

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

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

1. 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.
2. 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.
3. 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.
4. 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
5. Consistent with Circular Letter No. 2017-12 dated October 9, 2017, the APP for FY2018 must be submitted on or before November 30, 2017.
6. Rename your APP file in the following format: APP2018-Name of Agency-Region (e.g. APP2018-PS-Central Office)
7. 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.

AGENCY: SAN LAZARO HOSPITAL
 Region: NATIONAL CAPITAL REGION
 Address: San Lazaro Cpd., Sta. Cruz, Manila

Agency Account Code: _____

Contact Person: _____
 Position: _____
 E-mail: _____
 Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue	TOTAL AMOUNT			
		Jan	Feb	March	Q1	Q1	April	May	June	Q2	Q2	July	Aug	Sept	Q3	Q3	Oct	Nov	Dec	Q4	Q4			Total Quantity		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																										
COMMON ELECTRICAL SUPPLIES																										
1. BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	30	30	30	90	1,825.20	40	40	40	120	2,433.60	40	40	40	120	2,433.60	30	30	30	90	1,825.20	420	20.28	8,517.60		
2. BATTERY size AA, rechargeable 2300mAh	pcs	6	2	2	10	3,000.00	2	2	2	6	1,800.00	2	2	2	6	1,800.00	2	2	2	6	1,800.00	28	300.00	8,400.00		
3. BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	30	30	30	90	1,728.00	40	40	40	120	2,304.00	40	40	40	120	2,304.00	30	30	30	90	1,728.00	420	19.20	8,064.00		
4. BATTERY, size AAA rechargeable 850mAh	pcs	6	2	2	10	950.00	2	2	2	6	570.00	2	2	2	6	570.00	2	2	2	6	570.00	28	95.00	2,660.00		
5. BALLPEN, Black or blue fine tip	pcs	800	731	731	2262	1,310.00	526	528	485	1539	7,695.00	621	607	457	1685	8,425.00	485	225	201	911	4,555.00	6397	5.00	31,985.00		

COMMON OFFICE SUPPLIES																									
1	ACETATE, gauge #3, 50m per roll	roll	10	20	10	40	10,677 20	10	20	10	40	10,677 20	10	20	10	40	10,677 20	10	20	10	40	10,677 20	160	266 93	42,708 80
2	AIR FRESHENER, 280mL/can	can	40	40	40	120	6,994 80	40	40	40	120	6,994 80	40	40	40	120	6,994 80	40	40	40	120	6,994 80	480	58 29	27,979 20
3	CARBON FILM, A4 size, 100 sheets per box	box	20	20	20	60	6,316 80	20	20	20	60	6,316 80	20	20	20	60	6,316 80	20	20	20	60	6,316 80	240	105 28	25,267 20
4	CARTOLINA, assorted color, 20 pieces per pack	pack	15	20	15	50	1,898 00	15	20	15	50	1,898 00	15	20	15	50	1,898 00	15	20	15	50	1,898 00	200	37 96	7,592 00
5	CLEARBOOK, A4 size	piece	10	30	10	50	1,445 00	10	30	10	50	1,445 00	10	30	10	50	1,445 00	10	30	10	50	1,445 00	200	28 90	5,780 00
6	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	50	50	50	150	1,239 00	50	50	50	150	1,239 00	50	50	50	150	1,239 00	50	50	50	150	1,239 00	600	8 26	4,956 00
7	DATA FOLDER, made with chipboard, taglia lock	piece	300	200	300	800	25,112 00	300	200	300	800	25,112 00	300	200	300	800	25,112 00	300	200	300	800	25,112 00	3200	31 39	100,448 00
8	EDP PAYROLL BINDER, 11x14-7/8 cont form	bx	3	2	3	8	2,400 00	2	3	2	7	2,100 00	3	2	3	8	2,400 00	2	3	3	8	2,400 00	31	300 00	9,300 00
9	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	3	3	3	9	3,049 20	3	3	3	9	3,049 20	3	3	3	9	3,049 20	3	3	3	9	3,049 20	36	338 80	12,196 80
10	ENVELOPE DOCUMENTARY, for A4 size	box	2	2	2	6	745 80	2	2	2	6	745 80	2	2	2	6	745 80	2	2	2	6	745 80	24	124 30	2,983 20
11	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	2	2	2	6	1,604 04	3	3	3	9	2,406 06	3	3	3	9	2,406 06	2	2	2	6	1,604 04	30	267 34	8,020 20
12	ENVELOPE PLASTIC A4	bx	1		0	1	500 00	1			1	500 00	1			1	500 00	1			1	500 00	4	500 00	2,000 00
13	ENVELOPE EXPANDING PLASTIC legal o 50mm	box	30	30	30	90	2,583 90	30	30	30	90	2,583 90	30	30	30	90	2,583 90	30	30	30	90	2,583 90	360	28 71	10,335 60
14	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	10	10	10	30	4,252 50	10	10	10	30	4,252 50	10	10	10	30	4,252 50	10	10	10	30	4,252 50	120	141 75	17,010 00
15	ERASER, felt, for blackboard/whiteboard	piece	15	15	15	45	519 75	15	15	15	45	519 75	10	0	10	30	346 50	10	10	10	30	346 50	150	11 55	1,732 50
16	ERASER, plastic or rubber	piece	20	20	20	60	373 80	20	20	20	60	373 80	20	20	20	60	373 80	20	20	20	60	373 80	240	6 23	1,495 20

17	FASTENER, for paper, metal, 50 sets per box	box	75	75	75	225	6,608 25	75	75	75	225	6,608 25	75	75	75	225	6,608 25	75	75	75	225	6,608 25	900	29 37	26,433 00
18	FOLDER, Pressboard, size 210mm x 370mm, 1005/box	box	5	2	5	12	4,504 32	5	2	5	12	4,504 32	5	2	5	12	4,504 32	5	5	5	15	5,630 40	51	375 36	19,143 36
19	FOLDER, Tagboard, A4, 100 pieces per pack	pack	30	30	30	90	11,344 50	30	30	30	90	11,344 50	30	30	30	90	11,344 50	30	30	30	90	11,344 50	360	126 05	45,378 00
20	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	75	75	75	225	24,313 50	75	75	75	225	24,313 50	75	75	75	225	24,313 50	75	75	75	225	24,313 50	900	108 06	97,254 00
21	LOOSELEAF COVER legal	pck	2	2	2	6	4,056 00	2	2	2	6	4,056 00	2	2	2	6	4,056 00	2	2	2	6	4,056 00	24	676 00	16,224 00
22	FOLDER L TYPE PLASTIC	pck	1	1	1	3	666 81	1	1	1	3	666 81	1	1	1	3	666 81	1	1	1	3	666 81	12	222 27	2,667 24
23	GLUE, all purpose, 300 grams min	jar	20	30	20	70	2,032 10	20	30	20	70	2,032 10	20	30	20	70	2,032 10	20	20	20	60	1,741 80	270	29 03	7,838 0
24	LOOSELEAF COVER, 50sets per bundle	bundle	1	1	1	3	418 11	1	1	1	3	418 11	1	1	1	3	418 11	1	1		3	418 11	12	139 37	1,672 44
25	MAGAZINE FILE BOX, LARGE	piece	100	100	100	300	7,068 00	100	100	100	300	7,068 00	100	100	100	300	7,068 00	100	100	100	300	7,068 00	1200	23 56	28,272 00
26	MARKER, fluorescent 3 colors per set	set	100	100	100	300	4,911 00	100	100	100	300	4,911 00	100	100	100	300	4,911 00	75	75	75	225	3,683 25	1125	16 37	18,416 25
27	MARKER, whiteboard, bullet type, black	piece	240	240	240	720	3,801 60	240	240	240	720	3,801 60	240	240	120	600	3,168 00	240	240	240	720	3,801 60	2760	5 28	14,572 80
28	MARKER, whiteboard, bullet type, blue	piece	120	120	120	360	3,848 40	120	120	120	360	3,848 40	120	120	120	360	3,848 40	120	120	120	360	3,848 40	1440	10 69	15,393 60
29	MARKER, whiteboard, bullet type, red	piece	36	36	36	108	1,110 24	36	36	36	108	1,110 24	36	36	36	108	1,110 24	36	36	36	108	1,110 24	432	10 28	4,440 96
30	MARKER, permanent, bullet type, black	piece	120	120	20	360	1,814 40	120	120	120	360	1,814 40	120	120	120	360	1,814 40	120	120	120	360	1,814 40	1440	5 04	7,257 60
31	MARKER, permanent, bullet type, blue	piece	72	72	72	216	1,088 64	72	72	72	216	1,088 64	72	72	72	216	1,088 64	72	72	72	216	1,088 64	864	5 04	4,354 56
32	MARKER, permanent, bullet type, red	piece	24	24	24	72	362 88	24	24	24	72	362 88	24	24	24	72	362 88	24	24	24	72	362 88	288	5 04	1,451 52
33	NOTE PAD stick on (2"x3") 100sheets per pad	pad		2	36	38	473 10	2			2	24 90		2		2	24 90					0	42	12 45	522 90
34	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	75	75	36	186	2,700 72	75	75	75	225	3,267 00	75	75	75	225	3,267 00	75	75	75	225	3,267 00	861	14 52	12,501 72

