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

Department/Bureau/Office: **DOTr/MARITIME INDUSTRY AUTHORITY**
 Region: **CENTRAL OFFICE/NCR**
 Address: **Parkview Plaza, 984 Taft Avenue corner T.M. Kalaw**
Ermita, Manila

Agency Account Code: **3800301**

Contact Person: **CONSUELO TORRENTE-DELA CRUZ**
 Position: **SUPERVISING ADMINISTRATIVE OFFICER**
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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			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack	119	93	100	312	95	95	123	313	95	94	99	288	94	95	96	285	1198	17.42	20,869.16	
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	114	88	92	294	91	90	110	291	90	87	95	272	90	87	86	263	1120	15.03	16,833.60	
3 BATTERY, dry cell D, 2 pieces per blister pack	pack	2	2	2	6	7	2	4	13	4	5	4	13	2	4	5	11	43	77.56	3,335.08	
4 FLUORESCENT LAMP, tubular, 28 watts	tube	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	114.40	2,745.60	
5 LED Linear Tube, 18 watts individually wrapped in carton	tube	8		2	10	8		2	10	8		2	10	8			8	38	280.80	10,670.40	
6 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0		-	
7 TAPE, electrical	roll	44	11	9	64	26	9	20	55	28	11	9	48	23	9	11	43	210	18.20	3,822.00	
COMMON OFFICE SUPPLIES																					
1 ACETATE, gauge #3, 50m per roll	roll	13	6	5	24	3	3	4	10	4	3	4	11	3	3	4	10	55	624.00	34,320.00	
2 AIR FRESHENER, 280mL/150g min	can	43	32	33	108	46	33	33	112	42	38	33	113	39	33	33	105	438	83.20	36,441.60	
3 ALCOHOL, 70%, ethyl, 500ml	bottle	356	356	323	1035	359	353	319	1031	365	335	328	1028	358	340	307	1005	4099	47.82	196,014.18	
4 CARBON FILM, A4 size, 100 sheets per box	box	11		9	20	2	6		8	7		6	13		3	3	6	47	197.58	9,286.26	
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0				0				0	0	202.80	-	
6 CARTOLINA, assorted color, 20 pieces per pack	pack	77	515	38	630	20	37	524	581	56	18	280	354	20	25	18	63	1628	64.48	104,973.44	
7 CHALK, white, enamel, 100 pieces per box	box	1	2						0	1			1				0	1	25.86	25.86	
8 CLEARBOOK, A4 size	piece	158	213	61		88	193	166		58	63	469	590	73	38	61	172	762	39.52	30,114.24	
9 CLEARBOOK, Legal size	piece	293	172	41		28	172	171		153	22	21	196	28	22	21	71	267	43.68	11,662.56	
10 CLIP, backfold, 19mm, 12 pieces per box	box	104	70	94	268	74	73	104	251	85	72	71	228	69	68	64	201	948	7.28	6,901.44	
11 CLIP, backfold, 25mm, 12 pieces per box	box	51	13	18	82	26	18	38	82	31	13	13	57	21	8	8	37	258	10.40	2,683.20	
12 CLIP, backfold, 32mm, 12 pieces per box	box	30			30	5		25	30	5			5	5			5	70	19.12	1,338.40	
13 CLIP, backfold, 50mm, 12 pieces per box	box	30			30	5		25	30	5			5	5			5	70	36.38	2,546.60	
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	259	205	203	667	201	191	240	632	253	198	203	654	197	194	176	567	2520	31.20	78,624.00	
15 DATA FILE BOX, made with chipboard, with closed ends	box	130	59	78	267	72	60	83	215	67	63	76	206	63	79	53	195	883	69.78	61,615.74	
16 DATA FOLDER, made with chipboard, taglia lock	piece	379	269	254	902	290	260	315	865	326	259	264	849	289	284	244	817	3433	68.64	235,641.12	
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	5978	5665	4268	15911	4181	4667	5939	14787	4938	3861	4575	13374	4073	4007	3859	11939	56011	381.54	21,370,436.94	
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	684	666	662	2012	667	676	653	1996	667	654	680	2001	651	646	640	1937	7946	507.40	4,031,800.40	
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	1371	1382	1367	4120	1379	1357	1382	4118	1373	1380	1356	4109	1391	1356	1380	4127	16474	621.71	10,242,050.54	
20 ENVELOPE, EXPANDING, plastic	piece	55	47	120	222	50	51	119	220	49	51	119	219	56	43	125	224	885	27.61	24,434.85	
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box																0	0	499.20	-	
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box	6	5	6	17	5	5	6	16	5	5	5	15	7	5	5	17	65	561.60	36,504.00	
23 ERASER, felt, for blackboard/whiteboard	piece			10						10							0	0	11.11	-	
24 ERASER, plastic or rubber	piece	53	17	11	81	16	16	11	43	25	9	9	43	19	7	13	39	206	2.29	471.74	
25 FASTENER, for paper, metal, 50 sets per box	box	145	124	149	418	121	124	162	407	129	118	148	395	126	119	150	395	1615	57.09	92,200.35	
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	31	16	14	61	28	13	14	55	23	13	14	50	23	14	16	53	219	70.67	15,476.73	
27 FILE TAB DIVIDER, A4, five (5) colors per set	set	117	32	32	181	52	32	107	191	32	32	32	96	32	32	32	96	564	12.48	7,038.72	
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	36	10	10	56	10	10	36	56	10	10	10	30	10	10	10	30	172	16.64	2,862.08	
29 FOLDER, Fancy, A4, 50s/ bundle	bundle	120	95	95	310	91	106	103	300	93	91	103	287	102	96	90	288	1185	234.00	277,290.00	
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	87	39	59	185	38	41	95	174	35	37	57	129	46	39	55	140	628	291.20	182,873.60	

