

ANNUAL PROCUREMENT PLAN FOR 2013
For Common-Use Supplies and Equipment

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

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
- For Sub - Depots please refer to the following:
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - Surigao Del Norte - **Surigao Del Norte**
 - Camiguin - **Camiguin**
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
- Do not delete any field in the APP Form.
- 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 as soon as it is procured and made available by the Procurement Service.
- Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
- Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: CITY BUDGET
Region: REGION X
Address: OROQUIETA CITY

Contact Person: WELITA C. LARA
Position: CITY BUDGET OFFICER
E-mail :
Telephone/Mobile Nos: 531-1213

Item & Specifications	Unit of Measure	Quantity Requirement																				Total	** PS Price Catalogue as of (09.12.2011)	Total Amount								
		CMO	SP	ADM	CPDO	LCR	GSO	CBO	ACCTG	CTO	ASSR	DEPED	CHO	DSWD	AGRI	ENGR	legal	COA	CPO	MT CC 1	MT CC 2				DILG	PNP	PSO	CEEDO				
A. AVAILABLE AT PROCUREMENT SERVICE STORES																																
COMMON ELECTRICAL SUPPLIES																																
1. BALLAST, 18 watts	piece												6														6	71.31	427.84			
2. BALLAST, 36 watts	piece	12																										12	76.89	922.71		
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	20	120	1			16				4															4	237	38.58	9,144.41			
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	8	30					3					10	1												6		58	15.43	895.15		
5. BATTERY, size D, alkaline, 2 pcs./packet	packet																											0	72.21	-		
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set	4					6																					10	297.37	2,973.72		
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	30	20				8																				10	68	391.08	26,593.20		
8. FLUORESCENT LAMP, tubular, 18 watts	piece																												0	34.07	-	
9. FLUORESCENT LAMP, tubular, 36 watts	piece		6								2																		8	35.88	287.05	
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece																												0	110.02	-	
11. FUSE, 30 amperes	piece		10																										10	10.97	109.71	
12. FUSE, 60 amperes	piece																												0	27.01	-	
13. STARTER, 4-40 watts	piece	12	10	6							6	24																	12	70	3.95	276.77
14. TAPE, electrical	roll	2	2				4	4																					6	20	19.29	385.84
15. TAPE, electrical, rubberized	roll		2																										2	350.00	700.00	
COMMON COMPUTER SUPPLIES/CONSUMABLES																														0		
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box										2	6																		8	551.20	4,409.60