35	NOTE PAD, stick on, (3"x4"), 100 sheets per pad	pad	50	50	50	150	2,854 50	50	50	50	150	2,854 50	50	50	50	150	2,854 50	50	50	50	150	2,854 50	600	19 03	11,418 00
36	NOTE PAD, 1/2"x1 1/2"	pad	3	2	3	8	320 00	3	2	3	8	320 00	3	2	3	8	320 00	3	2	3	8	320 00	32	40 00	1,280 00
37	NOTE PAD, 3/8x27x20 asst color	pad	1	1	1	3	210 00	1	1	1	3	210 00	1	1	1	3	210 00	1	1	1	3	210 00	12	70 00	840 00
38	PAD PAPER, Ruled	pad	30	30	30	90	1,709 10	30	20	30	80	1,519 20	30	20	30	80	1,519 20	20	20	20	60	1,139 40	310	18 99	5,886 90
39	PAPER CLIP, gem type, 48mm, 100 pieces per box	box	100	100	100	300	4,212 00	100	100	100	300	4,212 00	100	100	100	300	4,212 00	100	100	100	300	4,212 00	1200	14 04	16,848 00
40	PAPER CLIP, gem type, 32mm, 100 pieces per box	box	75	75	75	225	1,554 75	75	75	75	225	1,554 75	75	75	75	225	1,554 75	75	75	75	225	1,554 75	900	6 91	6,219 00
41	PAPER, MULTICOPY, 80gsm size 210mm x 297mm(A4)	ream	300	300	300	900	96,300 00	300	300	300	900	96,300 00	300	300	300	900	96,300 00	300	300	300	900	96,300 00	3600	107 00	385,200 00
42	PAPER, MULTICOPY, 80gsm, size 216mm x 330mm(legal)	ream	200	200	300	700	74,200 00	200	200	300	700	74,200 00	200	200	300	700	74,200 00	200	200	200	600	63,600 00	2700	106 00	286,200 00
43	PAPER, Multi Purpose (COPY) A4, 70gsm	ream	300	200	200	700	69,363 00	300	200	200	700	69,363 00	300	200	200	700	69,363 00	300	200	300	800	79,272 00	2900	99 09	287,361 00
44	PAPER Multi Purpose (COPY), Legal size, 70gsm	ream	150	150	200	500	51,500 00	150	150	200	500	51,500 00	150	150	200	500	51,500 00	150	150	200	500	51,500 00	2000	103 00	206,000 00
45	PAPER, Thermal, 216mm x 30m	roll	20	20	20	60	2,057 40	20	20	20	60	2,057 40	20	20	20	60	2,057 40	20	20	20	60	2,057 40	240	34 29	8,229 60
46	PENCIL, lead, w/eraser, one(1) dozen per box	box	50	50	50	150	3,060 00	50	50	50	150	3,060 00	50	50	50	150	3,060 00	20	20	20	60	1,224 00	510	20 40	10,404 00
47	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0		0	0	0	0		1	0	0	1	119 07	1	0	0	1	119 07	2	119 07	238 14
48	RECORD BOOK, 300 pages, size 214mm x 278mm min	book	50	50	50	150	6,412 50	50	50	50	150	6,412 50	50	50	50	150	6,412 50	50	50	50	150	6,412 50	600	42 75	25,650 00
49	RECORD BOOK, 500 pages, size 214mm x 278mm min	book	75	75	75	225	12,908 25	75	75	75	225	12,908 25	75	75	75	225	12,908 25	75	75	75	225	12,908 25	900	57 37	51,633 00
50	RUBBER BAND, 70mm min lay flat length (#18)	box	20	20	20	60	3,422 40	20	20	20	60	3,422 40	20	20	20	60	3,422 40	20	20	20	60	3,422 40	240	57 04	13,689 60
51	RULER, plastic, 450mm, 1 piece in individual plastic 12"	pcs	10	30	10	50	274 00	10	30	10	50	274 00	10	30	10	50	274 00	10	30	100	140	767 20	290	5 48	1,589 20
52	RULER, plastic, 450mm, 1 piece in individual plastic 18"	piece	30	30	30	90	1,449 00	30	30	30	90	1,449 00	30	30	30	90	1,449 00	30	30	30	90	1,449 00	360	16 10	5,796 00

53	SIGN PEN, black	piece	100	100	100	300	4,797 00	100	100	100	300	4,797 00	100	100	100	300	4,797 00	100	100	100	300	4,797 00	1200	15 99	19,188 00
54	SIGN PEN, blue	piece	50	50	50	150	2,398 50	50	50	50	150	2,398 50	50	50	50	150	2,398 50	50	50	50	150	2,398 50	600	15 99	9,594 00
55	STAMP PAD INK, violet, 50mL	bottle	20	20	20	60	937 20	20	20	20	60	937 20	20	20	20	60	937 20	20	20	20	60	937 20	240	15 62	3,748 80
56	STAMP PAD INK, red, 50ml	bottle	1	0	0	1	15 62	1	0	0	1	15 62	1	0	0	1	15 62	1	0	0	1	15 62	4	15 62	62 48
57	STAMP PAD, felt pad, min 60mm x 100mm	piece	30	30	30	90	1,689 30	30	30	30	90	1,689 30	30	30	30	90	1,689 30	30	30	30	90	1,689 30	360	18 77	6,757 20
58	STAPLE WIRE, Heavy duty, 26/6 STANDARD	box	100	100	100	300	3,117 00	100	100	100	300	3,117 00	100	100	100	300	3,117 00	100	100	100	300	3,117 00	1200	10 39	12,468 00
59	STAPLE WIRE, 23/13	box	50	50	50	150	1,338 00	50	50	50	150	1,338 00	50	50	50	150	1,338 00	50	50	50	150	1,338 00	600	8 92	5,352 00
60	TAPE, masking, 24mm, 50 meters length	roll	40	30	30	100	2,734 00	40	30	30	100	2,734 00	40	30	30	100	2,734 00	40	30	30	100	2,734 00	400	27 34	10,936 00
61	TAPE, masking, 48mm, 50 meters length	roll	20	20	20	60	1,756 20	20	20	20	60	1,756 20	20	20	20	60	1,756 20	20	20	20	60	1,756 20	240	29 27	7,024 80
62	TAPE, transparent, 24mm, 50 meters	roll	100	50	100	250	1,840 00	100	50	100	250	1,840 00	100	50	100	250	1,840 00	100	50	100	250	1,840 00	1000	7 36	7,360 00
63	TAPE, transparent, 48mm, 50 meters	roll	30	30	30	90	1,564 20	30	30	30	90	1,564 20	30	30	30	90	1,564 20	30	30	30	90	1,564 20	360	17 38	6,256 80
64	TAPE, packaging, 24mm, 50 meters length	roll	10	10	10	30	160 80	10	10	10	30	160 80	10	10	10	30	160 80	10	10	10	30	160 80	120	5 36	643 20
65	TAPE, packaging, 48mm, 50 meters length	roll	20	20	20	60	544 80	20	20	20	60	544 80	20	20	20	60	544 80	20	20	20	60	544 80	240	9 08	2,179 20
66	TWINE, plastic, one kilo per roll	roll	10	10	10	30	1,557 60	10	10	10	30	1,557 60	10	10	10	30	1,557 60	10	10	10	30	1,557 60	120	51 92	6,230 40
	COMMON OFFICE DEVICES																								
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	10	15	10	35	182 70	10	15	10	35	182 70	15	10	10	35	182 70	10	15	10	35	182 70	140	5 22	730 80
2	CUTTER KNIFE, heavy duty	piece	25	25	30	80	1,004 00	25	25	30	80	1,004 00	25	25	30	80	1,004 00	25	25	30	80	1,004 00	320	12 55	4,016 00
3	DATING AND STAMPING MACHINE	piece	3	3	3	9	1,773 00	3	3	3	9	1,773 00	3	3	3	9	1,773 00	3	3	3	9	1,773 00	36	197 00	7,092 00

