

**DEPARTMENT OF JUSTICE  
OFFICE OF THE SOLICITOR GENERAL  
ANNUAL PROCUREMENT PLAN  
NATIONAL EXPENDITURE PLAN FY 2017**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds	MOOE	CO	Remarks (Brief Description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing				
<b>UTILITY EXPENSES</b>											
	Water - Non-Drinking	Divisions & Services	Direct Contracting	Not Applicable (Guidelines on Procurement of Water, Electricity, Telecommunications)				GoP	2,068,000		OSG water consumption
	Water - Drinking	Divisions & Services	NP-Small Value	To procure from the service provider				GoP	343,000		Annual contract for the supply and delivery of mineral water with free hot and cold dispensers
	Electricity	Divisions & Services	Direct Contracting	Not Applicable (Guidelines on Procurement of Water, Electricity, Telecommunications)				GoP	16,980,000		OSG electricity consumption
<b>SUB-TOTAL</b>								<b>19,391,000</b>			
<b>TRAINING AND SCHOLARSHIP</b>											
	Training program for OSG officials and employees	HRMD / Divisions / Admin	Neg. Proc.	Delegated to the Training Section of HRMD, Capacity Building Committee and Administrative Division				GoP	11,399,000		Various training programs for OSG officials and administrative employees. These amounts shall cover the training fees, food expenses and other incidental expenses
<b>SUB-TOTAL</b>								<b>11,399,000</b>			
<b>COMMUNICATION SERVICES</b>											
	Postage and Deliveries	DMS	Direct Contracting / Agency to	Not Applicable January 2017    January 2017				GoP	1,700,000		Actual expenses for postage stamps, telegram and other related expenses
	Internet	Divisions & Services	Direct Contracting	Not Applicable (Guidelines on Procurement of Water, Electricity, Telecommunications)				GoP	2,462,000		PLDT-Philcom Cagayan de Oro, OSG building and Cebu
	Telephone Expenses (Landline)	Divisions & Services	Direct Contracting	Not Applicable (Guidelines on Procurement of Water, Electricity, Telecommunications)				GoP	5,543,000		Direct lines, PLDT analog telephony (white) and I.P. Telephony (black)
<b>SUB-TOTAL</b>								<b>9,705,000</b>			
<b>REPAIRS AND MAINTENANCE</b>											
<b>Buildings and Structures</b>											
	Repainting of external surface areas of the OSG building	Divisions & Services	NP-Small Value	March 2016				GoP	500,000		For building maintenance
	Renovation of office space/rooms	Divisions & Services	NP-Small Value	To procure as the need arises. Delegated to the Administrative Division				GoP	2,500,000		Renovation/Installation of walls & cubicles for the existing and additional divisions, for good working condition
<b>Office Equipment</b>											
	Repairs of various unserviceable office equipment	Divisions & Services	NP-Small Value	To procure as the need arises. Delegated to the Administrative Division					500,000		Repair of airconditioning units, pitney bowes, binding machine, firefighting and other office equipment
<b>Furniture &amp; Fixtures</b>											
	Repair of various furniture and fixtures	Divisions & Services	NP-Small Value	To procure as the need arises. Delegated to Administrative Division				GoP	100,000		Replacement/installation of vertical blinds, repair of doors and other office furniture and fixtures
<b>IT Equipment</b>											
	Repair of various office equipment	Divisions & Services	NP-Small Value	To procure as the need arises. Delegated to Administrative Division				GoP	525,000		Repair of desktops, laptops, printers, IT equipment (server) and other IT equipment
<b>Communication Equipment</b>											
	Repair of various communication equipment	Divisions & Services	NP-Small Value	To procure as the need arises. Delegated to Administrative Division				GoP	100,000		Repair of fax machine, telephone and other communication equipment
<b>Machineries and Equipment</b>											
	Preventive maintenance of two (2) units elevator	Divisions & Services	NP-Small Value	Delegated to the Administrative Division				GoP	340,000		To maintain the good condition of the 2 units elevator, for safety purpose.
<b>Other Machineries</b>											
	Repair of shutter, motor pump and other machineries	Divisions & Services	NP-Small Value	Delegated to the Administrative Division				GoP	300,000		Repair of 4 units shutter, 6 units of motor pump, router, compressor and other machineries
<b>Motor Vehicles</b>											
	Preventive maintenance and repairs of OSG vehicles	Divisions & Services	Direct Contracting	To procure as the need arises. Delegated to Administrative Division				GoP	2,193,000		Preventive maintenance, kilometer check-up and other repairs of OSG five (5) buses, 9 motorcycles, 30 wagons and 6 vans
<b>SUB-TOTAL</b>								<b>7,058,000</b>			

