



Department of Environment and Natural Resources

NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY

Lawton Ave., Fort Bonifacio, Taguig City

Annual Procurement Plan (APP) of NAMRIA for CY 2018

Code (PAP)	Procurement	Program/Project	PMO/End-User	Mode of Procurement					Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
					Ads/Post of ITB/REI	Sub/Open of Bids	Notice of Award	Cotract Signing		Total	MOOE	CO	
PS ITEMS													
Fund 101	Common Electrical Supplies		NAMRIA Regular Operation	Negotiated (PS)	n/a	n/a	n/a	n/a	GOP	4,807.32	4,807.32		
Fund 101	Common Office Supplies		- do -	Negotiated (PS)	n/a	n/a	n/a	n/a	GOP	189,298.89	189,298.89		
Fund 101	Common Janitorial Supplies		- do -	Negotiated (PS)	n/a	n/a	n/a	n/a	GOP	46,780.40	46,780.40		
Fund 101	Common Office Devices		- do -	Negotiated (PS)	n/a	n/a	n/a	n/a	GOP	1,238.86	1,238.86		
Fund 101	Common Office Office Equipment		- do -	Negotiated (PS)	n/a	n/a	n/a	n/a	GOP	51,004.46	51,004.46		
Fund 101	Common Computer Supplies		- do -	Negotiated (PS)	n/a	n/a	n/a	n/a	GOP	35,707.28	35,707.28		
Fund 101	Consummables		- do -	Negotiated (PS)	n/a	n/a	n/a	n/a	GOP	281,880.04	281,880.04		
Grand Total:										610,717.25	610,717.25		
NON PS ITEMS													
Fund 101	Common Electrical Equipment		NAMRIA Regular Operation	Public Bidding	As per approved schedule of bidding process	As per approved schedule of bidding process	As per approved schedule of bidding process	As per approved schedule of bidding process	GOP	532,417.00	532,417.00		
Fund 101	Common Office Equipment		- do -	Public Bidding	- do -	- do -	- do -	- do -	GOP	98,984.80	98,984.80		
Fund 101	Common Office Supplies		- do -	Public Bidding	- do -	- do -	- do -	- do -	GOP	11,444,023.59	11,444,023.59		
Fund 101	Common Janitorial Supplies		- do -	Public Bidding	- do -	- do -	- do -	- do -	GOP	6,769,287.92	6,769,287.92		
Fund 101	Consummables		- do -	Public Bidding	- do -	- do -	- do -	- do -	GOP	12,905,918.30	12,905,918.30		
Fund 101	Office Equipment and Accessories		- do -	Public Bidding	- do -	- do -	- do -	- do -	GOP	6,908,935.10	6,908,935.10		
Fund 101	Office Furniture and Flxtures		- do -	Public Bidding	- do -	- do -	- do -	- do -	GOP	1,711,150.00	1,711,150.00		
Fund 101	Audio and Visual Presentation and Composing Equipment		- do -	Public Bidding	- do -	- do -	- do -	- do -	GOP	8,000.00	8,000.00		
Fund 101	Computer Equipment and Accessories		- do -	Public Bidding	- do -	- do -	- do -	- do -	GOP	4,081,615.00	4,081,615.00		
Fund 101	Photographic or Filming or Video Equipment		- do -	Public Bidding	- do -	- do -	- do -	- do -	GOP	1,763,549.68	1,763,549.68		
Fund 101	Cleaning Equipment and Supplies		- do -	Public Bidding	- do -	- do -	- do -	- do -	GOP	116,850.00	116,850.00		
Fund 101	Electrical Equipment and Components and Supplies		- do -	Public Bidding	- do -	- do -	- do -	- do -	GOP	58,487.00	58,487.00		
Fund 101	Other ICT Equipment		NAMRIA Regular Operation	Public Bidding	- do -	- do -	- do -	- do -	GOP			457,000.00	
Fund 101	ICT Machinery and Equipment Outlay		NAMRIA Regular Operation	Public Bidding	- do -	- do -	- do -	- do -	GOP				77,630,000.00

Code (PAP)	Procurement	Program/Project	PMO/End-User	Mode of Procurement					Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
					Ads/Post of ITB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
Fund 101	Hydrographic and Oceanographic Survey Equipment		- do -	Public Bidding	As per approved schedule of bidding process	As per approved schedule of bidding process	As per approved schedule of bidding process	As per approved schedule of bidding process	GOP			66,150,000.00	
Fund 101	ICT Software		- do -	Public Bidding	- do -	- do -	- do -	- do -	GOP			21,121,580.00	
Fund 101	Other Supplies		- do -	Public Bidding	- do -	- do -	- do -	- do -	GOP	188,337,499.72	188,337,499.72		
Fund 101	Repair and Maintenance		- do -	Public Bidding	- do -	- do -	- do -	- do -	GOP	1,735,000.00	1,735,000.00		
Fund 101	Professional Services		- do -	Public Bidding	- do -	- do -	- do -	- do -	GOP	444,910,000.00	444,910,000.00		
Fund 101	Subscription		- do -	Public Bidding	- do -	- do -	- do -	- do -	GOP	59,122,094.52	59,122,094.52		
Fund 101	NAMRIA Morale and Welfare		- do -	Public Bidding	- do -	- do -	- do -	- do -	GOP	32,429,625.00	32,429,625.00		
Fund 101	GAD		- do -	Public Bidding	- do -	- do -	- do -	- do -	GOP	221,773.75	221,773.75		
Fund 101	ISO		- do -	Public Bidding	- do -	- do -	- do -	- do -	GOP	3,500,000.00	3,500,000.00		
										776,655,211.38	776,655,211.38	165,358,580.00 776,655,211.38 942,013,791.38 94,201,379.11	with 10% additional provision for inflation
GRAND TOTAL: Php											1,036,215,170.49		

Prepared by:


AUBREY GEORGE T. CORPUZ

Chief, Property and Supply Management Section
and Head, BAC Secretariat

Recommending Approval:


NOEL R. VEGA

Chief, Financial Management Division
Accountant IV

Approved by:


DR. PETER N. TIANGCO, CESO I
Administrator

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

Department/Bureau/Office: OFFICE OF THE ADMINISTRATOR /
NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY (NAMRIA)
Region: NCR
Address: Lawton Avenue, Fort Bonifacio, Taguig City

Contact Person: AUBREY GEORGE T. CORPUZ
Position: Supply Officer III
E-mail :

Item & Specifications		Unit of Measure	Quantity Requirement																		UNIT COST	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
	ITEMS																					
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																						
Common Electrical Supplies																						
1	BATTERY, Energizer AA (4 pcs/per pack)	pack				0				0	37		37				0	37	250.00	18,500.00		
2	BATTERY, Energizer AAA (4 pcs/per pack)	pack				0				0	37		37				0	37	250.00	9,250.00		
Common Office Equipment																						
1	DIGITAL Voice Recorder,memory:4GB (Expandable),unit in	unit				0				0	2		2				0	2	6,229.60	12,459.20		
Common Office Supplies																						
1	3-HOLE ring binder, black, A4, 1", D-Type with front and	pc				0				0	10		10				0	10	250.80	520,400.89		
2	3-HOLE Puncher, KW-Trio #903	pc				0				0	1		1				0	1	418.50	2,508.00		
3	ADVANCE Glossy Photo Paper, Q8861A4, pc	0.00				0				0	2		2				0	2	30.00	418.50		
4	BALLPEN,BLACK, Pilot brand 12/box	box				0				0	6		6				0	6	30.00	60.00		
5	BALLPEN,BLUE, Pilot brand 12/box	box				0				0	12		12				0	12	455.00	2,730.00		
6	BALLPEN, HBW 2000, Black	box				0				0	4		4				0	4	455.00	5,460.00		
7	BALLPEN, M&G, 12pcs/box, black, blue, red	box				0				0	1		1				0	1	169.00	676.00		
8	BINDER Clip , Black Color , 2 inches	box				0				0	6		6				0	6	400.00	400.00		
9	BINDER Clip , Black Color ,1 inches	box				0				0	24		24				0	24	110.00	660.00		
10	BINDER Clip , Black Color , 1/2 inches	box				0				0	24		24				0	24	100.00	2,400.00		
11	BOND paper, A4 size, PaperOne, 80 gsm	ream				0				0	95		95				0	95	90.00	2,160.00		
12	BOND paper, Legal size, Paper One, 80 gsm	ream				0				0	63		63				0	63	475.00	45,125.00		
13	BOND paper, A4 size, PaperOne, 70 gsm	ream				0				0	50		50				0	50	690.00	43,470.00		
14	BROWN Envelope Ordinary Long	box				0				0	2		2				0	2	273.00	13,650.00		
15	BROWN Envelope Ordinary Short	box				0				0	2		2				0	2	400.00	800.00		
16	CLEAR Book, A4, 60 pockets, Blue	pc				0				0	30		30				0	30	350.00	700.00		
17	CLEAR Book, Long 60 pockets, blue	pc				0				0	30		30				0	30	230.00	6,900.00		
18	CLEAR Book, Comix F20A3 (Legal size) Blue	pc				0				0	20		20				0	20	250.00	7,500.00		
19	CORRECTION Fluid (Touch & Go)	pc				0				0	10		10				0	10	235.00	4,700.00		
20	CORRECTION pen, white, 7ml	pc				0				0	15		15				0	15	29.00	290.00		
21	CORRECTION Tape, 5mm x 10m	pc				0				0	25		25				0	25	132.00	1,980.00		
22	DOCUMENTARY organizer	pc				0				0	7		7				0	7	100.00	2,500.00		
23	DVD re-writable	pc				0				0	20		20				0	20	500.00	3,500.00		
24	ELMER'S Glue	pc				0				0	10		10				0	10	25.00	500.00		
25	ENVELOPE, expanding, plastic, long	pc				0				0	15		15				0	15	250.00	2,500.00		
26	ENVELOPE, Expanding, A4 size kraftboard	pc.				0				0	115		115				0	115	50.00	750.00		
27	ENVELOPE, Expanding, Long, Morocco	pc.				0				0	200		200				0	200	25.00	2,875.00		
28	ERASER (Staedler)	pc				0				0	3		3				0	3	25.00	5,000.00		
																			75.00	225.00		

29	FASTENER, Paper, (plastic, assorted color)	box				0				0	3								
30	FOLDER, Expanding, Long	pc				0				0	100					0	3	70.00	210.00
31	FOLDER, Expanding, A4, assorted color	pc				0				0	70					0	100	20.00	2,000.00
32	FOLDER, Plastic, Seagull, A4, Transparent (white with	pc				0				0	60					0	70	25.00	1,750.00
33	FOLDER, Pressboard, US, Green, LONG	pc				0				0	300					0	60	50.00	3,000.00
34	FOLDER, Plastic (Resealable Folder), with Revolving Clips,	pc				0				0	45					0	300	27.00	8,100.00
35	GLUE Stick permanent adhesive 7.08g	pc				0				0	25					0	45	40.00	1,800.00
36	HEAVY duty expanding plastic envelope with zipper and	pc				0				0	10					0	25	50.00	1,250.00
37	HI-TECPOINT V5 RT Pure liquid ink pen, Black, 12 pcs/box	box				0				0	4					0	10	100.00	1,000.00
38	HI-TECPOINT V5 RT Pure liquid ink pen, Blue, 12 pcs/box	box				0				0	4					0	4	1,300.00	5,200.00
39	HI-TECPOINT V7 RT Pure liquid ink pen, Blue, 12 pcs/box	box				0				0	4					0	4	1,300.00	5,200.00
40	INDEX Clear Tab, Speedo	box				0				0	2					0	2	1,300.00	2,600.00
41	LAMINATING film, A4 size	pack				0				0	5					0	5	101.95	509.75
42	MAGAZINE Box with cover, acid free, dark blue	pc				0				0	35					0	5	234.00	1,170.00
43	MAGAZINE Box with cover, acid free, dark green	pc				0				0	10					0	35	499.00	17,465.00
44	MARKER, highlighter, green	pc				0				0	10					0	10	499.00	4,990.00
45	MARKER, highlighter, orange	pc				0				0	18					0	10	39.00	390.00
46	MARKER, highlighter, yellow	pc				0				0	18					0	18	39.00	702.00
47	MARKER, Permanent, Pilot (2.0 - 4.5mm chisel tip) Black	pc				0				0	10					0	18	39.00	702.00
48	MARKER, Whiteboard, DONG A - Black	pc				0				0	18					0	10	47.00	470.00
49	MARKER, Whiteboard, DONG A - Red	pc				0				0	10					0	18	36.00	648.00
50	MARKER, Whiteboard, Red	pc				0				0	2					0	10	36.00	360.00
51	MARKER, Whiteboard, Black	pc				0				0	6					0	2	50.00	100.00
52	MARKER, Whiteboard, Blue	pc				0				0	2					0	6	50.00	300.00
53	MASKING Tape , 3M , 1/2	pc				0				0	4					0	2	50.00	100.00
54	MEDICINE Kit contains 50 pcs each bioflu, biogestic,	kit				0				0	3					0	4	150.00	600.00
55	MIGHTY Bond Pioneer	pc				0				0	45					0	3	5,000.00	15,000.00
56	MIGHTY Bond (Big) Pioneer	pcs				0				0	5					0	45	53.00	2,385.00
57	NOTEBOOK, Corona, 100 sheets, Spiral, 178 x 254mm	pc				0				0	35					0	5	350.00	1,750.00
58	PAPER kitchen towel, 2-ply, 3pcs/pack	pack				0				0	34					0	35	120.00	4,200.00
59	PAPER, Special Ultra-Fine, Bevania Splendorgel, Long	pack				0				0	60					0	34	396.00	13,464.00
60	PAPER, Photocopy, legal, 20/pack	pack				0				0	20					0	60	66.00	3,960.00
61	PAPER, Photo, Kodak, Inkjet A3, 230 gsm, High Glossy,	pack				0				0	2					0	20	389.00	7,780.00
62	PENCIL Mongol #2	box				0				0	5					0	2	400.00	800.00
63	PENCIL, Steadler, Blue	box				0				0	2					0	5	150.00	750.00
64	PENTEL Pen , Pilot (Black)	box				0				0	3					0	2	770.00	1,540.00
65	PENTEL Pen , Pilot (Red)	box				0				0	1					0	3	650.00	1,950.00
66	POST it, 3 x 3 inch, 12 pads per pad, assorted color	pack				0				0	20					0	1	650.00	650.00
67	POST it 2 7/8 in/po x 4 7/8/po	pack				0				0	20					0	20	300.00	6,000.00
68	RECORD Book, 500 pages	pc				0				0	20					0	20	300.00	6,000.00
69	RECORDBOOK, 300pages, size: 214 mm x 278 mm min	pc				0				0	20					0	20	130.00	2,600.00
70	RECORD Book 500 pages, size: 214 mm x 278 mm min	pc				0				0	10					0	20	200.00	4,000.00
71	RUBBER Band, big	box				0				0	1					0	10	200.00	2,000.00
72	SHARPENER	pc				0				0	2					0	1	280.00	280.00
73	STABILO Boss, Assorted Color	box				0				0	2					0	2	300.00	600.00
74	SCENTED gel, Glade, Lavender, 200g air freshner	pc				0				0	150					0	150	1,200.00	2,400.00
75	SCENTED gel, ocean escape, 200g air freshner	pc				0				0	150					0	150	250.00	37,500.00
76	SIGN pen Blue, Pilot V7	box				0				0	2					0	150	250.00	37,500.00
77	SIGN pen Violet, Pilot V7	box				0				0	1					0	2	1,440.00	2,880.00
78	STAPLER with remover	pc				0				0	3					0	1	1,440.00	1,440.00
79	STICKER Paper, Glossy, A4, 10 pcs/pack	pack				0				0	10					0	3	350.00	1,050.00
80	STICKER Paper, Matte, A4, WHITE 10'S	pack				0				0	8					0	10	56.00	560.00
81	TAPE, 3M Scotch Double Sided White 24mm x 10m	pc				0				0	20					0	8	39.00	312.00
																	20	156.00	3,120.00

82	TAPE, mounting, 1"	roll		0		0	20		20			0	20	600.00	12,000.00
83	TAPE, Packaging, 2"	roll		0		0	20		20			0	20	50.00	1,000.00
84	TAPE, Scotch, 1" 50 yds 3m	roll		0		0	12		12			0	12	90.00	1,080.00
85	TAPE masking width 48 mm	roll		0		0	16		16			0	16	105.04	1,680.64
86	TISSUE, 3 ply, 12 pcs/pack	pack		0		0	100		100			0	100	448.80	44,880.00
87	TISSUE, Facial, Kleenex 380 sheets x 190 2 Ply 200m x	box		0		0	215		215			0	215	152.00	32,680.00
88	TISSUE, Facial, w/push-up flaps 380 sheets x 190 2 Ply tissue	box		0		0	15		15			0	15	297.00	4,455.00
89	TISSUE Paper, Kleenex 2 ply (12 rolls/pck)	pack		0		0	70		70			0	70	530.00	37,100.00
90	TRAY Letter with Layer Expanded	pc		0		0	5		5			0	5	400.00	2,000.00
Common Janitorial Supplies															
1	AIR Freshener, lemon scent, Glade, 320mL	bottle		0		0	30		30			0	30	395.00	11,850.00
2	AIR Freshener, orange scent, Glade, 320 mL	bottle		0		0	150		150			0	150	395.00	59,250.00
3	AIR Freshener, scented gel, GLade, Lavender, 200 g	pc		0		0	30		30			0	30	250.00	7,500.00
4	AIR Freshener, Thai Orchid, Ambi Pur, 300 mL	0.00		0		0	80		80			0	80	450.00	36,000.00
5	ALCOHOL-BASED Hand Sanitizer 1000 ml	bottle		0		0	10		10			0	10	400.00	4,000.00
6	ALCOHOL, Isoprophyl, Biogenic 500ml.	bottle		0		0	70		70			0	70	290.00	20,300.00
7	ALCOHOL, Isoprophyl, Biogenic 500ml. with spray	bottle		0		0	150		150			0	150	290.00	43,500.00
8	ALCOHOL, Green Cross with moisturizer 500 ml	bottle		0		0	15		15			0	15	290.00	4,350.00
9	CLEANER, Glass, spray, 500 mL	pc		0		0	6		6			0	6	317.00	1,902.00
10	DISINFECTANT, Lysol, 12 oz.	can		0		0	80		80			0	80	600.00	48,000.00
11	DISH washing Liquid, Joy, 500 mL., Antibacterial (Blue)	bottle		0		0	180		180			0	180	200.00	36,000.00
12	DISH washing paste, Smart Anti-bacterial, lemon, big	pc		0		0	20		20			0	20	50.00	1,000.00
13	FURNITURE Cleaner, Pledge	bottle		0		0	200		200			0	200	450.00	90,000.00
14	GLASS and Multi Surface Cleaner Spray 946ml, 100% streak	pc		0		0	20		20			0	20	350.00	7,000.00
15	HAND Sanitizer (small) safeguard	btl		0		0	20		20			0	20	95.00	1,900.00
16	HAND Sanitizer 40 ml. (Green Cross Antibacterial Hand	pc		0		0	30		30			0	30	280.00	43,200.00
17	HAND Soap, liquid, antibac, Jergens, big	bottle		0		0	154		154			0	154	450.00	18,000.00
18	HAND Soap, liquid, Safeguard 225ml/per pack of 4	pack		0		0	5		5			0	5	450.00	2,250.00
19	MULTI-INSECT Killer, orange, 500 mL	cylinder		0		0	40		40			0	40	450.00	18,000.00
20	MULTI-INSECT killer (Baygon, 500ml)	bottle		0		0	118		118			0	118	450.00	53,100.00
21	PAPER towel (Bounty, white)	roll		0		0	110		110			0	110	430.00	47,300.00
22	RAGS, cotton, 7" diameter, per kilo	pack		0		0	70		70			0	70	100.00	7,000.00
23	RAG, Franela	pc		0		0	110		110			0	110	40.00	4,400.00
24	SPONGE (Viskoviya/ Dupont Brand)	pcs.		0		0	85		85			0	85	350.00	29,750.00
25	TRASH bag, XXL, 10pcs/roll	pack		0		0	10		10			0	10	150.00	1,500.00
Consummables															
1	INK Cartridge, Canon CL-88, Black	cart		0		0	45		45			0	45	795.00	35,775.00
2	INK Cartridge, Canon CL-98, Color	cart		0		0	6		6			0	6	1,650.00	9,900.00
3	INK Cartridge, HP # 21, Black, Original Ink Cartridge	cart		0		0	20		20			0	20	1,347.00	26,940.00
4	INK Cartridge, HP # 685, Black	cart		0		0	20		20			0	20	1,347.00	26,940.00
5	INK Cartridge, HP # 685, Cyan	cart		0		0	20		20			0	20	1,347.00	26,940.00
6	INK Cartridge, HP # 685, Magenta	cart		0		0	20		20			0	20	1,347.00	26,940.00
7	INK Cartridge, HP # 685, Yellow	cart		0		0	45		45			0	45	540.00	24,300.00
8	INK Cartridge, HP # 703, Black	cart		0		0	15		15			0	15	1,600.00	24,000.00
9	INK Cartridge, HP # 920, Cyan	cart		0		0	15		15			0	15	1,600.00	24,000.00
10	INK Cartridge, HP # 920, Magenta	cart		0		0	15		15			0	15	1,600.00	24,000.00
11	INK Cartridge, HP # 920, Yellow	cart		0		0	15		15			0	15	1,600.00	24,000.00
12	INK Cartridge, HP # 920XL, Black	cart		0		0	15		15			0	15	1,600.00	24,000.00
13	INK Cartridges , HP CZ107AA, (HP 678), Black	cart		0		0	40		40			0	40	450.00	18,000.00

