

ANNUAL PROCUREMENT PLAN CY 2019
For Common-Use Supplies and Equipment

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

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Orquieta) and Southern Leyte (Maasin)- Region XIII
 - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataman)- Regions VI, VII, VIII, X, & XI
 - Surigao Del Norte - Surigao Del Norte
 - Zamboanga Sibugay- Zamboanga Sibugay
 - Camiguin - Camiguin
- 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.
- 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.**
- 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 items. 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.
- The accomplished HARD COPY of the APP-CSE shall be submitted in the following manner:
 - DBM Central Office- for entities in the Central Office
 - 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:
 - ps-app.nga@gmail.com- For central and regional offices of all national government agencies
 - ps-app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - ps-app.goccc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps-app.deped@gmail.com- For primary and secondary schools
- Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before November 30, 2017.
- Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016-PS-Central Office).
- 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: Department of Environment and Natural Resources Central Office
Office:
Address: Visayas Avenue Diliman Quezon City

Agency Account Code: _____

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Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	145	90	122	357	117	85	132	334	125	88	120	333	106	78	85	269	1293	19.50	25,213.50
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	165	109	161	435	148	108	158	414	153	109	140	402	144	107	121	372	1623	18.46	29,960.58
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack	8	6	5	19	4	2	3	9	6	4	5	15	4	2	1	7	50	88.40	4,420.00
4 FLUORESCENT LAMP, tubular, 28 watts	tube	12	0	0	12	0	0	0	0	12	0	0	12	0	0	0	0	24	114.40	2,745.60
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece	20	0	0	20	0	0	0	0	20	0	0	20	0	0	0	0	40	101.82	4,072.80
7 TAPE, electrical	roll	34	29	34	97	32	29	29	90	32	29	29	90	31	29	29	89	366	18.20	6,661.20
COMMON OFFICE SUPPLIES																				
1 ACETATE, gauge #3, 50m per roll	roll	16	3	8	27	11	4	3	18	9	5	4	18	6	4	4	14	77	735.16	56,607.32
2 AIR FRESHENER, 280mL/can	can	109	87	88	284	97	88	89	274	99	89	84	272	101	82	71	254	1084	85.28	92,443.52
3 ALCOHOL, 70%, ethyl, 500ml	bottle	404	233	324	961	286	234	299	819	365	232	252	849	293	223	195	711	3340	47.82	159,718.80
4 CARBON FILM, A4 size, 100 sheets per box	box	2	0	0	2	0	0	0	0	1	0	0	1	0	0	0	0	3	197.58	592.74
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	202.80	202.80
6 CARTOLINA, assorted color, 20 pieces per pack	pack	15	21	10	46	11	12	13	36	9	10	8	27	10	14	8	32	141	64.48	9,091.68
7 CHALK, white, dustless, 100 pieces per box	box	7	0	0	7	6	0	0	6	0	0	0	0	0	0	0	0	13	25.86	336.18
8 CLEARBOOK, A4 size	piece	74	70	52	196	37	22	58	117	25	28	28	81	25	22	20	67	461	36.72	16,927.92
9 CLEARBOOK, Legal size	piece	83	76	58	217	44	25	61	130	28	31	31	90	32	28	26	86	523	38.91	20,349.93
10 CLIP, backfold, 19mm, 12 pieces per box	box	188	104	132	424	105	71	127	303	113	89	105	307	112	66	92	270	1304	7.28	9,493.12
11 CLIP, backfold, 25mm, 12 pieces per box	box	151	85	118	354	72	61	116	249	77	75	90	242	83	58	80	221	1066	13.40	14,284.40
12 CLIP, backfold, 32mm, 12 pieces per box	box	141	84	115	340	77	64	117	258	78	70	57	205	81	62	55	198	1001	19.12	19,139.12
13 CLIP, backfold, 50mm, 12 pieces per box	box	98	77	109	284	83	62	116	261	83	68	56	207	85	62	48	195	947	39.52	37,425.44
14 CORRECTION TAPE, 6 meters (min), 1 piece in individual plastic	piece	365	129	177	671	181	103	169	453	336	138	166	640	199	104	154	457	2221	17.56	39,000.76
15 DATA FILE BOX, made with chipboard, with closed ends	box	148	124	114	386	81	38	100	219	106	92	47	245	48	23	40	111	961	69.78	67,058.58
16 DATA FOLDER, made with chipboard, taglia lock	piece	146	118	243	507	115	97	212	424	96	79	145	320	93	79	77	249	1500	68.64	102,960.00