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
31 FOLDER, L-type, A4, 50 pieces pack	pack	24	18	38	80	19	18	38	75	20	17	37	74	18	17	37	72	301	166.40	50,086.40
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack	11	3	23	37	3	3	26	32	2	2	22	26	2	2	22	26	121	203.84	24,664.64
33 FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box	1			1			1	1				0				0	2	745.72	1,493.44
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	275	244	258	777	243	243	255	741	270	242	253	765	242	243	253	738	3021	179.28	541,604.88
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	1005	998	1000	3003	996	997	1001	2994	997	996	998	2991	996	987	987	2970	11958	200.37	2,396,024.46
36 GLUE, all purpose, 300 grams min.	jar	63	35	38	136	43	38	52	133	43	35	42	120	42	34	37	113	502	44.18	22,178.36
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	77	22	29	128	23	22	76	121	32	22	26	80	25	21	18	64	393	47.90	18,824.70
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0				0	0	539.76	-
39 MAGAZINE FILE BOX, LARGE	piece	158	120	136	414	137	116	127	380	140	113	126	379	139	118	133	390	1563	41.60	65,020.80
40 MARKER, fluorescent, 3 colors per set	set	127	71	74	272	90	72	95	257	95	70	80	245	84	72	77	233	1007	35.55	35,798.85
41 MARKER, whiteboard, bullet type, black	piece	62	47	49	158	56	58	57	171	40	60	51	151	46	52	48	146	626	10.28	6,435.28
42 MARKER, whiteboard, bullet type, blue	piece	5	8	4	17	4	9	4	17	4	9	4	17	5	8	5	18	69	10.28	709.32
43 MARKER, whiteboard, bullet type, red	piece	55	48	37	140	41	62	54	157	37	38	55	130	41	37	41	119	546	10.28	5,612.88
44 MARKER, permanent, bullet type, black	piece	76	73	68	217	68	75	78	221	64	74	67	205	68	73	71	212	855	9.65	8,250.75
45 MARKER, permanent, bullet type, blue	piece	73	72	68	213	68	75	78	221	66	75	68	209	69	74	78	221	864	9.65	8,337.60
46 MARKER, permanent, bullet type, red	piece	81	60	47	188	52	55	61	168	45	60	47	152	53	49	55	157	665	9.65	6,417.25
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	7	17	15	39	5	17	15	37	5	17	15	37	5	27	5	37	150	10.40	1,560.00
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	143	113	125	381	100	118	105	4	116	105	110	4	103	106	89	298	687	31.20	21,434.40
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	77	48	48	173	44	56	35	135	67	36	43	146	42	36	23	101	555	40.54	22,499.70
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	15	8	8	31	8	8	8	8	8	8	8	8	8	10	26	73	54.06	3,946.38	
51 PAD PAPER, Ruled	pad	40	26	38	104	32	27	36	95	33	24	39	96	29	26	27	82	377	18.26	6,884.02
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	144	74	82		106	86	100		113	75	87		98	80	86	264	264	12.85	3,392.40
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	125	79	79	283	88	85	104	277	90	73	92	255	79	68	88	235	1050	6.43	6,751.50
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	33	25	27		26	31	32		30	26	27		26	31	32	89	89	112.32	9,996.48
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	237	228	233	698	229	232	231	692	245	224	233	702	227	229	233	689	2781	132.02	367,147.62
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	128	118	134		123	133	129		136	128	140		124	132	127	383	383	95.26	36,484.58
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	110	86	106	302	86	99	92	277	110	96	106	312	96	99	93	288	1179	114.35	134,818.65
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream	68	8	13	89	9	9	15	33	60	10	13	83	9	11	11	31	236	88.40	20,862.40
59 PAPER, Thermal, 216mm x 30m	roll	121	88	80	289	100	81	93	274	97	77	97	271	88	77	82	247	1081	31.15	33,673.35
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	43	23	22	88	24	27	33	84	30	25	28	83	25	19	29	73	328	19.62	6,435.36
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	278.72	-
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	43	24	27	94	24	31	34	89	35	24	27	86	24	27	24	75	344	60.32	20,750.08
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	94	60	57	211	66	57	71	194	75	59	57	191	68	57	62	187	783	86.85	68,003.55
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	14	13	69	96	13	8	69	90	8	8	70	86	9	8	68	85	357	256.87	91,702.59
65 RUBBER BAND, 70mm min lay flat length (#18)	box	41	20	22	83	20	22	18	60	28	16	23	67	17	16	17	50	260	93.31	24,260.60
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece	155	15	38	208	25	22	90	137	33	14	38	85	20	22	19	61	491	15.48	7,600.68
67 SIGN PEN, black	piece	523	392	421	1336	461	415	414	1290	515	405	409	1329	468	47	409	924	4879	38.10	185,889.90
68 SIGN PEN, blue	piece	463	327	353	1143	417	353	349	1119	448	340	355	1143	418	346	343	1107	4512	38.10	171,907.20
69 SIGN PEN, red	piece	309	215	214	738	278	216	228	722	297	222	214	733	290	219	224	733	2926	38.10	111,480.60
70 STAMP PAD INK, violet, 50mL	bottle	36	23	38	97	24	23	29	76	23	33	25	81	22	23	24	69	323	24.63	7,955.49
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	28	18	19	65	18	17	19	54	17	17	17	51	16	17	16	49	219	27.66	6,057.54
72 STAPLE WIRE, Heavy duty, 23/13	box	135	125	137	397	124	129	127	380	129	124	137	390	127	132	126	385	1552	23.40	36,316.80
73 STAPLE WIRE, Standard	box	189	110	99	398	171	100	102	373	165	112	90	367	165	85	84	334	1472	18.92	27,850.24
74 TAPE, masking, 24mm, 50 meters length	roll	57	40	39	136	44	44	42	130	41	42	47	130	39	40	41	120	516	55.12	28,441.92
75 TAPE, masking, 48mm, 50 meters length	roll	52	34	37	123	34	41	34	109	43	34	41	118	33	40	31	104	454	105.04	47,688.16
76 TAPE, transparent, 24mm, 50 meters	roll	14	4	4	22	4	4	4	12	9	4	4	17	4	4	4	12	63	10.92	687.96
77 TAPE, transparent, 48mm, 50 meters	roll	14	4	4	22	4	4	4	12	9	4	4	17	4	4	4	12	63	26.52	1,670.76
78 TAPE, packaging, 48mm, 50 meters length	roll	67	49	42	158	54	52	37	143	65	38	55	158	53	40	37	130	589	32.74	19,283.86
79 TOILET TISSUE, 12 rolls per pack	pack	424	332	381	1137	322	358	384	1064	360	332	362	1054	332	357	332	1021	4276	67.60	289,057.60
80 TWINE, plastic, one kilo per roll	roll	19	6	9	34	8	8	5	21	11	5	8	24	9	5	5	19	98	49.92	4,892.16
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack	6	2	7	15	2	4	5	11	3	2	3	8	2	2	3	7	41	128.84	5,282.44
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	14	6	8	28	8	6	11	25	6	7	7	20	6	6	7	19	92	9.19	845.48
2 CUTTER KNIFE, heavy duty	piece	44	12	19	75	16	10	31	57	18	13	8	39	10	10	16	36	207	19.76	4,090.32
3 DATING AND STAMPING MACHINE	piece			5	5				0			5	5				0	10	478.38	4,783.80
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece	6	4	6	16	4	4	4	12	4	4	4	12	4	4	4	12	52	187.20	9,734.40