16	INK Cartridges , HP CZ108AA, (HP 678), Tri-Color	cart			0			0	40				0	40			
17	TONER, Laserjet, 130A (Black)	0.00			0			0	20			40			0	40	450.00
18	TONER, Laserjet, 130A (Cyan)	0.00			0			0	20			20			0	20	4,950.00
19	TONER, Laserjet, 130A (Yellow)	0.00			0			0	20			20			0	20	4,950.00
20	TONER, Laserjet, 130A (Magenta)	0.00			0			0	20			20			0	20	4,950.00
					0			0	20			20			0	20	4,950.00
	Office Equipment and Accessories																
1	WHITEBOARD, wall mount, 18 x 24"	unit			0			0	1			1			0	1	459.00
	Electrical Equipment & Components & Supplies																
1	HDMI Male to VGA Female Video Converter Cable Adapter	pc			0			0	2			2			0	2	1,000.00
	Computer Equipment and Accessories																
1	FLASH Drive, 16GB USB 2.0, plug and play	unit			0			0	33			33			0	33	700.00
2	FLASH Drive, 32GB USB 2.0, plug and play	unit			0			0	37			37			0	37	1,000.00
3	FLASH DRIVE, External, for IOS, Android and MAC PC, dual	pc			0			0	6			6			0	6	4,500.00
4	LASER POINTER, red	pc			0			0	30			30			0	30	700.00
5	POCKET Wifi, 4G	unit			0			0	5			5			0	5	2,900.00
6	PORTABLE Hard Drive, Seagate, HDD 2 TB, Slim, pocket	unit			0			0	10			10			0	10	6,750.00
7	SOFTWARE, Microsoft Office 365 Personal 32-bit/x64	license			0			0	1			1			0	1	3,358.00
8	UPS (APC 1100V)	unit			0			0	1			1			0	1	11,880.00
	Other Supplies																
1	OTHER Supplies, emergency	0.00			0			0	3			3			0	3	50,000.00
	ICT Machinery & Equipment Outlay																
1	COMPUTER, Desktop, High-end, All-in-one	unit			0			0	8			8			0	8	198,000.00
2	COMPUTER, Laptop, High-end	unit			0			0	4			4			0	4	170,000.00
	ICT Software																
1	ICT SOFTWARE, Microsoft Office - Professional	license			0			0	7			7			0	7	25,000.00
C. TOTAL (A + B):																	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																	
E. GRAND TOTAL (C + D)																	
F. APPROVED BUDGET BY THE AGENCY HEAD																	
G. MONTHLY CASH REQUIREMENTS																	
G.1 Available at Procurement Service Stores																	
G.2 Other Items not available at PS but regularly purchased from																	
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 supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


AUBREY GEORGE T. CORPUZ
Supply Officer III

Certified Funds Available/
Certified Appropriate Funds Available:


AMELITO M. DELA CRUZ
Accountant/
Local Budget Officer

Approved by:


DR. PETER N. TIANGCO, CESO I
NAMRIA Administrator

ANNUAL PROCUREMENT PLAN FOR 2018
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 (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **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 ps-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 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.
- 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.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
 - ps.app.lgu@gmail.com - For Local government units
- Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
- For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **SUPPORT SERVICES BRANCH (SSB) /**

NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY (NAMRIA)

Region: **NCR**

Address: **Lawton Avenue, Fort Bonifacio, Taguig City**

Contact Person: **AUBREY GEORGE T. CORPUZ**

Position: **Supply Officer III**

E-mail :

Item & Specifications		Unit of Measure	Quantity Requirement																	UNIT COST	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
	ITEMS																				
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
Common Electrical Supplies																				254,786.73	
1	BATTERY, drycell, AA, 2 pieces per blister pack	pack				0	70		70				0				0	70	17.42	3,746.73	
2	BATTERY, drycell, AAA, 2 pieces per blister pack	pack				0	44		44				0				0	44	15.03	1,219.40	
3	TAPE, electrical	roll				0	100		100				0				0	100	18.66	661.32	
Common Office Supplies																				1,866.00	
1	ALCOHOL, ethyl,70%,scented,500ml	bottle			12	12	52		52	26			26				0	90	47.82	65,426.95	
2	CARTOLINA, Assorted Colors, 20 pieces per pack	pack				0	30		30				0				0	30	47.82	4,303.80	
3	CLEARBOOK A4	pc				0	30		30				0				0	30	64.80	1,944.00	
4	CLEARBOOK legal	pc				0	30		30				0				0	30	39.52	1,185.60	
5	CLIP, Backfold, 19MM, 12 pieces per box	box			20	20	32		32				0				0	30	43.68	1,310.40	
6	CLIP, Backfold, 25MM, 12 pieces per box	box			20	20	12		12				0				0	52	7.28	378.56	
													0				0	32	13.50	432.00	

7	CLIP, Backfold, 32MM, 12 pieces per box	box		20	20	12		12				0			0	32	19.12	611.84
8	CLIP, Backfold, 50MM, 12 pieces per box	box		20	20	32		32				0			0	52	43.68	2,271.36
9	CORRECTION Tape	pc		20	20	62		62				0			0	82	31.20	2,558.40
10	CUTTER blade, 10pcs per tube	tube			0	5		5				0			0	5	9.19	45.95
11	DATING and Stamping Machine	pc		3	3	1		1				0			0	4	160.00	640.00
12	DVD Rewritable, per piece	pc			0	74		74				0			0	74	21.79	1,612.46
13	ENVELOPE, expanding, kraftboard legal size document, 100	box		1	1			0				0			0	1	621.71	621.71
14	ENVELOPE, expanding, plastic	pc			0			0	90			90			0	90	27.61	2,484.90
15	FASTENER, metal, 50 sets per box	box			0	8		8				0			0	8	57.09	456.72
16	FILE Tab Divider, A4, 5 colors per set	pack		30	30	10		10				0			0	40	12.48	499.20
17	FILE Tab Divider, legal, 5 colors per set	pack		30	30	10		10				0			0	40	16.64	665.60
18	GLUE, all purpose, gross weight: 200 grams min	jars		5	5	6		6				0			0	11	44.18	485.98
19	NOTEPAD, stick-on, 2x3, 100 sheets per pad	pad			0	22		22				0			0	22	31.20	686.40
20	NOTEPAD, stick-on, 3x3, 100 sheets per pad	pad		20	20	10		10				0			0	30	40.54	1,216.20
21	PAPER Clip, 32mm, 100 pieces per box or 52 grams (min.)	box		10	10			0				0			0	10	6.76	67.60
22	PAPER Clip, 48mm, 100 pieces per box or 120 grams (min.)	box		10	10			0				0			0	10	13.52	135.20
23	PAPER, Multicopy, 80gsm, size: 210mm x 297mm (A4)	ream			0	150		150				0			0	150	112.32	16,848.00
24	PAPER, Multicopy, 80gsm, size: 216mm x 330mm (Legal)	ream			0	100		100				0			0	100	132.02	13,202.00
25	PAPER, Parchment, 100 sheets per box	box			0	1		1				0			0	1	92.04	92.04
26	PENCIL, lead with eraser, 1 dozen per box	box			0	2		2				0			0	2	19.62	39.24
27	PUSH pin, 100 pcs per case	case			0	22		22				0			0	22	24.96	549.12
28	RECORD book, 300 pages, size: 214mmx278mm min	book			0	6		6				0			0	6	60.32	361.92
29	RUBBER Band, 70mm min lay flat length (#18)	box			0	2		2				0			0	2	105.85	211.70
30	SIGN Pen, Black, liquid/gel ink, 0.5mm needle tip	piece			0	6		6				0			0	6	38.10	228.60
31	SIGN Pen, Blue, liquid/gel ink, 0.5mm needle tip	piece			0	32		32				0			0	32	38.10	1,219.20
32	STAMP Pad Ink, purple or violet, 50ml (min)	bottle		3	3			0				0			0	3	24.63	73.89
33	STAMP Pad, Felt, bed dimension: 60mm x 100mm	piece		3	3	1		1				0			0	4	27.66	110.64
34	STAPLER, standard type	piece			0	26		26				0			0	26	82.16	2,136.16
35	TAPE Transparent, width: 24mm	roll		10	10	5		5				0			0	15	17.37	260.55
36	TAPE, Masking, width: 24mm	roll		12	12	5		5				0			0	17	55.12	937.04
37	TAPE, Masking, width: 48mm	roll			0	5		5				0			0	5	105.04	525.20
38	TAPE, Packaging, width: 48mm	roll			0	5		5				0			0	5	32.74	163.70
39	TOILET tissue paper 2-ply sheets, 150 pulls, 12 rolls in a pack	pack		24	24	27		27				0			0	51	75.57	3,854.07
Common Office Devices																		
1	CUTTER Blade, 10pieces per tube	tube			0	6		6				0			0	6	9.19	55.14
2	CUTTER knife	piece			0	2		2				0			0	2	19.76	39.52
Common Janitorial Services																		
1	AIR freshener, aerosol, 280ml/ 150g min.	can			0	5		5				0			0	5	83.20	416.00
2	RAGS, all cotton, 32 pieces per kilo per bundle	bundle			0	30		30				0			0	30	43.68	1,310.40
3	TRASHBAG, Plastic, gusseted type, 10pcs per roll/pack	roll		15	15	4		4				0			0	19	144.40	2,743.60
4	TWINE, Plastic	roll			0	2		2				0			0	2	54.08	108.16
Common Office Equipment																		
1	CALCULATOR, Compact, electronic, 12 digits cap, 1 unit in	unit			0	10		10				0			0	10	142.36	1,423.60
2	CALCULATOR, Scientific, 1 unit in individual box	unit			0			0	6			6			0	6	328.64	1,971.84
Common Computer Supplies																		
1	EXTERNAL Hard Drive, 1 TB, 2.5"HDD, USB 3.0, 1 unit in Ind,	unit			0	3		3				0			0	3	2,818.40	8,455.20
2	FLASH drive, 16 GB capacity, 1 piece in individual blister pack	piece		10	10	14		14				0			0	24	194.48	4,667.52
3	MOUSE, optical, USB connection type, 1 unit in individual	unit			0	4		4				0			0	4	137.28	549.12
4	VISIO Standard License, Visio STD Devl SL	0.00		2	2			0				0			0	2	9,850.84	19,701.68
Consummables																		
1	INK Cart, HP C9351AA, (HP21), Black	cart			0	25		25				0			0	25	650.00	16,250.00
2	INK Cart, HP C9352AA, (HP22), Tri-color	cart		10	10	20		20				0			0	30	756.92	22,707.60

3	INK Cartridge, HP C8767WA, (HP96), Black	cart			0	10		10			0			0	10	1,357.20	13,572.00
4	INK Cartridge, HP C9363WA, (HP97), Tri-Color	cart			0	20		20			0			0	20	1,490.32	29,806.40
5	INK Cartridge, HP CD887AA, (HP703), Black	cart			0	24		24			0			0	24	346.32	8,311.68
6	INK Cartridge, HP CD888AA, (HP703), Tri-Color	cart			0	24		24			0			0	24	358.80	8,611.20
7	INK Cartridge, HP CZ107AA, (HP678), Black, Ink Advantage	cart		10	10			0			0			0	10	357.76	3,577.60
8	INK Cartridge, HP CZ108AA, (HP678), Tri-Color, Ink	cart		10	10			0			0			0	10	360.88	3,608.80
9	INK Cartridge, HP, (HP60), Black	cart			0	30		30			0			0	30	634.40	19,032.00
10	INK Cartridge, HP, (HP60), Tri-color	cart			0	25		25			0			0	25	747.76	18,694.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
Common Electrical Supplies																	64,331,337.67
1	Battery, 9V Energizer	pc			0	25		25			0			0	25	415.00	10,375.00
2	Battery, 23A, 12V, 3 pcs/pack	pack	1		1		0				0			0	1	200.00	200.00
3	BATTERY, BK-3MCCA88AA Eneloop, AA, New 2100 Cycle NIMH	pack			0	3		3			0			0	3	1,000.00	3,000.00
4	BATTERY, AA, 3500 mAh Rechargeable, 4pcs/pack with	pack			0		2	2			0			0	2	4,500.00	9,000.00
5	BATTERY, Rechargeable, AA, Energizer, 2pcs/pack	pack			0	2		2			0			0	2	910.00	1,820.00
6	BATTERY, Energizer AA (4 pcs/per pack)	pack			0	117		117	43		43			0	160	250.00	40,000.00
7	BATTERY, Energizer AAA (4 pcs/per pack)	pack	10		10	102		102	33		33			0	145	250.00	36,250.00
8	BATTERY, Energizer E91/BP2 AA 2 pcs per pack	pack			0		30	30			0			0	30	360.00	10,800.00
9	BATTERY, Energizer LR03 E92/BP4 AAA 4 pcs per pack	pack			0	15	30	45	15		15			0	60	246.00	14,760.00
10	BATTERY, Energizer, Ultimate Lithium, AA 2pcs/pack	pack			0	18		18	18		18			0	36	360.00	12,960.00
11	BATTERY size AA advanced lithium 4pcs/pack	pack			0	4		4			0			0	4	660.00	2,640.00
12	BATTERY size AAA advanced lithium 4pcs/pack	pack			0	4		4			0			0	4	660.00	2,640.00
Common Office Equipment																	
1	FAX Machine, Panasonic, KX-FP711	unit			0	1		1			0			0	1	15,000.00	15,000.00
2	DIGITAL Voice Recorder, memory:4GB (Expandable), unit in	unit			0	2	3	5			0			0	5	6,229.60	31,148.00
3	TROUBLE Light	pcs.			0	1		1			0			0	1	3,000.00	3,000.00
Common Office Supplies																	
1	3-HOLE ring binder, black, A4, 1", D-Type with front and side	pc			0	54	15	69	30		30			0	99	250.80	24,829.20
2	3-HOLE ring binder, black, A4, 2", D-Type with front and side	pc			0	90	15	105	30		30			0	135	264.00	35,640.00
3	3-HOLE Puncher, KW-Trio #903	pc			0	1		1			0			0	1	418.50	418.50
4	3-HOLE Puncher, KW-Trio #904	pc			0	2	5	7			0			0	7	505.24	3,536.68
5	ADVANCE Glossy Photo Paper, Q8861A4, pc	o.o.o			0	10		10			0			0	10	30.00	300.00
6	ADHESIVE Whiteboard	pc			0		2	2			0			0	2	200.00	400.00
7	BALL Point Pen, Retractable (Green)	pc	10		10	15	10	25			0			0	35	90.00	3,150.00
8	BALLPEN, Black Pilot BP-1 RT	box	10		10	57	10	5	72	30	30			0	112	480.00	53,760.00
9	BALLPEN, Blue Pilot BP-1 RT	box	10		10	56	10	5	71	18	18			0	99	480.00	47,520.00
10	BALLPEN, BLACK, Pilot brand 12/box	box			0	49		49			0			0	49	455.00	22,295.00
11	BALLPEN, BLUE, Pilot brand 12/box	box			0	55		55	9		9			0	64	455.00	29,120.00
12	BALLPEN, RED, Pilot brand 12/box	box			0	2		2			0			0	2	455.00	910.00
13	BALLPEN, Pilot G-2 0.5, Blue	box			0	68		68	19		19			0	87	455.00	39,585.00
14	BALLPEN, Pilot G-2 0.5, Green	box	5		5	27	5	32	15		15			0	52	455.00	23,660.00
15	BALLPEN, Pilot G-2 0.5, Red	box			0	3		3	3		3			0	6	455.00	2,730.00
16	BALLPEN, Pilot, G-TEC C4, 0.4 Ultrafine, Blue	pc			0	12		12			0			0	12	50.00	600.00
17	BALLPEN with string for table/desk, blue and black	pc			0	27	10	37			0			0	37	60.00	2,220.00
18	BALLPEN, M&G, 12pcs/box, black, blue, red	box			0	10		10	10		10			0	20	400.00	8,000.00
19	BALLPEN, Better retractable ball point pen, black, fine point,	box			0	5		5			0			0	5	712.80	3,564.00
20	BALLPEN, Better retractable ball point pen, blue, fine point,	box			0	5		5			0			0	5	712.80	3,564.00
21	BALLPEN, Hi-tecpoint V5 RT Pure liquid ink, Black, 12 pcs/box	box			0	1		1			0			0	1	1,300.00	1,300.00
22	BALLPEN, Hi-tecpoint V5 RT Pure liquid ink, Blue, 12 pcs/box	box			0	2		2			0			0	2	1,300.00	2,600.00
23	BINDER Clip, Black Color, 2 inches	box			0	10	10	20			0			0	20	110.00	2,200.00
24	BINDER Clip, Black Color, 1 inch	box	20		20	10	10	20			0			0	40	100.00	4,000.00
25	BINDER Clip, Black Color, 1/2 inches	box	20		20	10	10	20			0			0	40	90.00	3,600.00
26	BINDER Clips 32 mm black, metal	box			0	30	10	40			0			0	40	21.00	840.00
27	BINDER Clips 41 mm black, metal	box			0	30	10	40			0			0	40	30.00	1,200.00

28	BOND Paper, Multi-Purpose Ultra White, A4	ream			0	205			205			0			0	205	450.00	92,250.00
29	BOND Paper, Multi-Purpose Ultra White, Long	ream			0	35			35			0			0	35	475.00	16,625.00
30	BOND paper, A3 size, Paper One, 80 gsm	ream			0	40		5	45			0			0	45	600.00	27,000.00
31	BOND paper, A4 size, Paper One, 80 gsm	ream	25		25	655		25	680	100		100			0	805	475.00	382,375.00
32	BOND paper, Legal size, Paper One, 80 gsm	ream			0	485		40	525	90		90			0	615	690.00	424,350.00
33	BOND paper, Letter size, Paper One, 80 gsm	ream	25		25	85		25	110	35		35			0	170	420.00	71,400.00
34	BOND paper, A4 size, Paper One, 70 gsm	ream	25		25	50		65	115	50		50			0	190	273.00	51,870.00
35	BOX, Ballkbyan, 20 x 20	pc			0	50			50			0			0	50	190.00	9,500.00
36	BOX, Caddy File, Legal, assorted	pc	10		10			50	50			0			0	60	196.00	11,760.00
37	BOX, Storage, with Lid, legal, Blue/Black	pc			0	50		50	100			0			0	100	405.00	40,500.00
38	BOX, Vital Legal Document Keeper, Legal, assorted	pc			0			50	50			0			0	50	414.00	20,700.00
39	BOX, Magfile, Double, Blue, Legal	pc			0			70	70			0			0	70	324.00	22,680.00
40	BROWN Envelope Ordinary Long	box			0				0	5		5			0	5	400.00	2,000.00
41	BROWN Envelope Ordinary Short	box			0				0	5		5			0	5	350.00	1,750.00
42	CASE, portable Hard Drive, waterproof, black	pc			0			10	10			0			0	10	840.00	8,400.00
43	CD label sticker (little hole in the middle)	pack			0			20	20			0			0	20	50.00	1,000.00
44	CD (Re-writable)	pc			0	50			50			0			0	50	25.00	1,250.00
45	CD Pouch	pc			0			30	30			0			0	30	10.00	300.00
46	CLEAR Book, A4, 60 pockets, Blue	pc			0	140		20	160	30		30			0	190	230.00	43,700.00
47	CLEAR Book, A4, refillable	pc			0	15			15			0			0	15	230.00	3,450.00
48	CLEAR Book, Long 60 pockets, blue	pc			0	42		20	62			0			0	62	250.00	15,500.00
49	CLEAR Book, A4, 40 pockets, Blue	pc			0	115		20	135	12		12			0	147	200.00	29,400.00
50	CLEAR Book, A4, 20 pockets, Blue	pc			0	65		20	85			0			0	85	100.00	8,500.00
51	CLEAR Book, Comix F20A3 (A4 size) Blue	pc			0	40			40			0			0	40	235.00	9,400.00
52	CORK board	pc			0	3			3			0			0	3	250.00	750.00
53	CORRECTION pen, white, 7ml	pc			0	55		30	85			0			0	85	132.00	11,220.00
54	CORRECTION Tape, 5mm x 10m	pc			0	76		40	116			0			0	116	100.00	11,600.00
55	CORRECTION Tape (Whiper MR)	pc	15		15	133		15	148	30		30			0	193	100.00	19,300.00
56	CUTTER with Housing (Heavy duty)	pc			0	27		10	37			0			0	37	750.00	27,750.00
57	CUTTER, heavy duty, Orions	pc	2		2	20			20			0			0	22	205.00	4,510.00
58	CUTTER, spare blades, BD100, 5 pcs/pack	pack	3		3	10		10	20			0			0	23	100.00	2,300.00
59	CUTTER, spare blades, 10 pcs/pack	pack			0	37			37			0			0	37	35.00	1,295.00
60	DOUBLE adhesive tape, 1" (3M)	pc	20		20	121			121			0			0	141	15.00	21,150.00
61	DOUBLE adhesive tape, 1/2" (3M)	pc			0	105			105	44		44			0	149	114.00	16,986.00
62	DOUBLE sided Heavy Duty 3M (24mm x 5.0m)	pc			0			61	61			0			0	20	450.00	9,000.00
63	DVD RW, Imitation 4 x 2 HR 10's	box			0			10	10			0			0	61	550.00	33,550.00
64	DVD Recordable, 16x speed, 8GB capacity	pc			0			30	30			0			0	10	350.00	3,500.00
65	DVD Rewritable, 4x speed 4.75 GB capacity	pc			0			10	10	40		40			0	30	132.00	3,960.00
66	ELMER'S Glue	pc			0	94			94			0			0	50	75.00	3,750.00
67	ENVELOPE, expanding, plastic, long	pc			0	120			120	35		35			0	94	250.00	23,500.00
68	ENVELOPE, Expanding, A4 size kraftboard	pc.			0	170			170	35		35			0	155	50.00	7,750.00
69	ENVELOPE, Expanding, Long, Morocco	pc.			0	20			20	35		35			0	205	25.00	5,125.00
70	ENVELOPE, Expanding with string tie, Seagull #1045, Legal	pc	20		20			60	60			0			0	55	25.00	1,375.00
71	ENVELOPE, Expanding with string tie, Seagull #1045, A4	pc	20		20			60	60			0			0	80	34.80	2,784.00
72	ENVELOPE, Heavy Duty expanding plastic with zipper and	pc			0	25			25			0			0	80	34.80	2,784.00
73	ENVELOP, Mailing, white, 50 pcs per pack	pack			0			10	10			0			0	25	102.00	2,550.00
74	ENVELOP, Mailing Legal Size Document, 500 pcs per box	box			0	1			1			0			0	10	194.00	1,940.00
75	ERASER (Staedler)	pc	5		5	45		5	50			0			0	1	600.00	600.00
76	FACE Mask (disposable, 3ply w/Earloop, 50/box)	bx			0	4			4	11		11			0	55	75.00	4,125.00
77	FACE Mask, Surgical Disposable-3 ply	box			0	6		3	9			0			0	15	150.00	2,250.00
78	FASTENER, Paper, (plastic, assorted color)	box	15		15	87		55	142	15		15			0	9	450.00	4,050.00
79	FILE Divider, Colored, A4, 5 pcs/pack	pack	25		25			225	225			0			0	172	70.00	12,040.00
80	FILE Divider, Colored, Long, 5 pcs/pack	pack	25		25			125	125			0			0	250	27.00	6,750.00
81	FILE Divider, plastic, assorted colors, 10 tabs/pack, 11 hole A4	pack			0	15			15			0			0	150	28.00	4,200.00
82	FILE Folder, suspension, long, green	pc			0	10			10			0			0	15	72.60	1,089.00
83	FOLDER, Expanding, Long	pc			0	325			325	75		75			0	400	20.00	8,000.00