4	PENCIL SHARPENER, 1 piece in individual plastic case	piece	10	10	10	30	2,848 80	10	10	10	30	2,848 80	10	10	10	30	2,848 80	10	10	10	30	2,848 80	120	94 96	11,395 20	
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	20	10	20	50	2,800 00	10	20	20	50	2,800 00	10	20	20	50	2,800 00	20	10	10	40	2,240 00	190	56 00	10,640 00	
7	SCISSORS, (6")	pair	50	50	50	150	642 00	50	50	50	150	642 00	50	50	50	150	642 00	50	50	50	150	642 00	600	4 28	2,568 00	
8	STAPLER, standard	piece	75	75	75	225	5,811 75	75	75	75	225	5,811 75	75	75	75	225	5,811 75	75	75	75	225	5,811 75	900	25 83	23,247 00	
9	STAPLE REMOVER, plier type	piece	30	30	30	90	441 90	30	30	30	90	441 90	30	30	30	90	441 90	30	30	30	90	441 90	360	4 91	1,767 60	
10	TAPE DISPENSER, table top	piece	20	20	20	60	1,294 20	20	20	20	60	1,294 20	10	10	10	30	647 10	10	10	10	30	647 10	180	21 57	3,882 60	
COMMON JANITORIAL SUPPLIES																										
6	DISINFECTANT SPRAY, 400-550 grams	can	75	75	75	225	16,908 75	75	75	75	225	16 908 75	75	75	75	225	16,908 75	75	75	75	225	16,908 75	900	75 15	67,635 00	
9	INSECTICIDE, aerosol type, 600ml/can	can	50	50	50	150	14,250 00	50	50	50	150	4,250 00	50	50	50	150	14,250 00	50	50	50	150	14,250 00	600	95 00	57,000 00	
COMMON OFFICE EQUIPMENT																										
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	50	50	50	150	6,750 00	50	50	50	150	6 750 00	50	50	50	150	6,750 00	50	50	50	150	6,750 00	600	45 00	27,000 00	
9	DESKTOP COMPUTER branded	unit	0	0	0	0		0	0	0	0		0	0	1	1	25,888 00	0	0	0	0		1	25,888 00	25,888 00	
11	MIMEOGRAPHING MACHINE, Print speed 60 to 130 sheets per min, computer connection USB PC	unit	0	0	1	1	100,000 00	0	0	0	0		0	0	0	0		0	0	0	0		1	100,000 00	100,000 00	
13	AUTO VOLT REGULATOR	unit	1	1	1	3	1,500 00	1	1	1	3	1,500 00	1	1	1	3	1,500 00	1	1	1	3	1,500 00	12	500 00	6,000 00	
COMMON COMPUTER SUPPLIES																										
1	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9 1/2", 500 sets/box Carbonless	box	5	4	4	13	2,795 00	4	4	4	12	2,580 00	4	4	4	12	2,580 00	4	4	5	13	2,795 00	50	215 00	10,750 00	
2	COMPUTER CONTINUOUS FORMS, 2 ply, 11 x 9 1/2", 500 sets/box Carbonless	box	1	2	1	4	1,032 00	1	2	1	4	1,032 00	1	2	1	4	1,032 00	1	2	1	4	1,032 00	16	258 00	4,128 00	
3	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box Carbonless	box	5	5	5	15	3,870 00	5	5	5	15	3,870 00	5	5	5	15	3,870 00	5	5	5	15	3,870 00	60	258 00	15,480 00	

4	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	15	15	15	45	6,750.00	15	15	15	45	6,750.00	15	15	15	45	6,750.00	15	15	15	45	6,750.00	180	150.00	27,000.00
5	COMPUTER MOUSE	piece	15	15	15	45	9,000.00	15	15	15	45	9,000.00	15	15	15	45	9,000.00	15	15	15	45	9,000.00	180	200.00	36,000.00
6	COMPUTER KEYBOARD	piece	15	15	15	45	7,875.00	15	15	15	45	7,875.00	15	15	15	45	7,875.00	15	15	15	45	7,875.00	180	175.00	31,500.00
7	EXTERNAL HARD DRIVE 1TB	piece	5	0	5	10	10,000.00	5	0	5	10	10,000.00	5	0	5	10	10,000.00	5	0	5	10	10,000.00	40	1,000.00	40,000.00
8	Micro SD Card 16G	piece	3	0	0	3	450.00	3	0	0	3	450.00	3	0	0	3	450.00	3	0	0	3	450.00	12	150.00	1,800.00
	HANDBOOK ON PROCUREMENT																								
	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT RA 9184(6th Edition), 6" x 9", 296 pages,	piece	5	0	0	5	309.15	5	0	0	5	309.15	5	0	0	5	309.15	5	0	0	5	309.15	20	61.83	1,236.60
	CONSUMABLES																								
	INK CART, EPSON C13T6664100 (T6641), Black	cart	40	40	40	120	12,480.00	40	40	40	120	12,480.00	40	40	40	120	12,480.00	40	40	40	120	12,480.00	480	104.00	49,920.00
	INK CART, EPSON C13T6664200 (T6642), Cyan	cart	15	15	15	45	4,680.00	15	15	15	45	4,680.00	15	15	15	45	4,680.00	15	15	15	45	4,680.00	180	104.00	18,720.00
3	INK CART, EPSON C13T6664300 (T6643), Magenta	cart	15	15	15	45	4,680.00	15	15	15	45	4,680.00	15	15	15	45	4,680.00	15	15	15	45	4,680.00	180	104.00	18,720.00
4	INK CART, EPSON C13T6664400 (T6644), Yellow	cart	15	15	15	45	4,680.00	15	15	15	45	4,680.00	15	15	10	40	4,160.00	15	15	15	45	4,680.00	175	104.00	18,200.00
5	INK CART, HP C8765WA, (HP94), Black	cart	3	3	3	9	837.00	3	3	3	9	837.00	3	3	3	9	837.00	3	3	3	9	837.00	36	93.00	3,348.00
6	INK CART, HP C8766WA, (HP95), Tri-color	cart	2	2	2	6	672.00	2	2	2	6	672.00	2	2	2	6	672.00	2	2	2	6	672.00	24	112.00	2,688.00
7	INK CART, HP C9361WA, (HP93), Tri-color	cart	2	2	2	6	804.00	2	2	2	6	804.00	2	2	2	6	804.00	2	2	2	6	804.00	24	134.00	3,216.00
8	INK CART, HP C9362WA, (HP92), Black	cart	1	1	1	3	300.00	1	1	1	3	300.00	1	1	1	3	300.00	1	1	1	3	300.00	12	100.00	1,200.00
9	INK CART, HP C9363WA, (HP97), Tri-color	cart	2	2	2	6	2,952.00	2	2	2	6	2,952.00	2	2	2	6	2,952.00	2	2	2	6	2,952.00	24	492.00	11,808.00

