

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

**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 (Catarman)- **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](http://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
6. The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
  - a. [ps.app.nga@gmail.com](mailto:ps.app.nga@gmail.com)- For central and regional offices of all national government agencies
  - b. [ps.app.suc@gmail.com](mailto:ps.app.suc@gmail.com)- For main and other campuses of all state universities and colleges
  - c. [ps.app.gocc@gmail.com](mailto:ps.app.gocc@gmail.com)- For all central and regional offices of government owned and controlled corporations
  - d. [ps.app.deped@gmail.com](mailto:ps.app.deped@gmail.com)- For primary and secondary schools
7. Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
8. Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -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: CENTRAL PHILIPPINES STATE UNIVERSITY

Region: Region 6

Address: Kabankalan City, Negros Occidental

Contact P HENRY C. BOLINAS

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Item & Specifications	Unit of Measure	Quantity Requirement																			NCR Pricelist	Price Catalogue as of Sept 9,2015	TOTAL AMOUNT				
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT	Total Quantity		
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																											
<b>COMMON ELECTRICAL SUPPLIES</b>																											
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	185			185	3,329.45	106			106	1,907.68	88			88.00	1583.74	59			59.00	1061.82	438	1.05	17.14	18.00	7,882.69	
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	153			153	2,372.80	38			38	589.32	59			59.00	915.002	30			30.00	465.255	280	1.05	14.77	15.51	4,342.38	
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack																			-	0	0	1.05	76.44	80.26	-	
4 FLUORESCENT LAMP, tubular, 28 watts	tube																			-	0	0	1.05	114.40	120.12	-	
5 FLUORESCENT LAMP, tubular, 36 watts	tube																			-	0	0	1.05	41.50	43.58	-	
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece	62				-	38				-	42								38	38.00	4062.62	38	1.05	101.82	106.91	4,062.62
7 TAPE, electrical	roll	77				-	17				-	35								13	13.00	248.43	13	1.05	18.20	19.11	248.43
																					0						
<b>COMMON OFFICE SUPPLIES</b>																											
1 ACETATE, gauge #3, 50m per roll	roll																				-	0	0	1.05	624.00	655.20	-
2 AIR FRESHENER, 280ml/can	can	276				-	125				-	175								118	118.00	0	118				
3 ALCOHOL, 70%, ethyl, 500ml	bottle	344				-	126				-	168								109	109.00	0	109				
4 CARBON FILM, A4 size, 100 sheets per box	box					-					-										-	0	0				
5 CARBON FILM, PE, black, 210mm x 30mm, 100 sheets per box	box					-					-										-	0	0				
6 CARTOLINA, assorted color, 20 pieces per pack	pack					-					-										-	0	0				
7 CHALK, white, dustless, 100 pieces per box	box	372				-	120				-	262								106	106.00	0	106				
8 CLEARBOOK, A4 size	piece					-					-										-	0	0				
9 CLEARBOOK, Legal size	piece					-					-										-	0	0				
10 CLIP, backfold, 19mm, 12 pieces per box	box	143				-	63				-	88								36	36.00	0	36				
11 CLIP, backfold, 25mm, 12 pieces per box	box	138				-	83				-	85								49	49.00	0	49				
12 CLIP, backfold, 32mm, 12 pieces per box	box					-					-										-	0	0				



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66 RULER, plastic, 450mm, 1 piece in individual plastic	piece	90				-	24				-	33								14			14.00	229.32	14	1.05	15.60	16.38	229.32																					
67 SIGN PEN, black	piece	249				-	133				-	126								96			96.00	4436.21	96	1.05	44.01	46.21	4,436.21																					
68 SIGN PEN, blue	piece					-					-											-	0	0	0	1.05	44.01	46.21	-																					
69 SIGN PEN, red	piece					-					-											-	0	0	0	1.05	44.01	46.21	-																					
70 STAMP PAD INK, violet, 50mL	bottle	55				-	42				-	42								36			36.00	864.864	36	1.05	22.88	24.02	864.86																					