85	FOLDER, Expanding, Short	pc				0	65			65	70			70			0	135	15.00	2,025.00
86	FOLDER, Expanding, A4, assorted color	pc				0	230			230				0			0	230	25.00	5,750.00
87	FOLDER with fastener, A4, hard plastic, black	pc				0	27			27				0			0	27	400.00	10,800.00
88	FOLDER Morocco Long assorted color	pc				0	100			100				0			0	100	15.00	1,500.00
89	FOLDER, Ordinary, Long	pc				0	180			180	40			40			0	220	12.00	2,640.00
90	FOLDER, Ordinary, Short	pc				0	30			30	35			35			0	65	10.00	650.00
91	FOLDER, Plastic, Seagull, A4, Transparent (white with	pc	15			15	83		45	128				0			0	143	50.00	7,150.00
92	FOLDER, Plastic, Seagull, Long, Transparent (white with	pc	15			15	66		45	111	35			35			0	161	50.00	8,050.00
93	FOLDER, Pressboard, US, Green, LONG	pc				0	80		25	105	50			50			0	155	27.00	4,185.00
94	FOLDER, Plastic (Resealable Folder), with Revolving Clips,	pc				0	24		20	44				0			0	44	40.00	1,760.00
95	FULL Adhesive Rolls, post-it	pc				0	22			22				0			0	22	380.00	8,360.00
96	GLUE Gun, 10W	pc				0				0	5			5			0	5	100.00	500.00
97	GLUE Gun	pc				0	13		6	19				0			0	19	217.50	4,132.50
98	GLUE Gun stick, 10 pc/pack	pack	8			8	24		22	46				0			0	54	79.75	4,306.50
99	GLUE Stick permanent adhesive 7.08g	pc				0	119			119	60			60			0	179	50.00	8,950.00
100	GLUE, Elmers big	bottle				0	18			18	11			11			0	29	300.00	8,700.00
101	HANDBOOK/Journal, Lay-out and Printing	pc				0	1000			1000				0			0	1000	500.00	500,000.00
102	HEAVY duty expanding plastic envelope with zipper and	pc				0	35		30	65				0			0	65	100.00	6,500.00
103	HIGHLIGHTER, original vibrant, chisel tip draws, stablio	pc				0	62			62	22			22			0	84	65.00	5,460.00
104	HI-TECPOINT V5 RT Pure liquid ink pen, Black, 12 pcs/box	box				0	13		30	43				0			0	43	1,300.00	55,900.00
105	HI-TECPOINT V5 RT Pure liquid ink pen, Blue, 12 pcs/box	box				0	19		30	49				0			0	49	1,300.00	63,700.00
106	INDEX Clear Tab, Speedo	box	25			25	20		35	55	40			40			0	120	101.95	12,234.00
107	LAMINATING film, A4 size	pack				0	26		30	56				0			0	56	234.00	13,104.00
108	LAMINATING film, A3 size	pack				0	3			3				0			0	3	326.00	978.00
109	LASER Pointer	pc				0	1			1				0			0	1	760.00	760.00
110	MAGAZINE Box with cover, acid free, dark blue	pc				0	60			60	46			46			0	106	499.00	52,894.00
111	MAGAZINE Container, E9841, gray	pc				0	3			3				0			0	3	300.00	900.00
112	MAGAZINE File	pc				0	29			29				0			0	29	450.00	13,050.00
113	MAGIC Tape, 3 M, 1"	pc				0	41		40	81				0			0	81	300.00	24,300.00
114	MAGIC tape 1"	pc				0	16			16	12			12			0	28	100.00	2,800.00
115	MAGNET accessories for white board	pc	31			31	29			29				0			0	60	100.00	6,000.00
116	MAGNET bulldog clip	pc				0	2			2				0			0	2	120.00	240.00
117	MARKER, highlighter, green	pc				0	30		30	60	12			12			0	72	39.00	2,808.00
118	MARKER, highlighter, orange	pc				0	30		30	60	12			12			0	72	39.00	2,808.00
119	MARKER, highlighter, pink	pc				0	42		30	72				0			0	72	39.00	2,808.00
120	MARKER, highlighter, yellow	pc				0	30		30	60	12			12			0	72	39.00	2,808.00
121	MARKER, Permanent, Pilot (2.0 - 4.5mm chisel tip) Black	pc				0	34		30	64				0			0	64	47.00	3,008.00
122	MARKER, Whiteboard, DONG A - Black	pc				0	24		30	54				0			0	54	36.00	1,944.00
123	MARKER, Whiteboard, DONG A - Red	pc				0	12		20	32				0			0	32	36.00	1,152.00
124	MARKER, Whiteboard, Red	pc				0	22			22				0			0	22	50.00	1,100.00
125	MARKER, Whiteboard, Black	pc				0	22			22	12			12			0	34	50.00	1,700.00
126	MARKER, Whiteboard, Blue	pc				0	22			22				0			0	22	50.00	1,100.00
127	MARKER, Whiteboard, Green	pc	5			5	10			10	5			5			0	20	50.00	1,000.00
128	MASKING Tape, 3M, 1/2	pc				0	50		15	65				0			0	65	150.00	9,750.00
129	MAT, Cutting, A4	pc				0	4			4				0			0	4	187.00	748.00
130	METAL Ruler	pc	1			1				0				0			0	1	200.00	200.00
131	MECHANICAL pencil, 0.5, super grip, rubberized grip, eraser	box				0			5	5				0			0	5	2,376.00	11,880.00
132	MECHANICAL pencil leads refill, 0.5mm HB 24pcs lead/tube	tube				0	2		20	22				0			0	22	132.00	2,904.00
133	MEDICINE Kit contains 50 pcs each bioflu, biogesic,	kit	1			1	2		1	3				0			0	4	5,000.00	20,000.00
134	MIGHTY Bond Pioneer	pc	3			3	152		32	184	24			24			0	211	53.00	11,183.00
135	MIGHTY Bond (Big) Pioneer	pcs				0	40			40				0			0	40	350.00	14,000.00
136	NOTEBOOK, Cattleys, spiral with cover	pc				0			40	40				0			0	40	51.75	2,070.00
137	NOTEBOOK, Corona, 100 sheets	pc				0	20			20				0			0	20	68.50	1,370.00
138	NOTEBOOK, Corona, 100 sheets, Spiral, 178 x 254m	pc				0	5			5				0			0	5	120.00	600.00
139	NOTEBOOK, Corona, Spiral, 60 Leaves 152 x 216m	pc				0			40	40				0			0	40	46.00	1,840.00
140	NAMRIA Inventory Tag (Sticker)	pc				0	20000			20000				0			0	20000	10.00	200,000.00
141	NOTEBOOK Executive Writing, padded 100 leaves	pc.				0	43			43				0			0	43	92.00	3,956.00

142	NOTEBOOK/EXECUTIVE Organizer	pc			0	11			11				0			0	11	1,000.00	11,000.00
143	NOTEBOOK, Steno, Corona, 60 L	pc			0	25			25				0			0	25	58.00	1,450.00
144	NOTEPAD, stick-on, 3x3, 100 sheets per pad, assorted color	pack			0	31			31				0			0	31	830.00	25,730.00
145	NOTEPAD, stick-on, 3x4, 100 sheets per pad, assorted color	pack			0	15			15	5			5			0	20	1,081.20	21,624.00
146	NOTEPAD, stick-on, 2x3, 100 sheets per pad, assorted color	pack			0	15		17	32				0			0	32	624.00	19,968.00
147	PAPER Clip, Big	box			0	26		30	56	8			8			0	64	70.00	4,480.00
148	PAPER Clip, Small	box			0	43		30	73				0			0	73	70.00	5,110.00
149	PAPER Fastener, Long	box			0		16		16				0			0	16	70.00	1,120.00
150	PAPER Fastener, Plastic, Prince	box			0		15		15				0			0	15	54.00	810.00
151	PAPER kitchen towel, 2-ply, 3pcs/pack	pack			0		40	12	52				0			0	52	396.00	20,592.00
152	PAPER towel, bounty, white	roll			0	30			30	20			20			0	50	220.00	11,000.00
153	PAPER, Photocopy, legal, 20/pack	pack			0	59			59				0			0	59	389.00	22,951.00
154	PAPER, Photo, HP Advance, A4, 20pcs/pack	pack			0	1		10	11	14			14			0	25	369.00	9,225.00
155	PAPER, Photo, Glossy, A4, 10pcs/pack	pack			0	15			15				0			0	15	100.00	1,500.00
156	PAPER, Writing Pad, Yellow, Merit	o.oo			0			10	10				0			0	10	150.00	1,500.00
157	PAYROLL Paper, 11 x 14 7/8 - 2ply	pack			0			10	10				0			0	10	396.00	3,960.00
158	PAYROLL Paper, 11 x 14 7/8 - 2ply	pack			0	10			10				0			0	10	396.00	3,960.00
159	PEN Holder, Mesh Home/Office	pc	1		1			10	10				0			0	10	396.00	3,960.00
160	PENCIL lead with eraser, 12 pcs per box	box			0	6			6				0			0	11	631.00	6,941.00
161	PENCIL, Mongol #1 and #2, EF, Medium	box			0	29		5	34	25			25			0	59	104.00	6,136.00
162	PENCIL Mongol #2	box			0	37		5	42				0			0	42	150.00	6,300.00
163	PENTEL pen, permanent, Black	pc			0	54			54	15			15			0	69	15.00	1,035.00
164	PENTEL Pen, Pilot (Black)	box			0	37			37	10			10			0	47	650.00	30,550.00
165	PENTEL Pen, Pilot (Red)	box			0	11			11	4			4			0	15	650.00	9,750.00
166	PENTEL EnerGel 0.5 mm ball needle point (black, blue, red)	pc			0	30			30				0			0	30	150.00	4,500.00
167	PORTABLE Hard drive case, waterproof	pc			0			10	10				0			0	10	400.00	4,000.00
168	POST It, 3 x 3 inch, 12 pads per pad, assorted color	pack			0	39			39	17			17			0	56	300.00	16,800.00
169	POST It 2 7/8 in/po x 4 7/8/po	pack			0	2			2				0			0	2	300.00	600.00
170	POST It Sign Here	pack			0	48		30	78				0			0	78	180.99	14,117.22
171	POST It Flag 680, "Sign Here" Yellow, 3M, 25x43mm	pack			0	6		30	36				0			0	36	200.00	7,200.00
172	POST It Notes Assorted Color (76mm x 76mm)	pad	5		5	3		2	5	28			28			0	38	120.00	4,560.00
173	PUNCHER	pc			0	1			1				0			0	1	320.00	320.00
174	PUNCHER, single	pc			0	3		2	5				0			0	5	120.00	600.00
175	PUNCHER, Rimax, 8cm, 2 holes	pc			0	5		3	8				0			0	8	507.50	4,060.00
176	PUSH Pin 100pcs/box	box	5		5	16			16		7		7			0	28	120.00	3,360.00
177	RECORD Book, 500 pages	pc	5		5	26			26				0			0	31	130.00	4,030.00
178	RECORDBOOK, 300 pages, size: 214 mm x 278 mm min	pc			0	64			64				0			0	64	200.00	12,800.00
179	RECORD Book 500 pages, size: 214 mm x 278 mm min	pc			0	18		5	23	18			18			0	41	200.00	8,200.00
180	RING Binder, 3 hole, Eagle 102D325, A4, 2", Blue	pc			0			50	50				0			0	50	260.00	13,000.00
181	RING Binder, 2 rings, Eagle Archfile 9309EPP/ECO, A4, 2"7,	o.oo	5		5			50	50				0			0	55	187.00	10,285.00
182	RUBBER Band, big	box			0	8		2	10				0			0	10	280.00	2,800.00
183	RUBBER Band	box	1		1	5			5				0			0	6	150.00	900.00
184	RULER, Transparent, Faber Castel, 12"	pc			0	12			12				0			0	12	30.00	360.00
185	RULER, Transparent, 24"	pc			0	5			5				0			0	5	60.00	300.00
186	RULER, Transparent, 36"	pc			0	7			7				0			0	7	120.00	840.00
187	SHARPENER	pc			0	9		4	13				0			0	13	300.00	3,900.00
188	STABILO Boss, Assorted Color	box			0			24	24				0			0	24	1,200.00	28,800.00
189	STABILO (assorted colors) (green, pink)	pcs			0			10	10	12			12			0	22	45.00	990.00
190	SCENTED gel, Glade, Lavender, 200g air freshner	pc	50		50	158		50	208				0			0	258	250.00	64,500.00
191	SCENTED gel, ocean escape, 200g air freshner	pc	50		50	158		50	208				0			0	258	250.00	64,500.00
192	SCISSOR, 6"	pc	2		2	15		10	25				0			0	27	65.00	1,755.00
193	SCISSOR, 8"	pc			0	21			21				0			0	21	55.00	1,155.00
194	SCISSOR, Scotch, big	pc			0	10			10				0			0	10	600.00	6,000.00
195	SCOTCH Tape, 24mm, 50 meters	pc	25		25	145		25	170	38			38			0	233	90.50	21,086.50
196	SCOTCH Tape, Transparent 24mm x 50 meters	pc			0	35			35	38			38			0	73	350.00	25,550.00
197	SCOTCH Bright	pc			0	210			210	18			18			0	228	100.00	22,800.00
198	SHARPENER, Desktop, 1 hole	pcs	1		1	12			12				0			0	13	300.00	3,900.00

199	SIGN pen Blue, Pilot V7		box				0			0	2			2			0	2	1,440.00	2,880.00
200	SIGN pen Violet, Pilot V7		box				0			0	2			2			0	2	1,440.00	2,880.00
201	SIGN Pen, Pilot, G-Tec-C4, Blue, 12 pcs/box		box				0	16		16				0			0	2	1,440.00	2,880.00
202	SIGN Pen, Pilot, G-Tec-C4, Black, 12 pcs/box		box				0	2		2	8			8			0	16	1,140.00	18,240.00
203	SIGN pen, blue, 0.05, retractable, pilot		pc	25			25		25	25				0			0	10	1,140.00	11,400.00
204	SIGN Pen , Pilot (Blue)		box				0	10		10				0			0	50	40.00	2,000.00
205	SIGN Pen , Pilot (Black)		box				0	10		10				0			0	10	450.00	4,500.00
206	STAMP Pad		pc	8			8	6	3	9	2			0			0	10	450.00	4,500.00
207	STAMP pad ink, purple/violet, 50ml		bottle				0	20		20	4			4			0	19	150.00	2,850.00
208	STAMP, customized		0.00	1			1			0				0			0	24	50.00	1,200.00
209	STAPLES Wire #35-5M		box				0	25		25				0			0	1	1,200.00	1,200.00
210	STAPLER, Heavy Duty, Max-HD-50DF		pc	3			3	23		23				0			0	25	250.00	6,250.00
211	STAPLE Wire, No. 35		box	5			5	84	20	104				0			0	26	700.00	18,200.00
212	STAPLE Wire Remover		pc	2			2	3	10	13				0			0	109	58.00	6,322.00
213	STAPLER with remover		pc				0		3	3				0			0	15	50.00	750.00
214	STAPLE wire remover, plier type		pc	2			2	25		25				0			0	3	350.00	1,050.00
215	STICKEE GLUE Stick, AJ15, 15 grams		pc				0	20		20				0			0	27	450.00	12,150.00
216	STICKER Paper, Glossy, A4, 10 pcs/pack		pack				0	111		111	15			0			0	20	35.00	700.00
217	STICKER Paper, Matte, A4, WHITE 10'S		pack				0	20		20				0			0	126	56.00	7,056.00
218	STICKER Paper, Matte, A4, 10 pcs/pack		pack				0		10	10				0			0	20	39.00	780.00
219	TAPE Dispenser, heavy duty, stationery, rubber pads,		pc				0	1		1				0			0	10	150.00	1,500.00
220	TAPE Dispense, Scotch, Big		0.00				0	4		4				0			0	1	1,200.00	1,200.00
221	TAPE Dispenser, table top, 1"		pc	1			1			0				0			0	4	350.00	1,400.00
222	TAPE, double adhesive, 1/2"		pc				0	10		10				0			0	1	48.00	48.00
223	TAPE, 3M Scotch Double Sided White 24mm x 10m		pc				0	35		35				0			0	10	114.00	1,140.00
224	TAPE, Mag'ic, 1"		pc				0	18		18				0			0	35	156.00	5,460.00
225	TAPE, Masking, 1", 50 yards		roll				0	50		50				0			0	18	100.00	1,800.00
226	TAPE, Masking, 2", 50 yards		roll				0	50		50				0			0	50	25.00	1,250.00
227	TAPE, mounting, 1"		roll				0	27		27				0			0	50	80.00	4,000.00
228	TAPE Packaging , Scotch with refillable dispenser		roll				0		2	2				0			0	27	600.00	16,200.00
229	TAPE, Packaging, 2"		roll				0	71	5	76				0			0	2	450.00	900.00
230	TAPE, Scotch, 1" 50 yds 3m		roll				0	24		24				0			0	76	50.00	3,800.00
231	TAPE, Scotch, 24mm, 50 m		roll				0	24		24				0			0	24	90.00	2,160.00
232	TAPE masking width 24mm		roll				0	17		17				0			0	24	90.50	2,172.00
233	TAPE masking width 48 mm		roll				0	50	15	65				0			0	17	55.12	937.04
234	TAPE transparent width 24 mm		roll				0	30		30				0			0	65	105.04	6,827.60
235	TAPE transparent width 48 mm		roll	5			5	30	5	35				0			0	30	50.00	1,500.00
236	THERMAL Paper, Fax Paper 216 x 30		roll				0	5		5				0			0	40	65.00	2,600.00
237	TIMECARD 100pcs./pack		pack				0	10		10				0			0	5	90.00	450.00
238	TISSUE, Bathroom, Kleenex, 12's/pack		pack				0	226	12	238				0			0	10	122.20	1,222.00
239	TISSUE, Bathroom, Kleenex, Eucalyptus		pack				0	75		75				0			0	238	490.00	116,620.00
240	TISSUE, Facial, Unscented, Kleenex		pack				0	119		119	15			15			0	75	190.00	14,250.00
241	TISSUE, 3 ply, 12 pcs/pack		pack	50			50	126	50	176	30			30			0	134	165.00	22,110.00
242	TISSUE, 2 ply, Vanita, 12 rolls/pack		pack				0	24		24				0			0	256	448.80	114,892.80
243	TISSUE, Facial, Kleenex 380 sheets x 190 2 Ply 200m x 200m		box	50			50	34	80	114				0			0	24	400.00	9,600.00
244	TISSUE, Facial, w/push-up flaps 380 sheets x 190 2 Ply tissue		box				0	22		22				0			0	164	152.00	24,928.00
245	TRAY Letter with Layer Expanded		pc				0	2		2				0			0	22	297.00	6,534.00
246	WARRANT Register #193		booklet				0	10		10				0			0	2	400.00	800.00
247	WHITEBOARD Marker , Pilot (Black)		box	2			2	6	3	9				0			0	10	400.00	4,000.00
248	WHITEBOARD Marker , Pilot (Red)		box	2			2	5	3	8				0			0	11	1,200.00	13,200.00
249	YELLOW Pad		pad				0	14	10	24				0			0	10	1,200.00	12,000.00
																	0	24	50.00	1,200.00
Common Janitorial Supplies																				
1	AIR Freshener, lemon scent, Glade, 320mL		bottle	50			50	171	67	238				0			0	288	395.00	2,148,325.92
2	AIR Freshener, orange scent, Glade, 320 mL		bottle	50			50	115	50	165				0			0			113,760.00
3	AIR Freshener, scented gel, GLade, Lavender, 200 g		pc				0	40		40				0			0	215	395.00	84,925.00
4	AIR Freshener, scented gel, GLade, Ocean Escape, 200 g		pc	25			25	27	25	52				0			0	40	250.00	10,000.00
																	0	77	250.00	19,250.00

7	HP310A -Magenta	Cart				0	12			12	12				12			0	24	3,500.00	84,000.00
8	HP310A-Yellow	Cart				0	12			12	12				12			0	24	3,500.00	84,000.00
9	INK Cartridge, Brother LC-77XL Black	cart				0			20	20					0			0	24	3,500.00	84,000.00
10	INK Cartridge, Brother LC-77XL Cyan	cart				0			20	20					0			0	20	2,640.00	52,800.00
11	INK Cartridge, Brother LC-77XL Magenta	cart				0			20	20					0			0	20	1,344.00	26,880.00
12	INK Cartridge, Brother LC-77XL Yellow	cart				0			20	20					0			0	20	1,344.00	26,880.00
13	INK Cartridge, CANON CL-831, Color	cart				0			20	20					0			0	20	1,344.00	26,880.00
14	INK Cartridge, Canon CL-88, Black	cart				0			15	15					0			0	15	1,120.00	16,800.00
15	INK Cartridge, Canon CL-98, Color	cart				0	12			12	12				12			0	24	795.00	19,080.00
16	INK Cartridge, Canon E407 (57) Colored	cart				0	12			12	12				12			0	24	800.00	19,200.00
17	INK Cartridge, Canon E407(47) Black	cart				0	24		15	39					0			0	39	1,000.00	39,000.00
18	INK Cartridge, Canon IX6560 (CLI-725) PGBK	cart				0	24		15	39					0			0	39	450.00	17,550.00
19	INK Cartridge, Canon IX6560 (CLI-726BK) Black	cart				0	15			15					0			0	15	850.00	12,750.00
20	INK Cartridge, Canon IX6560 (CLI-726C) Cyan	cart				0	7			7					0			0	7	780.00	5,460.00
21	INK Cartridge, Canon IX6560 (CLI-726M) Magenta	cart				0	7			7					0			0	7	780.00	5,460.00
22	INK Cartridge, Canon IX6560 (CLI-726Y) Yellow	cart				0	7			7					0			0	7	780.00	5,460.00
23	INK Cartridge, Canon MP198 (40) Black	cart				0									0			0	7	780.00	5,460.00
24	INK Cartridge, Canon MX457 (741) Colored	cart				0			15	15					0			0	15	950.00	14,250.00
25	INK Cartridge, Canon # 810	cart				0	15			15	10				10			0	25	1,000.00	25,000.00
26	INK Cartridge, HP # 21, Black	cart				0	15			15	10				10			0	25	1,375.00	34,375.00
27	INK Cartridge, HP # 22, Tri-color	cart				0	6			6	6				6			0	12	1,100.00	13,200.00
28	INK Cartridge, HP # 21, Black, Original Ink Cartridge	cart				0	12			12					0			0	12	1,200.00	14,400.00
29	INK Cartridge, HP # 22, Tri-Color, Original Ink Cartridge	cart				0	100		12	112					0			0	112	1,650.00	184,800.00
30	INK Cartridge, CD887AA, (HP703), Black	cart				0	106			106	6				6			0	112	1,960.00	219,520.00
31	INK Cartridge, CD888AA, (HP703), Tri-color	cart				0	24			24					0			0	24	540.00	12,960.00
32	INK Cartridge, CE320A, Black	cart				0	3			3					0			0	24	540.00	12,960.00
33	INK Cartridge, CE321A, Cyan	cart				0	3			3					0			0	3	4,000.00	12,000.00
34	INK Cartridge, CE322A, Yellow	cart				0	2			2					0			0	2	4,000.00	8,000.