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4
78 TAPE, packaging, 48mm, 50 meters length	roll	118	74	93	285	68	56	78	202	90	63	66	219	62	51	36	149	855	23,905.80
79 CULLET TISSUE, 12 rolls per pack	pack	308	210	271	789	239	192	213	644	257	174	210	641	225	190	151	566	2640	178,664.00
80 TWINE, plastic, one kilo per roll	roll	25	8	7	40	10	4	14	28	13	5	3	21	8	3	7	18	107	5,341.44
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack	24	7	9	40	6	5	16	27	8	7	8	23	6	4	4	14	104	13,399.36
COMMON OFFICE DEVICES																			
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	36	21	1	58	22	3	16	41	24	1	1	26	22	2	1	25	150	1,474.50
2 CUTTER KNIFE, heavy duty	piece	41	32	6	79	10	5	21	36	11	7	6	24	10	6	6	20	159	3,141.84
3 DATING AND STAMPING MACHINE	piece	17	3	1	21	3	0	0	3	0	0	0	0	3	0	0	3	27	478.38
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece	23	8	1	32	1	0	0	1	0	0	0	0	0	0	0	0	33	6,177.60
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	54	11	3	68	1	0	0	2	2	2	2	6	1	0	0	1	76	8,685.28
6 SCISSORS, (6")	pair	131	45	20	196	6	0	15	21	4	0	15	19	6	0	0	6	242	3,322.66
7 STAPLER, standard	piece	117	45	28	190	7	0	15	22	11	4	6	21	7	0	0	7	240	19,718.40
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	8	2	2	12	0	0	0	0	0	0	0	0	0	0	0	0	12	878.80
9 STAPLE REMOVER, plier type	piece	144	42	46	232	14	0	15	29	10	0	15	25	14	4	6	24	310	21,840.00
10 TAPE DISPENSER, table top	piece	42	19	4	65	3	3	5	11	3	3	3	9	3	3	3	9	94	4,661.46
11 WASTE BASKET, non-rigid plastic	piece	5	0	0	5	1	0	0	1	4	0	0	4	0	0	0	0	10	249.60
COMMON JANITORIAL SUPPLIES																			
1 BROOM, soft (tambol)	piece	3	0	0	3	0	0	0	0	1	0	0	1	1	0	0	1	5	442.00
2 BROOM, stick (tingling)	piece	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1	2	23.92
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	14	11	13	38	14	11	13	38	14	11	13	38	14	11	13	38	152	41,600.00
4 CLEANSER, scouring powder, 350grams/can	can	16	12	15	43	16	12	12	40	19	12	12	43	16	12	12	40	166	3,530.82
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	15	10	10	35	15	10	10	35	15	10	10	35	15	10	10	35	140	5,240.20
6 DISINFECTANT SPRAY, 400-550 grams	can	71	30	19	120	41	27	21	89	59	38	19	116	42	20	18	80	405	48,753.90
7 DUST PAN, non-rigid plastic	piece	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	27.04
8 FURNITURE CLEANER, aerosol, 300mL/can	can	79	40	45	164	62	39	40	141	76	39	38	153	64	37	40	141	599	52,328.64