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	33	9	15	57	13	9	10	32	8	8	9	25	10	5	6	21	135	114.28	15,427.80
6 SCISSORS, (6")	pair	33	4	22	59	4	12	12	28	4	12	8	24	3	6	6	15	126	13.73	1,729.98
7 STAPLER, standard	piece	34	15	17	66	6	13	17	36	6	16	9	31	4	5	10	19	152	82.16	12,488.32
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece	19	13	18	50	21	14	11	46	24	11	13	48	9	12	10	31	175	878.80	153,790.00
9 STAPLE REMOVER, plier type	piece	84	20	34	138	29	21	42	92	37	21	29	87	21	19	33	73	390	18.18	7,090.20
10 TAPE DISPENSER, table top	piece	36	11	11	58	7	6	13	26	7	5	11	23	9	7	9	25	132	47.72	6,299.04
11 WASTE BASKET, non-rigid plastic	piece	61	14	23	98	26	17	20	63	22	12	17	51	16	12	17	45	257	23.90	6,142.30
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece				0				0				0				0	0	88.40	-
2 BROOM, stick (tingting)	piece				0				0				0				0	0	23.92	-
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	41.60	-
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	37.43	-
6 DISINFECTANT SPRAY, 400-550 grams	can	10	5	5	20	5	5	5	15	5	5	5	15	5	5	5	15	65	119.60	7,774.00
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	24.96	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300mL/can	can				0				0				0				0	0	84.76	-
10 INSECTICIDE, aerosol type, 600mL/can	can	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	124.80	29,952.00
11 MOPBUCKET	piece				0				0				0				0	0	1,911.00	-
12 MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	142.48	-
13 MOPHEAD, made of rayon	piece				0				0				0				0	0	98.80	-
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0	49.69	-
15 SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	102.96	-
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0	139.88	-
17 DISINFECTANT, bleaching solution	cont				0				0				0				0	0	101.82	-
18 DETERGENT BAR, 140g as packed (-2.5%)	bar				0				0				0				0	0	7.28	-
COMMON OFFICE EQUIPMENT																				
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit	2	2		4	2			2				1	1			0	7	10,400.00	72,800.00
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	21	11	13	45	20	9	9	38	13	6	7	26	18	7	8	33	142	135.20	19,198.40
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit	9		22	31	3		2	5	2	1	2	5	4			4	45	258.84	11,647.80
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	254.68	-
5 CHAIR, monobloc, without armrest, white	piece			100	100				0	25			25				0	125	254.80	31,850.00
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit		7	5	12			2	2	2			2				0	16	6,229.60	99,673.60
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit	4	1		5				0				1	1			0	6	25,272.00	151,632.00
8 ELECTRIC FAN, industrial	unit	11	3	11	25	11	2	3	16	4	1	2	7	3	1	2	6	54	956.80	51,667.20
9 ELECTRIC FAN, orbit type	unit			1				1				1				1	1	1	1,248.00	1,248.00
10 ELECTRIC FAN, stand type	unit	19	5	15	39	7	4	10	21	6	3	3	12	2	3	3	8	80	967.10	77,368.00
11 ELECTRIC FAN, wall type	unit	1	1	4	6	1	1	1	3	1	1	1	3	1	1	1	3	15	790.40	11,856.00
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit	3	9	1	13	1	4	2	7	1	2	1	4	1			1	25	3,502.72	87,568.00