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	48				-	21				-	25								10			10.00	326.34	10	1.05	31.08	32.63	326.34																					
72 STAPLE WIRE, Heavy duty, 23/13	box	204				-	77				-	107								61			61.00	1948.4	61	1.05	30.42	31.94	1,948.40																					
73 STAPLE WIRE, Standard	box	102				-	44				-	57								24			24.00	476.784	24	1.05	18.92	19.87	476.78																					
74 TAPE, masking, 24mm, 50 meters length	roll	105				-	50				-	61								18			18.00	1041.77	18	1.05	55.12	57.88	1,041.77																					
75 TAPE, masking, 48mm, 50 meters length	roll	112				-	42				-	41								11			11.00	1213.21	11	1.05	105.04	110.29	1,213.21																					
76 TAPE, transparent, 24mm, 50 meters	roll	188				-	44				-	127								28			28.00	510.678	28	1.05	17.37	18.24	510.68																					
77 TAPE, transparent, 48mm, 50 meters	roll	99				-	41				-	43								15			15.00	524.16	15	1.05	33.28	34.94	524.16																					
78 TAPE, packaging, 48mm, 50 meters length	roll	127				-	54				-	92								32			32.00	1118.21	32	1.05	33.28	34.94	1,118.21																					
79 TOILET TISSUE, 12 rolls per pack	pack	226				-	107				-	124								95			95.00	7538.11	95	1.05	75.57	79.35	7,538.11																					
80 TWINE, plastic, one kilo per roll	roll					-					-											-	0	0	0	1.05	54.08	56.78	-																					
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack					-					-											-	0	0	0	1.05	112.72	118.36	-																					
<b>COMMON OFFICE DEVICES</b>																																																		
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	70				-	8				-	49								7			7.00	57.6975	7	1.05	7.85	8.24	57.70																					
2 CUTTER KNIFE, heavy duty	piece					-					-											-	0	0	0	1.05	19.43	20.40	-																					
3 DATING AND STAMPING MACHINE	piece	55				-	13				-	15								9			9.00	4520.69	9	1.05	478.38	502.30	4,520.69																					
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece					-					-											-	0	0	0	1.05	187.20	196.56	-																					
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	46				-	8				-	7										-	0	0	0	1.05	123.43	129.60	-																					
6 SCISSORS, (6")	pair	141				-	26				-	77								26			26.00	423.969	26	1.05	15.53	16.31	423.97																					
7 STAPLER, standard	piece	76				-	15				-	13								7			7.00	677.891	7	1.05	92.23	96.84	677.89																					
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece	126			126	140,206.25	44			44	48,960.91	62			62.00	68990.4	37					37.00	41171.7	269	1.05	1,059.76	1,112.75	299,329.21																						
9 STAPLE REMOVER, plier type	piece	48			48	888.55	34			34	629.39	24			24.00	444.276	8					8.00	148.092	114	1.05	17.63	18.51	2,110.31																						
10 TAPE DISPENSER, table top	piece					-					-											-	0	0	0	1.05	47.72	50.11	-																					
11 WASTE BASKET, non-rigid plastic	piece					-					-											-	0	0	0	1.05	30.68	32.21	-																					
<b>COMMON JANITORIAL SUPPLIES</b>																																																		
1 BROOM, soft (tambo)	piece	336				-	56				-	133								56			56.00	6115.2	56	1.05	104.00	109.20	6,115.20																					
2 BROOM, stick (tingting)	piece					-					-											-	0	0	0	1.05	23.92	25.12	-																					
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle					-					-											-	0	0	0	1.05	41.60	43.68	-																					
4 CLEANSER, scouring powder, 350grams/can	can					-					-											-	0	0	0	1.05	18.20	19.11	-																					
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	258				-	141				-	166								131			131.00	5722.08	131	1.05	41.60	43.68	5,722.08																					
6 DISINFECTANT SPRAY, 400-550 grams	can					-					-											-	0	0	0	1.05	114.40	120.12	-																					
7 DUST PAN, non-rigid plastic	piece	129				-	18				-	72								13			13.00	495.222	13	1.05	36.28	38.09	495.22																					