9 INSECTICIDE, aerosol type, 600mL/can	can	77	53	63	193	65	39	60	164	68	54	27	149	49	30	26	105	611	76,252.80
10 MOPBUCKET	piece	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	1	3	1,911.00
11 MOPHANDLE, screw type, aluminum handle	piece	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	1	4	142.48
12 MOPHEAD, made of rayon	piece	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	1	4	98.80
13 RAG, all cotton, 32 pieces per kilo bundle	bundle	45	30	65	140	45	21	66	132	34	28	63	125	34	21	16	71	468	49,659.00
14 SCOURING PAD, 5 pieces per pack	pack	9	5	7	21	11	5	5	21	6	5	6	17	6	5	16	75	722.00	
15 TRASHBAG, plastic, transparent, 10pc/roll	roll	20	2	2	24	19	2	2	23	8	2	2	6	8	2	2	12	71	139,888.00
16 DISINFECTANT, bleaching solution	cont	2	2	2	6	14	2	2	18	2	2	2	6	2	2	2	6	36	101,822.00
17 DETERGENT BAR, 140g as packed (2.5%)	bar	5	0	0	5	1	0	0	1	1	0	0	1	0	0	0	0	7	50.96
COMMON OFFICE EQUIPMENT																			
BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes)	unit	5	2	0	7	0	1	0	1	0	0	0	0	0	0	0	0	8	83,200.00
1 punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit	30	12	4	46	0	0	0	0	0	0	0	0	0	0	0	0	46	6,219.20
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	1	6	1	8	0	0	0	1	0	0	0	1	0	0	0	0	9	2,329.56
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit	19	10	6	35	2	0	0	2	2	0	0	2	0	0	0	39	242,954.40	
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit	2	3	1	6	0	0	0	0	0	0	0	0	0	0	0	0	6	25,376.00
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit	4	0	0	4	1	1	0	2	0	0	0	0	0	0	0	0	6	152,256.00
8 ELECTRIC FAN, industrial	unit	2	0	0	2	0	0	0	2	0	0	0	0	0	0	0	0	4	6,296.16
9 ELECTRIC FAN, orbit type	unit	4	0	0	4	0	2	0	2	0	0	0	0	0	0	0	0	4	5,279.04
10 ELECTRIC FAN, stand type	unit	2	4	0	6	0	0	0	0	0	0	0	0	0	0	0	0	6	967.10
FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec. transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit	4	0	1	5	0	0	0	0	0	0	0	0	0	0	0	0	5	3,502.72
12 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit	4	0	0	4	0	0	0	0	1	0	0	1	0	0	0	0	5	1,080.56
13 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	4,992.00
14 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit	10	2	1	13	0	0	0	0	0	0	0	0	0	0	0	0	13	26,483.60
PAPER TRIMMING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationary blade guard, A4-A6 format indicators	unit	3	1	1	5	0	0	0	0	0	0	0	0	0	0	0	0	5	8,088.08