10	INK CART, HP C9364WA, (HP98), Black	cart	3	3	3	9	3,825 00	3	3	3	9	3,825 00	3	3	3	9	3,825 00	3	3	3	9	3,825 00	36	425 00	15,300 00	
11	TONER CART, HP CE285A (HP85A), Black	cart	10	10	10	30	30,000 00	10	10	10	30	30,000 00	10	10	10	30	30,000 00	10	10	10	30	30,000 00	120	1,000 00	120,000 00	
12	TONER CART, Sharp AR 5520D	cart	3	2	3	8	12,000 00	2	3	2	7	10,500 00	3	2	3	8	12,000 00	2	2	2	6	9,000 00	29	1,500 00	43,500 00	
13	TONER CART, Sharp AR56 20N	cart	3	2	3	8	12,000 00	3	2	3	8	12,000 00	3	3	3	9	13,500 00	3	2	3	8	12,000 00	33	1,500 00	49,500 00	
14	TONER CART, Brother for Fx TN 2280	cart	3	2	3	8	8,200 00	3	3	3	9	9,225 00	3	3	3	9	9,225 00	2	2	2	6	6,150 00	32	1,025 00	32,800 00	
15	TONER CART, Brother for FX 2840	cart	1	0	0	1	2,500 00	1	0	0	1	2,500 00	1	0	0	1	2,500 00	1	0	0	1	2,500 00	4	2,500 00	10,000 00	
16	TONER for Risograph CZ180	cart	25	15	25	65	29,250 00	25	15	25	65	29,250 00	25	15	25	65	29,250 00	25	15	25	65	29,250 00	260	450 00	117,000 00	
17	TONER for Sharp Black MX 23FTBA	cart	15	15	15	45	87,750 00	15	15	15	45	87,750 00	15	15	15	45	87,750 00	15	15	15	45	87,750 00	180	1,950 00	351,000 00	
18	TONER for Sharp Cyan MX 23FTCA	cart	5	5	5	15	27,000 00	5	5	5	15	27,000 00	5	5	5	15	27,000 00	5	5	5	15	27,000 00	60	1,800 00	108,000 00	
19	TONER for Sharp Magenta MX 23FTMA	cart	5	5	5	15	27,000 00	5	5	5	15	27,000 00	5	5	5	15	27,000 00	5	5	5	15	27,000 00	60	1,800 00	108,000 00	
20	TONER for Sharp Yellow MX 23FTYA	cart	5	5	5	15	27,000 00	5	5	5	15	27,000 00	5	5	5	15	27,000 00	5	5	5	15	27,000 00	60	1,800 00	108,000 00	
21	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX 300	cart	2	2	2	6	460 50	2	2	2	6	460 50	2	2	2	6	460 50	2	2	2	6	460 50	24	76 75	1,842 00	
22	RIBBON Typewriter	box	12	3	6	21	1,050 00	6	6	4	16	800 00	8	6	4	18	900 00	6	7	3	16	800 00	71	50 00	3,550 00	
B OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHA																										
COMMON OFFICE SUPPLIES																										
1	Index Plain whole 5x8	bundl e	100	100	100	300	4,500 00	100	100	100	300	4,500 00	100	100	100	300	4,500 00	100	100	100	300	4,500 00	1200	15 00	18,000 00	
2	Accounting Form #21 employee	pcs	500	0	0	500	1,250 00	500	0	0	500	1,250 00	500	0	0	500	1,250 00	500	0	0	500	1,250 00	2000	2 50	5,000 00	
3	Accounting Form #84 supplier ledger	pcs	500	0	0	500	1,250 00	500	0	0	500	1,250 00	500	0	0	500	1,250 00	500	0	0	500	1,250 00	2000	2 50	5,000 00	
5	Aluminum Foil 8meter	rls	20	0	0	20	1,500 00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	20	75 00	1,500 00	
6	Assessment Form OPD carbonized triplicate copy	pcs	24	24	24	72	1,080 00	24	24	24	72	1,080 00	24	24	24	72	1,080 00	24	24	24	72	1,080 00	288	15 00	4,320 00	
7	Battery Rechargeable 9V, 250maH	pcs	4	0	0	4	1,800 00	0	0	0	0		0	0	0	0		0	0	0	0	-	4	450 00	1,800 00	
9	Bluetooth pointer	pcs	1	0	0	1	250 00	0	0	0	0		0	0	0	0		0	0	0	0	-	1	250 00	250 00	