64	TONER Cartridge, HP 201A LaserJet Toner Magenta	cart			0	14		8	22			0			0	22	5,940.00	130,680.00
65	TONER, HP LaserJet CE285 AC	pc			0	3			3			0			0	3	5,900.00	17,700.00
66	TONER, HP LaserJet CE310A, 126A Toner - Black	pc			0	8			8			0			0	8	3,690.00	29,520.00
67	TONER, HP LaserJet CE310A, 126A Toner - Cyan	pc			0	4			4			0			0	4	3,690.00	14,760.00
68	TONER, HP LaserJet CE310A, 126A Toner - Magenta	pc			0	4			4			0			0	4	3,690.00	14,760.00
69	TONER, HP LaserJet CE310A, 126A Toner - Yellow	pc			0	4			4			0			0	4	3,690.00	14,760.00
70	TONER, HP LaserJet P1006, 35A	pc			0	12			12			0			0	12	4,875.00	58,500.00
71	TONER, HP LaserJet P1102, 85A	pc			0	24			24	14		14			0	38	4,320.00	164,160.00
72	TONER, Kyocera TK-3134 BLK	pc			0	2			2	0		0			0	2	9,000.00	18,000.00
Office Equipment and Accessories																		
1	AIR Purifier/Humidifier, Breathe Revitalizer	pc			0			3	3			0						263,751.00
2	AIR Revitalizer, Cone shaped, 2L	unit			0	1			1			0			0	3	10,000.00	30,000.00
3	AIR Humidifier oil refill	bottle			0			10	10			0			0	1	1,750.00	1,750.00
4	BINDING Machine, heavy duty	unit			0	1			1			0			0	10	700.00	7,000.00
5	CALCULATOR, Scientific	unit			0			3	3			0			0	1	12,000.00	12,000.00
6	CALCULATOR, Scientific, Sharp EL-W506	unit			0	2			2			0			0	3	9,500.00	28,500.00
7	CORK Board with aluminum frame 24Inx36In	pc			0	2			2			0			0	2	1,957.00	3,914.00
8	COVER, Plastic (36"x 50 yards)	roll			0	1			1			0			0	2	1,100.00	2,200.00
9	FUJIDENZO, Tableware UV sterilizer, 65L	unit			0	1			1			0			0	1	2,500.00	2,500.00
10	LAMINATOR, Comix	unit			0	3			3			0			0	1	6,087.00	6,087.00
11	OVEN, Microwave, 3D WP20DGS	unit			0	3			3			0			0	3	5,000.00	15,000.00
12	OVEN Toaster, 3D	pc			0	3			3			0			0	3	5,000.00	15,000.00
13	PAPER Cutter, Metal Base A3	unit			0			1	1			0			0	3	1,800.00	5,400.00
14	PAPER, Photo, Glossy, A4, 20 sheets/pack	pack			0			5	5			0			0	1	6,525.00	6,525.00
15	PAPER shredder	unit			0	2		2	4			0			0	5	250.00	1,250.00
16	PHONE, Wireless, Handset speakerphone	unit			0	2		3	5			0			0	4	5,000.00	20,000.00
17	PHONE, Wireless	set			0	2			2			0			0	5	3,900.00	19,500.00
18	PUSH Cart, Hand Truck Platform Trolley, Foldable	unit			0	4			4			0			0	2	3,000.00	6,000.00
19	REMOTE Control, Universal, for TV	unit			0			2	2			0			0	4	3,000.00	12,000.00
20	WATER Dispenser HSFWD1900 BL	unit			0	3		1	4			0			0	2	652.50	1,305.00
21	WATER Dispenser, Fujidenzo, FWD 1035 B	unit			0	2			2			0			0	4	12,905.00	51,620.00
22	WHITEBOARD, double face with chromed, collapsible stand and rollers, 4 x 5 feet	unit			0	1			1			0			0	2	8,100.00	16,200.00
Office Furnitures & Fixtures																		
1	CABINET, Steel, 4 levels	pc			0	4			4			0			0	4	14,700.00	58,800.00
2	CABINET, Filing, 2 layers	pc			0	1			1			0			0	1	7,500.00	7,500.00
3	CHAIR, for Staff	pc			0	10		10	20			0			0	20	9,425.00	188,500.00
4	CHAIR, Staff, A38 Highback chair with armrest	pc			0	4			4			0			0	4	12,000.00	48,000.00
5	CHAIR, Executive	pc			0	12		2	14			0			0	14	10,000.00	140,000.00
7	CLOCK, Wall, Seiko KX 379B, Electric Wave	unit	1		1				0			0			0	1	3,702.00	3,702.00
8	CLOCK, Wall, Seiko, Sweep LS 230W	unit			0	1		1	2			0			0	2	12,812.00	25,624.00
9	CUP and Saucer, Luminarc Flore Green, 12-piece set	set			0	1			2			0			0	2	3,451.00	6,902.00
10	CUTLERY, Stainless steel with wooden case, AYD Elegant,	set			0	1		1	2			0			0	2	4,696.00	9,392.00
11	DESK Drawer Organizer	pc			0			10	10			0			0	2	1,595.00	15,950.00
12	DINNERWARE set, Corelle Livingware, 16 piece, Country	set			0			3	3			0			0	10	7,234.00	21,702.00
13	IKEA Fixa Basic Home Tool	pc			0			10	10			0			0	3	868.00	8,680.00
14	LADDER, Aluminum, 3 step, 150kg.	pc			0	1		1	2			0			0	10	2,800.00	5,600.00
15	LAMINATOR, Heavy duty for A4 JLM02-220	unit			0			1	1			0			0	2	6,525.00	6,525.00
16	LOCKER, 12-door	unit			0			1	1			0			0	1	13,775.00	13,775.00
17	MOBILE Pedestal	unit	1		1				0			0			0	1	5,000.00	5,000.00
18	ORGANIZER, Heartfelt File Desk Table Rack shelving	pc			0			3	3			0			0	3	1,160.00	3,480.00
19	ORGANIZER, Heartfelt File Desk Table Rack shelving	pc	2		2	2		2	4			0			0	6	1,160.00	6,960.00
20	SCALE, Electric, Digital, Nutex, FX2000	unit			0	1			1			0			0	1	7,500.00	7,500.00
21	STAND Fan 16", The Wind 16S, Hanabishi	unit			0			2	2			0			0	2	1,885.00	3,770.00
22	STEEL Cabinet, 4 drawers	pc			0	1			1			0			0	1	13,500.00	13,500.00

23	TABLE, Aluminum, foldable	pc				0	1		1					0			0	1	7,000.00	7,000.00
24	TABLE, Computer	pc				0	1		1					0			0	1	7,000.00	7,000.00
25	TABLE, Working, Soho Bulgaro, Foldable #HM-34	pc				0			1	1				0			0	1	3,500.00	3,500.00
														0			0	1	7,388.00	7,388.00
	Audio and Visual Presentation and Composing																			
1	PROJECTOR Screen, Collapsible	pc				0	1		1					0			0	1	8,000.00	8,000.00
	Photographic or Filming or Video Equipment																			
1	CAMERA, Digital, Canon IXUS 160, 20 Megapixels	o.o0				0	3		3					0			0	3	6,080.56	18,241.68
	Cleaning Equipment and Supplies																			
1	CLEANER, Vacuum, mini, portable	unit				0	1		1					0						30,050.00
2	WASTE bin 5 liter stainless	pc				0	10		10					0			0	1	2,500.00	2,500.00
3	WASTE bin 18 liters pedal soft close stainless	pc				0	13		10	23				0			0	10	800.00	8,000.00
																	0	23	850.00	19,550.00
	Electrical Equipment & Components & Supplies																			
1	EXTENSION Cord, Omni, 5 gang with individual switch and 2	pc				0			0	6				6			0	6	1,100.00	6,600.00
2	EXTENSION Cord, Akari AEC-88K5, 5 gang with individual	pc				0	3		5	8				0			0	8	850.00	6,800.00
3	SOLDERING Lead	spool				0	16			16				0			0	8	850.00	6,800.00
4	VOLTAGE Surge Protector, Panther, 5meters	pc				0	3			3				0			0	16	300.00	4,800.00
5	WIRE Tracer/ Tone Generator Kit	unit				0	1			1				0			0	3	700.00	2,100.00
														0			0	1	7,700.00	7,700.00
	Computer Equipment and Accessories																			
1	ADAPTER, HDMI to VGA	pc				0	2			2				0			0	2	580.00	656,708.10
2	COMPUTER, laptop, Lenovo Ideapad 100, 14", Pentium,	unit				0	8			8				0			0	8	14,900.00	119,200.00
3	FLASH Drive, 64GB, Micro Duo 3.0, USB OTG	unit				0	28			28				0			0	8	2,310.00	64,680.00
4	FLASH Drive, 64GB, Sandisk IXPAND	unit	5			5	6		5	11				0			0	28	2,310.00	64,680.00
5	FLASH Drive, 16GB USB 2.0,plug and play	unit				0	5			5				0			0	16	2,500.00	40,000.00
6	FLASH Drive, 32GB USB 2.0,plug and play	unit				0	8			8				0			0	5	700.00	3,500.00
7	FLASH Drive, 32GB USB	unit	3			3	3			3				0			0	8	1,000.00	8,000.00
8	FLASH DRIVE, External, for IOS, Android and MAC PC, dual	pc				0			10	10				0			0	6	850.00	5,100.00
9	HARD Drive, External, 1TB (Seagate)	pc				0	2			2				0			0	10	4,500.00	45,000.00
10	HARD Drive, External, 4TB, Backup plus Portable, USB 3.0	unit				0	2			2				0			0	2	4,493.00	8,986.00
11	KEYBOARD, Logitech Ultra Flat	pc.				0				5	5			0			0	2	11,700.00	23,400.00
12	LASER POINTER, red	pc				0				3	3			0			0	5	3,556.00	17,780.00
14	MEMORY, Micro SD 8 GB, with adapter	unit				0				4	4			0			0	3	700.00	2,100.00
15	MEMORY, Micro SD 64 GB, with adapter	unit				0				4	4			0			0	4	692.50	2,770.00
16	MONITOR, Samsung LC24 F30, Curved 24-inch, FHD	unit				0	4			4				0			0	4	1,800.00	7,600.00
17	MOUSE, USB	pc				0	2			5	7			0			0	4	14,500.00	58,000.00
18	MOUSE, M335, Wireless, Black, Logitech	unit				0	1			1				0			0	7	350.00	2,450.00
19	MOUSEPAD, MM200 corsair, 360mm	pc				0	4			4				0			0	1	1,700.00	1,700.00
20	PRINTER, Canon, MP237	unit				0	1			1				0			0	4	350.00	1,400.00
21	PRINTER, Canon Selphy CP 1200 Compact printer	unit				0				1	1			0			0	1	7,500.00	7,500.00
22	PRINTER, HP Deskjet Ink Advantage 4515 E All-in-One	pc				0				2	2			0			0	1	13,047.10	13,047.10
23	Scanner, Mobile Duplex Document, Brother DS-720D	unit				0				1	1			0			0	2	10,000.00	20,000.00
24	SOFTWARE, Antivirus, 1 license per box	license				0				9	9			0			0	1	14,485.00	14,485.00
25	SOFTWARE, WIN 10 Pro 64-bit	license				0	2			2				0			0	9	1,500.00	13,500.00
26	UPS (1KVA)	unit				0	3			3				0			0	2	15,000.00	30,000.00
27	UPS, APC, 650VA	unit				0				2	2			0			0	3	12,700.00	38,100.00
28	UPS (APC 1100V)	unit				0	7			7				0			0	2	8,875.00	17,750.00
29	USB HUB, 3.0, 6 port	unit				0				5	5			0			0	7	11,880.00	83,160.00
																	0	5	1,500.00	7,500.00
	Other Supplies																			
1	OTHERS - Investors In People	o.o0				0	1			1				0			0	1	300,000.00	51,158,716.32
2	OTHERS - RSP System	o.o0				0	1			1				0			0	1	300,000.00	300,000.00
3	OTHERS - HR Online Posting	o.o0	1			1				0				0			0	1	500,000.00	500,000.00
4	OTHERS - Training/Public Offerings/Local Training Availled	o.o0				0	1			1				0			0	1	100,000.00	100,000.00
														0			0	1	1,250,000.00	1,250,000.00

5	OTHERS - Training/Workshop/Seminars (in-house)	0.00				0	1			1					0			0	1	1,250,000.00	1,250,000.00	
6	OTHERS - Competency Assessment Software (Service)	0.00				0	1			1					0			0	1			
7	OTHER Supplies, emergency	0.00	2			2	1		7	8					0			0	1	600,000.00	600,000.00	
8	OTHERS - Awards and Recognition	0.00				0	1			1					0			0	10	50,000.00	500,000.00	
9	OTHERS - Advertising	0.00				0	1			1					0			0	1	300,000.00	300,000.00	
10	OTHERS - Rent/Lease Equipment	0.00				0	1			1					0			0	1	300,000.00	300,000.00	
11	OTHERS - Communication (Postage & Deliveries)	0.00				0	1			1					0			0	1	1,400,000.00	1,400,000.00	
12	OTHERS - Transportation and Deliveries					0	1			1					0			0	1	200,000.00	200,000.00	
	Others - Physical Inventory and Inspection Various Tide Observer and AGN Stations	0.00				0	1			1					0			0	1	550,000.00	550,000.00	
13	OTHERS - Purchase of Books	0.00				0	1			1					0			0	1	250,000.00	250,000.00	
14	OTHERS - Emergency Supplies					0	1			1					0			0	1	100,000.00	100,000.00	
15	OTHERS - Maintenance of Building and Facilities					0	1			1					0			0	1	2,883,008.00	2,883,008.00	
16	OTHERS - Janitorial, PM and CM Materials				1	1		1		1					1			0	2	3,600,000.00	7,200,000.00	
17	OTHERS - Janitorial General Services		1	1	1	3	1	1		2					0			0	2	1,050,852.16	2,101,704.32	
18	OTHERS - Utilities		1	1	1	3	1	1	1	3	1	1			0			0	5	244,800.00	1,224,000.00	
19	OTHERS - Maintenance of Technical, Communication and Scientific Equipment					0	1			1	1				2			0	8	1,137,500.00	9,100,000.00	
20	OTHERS - Communication Expenses		1	1	1	3	1	1	1	3	1	1			1	1		1	2	4	375,000.00	1,500,000.00
21	OTHERS - Renewal of VHF radio License		1			1				0								1	10	500,000.00	5,000,000.00	
22	OTHERS - Fuel, Oil and Lubricants		1	1	1	3	1	1	1	3					0			0	1	50,000.00	50,000.00	
23	OTHERS - Maintenance of Vehicles		1	1	1	3	1	1	1	3					0			0	6	500,000.00	3,000,000.00	
24	OTHERS - Renewal of LTO vehicle registration		1	1	1	3	1	1	1	3	1	1	1	1	3	1	1	3	12	516,667.00	6,200,004.00	
25	OTHERS - Maintenance of NAMRIA Vehicles		1			1	1			1	1				1	1		1	10	35,000.00	350,000.00	
26										1	1				1			0	3	1,650,000.00	4,950,000.00	
Subscription																						
1	Inventory Management	0.00				0	1			1					0			0	1	975,000.00	975,000.00	
2	Asean Geographic	copy				0	1			1					0			0	1	3,220.00	3,220.00	
3	Business Mirror	copy				0	365			365					0			0	365	25.00	9,125.00	
4	Journal of Engineering Technology (2 issue's/year)	copy				0	2			2					0			0	2	4,200.00	8,400.00	
5	Manila Bulletin	copy				0	730			730					0			0	730	18.00	13,140.00	
6	Manila Standard	copy				0	730			730					0			0	730	18.00	13,140.00	
7	Manila Times	copy				0	365			365					0			0	365	18.00	6,570.00	
8	Philippine Daily Inquirer	copy				0	730			730					0			0	730	18.00	13,140.00	
9	Phil. Star	copy				0	730			730					0			0	730	18.00	13,140.00	
10	Magazine - Discover	copy				0	10			10					0			0	730	20.00	14,600.00	
11	Magazine - Entrepreneur (Phils.)	copy				0	12			12					0			0	10	558.00	5,580.00	
12	Magazine -Good Housekeeping (US)	copy				0	12			12					0			0	12	212.50	2,550.00	
13	Magazine - Men's Journal (10 issue's/year)	copy				0	10			10					0			0	12	400.00	4,800.00	
14	Magazine - National Geographic	copy				0	12			12					0			0	10	6,000.00	60,000.00	
15	Magazine - Popular Science	copy				0	6			6					0			0	12	360.00	4,320.00	
16	Magazine - Reader's Digest	copy				0	10			10					0			0	6	166.66	999.96	
17	Library Trends (4 Issue's /year)	copy				0	4			4					0			0	10	395.84	3,958.40	
18	Time Magazine	copy				0	12			12					0			0	4	10,860.00	43,440.00	
19	COLUMNAR Book, 10 columns					0	10			10					0			0	12	550.93	6,611.16	
Other ICT Equipment																						
1	HARD Drive, Portable, 2TB	unit				0	4			4					0			0	4	10,000.00	40,000.00	
C. TOTAL (A + B):																						
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						
E. GRAND TOTAL (C + D)																						
F. APPROVED BUDGET BY THE AGENCY HEAD																						
G. MONTHLY CASH REQUIREMENTS																						
G.1 Available at Procurement Service Stores																						
G.2 Other Items not available at PS but regularly purchased from																						
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 supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


AUBREY GEORGE T. CORPUZ
Supply Officer III

Date Prepared:

Certified Funds Available/
Certified Appropriate Funds Availbale:


AMELITO M. DELA CRUZ
Accountant/
Local Budget Officer

Approved by:


DR. PETER N. TIANGCO, CESO I
NAMRIA Administrator

ANNUAL PROCUREMENT PLAN FOR 2018
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 (Oroquieta) 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 ps-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 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.
- 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.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
 - ps.app.lgu@gmail.com - For Local government units
- Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
- For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **MAPPING AND GEODESY BRANCH (MGB) /**
NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY (NAMRIA)
Region: **NCR**
Address: **Lawton Avenue, Fort Bonifacio, Taguig City**

Contact Person: **AUBREY GEORGE T. CORPUZ**
Position: **Supply Officer III**
E-mail :

Item & Specifications		Unit of Measure	Quantity Requirement																	UNIT COST	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
	ITEMS																				
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
Common Electrical Supplies																					
1	BATTERY, AA, 3500 mAh Rechargeable, 4pcs/pack with charger	pack	5			5				0				0				0	5	4,500.00	22,500.00
2	BATTERY, Energizer AA (4 pcs/per pack)	pack	60			60		6	50	56				0				0	116	250.00	29,000.00
3	BATTERY, Energizer AAA (4 pcs/per pack)	pack	30			30			50	50				0				0	80	250.00	20,000.00
4	BATTERY size AA advanced lithium 4pcs/pack	pack		50		50				0				0				0	50	660.00	33,000.00
5	BATTERY size AAA advanced lithium 4pcs/pack	pack		50		50				0				0				0	50	660.00	33,000.00
Common Office Equipment																					
1	DIGITAL Voice Recorder,memory:4GB (Expandable),unit in	unit		6		6				0				0				0	6	6,229.60	37,377.60
Common Office Supplies																					
1	3-HOLE Puncher, KW-Trio #903	pc		1		1				0				0				0	1	418.50	418.50
2	ANTI Radiation Eyeglasses Protect against monitor	pc		35		35				0				0				0	35	1,000.00	35,000.00
3	BALLPEN, Blue Pilot BP-1 RT	box				0			5	5				0				0	5	480.00	2,400.00