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	TOTAL AMOUNT						
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17 RAEPER SHREDDER, 0.10mm/sec. shred speed, cuts 6-8 sheets of 70gsm paper	unit	6	0	1	7	2	0	0	2	0	0	0	0	0	0	0	0	0	9	5,699.20	51,292.80
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	715.52	715.52
24 MITH+Desktop Computer	unit	3504	0	0	3504	0	0	0	0	0	0	0	0	0	0	0	0	0	3504	36,363.64	127,418,194.56
25 MITHI Laptop Computer	unit	1460	0	0	1460	0	0	0	0	0	0	0	0	0	0	0	0	0	1460	36,363.64	53,090,914.40
COMMON COMPUTER SUPPLIES																					
1 COMPUTER CONTINUOUS FORMS, 1 pvt, 11" x 9-1/2", 2000 sheets/box	box	14	2	2	18	14	2	2	18	14	2	2	2	18	14	2	2	18	72	682.24	49,121.28
2 COMPUTER CONTINUOUS FORMS, 1 pvt, 11" x 14-7/8", 2000 sheets/box	box	4	2	2	8	4	2	2	8	4	2	2	2	8	4	2	2	8	32	1,029.60	32,947.20
5 COMPUTER CONTINUOUS FORMS, 3 pvt, 11" x 9-1/2", 500 sets/box	box	5	3	3	11	5	3	3	11	5	3	3	0	2	2	0	2	26	26	596.80	15,516.80
6 COMPUTER CONTINUOUS FORMS, 3 pvt, 11" x 14-7/8", 500 sets/box	box	4	3	3	10	4	3	3	10	4	3	3	3	10	4	3	3	40	40	1,034.80	41,392.00
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	95	115	40	250	50	55	40	145	75	45	30	150	40	45	30	115	660	660	21.79	14,381.40
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	47	15	19	81	15	21	0	36	13	5	0	18	6	5	0	11	146	146	3,031.60	442,613.60
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	96	98	53	247	46	28	40	114	23	43	15	81	17	25	14	56	498	498	251.68	125,336.64
10 MOUSE, optical, USB connection type	unit	88	37	2	127	22	3	0	25	23	0	0	23	7	1	0	8	183	183	127.80	23,387.40
HANDBOOK ON PROCUREMENT																					
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages.	piece	103	0	0	103	1	0	0	1	1	0	0	1	0	0	0	0	105	105	46.28	4,859.40
CONSUMABLES																					
13 INK CART, CANON PG-810, Black	cart	1	0	1	2	1	0	1	2	1	0	1	2	1	0	1	2	8	8	774.80	6,198.40
17 INK CART, CANON CL-811, Colored	cart	1	0	1	2	1	0	1	2	1	0	1	2	1	0	1	2	8	8	1,022.32	8,178.56
28 INK CART, EPSON C13T6664100 (T6641), Black	cart	3	1	1	5	3	1	1	5	3	1	1	5	3	1	1	5	20	20	254.80	5,096.00
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart	3	1	1	5	3	1	1	5	3	1	1	5	3	1	1	5	20	20	254.80	5,096.00
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart	3	1	1	5	3	1	1	5	3	1	1	5	3	1	1	5	20	20	254.80	5,096.00
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart	3	1	1	5	3	1	1	5	3	1	1	5	3	1	1	5	20	20	254.80	5,096.00
44 INK CART, HP C8615DA, (HP15), Black	cart	0	0	6	6	0	0	6	6	0	0	7	7	0	0	2	2	21	21	1,237.60	25,989.60
45 INK CART, HP C6625AA, (HP17), Tri-color	cart	0	0	6	6	0	0	6	6	0	0	7	7	0	0	2	2	22	22	1,346.80	29,629.60
52 INK CART, HP C9351AA, (HP21), Black	cart	2	2	0	4	0	2	0	2	0	0	2	2	0	0	0	0	8	8	650.00	5,200.00