8 FLOOR WAX, Paste, red	can					-					-											-	0	0	0	1.05	228.80	240.24	-																					
9 FURNITURE CLEANER, aerosol, 300ml/can	can					-					-											-	0	0	0	1.05	84.76	89.00	-																					
10 INSECTICIDE, aerosol type, 600ml/can	can					-					-											-	0	0	0	1.05	117.52	123.40	-																					
11 MOPBUCKET	piece					-					-											-	0	0	0	1.05	1,872.00	1,965.60	-																					
12 MOPHANDLE, screw type, aluminum handle	piece	98				-	59				-	60								18			18.00	2457	18	1.05	130.00	136.50	2,457.00																					
13 MOPHEAD, made of rayon	piece	67				-	43				-	36								14			14.00	1452.36	14	1.05	98.80	103.74	1,452.36																					
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle	149				-	34				-	57								23			23.00	1054.87	23	1.05	43.68	45.86	1,054.87																					
15 SCOURING PAD, 5 pieces per pack	pack					-					-											-	0	0	0	1.05	119.60	125.58	-																					
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll					-					-											-	0	0	0	1.05	139.88	146.87	-																					
<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	9				-	2				-	3										-	0	0	0	1.05	10,398.96	10,918.91	-																					

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2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit																				-	0	0	1.05	153.92	161.62	-	
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit	81					3				15									3	3.00	1303.85	3	1.05	413.92	434.62	1,303.85	
4 CHAIR, monobloc, without armrest, beige	piece	22					11														-	0	0	1.05	280.80	294.84	-	
5 CHAIR, monobloc, without armrest, white	piece	24					2				2									2	2.00	589.68	2	1.05	280.80	294.84	589.68	
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit																				-	0	0	1.05	6,229.60	6,541.08	-	
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	1.05	25,168.00	26,426.40	-	
8 ELECTRIC FAN, industrial	unit																				-	0	0	1.05	1,144.00	1,201.20	-	
9 ELECTRIC FAN, orbit type	unit																				-	0	0	1.05	1,248.00	1,310.40	-	
10 ELECTRIC FAN, stand type	unit																				-	0	0	1.05	1,036.88	1,088.72	-	
11 ELECTRIC FAN, wall type	unit																				-	0	0	1.05	933.92	980.62	-	
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,	unit																				-	0	0	1.05	3,502.72	3,677.86	-	
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit																				-	0	0	1.05	1,295.84	1,360.63	-	
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit																				-	0	0	1.05	3,939.52	4,136.50	-	
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit																				-	0	0	1.05	41,116.70	43,172.54	-	
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit																				-	0	0	1.05	7,956.00	8,353.80	-	
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit																				-	0	0	1.05	5,491.20	5,765.76	-	
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit																				-	0	0	1.05	18,417.17	19,338.03	-	
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit																				-	0	0	1.05	5,831.52	6,123.10	-	
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit																				-	0	0	1.05	10,000.00	10,500.00	-	
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit																				-	0	0	1.05	1,653.60	1,736.28	-	
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit																				-	0	0	1.05	1,232.40	1,294.02	-	
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit																				-	0	0	1.05	1,233.40	1,295.07	-	
<b>COMMON COMPUTER SUPPLIES</b>																												
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box																				-	0	0	1.05	601.90	632.00	-	
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box																				-	0	0	1.05	882.44	926.56	-	
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box																				-	0	0	1.05	683.49	717.66	-	
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box																				-	0	0	1.05	950.56	998.09	-	