2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box																					6	867.59	5,205.53																				
3.COMPUTER CONTINUOUS FORMS,2 ply,11"x9-1/2", 1000 sets/	box		16																				52	616.57	32,061.65																			
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box																						8	1,008.14	8,065.16																			
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box																						0	509.31	-																			
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box																						20	825.70	16,513.95																			
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box																						0	358.28	-																			
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box																						0	766.17	-																			
9. COMPACT DISK CASE, 50 CDs capacity	piece																						0	53.89	-																			
10. COMPACT DISK DRIVE CLEANER	piece		4																				4	68.07	272.29																			
11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece																						0	9.32	-																			
12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min	piece																						0	17.62	-																			
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	100	20																				120	12.40	1,488.24																			
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece		20		2																		22	21.16	465.47																			
15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece												2										2	309.60	619.21																			
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	4	8				4	3	2	2													23	496.08	11,409.84																			
28. INK CARTRIDGE, HP C9351AA (HP 21)	cart				3									8									17	651.96	11,083.38																			
29. INK CARTRIDGE, HP C9352AA (HP 22)	cart				3									6									16	751.43	12,022.94																			
35. INK CARTRIDGE, HP CB315A (HP 900), tri-color	cart		1											5					2				1	349.23	349.23																			
42. MOUSE, optical, USB conection type	piece		10																				14	209.46	2,932.38																			
51. TONER CARTRIDGE,HP Q2612A	cart		2				3																5	3,038.17	15,190.86																			
78. RIBBON, Epson RN SO 15327	cart												8										8	348.15	2,785.17																			
																							0																					
COMMON OFFICE SUPPLIES																																										0		
1. ACETATE, gauge #3, 50m in length	roll																						0	639.39	-																			
2. AIR FRESHENER, 280mL/can	can		8	2		20	4		8		20			1									5	68	98.11	6,671.72																		
3. ALCOHOL, 70%, ethyl	bottle		8	3		60	9	24	48		60			12			48						24	6	302	39.96	12,068.52																	
4. AUDIO CASSETTE TAPE, 90min. recording time	piece																						0	17.09	-																			
5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time	pack			192																			192	96.99	18,622.08																			
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4)	box			1										1									1	2	5	370.41	1,852.03																	
7. CARBON FILM, polyethylene, 210mm x 330mm, 100s/box	box					4	14	1	1					2			4						26	385.84	10,031.84																			
8. CARTOLINA, assorted color, 20s/pack	pack													1									1	77.17	77.17																			
9. CARTOLINA, white, 20s/pack	pack																						0	60.63	-																			
10. CHALK, white, dustless, 100 pcs/box	box																						0	36.90	-																			
11. CLIP, bulldog (3")	piece				12																		12	8.93	107.10																			
12. CLIP, backfold, 25mm, 12s/box	box																12						12	16.54	198.43																			
13. CLIP, backfold, 50mm, 12s/box	box		2			1											16						23	46.30	1,064.92																			
14 CLIP, backfold, 19mm, 12s/box	box																						0	7.99	-																			
15. CLIP, backfold, 32mm, 12s/box	box																						4	18.47	73.86																			
16. COLUMNAR PAD, 4 cols, 50 gsm min.	pad																						4	23.15	92.60																			
17. COLUMNAR PAD, 14 cols, 50 gsm min.	pad													16									16	48.51	776.09																			
18. COLUMNAR PAD, 16 cols, 50 gsm min.	pad																						0	48.51	-																			
19. COLUMNAR PAD, 18 cols, 50 gsm min.	pad																						1	1	71.66	71.66																		
20. COLUMNAR NOTEBOOK, 12 cols	piece																						4	20.82	83.27																			

21. CORRECTION FLUID, water based, min 15mL.	bottle		5	24		24	60	36		24	15		40	9		48											6	301	10.41	3,133.17	
22. DATA FILE BOX, (5"x9"x15-3/4")	box						6			2																		8	68.34	546.71	
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece									4																		4	71.09	284.38	
26. DRAWING INK, black, 30ml.	bottle													1														1	0.00	-	
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box		4							2																	1	7	716.41	5,014.88	
26. ENVELOPE, mailing white, 500s/box	box	2	4	1		1	2			2						1											1	16	169.37	2,709.87	
27. ENVELOPE, mailing white with window, 500s	box																											0	220.03	-	
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box		2				2																					4	126.78	507.10	
29. ENVELOPE, expanding, plastic, legal size	piece	200	50							24																		274	42.20	11,562.42	
30. ENVELOPE, documentary, A4, 500s/box	box													1														1	557.81	557.81	
31. ERASER, blackboard/whiteboard	piece	4	4												3													11	12.13	133.39	
32. ERASER, rubber	piece			4		6	24		6	12																12	64	4.96	317.49		
33. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece		20							6																		26	88.19	2,292.99	
34. FOLDER, pressboard, plain, legal, 100s/box	pack		2							3					2													7	902.74	6,319.17	
35. FOLDER, tagboard, legal size, 100s/box	pack	3	2				4		2	3				1														15	438.76	6,581.33	
36. FOLDER, tagboard, A4 size, 100s/box	pack																											0	268.99	-	
37. FOLDER, morocco/fancy, legal size, 50s/pack	pack					1			2	4																1	8	319.70	2,557.57		
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle																											0	330.72	-	
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	150	2																									152	262.37	39,880.42	
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	60	2				2	1		8																		73	242.53	17,704.54	
41. GLUE, all purpose, 300 grams min.	jar	35	2				8	1		6					6											1	59	39.68	2,340.87		
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	8																										8	34.95	279.59	
43. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack	2				2																					1	5	47.12	235.59	
44. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack	2	2																									4	105.83	423.32	
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box																											0	43.99	-	
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box																										2	0	60.08	-	
47. INDEX TAB, self-adhesive, 5 sets/box	box		4																									4	71.66	286.62	
48. LEAD, for mechanical pencil, 0.5mm, 12pcs/tube	tube			2	1		12	2	24	12					24												2	81	12.13	982.24	
49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle																											0	523.15	-	
51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece																											0	52.53	-	
52. MAP PIN, round head, 100s/box	box		2							1																		5	38.58	192.92	
53. MARKER, fluorescent, 3 colors/set	set	20					12			6					1	36											2	77	44.10	3,395.39	
54. MARKING PEN, whiteboard, black	piece	100	12				12	3		12			5			24											3	8	179	15.98	2,861.28
55. MARKING PEN, whiteboard, blue	piece	30	12				12								4	12											3	8	81	15.98	1,294.77
56. MARKING PEN, whiteboard, red	piece		12				8																				8	28	15.98	447.57	
57. MARKER, permanent, black	piece	200	6				24		16	24	10		30	8		24										2	8	354	14.31	5,065.74	
58. MARKER, permanent, blue	piece	20	6		5		24							8												2	8	73	14.31	1,044.63	
59. MARKER, permanent, red	piece	10	6				12			5																	8	41	14.31	586.71	
60. MARKING PEN, for transparency	set																											0	89.29	-	