4	BALLPEN, BLUE, Pilot brand 12/box	box			0		10	10	20						0			0	20	455.00	9,100.00
5	BALLPEN, Pilot, G-TEC C4, 0.4 Ultrafine, Blue	pc			0			60	60						0			0	60	50.00	3,000.00
6	BALLPEN with string for table/desk, blue and black	pc	10		10				0						0			0	10	60.00	600.00
7	BALLPEN, M&G, 12pcs/box, black, blue, red	box			0			18	18						0			0	18	400.00	7,200.00
8	BINDER Clip , Black Color , 2 inches	box			0		10	50	60						0			0	60	110.00	6,600.00
9	BINDER Clip , Black Color , 1 inches	box			0		10	50	60						0			0	60	100.00	6,000.00
10	BINDER Clip , Black Color , 1/2 inches	box			0		10	50	60						0			0	60	90.00	5,400.00
11	BINDER Clips 32 mm black, metal	box	20		20				0						0			0	20	21.00	420.00
12	BINDER Clips 41 mm black, metal	box	20		20				0						0			0	20	30.00	600.00
13	BINDER, Wire, Renz Double Loop, 9/16"	box			0			5	5						0			0	5	1,338.25	6,691.25
14	BINDER, Wire, Renz Double Loop, 5/8"	box			0			5	5						0			0	5	1,650.00	8,250.00
15	BINDER, Wire, Renz Double Loop, 3/4"	box			0			5	5						0			0	5	1,650.00	8,250.00
16	BINDER, Wire, Renz Double Loop, 1"	box			0			5	5						0			0	5	1,815.00	9,075.00
17	BOND paper, A3 size, Paper One, 80 gsm	ream			0			5	5						0			0	5	600.00	3,000.00
18	BOND paper, A4 size, Paper One, 80 gsm	ream	25	100	125		36	30	66						0			0	191	475.00	90,725.00
19	BOND paper, Legal size, Paper One, 80 gsm	ream			0		24		24						0			0	24	690.00	16,560.00
20	BROWN Envelope Ordinary, Short	pcs			0			300	300						0			0	24	7.00	2,100.00
21	BROWN Envelope Ordinary, Long	pcs			0			300	300						0			0	300	9.00	2,700.00
22	CD label sticker (little hole in the middle)	pack	100		100				0						0			0	100	50.00	5,000.00
23	CD Marker, black, twin cap, 2.0mm/0.80mm	pc		20	20				0						0			0	20	60.00	1,200.00
24	CD (recordable)	pc	500		500				0						0			0	500	25.00	12,500.00
25	CD Pouch	pc	1500		1500				0						0			0	1500	10.00	15,000.00
26	CLEARBOOK, A3, 20 sheets	pc			0			24	24						0			0	24	300.00	7,200.00
27	CLEAR Book, A4, 60 pockets, Blue	pc	25		25			12	12						0			0	37	230.00	8,510.00
28	CLEAR Book, A4, refillable	pc			0			12	12						0			0	12	230.00	2,760.00
29	COPYING Paper, A4 80 gsm	ream			0			100	100						0			0	100	474.00	47,400.00
30	COPYING Paper, Long 80 gsm	ream			0			100	100						0			0	100	515.00	51,500.00
31	CORRECTION Tape (Whiper MR)	pc	25	50	75		36	66	102						0			0	177	100.00	17,700.00
32	CUTTER with Housing (Heavy duty)	pc			0		12		12						0			0	12	750.00	9,000.00
33	CUTTER, heavy duty, Orions	pc	35		35				0						0			0	35	205.00	7,175.00
34	CUTTER NT BL-150 P, 12 pcs/pck (Blade)	pack	30		30	6			6						0			0	36	1,500.00	54,000.00
35	DOUBLE sided Heavy Duty 3M (24mm x 5.0m)	pc			0		2		2						0			0	2	550.00	1,100.00
36	DVD Recordable, 16x speed, 8GB capacity	pc	500		500				0						0			0	500	132.00	66,000.00
37	DVD Rewritable, 4x speed 4.75 GB capacity	pc	500		500				0						0			0	500	75.00	37,500.00
38	DVD-recordable	pc	500		500				0						0			0	500	25.00	12,500.00
39	ELMER'S Glue	pc	10		10		12		12						0			0	22	250.00	5,500.00
40	ELMERS ' Glue , Red (2 gals.) White (2 gals.)	gallon			0		3		3						0			0	3	180.00	540.00
41	ENVELOPE, Expanding, Long, with garter, assorted	pc			0			300	300						0			0	300	15.00	4,500.00
42	ENVELOP, Mailing Legal Size Document, 500 pcs per box	box	2		2			3	3						0			0	5	600.00	3,000.00
43	FACE Mask (disposable, 3ply w/Earloop, 50/box)	bx	5		5				0						0			0	5	150.00	750.00
44	FACE Mask, Surgical Disposable-3 ply	box			0		6		6						0			0	6	450.00	2,700.00
45	FASTENER, Plastic	box			0		5		5						0			0	5	250.00	1,250.00
46	FOLDER Morocco Long assorted color	pc			0			300	300						0			0	300	15.00	4,500.00
47	FOLDER Morocco Short assorted color	pc			0			300	300						0			0	300	12.00	3,600.00
48	FOLDER, Ordinary, Long	pc			0			50	50						0			0	50	12.00	600.00
49	FOLDER, Ordinary, Short	pc			0			50	50						0			0	50	10.00	500.00
50	FOLDER, Pressboard, US, Green, LONG	pc	200		200				0						0			0	200	27.00	5,400.00
51	GLUE, Elmers big	bottle			0			10	10						0			0	10	300.00	3,000.00
52	HEAVY duty expanding plastic envelope with zipper and holder	pc	20		20			20	20						0			0	40	100.00	4,000.00
53	HI-TECPOINT V7 RT Pure liquid Ink pen, Blue, 12 pcs/box	box			0			10	10						0			0	10	1,300.00	13,000.00
54	HP Coated Paper, 6567B, 42"x150ft, roll	roll	15		15			5	5						0			0	20	2,900.00	58,000.00
55	HP Glossy Paper, Instant Dry (Q1428A)	0.00			0			5	5						0			0	5	6,100.00	30,500.00
56	INDUSTRIAL Gloves Chemical Resistant	pc	10		10				0						0			0	10	403.00	4,030.00
57	LIQUID Paper, Paper Amtte , Fast Drying , 7ml	box			0		4		4						0			0	4	250.00	1,000.00
58	MAGIC Tape , 3 M , 1"	pc			0		24		24						0			0	24	300.00	7,200.00
59	MASKING Tape , 3M , 1/2	pc			0		24		24						0			0	24	150.00	3,600.00
60	MEDICINE Kit contains 50 pcs each bioflu, biogescic, buscopan,	kit	2		2			1	1						0			0	3	5,000.00	15,000.00

61	MIGHTY Bond Pioneer	pc		25		25			60	60				0			0	85	53.00	4,505.00
62	MIGHTY Bond (Big) Pioneer	pcs				0		6		6				0			0	6	350.00	2,100.00
63	NOTEBOOK, Corona, 100 sheets, Spiral, 178 x 254m	pc				0		12		12				0			0	12	120.00	1,440.00
64	NOTEBOOK, Steno, Corona, 60L	pc				0			20	20				0			0	20	58.00	1,160.00
65	PAPER Clip, Big	box				0		12		12				0			0	12	70.00	840.00
66	PAPER Clip, Small	box				0		12		12				0			0	12	70.00	840.00
67	PAPER kitchen towel, 2-ply, 3pcs/pack	pack		35		35			65	65				0			0	100	396.00	39,600.00
68	PEN, Parker, rollerball refill, 0.7M	pc				0			5	5				0			0	5	50.00	250.00
69	PEN, Technical, Rotring	pc				0		1		1				0			0	1	6,000.00	6,000.00
70	PENCIL lead with eraser, 12 pcs per box	box		12		12			10	10				0			0	22	104.00	2,288.00
71	PENCIL, Mongol #1 and #2	box				0		12	30	42				0			0	42	110.00	4,620.00
72	PENTEL Pen, Pilot (Black)	box				0		12		12				0			0	12	650.00	7,800.00
73	PENTEL Pen, Pilot (Red)	box				0		12		12				0			0	12	650.00	7,800.00
74	PENTEL EnerGel 0.5 mm ball needle point (black, blue, red)	pc	250		250					0				0			0	250	150.00	37,500.00
75	PINS and Clips (Magic Clip)	pcs		25		25				0				0			0	25	540.00	13,500.00
76	PINS and Clips (Magic Clip Refill)	pcs		50		50				0				0			0	50	270.00	13,500.00
77	POST it, 3 x 3 inch, 12 pads per pad, assorted color	pack		35		35			15	15				0			0	50	300.00	15,000.00
78	POST it 2 7/8 in/po x 4 7/8/po	pack				0			36	36				0			0	36	300.00	10,800.00
79	POST it Sign Here	pack	10			10				0				0			0	10	169.00	1,690.00
80	POST it Notes Assorted Color (76mm x 76mm)	pad				0		12	12	24				0			0	24	120.00	2,880.00
81	PUSH Pin 100pcs/box	box				0		6		6				0			0	6	120.00	720.00
82	RECORD Book 500 pages, size: 214 mm x 278 mm min	pc				0		24		24				0			0	24	200.00	4,800.00
83	RUBBER Band, big	box	10			10				0				0			0	10	280.00	2,800.00
84	RUBBER Band	box		5		5		6		6				0			0	11	150.00	1,650.00
85	STABILO Boss, Assorted Color	box				0		10		10				0			0	10	1,200.00	12,000.00
86	SCENTED gel, Glade, Lavender, 200g air freshner	pc				0			36	36				0			0	36	250.00	9,000.00
87	SCISSOR, 65mm, 1 pc individual case	pc		20		20			10	10				0			0	30	60.00	1,800.00
88	SCISSOR, Scotch, big	pc				0		2		2				0			0	2	600.00	1,200.00
89	SCOTCH Tape, Transparent 24mm x 50 meters	pc				0		24		24				0			0	24	350.00	8,400.00
90	SCOTCH Bright	pc				0		6	10	16				0			0	16	100.00	1,600.00
91	SIGN pen Black, Pilot V7	box				0			3	3				0			0	3	1,440.00	4,320.00
92	SIGN pen Blue, Pilot V7	box				0			3	3				0			0	3	1,440.00	4,320.00
93	SIGN Pen, Pilot, G-Tec-C4, Blue, 12 pcs/box	box				0			5	5				0			0	5	1,140.00	5,700.00
94	SIGN Pen, Pilot, G-Tec-C4, Black, 12 pcs/box	box				0			5	5				0			0	5	1,140.00	5,700.00
95	SIGN Pen, Pilot, G-Tec-C4, Red, 12 pcs/box	box				0			5	5				0			0	5	1,140.00	5,700.00
96	SIGN Pen, Pilot (Blue)	box				0		12	12	24				0			0	24	450.00	10,800.00
97	SIGN Pen, Pilot (Black)	box				0		6	10	16				0			0	16	450.00	7,200.00
98	STAMP Pad	pc		2		2		2		2				0			0	4	150.00	600.00
99	STAMP pad ink, purple/violet, 50ml	bottle		2		2				0				0			0	2	50.00	100.00
100	STAPLER, Heavy Duty, Delfi #0394	pc				0			1	1				0			0	1	1,200.00	1,200.00
101	STAPLE wire #0394	box				0			5	5				0			0	5	350.00	1,750.00
102	STAPLES Wire #35-5M	box				0		12	30	42				0			0	42	250.00	10,500.00
103	STAPLER Wire #35	pc		10		10			5	5				0			0	15	500.00	7,500.00
104	STAPLE Wire, No. 35	box		20		20				0				0			0	20	58.00	1,160.00
105	STICKER Paper, Matte, A4, 10 pcs/pack	pack		20		20		24		24				0			0	44	150.00	6,600.00
106	TAPE Dispenser, heavy duty, stationery, rubber pads, weighty	pc				0		3		3				0			0	3	1,200.00	3,600.00
107	TAPE, double adhesive, 1/2"	pc		50		50				0				0			0	50	114.00	5,700.00
108	TAPE, 3M Scotch Double Sided White 24mm x 10m	pc				0			20	20				0			0	20	156.00	3,120.00
109	Tape, Mini-DV	roll		5		5				0				0			0	5	144.00	720.00
110	TAPE, Scotch, 1" 50 yds 3m	roll				0			30	30				0			0	30	90.00	2,700.00
111	TISSUE, Bathroom, Kleenex, 12's/pack	pack				0			36	36				0			0	36	490.00	17,640.00
112	TISSUE, Bathroom, Kleenex, Eucalyptus	pack		80		80				0				0			0	80	190.00	15,200.00
113	TISSUE, Facial, Unscented, Kleenex	pack		80		80				0				0			0	80	165.00	13,200.00
114	TISSUE, 3 ply, 12 pcs/pack	pack	45		45				36	36				0			0	81	448.80	36,352.80
115	TISSUE, Facial, Kleenex 380 sheets x 190 2 Ply 200m x 200m	box		80		80			50	50				0			0	130	152.00	19,760.00
116	TISSUE, Facial, w/push-up flaps 380 sheets x 190 2 Ply tissue size	box	15		15					0				0			0	15	297.00	4,455.00
117	TISSUE Paper, Kleenex 2 ply (12 rolls/pck)	pack				0		36	100	136				0			0	136	530.00	72,080.00

118	WHITEBOARD Marker, Pilot (Black)	box			0		6		6			0		0	6	1,200.00	7,200.00
119	WHITEBOARD Marker, Pilot (Red)	box			0		6		6			0		0	6	1,200.00	7,200.00
120	WRITING Yellow Pad (Merit)	pad			0		12		12			0		0	12	120.00	1,440.00
121	YELLOW Pad	pad			0			20	20			0		0	20	50.00	1,000.00
Common Janitorial Supplies																	
1	AIR Freshener, lemon scent, Glade, 320mL	bottle		30	30				0			0		0	30	395.00	11,850.00
2	ALCOHOL, Cleene, ethyl, 70%, scented, 500mL	bottle			0			50	50			0		0	50	80.00	4,000.00
3	ALCOHOL, Isoprophyl, Biogenic 500ml.	bottle			0		100		100			0		0	100	290.00	29,000.00
4	ALCOHOL, Green Cross with moisturizer 500 ml	bottle	150	50	200				0			0		0	200	290.00	58,000.00
5	ALCOHOL, Isoprophyl, 99% Industrial Grade, 20 L	drum			0		1		1			0		0	1	105,000.00	105,000.00
6	ANTI Dust Mites, Spray, Allercon, anti allergy, 500 ml	bottle		10	10				0			0		0	10	480.00	4,800.00
7	BAR Soap Tide	bar			0			40	40			0		0	40	80.00	3,200.00
8	BELL Air Oil (Assorted scent)	ltr		10	10				0			0		0	10	1,000.00	10,000.00
9	CLEANER, Glass and Multi Surface, spray, 946 mL, 100% streak	pc		35	35				0		0	0		0	35	350.00	12,250.00
10	DISINFECTANT, Lysol, 12 oz.	can		20	20		36		36			0		0	56	600.00	33,600.00
11	DISH washing Liquid, Joy, 500 ml., Antibacterial (Blue)	bottle			0		30		30			0		0	30	200.00	6,000.00
12	DISH washing liquid soap 800ml antibac	pc.		80	80			150	150			0		0	230	300.00	69,000.00
13	FURNITURE Cleaner, Pledge	bottle	24		24		18	60	78			0		0	102	450.00	45,900.00
14	GAS Mask	pc			0		5		5			0		0	5	2,860.00	14,300.00
15	GLASS Cleaner Spray 500ml	pc		6	6				0			0		0	6	317.00	1,902.00
16	GLOVES Cloth (Gray)	box			0		25		25			0		0	25	150.00	3,750.00
17	GLOVES Rubber (Blue)	set			0		20		20			0		0	20	250.00	5,000.00
18	HAND Sanitizer 40 ml. (Green Cross Antibacterial Hand Spray	pc		40	40		30		30			0		0	70	80.00	5,600.00
19	HAND Soap, liquid, antibac	container			0			36	36			0		0	36	300.00	10,800.00
20	INSECTICIDE, Baygon, Orange Scent	bottle	10	35	45		24		24			0		0	69	475.00	32,775.00
21	MULTI-INSECT Killer, (Baygon Protector, 500 ml)	bottle		50	50			70	70			0		0	120	450.00	54,000.00
22	PAPER towel (Bounty, white)	roll		40	40			50	50			0		0	90	430.00	38,700.00
23	PENETRATING OIL, WD40	can			0		2		2			0		0	2	1,850.00	3,700.00
24	POWDER Soap (Tide)	kgs.		20	20		12	24	36			0		0	56	800.00	44,800.00
25	RAGS, cotton, not round, white (per kilo)	kilo		6	6				0			0		0	6	180.00	1,080.00
26	RAGS, Cotton Camiseta Type 2 ply White	kgs.			0		300		300			0		0	300	200.00	60,000.00
27	RAG, Franela	pc		40	40			50	50			0		0	90	40.00	3,600.00
28	RAGS, Flannel, Cotton	yard			0		24		24			0		0	24	170.00	4,080.00
29	RESEALABLE plastic, ziplock style, #12, 340mm x450mm,	pack		20	20			20	20			0		0	40	790.00	31,600.00
30	SPONGE (Viskoviya/ Dupont Brand)	pcs.			0		100		100			0		0	100	350.00	35,000.00
31	TRASH bag, XXL, 10pcs/roll	pack	50		50			40	40			0		0	90	150.00	13,500.00
Consummables																	
1	HP 910 #900 black	Cart		10	10				0			0		0	10	500.00	5,000.00
2	INK Cartridge, Brother LC-67HYBK	Cart			0		10	10				0		0	10	825.00	8,250.00
3	INK Cartridge Canon E-510+ (PG-88) Black	Cart	3	20	23				0			0		0	23	1,020.00	23,460.00
4	INK Cartridge Canon E-510+ (CL-98) Colored	Cart	3	20	23				0			0		0	23	1,020.00	23,460.00
5	INK Cartridge Canon E-510+ (CL-88) Black	0.00			0		6		6			0		0	6	1,500.00	9,000.00
6	INK Cartridge Canon E-510+ (CL-98) Colored	0.00			23		6		6			0		0	6	1,500.00	9,000.00
7	INK Cartridge, Canon MP237, #810 Black	cart		20	20				0			0		0	20	800.00	16,000.00
8	INK Cartridge, Canon MP237, #811 Color	cart		20	20				0			0		0	20	800.00	16,000.00
9	INK Cartridge, Canon IP2700 (810) Black	cart			0			50	50			0		0	50	1,120.00	56,000.00
10	INK Cartridge, Canon IP2700 (811) Tri Color	cart			0			30	30			0		0	30	1,480.00	44,400.00
11	INK Cartridge, Canon IX6560 (CLI-725) PGBK	cart			0			20	20			0		0	20	850.00	17,000.00
12	INK Cartridge, Canon IX6560 (CLI-726BK) Black	cart			0			50	50			0		0	50	780.00	39,000.00
13	INK Cartridge, Canon IX6560 (CLI-726C) Cyan	cart			0			15	15			0		0	15	780.00	11,700.00
14	INK Cartridge, Canon IX6560 (CLI-726M) Magenta	cart			0			15	15			0		0	15	780.00	11,700.00
15	INK Cartridge, Canon IX6560 (CLI-726Y) Yellow	cart			0			15	15			0		0	15	780.00	11,700.00
16	INK Cartridge, HP # 21, Black, Original Ink Cartridge	cart			0			80	80			0		0	80	1,650.00	132,000.00
17	INK Cartridge, HP # 22, Tri-Color, Original Ink Cartridge	cart			0			54	54			0		0	54	1,960.00	105,840.00
18	INK CARTRIDGE, HP # 60, color	cart			0			20	20			0		0	20	1,800.00	36,000.00