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 9-1/2", 500 sets/box	box	9																			-	0	0	1.05	570.91	599.46	-	
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box																				-	0	0	1.05	910.00	955.50	-	
7 DVD REWRITABLE, 4x speed, 4.7GB capacity 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																				-	0	0	1.05	21.37	22.44	-	
8 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	39					3				3										-	0	0	1.05	3,092.96	3,247.61	-	
9 MOUSE, optical, USB connection type	unit	117					55				78									6	6.00	1474.2	6	1.05	234.00	245.70	1,474.20	
																					48	48.00	6918.91	48	1.05	137.28	144.14	6,918.91







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2 FLUORESCENT LAMP, tubular, 14 watts	tube																						1.05	88.40	92.82	-			
3 FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set																						1.05	364.00	382.20	-			
<b>COMMON OFFICE EQUIPMENT</b>																													
1 CALCULATOR, MINI-PRINTING, 1 unit per box	unit																							1.05	930.80	977.34	-		
2 CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit																							1.05	1,965.60	2,063.88	-		
3 ELECTRONIC TIME RECORDER OR BUNDTY CLOCK, electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts	unit																							1.05	3,315.52	3,481.30	-		
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																							1.05	2,704.00	2,839.20	-		
5 WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEE 802.3u, IEEE 802.3, interface: 4 x 10/100 ports, 1 x 10/100 WAN port, LED indicator: Power, WLAN, LAN(10/100), Internet Status, with patch cable and power adapter, warranty: one(1) year warranty, frequency band: 2.4	unit																							1.05	1,037.92	1,089.82	-		
<b>COMMON OFFICE SUPPLIES</b>																													
1 CARTOLINA, white, 20 pieces per pack	pack																							0	0	1.05	52.00	54.60	-
2 CLIP, bulldog, 73mm (3")	piece	41			41	358.18	53			53	463.01	65			65.00	567.84	13					13.00	113.568	172	1.05	8.32	8.74	1,502.59	
3 COLUMNAR PAD, 18 cols, 50 gsm min.	pad																							0	0	1.05	65.52	68.80	-
4 ENVELOPE, PAY, 500 pieces per box	box	1022			1022	123,095.30	466			466	56,127.60	472			472.00	56850.3	466					466.00	56127.6	2426	1.05	114.71	120.45	292,200.78	
5 ILLUSTRATION BOARD, (30"x40")	piece																							0	0	1.05	35.05	36.80	-
6 INDEX CARD BOX, 3"x5"	piece																							0	0	1.05	36.40	38.22	-
7 INDEX CARD BOX, 5"x8"	piece																							0	0	1.05	55.12	57.88	-
8 INDEX CARD, 3"x5", 500 pieces per pack	pack																							0	0	1.05	51.27	53.83	-
9 INDEX CARD, 5"x8", 500 pieces per pack	pack																							0	0	1.05	139.34	146.31	-
10 MANILA PAPER, 10sheets per pack	pack																							0	0	1.05	26.00	27.30	-
11 MAP PIN, round head, 100 pieces per case	case																							0	0	1.05	40.35	42.37	-
12 OIL, for general purpose lubricant, 120 mL	bottle																							0	0	1.05	36.90	38.75	-
13 PAPER, Thermal, 210mm x 30m	roll																							0	0	1.05	29.95	31.45	-
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case																							0	0	1.05	24.96	26.21	-
15 RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool	6			6	101.56	3			3	50.78	5			5.00	84.63	3					3.00	50.778	17	1.05	16.12	16.93	287.74	
16 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle	171			171	27,076.14	45			45	7,125.30	84			84.00	13300.6	40					40.00	6333.6	340	1.05	150.80	158.34	53,835.60	
17 RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle	87			87	26,585.59	43			43	13,140.00	45			45.00	13751.2	28					28.00	8556.28	203	1.05	291.03	305.58	62,033.04	
18 STAPLE WIRE, Heavy duty, 23/17	box																							0	0	1.05	41.48	43.55	-
19 TAPE DISPENSER, handheld	piece																							0	0	1.05	29.10	30.56	-
20 TAPE, for adding machine	roll																							0	0	1.05	8.11	8.52	-
21 TIME CARD, for Amano Bundy Clock,100 pieces bundle	bundle	183			183	13,348.66	104			104	7,586.12	140			140.00	10212.1	101					101.00	7367.29	528	1.05	69.47	72.94	38,514.17	