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit			3	3				0				0				0	3	1,080.56	3,241.68		
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0				0				0				0	0	4,992.00	-		
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit		1	9	10	1			1			2	2					0	13	26,483.60	344,286.80	
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit	5	1	3	9	1	1	2	4	1	1	2	4	1				1	18	7,488.00	134,784.00	
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit	6	1	5	12		1		1		1	1	2			1		1	16	5,699.20	91,187.20	
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0					0	0	18,709.60	-	
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0			1	1				0					0	1	5,831.52	5,831.52	
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0	1				1	1	10,000.00	10,000.00	
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit			3	3				0				0					0	3	1,237.60	3,712.80	
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0					0	0	1,289.60	-	
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0					0	0	1,289.60	-	
24 Desktop and Laptop	unit				0				0				0					0	0		-	
COMMON COMPUTER SUPPLIES																						
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0					0	0	630.76	-	
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0					0	0	950.30	-	
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0					0	0	716.04	-	
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0					0	0	1,220.96	-	
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0					0	0	596.80	-	
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0					0	0	958.15	-	
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	152	133	166	451	131	160	147	438	136	107	112	355	115	124	114	353	1597	21.79	34,798.63		
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece	23	5	7	35	4	4	3	11	2	5	4	11		4			4	61	2,818.40	171,922.40	
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	62	53	49	164	44	61	39	144	49	51	44	144	36	39	38	113	565	194.48	109,881.20		
10 MOUSE, optical, USB connection type	unit	83	35	40	158	35	34	44	113	47	31	36	114	30	30	39	99	484	127.80	61,855.20		
HANDBOOK ON PROCUREMENT																						
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece	20			20				0				0					0	20	61.83	1,236.60	
CONSUMABLES																						
1 INK CART, BROTHER LC39BK, Black	cart	65	64	65	194	62	67	62	191	65	64	65	194	62	65	62	189	768	681.20	523,161.60		

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			
2 INK CART, BROTHER LC39C, Cyan	cart	40	34	37	111	32	39	32	103	39	34	37	110	32	39	32	103	427	447.20	190,954.40	
3 INK CART, BROTHER LC39M, Magenta	cart	40	34	37	111	32	39	32	103	39	34	37	110	32	39	32	103	427	447.20	190,954.40	
4 INK CART, BROTHER LC39Y, Yellow	cart	40	34	37	111	32	39	32	103	39	34	37	110	32	39	32	103	427	447.20	190,954.40	
5 INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	910.00	-	
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	546.00	-	
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	546.00	-	
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	546.00	-	
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,538.16	-	
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	868.40	-	
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	868.40	-	
12 INK CART, BROTHER LC67HYY, Yellow	cart				0				0				0				0	0	868.40	-	
13 INK CART, CANON PG-810, Black	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	774.80	18,595.20	
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	754.00	-	
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	574.08	-	
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	534.56	-	
17 INK CART, CANON CL-811, Colored	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	1,022.32	24,535.68	
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	1,001.52	-	
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	535.60	-	
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	535.60	-	
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	535.60	-	
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	491.92	-	
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	770.64	-	
24 INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0				0	0	426.40	-	
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0				0	0	426.40	-	
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0				0	0	426.40	-	
27 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0				0	0	426.40	-	
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0	254.80	-	
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0				0	0	254.80	-	
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0	0	254.80	-	
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0	0	254.80	-	
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,346.80	-	
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,612.00	-	
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,554.80	-	
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,554.80	-	
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,034.80	-	
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,034.80	-	
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,034.80	-	
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	982.80	-	
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	717.60	-	
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	717.60	-	
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	717.60	-	
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,606.80	-	
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,237.60	-	
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,346.80	-	
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	921.44	-	
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,466.40	-	

	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
48	INK CART, HP C8727AA, (HP27), Black	cart				0				0			0				0	0	826.80	-	
49	INK CART, HP C8765WA, (HP94), Black	cart				0				0			0				0	0	930.80	-	
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0			0				0	0	1,133.60	-	
51	INK CART, HP C8767WA, (HP96), Black	cart				0				0			0				0	0	1,430.00	-	
52	INK CART, HP C9351AA, (HP21), Black	cart	11	11	11	33	11	11	11	33	11	11	11	33	11	11	11	33	132	650.00	85,800.00
53	INK CART, HP C9352AA, (HP22), Tri-color	cart	11	11	11	33	11	11	11	33	11	11	11	33	11	11	11	33	132	751.92	99,253.44
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0			0				0	0	1,346.80	-	
55	INK CART, HP C9362WA, (HP92), Black	cart				0				0			0				0	0	600.08	-	
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0			0				0	0	1,492.40	-	
57	INK CART, HP C9364WA, (HP98), Black	cart				0				0			0				0	0	826.80	-	
58	INK CART, HP CB314A, (HP900), Black	cart				0				0			0				0	0	296.40	-	
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0				0			0				0	0	379.60	-	
60	INK CART, HP CB335WA, (HP74), Black	cart				0				0			0				0	0	696.80	-	
61	INK CART, HP CB336WA, (HP74XL), Black	cart				0				0			0				0	0	1,508.00	-	
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0			0				0	0	803.92	-	
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0			0				0	0	1,606.80	-	
64	INK CART, HP CC640WA, (HP60), Black	cart	9	5	9	23	5	8	5	18	5	5	8	18	5	8	5	18	77	639.60	49,249.20
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0				0			0				0	0	1,445.60	-	
66	INK CART, HP CC643WA, (HP60), Tri-color	cart	9	5	9	23	5	8	5	18	5	5	8	18	5	8	5	18	77	754.00	58,058.00
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0			0				0	0	1,658.80	-	
68	INK CART, HP CC653AA, (HP901), Black	cart				0				0			0				0	0	639.60	-	
69	INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0			0				0	0	1,019.20	-	
70	INK CART, HP CC660AA, (HP702), Black	cart				0				0			0				0	0	1,086.80	-	
71	INK CART, HP CD887AA, (HP703), Black	cart	46	42	42	130	42	42	42	126	42	42	42	126	42	42	42	126	508	358.80	182,270.40
72	INK CART, HP CD888AA, (HP703), Tri-color	cart	44	40	40	124	42	40	40	122	40	40	42	122	40	40	40	120	488	358.80	175,094.40
73	INK CART, HP CD971AA, (HP 920), Black	cart				0				0			0				0	0	792.48	-	
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0			0				0	0	629.20	-	
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0			0				0	0	629.20	-	
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0			0				0	0	629.20	-	
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0			0				0	0	1,242.80	-	
78	INK CART, HP CH561WA, (HP61), Black	cart				0				0			0				0	0	644.80	-	
79	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0			0				0	0	826.80	-	
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0			0				0	0	1,554.80	-	
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0			0				0	0	1,175.20	-	
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0			0				0	0	1,180.40	-	
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0			0				0	0	1,180.40	-	
84	INK CART, HP CN692AA, (HP704), Black	cart				0				0			0				0	0	358.80	-	
85	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0			0				0	0	358.80	-	
86	INK CART, HP CZ107AA, (HP678), Black	cart	142	105	103	350	132	109	102	343	133	105	105	343	133	106	103	342	1378	358.80	494,426.40
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart	125	99	99	323	113	101	99	313	114	99	100	313	114	99	99	312	1261	360.88	455,069.68
88	INK CART, HP CZ121A (HP685A), Black	cart				0				0			0				0	0	366.08	-	
89	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0			0				0	0	249.60	-	
90	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0			0				0	0	249.60	-	
91	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0			0				0	0	249.60	-	
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0			0				0	0	930.80	-	
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0			0				0	0	1,003.60	-	