19	INK CARTRIDGE, HP # 60, Tri-color	cart				0			20	20			0			0	20	1,800.00	36,000.00
20	INK Cartridge, CD887AA, (HP703), Black	cart	6			6				0			0			0	6	540.00	3,240.00
21	INK Cartridge, CD888AA, (HP703), Tri-color	cart	6			6				0			0			0	6	540.00	3,240.00
22	HPOfficeJet #932/933 Magenta, Cyan, Yellow and Black	Cart		10		10				0			0			0	6	540.00	3,240.00
23	INK Cartridge, HP # 932 CNo57AN, Black	cart				0			100	100			0			0	10	1,040.00	10,400.00
24	INK Cartridge, HP # 932 XL Black	cart				0			30	30			0			0	100	1,400.00	140,000.00
25	INK Cartridge, HP # 933 CNo58AN, Cyan	cart				0			50	50			0			0	30	2,100.00	63,000.00
26	INK Cartridge, HP # 933 CNo58AN, Magenta	cart				0			50	50			0			0	50	1,200.00	60,000.00
27	INK Cartridge, HP # 933 CNo58AN, Yellow	cart				0			50	50			0			0	50	1,200.00	60,000.00
28	HPOfficeJet #932XL Black	Cart		10		10				0			0			0	50	1,200.00	60,000.00
29	HPOfficeJet #933XL Cyan	Cart		10		10			20	20			0			0	10	1,040.00	10,400.00
30	HPOfficeJet #933XL Magenta	Cart		10		10			20	20			0			0	30	1,040.00	31,200.00
31	HPOfficeJet #933XL Yellow	Cart		10		10			20	20			0			0	30	1,040.00	31,200.00
32	INK Cartridge, HP CZ107AA, (HP678), Black, Original Ink	Cart	6			6				0			0			0	30	1,040.00	31,200.00
33	INK Cartridge, HP CZ108AA, (HP678), Tri-Color, Original Ink	cart	6			6				0			0			0	6	600.00	3,600.00
34	INK Cartridge, HP# 678, Black	cart				0		6	50	56			0			0	6	600.00	3,600.00
35	INK Cartridge, HP# 678, Tri Color	cart				0		6	40	46			0			0	56	780.00	43,680.00
36	INK Cartridges , HP CZ107AA, (HP 678), Black	cart				0			100	100			0			0	46	780.00	35,880.00
37	INK Cartridges , HP CZ108AA, (HP 678), Tri-Color	cart				0							0			0	100	450.00	45,000.00
38	INK Cartridge, HP # 680, Black, Ink Advantage	cart				0			100	100			0			0	100	450.00	45,000.00
39	INK Cartridge, HP # 680, Colored, Ink Advantage	cart				0			100	100			0			0	100	450.00	45,000.00
40	INK Cartridge, HP# 82, Black	Cart				0			50	50			0			0	50	450.00	22,500.00
41	INK Cartridge, HP# 82, Cyan	Cart				0			15	15			0			0	15	2,300.00	34,500.00
42	INK Cartridge, HP# 82, Magenta	Cart				0			10	10			0			0	10	2,300.00	23,000.00
43	INK Cartridge, HP# 82, Yellow	Cart				0			10	10			0			0	10	2,300.00	23,000.00
44	INK Cartridge, Epson 9000 Plotter, Cyan, T8242	cart				0		2		2			0			0	10	2,300.00	23,000.00
45	INK Cartridge, Epson 9000 Plotter, Orange, T824A	cart				0		2		2			0			0	2	18,000.00	36,000.00
46	INK Cartridge, Epson 9000 Plotter, Yellow, T8244	cart				0		2		2			0			0	2	18,000.00	36,000.00
47	INK Cartridge, Epson 9000 Plotter, Light Cyan, T8245	cart				0		2		2			0			0	2	18,000.00	36,000.00
48	INK Cartridge, Epson 9000 Plotter, Matte Black, T8248	cart				0		2		2			0			0	2	18,000.00	36,000.00
49	INK Cartridge, Epson 9000 Plotter, Photo Black, T8241	cart				0		2		2			0			0	2	18,000.00	36,000.00
50	INK Cartridge, Epson 9000 Plotter, Vivid Magenta, T8243	cart				0		2		2			0			0	2	18,000.00	36,000.00
51	INK Cartridge, Epson 9000 Plotter, Light black, T8247	cart				0		2		2			0			0	2	18,000.00	36,000.00
52	INK Cartridge, Epson 9000 Plotter, Green, T824B	cart				0		2		2			0			0	2	18,000.00	36,000.00
53	INK Cartridge, Epson 9000 Plotter, Light Light Black, T8249	cart				0		2		2			0			0	2	18,000.00	36,000.00
54	INK Cartridge, Epson 9000 Plotter, Vivid Light Magenta, T8246	cart				0		2		2			0			0	2	18,000.00	36,000.00
55	INK Cartridge, Epson Pro 9800 Plotter (Matte Black)	Cart	5			5				0			0			0	2	18,000.00	36,000.00
56	INK Cartridge, Epson Pro 9800 Plotter (Light Black)	Cart	5			5				0			0			0	5	11,250.00	56,250.00
57	INK Cartridge, Epson Pro 9800 Plotter (Cyan)	Cart	5			5				0			0			0	5	11,250.00	56,250.00
58	INK Cartridge, Epson Pro 9800 Plotter (Light Cyan)	Cart	5			5				0			0			0	5	11,250.00	56,250.00
59	INK Cartridge, Epson Pro 9800 Plotter (Yellow)	Cart	5			5				0			0			0	5	11,250.00	56,250.00
60	INK Cartridge, HP OfficeJet 932XL (Black)	Cart	8			8				0			0			0	5	11,250.00	56,250.00
61	INK Cartridge LC67BK - (Black) Brother Printer	Cart	8			8				0			0			0	8	2,100.00	16,800.00
62	INK Cartridge LC67C - (Yellow) Brother Printer	Cart	5			5				0			0			0	8	1,200.00	9,600.00
63	INK Cartridge HP CD887AA, (HP 703) Black	Cart		3		3		6		6			0			0	9	1,020.00	9,180.00
64	INK Cartridge HP CD888AA, (HP 703) Tri Color	Cart		3		3		6		6			0			0	9	1,020.00	9,180.00
65	INK Cartridge HP CZ107AA, (HP 703) Black	Cart		3		3				0			0			0	3	1,020.00	3,060.00
66	INK Cartridge HP CZ107AA, (HP 703) Tri-Color	Cart		3		3				0			0			0	3	1,020.00	3,060.00
67	INK, HP Color LaserJet Q6000A, Black	cart	5			5				0			0			0	3	1,020.00	3,060.00
68	INK, Photo Proffer Process (Light Black)	0.00	3			3				0			0			0	5	10,695.00	53,475.00
69	INK, Photo Proffer Process (Light Light Black)	0.00	3			3				0			0			0	3	18,200.00	54,600.00
70	INK, Photo Proffer Process (Photo Black)	0.00	3			3				0			0			0	3	18,200.00	54,600.00
71	INK, Photo Proffer Process (Matte Black)	0.00	3			3				0			0			0	3	18,200.00	54,600.00
72	INK, Photo Proffer Process (Cyan)	0.00	3			3				0			0			0	3	18,200.00	54,600.00
73	INK, Photo Proffer Process (Light Cyan)	0.00	3			3				0			0			0	3	18,200.00	54,600.00
74	INK, Photo Proffer Process (Yellow)	0.00	3			3				0			0			0	3	18,200.00	54,600.00
75	INK, Photo Proffer Process (Vivid Magenta)	0.00	3			3				0			0			0	3	18,200.00	54,600.00

76	INK, Photo Proffer Process (Vivid Light Magenta)		0.00	3			3				0					0			0	3	18,200.00	54,600.00
77	INK, Photo Proffer Process (Orange)		0.00	3			3				0					0			0	3	18,200.00	54,600.00
78	INK, Photo Proffer Process (Green)		0.00	3			3				0					0			0	3	18,200.00	54,600.00
79	INK Processed, Black		can				0		20		20					0			0	20	2,500.00	50,000.00
80	INK Processed, Cyan		can				0		20		20					0			0	20	2,500.00	50,000.00
81	INK Processed, Magenta		can				0		20		20					0			0	20	2,500.00	50,000.00
82	INK Processed, Yellow		can				0		20		20					0			0	20	2,500.00	50,000.00
83	SAPHIRA, Blanket and Roller Wash 60		cont.	20			20				0					0			0	20	2,500.00	50,000.00
84	SAPHIRA, Premium Plate Finisher (GUM)		ltr	40			40		2		2					0			0	20	10,000.00	200,000.00
85	SAPHIRA, Plate Cleaner 1 ltrs/btls.		bottle				0		40		40					0			0	42	10,000.00	420,000.00
86	SAPHIRA, Spray Powder		kgs				0		1		1					0			0	40	1,500.00	60,000.00
87	SHARP IMAGER TONER BLACK		Cart		3		3				0					0			0	1	1,100.00	1,100.00
88	SHARP IMAGER TONER CYAN		Cart		3		3				0					0			0	3	6,646.05	19,938.15
89	SHARP IMAGER TONER MAGENTA		Cart		3		3				0					0			0	3	9,375.75	28,127.25
90	SHARP IMAGER TONER YELLOW		Cart		3		3				0					0			0	3	9,375.75	28,127.25
91	SHARP IMAGER DRUM BLACK		Cart		3		3				0					0			0	3	9,375.75	28,127.25
92	SHARP IMAGER DRUM (C,M,Y) X3		Cart		6		6				0					0			0	3	4,495.50	13,486.50
93	SHARP IMAGER DEVELOPER BLACK		Cart		5		5				0					0			0	6	4,495.50	26,973.00
94	SHARP IMAGER DEVELOPER (C,M,Y)		Cart		5		5				0					0			0	5	3,030.75	15,153.75
95	SHARP IMAGER CLEANER BLADE		PC		4		4				0					0			0	5	53,229.15	266,145.75
96	TONER, HP Color Laserjet Pro MFP M176n Black, (CF350A, 130A)		pc		3		3		7		7					0			0	4	3,430.35	13,721.40
97	TONER, HP Color Laserjet Pro MFP M176n Cyan, (CF351A, 130A)		pc		3		3		7		7					0			0	10	6,000.00	60,000.00
98	TONER, HP Color Laserjet Pro MFP M176n Yellow, (CF352A, 130A)		pc		3		3		7		7					0			0	10	6,000.00	60,000.00
99	TONER, HP Color Laserjet Pro MFP M176n Magenta, (CF353A, 130A)		pc		3		3		7		7					0			0	10	6,000.00	60,000.00
100	TONER, Xerox Machine KYOCERA Kit TK-3104 Black		pc		2		2		2		2					0			0	10	6,000.00	60,000.00
101	TONER Cartridges, HP Laserjet P2035n		cart		2		2				0					0			0	4	14,500.00	58,000.00
102	IMAGING Drum Unit, HP Color Laserjet MFP M176n,		cart		6		6		4		4					0			0	2	4,000.00	8,000.00
																			0	10	6,000.00	60,000.00
Office Equipment and Accessories																						
1	BINDING Machine, heavy duty		unit	1			1				0					0			0	1	5,805,500.00	
2	DIGITAL Thermal Plate Elite 30, size: 1030 x 800 mm, 30pcs/box		box				0		10		10					0			0	10	12,000.00	12,000.00
3	DIGITAL Thermal Plate Elite 30, size: 1030 x 1430 mm, 30pcs/box		box	10			10				0					0			0	10	35,250.00	352,500.00
4	DIGITAL Thermal Plate Elite 30, size: 1030 x 11145 mm, 30pcs/box		box	2			2				0					0			0	10	35,500.00	355,000.00
5	DRUM Cartridge Fuji Xerox (DocuCentre IV C4475)		0.00	1			1				0					0			0	2	55,500.00	111,000.00
6	HEIDELBERG, Rubber Blanket, 800 x 1052mm, 4 ply, thickness		0.00				0		6		6					0			0	1	60,000.00	60,000.00
7	IMAGE Remover for Negative Plates (Pen type)		pc				0		2		2					0			0	6	13,800.00	82,800.00
8	MAINTENANCE Tank, EPSON Stylus 9000		box				0		4		4					0			0	2	5,000.00	10,000.00
9	MAINTENANCE Tank		box	3			3				0					0			0	4	5,100.00	20,400.00
10	MAINTENANCE Tank, EPSON Stylus 9900		box		10		10				0					0			0	3	4,850.00	14,550.00
11	PACKING Plastic, Underlay Foil, MV 031.789		0.00				0		6		6					0			0	10	2,400.00	24,000.00
12	PAPER, Map Paper 28"x 38", 120lbs		shts	30000			30000		38000		38000					0			0	6	7,500.00	45,000.00
13	PAPER, MAP Paper 26" x 38" 70 lbs.		shts				0		25000		25000					0			0	68000	35.00	2,380,000.00
14	PAPER, Map, 40"x 56", 120 lbs		sheets	10000			10000				0					0			0	25000	18.25	456,250.00
15	PAPER, Proofing, Plotter (42"x 50 yards), Plain		roll	12			12				0					0			0	10000	70.00	700,000.00
16	PAPER, Proofing, Plotter (42"x 50 yards), Semi-glossy		roll	12			12				0					0			0	12	6,000.00	72,000.00
17	PAPER, Plotter (36" x 50 yards), Coated		roll	10			10				0					0			0	12	7,500.00	90,000.00
18	PAPER, Plotter (42"x 50 yards), Coated		roll	10			10				0					0			0	10	4,000.00	40,000.00
19	PAPER, Plotter (36"x 50 yards), Matte		roll	10			10				0					0			0	10	6,000.00	60,000.00
20	PAPER, Plotter (42"x 50 yards), Matte		roll	10			10				0					0			0	10	4,000.00	40,000.00
21	PAPER, Premium Glossy, Photo (914mm x 30m), 260 gsm		roll	12			12				0					0			0	10	6,000.00	60,000.00
22	PAPER, Premium Glossy, Photo (1118mm x 30m), 260 gsm		roll	12			12				0					0			0	12	16,000.00	192,000.00
23	PAPER, Photo Grade, Semi-Glossy Proof (914mm x 30m), 170		roll	12			12				0					0			0	12	19,000.00	228,000.00
24	PAPER, Photo Grade, Semi-Glossy Proof (1118mm x 30m), 170		roll	6			6				0					0			0	12	20,000.00	240,000.00
25	PAPER shredder		unit		2		2				0					0			0	6	25,000.00	150,000.00
																			0	2	5,000.00	10,000.00
Office Furnitures & Fixtures																						
1	CABINET, Steel, 4 levels		pc	5			5				0					0			0	5	14,700.00	411,525.00
																					73,500.00	

2	CHAIR, Staff, A38 Highback chair with armrest	pc			0		20	20			0			0	20	12,000.00	240,000.00
3	CHAIR, Computer, not movable, permanent fix	pc	12		12			0			0			0	12	8,000.00	96,000.00
4	MAGAZINE File, Beige, 3 dividers with Drawer	pc		3	3			0			0			0	3	675.00	2,025.00
Cleaning Equipment and Supplies																	
1	CLEANER, Vacuum, mini, portable	unit		2	2			0			0			0	2	2,500.00	5,000.00
Lighting & Fixtures & Accessories																	
1	FIREFLY LED Bulb EBI112DL 12w	pc		10	10			0			0			0	10	340.00	3,400.00
Electrical Equipment & Components & Supplies																	
1	EXTENSION Cord, Omni, 5 gang with individual switch and 2 USB	pc	7		7			0			0			0	7	1,100.00	7,700.00
2	HDMI Male to VGA Female Video Converter Cable Adapter ,20	pc			0		2	2			0			0	2	1,000.00	2,000.00
3	US Scientific UP0051 2m USB to Parallel Cable (Black)	pc		2	2			0			0			0	2	858.00	1,716.00
4	SPEED 1M SPU-C-02 USB to 36 Pin Parallel Port Connecting IEEE	pc		2	2			0			0			0	2	898.00	1,796.00
5	TRONSMART Durable Micro USB Charging Cable (MU2)	pc		5	5			0			0			0	5	405.00	2,025.00
Computer Equipment and Accessories																	
1	FLASH Drive, 64GB, Micro Duo 3.0, USB OTG	unit	10		10		5	5			0			0	15	2,310.00	34,650.00
2	FLASH Drive, 64GB, Sandisk IXPAND	unit			0		5	5			0			0	5	2,500.00	12,500.00
3	FLASH DRIVE, External, for IOS, Android and MAC PC, dual USB	pc			0		6	6			0			0	6	4,500.00	27,000.00
4	HARD Drive, External, 2TB 2.5HDD, USB 1 unit Individual box	unit			0		3	3			0			0	3	5,600.00	16,800.00
5	HARD Drive, External, 4TB (Seagate)	pc	5		5			0			0			0	5	13,000.00	65,000.00
6	MOUSE, M525, Wireless, Black	unit	10		10			0			0			0	10	2,112.00	21,120.00
7	PRECISION Tools			1	1			0			0			0	10	3,000.00	3,000.00
8	PRESENTER, Wireless, R400 logitech	pc	2		2			0			0			0	1	2,500.00	5,000.00
9	PRINTER, Canon, wireless, all-in-one	unit			0		1	1			0			0	2	8,000.00	8,000.00
10	PRINTER, HP Deskjet GT 5820 AIO	unit	4		4			0			0			0	4	12,000.00	48,000.00
11	PRINTER, HP Deskjet Ink Advantage 4645 eAll-in-One	unit		3	3			0			0			0	3	9,000.00	27,000.00
12	PRINTER, HP Deskjet Ink Advantage 4515 E All-in-One	pc			0		3	3			0			0	3	10,000.00	30,000.00
13	SD Card (Ultra SDHC Memory Card) Class 10 32GB	pc	8		8			0			0			0	8	1,015.00	8,120.00
14	UPS, APC BX1100LI-MS BACK-UPS 550WATTS/1100VA, 230V, AVR, Universal and IEC Sockets		12		12			0			0			0	12	8,400.00	100,800.00
Other Supplies																	
1	OTHER Supplies, emergency	0.00	10		10		5	5			0			0	15	50,000.00	750,000.00
2	OTHERS - Repair and Maintenance (Semi-Exp. Furniture and	0.00			0		1	1			0			0	1	200,000.00	200,000.00
3	OTHERS - Repair of Office Equipment, HP Plotter 510	0.00			0			1	1		0			0	1	20,000.00	20,000.00
4	OTHERS - Communication Expense - Mobile/Internet				0			1	1		0			0	1	20,000.00	20,000.00
5	OTHERS - Courier Service	0.00			0			1	1		0			0	1	5,000.00	5,000.00
6	OTHERS - Training/Workshop/Seminars (Training on Latest Technology (Computer to Plate / Heidelberg Offset Machine)	0.00			0		1	1			0			0	1	80,000.00	80,000.00
7	OTHERS - Technical and Scientific (RPD)	0.00			0		1	1			0			0	1	200,000.00	200,000.00
8	OTHERS - Structure	0.00			0				1	1				0	1	300,000.00	300,000.00
9	OTHERS - Subscription	0.00	1		1			0			0			0	1	40,000.00	40,000.00
10	OTHERS - Supplies and Materials	0.00	1		1			0			0			0	1	10,000.00	10,000.00
11	OTHERS - General Repair and Maintenance Services	0.00	1		1			0			0			0	1	500,000.00	500,000.00
12	Others - Training workshop/seminars (International Training Course in Toponymy)	0.00	1		1			0			0			0	1	2,000,000.00	2,000,000.00
13	CAP	pc			0		40	40			0			0	40	2,000.00	80,000.00
14	JACKET, Tactical Waterproof Military Tad	pc	10		10		40	40			0			0	50	3,500.00	175,000.00
15	BACKPACK, Travelling, waterproof, 50 liters	pc	15	10	25		40	40			0			0	65	3,000.00	195,000.00
16	PANTS, Outdoor quick convertible	pc			0		40	40			0			0	40	2,000.00	80,000.00
17	SLEEPING BAG, Folding, Outdoor	pc	10		10			0			0			0	10	1,087.50	10,875.00
18	TACTICAL Shoes	pc			0		40	40			0			0	40	4,000.00	160,000.00

Repair & Maintenance																
1	Repair/Calibration of paper Cutter Machine	units			0	2	2			0				0	2	1,520,000.00
2	Fitness Check-up (Offset Press Machine)	units			0	2	2			0				0	2	50,000.00
3	Preventive Maintenance of Computer-to-Plate (under contract)	units			0	1	1			0				0	2	50,000.00
4	Preventive Maintenance of Automatic Plate Processor	units			0	1	1			0				0	1	300,000.00
5	Repair and Maintenance of 2 offset Printing Machine	units			0	2	2			0				0	1	20,000.00
														0	2	500,000.00
																1,000,000.00
Professional Services																
1	Consultancy	0.00			0	1	1			0				0	1	510,000.00
	OUTSOURCING of Feature Extraction for the Production of Large Scale topographic Base Maps at Scale 1:10,000 for the Unified Mapping Project (UMP) Covering the Provinces of APAYAO, IFUGAO, NUEVA VIZCAYA, MOUNTAIN PROVINCE,		1	1			0			0				0	1	298,000,000.00
2	OUTSOURCING for Production of Large-Scale 1:4,000 Topographic Base Maps Covering Highly Urbanized Cities of Metro Manila and Davao	0.00	1	1			0			0				0	1	16,000,000.00
3	OUTSOURCING for the Complete Inventory of Islands and Coastlines for the Philippines Islands Inventory Project (PIIP)	0.00	1	1			0			0				0	1	35,000,000.00
4	Outsourcing for Production of New Series of Large-Scale 1:4,000 Orthoimages and Topographic Base Maps covering Marawi, Iligan City and Immediate vicinities	0.00	1	1			0			0				0	1	27,000,000.00
5	CONTINUOUS Upgrading, maintenance and Optimization of I.T. Infrastructure components including Hardware and Software for use of the Unified Mapping Project (UMP) and Philippines Islands Inventory with activities in establishment of image control points (ICPs), office and field validation, data gathering and inventory system, image processing, orthorectification, large-scale topographic mapping, airborne imaging, 3-D generation and modelling system.		1	1			0			0				0	1	40,000,000.00
6	OUTSOURCING - GCP Re-observation of 1st and 2nd Order	0.00			0	600	600			0				0	1	10,000.00
7	OUTSOURCING - Troubleshooting and Re-leveling of 1st Order	0.00			0	100	100			0				0	600	10,000.00
8	OUTSOURCING - Upgrade of PageNET - Establishment of	0.00			0	4	4			0				0	100	10,000.00
9	OUTSOURCING - IEC Campaigns, 2 Regions	0.00	2	2		1	1			0				0	4	5,000,000.00
10	OUTSOURCING - Deformation Modelling	0.00			0	1	1			0				0	3	300,000.00
11	Production of 1:50,000 Topographic Map Series:									0				0	1	500,000.00
12	1) Cluster 1 (Portions of Provinces of Cagayan, Ilocos Norte and Bolinao Pangasinan (20 map sheets)	lot	1	1			0			0				0	1	17,886,552.60
13	2) Cluster 2 (Portions of Provinces of Palawan, Cebu, Bohol, Quezon and Samar (27 mapsheets)	lot	1	1			0			0				0	1	15,864,594.48
Subscription																
1	Library and Other Reading Materials	0.00			0	1	1			0				0	1	20,000.00
2	Manila Bulletin	copy			0	264	264			0				0	264	18.00
3	Philippine Daily Inquirer	copy			0	528	528			0				0	528	18.00
4	Phil. Star	copy			0	264	264			0				0	264	20.00
5	Magazine - National Geographic	copy			0	264	264			0				0	264	360.00
6	Magazine - Reader's Digest	copy			0	12	12			0				0	12	395.84
7	Time Magazine	copy			0	12	12			0				0	12	292.50
C. TOTAL (A + B):																
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																
E. GRAND TOTAL (C + D)																
F. APPROVED BUDGET BY THE AGENCY HEAD																
G. MONTHLY CASH REQUIREMENTS																

G.1 Available at Procurement Service Stores									
G.2 Other Items not available at PS but regularly purchased from other									
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 supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


AUBREY GEORGE T. CORPUZ
 Supply Officer III

Date Prepared:

Certified Funds Available/
 Certified Appropriate Funds Availbale:


AMELITO M. DELA CRUZ
 Accountant/
 Local Budget Officer

Approved by:


DR. PETER N. TIANGCO, CESO.I
 NAMRIA Administrator

ANNUAL PROCUREMENT PLAN FOR 2018
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 (Oroquieta) 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 ps.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 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.
- 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.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
 - ps.app.lgu@gmail.com- For Local government units
- Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017-PS- Central Office).
- For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **RESOURCE DATA ANALYSIS BRANCH (RDAB) / NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY (NAMRIA)**
Region: **NCR**
Address: **Lawton Avenue, Fort Bonifacio, Taguig City**

Contact Person: **AUBREY GEORGE T. CORPUZ**
Position: **Supply Officer III**
E-mail :

Item & Specifications	Unit of Measure	Quantity Requirement																		UNIT COST	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May		June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
ITEMS																					
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
Common Electrical Supplies																					35,866.65
1 BATTERY, drycell, AA, 2 pieces per blister pack	pack		20		20	10				10				0				0	30	17.42	522.60
2 BATTERY, drycell, AAA, 2 pieces per blister pack	pack		20		20	10				10				0				0	30	15.03	450.90
Common Office Supplies																					29,352.59
1 ACETATE	roll		2		2	2				2				0				0	4	735.16	2,940.64
2 ALCOHOL, ethyl, 70%,scented,500ml	bottle		20		20	62				62				0				0	82	47.82	3,921.24
3 CLEARBOOK legal	pc				0	10				10				0				0	10	43.68	436.80
4 CLIP, Backfold, 19MM, 12 pieces per box	box		25		25					0				0				0	25	7.28	182.00
5 CLIP, Backfold, 25MM, 12 pieces per box	box		20		20					0				0				0	20	13.50	270.00
6 CLIP, Backfold, 32MM, 12 pieces per box	box		5		5					0				0				0	5	19.12	95.60
7 CLIP, Backfold, 50MM, 12 pieces per box	box		5		5					0				0				0	5	43.68	218.40
8 CORRECTION Tape	pc				0	10				10				0				0	10	31.20	312.00
9 DATAFILE Box	pc				0	20				20				0				0	20	69.78	1,395.60