53 INK CART, HP C9352AA, (HP22), Tri-color	cart	2	2	0	4	0	2	0	2	0	0	2	2	0	0	0	0	8	8	751.92	6,015.36
64 INK CART, HP C6640WA, (HP60), Black	cart	1	0	0	1	0	0	1	1	1	0	0	1	1	1	0	2	5	5	639.60	3,198.00
65 INK CART, HP C6641WA, (HP60XL), Black	cart	2	0	0	2	0	2	0	2	0	0	0	2	0	0	0	0	4	4	1,445.60	5,782.40
66 INK CART, HP C6643WA, (HP60), Tri-color	cart	3	0	0	3	1	0	0	1	1	4	0	5	1	0	0	1	10	10	754.00	7,540.00
71 INK CART, HP C887AA, (HP703), Black	cart	3	0	0	3	0	2	0	2	0	0	2	2	0	0	0	0	7	7	358.80	2,511.60
72 INK CART, HP C888AA, (HP703), Tri-color	cart	3	0	0	3	0	0	0	3	0	0	3	3	0	0	0	0	6	6	358.80	2,152.80
84 INK CART, HP C6692AA, (HP704), Black	cart	14	2	5	21	0	5	8	13	0	5	5	10	0	0	8	8	52	52	358.80	18,657.60
85 INK CART, HP C6693AA, (HP704), Tri-color	cart	10	5	5	20	0	2	11	13	0	5	5	10	0	0	8	8	51	51	358.80	18,298.80
86 INK CART, HP C2107AA, (HP678), Black	cart	0	0	0	0	0	0	3	3	0	0	0	0	0	0	3	3	6	6	358.80	2,152.80
87 INK CART, HP C2108AA, (HP678), Tri-color	cart	0	0	0	0	0	0	3	3	0	0	0	0	0	0	3	3	6	6	360.88	2,165.28
88 INK CART, HP C2121A, (HP885A), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	366.08	732.16
89 INK CART, HP C2122A, (HP885A), Cyan	cart	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	2	2	249.60	499.20
90 INK CART, HP C2123A, (HP885A), Magenta	cart	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	2	2	249.60	499.20
91 INK CART, HP C2124A, (HP885A), Yellow	cart	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	2	2	249.60	499.20
96 TONER CART, BROTHER TN-2130, Black	cart	4	1	1	6	4	1	6	4	1	6	4	1	6	4	1	6	24	24	1,820.00	43,680.00
97 TONER CART, BROTHER TN-2150, Black	cart	1	0	0	1	1	0	1	1	1	0	1	1	1	1	0	1	4	4	2,860.00	11,440.00
102 TONER CART, HP C7115A, Black	cart	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2,971.28	2,971.28
110 TONER CART, HP CC530A, Black	cart	0	0	1	1	0	0	0	0	0	0	2	2	0	0	0	0	3	3	5,402.80	16,208.40
111 TONER CART, HP CC531A, Cyan	cart	0	0	1	1	0	0	0	0	0	0	1	1	0	0	0	0	2	2	5,298.80	10,597.60
112 TONER CART, HP CC532A, Yellow	cart	0	0	1	1	0	0	0	0	0	0	1	1	0	0	0	0	2	2	5,298.80	10,597.60
113 TONER CART, HP CC533A, Magenta	cart	0	0	1	1	0	0	0	0	0	0	1	1	0	0	0	0	2	2	5,298.80	10,597.60
116 TONER CART, HP CE285A (HP85A), Black	cart	10	1	7	18	6	1	2	9	6	1	2	9	6	1	2	9	45	45	2,756.00	124,020.00
126 TONER CART, HP CE400A, Black	cart	3	1	1	5	1	1	1	3	3	1	1	5	1	1	1	3	16	16	108,076.80	1,080,768.00
127 TONER CART, HP CE401A, Cyan	cart	3	1	1	5	1	1	1	3	3	1	1	5	1	1	1	3	16	16	9,978.80	159,660.80
128 TONER CART, HP CE402A, Yellow	cart	3	1	1	5	1	1	1	3	3	1	1	5	1	1	1	3	16	16	9,978.80	159,660.80
129 TONER CART, HP CE403A, Magenta	cart	3	1	1	5	1	1	1	3	3	1	1	5	1	1	1	3	16	16	9,978.80	159,660.80
136 TONER CART, HP Q2612A, Black	cart	4	4	8	16	4	4	4	12	4	4	3	11	3	2	3	8	47	47	3,104.40	145,906.80