	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
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,196.00	-
95	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,556.32	-
96	TONER CART, BROTHER TN-2130, Black	cart	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	1,820.00	109,200.00
97	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,860.00	-
98	TONER CART, BROTHER TN-3320, Black	cart	2	1	2	5	1	2	2	5	2	2	1	5	2	3	3	8	23	3,354.00	77,142.00
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	4,992.00	59,904.00
100	TONER CART, HP C4092A, Black	cart				0				0				0				0	0	2,741.44	-
101	TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,352.88	-
102	TONER CART, HP C7115A, Black	cart				0				0				0				0	0	2,971.28	-
103	TONER CART, HP CB435A, Black	cart	6	2	6	14	2	5	2	9	5	2	5	12	2	5	2	9	44	2,802.80	123,323.20
104	TONER CART, HP CB436A, Black	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	3,218.80	38,625.60
105	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,312.40	-
106	TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	2,984.80	-
107	TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	2,984.80	-
108	TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	2,984.80	-
109	TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,378.80	-
110	TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,402.80	-
111	TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart	82	58	73	213	67	73	59	199	81	58	73	212	66	74	59	199	823	2,756.00	2,268,188.00
117	TONER CART, HP CE310A, Black	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	2,386.80	28,641.60
118	TONER CART, HP CE311A, Cyan	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	2,490.80	29,889.60
119	TONER CART, HP CE312A, Yellow	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	2,490.80	29,889.60
120	TONER CART, HP CE313A, Magenta	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	2,490.80	29,889.60
121	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart	86	84	84	254	84	84	84	252	84	84	84	252	84	84	84	252	1010	3,790.80	3,828,708.00
131	TONER CART, HP CE411A, (HP305), Cyan	cart	56	56	56	168	56	56	56	168	56	56	56	168	56	56	56	168	672	5,402.80	3,630,681.60
132	TONER CART, HP CE412A, (HP305), Yellow	cart	56	56	56	168	56	56	56	168	56	56	56	168	56	56	56	168	672	5,402.80	3,630,681.60
133	TONER CART, HP CE413A, (HP305), Magenta	cart	56	56	56	168	56	56	56	168	56	56	56	168	56	56	56	168	672	5,402.80	3,630,681.60
134	TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	3,104.40	111,758.40
137	TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,328.00	-
138	TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,530.80	-

	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
140	TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,894.80	-
153	TONER CART, LEXMARK E360H1P, Black	cart				0				0				0				0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart	11	7	10	28	9	9	8	26	9	9	9	27	7	10	7	24	105	4,992.00	524,160.00
156	TONER CART, SAMSUNG MLT-D101S, Black	cart	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	2,600.00	249,600.00
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart	19	13	13	45	12	10	16	38	12	9	10	31	11	9	11	31	145	2,704.00	392,080.00
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	3,120.00	-
163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,280.00	-
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,368.00	-
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,464.00	-
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,736.00	-
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	4,888.00	-
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,212.00	-
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart	25	13	13	51	13	13	13	39	24	12	12	48	12	12	12	36	174	76.75	13,354.50
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	724.88	-
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	334.88	-
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart	8	8	8	24	8	8	8	24	7	7	7	21	7	7	7	21	90	75.92	6,832.80
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
COMMON ELECTRICAL SUPPLIES																					
1	BALLAST, 36 watts	piece	22	2	4	28	14	4	14	32	6	2	2	10	14	2	2	18	88	74.78	6,580.64
2	BALLAST, 20 watts	piece	21	19	9	49	9	9	9	27	9	9	9	27	9	9	9	27	130	67.50	8,775.00
3	BALLAST, 40 watts	piece	23	25	15	63	19	15	17	51	18	15	15	48	19	15	15	49	211	67.50	14,242.50
4	Flourescent Lighting Fixture, 1 x 36	piece	8	4	4	16	6	4	4	14	6	4	4	14	6	4	4	14	58	364.00	21,112.00
5	Flourescent Lighting Fixture, 1 x 40	piece	16	15	15	46	16	15	15	46	16	15	15	46	16	15	15	46	184	353.35	65,016.40
6	Fluorescent Lamp 2D Tricolor 55w	tube	3			3	3			3	3			3	3			3	12	250.00	3,000.00
7	FLUORESCENT LAMP, 14 WATTS	piece	3			3				0				0				0	3	88.40	265.20
8	FLUORESCENT LAMP, 18 WATTS	piece	23	11	11	45	12	11	14	37	12	11	11	34	12	11	11	34	150	40.56	6,084.00
9	FLUORESCENT LAMP, 20 WATTS	piece		3		3				0				0				0	3	29.75	89.25
10	FLUORESCENT LAMP, 40 WATTS	tube	13	22	12	47	15	12	14	41	13	12	15	40	13	12	12	37	165	41.50	6,847.50
11	FUSE, 30 amperes	piece	19	12	13	44	12	13	15	40	13	12	13	38	12	13	14	39	161	10.30	1,658.30
12	FUSE, 60 amperes	piece	1		1	2		1		1	1		1	2		1		1	6	26.67	160.02