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<b>SUPPLIES AND MATERIALS</b>												
<b>Office Supplies</b>								<b>11,325,000.00</b>				
	Copy papers & other paper materials w/ OSG print	Divisions & Services	Public Bidding	August 2017		September 2017		GoP	1,500,000		Procurement at PS-DBM and external suppliers	
	Common-use office supplies & equipment	Divisions & Services	Shopping	To procure as the need arises. Delegated to Administrative Division				GoP	8,725,000			
	Managed Printing	Divisions & Services	Public Bidding	May 2017		June 2017		GoP	1,100,000		Annual contract for the payment of toners with free use of printes	
	<b>Gasoline, Oil and Lubricants</b>	Divisions & Services	Not Applicable	To procure as the need arises.				GoP	<b>4,392,000</b>		Gasoline expenses for 50 OSG vehicles	
	<b>Drugs and Medicines</b>	Divisions & Services	Not Applicable	To procure as the need arises. Delegated to HRMAS					<b>5,000</b>		Procurement of medicines in times of emergency	
<b>Semi-Expendable Expenses</b>												
	Semi -Expendable Machinery & Equipment								<b>131,000</b>		Purchases of semi-expendable machinery & equipment with value of less than P15,000, such as:	
	Office Equipment	Divisions & Services	NP-Small Value	Delegated to Administrative Division				GoP	116,000		Purchases of foldable push cart, dry sealer, exhaust fan, paper shredder, etc.	
	Communication Equipment	Divisions & Services	NP-Small Value	Delegated to Administrative Division				GoP	15,000		Purchases of various communication equipment	
	Semi-Expendable Furniture, Fixtures & Books Expense								<b>635,000</b>		Purchases of semi-expendable furniture and fixtures with value of less than P15,000, such as:	
	Furniture and Fixtures	Divisions & Services	NP-Small Value	Delegated to Administrative Division				GoP	150,000		Purchases of steel filing cabinets, tables and chairs in its uniform & small sizes suited for small office space to accommodate 20-30 employees	
	Books	Library / Admin	NP-Small Value	Delegated to Administrative Division				GoP	485,000		Procurement of legal and other pertinent books	
<b>SUB-TOTAL</b>									<b>16,488,000</b>			
<b>TAXES, INSURANCE PREMIUMS AND OTHER FEES</b>												
	Insurance Expense (OSG's Motorpool & Building: Comprehensive Insurance Policy including Third Party	Admin	NP-Agency to Agency	Not Applicable				GoP	718,000		GSIS insurance of the OSG motor pool vehicles including six (6) additional vehicles and OSG building	
	Taxes and Licenses	Divisions & Services	NP-Agency to Agency	Not Applicable				GoP	214,000		LTO renewal of the OSG motor pool	
	Fidelity Bond Premium			Not Applicable				GoP	100,000		OSGs bonded officers with cash accountability: Lipit, Ojenal, Mones, Benosa, Belen and Dequina.	
<b>SUB-TOTAL</b>									<b>1,032,000</b>			
<b>GENERAL SERVICES</b>												
	Security Services	Divisions & Services	Public Bidding	Oct. 2017	Oct-Nov 2017	Dec. 2017		GoP	5,500,000.00		Annual contract for the outsourcing of 15 security personnel; for security purposes	
	Janitorial Services (including materials/ supplies)	Divisions & Services	Public Bidding	Jan 2017	November 2016	December 2016		GoP	4,000,000.00		Annual contract for the outsourcing of janitorial services for the 36 divisions including equipment and material supplies	
	Environmental and Sanitary Services	Divisions & Services	Direct Contracting	To renew the services of the existing provider				GoP	259,000.00		Annual and monthly fee for garbage maintenance (MACEA) and pest control for clean and better working environment	
	Other General Services	Divisions & Services	Direct Contracting	As the need arises				GoP	35,000.00		Other general services such as carpet cleaning and laundry services (curtains of OSG buses and Padilla Hall).	
<b>SUB-TOTAL</b>									<b>9,794,000</b>			
<b>PROFESSIONAL AND OTHER PROFESSIONAL SERVICES</b>												
<b>Professional Services</b>												
	Consultancy Services	SG	NP - Highly technical, primarily confidential consultant	To procure as the need arises.				GoP	237,000		Hiring of highly-technical consultant requiring expertise on systems and processes and other highly-technical matters.	