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
AIRLINE TICKETS																				
1 Transport Services (Airline Tickets)		92	59	55	206	80	66	60	206	82	66	59	207	75	60	54	189	808	15,729.95	11,554,363.64
B. OTHER ITEMS NOT AVAILABLE AT FS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
COMMON ELECTRICAL SUPPLIES																				
1 BALLAST, 36 watts	piece	4	0	0	4	0	0	0	0	4	0	0	4	0	0	0	0	8	74.78	596.24
2 FLUORESCENT LAMP, tubular, 14 watts	tube	12	0	0	12	0	0	0	0	12	0	0	12	0	0	0	0	24	88.40	2,121.60
3 Other Electrical Supplies (please specify)																				
4 Universal Extension Cord with switch, 4 gang	piece	0	0	1	1	0	0	0	0	0	0	1	1	0	0	0	0	2	300.00	600.00
5 Universal Extension Cord with switch, 5 gang	piece	0	0	0	0	0	1	1	1	0	0	0	0	0	0	1	1	2	400.00	800.00
COMMON OFFICE EQUIPMENT																				
4 MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color	unit	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	2,704.00	8,112.00
Other Office Equipment and Accessories (please specify)																				
6 Calculator, 14 digit capacity, desktop, dual power, extra large	unit	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	8	1,000.00	8,000.00
COMMON OFFICE SUPPLIES																				
1 CARTOLINA, white, 20 pieces per pack	pack	38	4	1	43	33	0	0	33	31	0	1	32	33	0	0	0	141	52.00	7,332.00
2 CLIP, bulldog, 7.3mm (3")	piece	298	41	5	344	24	2	2	28	24	2	2	28	24	2	2	28	428	8.32	3,560.96
4 ENVELOPE, PAY, 500 pieces per box	box	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	114.71	114.71
5 ILLUSTRATION BOARD, (30"x40")	piece	111	30	0	141	1	0	0	1	1	0	0	1	1	0	0	0	144	35.05	5,047.20
6 INDEX CARD BOX, 3"x5"	piece	4	0	1	5	0	0	0	0	0	0	0	0	0	0	0	0	5	36.40	182.00
7 INDEX CARD, 3"x5", 500 pieces per pack	piece	4	0	1	5	0	0	0	0	0	0	0	0	0	0	0	0	5	55.12	275.60
8 INDEX CARD, 5"x8", 500 pieces per pack	pack	12	0	1	13	1	0	0	1	1	0	0	1	1	0	0	1	16	51.27	820.32
9 INDEX CARD, 5"x8", 500 pieces per pack	pack	14	5	1	20	2	5	0	7	2	5	0	7	2	0	0	2	36	139.34	5,016.24
10 MANILA PAPER, 10 sheets per pack	pack	126	19	21	166	17	11	20	48	17	11	10	38	17	11	10	38	290	26.00	7,540.00
11 MAP PIN, round head, 100 pieces per case	case	16	2	2	20	2	0	0	2	7	3	3	13	1	0	1	2	37	40.35	1,492.95
12 OIL, for general purpose lubricant, 120 ml.	bottle	5	0	1	6	3	0	0	3	1	0	0	1	1	0	0	1	11	36.90	405.90
13 PAPER, Thermal, 210mm x 30m	roll	34	20	18	72	30	18	20	68	31	18	18	67	31	17	17	65	272	29.95	8,146.40
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case	23	11	0	34	9	2	2	13	11	3	0	14	8	4	2	14	75	24.96	1,872.00
15 RIBBON, for manual typewriter, in box, with each spool individually wrapped in plastic	spool	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	16.12	32.24
16 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle	25	15	5	45	13	7	5	25	20	6	4	30	10	5	4	19	119	150.80	17,945.20
17 RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle	33	15	5	53	17	6	5	28	29	7	4	40	14	5	4	23	144	291.03	41,908.32
18 STAPLE WIRE, Heavy duty, Z317	box	4	5	0	9	0	0	0	0	0	0	3	0	0	0	0	0	12	41.48	497.76
19 TAPE DISPENSER, handheld	piece	6	0	1	7	5	0	0	5	0	0	0	0	0	0	0	0	12	29.10	349.20
21 TIME CARD, for Amano Bundy Clock, 100 pieces bundle	bundle	2	0	0	2	0	0	0	0	2	0	0	2	0	0	0	0	4	89.47	277.88