61. NOTE BOOK, stenographer's, 40 leaves	piece																				0	7.94	-				
62. NOTE PAD, (3"x3"), 100 sheets/pad	pad																				0	38.58	-				
63. NOTE PAD, (3"x4"), 100 sheets/pad	pad																				0	55.12	-				
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad																				0	119.06	-				
69. NOTE PAD, (2"x3"), 100 sheets/pad	pad		8																		8	33.07	264.58				
66. OIL, for general purpose, 120 mL	bottle		2	1		6				9	3										2	21	32.85	689.84			
67. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream		80	24		4		20				14					10	3				4	6	165	111.09	18,329.52	
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream	20																				6	26	59.42	1,545.01		
70. PAPER, mimeo,WhiteWove, 210mm x 297mm	ream		80	12		30				12														134	154.34	20,681.02	
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream	200		2								2												204	153.01	31,214.24	
72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream	160																						160	206.34	33,014.34	
73. PAPER, ruled pad,216mmx330mm, 90	pad						75	12																87	21.80	1,896.97	
74. PAPER, thermal,210mmx30M, 1/2" core	roll	24				12				6														42	38.58	1,620.53	
78. PAPER FASTENER, for paper metal, 50 sets/box	box																					3		3	82.04	246.12	
79. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	8	20			10	24			4	10	60											3	6	191	16.54	3,158.38
80. PAPER CLIP, gem type, 32mm, 100s/box	box	40	20	12	8	60		8	4	10	60		2		36			10				3	4	266	9.37	2,492.53	
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	10	4	1	1	12		20	8	1					1								4	62	26.38	1,635.77	
82. PENCIL, mechanical, for 0.5mm lead	piece			1				24	6	5					36								5	77	19.29	1,485.48	
83. PUSH PIN, flat head type, assorted colors,	box	8	4		1	6	2																	21	31.80	667.80	
84. RECORD BOOK, 300 pages, smyth sewn	book		6	4		3	20	2	18	12	5		2									5	12	89	53.47	4,758.51	
85. RECORD BOOK, 500 pages, smyth sewn	book	20	6		4	3	16	5	24	12												3		93	93.70	8,714.47	
86. RIBBON, nylon, manual typewriter	spool	12	20			18	30		6	24	10												8	128	16.76	2,145.10	
87. RIBBON, nylon, for Kitano Bundy Clock	piece																							0	683.49	-	
88. RIBBON CARTRIDGE, fabric, Iwata E2A time	piece																							0	496.08	-	
89. RING BINDER, (1/2"x44"), plastic	piece				30																			30	4.63	138.97	
90. RING BINDER, (3/4"x44"), plastic	piece				50																			50	13.23	661.44	
91. RING BINDER, (1" x 44"), plastic	piece																							0	13.23	-	
92. RING BINDER, (2" x 44"), plastic	piece						20																	20	29.82	596.36	
93. RUBBER BAND, 1.0mm min thickness, min.350grams/box or approx 220 pcs	box	4	4				12	1	12	24					3		2						1	63	140.64	8,860.37	
94.RULER, plastic, 300mm	piece						24																	24	3.86	92.60	
95. RULER, plastic, 450mm	piece	8	4	2					6	3													4	27	38.58	1,041.77	
96. SIGN PEN, black	piece	320	80	48	12	12	100		60	12	10			36		10	4					4		708	43.97	31,129.91	
97. SIGN PEN, blue	piece		40				100		60								4						3		207	43.97	9,101.54
98. SIGN PEN, red	piece		40				80		12	6	5												2		145	43.97	6,375.48
99. STAMP PAD INK, violet, 50mL	bottle	8	2	4	2		12		12	24			1				4						5		74	28.66	2,121.02
100. STAMP PAD, felt pad, min 60mm x 100mm	piece	2	2				6		6	8							2								26	26.46	687.90
101. STAPLE WIRE, standard, #35	box	40	20	6	4	12	140	20	24	30			6			6						6	308	27.54	8,481.95		
108. STENCIL PAPER, ordinary, universal	quire										34													34	0.00	-	
109. STENCIL INK, # 217, 400ml.	tube																							0	0.00	-	
104. TAPE, masking, 48mm, 50 meters length	roll	12	4				20	48		4			2											90	88.85	7,996.43	
105. TAPE, transparent, 24mm, 50 meters	roll	60		1	4		10		24	4			2		24								3	132	11.52	1,520.93	
106. TAPE, Transparent,48mm,50 meters	roll	100	4	1	2		24		24		4					6							3	168	21.60	3,629.27	
107. TAPE, packaging, 48mm, 50 meters length	roll	12			2	6	6			12													6	38	20.39	774.99	
116. TIME CARD, for Seiko Time Recorder,100s/bndl	bundle																							0	0.00	-	
108. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle																							0	103.63	-	

109. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle																					0	92.60	-																					
110. TOILET TISSUE, 12 rolls/pack	pack	30			4																5	51	64.82	3,305.77																					
120. TRANSPARENCY FILM, A4, 100s/box	box																					0	0.00	-																					
121. TRANSPARENCY FILM,colored,A4,100s/box	box																					0	0.00	-																					
111. Twine Plastic	roll																					2	60.63	121.26																					
COMMON OFFICE DEVICES																																									0				
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	4																				7	11.02	77.17																					
2. CUTTER, heavy duty	piece	8	4																			2	29	28.66	831.21																				
3. PUNCHER, heavy duty	piece	2	2			2																	15	121.26	1,818.96																				
4. SCISSORS, (6")	pair	4	2		2																		23	19.84	456.39																				
5. SHARPENER, single cutterhead	piece		4																				5	156.19	780.96																				
6. STAMPING DATER, self-inking stamp	piece	2	2	1																			11	463.01	5,093.09																				
7. STAPLER, heavy duty, standard	piece	8	6			4																	31	172.61	5,350.92																				
8. STAPLE REMOVER, twin jaws	piece		6																				17	20.82	353.91																				
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece																						1	42.64	42.64																				
10. WASTE BASKET, plastic	piece		8																				14	22.25	311.49																				
COMMON JANITORIAL SUPPLIES																																										0			
1. BATHROOM SOAP, 70gms.	piece	4	24		4																		102	15.43	1,574.23																				
2. BROOM, soft (tambo)	piece	24	4	4	2	25	2	3	6	4		10	2										113	126.78	14,325.69																				
3. BROOM, STICK (tingting)	piece	4				3																	5	16	20.95	335.13																			
4. CLEANSER, powder, 350gms.	canister	30	12	12		200	4		8														12	290	18.36	5,324.17																			
5. DETERGENT POWDER, all purpose, 500gms.	pouch	120		12	12	12	200	24	6	12	5		15	3	60								10	50	547	18.19	9,949.71																		
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar	30	24	8	3		12	24	12	2	4													24	162	25.36	4,107.54																		
7. DISINFECTANT SPRAY, 400 grams net content	can	40	2	2	2	7	1		6															79	253.55	20,030.61																			
8.DUST PAN,non-rigid platic, with detachable handle	piece	6	4	1		4			2	3														21	27.56	578.76																			
9. FLOOR WAX, paste, natural, 2kgs.	can	20		6	2																			39	325.21	12,683.11																			
10. FLOOR WAX, paste, red, 2kgs.	can			8																				48	325.21	15,609.98																			
11. FLOOR WAX, liquid type, 3.75L	can																							0	351.39	-																			
12. FURNITURE CLEANER, 300mL/can min	can																							2	119.06	238.12																			
13. INSECTICIDE, 600mL (420g) /can	can			1		12																		19	123.47	2,345.91																			
14. MOPHANDLE, screw type, wooden handle	piece	12	4			10			2	3	2													3	39	88.19	3,439.49																		
15. MOPHEAD, 100% rayon, 400g	piece	24	4	1	2	32			2	3	2													3	6	93	76.07	7,074.10																	
16. RAG, COTTON, (7") in diameter	kilo	12	4		3				3	3	3														6	34	46.30	1,574.23																	
17. SCOURING PAD, economy size	pack		4							1															7	139.88	979.14																		
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	24	12	4	1				2																6	77	66.14	5,093.09																	
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	6	40			12																			12	80	35.28	2,822.14																	
20. TRASHBAG, plastic, black, (XL)	roll		6																						6	110.02	660.10																		
LEGAL SIZE PAPER																																											0		
1. PAPER, bond, Premium Grade	ream	300	80	16		5	65	10	36	20															538	126.37	67,988.78																		
2. PAPER, mimeo, Groundwood	ream		80																						80	97.01	7,760.90																		
3. PAPER, mimeo, Whitewove	ream	40	80			5	155			48	100														446	127.22	56,740.66																		
4. PAPER, for PPC	ream			6																					6	183.73	1,102.38																		
5. PAPER, multicopy, legal, for laser printing	ream										3														15	185.20	2,778.05																		
6. Paper, US Bond long Sub 20	ream																								12	215.00	2,580.00																		
7. Paper, US Bond Short subs 20	ream		12																						12	200.00	2,400.00																		
8. Bond Paper Long (F4 70 GSM)	ream												10												10	350.00	3,500.00																		
9. Bond Paper Short (F4 70GSM)	ream												10												10	320.00	3,200.00																		