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	<b>Other Professional Services</b>										
	Legal Services	Divisions & Services	Not Applicable	Delegated to services and legal divisions				GoP	10,000		Notarial Services and Transcript of Stenographic Notes from courts
	Other Professional Services	Divisions & Services	Not Applicable						95,000		Honoraria for Zumba Instructor for Wellness Activities and Resource Speaker for Solo Parents Activities
<b>SUB-TOTAL</b>									<b>342,000</b>		
<b>OTHER MAINTENANCE and OPERATING EXPENSES:</b>											
	Transportation and Delivery Expense	FMS	Not Applicable	As per reimbursement				GoP	461,000.00		Transportation expense by liaison officers, messengers and bus drivers
	Printing and Binding Expense	FMS	Not applicable	As need arises. For reimbursement				GoP	50,000.00		Printing and binding expenses of various documents
	Representation Expense	Divisions & Services	Not applicable					GoP	150,000.00		Representation expenses for Expenses for official meetings /conferences and entertainments
	Advertising Expense	BAC / HRMAS	NP-Small Value	Delegated to Administrative Division				GoP	100,000.00		Publication costs for bid invitation/ job vacancies/ sponsorship to universities
	Other Maintenance and Operating Expenses	Divisions & Services	Not applicable	As the need arises				GoP	5,575,000.00		Various expenses in relation with the agebcy's social activities and other operating expenses
<b>SUB-TOTAL</b>									<b>6,336,000.00</b>		
<b>RENT EXPENSES</b>											
	Office Space Rental	Divisions & Services	NP-Lease of Real Property	Delegated to Administrative Division				GoP	34,802,000		Annual existing 16 office spaces rental at APMC, 2 units at Montepino buildings including provision for additional 2 vacant divisions
	Parking Space	Divisions & Services	NP-Lease of Real Property	Delegated to Administrative Division				GoP	1,052,000		Annual existing 11 parking space at Atlas Pacific Management Corporation, 5 slots for buses and provision for 20 slots for OSG officials and employees, in replacement for 15 parking spaces reverted to building structure by Urban Realty
	P.O. Box Rental	Divisions & Services	NP-Direct Contracting	Delegated to Administrative Division				GoP	2,000		P.O. Box rental-Philpost Corporation
	Equipment	Divisions & Services	Public Bidding	October 2017	November 20	December 2017	GoP	3,360,000		Annual rental of photocopying machines necessary for the reproduction of legal and non-legal documents;	
<b>SUB-TOTAL</b>									<b>39,216,000</b>		
<b>SUBSCRIPTION EXPENSE</b>											
	Cable	Divisions & Services	Direct Contracting	Not Applicable (Guidelines on Procurement of Water, Electricity, Telecommunications)				GoP	12,000		Cable satellite, telegraph and radio expenses
	Magazines, Newspapers, Journal & Official Gazette	Divisions & Services	NP-Small Value	Annual subscription. Delegated to Administrative Division				GoP	301,000		Subscription of newspapers, magazines, Phil. Law Journal and Official Gazette that can be used as reference materials and for general information purposes
	Library Books	Library / Admin. Div	Direct Contracting / NP-Small Value	As the need arises				GoP	54,000		Various books needed for the use of OSG employees
	Various ICT software and legal information licenses	Divisions & Services	Direct Contracting	Not Applicable (Guidelines on Procurement of Water, Electricity, Telecommunications & Internet Service Providers)				GoP	9,110,000		Continuing ICT licenses needed for Server Consolidation and Virtualization, Case Management Information System, Legal Information Resources, Office Productivity and Disaster Management and Risk Reduction
<b>SUB-TOTAL</b>									<b>9,477,000</b>		

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<b>CAPITAL OUTLAY</b>											
<b>PROPERTY, PLANT AND EQUIPMENT</b>											
<b>A. MACHINERY AND EQUIPMENT</b>											
	Information and Communication Technology							GoP	5,462,000	Procurement of various ICT Equipment consistent with the Information Strategic Systems Plan for FY 2017	
	Printing Equipment	Divisions & Services	NP-Small Value	Delegated to Administrative Division			GoP	198,000	Procurement of various ICT Equipment consistent with the Information Strategic Systems Plan for FY 2017		
<b>BUILDING AND STRUCTURES</b>											
	<b>Buildings</b>	Division & Services	NP-Small Value	Delegated to Administrative Division			GoP	9,000,000	Purchase of Procurement of Fire Sprinkler and Fire Alarm System)		
<b>INTANGIBLE ASSETS</b>											
	ICT Software	Divisions & Services	Neg. Proc	Delegated to Administrative Division			GoP	35,000	Procurement of Window Server Device CAL		
<b>SUB-TOTAL</b>									-	<b>14,695,000</b>	
<b>GRAND TOTAL</b>										<b>14,695,000</b>	

R e c o m m e n d i n g   A p p r o v a l :

*Rosalinga*  
**ROSALINDA C. IBARRA**  
Director, Human Resource Management  
and Administrative Service

*[Signature]*  
**EDGAR S. DIMAYUGA**  
Director, Financial Management Service

*(on official travel)*  
**DEREK R. PUERTOLLANO**  
Chairperson, Bids and Awards Committee

A p p r o v e d   B y :

*[Signature]*  
**JOSE C. CALIDA**  
Solicitor General

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

For: 1/15M

**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 (Cataraman)- **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 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 National Budget Circular No. 555, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
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 Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **OFFICE OF THE SOLICITOR GENERAL**