10	ERASER, Felt, For Blackboard or whiteboard	piece	7	7					0				0			0	7	11.11	77.77
11	GLUE, all purpose, gross weight: 200 grams min	jars	10	10	2				2				0			0	12	44.18	530.16
12	MARKER, Whiteboard, Black per box	box	1	1					0				0			0	1	141.60	141.60
13	MARKER, Whiteboard, Blue per box	box	1	1					0				0			0	1	141.60	141.60
14	NOTEPAD, stick-on, 2x3, 100 sheets per pad	pad	20	20					0				0			0	1	141.60	141.60
15	NOTEPAD, stick-on, 3x3, 100 sheets per pad	pad	45	45					0				0			0	20	31.20	624.00
16	NOTEPAD, stick-on, 3x4, 100 sheets per pad	pad	35	35					0				0			0	45	40.54	1,824.30
17	PAPER Clip, 32mm, 100 pieces per box or 52 grams (min.)	box	30	30					0				0			0	35	54.06	1,892.10
18	PAPER Clip, 48mm, 100 pieces per box or 120 grams (min.)	box	30	30					0				0			0	30	6.76	202.80
19	PENCIL, lead with eraser, 1 dozen per box	box	6	6	4				4				0			0	30	13.52	405.60
20	RECORD book, 500 pages, size: 214mmx278mm min	book			15				15				0			0	10	19.62	196.20
21	RUBBER Band, 70mm min lay flat length (#18)	box	3	3	2				2				0			0	15	86.85	1,302.75
22	SIGN Pen, Blue, liquid/gel ink, 0.5mm needle tip	piece	20	20					0				0			0	5	105.85	529.25
23	TAPE Transparent, width: 24mm	roll	24	24	20				20				0			0	20	38.10	762.00
24	TAPE, Masking, width: 24mm	roll			15				15				0			0	44	17.37	764.28
25	TAPE, Masking, width: 48mm	roll			15				15				0			0	15	55.12	826.80
26	TAPE, Packaging, width: 48mm	roll	24	24	6				6				0			0	15	105.04	1,575.60
27	TOILET tissue paper 2-plys sheets, 150 pulls, 12 rolls in a	pack	60	60	30				30				0			0	30	32.74	982.20
													0			0	90	75.57	6,801.30
	Common Janitorial Services																		
1	INSECTICIDE, Aerosol type, net content: 600ml min	can			10				10				0			0	10		3,626.96
2	RAGS, all cotton, 32 pieces per kilo per bundle	bundle	15	15	5				5				0			0	20	117.52	1,175.20
3	SOAP, bathroom, 90grams, 1 piece in individual box	piece			6				6				0			0	6	43.68	873.60
4	TRASHBAG, Plastic, gusseted type, 10pcs per roll/pack	roll			10				10				0			0	10	22.36	134.16
													0			0	10	144.40	1,444.00
	Common Office Equipment																		
1	ELECTRIC Fan, Industrial Type	unit			2				2				0			0	2	956.80	1,913.60
	B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																		
	Common Electrical Supplies																		
1	BATTERY, Energizer AA (4 pcs/per pack)	pack	25	25	10				10				0			0			54,900.00
2	BATTERY, Energizer AAA (4 pcs/per pack)	pack	25	25	10				10				0			0	35	250.00	8,750.00
3	BATTERY, Energizer, Ultimate Lithium, AA 2pcs/pack	pack	50	50					0	10			10			0	35	250.00	8,750.00
4	BATTERY, Energizer, Ultimate Lithium, AAA 2pcs/pack	pack	20	20	10				10	10			10			0	60	360.00	21,600.00
																0	40	395.00	15,800.00
	Common Office Supplies																		
1	ACETATE, A4	pack	1	1					0				0			0			731,607.35
2	3-HOLE ring binder, black, A4, 1", D-Type with front and	pc			0				0	5			5			0	1	350.00	350.00
3	3-HOLE ring binder, black, A4, 2", D-Type with front and	pc			0				0	5			5			0	5	250.80	1,254.00
4	3-HOLE Puncher, KW-Trio #903	pc			0				0	1			1			0	5	264.00	1,320.00
5	BALLPEN, BLACK, Pilot brand 12/box	box	6	6	9				9	5			5			0	1	418.50	418.50
6	BALLPEN, BLUE, Pilot brand 12/box	box	6	6	9				9	5			5			0	20	455.00	9,100.00
7	BALLPEN with string for table/desk, blue and black	pc			0				0	12			12			0	20	455.00	9,100.00
8	BALLPEN, Better retractable ball point pen, black, fine	box			0				0	3			3			0	12	60.00	720.00
9	BALLPEN, Better retractable ball point pen, blue, fine	box			0				0	3			3			0	3	712.80	2,138.40
10	BOND paper, A3 size, Paper One, 80 gsm	ream	10	10	50				50				0			0	3	712.80	2,138.40
11	BOND paper, A4 size, Paper One, 80 gsm	ream	135	135	180				180	100			100			0	60	600.00	36,000.00
12	BOND paper, Legal size, Paper One, 80 gsm	ream	28	28	30				30				0			0	415	475.00	197,125.00
13	BOX, Storage, with Lid, legal, Blue/Black	pc	8	8					0				0			0	58	690.00	40,020.00
14	CD label sticker (little hole in the middle)	pack	74	74	10				10				0			0	8	405.00	3,240.00
15	CATALOG Envelop (10" x 13")	pack			0				0				0			0	84	50.00	4,200.00
16	CD Holder/Disc Bags (40 pockets)	pc	4	4					0	5			5			0	5	71.00	355.00
17	CD (recordable)	pc	175	175					0				0			0	4	115.00	460.00
18	CD (Re-writable)	pc	100	100					0				0			0	175	25.00	4,375.00
19	CD Case/Jacket Slim	pc	525	525					0				0			0	100	25.00	2,500.00
20	COMPACT Disk Rewritable, min. of 700MB with case	pc			40				40				0			0	525	7.00	3,675.00
													0			0	40	17.42	696.80

21	CD/DVD Sticker (10sheets/pack), white	pcks		50		50				0				0			50	65.00	3,250.00
22	CLEAR Book, Long 60 pockets, blue	pc				0				0	10			10			10	250.00	2,500.00
23	CLEAR Book, Comix F20A3 (A4 size) Blue	pc		3		3	50			50	20			20			73	235.00	17,155.00
24	CLEAR Book, Comix F20A3 (A3 size) Blue,Black	pc				0	60			60	30			30			90	235.00	21,150.00
25	CLEAR Book, Comix F20A3 (Legal size) Blue	pc		3		3				0				0			3	235.00	705.00
26	CORRECTION Fluid (Touch & Go)	pc		15		15				0				0			15	29.00	435.00
27	CORRECTION pen, white, 7ml	pc		5		5				0				0			5	132.00	660.00
28	CUTTER, heavy duty, Orions	pc		2		2				0				0			2	205.00	410.00
29	DOUBLE adhesive tape, 1/2" (3M)	pc				0	20			20				0			20	114.00	2,280.00
30	DOUBLE sided Heavy Duty 3M (24mm x 5.0m)	pc		10		10				0				0			10	550.00	5,500.00
31	DVD Recordable, 16x speed, 8GB capacity	pc		40		40	300			300				0			340	132.00	44,880.00
32	DVD Rewritable, 4x speed 4.75 GB capacity	pc		30		30	300			300				0			330	75.00	24,750.00
33	DVD-recordable	pc		400		400				0				0			400	25.00	10,000.00
34	DVD re-writable	pc		300		300				0				0			300	25.00	7,500.00
35	ELMER'S Glue	pc		6		6				0				0			6	250.00	1,500.00
36	ENVELOPE, expanding, plastic, long	pc				0	35			35				0			35	50.00	1,750.00
37	ENVELOP, Mailing Legal Size Document, 500 pcs per box	box				0	2			2				0			2	600.00	1,200.00
38	FACE Mask (disposable, 3ply w/Earloop, 50/box)	bx		2		2				0				0			2	150.00	300.00
39	FACE Mask, Surgical Disposable-3 ply	box				0				0	5			5			5	450.00	2,250.00
40	FOLDER, Expanding, Long	pc				0	100			100				0			100	20.00	2,000.00
41	FOLDER, Clear cover, A4	o.o.o				0	70			70				0			70	35.00	2,450.00
42	FOLDER, Plastic, Seagull, A4, Transparent (white with	pc				0	40			40	100			100			140	50.00	7,000.00
43	FOLDER, Plastic, Seagull, Long, Transparent (white with	pc				0				0	100			100			100	50.00	5,000.00
44	GLUE Gun, 10W	pc		5		5				0				0			5	100.00	500.00
45	GLUE Gun stick, 10 pc/pack	pack		5		5				0				0			5	79.75	398.75
46	GLUE, Elmers big	bottle				0	10			10				0			10	300.00	3,000.00
47	HI-TECPOINT V5 RT Pure liquid ink pen, Blue, 12 pcs/box	box				0	10			10				0			10	1,300.00	13,000.00
48	INDEX Clear Tab, Speedo	box		10		10	10			10				0			20	101.95	2,039.00
49	LASER Pointer	pc				0	1			1				0			1	760.00	760.00
50	MAGAZINE Box with cover, acid free, dark blue	pc				0				0	6			6			6	499.00	2,994.00
51	MAGAZINE File	pc		5		5				0				0			5	450.00	2,250.00
52	MAGIC Tape , 3 M , 1"	pc		10		10				0				0			10	300.00	3,000.00
53	MAGIC tape 1"	pc				0				0	20			20			20	100.00	2,000.00
54	MARKER, highlighter, green	pc		5		5				0				0			5	39.00	195.00
55	MARKER, highlighter, orange	pc		5		5				0				0			5	39.00	195.00
56	MARKER, Permanent, Pilot (2.0 - 4.5mm chisel tip) Black	pc		10		10				0				0			10	47.00	470.00
57	MARKER, Permanent, Pilot (2.0 - 4.5mm chisel tip) Blue	pc		5		5				0				0			5	47.00	235.00
58	MARKER, Whiteboard, Red	pc		4		4				0				0			4	50.00	200.00
59	MARKER, Whiteboard, Black	pc		6		6	15			15				0			21	50.00	1,050.00
60	MARKER, Whiteboard, Blue	pc		5		5	14			14				0			19	50.00	950.00
61	MIGHTY Bond Pioneer	pc		14		14				0				0			14	53.00	742.00
62	NOTEBOOK, Cororia, 100 sheets	pc		40		40	35			35				0			75	68.50	5,137.50
63	NOTEBOOK, Cororia, 100 sheets, Spiral, 178 x 254m	pc				0				0	30			30			30	120.00	3,600.00
64	NOTEBOOK, Cororia, Spiral, 60 Leaves 152 x 216m	pc		20		20				0				0			20	46.00	920.00
65	PAPER Fastener, Plastic, Prince	box		7		7				0				0			7	54.00	378.00
66	PAPER towel, bounty, white	roll				0				0	36			36			36	220.00	7,920.00
67	PAPER, Potor, legal, 20/pack	pack				0				0	5			5			5	389.00	1,945.00
68	PAPER, Photo, HP Advance, A4, 20pcs/pack	pack		52		52				0				0			52	369.00	19,188.00
69	PENCIL, Mongol #1 and #2	box				0				0	2			2			2	110.00	220.00
70	PENCIL Mongol #2	box		10		10				0	2			2			12	150.00	1,800.00
71	PENTEL pen, permanent, Black	pc				0	15			15				0			15	15.00	225.00
72	POST It, 3 x 3 inch, 12 pads per pad, assorted color	pack				0	12			12				0			12	300.00	3,600.00
73	POST It Sign Here	pack		60		60	30			30				0			90	169.00	15,210.00
74	POST It Notes Assorted Color (76mm x 76mm)	pad		5		5	10			10				0			15	120.00	1,800.00
75	PUNCHER	pc		3		3				0				0			3	320.00	960.00
76	RECORD Book, 500 pages	pc		5		5				0				0			5	130.00	650.00
77	RECORDBOOK, 300pages, size: 214 mm x 278 mm min	pc				0	10			10	6			6			16	200.00	3,200.00

78	RECORD Book 500 pages, size: 214 mm x 278 mm min	pc			0				0	15			15			0	15	200.00	3,000.00
79	RING Binder, 2 rings, Eagle Archfile 9301EPP/ECO, Legal ,	pc		100	100				0				0			0	100	216.00	21,600.00
80	RING Binder, A4, reusable, up to 45 sheets	box		2	2				0				0			0	2	215.00	430.00
81	RING Binder, A4, reusable, up to 95 sheets	box		4	4				0	10			10			0	14	255.00	3,570.00
82	RING Binder, A4, reusable, up to 145 sheets	box		2	2				0	10			10			0	12	155.00	1,860.00
83	RING Bind White (1/8" x 6mm)	pc			0				0	10			10			0	10	148.00	1,480.00
84	RING Bind White (5/16" x 8mm)	pc			0				0	10			10			0	10	170.00	1,700.00
85	RULER, Transparent, Faber Castel, 12"	pc		10	10				0				0			0	10	30.00	300.00
86	RULER, Transparent, 24"	pc		5	5				0				0			0	5	60.00	300.00
87	RULER, Transparent, 36"	pc		5	5				0				0			0	5	120.00	600.00
88	SCENTED gel, Glade, Lavender, 200g air freshner	pc			0				0	15			15			0	15	250.00	3,750.00
89	SCENTED gel, ocean escape, 200g air freshner	pc			0				0	15			15			0	15	250.00	3,750.00
90	SCISSOR, 8"	pc		5	5				0				0			0	5	55.00	275.00
91	SCOTCH Tape, 24mm, 50 meters	pc			0				0	20			20			0	5	90.50	1,810.00
92	SHARPENER, Desktop, 1 hole	pcs		5	5				0				0			0	5	300.00	1,500.00
93	SIGN pen Blue, Pilot Brand, G2-7	pcs		40	40				0				0			0	40	70.00	2,800.00
94	SIGN Pen , Pilot (Blue)	box		4	4				0				0			0	4	450.00	1,800.00
95	STAMP, customized	0.00			0	2			2				0			0	2	1,200.00	2,400.00
96	STAPLER, Heavy Duty, Max-HD-50DF	pc		2	2				0				0			0	2	700.00	1,400.00
97	STAPLER, Long Reach, 210 staple capacity, 1/4"staple size,	pc		2	2				0				0			0	2	2,500.00	5,000.00
98	STAPLE Wire, No. 35	box		8	8	10			10				0			0	18	58.00	1,044.00
99	STAPLE wire for long reach stapler	box		10	10				0				0			0	10	100.00	1,000.00
100	STICKEE GLUE Stick, AJ15, 15 grams	pc		15	15				0				0			0	15	35.00	525.00
101	STICKER Paper, Matte, A4, WHITE 10'S	pack		25	25				0				0			0	25	39.00	975.00
102	STICKER Paper, Matte, A4, 10 pcs/pack	pack		15	15				0				0			0	15	150.00	2,250.00
103	SURGICAL Gloves	pc		60	60				0				0			0	60	10.00	600.00
104	TAPE, double adhesive, 1/2"	pc		30	30				0				0			0	30	114.00	3,420.00
105	TAPE, Packaging, 2"	roll		35	35				0				0			0	35	50.00	1,750.00
106	TAPE, Scotch, 1" 50 yds 3m	roll		7	7				0				0			0	7	90.00	630.00
107	TAPE, Scotch, 24mm, 50 m	roll		26	26				0				0			0	26	90.50	2,353.00
108	TAPE masking width 24mm	roll			0				0	10			10			0	10	55.12	551.20
109	TAPE masking width 48 mm	roll		20	20				0				0			0	20	105.04	2,100.80
110	TAPE transparent width 24 mm	roll			0				0	10			10			0	10	50.00	500.00
111	TISSUE, Bathroom, Kleenex, 12's/pack	pack		75	75				0	25			25			0	100	490.00	49,000.00
112	TISSUE, Facial, Kleenex 380 sheets x 190 2 Ply 200m x	box		40	40	30			30	50			50			0	120	152.00	18,240.00
113	TRANSPARENCY Film for Plain Paper Copiers, 3M, 100	pack		2	2				0				0			0	2	450.00	900.00
114	TWIST Tie with cutswood, 30m, black	pack		10	10				0				0			0	10	50.00	500.00
115	VELLUM Board 200GSM, A4, 10 sheets/pack	pack		35	35				0				0			0	35	40.00	1,400.00
Common Janitorial Supplies																			
1	AIR Freshener, lemon scent, Glade, 320mL	bottle		10	10	12			12	5			5			0	27	395.00	10,665.00
2	AIR Freshener, orange scent, Glade, 320 mL	bottle			0				0	5			5			0	5	395.00	1,975.00
3	AIR Freshener, scented gel, GLade, Lavender, 200 g	pc			0	15			15				0			0	15	250.00	3,750.00
4	AIR Freshener, scented gel, GLade, Ocean Escape, 200 g	pc			0	15			15				0			0	15	250.00	3,750.00
5	AIR Freshener, Glade, 320ml.	bottle		10	10				0				0			0	15	250.00	3,750.00
6	ANTI Dust Mites, Spray, Allercon, anti allergy, 500 ml,	bottle			0				0	5			5			0	10	450.00	4,500.00
7	ALCOHOL-BASED Hand Sanitizer 1000 ml	bottle			0				0	5			5			0	5	480.00	2,400.00
8	ALCOHOL, 70% Isopropyl, with moisturizer, 500mL	bottle		40	40				0	5			5			0	5	400.00	2,000.00
9	ALCOHOL, Isoprophyl, Biogenic 500ml.	bottle			0				0				0			0	40	88.00	3,520.00
10	ALCOHOL, Isoprophyl, Biogenic 500ml. with spray	bottle			0				0	20			20			0	20	290.00	5,800.00
11	DISINFECTANT, Lysol, 12 oz.	can		15	15				0	20			20			0	20	290.00	5,800.00
12	DISH washing Liquid, Joy, 500 ml., Antibacterial (Blue)	bottle		10	10				0	30			30			0	45	600.00	27,000.00
13	DISH washing liquid soap 800ml antibac	pc.			0	17			17	10			10			0	10	200.00	2,000.00
14	DISH washing paste, Smart Anti-bacterial, lemon, big	pc		65	65				0	10			10			0	27	300.00	8,100.00
15	FURNITURE Cleaner, Pledge	bottle		3	3				0				0			0	75	50.00	3,750.00
16	GLASS Cleaner Spray 500ml	pc			0				0	5			5			0	3	450.00	1,350.00
17	HAND Soap, liquid, antibac, Jergens, big	bottle		17	17				0	10			10			0	27	317.00	1,585.00
																		280.00	7,560.00