COMMON OFFICE EQUIPMENT																														
1. AIRPOT, 4.0 liters, w/ dispenser	unit	2	2																								4	1,212.64	4,850.56	
2. AUTOMATIC VOLTAGE REGULATOR, 500watts	unit																										0	0.00	-	
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit																										1	8,431.16	8,431.16	
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit	1	2																								5	361.59	1,807.94	
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit																										5	170.74	853.72	
10. CHAIR, monobloc, without armrest, beige/white	unit	10																									10	253.55	2,535.52	
30. UNINTERRUPTIBLE POWER SUPPLY (UPS) line interactive topology, with sealed maintenance free batteries, 520VA-600VA	unit		2																								3	2,160.70	6,482.10	
OTHER CONSUMABLES																														
39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	cart	10	40																								74	623.85	46,164.90	
40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml	cart																										4	1,247.70	4,990.80	
41. INK CARTRIDGE, HP CC643WA (HP 60),	cart	6																									22	749.27	16,483.94	
45. INK CARTRIDGE, HP CC660AA (HP702), black, 20 ml	cart																										14	1,043.36	14,607.04	
49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan	cart																										16	594.66	9,514.56	
50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta	cart																										16	594.66	9,514.56	
51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow	cart																										16	594.66	9,514.56	
52. INK CARTRIDGE, HP CD975AA (HP920XL), black	cart																										43	1,189.32	51,140.76	
53. INK CARTRIDGE, HP CN692AA (HP 704), black	cart		60																								94	352.26	33,112.44	
54. INK CARTRIDGE, HP CN693AA (HP704), tricolor	cart		60																								82	352.26	28,885.32	
208 Continuous Ink, Cyan, magenta, yellow, Black	set																										1	1,400.00	1,400.00	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																														
Office Equipment and Accessories																														
1. Cassette Tape, blank, 60 min recording time	pcs		192																									192	49.00	9,408.00
2. Blank Tape C-60ZXA	pcs		40																									40	45.00	1,800.00
3																												0		
10																												0		
Office Supplies																														
1. Certificate of Live Birth, Mun. Form 102 (Revised Form 102)	Pads																											30	305.00	9,150.00
2. Certificate of Death (Mun. Form 103 Revised January 1993)	Pads																											10	305.00	3,050.00
3. Certificate of Marriage (Mun. Form No. 90 Revised January 1993)	Pads																											10	305.00	3,050.00
4. Application for Marriage License (Mun. Form 90 Revised January 19)	Pads																											10	245.00	2,450.00
5. Register of Live Birth, MF26-1	Bk																											3	490.00	1,470.00