<b>COMMON JANITORIAL SUPPLIES</b>																													
1 FLOOR WAX, Liquid type, natural	can																							0	0	1.05	370.50	389.03	-
2 FLOOR WAX, Paste type, natural	can																							0	0	1.05	223.60	234.78	-
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece	154			154	3,615.61	55			55	1,291.29	101			101.00	2371.28	55					55.00	1291.29	365	1.05	22.36	23.48	8,569.47	
<b>CONSUMABLES</b>																													
1 INK CART, EPSON C13T103190 (103), Black	cart																							0	0	1.05	866.32	909.64	-
2 INK CART, EPSON C13T103290 (103), Cyan	cart																							0	0	1.05	577.20	606.06	-
3 INK CART, EPSON C13T103390 (103), Magenta	cart																							0	0	1.05	577.20	606.06	-
4 INK CART, EPSON C13T103490 (103), Yellow	cart																							0	0	1.05	577.20	606.06	-
5 INK CART, EPSON C13T143190 (143), Black	cart																							0	0	1.05	587.60	616.98	-
6 INK CART, EPSON C13T143290 (143), Cyan	cart																							0	0	1.05	465.92	489.22	-
7 INK CART, EPSON C13T143390 (143), Magenta	cart																							0	0	1.05	465.92	489.22	-
8 INK CART, EPSON C13T143490 (143), Yellow	cart																							0	0	1.05	465.92	489.22	-
9 INK CART, EPSON C13T166190 (166XL), Black	cart																							0	0	1.05	176.80	185.64	-
10 INK CART, EPSON C13T166290 (166XL), Cyan	cart																							0	0	1.05	332.80	349.44	-



Item & Specifications	Unit of Measure	Quantity Requirement																			NCR Pricelist	Price Catalogue as of Sept 9,2015	TOTAL AMOUNT					
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT	Total Quantity			
11 INK CART, EPSON C13T166390 (166XL), Magenta	cart																				0	0	1.05	332.80	349.44	-		
12 INK CART, EPSON C13T166490 (166XL), Yellow	cart																				0	0	1.05	332.80	349.44	-		
13 INK CART, HP C4836A, (HP11), Cyan	cart																				0	0	1.05	1,535.04	1,611.79	-		
14 INK CART, HP C4837A, (HP11), Magenta	cart																				0	0	1.05	1,535.04	1,611.79	-		
15 INK CART, HP C4838A, (HP11), Yellow	cart																				0	0	1.05	1,535.04	1,611.79	-		
16 RIBBON CART, LEXMARK 3070169 (11A3550)	cart																				0	0	1.05	780.00	819.00	-		
17 RIBBON CART., FUJITSU DL 3850	cart																				0	0	1.05	447.20	469.56	-		
18 TONER CART, BROTHER TN-150BK, Black	cart																				0	0	1.05	3,239.60	3,401.58	-		
19 TONER CART, BROTHER TN-150C, Cyan	cart																				0	0	1.05	3,707.60	3,892.98	-		
20 TONER CART, BROTHER TN-150M, Magenta	cart																				0	0	1.05	3,707.60	3,892.98	-		
21 TONER CART, BROTHER TN-150Y, Yellow	cart																				0	0	1.05	3,707.60	3,892.98	-		
22 TONER CART, BROTHER TN-155BK, Black	cart																				0	0	1.05	4,576.00	4,804.80	-		
23 TONER CART, FUJI XEROX CWA0762, Black	cart																				0	0	1.05	5,683.60	5,967.78	-		
24 TONER CART, HP CE250A, Black	cart																				0	0	1.05	5,408.00	5,678.40	-		
25 TONER CART, HP CE251A, Cyan	cart																				0	0	1.05	10,551.84	11,079.43	-		
26 TONER CART, HP CE252A, Yellow	cart																				0	0	1.05	10,551.84	11,079.43	-		
27 TONER CART, HP CE253A, Magenta	cart																				0	0	1.05	10,551.84	11,079.43	-		
28 TONER CART, HP Q1338A, Black	cart																				0	0	1.05	6,676.80	7,010.64	-		
29 TONER CART, HP Q6511A, Black	cart																				0	0	1.05	5,892.64	6,187.27	-		
30 TONER CART, HP Q7551A, Black	cart																				0	0	1.05	6,162.00	6,470.10	-		
31 TONER CART, LEXMARK 34217HR, Black	cart																				0	0	1.05	4,712.24	4,947.85	-		
32 TONER CART, SAMSUNG ML-2250D5, Black	cart																				0	0	1.05	4,784.00	5,023.20	-		
33 TONER CART, SAMSUNG ML-D3050B, Black	cart																				0	0	1.05	6,656.00	6,988.80	-		
<b>Office Equipment and Accessories</b>																												
1																						0	0				-	
2																						0	0				-	
3																						0	0				-	
4																						0	0				-	