	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
13	Starter 20W	piece	10			10				0	10			10			0	20	5.50	110.00	
14	Starter 36W	piece	10			10	10			10	10			10	10		10	40	5.50	220.00	
15	Starter 40W	piece	60	30	24	114	37	24	27	88	47	24	24	95	37	24	24	85	382	5.20	1,986.40
COMMON OFFICE SUPPLIES																					
1	3 Ring Binder, 1.5"	piece	37	36	36	109	36	36	36	108	36	36	36	108	36	36	36	108	433	150.00	64,950.00
2	3 Ring Binder, 2"	piece	55	48	48	151	48	48	48	144	48	48	48	144	48	48	48	144	583	200.00	116,600.00
3	3 Ring Binder, 3"	piece	41	37	37	115	37	37	37	111	37	37	37	111	37	37	37	111	448	250.00	112,000.00
4	ACETATE, A4	pack	11	1	1	13	12	1	1	14	22	1	1	24	2	1	1	4	55	63.00	3,465.00
5	ACETATE, clear, Long 8 1/2" x 13	pack				0	10			10				0				0	10	67.50	675.00
6	BALLPEN, black	pc	455	371	407	1233	388	388	402	1178	433	371	399	1203	385	378	381	1144	4758	5.00	23,790.00
7	BALLPEN, blue	pc	407	338	374	1119	380	355	363	1098	385	338	366	1089	377	345	348	1070	4376	5.00	21,880.00
8	BALLPEN, red	pc	277	247	263	787	256	247	263	766	260	243	265	768	256	247	257	760	3081	5.00	15,405.00
9	BINDER DIVIDER, A4 white	pack	52	45	45	142	45	45	45	135	45	45	45	135	45	45	45	135	547	45.00	24,615.00
10	BINDER DIVIDER, Legal white	pack	45	45	45	135	45	45	45	135	45	45	45	135	45	45	45	135	540	55.00	29,700.00
11	BINDER, spine, 16mm	pack	50			50				0	50			50				0	100	20.00	2,000.00
12	BOARD PAPER, A4 white	pack	33	31	31	95	31	31	31	93	31	31	31	93	31	31	31	93	374	50.00	18,700.00
13	CARBON FILM, polyethylene, legal size 100s/box	box	21	1	1	23	12	1		13	13		1	14	12	1		13	63	382.75	24,113.25
14	CARTOLINA, orange, 20 pcs/pack	pack	2		2	4		2		2	2		2	4		2		2	12	73.32	879.84
15	CARTOLINA, white, 20 pieces per pack	pack	19	6	4	29	9	7	9	25	10	7	7	24	8	8	5	21	99	52.00	5,148.00
16	Clear, Holder, A4	piece	50	40	40	130	40	40	40	120	40	40	40	120	40	40	40	120	490	40.00	19,600.00
17	Clear, Holder, Long	piece	44	41	41	126	41	41	41	123	41	41	41	123	41	41	41	123	495	88.00	43,560.00
18	Clear sheet, A4	pack	42	36	36	114	36	36	36	108	36	36	36	108	36	36	36	108	438	45.00	19,710.00
19	Clip board	piece	16	8	8	32	8	8	8	24	8	8	8	24	8	8	8	24	104	150.00	15,600.00
20	CLIP, bulldog, 73mm (3")	piece	108	44	39	191	55	49	54	158	55	49	39	143	55	51	39	145	637	8.32	5,299.84
21	Com Binder Long 1/2, 1, 1 1/2	piece	6	4	4	14	4	4	4	12	4	4	4	12	4	4	4	12	50	50.00	2,500.00
22	Com Binder Short 1/2, 1, 1 1/2	piece	6	4	4	14	4	4	4	12	4	4	4	12	4	4	4	12	50	50.00	2,500.00
23	Convenience outlet, 2 gang	unit	10			10				0	10			10				0	20	75.00	1,500.00
24	Corkboard 2 x 3ft	piece	1			1				0				0				0	1	500.00	500.00
25	Corkboard 3 x 3ft	piece	1			1				0				0				0	1	3,000.00	3,000.00
26	Corkboard 4 x 4ft	piece	1			1				0				0				0	1	4,000.00	4,000.00
27	Correction Fluid	piece	93	46	47	186	46	53	46	145	84	52	47	183	46	47	52	145	659	11.70	7,710.30
28	Corrugated Box	piece	681	686	696	2063	667	686	653	2006	707	646	686	2039	667	696	686	2049	8157	38.20	311,597.40
29	Cutting Matt (4" x 12")	piece	2			2				0	2			2				0	4	130.00	520.00
30	Data Box, green	piece	12	8	8	28	8	8	8	24	8	8	8	24	8	8	8	24	100	300.00	30,000.00
31	Data filer, green	piece	12	8	8	28	8	8	8	24	8	8	8	24	8	8	8	24	100	180.00	18,000.00
32	Data/Vertical Folder, made of chipboard, taglia lock	piece	538	294	284	1116	443	284	309	1036	483	284	284	1051	433	284	284	1001	4204	76.95	323,497.80
33	Vertical Folder, Green	piece	14	6	6	26	6	6	6	18	6	6	6	18	6	6	6	18	80	130.00	10,400.00
34	Vertical folder	piece	15	10	10	35	15	10	15	40	10	15	10	35	15	10	15	40	150	250.00	37,500.00
35	Dater	piece	34	28	28	90	28	28	28	84	28	28	28	84	28	28	28	84	342	50.00	17,100.00
36	Envelope, expanding, plastic w/ rubber strap	piece	23	25	26	74	23	29	25	77	22	29	25	76	29	22	32	83	310	68.83	21,337.30
37	ENVELOPE, PAY, 500 pieces per box	box	11	3	3	17	3	3	3	9	3	3	3	15	3	3	3	9	50	114.71	5,735.50
38	Facial Tissue, 50 sheets	box	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	92.00	3,312.00
39	Fastener, metal with plastic coating		10			10				0	10			10				0	20	37.00	740.00
40	Folder Divider, A4 (5 colors/set)	set	53	52	52	157	52	52	52	156	52	52	52	156	52	52	52	156	625	16.00	10,000.00
41	Folder Divider, Legal (5 colors/set)	set	69	59	59	187	59	59	59	177	59	59	59	177	59	59	59	177	718	17.00	12,206.00
42	Folder, pressboard, plain, legal, pink 10pcs/pack	pack	68	62	62	192	62	62	62	186	62	62	62	186	62	62	62	186	750	195.00	146,250.00
43	Folder, pressboard, plain, legal, green 10pcs/pack	pack	68	62	62	192	62	62	62	186	62	62	62	186	62	62	62	186	750	195.00	146,250.00
44	Folder, pressboard, plain, legal, green 10pcs/pack	pack	63	62	62	187	62	62	62	186	62	62	62	186	62	62	62	186	745	195.00	145,275.00
45	Folder, presentation, plastic, A4 50pcs/pack	piece	253	3	3	259	3	3	3	9	3	3	3	9	3	3	3	9	286	3.30	943.80
46	Folder, presentation, plastic, Legal size 50pcs/pack	piece	1300	150	150	1600	150	150	150	450	150	150	150	450	150	150	150	450	2950	3.90	11,505.00
47	Furniture cleaner	can	6	4	4	14	4	4	4	12	4	4	4	12	4	4	4	12	50	85.00	4,250.00
48	Glue gun, 40W	piece	2			2				0				0				0	2	162.00	324.00
49	Glue stick, 4s/pack	pack	3			3				0	3			3				0	6	30.50	183.00