63. Ink Cartridge, No. 22, colored	pcs				4													4	1,000.00	4,000.00		
64. Dermatograph, various colors	box			3														3	200.00	600.00		
65. Envelope, brown kraft, long	doz			10														10	30.00	300.00		
66. Folder Long 16 pts	pcs			40														40	7.50	300.00		
Folder Long 18 or 20 pts	pcs	40							20									60	10.00	600.00		
Ballpen, BP-S fine, black,blue & red	box								2									2	300.00	600.00		
Cartridge Ink CP DX 2430[10,000 copies/cartridg	pc							1										1	1,080.24	1,080.24		
67. Paper, Blue Printing, Diazo	roll			1														1	1,300.00	1,300.00		
68. Bond Paper, A4, sub 20	rm			8														8	200.00	1,600.00		
69. Bond Paper Long Sub 20	rm			15						100	20		167				10	312	200.00	62,400.00		
70. Bond Paper Short Sub 20	rm			20							10		106				5	141	190.00	26,790.00		
70. Tracing Paper, Gateway	roll			1														1	853.10	853.10		
71. Yellow Paper Glossy	pad			6			24								30		5	65	40.00	2,600.00		
72. Pentel Pen,SC-F Super Color Marker	pcs								20									20	750.00	15,000.00		
73. Manila Paper, High Quality	pcs								166									166	3.00	498.00		
74. Staple Wire,#35	box								60									60	36.60	2,196.00		
75. Rug Mat, for CR , High Quality	pcs								6									6	360.00	2,160.00		
76. Correction Pen, rolling Ball metal tip, 8 ml	pcs								40									40	80.00	3,200.00		
77. Pencil, #2, High quality	pcs								120									120	7.00	-		
78. Columnar Pad, 8 columns	pad						4											4	35.00	140.00		
79. Inject Cartridge #60 Black, for HP printer	pcs								12									12	800.00	9,600.00		
80. Inject Cartridge #60, Colored, HP printer	pcs								6									6	950.00	5,700.00		
81. Sign Pen Green HI-Tec Point V5/ Black	pcs								22								12	34	65.00	2,210.00		
82. Bond paper US, Short	rms								8													
Bond Paper US Long	rms								5									5	220.00	1,100.00		
83. Sign Pen Black, HI-Tec Point V5	pcs								100								5	105	65.00	6,825.00		
84. Ball Pen, Green ,BP-S Fine	pcs								20									20	21.50	430.00		
85. Blank Tape C-60 ZXA	pcs	40																40	45.00	1,800.00		
86. Tax Declarion Forms (RA Form # 1) - Yellow, Blue, Pink, White [1,000 each color]	pcs								4000									4000	2.00	8,000.00		
87. Master DX 2430[100 CUD/Roll]	roll								1									1	1,960.00	1,960.00		
88. Green Edged Folder	pc								20									20	8.00	160.00		
89. Brown Envelope Long	pcs								12									12	4.00	48.00		
90. Paste Solid 200 Grams	pcs								3									3	30.00	90.00		
Bond Paper A3	rms											8					1	9	780.00	7,020.00		
AR -5316 Toner for Sharp Paper Copier	crt											4						4	11,575.00	46,300.00		
Record Book 300pp stock no. 85	pc									12								18	295.00	5,310.00		
Record Book 150pp stock no. 85	pc											6						6	185.00	1,110.00		
Record Book 500pp stock No.85	pc									10								16	325.00	5,200.00		
Hard Copy (long)	rm											41						41	209.50	8,589.50		
Hard Copy (Short)	rm											44						44	199.50	8,778.00		
Carbon Ppaper Club International	box																	1	630.00	630.00		
Thread (Pilcoat Brand)	roll																2	3	5	300.00	1,500.00	
Folder Long	pcs									200								65	265	8.50	2,252.50	
Folder Short	pcs																	15	15	6.00	90.00	
Steadler Eraser	pcs																	4	4	25.00	100.00	
Ruler Plastic 12"	pcs																	2	2	10.00	20.00	
Highligter Stabilo, Liner	pcs																	12	12	30.00	360.00	
OTHER CONSUMABLES																						
1. Ribbon Cartridge FX 1275 (SO15584/SO15327)	Cart																		2	350	700.00	245,000.00
2. CIS Ink Refill (Magenta)	btle								1										1	283.8	283.76	80,519.74
3. CIS Ink Refill (yellow)	btle								1										1	283.8	283.76	80,519.74
4. CIS Ink Refill (Cyan)	btle								1										1	283.8	283.76	80,519.74
5. Ink Cartridge-HP F2480 (Black #60)	cart								1										1	800	800.00	640,000.00
6. HP Cartridge ribbon , 790	pcs						5												5	545.00	2,725.00	
7. Epson LX-3cc=11, refill	pcs						24												24	40.00	960.00	
8. Ink Refill Kit [Inkman]	set								1										1	734.00	734.00	
9. Computer ribbon Refill Epson LX-300+2	pcs																	20	20	45.00	900.00	