5																						0	0				-	
6																						0	0				-	
7																						0	0				-	
8																						0	0				-	
9																						0	0				-	
10																						0	0				-	
<b>Office Supplies</b>																												
1 Aluminum Foil, Jumbo Roll Thickness: 0.04-0.12mm	roll	58			58	-	23		23	-	21			21.00		18			18.00		0	0				120	-	
2 Ballpen red 0.5	pcs	804			804	-	580		580	-	963			963.00		572			572.00		0	0				2919	-	
3 Ballpen black 0.5	pcs	1630			1630	-	761		761	-	1213			1,213.00		749			749.00		0	0				4353	-	
4 Ballpen Blue 0.5	pcs	551			551	-	244		244	-	344			344.00		232			232.00		0	0				1371	-	
5 Black hose (0.5") with ply	length	1305			1305	-	115		115	-	10			10.00		10			10.00		0	0				1440	-	
6 Bleaching liquid, 500ml	bot	123			123	-	59		59	-	57			57.00		58			58.00		0	0				297	-	
7 Bleaching powder, 500kl	pcs	161			161	-	89		89	-	90			90.00		96			96.00		0	0				436	-	
8 Board paper long, Specialty board; 220gsm Thick Size	pack	342			342	-	105		105	-	100			100.00		75			75.00		0	0				622	-	
9 Board paper long, Specialty board; 220gsm Thick Size	pack	379			379	-	55		55	-	95			95.00		45			45.00		0	0				574	-	
10 Bond paper long, Substance 20, 70gsm Thickness	ream	1141			1141	-	285		285	-	721			721.00		249			249.00		0	0				2396	-	
11 Bond paper short, Substance 20, 70gsm Thickness	ream	1145			1145	-	213		213	-	701			701.00		181			181.00		0	0				2240	-	
12 Book paper, multicopy, 80gsm., 216mm x 330mm (8-1/2)	ream	1287			1287	-	148		148	-	134			134.00		115			115.00		0	0				1684	-	
13 Book paper, multicopy, 80gsm., 216mm x 330mm (8-1/2)	ream	456			456	-	108		108	-	103			103.00		75			75.00		0	0				742	-	
14 Brown Envelope Long, 0.02 kgs	pcs	2719			2719	-	1095		1095	-	1330			1,330.00		###			1,030.00		0	0				6174	-	
15 Brown Envelope Short, 0.02 kgs	pcs	1531			1531	-	1090		1090	-	895			895.00		990			990.00		0	0				4506	-	
16 Bulb socket, plastic 4"	pcs	231			231	-	113		113	-	208			208.00		113			113.00		0	0				665	-	
17 CD Recordable 700MB/80 minute storage capacity	pcs	187			187	-	82		82	-	62			62.00		162			162.00		0	0				493	-	
18 CD Rewritable 700MB/80 minute storage capacity	pcs	275			275	-	106		106	-	148			148.00		81			81.00		0	0				610	-	
19 Certificate Frames Long, Letter size black & gold plas	pcs	492			492	-	113		113	-	125			125.00		93			93.00		0	0				823	-	
20 Certificate frames Short, Letter size black & gold plas	pcs	982			982	-	120		120	-	390			390.00		100			100.00		0	0				1592	-	
21 CD-RW, colored dustless, 700mmmmmmmmmm, 12 prec	box	58			58	-	13		13	-	14			14.00		13			13.00		0	0				98	-	
22 Class Records	pcs	618			618	-	136		136	-	426			426.00		36			36.00		0	0				1216	-	
23 Columnar book 3 columns, 0.30 kgs.	pcs	35			35	-	11		11	-	30			30.00		5			5.00		0	0				81	-	
24 Columnar book 4 columns, 0.30 kgs.	pcs	48			48	-	1		1	-	26			26.00		1			1.00		0	0				76	-	
25 Columnar Pad 6 columns, 0.30 kgs.	pcs	26			26	-	3		3	-	23			23.00		3			3.00		0	0				55	-	



Item & Specifications	Unit of Measure	Quantity Requirement																			NCR Pricelist	Price Catalogue as of Sept 9,2015	TOTAL AMOUNT		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT	Total Quantity
89 Printer compatible Ink magenta Dye, normal ink for normal office use, 100ml	bot	36			36	-	28				26			26.00		22			22.00	0	84				
90 Printer Compatible ink yellow Environment protect, 100ml	bot	26			26	-	14				23			23.00		7									
91 Printer Compatible ink yellow, Environment protect, 100ml	bot	9			9	-	2				14			14.00		2			2.00	0	25				
92 Printer compatible Ink black Dye, normal ink for normal office use, 100ml	bot	71			71	-	43				80			80.00		38									
93 Printer compatible ink black, Environment protect, 100ml	bot	17			17	-	10				5			5.00		5			5.00	0	27				
94 Printer compatible Ink blue Dye normal ink for normal office use, 100ml	bot	39			39	-	20				38			38.00		21									
95 Printer Compatible ink cyan, Environment protect, 100ml	bot	26			26	-	9				23			23.00		5			5.00	0	54				
96 Printer compatible ink L110 T6641 Black, Environment protect, 100ml	bot	25			25	-	5				5			5.00											