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			
#REF! Illustration board, 760mm x 1000mm	piece	1	1	1	3	1	1	1	3				0				0	6	35.05	210.30	
#REF! INDEX CARD Box, 3"x5"	piece	17	8	4	29	5	4	4	13	5	3	4	12	3	4	3	10	64	36.40	2,329.60	
#REF! INDEX CARD Box, 5"x8"	piece	28	9	6	43	8	6	8	22	9	3	4	16	6	4	3	13	94	55.12	5,181.28	
#REF! In and Out Tray	piece	13	10	10	33	10	10	10	30	10	10	10	30	10	10	10	30	123	250.00	30,750.00	
#REF! Laminating film	roll	3	1	1	5	1	1	1	3	1	1	1	3	1	1	1	3	14	1,000.00	14,000.00	
#REF! Magazine File Box, Medium	piece	16	3	1	20	6	3	1	10	8	1	1	10	8	1	3	12	52	34.32	1,784.64	
#REF! MANILA PAPER, 10sheets per pack	pack	6	7		13	1	8	1	10	1	8	1	10	1	7	3	11	44	26.00	1,144.00	
#REF! MAP PIN, round head, 100 pieces per case	case	20	4	11	35	5	5	11	21	3	3	8	14	8	3	8	19	89	40.35	3,591.15	
#REF! NOTEPAD, stick-on, 5x3	pad	23		10	33		10	7	17	10		10	20		10		10	80	55.00	4,400.00	
#REF! NOTEPAD, STICK-ON, 2X2, 100 shts/pad	pad	10	4	4	18	4	4	4	12	4	4	4	12	4	4	4	12	54	98.78	5,334.12	
#REF! Numberer	piece	5	1	1	7	1	1	1	3	1	1	1	3	1	1	1	3	16	50.00	800.00	
#REF! Pad paper, ruled, yellow	pad	10			10	4			4	4			4	4			4	22	98.00	2,156.00	
#REF! OIL, for general purpose lubricant, 120 mL	bottle	10			10				0				0				0	10	36.90	369.00	
#REF! PAPER, THERMAL, 210MM X 30M	roll	67	30	17	114	40	29	16	85	55	17	32	104	37	19	19	75	378	29.95	11,321.10	
#REF! PUSH PIN, flat head type, assorted colors, 100 pieces per case	case	17	5	1	23	2	10		12	4	3	7	14	3	2	2	7	56	24.96	1,397.76	
#REF! RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool	21			21		1		1			1	1				0	23	16.12	370.76	
#REF! Ringbinder, Plastic, 25mm 10pcs/bundle	bundle	25			25	25			25	25			25	25			25	100	151.00	15,100.00	
#REF! Ringbinder, Plastic, 35mm 10pcs/bundle	bundle	25			25	25			25	25			25	25			25	100	257.00	25,700.00	
#REF! Ringbinder, Plastic, 50mm 10pcs/bundle	bundle	25			25	25			25	25			25	25			25	100	291.03	29,103.00	
#REF! STAPLE WIRE, Heavy duty, 23/17	box	5			5				0				0				0	5	41.48	207.40	
#REF! TAPE DISPENSER, handheld	piece	3	1	1	5				0				0				0	5	29.10	145.50	
#REF! TIME CARD, for Amano Bundy Clock,100 pieces bundle	bundle	100			100	100			100		100		100				0	300	69.47	20,841.00	
Bond Paper, A4 with MARINA letterhead					0				0				0				0	0		-	
Bond Paper, Legal size with MARINA letterhead					0				0				0				0	0		-	
Mailing envelop with MARINA logo					0				0				0				0	0		-	
Sign Pen, Pilot Vio (BLACK)					0				0				0				0	0		-	
Sign Pen, Pilot Vio BLUE					0				0				0				0	0		-	
Sign Pen, Pilot Vio-RED					0				0				0				0	0		-	
CONSUMABLES																					
* inks/toners and other consumables to be submitted					0				0				0				0	0		-	
Paper Materials and Products																					
1 PAPER, colored, A4, substance 20	ream	16			16	15		1	16				0				0	32	117.83	3,770.56	
2 PAPER, colored, Legal, substance 20	ream	5			5	5			5				0				0	10	132.02	1,320.20	
3 PAPER, colored, A4, Blue	pack	9	8	8	25	8	8	8	24	8	8	8	24	8	8	8	24	97	50.00	4,850.00	
4 PAPER, colored, A4, Green	pack	11	8	8	27	8	8	8	24	8	8	8	24	8	8	8	24	99	50.00	4,950.00	