10	DVD/CD rewritable w/ case	pcs	15	2	2	19	95 00	5	2	2	9	45 00	15	2	2	19	95 00	5	2	0	7	35 00	54	5 00	270 00
11	Cash Register ribbon NZS5400ECR	pcs	50	50	50	150	3,000 00	50	50	50	150	3,000 00	60	60	60	180	3,600 00	50	50	50	150	3,000 00	630	20 00	12,600 00
12	Certificate Holder w/ SLH logo	pcs	100	0	0	100	3,000 00	150	0	0	150	4,500 00	100	0	200	300	9,000 00	100	0	150	250	7,500 00	800	30 00	24,000 00
13	Certificate Frame wood 8 5x11 w/stand	pcs	15	15	0	30	300 00	0	0	0	0	-	0	0	0	0		0	0	0	0		30	10 00	300 00
14	Charger for battery AA&AAA	pcs	1	0	0	1	330 00	1	0	0	1	330 00	1	0	0	1	330 00	1	0	0	1	330 00	4	330 00	1,320 00
15	Check blank MDS Account	pad	1	0	0	1	330 00	1	0	0	1	330 00	1	0	0	1	330 00	1	0	0	1	330 00	4	330 00	1,320 00
16	Check blank trust account	pad	1	0	0	1	250 00	0	0	0	0		1	0	0	1	250 00	0	0	0	0		2	250 00	500 00
17	Check blank Incomfund	pad	1	0	1	2	440 00	1	0	1	2	440 00	1	0	0	1	220 00	0	0	0	0		5	220 00	1,100 00
18	Check Blank ATM account	pad	1	0	0	1	300 00	0	0	0	0		0	0	0	0		0	0	0	0		1	300 00	300 00
19	Check Blank 108C	pad	1	0	0	1	300 00	0	0	0	0	-	0	0	0	0		0	0	0	0		1	300 00	300 00
20	Check blank revolving fund	pad	1	0	0	1	200 00	0	0	0	0		1	0	0	1	200 00	0	0	0	0		2	200 00	400 00
21	Check Blank 108G	pad	1	0	0	1	300 00	0	0	0	0		0	0	0	0		0	0	0	0		1	300 00	300 00
22	Clear Book long hard bound	pcs	22	22	2	46	4,600 00	2	6	2	10	1,000 00	6	2	2	10	1,000 00	6	2	2	10	1,000 00	76	100 00	7,600 00
23	Clear Book A4	pcs	15	0	0	15	300 00	15	0	0	15	300 00	5	0	0	5	100 00	15	0	0	15	300 00	50	20 00	1,000 00
24	Clear Book Filler legal 25's	pk	5	2	2	9	225 00	2	2	2	6	150 00	2	2	2	6	150 00	2	2	2	6	150 00	27	25 00	675 00
27	Clip Binder 1/2 size	pcs	4	4	4	12	360 00	4	4	4	12	360 00	4	4	4	12	360 00	4	4	4	12	360 00	48	30 00	1,440 00
28	Clip Board long any color	pcs	7	0	0	7	371 00	0	0	0	0		0	0	0	0		0	0	0	0		7	53 00	371 00
29	Corkboard 3x5ft	pcs	2	0	0	2	850 00	0	0	0	0		0	0	0	0		0	0	0	0		2	425 00	850 00
30	Corkboard 4x5 aluminum frame	pcs	0	0	2	2	1,000 00	0	0	0	0	-	0	0	0	0		0	0	0	0		2	500 00	1,000 00
31	Corkboard 4x6ft aluminum frame	pcs	1	0	0	1	500 00	1	0	0	1	500 00	0	0	0	0		0	0	0	0		2	500 00	1,000 00
32	Corkboard 2x4ft	pcs	0	0	0	0		1	0	0	1	600 00	0	0	0	0		0	0	0	0		1	600 00	600 00
33	Corkboard 1meter x 1meter	pcs	0	0	0	0	-	1	0	0	1	500 00	0	0	0	0		1	0	0	1	500 00	2	500 00	1,000 00
34	Corkboard w/aluminum frame and plastic zinc back 18x24	pcs	0	0	0	0		0	0	2	2	1,400 00	0	0	0	0		0	0	0	0		2	700 00	1,400 00
35	Correction Fluid water base 15ml	bot	4	2	2	18	450 00	0	12	2	14	350 00	9	1	3	13	325 00	7	3	0	10	250 00	55	25 00	1,375 00
36	Correction pen water base opaque 20ml	pcs	3	0	0	3	105 00	3	0	0	3	105 00	0	0	0	0		3	0	0	3	105 00	9	35 00	315 00
37	Crepe Paper 500x2440 asst color	pcs	10	10	10	30	180 00	10	10	10	30	180 00	10	10	10	30	180 00	10	10	10	30	180 00	120	6 00	720 00
38	Cutter 16"x14"w extra blade	unit	4	0	1	5	2,500 00	0	0	0	0	-	0	0	0	0		0	0	0	0		5	500 00	2,500 00
39	Cutting Mat self healing A3 size	bx	1	0	0	1	500 00	0	0	0	0		0	0	0	0		0	0	0	0		1	500 00	500 00
41	Dater Rubberized	bx	1	2	0	3	450 00	0	0	0	0		0	0	0	0		0	0	0	0		3	150 00	450 00
42	Desk Organizer 3layer metal	pcs	3	2	2	7	1,050 00	3	2	2	7	1,050 00	3	2	2	7	1,050 00	3	2	2	7	1,050 00	28	150 00	4,200 00
43	Double Sided Tape	pcs	5	5	5	15	375 00	5	5	5	15	375 00	5	5	5	15	375 00	5	5	5	15	375 00	60	25 00	1,500 00
44	Master for Riso CZ180	rls	10	10	10	30	16,500 00	10	0	10	20	11,000 00	10	0	10	20	11,000 00	10	10	10	30	16,500 00	100	550 00	55,000 00
45	Diskette	pcs	2	0	2	4	320 00	2	0	2	4	320 00	2	0	2	4	320 00	2	0	2	4	320 00	16	80 00	1,280 00
46	Toner Sharp copier MX36 black	cart	1	0	0	1	1,000 00	1	0	0	1	1,000 00	1	0	1	2	2,000 00	0	1	5	6	6,000 00	10	1,000 00	10,000 00
47	Developer MX36 PVBA black	cart	1	0	0	1	1,500 00	1	0	0	1	1,500 00	1	0	0	1	1,500 00	1	1	1	3	4,500 00	6	1,500 00	9,000 00
48	Envelope mailing w/NRL logo whitebook 60	bx	18	0	0	18	270,000 00	0	0	0	0	-	0	0	0	0		0	0	0	0		18	15,000 00	270,000 00
49	Envelope mailing w/NRL logo whitebook 120gsm	pcs	18	0	0	18	36,000 00	0	0	0	0		0	0	0	0		0	0	0	0		18	2,000 00	36,000 00
50	Envelope Mailing 24x10 5cm white smooth w/ stick 120gsm	pcs	1	0	0	1	150 00	1	0	0	1	150 00	1	0	0	1	150 00	1	0	0	1	150 00	4	150 00	600 00
51	File Organizer expanding legal plastic	pcs	6	0	0	6	300 00	0	0	0	0		6	0	0	6	300 00	0	0	0	0		12	50 00	600 00