Agency Account Code: **M024**

Contact Person: **ANNABELLE P. CRUZ**

Region: **NCR**

Position: **AOV**

Address: **134 Amorsolo St., Legaspi Village, Makati City**

E-mail: **apcruz@osg.gov.ph**

Telephone/Mobile Nos: **836-33-14 ; 988-1691**

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of August 16, 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, dry cell AA, 2 pieces per blister pack	pack				0				0				0					0	0	17.42	-	
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0				0				0					0	0	15.03	-	
3 BATTERY, dry cell D, 2 pieces per blister pack	pack				0				0				0					0	0	77.56	-	
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0					0	0	114.40	-	
5 LED Linear Tube, 18 watts individually wrapped in carton	tube				0				0				0					0	0	36.30	-	
6 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0					0	0	93.29	-	
7 TAPE, electrical	roll				0				0				0					0	0	18.20	-	

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<b>COMMON OFFICE SUPPLIES</b>																					
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0					0	0	624.00	-
2 AIR FRESHENER, 280mL/150g min	can				0				0				0					0	0	83.20	-
3 ALCOHOL, 70%, ethyl, 500ml	bottle				0				0				0					0	0	47.82	-
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0				0					0	0	197.58	-
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				10				10				10					10	40	202.80	8,112.00
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0					0	0	64.48	-
7 CHALK, white, enamel, 100 pieces per box	box				1				1				1					1	4	25.86	103.44
8 CLEARBOOK, A4 size	piece				0				0				0					0	0	39.52	-
9 CLEARBOOK, Legal size	piece				0				0				0					0	0	43.68	-
10 CLIP, backfold, 19mm, 12 pieces per box	box				0				0				0					0	0	7.28	-
11 CLIP, backfold, 25mm, 12 pieces per box	box				0				0				0					0	0	13.50	-
12 CLIP, backfold, 32mm, 12 pieces per box	box		50		50			50	50		50		50		50		50	50	200	19.12	3,824.00
13 CLIP, backfold, 50mm, 12 pieces per box	box		50		50			50	50		50		50		50		50	50	200	43.68	8,736.00
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece		100		100			100	100		100		100		100		100	100	400	31.20	12,480.00
15 DATA FILE BOX, made with chipboard, with closed ends	box		0		50			50	50		50		50		50		50	200	69.78	13,956.00	
16 DATA FOLDER, made with chipboard, taglia lock	piece		50		50			50	50		50		50		50		50	200	68.64	13,728.00	
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0				0				0					0	0	381.54	-
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				5				5				5					5	20	507.40	10,148.00
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				20				0				20					0	40	621.71	24,868.40
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0					0	0	27.61	-
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0				0				0					0	0	499.20	-
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0				0					0	0	561.60	-
23 ERASER, felt, for blackboard/whiteboard	piece				0				0				0					0	0	11.11	-
24 ERASER, plastic or rubber	piece				0				0				0					0	0	2.29	-
25 FASTENER, for paper, metal, 50 sets per box	box				300				300				300					300	1200	57.09	68,508.00
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0					0	0	70.67	-
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0					0	0	12.48	-
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0					0	0	16.64	-
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0					0	0	234.00	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0					0	0	291.20	-
31 FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0					0	0	166.40	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0					0	0	203.84	-
33 FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				50				50				50					50	200	746.72	149,344.00
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0				0					0	0	179.28	-
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				100				100				100					100	400	200.37	80,148.00
36 GLUE, all purpose, 300 grams min.	jar				100				100				100					100	400	44.18	17,672.00
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				25				0				25					0	50	50.84	2,542.00
38 LOOSELEAF COVER, 50sets per bundle	bundle				10				10				10					10	40	539.76	21,590.40
39 MAGAZINE FILE BOX, LARGE	piece				20				20				20					20	80	41.60	3,328.00
40 MARKER, fluorescent, 3 colors per set	set				100				100				100					100	400	35.55	14,220.00
41 MARKER, whiteboard, bullet type, black	piece				25				25				25					25	100	10.28	1,028.00
42 MARKER, whiteboard, bullet type, blue	piece				0				0				0					0	0	10.28	-
43 MARKER, whiteboard, bullet type, red	piece				0				0				0					0	0	10.28	-



Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
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5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				25				25				25				25	100	114.28	11,428.00
6 SCISSORS, (6")	pair				30				30				30				30	120	13.73	1,647.60
7 STAPLER, standard	piece				25				25				50				25	125	82.16	10,270.00
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				25				0				25				0	50	878.80	43,940.00
9 STAPLE REMOVER, plier type	piece				50				50				50				50	200	18.18	3,636.00
10 TAPE DISPENSER, table top	piece				10				10				10				10	40	47.72	1,908.80
11 WASTE BASKET, non-rigid plastic	piece				20				20				20				20	80	23.90	1,912.00
<b>COMMON JANITORIAL SUPPLIES</b>																				
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				0				0				0				0	0	119.60	-
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	27.96	-
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				0				0				0				0	0	124.80	-
11 MOPBUCKET	piece				0				0				0				0	0	1,820.00	-
12 MOPHANDLE, screw type, aluminum handle	piece				15				15				15				15	60	142.48	8,548.80
13 MOPHEAD, made of rayon	piece				30				30				30				30	120	98.80	11,856.00
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	-
<b>COMMON OFFICE EQUIPMENT</b>																				
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				0				0				0				0	0	10,400.00	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				10				0				10				0	20	142.36	2,847.20
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	328.64	-
4 CHAIR, monobloc, without armrest, beige	piece				25				25				25				25	100	254.68	25,468.00
5 CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	254.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0	6,229.60	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0				0				0	0	25,272.00	-
8 ELECTRIC FAN, industrial	unit				0				0				0				0	0	956.80	-
9 ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,248.00	-
10 ELECTRIC FAN, stand type	unit				0				0				0				0	0	967.10	-



Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
11 ELECTRIC FAN, wall type	unit				0				0				0				0	0	790.40	-
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/telex switch	unit				0				0				0				0	0	3,502.72	-
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10lbs.), brand new	unit				0				0				0				0	0	1,080.56	-
14 FIRE EXTINGUISHER, pure HFC 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				0				0				0				0	0	26,483.60	-
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationary blade guard, A4-A6 format indications	unit				0				0				0				0	0	7,488.00	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0				0	0	5,699.20	-
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				0				0				0	0	5,831.52	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0				0	0	10,000.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	1,237.60	-
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	1,242.80	-
<b>COMMON COMPUTER SUPPLIES</b>																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				5				5				5				5	20	630.76	12,615.20
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	571.80	-
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				0				0				0				0	0	21.79	-
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				5				5				5				5	20	2,818.40	56,368.00
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				50				50				50				50	200	194.48	38,896.00
10 MOUSE, optical, USB connection type	unit				50				50				50				50	200	127.80	25,560.00
<b>HANDBOOK ON PROCUREMENT</b>																				

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0	61.83	-		
<b>CONSUMABLES</b>																						
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	681.20	-		
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	447.20	-		
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	447.20	-		
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	447.20	-		
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 LC67HYH, Yellow	cart				0				0				0				0	0	868.40	-		
13 INK CART, CANON PG-810, Black	cart				0				0				0				0	0	737.36	-		
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0		-		
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				0				0				0				0	0	970.32	-		
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	945.36	-		
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	-		

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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				10				10				10				10	40	921.44	36,857.60
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				10				10				10				10	40	1,466.40	58,656.00
48 INK CART, HP C8727AA, (HP27), Black	cart				1				0				1				0	2	826.80	1,653.60
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				0				0				0				0	0	650.00	-
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				1				0				1				0	2	751.92	1,503.84
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				0				0				0				0	0	639.60	-
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				0				0				0				0	0	754.00	-
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				0				0				0				0	0	358.80	-
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	358.80	-
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				10				10				10				10	40	358.80	14,352.00
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				10				10				10				10	40	358.80	14,352.00
86 INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	358.80	-
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	360.88	-
88 INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	366.08	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
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	-
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,196.00	-
95 TONER CART, BROTHER TN-2025, Black	cart				5				5				5				5	20	2,556.32	51,126.40
96 TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,820.00	-
97 TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,860.00	-
98 TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,354.00	-
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU	cart				0				0				0				0	0	4,992.00	-
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				5				0				5				0	10	2,971.28	29,712.80
103 TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,802.80	-
104 TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,218.80	-
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				1				1				1				1	4	5,402.80	21,611.20
111 TONER CART, HP CC531A, Cyan	cart				1				1				1				1	4	5,298.80	21,195.20
112 TONER CART, HP CC532A, Yellow	cart				1				1				1				1	4	5,298.80	21,195.20
113 TONER CART, HP CC533A, Magenta	cart				1				1				1				1	4	5,298.80	21,195.20
114 TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,754.80	-
115 TONER CART, HP CE278A, Black	cart				25				25				25				25	100	3,114.80	311,480.00
116 TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	2,756.00	-
117 TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,386.80	-
118 TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,490.80	-
119 TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,490.80	-
120 TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,490.80	-
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				0				0				0				0	0	3,790.80	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,402.80	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,402.80	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,402.80	-
134 TONER CART, HP CE505A, Black	cart				5				5				5				5	20	3,998.80	79,976.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,066.80	-
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,104.40	-
137 TONER CART, HP Q2613A, Black	cart				10				10				10				10	40	3,328.00	133,120.00
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,482.80	-
139 TONER CART, HP Q5949A, Black	cart				5				5				5				5	20	3,530.80	70,616.00
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				15				15				15				15	60	3,894.80	233,688.00
153 TONER CART, LEXMARK E360H11P, 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				15				15				15				15	60	4,992.00	299,520.00
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,600.00	-
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				0				0				0				0	0	2,704.00	-
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				20				20				20				20	80	4,888.00	391,040.00
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				0				0				0				0	0	76.75	-
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				0				0				0				0	0	75.92	-