5 PAPER, colored, A4, Yellow	pack	9	8	8	25	8	8	8	24	8	8	8	24	8	8	8	24	97	50.00	4,850.00	
6 PAPER, Japanese, H-white 120gsm 10s/pack (Centennial brand)	pack	200	200	200	600	200	200	200	600	200	200	200	600	200	200	200	600	2400	30.00	72,000.00	
7 PAPER, mimeographing, groundwood, legal	ream	244	226	226	696	241	226	226	693	241	226	226	693	241	221	221	683	2765	120.00	331,800.00	
8 Paper, mimeographing, ground wood, A4	ream	87	86	86	259	86	86	86	258	86	86	86	258	81	81	81	243	1018	85.65	87,191.70	
9 Paper, mimeographing, blue, legal	ream	131	125	125	381	125	125	125	375	125	125	125	375	125	125	125	375	1506	195.00	293,670.00	
10 Paper, mimeographing, green, legal	ream	97	90	90	277	90	90	90	270	90	90	90	270	90	90	90	270	1087	195.00	211,965.00	
11 Paper, mimeographing, pink, legal	ream	16	5	5	26	5	5	5	15	5	5	5	15	5	5	5	15	71	195.00	13,845.00	
12 Paper, mimeographing, yellow, legal	ream	43	33	33	109	33	33	33	99	33	33	33	99	33	33	33	99	406	195.00	79,170.00	
13 Paper, mimeographing, whitewove, A4 size	ream	2			2	2			2	2			2	2			2	8	103.00	824.00	
14 Paper, thermal, 80 x 30 (for numbering machine)	roll	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	30.00	18,000.00	
15 Paper, thermal, 57mm x 25mm (Queing system)	roll	156	154	154	464	154	154	154	462	154	154	154	462	154	154	154	462	1850	28.00	51,800.00	
16 Envelope, mailing with MARINA Logo, 500 pieces per box	box	7	7	6	20	5	7	5	17	8	7	5	20	7	5	8	20	77	200.00	15,400.00	
17 Bond paper with MARINA Logo, A4	ream	28	25	24	77	29	24	31	84	27	23	24	74	23	24	23	70	305	475.00	144,875.00	
18 Bond paper with MARINA Logo, Legal	ream	9	9	9	27	9	9	9	27	9	9	9	27	9	9	9	27	108	650.00	70,200.00	
19 Official Cash Book Gen. Form 103	pad	5			5				0				0				0	5	150.00	750.00	
20 Official Cash Book Gen. Form 51(A)	pad	8			8				0				0				0	8	150.00	1,200.00	

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		
21 Desk Calendar (for 2017)	piece				0				0				0	1000			1000	1000	493.36	493,360.00
22 Executive Notebook (Hardbound)	piece			600	600				0				0				0	600	750.00	450,000.00
23 Executive Planner with cover (for 2017)	piece			550	550				0				0				0	550	896.00	492,800.00
24 MARINA BOARD Agenda folder with MARINA logo	piece		100		100		100		100		100		100		100		100	400	20.00	8,000.00
C. TOTAL (A + B):																			70,594,337.69	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			7,059,433.77	
E. GRAND TOTAL (C + D)																			77,653,771.46	
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores	X			17872713	X			16504072	X			16027921	X			15173239		65577943.82		
G.2 Other Items not available at PS but regularly purchased from other sources				1889348				886573.5				883091.99				1356290		5015303.31		
TOTAL MONTHLY CASH REQUIREMENTS				19762060				17390645				16911013				16529529		70593247.13		

* Tentative costing, still to be revised.

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:

ARNALDO P. VALLEFINO
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:

MS. ANNABELLE P. LAGAS
Chief, Budget Division

Approved by:

MARCIAL Q.C. AMARO III, PhD
Head of Office/Agency