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
22) Other Common Office Supplies (please specify)																				
23 Ballpen, Black 12 pcs	piece	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288	100.00	28,800.00
24 Sign Pen .10 Black	piece	1	0	0	1	0	0	0	1	1	0	0	1	1	0	0	1	4	100.00	400.00
25 Ballpen, blue, 12 pcs/bx	piece	16	16	16	48	16	16	16	48	16	16	16	48	16	16	16	48	192	100.00	19,200.00
26 Sign Pen .10 Blue	piece	1	0	0	1	0	0	0	1	1	0	0	1	1	0	0	1	4	100.00	400.00
27 Ballpen, red, 12 pcs/bx	piece	11	11	11	33	11	11	11	33	11	11	11	33	11	11	11	33	132	100.00	13,200.00
28 Dog Ear, Sign Here	piece	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288	125.00	36,000.00
29 Photo Paper	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	300.00	18,000.00
30 Paper with DENR Logo A4	piece	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	2,000.00	240,000.00
31 Paper with DENR Logo A4	piece	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	2,500.00	300,000.00
32 Paper, Multicopy A4	piece	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	300.00	108,000.00
33 Paper, Multicopy Legal	piece	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	500.00	120,000.00
34 Paper Multi-copy A3 size	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	111	800.00	88,800.00
35 Baronial Envelopes, pale cream 5 3/4	piece	1	0	0	1	0	0	0	1	1	0	0	1	1	0	0	1	4	700.00	2,800.00
36 Baronial Envelopes, pale cream 5 1/2	piece	1	0	0	1	0	0	0	1	1	0	0	1	1	0	0	1	4	600.00	2,400.00
37 Baronial Envelopes, white 5 3/4	piece	1	0	0	1	0	0	0	1	1	0	0	1	1	0	0	1	4	620.00	2,480.00
38 Baronial Envelopes, white 5 1/2	piece	1	0	0	1	0	0	0	1	1	0	0	1	1	0	0	1	4	560.00	2,200.00
39 Mailing Envelope with DENR Logo, long, white	piece	1	0	0	1	0	0	0	1	1	0	0	1	1	0	0	1	4	3,000.00	12,000.00
40 Mailing Envelope long, white premium 10 pc/pk	piece	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	50.00	1,200.00
41 Folder, Morocco, Blue, Letter	piece	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	210	20.00	4,200.00
42 Folder, Long, Brown	piece	1	0	0	1	0	0	0	1	1	0	0	1	1	0	0	1	4	500.00	2,000.00
43 Report Cover Folder, A4 Size	piece	30	0	0	30	30	0	0	30	30	0	0	30	30	0	0	30	120	30.00	3,600.00
44 Report Cover Folder, Legal Size	piece	20	0	0	20	10	0	10	20	10	0	0	20	10	0	0	20	60	30.00	1,800.00
45 Paper Calling Card	piece	3	0	0	3	0	0	0	3	3	0	0	3	3	0	0	3	12	250.00	3,000.00
46 Specialty Board Paper, long, white	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	200.00	2,400.00
47 Storage Box with lid for legal size documents	piece	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	350.00	12,600.00
48 Laminating Film roll	piece	1	0	0	1	0	0	0	1	1	0	0	1	1	0	0	1	4	1,500.00	6,000.00
49 Plastic Clear SwingClip Folder (long)	piece	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	40.00	4,800.00
50 Acetate A4 10/pack	piece	10	0	0	10	0	0	0	10	0	0	0	10	0	0	0	10	40	20.00	800.00
51 Acetate Legal 10/pack	piece	1	0	0	1	0	0	0	1	0	0	0	1	0	0	0	1	4	400.00	1,600.00
52 File Holders Compositional A4	piece	1	0	0	1	0	0	0	1	0	0	0	1	0	0	0	1	4	450.00	1,800.00
53 File Holders Compositional Legal	piece	10	0	0	10	0	0	0	10	0	0	0	10	0	0	0	10	10	500.00	5,000.00
54 Storage File Box for legal size	piece	1	0	0	1	0	0	0	1	0	0	0	1	0	0	0	1	4	3,000.00	12,000.00
55 Laminator Fil	piece	1	0	0	1	0	0	0	1	0	0	0	1	0	0	0	1	4	2,000.00	8,000.00
56 Paper Cutter	piece	20	0	0	20	0	0	0	20	0	0	0	20	0	0	0	20	50.00	1,000.00	
57 Sticker Paper	piece	100	0	0	100	0	0	0	100	0	0	0	100	0	0	0	100	10.00	1,000.00	
58 Certificate Holder Plastic	piece	2	0	0	2	0	0	0	2	0	0	0	2	0	0	0	2	8	2,400.00	19,200.00
59 Transparency Film	piece	3	0	0	3	0	0	0	3	0	0	0	3	0	0	0	3	1,350.00	4,050.00	
60 Duct Tape	piece	2	0	0	2	0	0	0	2	0	0	0	2	0	0	0	2	2	300.00	600.00
61 Cloth type Sharpener	piece	1	0	0	1	0	0	0	1	0	0	0	1	0	0	0	1	4	370.50	1,482.00
COMMON JANITORIAL SUPPLIES																				
1 FLOOR WAX, Liquid type, natural	can	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	370.50	4,446.00
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece	31	3	3	37	10	3	3	37	10	3	3	37	10	3	3	37	102	22.36	2,280.72
4) Other Common Janitorial Supplies (please specify)																				
5 Liquid Hand Soap	bottle	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	200.00	4,800.00
6 Tissue box 2 ply	box	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	100.00	12,000.00
7 Dishwashing Liquid	bottle	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	120.00	1,440.00