97 Printer compatible ink L110 T6642 Cyan, Environment protect, 100ml	bot	21			21	-	6				6			6.00		6			6.00	0	33				
98 Printer compatible ink L110 T6643 Magenta, Environment protect, 100ml	bot	38			38	-	21				23			23.00		21									
99 Printer compatible ink L110 T6644 Yellow, Environment protect, 100ml	bot	21			21	-	6				6			6.00		6			6.00	0	33				
100 Printer compatible ink L120, T6641 Black, Environment protect, 100ml	bot	46			46	-	40				40			40.00		35									
101 Printer compatible ink L120, T6642 Yellow, Environment protect, 100ml	bot	23			23	-	20				20			20.00		20			20.00	0	63				
102 Printer compatible ink L120, T6642 Magenta, Environment protect, 100ml	bot	23			23	-	20				20			20.00		20									
103 Printer compatible ink L120,T6642 Magenta, Environment protect, 100ml	bot	3			3	-														0	3				
104 Printer compatible ink L120,T6642 Yellow, Environment protect, 100ml	bot	8			8	-	5				5					5									
105 Printer compatible ink L120,T6642 Cyan, Environment protect, 100ml	bot	18			18	-	15				15					15			15.00	0	33				
106 Printer compatible Ink light blue Dye, normal ink for normal office use, 100ml	bot	18			18	-	16				16					16									
107 Printer Compatible ink magenta, Environment protect, 100ml	bot	3			3	-					1									0	3				
108 Printer compatible Ink yellow Dye, normal ink for normal office use, 100ml	bot	18			18	-	16				16					16									
109 Printer compatible Inkink black, Environment protect, 100ml	bot	5			5	-	2			2			2.00		2			2.00	0	11					
110 Printer compatible Ink Colored, Environment protect, 100ml	bot	13			13	-	12				12					12									
111 Printer compatible ink L120, T6641 Black, Environment protect, 100ml	bot	1			1	-														0	1				
112 Printer ink 110 Black Refill, Environment protect, 100ml	bo	5			5	-					4														
113 Printer ink 60 Black, Page Yield: 200 pagesCartridge yield	cart	9			9	-	8				8					3			3.00	0	12				
114 Printer ink 60 Colored, Page Yield: 200 pagesCartridge yield	cart	16			16	-	8				8					8									
115 Printer Ink Black 810, 0.09 kgs., page yield 220 pages	cart	251			251	-	68				105					72			72.00	0	323				
116 Printer ink CLI 36 colored ink, A+ quality, Defective rate: 1%	cart	1			1	-																			
117 Printer Ink Colored 811, 0.09 kgs., page yield 220 pages	cart	209			209	-	34				114					37			37.00	0	246				
118 Printer Ink Deskjet D2660 black, Page Yield2500 Page, cartridge yield	cart	3			3	-	2				2					2									
119 Printer Ink Deskjet D2660 colored, Page Yield2500 Page, cartridge yield	cart	3			3	-	2				2					2			2.00	0	5				
120 Printer ink Deskjet No. 27, sharp results every time. Page Yield 2500	cart	1			1	-	2				2					2									
121 Printer ink Deskjet No. 28, sharp results every time. Page Yield 2500	cart	1			1	-														0	1				
122 Printer ink T60 - pigment, Black, 500mlEnvironment protect, 100ml	cart	1			1	-																			
123 Printer ink T60-5 colors pigment, 500ml, Environment protect, 100ml	bot.	1			1	-														0	1				
124 Printer PGI 35 black ink, A+ quality, Defective rate: 1%	cart.	1			1	-	10				20														
125 Printer Refill Ink Black, Environment protect, 100ml	bot.	16			16	-	15				30									0	16				
126 Printer Refill ink magenta, Environment protect, 100ml	bot.	16			16	-	15				25														
127 Printer Refill Ink Yellow, Environment protect, 100ml	bot.	16			16	-	15				25									0	16				
128 Rewritable Compact Disk DVD, Certified 4X-12X ultra speed, 5.25 inch	piece	117			117	-	5				85					5									
129 Ribbon Epson LX-300, Width: 12.7MM Length:5M	cart.	43			43	-	12				31					6			6.00	0	49				
130 Rubber eraser, size of eraser, 3x2.2x1.1cm, material of rubber	piece	128			128	-	15				24					5									
131 Shoe lace - white, 18 inches	piece	565			565	-	350				365					250			250.00	0	815				
132 Special Paper Board, long Assorted, Specialty board; 24x36 inch	pack	187			187	-	66				112					51									
133 Special Paper Board, Short Assorted, Specialty board; 18x24 inch	pack	185			185	-	86				130					61			61.00	0	246				
