2 Other Items not available at PS but regularly purchased from other sources				1,763,324.00				1,128,023.78					1,620,637.00					716,689.00		5,228,673.78
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>				<b>2,015,615.38</b>				<b>1,338,332.04</b>					<b>1,821,992.58</b>					<b>877,696.36</b>		<b>6,053,636.36</b>

\*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:

  
**ARNEL B. CARINO / JOSEPH M. DADOR**  
 Supply Officer Designate / Proj. Devt. Asst.  
 Date Prepared: **October 26, 2017**

Certified Funds Available /  
 Certified Appropriate Funds Available:

  
**RAHMAN S. ROPETA / MARY ANN P. SAPAD**  
 Accountant III / Budget Officer Designate

Noted by:

  
**TERESITA A. BATUL**  
 Director for Admin & Finance

Approved by:

  
**NELSON P. DEVANADERA**  
 Executive Director III