**B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)**

COMMUNICATION EQUIPMENT		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity	Price	TOTAL AMOUNT
1	Fax Machine				0				0				6				0	6	2,500.00	15,000.00
COMMON OFFICE EQUIPMENT																				
1	Adding Machine				1				0				0				0	1	2,635.00	2,635.00
2	Dry Sealer				3				0				0				0	3	3,000.00	9,000.00

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT								
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity			
3 Electric fan with stand					1													0	1	1,750.00	1,750.00		
4 Electronic Calculator					2														2	2,635.00	5,270.00		
5 Exhaust Fan					6														6	900.00	5,400.00		
6 Foldable Push Cart					13														13	3,950.00	51,480.00		
7 Giant Stapler					0														11	4,390.00	48,290.00		
8 Gun Tacker Stapler					0														1	2,200.00	2,200.00		
9 Heavy Duty Puncher					0														31	4,390.00	136,090.00		
10 Laminating Machine					0														3	6,600.00	19,800.00		
11 Refrigerator					0														3	14,900.00	44,700.00		
12 Microwave Oven					0														0	4,560.00	4,560.00		
13 Multi media player					0														1	2,200.00	2,200.00		
14 Paper Cutter					0														5	1,500.00	7,500.00		
15 Paper Shredder					0														6	6,500.00	39,000.00		
16 Power Paper Cutter					0														3	8,500.00	25,500.00		
<b>COMMON OFFICE SUPPLIES</b>																							
1 BALLPEN, black	piece				1000																1000	8.00	32,000.00
2 BALLPEN, blue	piece				500																500	8.00	16,000.00
3 BALLPEN, red	piece				250																250	10.00	10,000.00
4 BARCODE RIBBON/STICKER, 4.0W x 3.0L	roll				200																200	900.00	720,000.00
5 BARCODE RIBBON/STICKER, 2.0W x 1.0L	roll				75																75	1,000.00	300,000.00
6 Break Cleaner	piece				0																2	345.00	2,070.00
7 CORRECTION FLUID	piece				25																25	11.00	1,100.00
8 CLIP, bulldog, 73mm (3")	piece				125																125	8.32	4,160.00
9 ENVELOPE, brown, documentary, with OSG print, 500/box	box				50																50	1,050.00	210,000.00
10 ENVELOPE, brown, with RA9417, registered Mail & Return Card	box				25																25	1,050.00	105,000.00
11 ENVELOPE, mailing, with OSG print & RA9417, 500/box	box				50																50	340.00	68,000.00
12 ENVELOPE, mailing, with OSG logo & RA9417	box				25																25	360.00	36,000.00
13 ENVELOPE, mailing, with RA9417, Registered Mail & return Card	box				25																25	360.00	45,000.00
14 Fastener, Heavy Duty	box				100																100	200.00	80,000.00
15 Filing box, 24" x 15" x 10.5", corrugated with lock	piece				300																300	85.00	102,000.00
16 Hiti CS200e ID Ribbon, YMCKO-400 w/o PVC Card	box				0																1	6,800.00	13,600.00
17 ID Lace Blue	piece				100																100	22.00	8,800.00
18 ID LACE, green	piece				100																100	22.00	8,800.00
19 ID LACE, purple/violet	piece				100																0	2,200.00	2,200.00
20 ID LACE, red	piece				100																0	2,200.00	2,200.00
21 ID LACE, yellow	piece				100																100	22.00	4,400.00
22 INDEX CARD, 3"x5" ruled both sides, 500s/pack	pack				25																25	51.27	2,563.50
23 INDEX CARD, 5"x8" ruled both sides, 500s/pack	pack				25																25	139.34	6,967.00
24 METAL INK, for numbering machine, black	piece				10																20	120.00	2,400.00
25 PASTE, 200g	jar				100																100	25.00	10,000.00
26 Pitney Bowes INK, cartridge	piece				5																0	2,620.00	26,200.00
27 Photo Paper	piece				100																100	400	3,800.00
28 PUSH Pin, flat head type, assorted colors, 100s/case	case				25																25	19.08	1,908.00
29 Rapid Print 5650 Ribbon	piece				20																20	1,500.00	60,000.00