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4
CONSUMABLES																			
Other Inks/Toners (please specify)																			
1 Drum Brother DR-2255	cart	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	2
2 Drum Brother DR-2125	cart	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	2
3 Toner Cartridge, Brother TN-2280	cart	1	1	1	3	1	1	1	3	1	1	1	1	3	1	1	1	3	12
4 Drum, Brother DR-2125	cart	1	0	0	0	1	0	0	1	0	0	0	0	1	0	0	0	1	4
5 Ink for Printer, HP, Model: 3835 black	cart	3	0	0	3	3	0	0	3	3	0	0	0	3	3	0	3	6	15
6 Ink for Printer, HP, Model: 3835 tri-color	cart	3	0	0	3	3	0	0	3	3	0	0	0	3	3	0	3	6	15
7 Ink for Printer HP Office Jet, M-100 Black	cart	3	0	0	3	3	0	0	3	3	0	0	0	3	3	0	3	6	15
8 Ink for Printer HP Office Jet, M-100 Colored	cart	3	0	0	3	3	0	0	3	3	0	0	0	3	3	0	3	6	15
9 RIBBON CART-FACSIMILE INK FILM	cart	0	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	4
10 Ink, Cart, HP Officejet, HP96, Black	cart	0	6	0	6	0	6	0	6	0	6	0	6	0	6	0	6	0	12
11 Ink, Cart, HP Officejet, HP96, Colored	cart	0	5	0	5	0	5	0	5	0	5	0	5	0	5	0	5	0	10
12 Printronix Ink Cartridge DM 300c	cart	3	0	0	3	0	0	0	3	0	0	0	0	3	0	0	0	0	6
13 Pitney & bowse Ink Cartridge	cart	2	0	0	2	0	0	0	2	0	0	0	0	2	0	0	0	0	4
14 Duplo Roll Master DRC42	cart	5	0	0	5	0	0	0	5	0	0	0	0	5	0	0	0	0	10
15 Duplo Ink DC14 black	cart	10	0	0	10	0	0	0	10	0	0	0	0	10	0	0	0	0	20
16 Ribbon Cart Printronix	cart	1	0	0	1	0	0	0	1	0	0	0	0	1	0	0	0	0	2
17 Canon 830	cart	0	0	0	0	0	3	0	3	0	0	0	0	3	0	0	0	0	3
18 Canon 831	cart	0	0	0	0	0	3	0	3	0	0	0	0	3	0	0	0	0	3
OFFICE EQUIPMENT AND ACCESSORIE																			
1 MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color	lot	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	3
2 Calculator, 14 digit capacity, desktop, dual power, extra large	lot	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8
3 3 Ton Floor Type Aircon	lot	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
4 5 Ton Floor Type Aircon	lot	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
5 5 Ton Ceiling Type Aircon	lot	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
6 Various Access Point (Ros. P/CENROs)	unit	17	0	0	17	0	0	0	0	0	0	0	0	0	0	0	0	17	
7 Digital CCTV	lot	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
8 UPS	lot	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
AUDIO VISUAL AND PRESENTATION																			
1 Projector	unit	7	0	1	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8
PHOTOGRAPHIC OF FILMING OR VIDEO EQUIPMENT																			
1 Camera	unit	6	2	1	9	0	0	0	0	0	0	0	0	0	0	0	0	0	9
A. TOTAL (AVAILABLE AT PROCUREMENT SERVICE STORES) + 10% PROVISION FOR INFLATION:																			
																	219,720,695.71		
B. TOTAL (OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES):																			
																	26,037,870.67		
C. GRAND TOTAL:																			
																	245,758,566.38		
G.1 Available at Procurement Service Stores																			
G.2 Other items not available at PS but regularly purchased from other sources																			
TOTAL MONTHLY CASH REQUIREMENTS																			

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use equipment has been included supplies, materials and in or is within our approved budget for the year.

Prepared/Submitted by :


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Reviewed/Evaluated by:


MAYBELL N. MANGUBOS
OIC-Chief, Budget Division

Approved by:


ROY A. CIMATU
SECRETARY