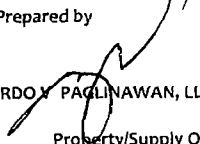
52	File Case Marker file box with labe 110x220x265mm	pcs	10	0	0	10	500 00	10	0	0	10	500 00	10	0	0	10	500 00	10	0	0	10	500 00	40	50 00	2,000 00
53	Frame for certificate 8x10	pcs	5	0	5	10	50 00	0	0	5	5	25 00	5	0	5	10	50 00	5	0	0	5	25 00	30	5 00	150 00
55	Gift Wrapper coated asst design	pcs	0	0	0	0		0	0	0	0		0	0	0	0		250	0	0	250	1,250 00	250	5 00	1,250 00
56	ID JACKET plastic with pen	pcs	1000	500	500	2000	4,000 00	1000	500	500	2000	4,000 00	1000	500	500	2000	4,000 00	1000	500	500	2000	4,000 00	8000	2 00	16,000 00
57	ID JACKET plastic 4x4	pcs	1000	1000	1000	3000	4,800 00	1000	1000	1000	3000	4,800 00	1000	1000	1000	3000	4,800 00	1000	1000	1000	3000	4,800 00	12000	1 60	19,200 00
58	Ink HP2135 black and colored	pcs	10	10	10	30	16,500 00	10	10	10	30	16,500 00	10	10	10	30	16,500 00	10	10	10	30	16,500 00	120	550 00	66,000 00
59	Ink for numbering machine	fbot	2	2	2	6	48 00	2	2	2	6	48 00	2	2	2	6	48 00	2	2	2	6	48 00	24	8 00	192 00
60	Labeler	unit	1	0	0	1	3,000 00	0	0	0	0	-	0	0	0	0		0	0	0	0		1	3,000 00	3,000 00
61	Labeler cartridge	pcs	4	0	0	4	320 00	0	0	0	0		0	0	0	0		0	0	0	0		4	80 00	320 00
62	Laminating Film 303x425mm 10pc	pk	9	2	20	31	496 00	3	8	2	13	208 00	4	3	2	9	144 00	8	3	2	13	208 00	66	16 00	1,056 00
63	Laminating Film A4	box	49	0	40	89	10,680 00	1	0	0	1	120 00	41	0	0	41	4,920 00	40	0	40	80	9,600 00	211	120 00	25,320 00
64	Laminating Legal	box	7	0	0	7	840 00	5	0	5	10	1,200 00	5	0	0	5	600 00	0	0	0	0		22	120 00	2,640 00
65	Ledger Government official form	pcs	700	700	700	2100	3,150 00	700	700	700	2100	3,150 00	700	700	700	2100	3,150 00	700	700	700	2100	3,150 00	8400	1 50	12,600 00
66	Notebook blue burry 80pp	pcs	156	6	6	168	4,200 00	106	6	6	118	2,950 00	156	6	6	168	4,200 00	106	6	6	118	2,950 00	572	25 00	14,300 00
67	Record of Admission#5	book	10	0	0	10	750 00	0	0	0	0	-	10	0	0	10	750 00	0	0	0	0		20	75 00	1,500 00
68	Death Certificate form	pad	30	0	0	30	1,500 00	0	0	0	0		30	0	0	30	1,500 00	0	0	0	0		60	50 00	3,000 00
69	Birthd Certificate form	pad	1	0	0	1	45 00	0	0	0	0		3	0	0	3	135 00	0	0	0	0		4	45 00	180 00
70	Numbering Machine 8digit	pcs	1	0	0	1	80 00	0	0	0	0	-	1	0	0	1	80 00	0	0	0	0		2	80 00	160 00
71	Paper tape adding machine	box	6	0	0	6	120 00	0	0	0	0		0	0	0	0		0	0	0	0		6	20 00	120 00
72	Paper tape adding machine	box	1	1	1	3	1,620 00	1	1	1	3	1,620 00	2	2	2	6	3,240 00	1	1	1	3	1,620 00	15	540 00	8,100 00
73	Paper Art blue and asrt	box	1	0	0	1	50 00	0	0	0	0		1	0	0	1	50 00	0	1	0	1	50 00	3	50 00	150 00
74	Paper Bond assorted color	rm	13	0	0	13	1,495 00	2	10	0	12	1,380 00	2	0	10	12	1,380 00	2	0	0	2	230 00	39	115 00	4,485 00
75	Paper Bond A3 white	rm	0	0	0	0		0	0	0	0		2	0	0	2	230 00	0	0	0	0		2	115 00	230 00
76	paper Bond colored A4	rm	1	1	51	53	7,950 00	1	1	1	3	450 00	1	1	1	3	450 00	1	51	53	7,950 00	112	150 00	16,800 00	
77	Paper Bond A4 pink	rm	100	0	0	100	11,500 00	0	0	0	0	-	50	0	0	150	17,250 00	0	0	0	0	-	250	115 00	28,750 00
78	Paper Bond A4 yellow	rm	40	0	0	40	4,600 00	0	0	0	0		50	0	0	50	5,750 00	0	0	0	0		90	115 00	10,350 00
79	Paper Bond A4 blue	rm	65	0	0	65	7,475 00	0	0	0	0		75	0	0	75	8,625 00	0	0	0	0		140	115 00	16,100 00
80	Paper Bond A4 peach	rm	20	0	0	20	2,300 00	0	0	0	0	-	30	0	0	30	3,450 00	0	0	0	0	-	50	115 00	5,750 00
81	Paper Bond A4 green	rm	40	0	0	40	4,600 00	0	0	0	0	-	50	0	0	50	5,750 00	0	0	0	0		90	115 00	10,350 00
82	Paper Board A4	rm	1	1	51	53	2,650 00	1	1	1	3	150 00	1	1	1	3	150 00	1	51	1	53	2,650 00	112	50 00	5,600 00
83	Card Board green thick	pk	210	210	210	630	2,520 00	210	210	210	630	2,520 00	210	210	210	630	2,520 00	210	210	210	630	2,520 00	2520	4 00	10,080 00
84	Columnar Pad 4col	pad	0	1	0	1	10 00	0	1	0	1	10 00	0	1	0	1	10 00	0	1	0	1	10 00	4	10 00	40 00
85	Columnar Pad 14col	pad	1	0	0	1	15 00	0	0	0	0		0	0	0	0		0	0	0	0		1	15 00	15 00
86	Columnar Pad 16 col	pad	3	3	3	9	540 00	3	3	3	9	540 00	3	3	3	9	540 00	3	3	3	9	540 00	36	60 00	2,160 00
87	Paper legal light blue	rm	3	0	3	6	690 00	3	0	3	6	690 00	0	3	0	3	345 00	3	0	0	3	345 00	18	115 00	2,070 00
88	Paper Legal light yellow	rm	3	0	3	6	690 00	3	0	3	6	690 00	0	3	0	3	345 00	3	0	0	3	345 00	18	115 00	2,070 00
89	Paper Legal light green	rm	3	0	3	6	690 00	3	0	3	6	690 00	0	3	0	3	345 00	3	0	0	3	345 00	18	115 00	2,070 00
90	Paper Legal light pink	rm	3	0	3	6	690 00	3	0	3	6	690 00	0	3	0	3	345 00	3	0	0	3	345 00	18	115 00	2,070 00
91	Paper Legal light orange	rm	3	0	3	6	690 00	3	0	3	6	690 00	0	3	0	3	345 00	3	0	0	3	345 00	18	115 00	2,070 00
92	Paper colored 4color	rm	12	12	12	36	4,140 00	12	12	12	36	4,140 00	12	12	12	36	4,140 00	12	12	12	36	4,140 00	144	115 00	16,560 00
93	Paper A4 beige & green	pk	50	50	50	150	6,000 00	50	50	50	150	6,000 00	50	50	50	150	6,000 00	50	50	50	150	6,000 00	600	40 00	24,000 00
95	Paper Onion skin 210x297mm	rm	2	2	2	6	150 00	2	2	2	6	150 00	2	2	2	6	150 00	2	2	2	6	150 00	24	25 00	600 00
96	Paper Parchment8 5x11	box	50	0	0	50	1,500 00	0	0	0	0		50	20	0	70	2,100 00	50	0	0	50	1,500 00	170	30 00	5,100 00