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
30 RIBBON, nylon, manual typewriter	spool				5				5								5	20	16.12	322.40
31 Stamp pad dater ink, Red	piece				4				4								4	15	121.60	1,824.00
32 stamp pad dater ink, Black	piece				0				0								15	30	121.60	3,648.00
33 STAPLE WIRE, HD-3LS, 13mm	box				50				50								50	200	40.00	8,000.00
34 STAPLE WIRE, HD-3LS, 13mm	box				50				50								50	200	40.00	8,000.00
35 Steno Notebook	piece				25				25								25	100	11.90	1,190.00
36 Synthetic grease 454 grams	piece				0				0								0	1	675.00	675.00
37 Ordinary grease 500 grams	piece				0				0								0	1	375.00	375.00
38 TAPE, adding machine, GSP bond	roll				15				15								15	60	7.70	462.00
39 Tape Cassette laminated 12mm black on white tape	piece				0				0								0	2	50.00	100.00
40 Door Signage	piece				25				25								25	100	660.00	66,000.00
41 Metal Desk Tray	piece				0				0								5	10	300.00	3,000.00
42 Nameplate	piece				25				25								25	100	220.00	22,000.00
43 Stamp pad with written word	piece				25				25								25	100	300.00	30,000.00
44 Windbind Machine Steel crystal cover, legal size	piece				70				70								65	275	48.00	13,200.00
45 Windbind Machine Steel crystal cover, letter size	piece				80				80								85	325	43.00	13,975.00
<b>Cleaning Equipment and Supplies (for the buses)</b>																				
1 Complete Powder Saop, 3kg	sachet				15				15								15	60	415.00	24,900.00
2 Jumbo Scrubbing Foam	piece				15				15								15	60	220.00	13,200.00
3 Car Air Freshner, ice black	can				60				60								60	240	210.00	50,400.00
4 Fabric Conditioner, parfume black, 900 ml	sachet				15				15								15	60	195.00	11,700.00
5 Liquid Wax, 1 liter	can				15				15								15	60	215.00	12,900.00
6 Glass Cleaner, lemon, 500 ml	bottle				15				15								15	60	80.00	4,800.00
7 Glass Squeegee,large	piece				15				15								15	60	320.00	19,200.00
8 Chamois, Large	piece				25				25								0	50	230.00	11,500.00
9 Rubbing Compound, (Turtle wax) 298 g	contr				10				10								10	40	320.00	12,800.00
10 Pylox Paint	piece				20				20								0	40	200.00	8,000.00
11 Bath Soap	piece				50				50								50	200	22.00	4,400.00
12 Lever Tank	piece				25				25								25	100	138.00	13,800.00
13 Rubber Flapper	piece				25				25								25	100	55.00	5,500.00
14 Rubber Suction	piece				25				25								25	100	45.00	4,500.00
15 Tsunami Imop, 360 degrees	piece				5				5								0	10	845.00	8,450.00
16 Pranel rags	piece				120				120								120	480	17.00	8,160.00
<b>Paper Materials and Products</b>																				
1 Paper, for PPC w/ OSC logo at the back, 8.5 x 13", S20, 70gsm	reams				0				8000								0	8000	135.00	1,080,000.00
2 Paper, for PPC w/ OSC logo at the back, 8.5 x 13", S20, 70gsm	reams				0				3000								0	3000	127.00	381,000.00
3 Paper, for PPC w/ OSC letterhead, 8.5 x 11", S20, 70gsm	reams				0				1000								0	1000	125.00	125,000.00
4 Paper, for PPC, plain, 8.5 x 11", S20, 70gsm	reams				100				100								100	400	130.00	52,000.00
5 Paper, for PPC, plain, 8.5 x 11", S20, 70gsm	reams				100				100								100	400	125.00	50,000.00
6 Paper, for PPC, white, S20, 70 gsm, 12' x 20", S20, 70gsm	reams				15				0								0	30	385.00	11,550.00
7 Memo Pad with OSC letterhead	reams				100				100								100	400	75.00	30,000.00
8 Continuous form, 11 x 5-1/2 x 1 ply, 4000shots/box	reams				5				0								0	10	1,200.00	12,000.00
9 Laid paper, 8.5" x 11"	reams				30				0								0	60	950.00	57,000.00
<b>Electrical equipment and components and supplies</b>																				
1 Convenience outlet, 3 gang					50				50								50	200	48.00	9,600.00
2 Ballast, 40 watts					25				25								25	100	85.00	8,500.00
3 Ballast, 20 watts					25				25								25	100	90.00	9,000.00
4 Breaker, 30 amp, plug-in (pair)					5				5								8	23	420.00	9,660.00