134 Special Paper long, 0.04 kgs. 10 Sheets/pack	pack	186			186	-	60				130					45									
135 Special Paper short, 0.04 kgs. 10 Sheets/pack	pack	200			200	-	60				140					45			45.00	0	245				
136 Stamp Pad medium Size, 10.1x6.8cm	piece	25			25	-	2				15														
137 Stamp Pad small Size, 10.1x6.8cm	piece	4			4	-	5													0	4				
138 Stamp Pad Ink blue, water based ink, 30ml	piece	17			17	-	15				8					8									
139 Stamp Pad Ink red, water based ink, 30ml	bot.	12			12	-	10				5					4			4.00	0	16				
140 Steel Cabinet, 4-drawer vertical filing cabinet; Powder coated	unit	44			44	-	11				11					1									
141 Stick Broom, coconut materials, tie with rubber	piece	169			169	-	35				76					5			5.00	0	174				
142 Sticker Paper 10/1, Glossy Finish, 0.15 kgs.	pack	215			215	-	45				157					11									
143 Swevil Chair w/o arm, Heavy Duty, Chair without armrest	unit	28			28	-					10									0	28				
144 Swevil Chair with arm, Heavy Duty, Chair without armrest	unit	17			17	-	5				7														
145 Tape Packing 1", 0.11 kgs., 24mm x 100m	roll	66			66	-	19				42					7			7.00	0	73				
146 TOILET DEODORANT CAKE(deodorizer moth proof)	box	294			294	-	121				159					101									
147 Window envelope short , 10pcs per pack white envelope	pack	166			166	-	74				94					74			74.00	0	240				
<b>Audio and visual presentation and composing</b>						-																			
1																				0	0				
2																				0	0				

Item & Specifications	Unit of Measure	Quantity Requirement																				NCR Pricelist	Price Catalogue as of Sept 9,2015	TOTAL AMOUNT				
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				Total Quantity			
3																						0	0				-	
4																							0	0				-
5																							0	0				-
6																							0	0				-
7																							0	0				-
8																							0	0				-
9																							0	0				-
10																							0	0				-
<b>Photographic or filming or video equipment</b>																												-
1																							0	0				-
2																							0	0				-
3																							0	0				-
4																							0	0				-
5																							0	0				-
6																							0	0				-
7																							0	0				-
8																							0	0				-
9																							0	0				-
10																							0	0				-
<b>Cleaning Equipment and Supplies</b>																												-
1																							0	0				-
2																							0	0				-
3																							0	0				-
4																							0	0				-
5																							0	0				-
6																							0	0				-
7																							0	0				-
8																							0	0				-
9																							0	0				-
10																							0	0				-
<b>Paper Materials and Products</b>																												-
1																							0	0				-
2																							0	0				-
3																							0	0				-
4																							0	0				-
5																							0	0				-
6																							0	0				-
7																							0	0				-
8																							0	0				-
9																							0	0				-
10																							0	0				-
<b>Lighting and fixtures and accessories</b>																												-
1																							0	0				-
2																							0	0				-
3																							0	0				-
4																							0	0				-
5																							0	0				-
6																							0	0				-
7																							0	0				-
8																							0	0				-
9																							0	0				-
10																							0	0				-
<b>Electrical equipment and components and supplies</b>																												-
1																							0	0				-
2																							0	0				-
3																							0	0				-
4																							0	0				-
5																							0	0				-
6																							0	0				-
7																							0	0				-
8																							0	0				-
9																							0	0				-
10																							0	0				-