97	Paper PVC printing white/yellow/red/green	rm	4	0	0	4	2,000 00	0	0	0	0	-	0	0	0	0	0	0	0	0	0	4	500 00	2,000 00		
98	Paper specialty paper certificate linen type	pk	11	1	11	23	575 00	1	1	11	13	325 00	1	1	11	13	325 00	1	1	11	13	325 00	62	25 00	1,550 00	
99	Paper super adhesive	pk	7	3	20	30	600 00	3	3	2	8	160 00	3	3	2	8	160 00	3	3	2	8	160 00	54	20 00	1,080 00	
100	Portfolio eagle binder col A4	pcs	15	0	0	15	2,250 00	15	0	0	15	2,250 00	15	0	0	15	2,250 00	15	0	0	15	2,250 00	60	150.00	9,000 00	
101	Portfolio eagle sheet protector A4	set	30	0	0	30	750 00	30	0	0	30	750 00	30	0	0	30	750 00	30	0	0	30	750 00	120	25 00	3,000 00	
102	Property Card Acct form #82	pcs	1000	0	0	1000	1,500 00	1000	0	0	1000	1,500 00	1000	0	0	1000	1,500 00	1000	0	0	1000	1,500 00	4000	1 50	6,000 00	
103	Push pin for corkboard	box	10	0	0	10	300 00	2	1	1	4	120 00	8	1	1	10	300 00	2	4	0	6	180 00	30	30 00	900 00	
104	Receipt Official w/ logo and seal	pad	100	100	100	300	22,500 00	100	100	100	300	22,500 00	100	200	200	500	37,500 00	100	100	100	300	22,500 00	1400	75 00	105,000 00	
105	Ring binder plastic black 12" long	pcs	15	0	0	15	150 00	5	0	0	5	50 00	0	15	0	15	150 00	0	0	0	0		35	10 00	350 00	
106	Ring Binder A4 three holes	pcs	50	0	0	50	1,750 00	2	0	0	2	70 00	0	0	0	0	-	0	0	0	0		52	35 00	1,820 00	
107	Ring Binder Legal	pcs	30	0	0	30	6,000 00	0	0	0	0		24	0	0	24	4,800 00	0	0	0	0		54	200 00	10,800 00	
108	Ribbon LQ 2190 refill	cart	5	5	5	15	750 00	5	5	5	15	750 00	5	5	5	15	750 00	5	5	5	15	750 00	60	50 00	3,000 00	
109	Ribbon HP9050 refill	cart	1	0	1	2	1,100 00	0	1	0	1	550 00	1	0	1	2	1,100 00	1	0	0	1	550 00	6	550 00	3,300 00	
110	Ring file short 20's	pk	4	4	4	12	300 00	4	4	4	12	300 00	4	4	4	12	300 00	4	4	4	12	300 00	48	25 00	1,200 00	
111	Ring Holder	pcs	10	0	0	10	200 00	10	0	0	10	200 00	10	0	0	10	200 00	10	0	0	10	200 00	40	20 00	800 00	
112	Ruber stamp 12font	pcs	4	0	1	5	500 00	0	1	0	1	100 00	1	0	0	1	100 00	1	0	0	1	100 00	8	100 00	800 00	
113	Scissors pinking	pcs	10	0	5	15	1,225 00	5	0	0	5	375 00	0	0	0	0	-	5	0	0	5	375 00	25	75 00	1,875 00	
114	Stamp documentary purchased at BIR	pcs	300	300	300	900	4,500 00	300	300	300	900	4,500 00	300	300	300	900	4,500 00	300	300	300	900	4,500 00	3600	5 00	18,000 00	
115	Staplewire #10	box	1	1	1	3	30 00	1	1	1	3	30 00	1	1	1	3	30 00	1	1	1	3	30 00	12	10 00	120 00	
116	Stock Card gf#18	pcs	450	0	0	450	810 00	450	0	0	450	810 00	450	0	0	450	810 00	450	0	0	450	810 00	1800	1 80	3,240 00	
117	String Thread 8ply	kg	2	0	0	2	9 00	2	0	0	2	9 00	0	0	0	0	-	0	2	0	2	9 00	6	4 50	27 00	
118	Tape double sided	rls	12	0	0	34	340 00	1	1	1	3	30 00	12	1	0	13	130 00	0	0	0	0		50	10 00	500 00	
119	Tape double sided 2"	rls	6	1	6	13	260 00	1	1	1	3	60 00	1	6	1	8	160 00	1	6	1	8	160 00	32	20 00	640 00	
120	Tape Dispenser hd	pcs	3	1	3	7	280 00	2	0	4	6	240 00	2	0	0	2	80 00	0	0	0	0		15	40 00	600 00	
121	Thumbtacks	box	1	0	1	2	40 00	1	0	1	2	40 00	1	0	0	1	20 00	1	0	0	1	20 00	6	20 00	120 00	
122	Toner KyoceraAR5520	bot	1	0	0	1	550 00	1	0	0	1	550 00	1	0	0	1	550 00	0	0	1	1	550 00	4	550 00	2,200 00	
123	Toner for Gestetner model 1312	pcs	1	1	1	3	4,398 00	1	1	1	3	4,398 00	1	1	1	3	4,398 00	1	1	1	3	4,398 00	12	1,466 00	17,592 00	
124	Toner cart HP C4127X	cart	1	0	0	1	550 00	1	0	0	1	550 00	1	0	0	1	550 00	1	0	0	1	550 00	4	550 00	2,200 00	
125	Toner for #1312	cart	1	0	0	1	500 00	1	0	0	1	500 00	1	0	0	1	500 00	1	0	0	1	500 00	4	500 00	2,000 00	
126	Toner white TZ-231 12mm	cart	25	0	0	25	6,125 00	0	0	0	0	-	0	0	0	0	-	0	0	0	0		25	245 00	6,125 00	
127	Toner blue TZ 531 12mm	cart	25	0	0	25	6,125 00	0	0	0	0		0	0	0	0		0	0	0	0		25	245 00	6,125 00	
128	Toner Yellow TZ 631 12mm	cart	25	0	0	25	6,125 00	0	0	0	0		0	0	0	0		0	0	0	0		25	245 00	6,125 00	
129	Toner blk TZE 231	cart	25	0	0	25	6,125 00	0	0	0	0		0	0	0	0		0	0	0	0		25	245 00	6,125 00	
130	Trodat	pcs	7	0	0	7	1,750 00	0	0	0	0	-	0	0	0	0		0	12	0	12	3,000 00	19	250 00	4,750 00	
131	Trodat ink green	bot	0	1	0	1	200 00	0	0	0	0		0	0	0	0		1	0	0	1	200 00	2	200 00	400 00	
132	Trodat ink black	bot	1	0	1	2	200 00	0	0	0	0	-	1	0	0	1	100 00	0	0	0	0		3	100 00	300 00	
CONSUMABLES																										
1	Book end steel	pcs	15	0	0	15	1,500 00	0	0	0	0		15	0	0	15	1,500 00	0	0	0	0		30	100 00	3,000 00	
2	Balloons 6" 100pc/pck asst color	pck	5	5	0	10	4,000 00	0	0	0	0		0	0	0	0	-	0	0	0	0		10	400 00	4,000 00	
3	Candle advent	pcs	0	0	0	0		0	0	0	0		0	0	0	0		1	0	0	1	220 00	1	220 00	220 00	
4	Candle for altar	pcs	0	60	0	60	180 00	0	0	0	0		0	0	0	0		0	0	60	60	180 00	120	3 00	360 00	
5	Candle assorted	pcs	2	0	0	2	400 00	0	0	0	0		0	0	0	0		0	0	0	0		2	200 00	400 00	