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4
5 Bulb, hallogen, 50 watts, 12 volts					25				25								25	100	5,000.00
6 Bulb receptacle, 3x3 plastic					24				0								0	48	1,920.00
7 Circular Lamp, 22 watts					24				0								0	48	4,080.00
8 Circular Lamp, 32 watts					12				0								0	24	3,000.00
9 Daylight / energy saver light					50				50								50	200	24,000.00
10 Flat cord #16					3				0								0	6	18,000.00
11 Flat Cord #22					3				0								0	3	4,500.00
12 LED Bulb, 6watts					25				25								25	100	11,500.00
13 LED Bulb 9 watts					25				25								25	100	15,000.00
14 LED 4 Circular downlight					25				25								25	100	37,500.00
15 LED T8 Glass Tubular					50				50								50	200	45,000.00
16 Housing Base Lamp					25				25								25	100	29,900.00
17 Male rubber plug					50				50								50	200	4,200.00
18 Telephone wire, 4C					3				0								0	6	4,770.00
19 Switch light					10				0								0	20	15,900.00
20 Electronic Ballast, 40 watts					20				0								0	40	40,000.00
21 Electronic Ballast, 20 watts					25				0								0	50	25,000.00
22 CFL pin light, SU-09W-DL					25				0								0	50	5,000.00
23 CFL pin light, T2U/3U 18-20 watts					25				25								25	100	8,000.00
24 Starter, 4-40					50				50								50	200	1,040.00
25 Fluorescent Lamp, 20watts					24				24								24	96	8,160.00
26 Fluorescent Lamp, 40watts					48				48								48	192	24,000.00
<b>Computer Supplies</b>																			
1 COMPACT DISK RECORDABLE, min of 700MB, 1x - 52x minimum speed, 80 min recording time	piece				1000												1000	4000	37,840.00
2 COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece				500												500	2000	34,840.00
3 DVD RECORDABLE, 16x speed, 4.7GB capacity	piece				50												50	200	2,238.00
4 TONER CARTRIDGE, HP Q7551A, black for HP Laserjet P3005, M3027, M3055 MFP Printer Series	cart				0				5								4	9	49,973.04
5 TONER CARTRIDGE, Brother TN 2260	cart				0				5								5	10	18,900.00
6 INK Cartridge, HP CF280A	cart				15				15								15	60	239,700.00
7 Toner Cartridge, Fuji Docuprint M255z/P255 dw, Black, twin pack	cart				20				15								15	70	210,000.00
8 Toner Cartridge, Fuji Docuprint CM305dff/CP305d, Black CT201632	cart				5				5								5	20	82,980.00
9 Toner Cartridge, Fuji Docuprint CM305dff/CP305d, Yellow,	cart				3				3								3	12	73,464.00
10 Toner Cartridge, Fuji Docuprint CM305dff/CP305d, Magenta,	cart				3				3								3	12	73,464.00
11 Toner Cartridge, Fuji Docuprint CM305dff/CP305d, Cyan, CT201635	cart				3				3								3	12	73,464.00
12 Brother Drum, for Brother TN2025	piece				0				5								5	10	45,000.00
13 Brother Drum, DR 2255, for Brother TN 2260	piece				5				0								0	10	29,900.00
14 Toner Cartridge, HP 678, black and tri color	piece				0				5								5	10	3,400.00
15 Managed Printing Project (Supply of toners with free printers)	piece				0				300								0	300	1,000,005.00
<b>Computer Equipment and Accessories</b>																			
1 Automatic Voltage Regulator	piece				23													89	44,500.00
2 UTP Cable Wire	box				0				1								1	2	10,700.00
3 Computer Keyboard	piece				30													119	33,915.00



Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT						
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity	
4 LAN Cable & Internet Adapter	piece				0								0					10	10	200.00	2,000.00
5 CMOS Battery	piece				0								50					0	100	50.00	5,000.00
6 RJ45	piece				50								60					50	210	9.55	2,005.50
7 24port Gigabit	piece				0								0					2	2	14,950.00	29,900.00
8 Other ICT (i.e. fuser kit, etc)	piece				2								2					2	8	3,338.79	26,710.32
<b>*Other Categories</b>																					
<b>Machinery and Equipment</b>																					
1 Barcode Reader/Scanner					0								16					0	16	6,000.00	96,000.00
2 Electronic White Board					0								2					0	2	8,500.00	17,000.00
<b>Semi Expendable Furniture and Fixture</b>																					
1 Lawyer's Chair					20								0					0	20	4,722.75	94,455.00
2 Lawyer Table					8								0					0	8	6,000.00	48,000.00
<b>C. TOTAL (A + B):</b>																					
<b>10,550,909.64</b>																					
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																					
<b>1,055,090.96</b>																					
<b>E. GRAND TOTAL (C + D)</b>																					
<b>11,606,000.60</b>																					
<b>F. APPROVED BUDGET BY THE AGENCY HEAD</b>																					
<b>In Figures and Words:</b>																					
<b>G. MONTHLY CASH REQUIREMENTS</b>																					
G.1 Available at Procurement Service Stores					851,816.2								1396114					1287430			485,000.43
G.2 Other Items not available at PS but regularly purchased from other sources					657,898.1								3136676					4594933			476,810.86
TOTAL MONTHLY CASH REQUIREMENTS					1509714								4451336					1746924			961,811.29

\*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: ANNABELLE P. CRUZ Property/Supply Officer  
 Date Prepared: 11/16/16

Certified Funds Available /  
 Certified Appropriate Funds Available: BERNADETTE M. LIM Chief Accountant

Recommending Approval: ROSALINDA C. IBARRA Director, HR & Administrative Service

Approved by: JOSE C. CALIDA Solicitor General (Head of Office/Agency)