Electrical equipment and components and supplies													0		
1. Circuit Breaker 20 ampire	pc		1										1	500.00	500.00
2. Circuit Braeker 30 ampire	pc		1										1	500.00	500.00
3. Circuit Breaker 60 ampire	pc		1										1	650.00	650.00
4.															
Computer Supplies													0		
1. Ink dye, refill, Epson, black, liter	btle	2											2	2,300.00	4,600.00
2. Ink dye refill,Epson, magenta, liter	btle	2											2	2,600.00	5,200.00
3. Ink dye refill, Epson, yellow, liter	btle	2											2	2,600.00	5,200.00
4. Ink dye refill, Epson, cyan, liter	btle	2											2	2,600.00	5,200.00
5. Computer Continuous Form, 13x9-1/2", 4ply	box		8				8						16	1,480.00	23,680.00
6. Computer Continuous Form, 13x9-1/2", 3ply	box						4						4	895.00	3,580.00
7. Computer ribbon LX-300+ -Refill	pcs		60										60	45.00	2,700.00
8. Ink Computer refill, 100ml, Black	pcs			10									10	250.00	2,500.00
9. Ink Computer refill, 100ml, Cyan	pcs			5									5	250.00	1,250.00
10. Ink Computer refill, 100ml , Magenta	pcs			5									5	250.00	1,250.00
11. Ink Computer refill, 100ml , yellow	pcs			5									5	250.00	1,250.00
12. Ribbon Cartridge, s01516/#8750	cart			5									5	150.36	751.80
13. Ink Refill-Epson Stylus T13-Black,Yellow,Magenta	cart												36	253.50	9,126.00
13. Ink Cartridge,Epson, c-59 To751,Black	pcs											4	4	500.00	2,000.00
14. Ink Cartridge Epson, C-59 To752,Magenta	pcs											4	4	500.00	2,000.00
15. Ink Cartridge, Epson, C59 To753 , Cyan	pcs											4	4	500.00	2,000.00
16. Ink Cartridge-Epson, C59,To754,Yellow	pcs											4	4	500.00	2,000.00
17. Ink Cartridge, HP,704, Black	pcs											3	3	390.00	1,170.00
18. Canon Ink Cartridge 810 Black	set											6	6	900.00	5,400.00
19. Canon Ink Cartridge 811 Tri-color	set											6	6	985.00	5,910.00
20. Ink Cartridge, HP 704 Tri Color	set											6	6	390.00	2,340.00
Computer Equipment and Accessories															
1. Mouse, Optical USB	pcs		8										8	350.00	2,800.00
2. Mouse,Optical PS2	pcs		8										8	250.00	2,000.00
3. Keyboard, USB, Standard keys, Genius	pcs		8										8	650.00	5,200.00
4. Keyboard, PS2, Standard keys, Genius	pcs		8										8	650.00	5,200.00
5. 2.5 HDD External Drive(1 Terabyte-Transcend/Sea	pcs		1										1	6,000.00	6,000.00
6															
10															
*Other Categories													0		
1. Ammunition Cal., 45 Hardball	box	10											10	1,500.00	15,000.00
2. Ammunition Cal., 40 Hardball	box	2											2	1,500.00	3,000.00
3. Ammunition Cal 9mm Hardball	box	3											3	1,300.00	3,900.00
4. Gold Medal	pcs	1000											1000	20.00	20,000.00
5. Silver Medal	pcs	800											800	20.00	16,000.00
6. Bronze Medal	pcs	500											500	20.00	10,000.00
7. Philippine Flag 3x5	pcs	5											5	375.00	1,875.00
8. Philippine Flag 4x8	pcs	20											20	450.00	9,000.00
9. Streamer Cloth, white	roll	3											3	3,000.00	9,000.00
10. Streamer Cloth, yellow	roll	2											2	4,000.00	8,000.00
11. Trophy 10"	pcs	80											80	200.00	16,000.00
12. Trophy 12"	pcs	80											80	250.00	20,000.00
13. Trophy 14"	pcs	40											40	300.00	12,000.00
14. Trophy 16"	pcs	20											20	350.00	7,000.00
15. Stick 1x2x8	pcs	20											20	18.00	360.00
16. Stick 1x2x10	pcs	50											50	20.00	1,000.00
17. Stick 1x2x12	pcs	20											20	22.00	440.00
18. Nail # 1	kl	10											10	66.00	660.00