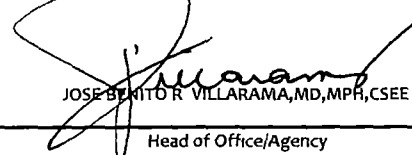
6	Candle for Tenebre	pcs	0	30	0	30	1,500 00	0	0	0	0	-	0	0	0	0	0	0	0	0	0	30	50 00	1,500 00	
7	Candle for Lenten	pcs	0	1	0	1	150 00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	150 00	150 00	
8	Candle for parschal	pcs	0	1	0	1	200 00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	200 00	200 00	
9	Candle for procession for feast day and lenten	pcs	0	500	0	500	2,500 00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	500	5 00	2,500 00	
10	Candle Holder	pcs	0	1	0	1	5,000 00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	5,000 00	5,000 00	
11	Candle stand for saints	pcs	0	4	0	4	4,000 00	0	0	0	0	-	0	0	0	0	0	0	0	0	0	4	1,000 00	4,000 00	
12	Candle vigil candle	pcs	0	1	0	1	1,000 00	0	0	0	0	0	0	0	0	-	0	0	0	0	-	1	1,000 00	1,000 00	
13	Communion Host medium host	pcs	6	6	10	22	1,100 00	6	6	6	18	900 00	6	6	6	18	900 00	6	6	10	22	1,100 00	80	50 00	4,000 00
14	Dry Seal wih SLH logo	pcs	2	0	0	2	600 00	0	0	0	0	0	0	0	0	0	0	0	0	0	-	2	300 00	600 00	
15	Disinfectant Hand	pcs	11	5	5	21	2,100 00	5	5	5	15	1,500 00	5	5	5	15	1,500 00	5	5	5	15	1,500 00	66	100 00	6,600 00
16	Emergency Spine Board	pcs	6	0	0	6	900 00	6	0	0	6	900 00	0	0	0	0	0	0	0	0	0	12	150 00	1,800 00	
17	Extension Cord 5meters	pcs	2	0	0	2	100 00	2	0	0	2	100 00	2	0	0	2	100 00	2	0	0	2	100 00	8	50 00	400 00
18	Flowers for altar asstd	set	1	1	20	22	1,100 00	1	5	1	7	350 00	1	1	2	4	200 00	2	1	1	4	200 00	37	50 00	1,850 00
19	Flowers Carosa docorated	set	0	0	10	10	5,000 00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	500 00	5,000 00	
20	Flower arranger	pax	0	0	1	1	500 00	0	0	0	0	0	0	0	0	0	0	0	1	1	500 00	2	500 00	1,000 00	
21	Floor Mat standard size rubberized	pax	0	0	1	1	540 00	0	0	0	0	0	0	0	0	0	0	0	1	1	540 00	2	540 00	1,080 00	
22	Fold Back clip medium size	pack	10	0	0	10	300 00	10	0	0	10	300 00	10	0	0	10	300 00	10	0	0	10	300 00	40	30 00	1 200 00
23	Glue Gund medium size	pcs	0	0	2	2	300 00	0	0	0	2	2	300 00	0	0	0	0	0	0	0	-	4	150 00	600 00	
24	Glue Stick medium	pd	0	2	10	12	480 00	2	0	2	4	160 00	2	0	2	4	160 00	2	0	0	2	80 00	22	40 00	880 00
25	Gun Tacker long lasting	pcs	2	0	0	2	400 00	1	0	0	1	200 00	0	0	0	0	0	0	0	0	0	3	200 00	600 00	
26	Gun Tacker staplewire	box	3	0	0	3	300 00	0	0	0	0	0	1	0	0	1	100 00	0	0	0	0	4	100 00	400 00	
27	Hand Sanitizer	pcs	2	0	0	2	100 00	2	0	0	2	100 00	2	0	0	2	100 00	0	0	0	0	6	50 00	300 00	
29	Illustration Board	pcs	0	0	0	10	300 00	0	0	0	0	-	0	10	0	10	300 00	0	0	0	0	20	30 00	600 00	
30	Index Card size 5x7 white	bundl e	115	16	18	149	2,235 00	116	16	150	282	4,230 00	115	16	17	148	2,220 00	117	16	15	148	2,220 00	727	15 00	0,905 00
31	Index tab self adhesive asstd color	box	1	0	0	1	50 00	1	0	0	1	50 00	1	0	0	1	50 00	1	0	0	1	50 00	4	50 00	200 00
36	Light Christmas asstrt	sets	0	0	0	0	0	0	0	0	0	-	0	0	0	0	0	0	30	0	30	4,500 00	30	150 00	4,500 00
37	Magnet buton 10's	pk	5	0	0	5	250 00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	5	50 00	250 00	
38	Manla Paper	pcs	20	0	20	40	200 00	0	0	0	0	0	0	0	20	20	100 00	20	0	20	40	200 00	100	5 00	500 00
39	Medal St Lazarus medal etching	pcs	0	0	50	50	6,500 00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	130 00	6,500 00	
40	Meter Stick wooden	pcs	2	0	0	2	300 00	0	0	0	0	-	0	0	0	0	0	0	0	0	0	2	150 00	300 00	
41	Mirror wall mounted for bathroom	pcs	0	0	0	0	0	0	0	0	0	-	1	0	0	1	1,000 00	0	0	0	0	1	1,000 00	1,000 00	
42	Mompo mass wine pure grapes 750ml	bot	0	0	30	30	9,000 00	0	0	0	0	0	0	0	0	0	0	0	0	0	-	30	300 00	9,000 00	
45	Paper towel cont soft 1ply	rl	13	10	10	33	825 00	13	10	10	33	825 00	13	10	10	33	825 00	13	10	10	33	825 00	132	25 00	3,300 00
46	Paper water laid	rm	3	0	0	3	600 00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	200 00	600 00	
47	Paper Wax 24x12x76/roll	roll	1	1	1	3	315 00	1	1	1	3	315 00	1	1	1	3	315 00	1	1	1	3	315 00	12	105 00	1,260 00
48	Paraffin Oil incense charcoal	lot	0	0	1	1	500 00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	500 00	500 00	
49	Paste gallon white	gal	1	0	0	1	150 00	0	0	0	0	0	1	0	0	1	150 00	1	0	0	1	150 00	3	150 00	450 00
50	Photo Paper A4 glossy	pck	6	1	2	9	450 00	4	1	2	7	350 00	4	1	2	7	350 00	1	1	1	3	150 00	26	50 00	1,300 00
51	Polo Shirt	pc	30	0	0	30	4,500 00	30	0	0	30	4,500 00	30	0	0	30	4,500 00	0	0	0	0	90	150 00	13,500 00	
52	Plastic cont microwavable	pk	0	6	0	6	150 00	0	6	0	6	150 00	0	6	0	6	150 00	0	6	0	6	150 00	24	25 00	600 00
53	Priest Host	pck	2	2	2	6	300 00	2	2	2	6	300 00	2	2	2	6	300 00	2	2	2	6	300 00	24	50 00	1,200 00
54	Tarpauline assorted size	pcs	3	3	2	8	1,600 00	2	2	2	6	1,200 00	3	4	1	8	1,600 00	2	3	2	7	1,400 00	29	200 00	5,800 00

55	Telephone Handset standard	unit	1	0	0	1	150 00	0	0	0	0	1	0	0	1	150 00	0	0	0	0	2	150 00	300 00		
56	Timer 4in1 digital	pcs	1	0	0	1	200 00	0	0	0	0	0	0	0	0	0	0	0	0	0	-	1	200 00	200 00	
57	Ultra Clear Tempered Glass white magnetic 4x8	pc	2	0	0	2	3,000 00	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1,500 00	3,000 00		
58	Velum board A4 230gsm	pk	1	1	5	7	700 00	1	1	1	3	300 00	10	1	1	12	1,200 00	10	1	1	12	1,200 00	34	100 00	3,400 00
59	Warrant Register 105 general form book	pad	5	0	0	5	1,875 00	0	0	0	0	-	0	0	0	0	0	0	0	0	0	5	375 00	1,875 00	
60	Whiteboard & cork w/ eraser	pc	10	0	0	10	650 00	0	0	0	0	0	0	0	0	0	0	0	0	0	10	65 00	650 00		
61	Whiteboard 1meter x 1meter	pc	0	0	1	1	2,000 00	0	0	0	0	-	0	0	1	1	2,000 00	0	0	0	0	2	2,000 00	4,000 00	
62	Whiteboard 60"	pc	1	0	0	1	1,000 00	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1,000 00	1,000 00		
63	Whiteboard 3x5ft	pc	1	0	1	2	2,000 00	1	0	0	1	1,000 00	1	0	0	1	1,000 00	0	0	0	0	4	1,000 00	4,000 00	
64	Whiteboard 4x5ft aluminum frame	pc	0	0	1	1	1,000 00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	1	1,000 00	1,000 00	
65	Whiteboard 4x5ft reversible w/ stand and roller	pc	0	1	0	1	2,500 00	0	0	0	0	-	0	0	0	0	0	0	0	0	0	1	2,500 00	2,500 00	
66	Whiteboard w/ aluminum 3x5 chromed white	pc	0	0	1	1	1,000 00	0	0	1	1	1,000 00	0	0	0	0	0	0	0	0	2	1,000 00	2,000 00		
67	Whiteboard 5x8	pc	0	0	2	2	2,000 00	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1,000 00	2,000 00		
C. TOTAL (A + B)																						4,999,185.47			
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						499,918.55			
E. GRAND TOTAL (C + D)																						5,499,104.02			
F. APPROVED BUDGET BY THE																									
G. MONTHLY CASH																									
G 1 Available at Procurement Service Stores		X		1,024,313 43		X		919,793 03		X		947,956 15		X		906,514 86		X		3,798,577 47					
G 2 Other Items not available at PS but regularly purchased from other sources		X		635,522 00		X		152,223 00		X		228,885 00		X		183,978 00		X		1,200,608 00					
TOTAL MONTHLY CASH		X		1,659,835 43		X		1,072,016 03		X		1,176,841 15		X		1,090,492 86		X		4,999,185 47					

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

 EDGARDO Y. PAGLINAWAN, LLB, MPA
 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available

 ANGELI JOYCE I. FIGURACION, CPA
 Accountant /
 Local Budget Officer

Approved by

 JOSE BENITO R. VILLARAMA, MD, MPH, CSEE
 Head of Office/Agency