19. Nails # 2	kl	10																				10	63.00	630.00	
20. Nails # 2 1/2	kl	6																				6	63.00	378.00	
21. Nails # 3	kl	6																				6	63.00	378.00	
22. Floral Wire	bundle	3																				3	60.00	180.00	
23. AR-202 DR Drumkit	pcs	1																				1	7,100.00	7,100.00	
24. AR-202 SD Developer	pcs	1																				1	3,200.00	3,200.00	
25. AR-202 FT Toner	btle	2																				2	13,500.00	27,000.00	
26. Tinting Color Latex, Red, Green, Blue & Black	can	120																				120	64.00	7,680.00	
27. Tinting Color Latex, Hanza Yellow	can	24																				24	74.00	1,776.00	
28. Linen Paper	pad	10																				10	52.00	520.00	
29. Cord	roll	10																				10	40.00	400.00	
30. PVC ID Sheet	box	60																				60	2,300.00	138,000.00	
31. Ribbonette	rolls	12																				12	40.00	480.00	
32. 5/6" 7.9mm JT-21 Staple wire, arrow	box	5																				5	138.00	690.00	
33. Empty Sacks	pcs						50															50	8.00	400.00	
34. Fluorescent Tube, 4D WATTS, GE	tube						6															6	90.00	540.00	
35. Fluorescent Holder	pcs						10															10	11.00	110.00	
36. Ballpen, Fine, Black Pilot	pcs						60															60	30.00	1,800.00	
37. Ballpen Fine, Blue, Pilot	pcs						60															60	30.00	1,800.00	
38. Damper (not Foam)	pcs						3															3	150.00	450.00	
39. Envelope, Brown, Long	pcs						50															50	5.00	250.00	
40. Computer Paper Ripper	pcs						1															1	200.00	200.00	
41. Bond Paper Short Premium Grade	ream						12															12	126.00	1,512.00	
42. Water Faucet-Bronze	pcs																					6	160.00	960.00	
43. Vulcaseal	pcs																					3	420.00	1,260.00	
44. Health Card	pcs									3000												3000	4.50	13,500.00	
Field Book, VaLIANT	PCS																					5	5	50.00	250.00
Refill Ink HP, Speed Brand, 1000 ml	bot																					3	3	1,100.00	3,300.00
Sanitary Permit	pcs									2000												2000	1.75	3,500.00	
46. Marine Plywood	pcs									5												5	1,650.00	8,250.00	
47. Monther Home Base Card	pcs									300												300	10.00	3,000.00	
50. Toner Cartridge, FX9, Canon MF 3050D, Copier 3	Unit																					2	2	6,100.00	12,200.00
																							0		-
																							0		-

***GRAND TOTAL: 7756 2617 404 312 233 3116 295 1178 858 4264 832 6002 209 20 1252 127 111 432 345 32458 3,394,645.66

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 339,464.57

APPROVED BUDGET: 3,734,110.23

*Other categories that are not indicated herein
 ***Grand total for items under A and B

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: _____ Certified Funds Available /
 Certified Appropriate Funds Available:

Approved: _____

 JASON P. ALMONTE
 Head of Office/Agency
 City Mayor

 IDA E. TALICTIC
 (Property/Supply Officer)
 Assistant City Budget Officer

 WELITA C. LARA
 Accountant /
 Local Budget Officer

Date Prepared: _____