18	INSECTICIDE, Baygon, Orange Scent	bottle	2	2				0	15		15			0	17	475.00	8,075.00
19	MULTI-INSECT Killer, (Baygon Protector, 500 ml)	bottle	5	5				0			0			0	5	450.00	2,250.00
20	PAPER towel (Bounty, white)	roll		0	15			15	36		36			0	51	430.00	21,930.00
21	RAGS, white cotton, round	kilo	10	10				0			0			0	10	130.00	1,300.00
22	RAG, Franela	pc		0				0	30		30			0	30	40.00	1,200.00
23	WIPE Out, dirt and stain remover	pc	10	10				0			0			0	10	350.00	3,500.00
Consummables																	
1	INK Cartridge, HP # 21, Black	cart	10	10				0			0			0	10	1,100.00	11,000.00
2	INK Cartridge, Epson 664, Black	bottle	10	10				0			0			0	10	250.00	2,500.00
3	INK Cartridge, Epson 664, Cyan	bottle	10	10				0			0			0	10	250.00	2,500.00
4	INK Cartridge, Epson 664, Magenta	bottle	10	10				0			0			0	10	250.00	2,500.00
5	INK Cartridge, Epson 664, Yellow	bottle	10	10				0			0			0	10	250.00	2,500.00
6	INK Cartridge, HP # 46, Black	cart	15	15				0	6		6			0	10	250.00	2,500.00
7	INK Cartridge, HP # 46, colored	cart	15	15				0	6		6			0	21	675.00	14,175.00
8	INK Cartridge, HP # 96, Black	cart	10	10				0			0			0	21	675.00	14,175.00
9	INK Cartridge, HP # 704, Black	cart	30	30	22			22			0			0	10	1,800.00	18,000.00
10	INK Cartridge, HP # 704, Tri-Color	cart	20	20	20			20			0			0	52	450.00	23,400.00
11	INK Cartridge, HP # 932 XL, Black	cart	51	51	30			30			0			0	40	500.00	20,000.00
12	INK Cartridge, HP # 933 XL, Cyan	cart	47	47	30			30			0			0	81	2,100.00	170,100.00
13	INK Cartridge, HP # 933 XL, Magenta	cart	30	30	30			30			0			0	77	1,230.00	94,710.00
14	INK Cartridge, HP # 933 XL, Yellow	cart	30	30	30			30			0			0	60	1,230.00	73,800.00
15	INK Cartridge, HP# 678, Black	cart	15	15				0	12		12			0	60	1,230.00	73,800.00
16	INK Cartridge, HP# 678, Tri Color	cart	24	24				0	12		12			0	27	780.00	21,060.00
17	INK Cartridge, HP # 680, Black	cart		0	60			60			12			0	36	780.00	28,080.00
18	INK Cartridge, HP # 680, Colored	cart		0	60			60			0			0	60	450.00	27,000.00
19	INK Cartridge, HP #680, Black	cart	35	35				0	12		12			0	60	450.00	27,000.00
20	INK Cartridge, HP # 680, Tri-color	cart	35	35				0	12		12			0	47	720.00	33,840.00
21	OCE TDS Toner plotwave 300	btls	10	10				0	12		12			0	47	720.00	33,840.00
22	T5633 - Magenta, Epson 9800	Cart	8	8				0			0			0	10	12,150.00	121,500.00
23	T5639 - Light Light Black, Epson 9800	Cart	8	8				0			0			0	8	5,800.00	46,400.00
24	T6031 - Photo Black, Epson 9800	Cart	8	8				0			0			0	8	5,800.00	46,400.00
25	T6035 - Light, Cyan, Epson 9800	Cart	5	5				0			0			0	8	5,800.00	46,400.00
26	T6361 Photo Black Cartridge, 700ml	Cart		0	2			2			0			0	5	5,800.00	29,000.00
27	T6362 Cyan Cartridge, 700ml	Cart		0	2			2			0			0	2	19,600.00	39,200.00
28	T6363 Vivid Magenta Cartridge, 700ml	Cart		0	1			1			0			0	2	19,600.00	39,200.00
29	T6364 Yellow Cartridge, 700ml	Cart		0	2			2			0			0	1	19,600.00	19,600.00
30	T6365 Light Cyan Cartridge, 700ml	Cart		0	2			2			0			0	2	19,600.00	39,200.00
31	T6366 Vivid Light Magenta, 700ml	Cart		0	2			2			0			0	2	19,600.00	39,200.00
32	T6368 Matte Black Cartridge, 700ml	Cart		0	1			1			0			0	2	19,600.00	39,200.00
33	T6369 Light Light Black Cartridge, 700ml	Cart		0	2			2			0			0	1	19,600.00	19,600.00
34	T636A Orange Cartridge, 700ml	Cart		0	1			1			0			0	2	19,600.00	39,200.00
35	T636B Green Cartridge, 700ml	Cart		0	2			2			0			0	1	19,600.00	19,600.00
Office Equipment and Accessories																	
1	AIR Revitalizer, Cone shaped, 2L	unit		0				0	5		5			0	5	1,750.00	8,750.00
2	AIR Humidifier oil refill	bottle		0	5			5			0			0	5	700.00	3,500.00
3	AROMA Scent oil for air revitalizer, 3-in-1, 3 bottles/pack	bottle		0				0	10		10			0	10	650.00	6,500.00
4	BINDING Machine, heavy duty	unit	1	1				0			0			0	1	12,000.00	12,000.00
5	COVER, Plastic (36"x 50 yards)	roll	2	2				0			0			0	2	2,500.00	5,000.00
6	MAINTENANCE Tank, EPSON Stylus 9900	box		0				0	6		6			0	6	2,400.00	14,400.00
7	MAP tube	pc	10	10				0			0			0	10	185.00	1,850.00
8	OVEN Toaster, 3D	pc	1	1				0	1		1			0	2	1,800.00	3,600.00
9	PAPER, Glossy (36" x 50 yards) OCE	roll	12	12	5			5			0			0	17	5,850.00	99,450.00
10	PAPER, Photo, Glossy, A4, 20 sheets/pack	pack		0	10			10	6		6			0	16	250.00	4,000.00
11	PAPER, Photo, Matte (36" x 50 yards)	roll	1	1	10			10			0			0	11	5,850.00	64,350.00
12	PAPER, Photo, Glossy (36" x 50 yards)	roll		0				0	10		10			0	10	7,000.00	70,000.00

13	PAPER, Plotter (36" x 50 yards) OCE	roll		39		39	30				30	50			50			0	119	1,200.00	142,800.00
14	PAPER, Plotter (36" x 50 yards), 3" core	roll		30		30					0				0			0	30	2,730.00	81,900.00
15	PAPER, Plotter (36" x 50 yards), Coated	roll		9		9					0				0			0	9	4,000.00	36,000.00
16	PAPER shredder	unit		1		1					0				0			0	1	5,000.00	5,000.00
17	REFRIGERATOR, Condura, CSD211 SA Silver	unit		1		1					0				0			0	1	15,000.00	15,000.00
Office Furnitures & Fixtures																					
1	DOCUMENT File Cabinet, A3, 5 layers	o.o				0	3				3				0			0	3	2,750.00	365,250.00
2	FILE Flip Holder, Rack	o.o				0	1				1				0			0	1	1,500.00	1,500.00
3	SOFA, 6 seaters	pc		1		1					0				0			0	1	10,000.00	10,000.00
4	STEEL Cabinet, 4 drawers	pc		13		13					0	12			12			0	25	13,500.00	337,500.00
5	TABLE, Center	pc				0	2				2				0			0	2	4,000.00	8,000.00
Photographic or Filming or Video Equipment																					
1	CAMERA, EF-S 55-250mm STM Telephoto Zoom Lens	unit				0					0	12			12			0	12	10,684.00	245,208.00
2	CAMERA, Nikon Coolpix AW130	unit		6		6					0				0			0	6	19,500.00	117,000.00
Cleaning Equipment and Supplies																					
1	WASTE bin 5 liter stainless	pc				0					0	5			5			0	5	800.00	4,000.00
Electrical Equipment & Components & Supplies																					
1	EXTENSION Cord, Akari AEC-88K5, 5 gang with individual	pc				0					0	5			5			0	5	850.00	7,050.00
2	VOLTAGE Surge Protector, Panther, 5meters	pc		4		4					0				0			0	4	700.00	2,800.00
Computer Equipment and Accessories																					
1	DRIVE, Internal Optical	unit		2		2					0				0			0			450,679.00
2	FLASH Drive, 16GB USB 2.0, plug and play	unit				0					0	10			10			0	2	1,100.00	2,200.00
3	FLASH Drive, 32GB USB 2.0, plug and play	unit				0					0	8			8			0	10	700.00	7,000.00
4	FLASH Drive, 32GB USB	unit		4		4					0				0			0	8	1,000.00	8,000.00
5	FLASH DRIVE, ultra dual USB, 128GB	pc				0	15				0				0			0	4	850.00	3,400.00
6	HARD Drive, External, 1TB (Seagate)	pc		3		3					15				0			0	15	3,375.00	50,625.00
7	HARD Drive, External, 4TB (Seagate)	pc		3		3					0				0			0	3	4,493.00	13,479.00
8	HARD Drive, External, 4TB, Backup plus Portable, USB 3.0	unit		6		6					0				0			0	3	13,000.00	39,000.00
9	HARD Drive, Portable External (2.5") 1 TB	unit				0					0				0			0	6	11,700.00	70,200.00
10	HARD Drive, Portable HDD (Seagate HDD 2 Terrabyte	unit				0					0	10			10			0	10	5,000.00	50,000.00
11	LASER POINTER, red	pc		10		10					0	10			10			0	10	6,750.00	67,500.00
12	MEMORY, Micro SD 16 GB Class 10	unit		5		5					0				0			0	10	700.00	7,000.00
13	MONITOR, Samsung LC24 F30, Curved 24-inch, FHD	unit				0					0	5			5			0	5	500.00	2,500.00
14	MOUSE, USB	pc		7		7					0				0			0	5	14,500.00	72,500.00
15	MOUSE, Wireless	unit		6		6					0				0			0	7	350.00	2,450.00
16	POWER Supply, ATX 750watts, FSP	unit				0	3				3				0			0	6	350.00	2,100.00
17	PRESENTER, Wireless, R400 logitech	pc		2		2					0				0			0	3	4,725.00	14,175.00
18	RAM, 8GB DDR3L for Lenovo C40 laptop	pc		2		2					0				0			0	2	2,500.00	5,000.00
19	ROLLER, Developer, AOOJ-5636-00	pc		6		6					0				0			0	2	5,200.00	10,400.00
20	ROLLER, A143-PP52-00	pc		2		2					0				0			0	6	700.00	4,200.00
21	UPS, APC, 650VA	unit				0					0	2			2			0	2	600.00	1,200.00
Repair & Maintenance																					
1	PCRD allocated					0	1				1				0			0	1	60,000.00	215,000.00
2	GID allocated					0	1				1				0			0	1	5,000.00	60,000.00
3	LCD allocated					0	1				1				0			0	1	150,000.00	5,000.00
CAPITAL OUTLAY																					
Other ICT Equipment																					
1	MOBILE Wifi	unit				0	15				15				0			0	15	2,000.00	237,000.00
2	PRINTER, Laserjet	unit				0	1				1				0			0	1	8,000.00	30,000.00
3	PRINTER, Mobile, All-in-One	unit				0	1				1				0			0	1	9,000.00	8,000.00

4	Tablet	unit			0	19			19			0			0	19	10,000.00	190,000.00
ICT Machinery & Equipment Outlay																		
1	COMPUTER, Desktop, High-end, All-in-one	unit			0	15			15			0			0	15	198,000.00	2,970,000.00
2	COMPUTER, Laptop, High-end	unit			0	12			12			0			0	12	170,000.00	2,040,000.00
3	COMPUTER, Server, Rack-type, High-end	unit			0	1			1			0			0	1	2,100,000.00	2,100,000.00
4	CAMERA, Digital, Underwater with GPS	unit			0	15			15			0			0	15	30,000.00	450,000.00
5	GPS	unit			0	15			15			0			0	15	30,000.00	450,000.00
6	PLOTTER, All-in-One	unit			0	1			1			0			0	1	450,000.00	450,000.00
ICT Software																		
1	ICT SOFTWARE, ENVI	license			0	5			5			0			0	5	1,700,000.00	8,500,000.00
2	ICT SOFTWARE, Microsoft Operating System- Server	license			0	1			1			0			0	1	42,000.00	42,000.00
3	ICT SOFTWARE, Microsoft Office - Professional	license			0	30			30			0			0	30	25,000.00	750,000.00
4	ICT SOFTWARE, Microsoft Operating System- Desktop	license			0	30			30			0			0	30	13,000.00	390,000.00
Photographic or Filing or Video Equipment																		
1	DSLR Camera			3	3				0			0			0	3	25,000.00	75,000.00
2	Go-Pro Hero 5 Black (Action Cam)			3	3				0			0			0	3	23,500.00	70,500.00
Computer Equipment and Accessories																		
1	Desktop (Dell Inspiron 7459 AIO Desktop PC 33.8 - inch FHD/Core i7-6700)			7	7				0			0			0	7	98,800.00	691,600.00
2	Laptop (Asus ROG)			7	7				0			0			0	7	65,500.00	458,500.00
Office Equipment and Accessories																		
1	Smart TV Monitor, 55 (for Powerpoint Presentation)			1	1				0			0			0	1	69,500.00	69,500.00
2	Handheld GPS			3	3				0			0			0	3	45,000.00	135,000.00
C. TOTAL (A + B):																		
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		
E. GRAND TOTAL (C + D)																		
F. APPROVED BUDGET BY THE AGENCY HEAD																		
G. MONTHLY CASH REQUIREMENTS																		
G.1 Available at Procurement Service Stores																		
G.2 Other Items not available at PS but regularly purchased from other																		
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 supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


AUBREY GEORGET CORPUZ
Supply Officer III

Certified Funds Available/
Certified Appropriate Funds Available:


AMELITO M. DELA CRUZ
Accountant/
Local Budget Officer

Approved by:


DR. PETER N. TIANGCO, CESO I
NAMRIA Administrator

Date Prepared:

ANNUAL PROCUREMENT PLAN FOR 2018
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 (Oroquieta) 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 ps-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 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.
- 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.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
 - ps.app.lgu@gmail.com - For Local government units
- Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
- For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **HYDROGRAPHY BRANCH (HB) /**
NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY (NAMRIA)

Contact Person: **AUBREY GEORGE T. CORPUZ**
Position: **Supply Officer III**
E-mail :

Region: **NCR**

Address: **Lawton Avenue, Fort Bonifacio, Taguig City**

Item & Specifications	Unit of Measure	Quantity Requirement																	UNIT COST	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
ITEMS																				
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
Common Electrical Supplies																				278,947.17
1 BATTERY, drycell, AA, 2 pieces per blister pack	pack				0			5	5				0				0	5	17.42	87.10
Common Office Supplies																				87.10
1 ALCOHOL, ethyl, 70% scented, 500ml	bottle				0	60			60				0				0	60	47.82	2,869.20
2 CLEARBOOK A4	pc				0			40	40				0				0	40	39.52	1,580.80
3 CLEARBOOK legal	pc				0			40	40				0				0	40	43.68	1,747.20
4 CLIP, Backfold, 19MM, 12 pieces per box	box				0	18			18				0				0	18	7.28	131.04
5 CLIP, Backfold, 25MM, 12 pieces per box	box				0	38			38				0				0	38	13.50	513.00
6 CLIP, Backfold, 32MM, 12 pieces per box	box				0	18		10	28	10			10				0	38	19.12	726.56
7 CLIP, Backfold, 50MM, 12 pieces per box	box				0	18		10	28	10			10				0	38	43.68	1,659.84
8 CORRECTION Tape	pc				0			30	30				0				0	30	31.20	936.00
9 CUTTER blade, 10pcs per tube	tube				0	7		10	17				0				0	17	9.19	156.23

10	DATA Folder	pc			0		50	50			0			0	50	68.64	3,432.00
11	DATAFILE Box	pc			0		105	105			0			0	105	69.78	7,326.90
12	DVD Rewritable, per piece	pc			0		20	20			0			0	20	21.79	435.80
13	ENVELOPE, Documentary for A4 size document, 500 pieces	box		1	0		2	3			0			0	3	381.54	1,144.62
14	ENVELOPE, Documentary for legal size document, 500	box		2	0		1	3			0			0	3	507.40	1,522.20
15	ENVELOPE, expanding, kraftboard legal size document,	box		6	0			6			0			0	6	621.71	3,730.26
16	FOLDER, fancy, A4, 50 pieces per bundle	bundle			0		23	23			0			0	23	234.00	5,382.00
17	FOLDER, fancy, L-Type, A4 size, 50 pieces per pack	pack			0		3	3			0			0	3	186.40	499.20
18	FOLDER, fancy, L-Type, legal, 50 pieces per pack	pack			0		3	3			0			0	3	203.84	611.52
19	FOLDER, fancy, legal, 50 pieces per bundle	bundle			0		23	23			0			0	23	291.20	6,697.60
20	FOLDER, pressboard	box			0		2	2			0			0	2	746.72	1,493.44
21	FOLDER, tagboard for A4 size documents, 100pcs/pack	pack			0		2	2			0			0	2	179.28	358.56
22	FOLDER, tagboard for legal size documents, 100pcs/pack	pack			0		3	3			0			0	3	200.37	601.11
23	GLUE, all purpose, gross weight: 200 grams min	jars			0		10	10			0			0	10	44.18	441.80
24	MARKER, Permanent, Black, per piece	piece			0		30	30			0			0	30	9.65	289.50
25	MARKER, Permanent, Blue, per piece	piece			0		30	30			0			0	30	9.65	289.50
26	MARKER, Permanent, Red, per piece	piece			0		30	30			0			0	30	9.65	289.50
27	MARKER, Whiteboard, Black per box	box			0		2	2			0			0	2	141.60	283.20
28	MARKER, Whiteboard, Blue per box	box			0		2	2			0			0	2	141.60	283.20
29	MARKER, Whiteboard, Red per box	box		2	0			2			0			0	2	141.60	283.20
30	NOTEPAD, stick-on, 2x3, 100 sheets per pad	pad			0		20	20			0			0	20	31.20	624.00
31	NOTEPAD, stick-on, 3x3, 100 sheets per pad	pad		50	0			50	30		30			0	80	40.54	3,243.20
32	NOTEPAD, stick-on, 3x4, 100 sheets per pad	pad			0		33	33			0			0	33	54.06	1,783.98
33	PAPER Clip, 32mm, 100 pieces per box or 52 grams (min.)	box		6	0		7	13			0			0	13	6.76	87.88
34	PAPER Clip, 48mm, 100 pieces per box or 120 grams (min.)	box		12	0		15	27			0			0	27	13.52	365.04
35	PAPER, Multi-purpose, 70 gsm., size: 210mm x 297mm (A4)	ream			0			0	150		150			0	150	91.94	13,791.00
36	PAPER, Multi-purpose, 70 gsm., size: 216mm x 330mm (Legal)	ream			0			0			50			0	50	114.35	5,717.50
37	PAPER, Parchment, 100 sheets per box	box			0		5	5			0			0	5	92.04	460.20
38	PENCIL, lead with eraser, 1 dozen per box	box		10	0		16	26			0			0	26	19.62	510.12
39	PUSH pin, 100 pcs per case	case			0		5	5			0			0	5	24.96	124.80
40	RECORD book, 300 pages, size: 214mmx278mm min	book			0		40	40			0			0	40	60.32	2,412.80
41	RECORD book, 500 pages, size: 214mmx278mm min	book			0		31	31			0			0	31	86.85	2,692.35
42	RUBBER Band, 70mm min lay flat length (#18)	box		8	0		10	18			0			0	18	105.85	1,905.30
43	SCISSORS, symmetrical, blade length: 65mm, 1 piece in	pair			0		24	24			0			0	24	15.53	372.72
44	SIGN Pen, Black, liquid/gel ink, 0.5mm needle tip	piece			0		60	60			0			0	60	38.10	2,286.00
45	SIGN Pen, Blue, liquid/gel ink, 0.5mm needle tip	piece			0		60	60			0			0	60	38.10	2,286.00
46	STAMP Pad Ink, purple or violet, 50ml (min)	bottle			0		2	2			0			0	2	24.63	49.26
47	STAMP Pad, Felt, bed dimension: 60mm x 100mm	piece			0		2	2			0			0	2	27.66	55.32
48	TAPE Dispenser, table top, 1 inch	piece			0		5	5			0			0	5	47.72	238.60
49	TAPE Transparent, width: 24mm	roll		15	0		21	36			0			0	36	17.37	625.32
50	TAPE, Masking, width: 24mm	roll			0		24	24			0			0	24	55.12	1,322.88
51	TAPE, Masking, width: 48mm	roll		12	0			12			0			0	12	105.04	1,260.48
52	TAPE, Packaging, width: 48mm	roll			0		12	12			0			0	12	32.74	392.88
53	TOILET tissue paper 2-plys sheets, 150 pulls, 12 rolls in a	pack		20	0		62	82			0			0	82	75.57	6,196.74
Common Office Devices																	
1	CUTTER Blade, 10pieces per tube	tube			0		60	60			0			0	60	9.19	551.40
2	CUTTER knife	piece		12	0		18	30			0			0	30	19.76	592.80
Common Janitorial Services																	
1	AIR freshener, aerosol, 280ml/ 150g min.	can			0			0	50		50			0	50	83.20	4,160.00
2	CLEANER, TOILET Bowl and Urinal, 900ml cap	bottle		22	0		22	40			40			0	62	41.60	2,579.20
3	DETERGENT powder, all purpose, 1kg per plastic pouch	pouch			0			0	50		50			0	50	37.43	1,871.50
4	DISINFECTANT Spray, aerosol type	can			0			0	50		50			0	50	119.60	5,980.00
5	INSECTICIDE, Aerosol type, net content: 600ml min	can		12	0			12	50		50			0	62	117.52	7,286.24
6	RAGS, all cotton, 32 pieces per kilo per bundle	bundle		50	0			50	53		53			0	103	43.68	4,499.04

7	TRASHBAG, Plastic, gusseted type, 10pcs per roll/pack	roll			0	42			42	40			40			0	82	144.40	11,840.80
8	WASTE basket, non rigid plastic	pc			0			15	15				0			0	15	23.90	358.50
Common Office Equipment																			
1	CALCULATOR, Compact, electronic, 12 digits cap, 1 unit in	unit			0	12			12				0			0	12	142.36	4,578.72
2	ELECTRIC Fan, Industrial Type	unit			0			3	3				0			0	3	956.80	1,708.32
Common Computer Supplies																			
1	FLASH drive, 16 GB capacity, 1 piece in individual blister	piece			0	12			12				0			0	12	194.48	2,333.76
Consummables																			
1	INK Cart, HP C9351AA, (HP21), Black	cart			0				0	35			35			0	35	650.00	137,708.76
2	INK Cart, HP C9352AA, (HP22), Tri-color	cart			0				0	35			35			0	35	756.92	22,750.00
3	INK Cart, HP CN046AA, (HP951XL), Cyan	cart			0				0	3			3			0	3	1,175.20	26,492.20
4	INK Cart, HP CN047AA, (HP951XL), Magenta	cart			0				0	3			3			0	3	1,180.40	3,525.60
5	INK Cart, HP CN048AA, (HP951XL), Yellow	cart			0				0	3			3			0	3	1,180.40	3,541.20
6	INK Cartridge, HP CD887AA, (HP703), Black	cart			0	12			12				0			0	12	346.32	4,155.84
7	INK Cartridge, HP CD888AA, (HP703), Tri-Color	cart			0	12			12				0			0	12	358.80	4,305.60
8	INK Cartridge, HP CZ107AA, (HP678), Black, Ink Advantage	cart			0	78			78				0			0	78	357.76	27,905.28
9	INK Cartridge, HP CZ108AA, (HP678), Tri-Color, Ink	cart			0	78			78				0			0	78	360.88	28,148.64
10	INK Cartridge, PG-740, Tri-color	cart			0			4	4				0			0	4	702.00	2,808.00
11	INK Cartridge, PG-741, Tri-color	cart			0			5	5				0			0	5	819.52	4,097.60
12	TONER Cart, HP CB436A, Black	cart			0			2	2				0			0	2	3,218.60	6,437.60
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																			
Common Electrical Supplies																			
1	BATTERY, BK-3 MCCA8BA Eneloop, AA, New 2100 Cycle	pack			0			50	50				0			0	50	1,000.00	50,000.00
2	BATTERY, BQ-CC175BA Eneloop, advanced individual	pack			0			6	6				0			0	6	1,500.00	9,000.00
3	BATTERY size AA advanced lithium 4pcs/pack	pack			0	5			5				0			0	5	660.00	3,300.00
4	BATTERY size AAA advanced lithium 4pcs/pack	pack			0	5			5				0			0	5	660.00	3,300.00
5	BATTERY, CMOS, CR2032	pc			0			30	30				0			0	30	34.00	1,020.00
Common Office Supplies																			
1	BALLPEN, BLACK, Pilot brand 12/box	box			0			8	8				0			0	8	455.00	3,640.00
2	BALLPEN, BLUE, Pilot brand 12/box	box			0			8	8				0			0	8	455.00	3,640.00
3	BALLPEN, Red, Pilot brand 12/box	box			0			3	3				0			0	3	350.00	1,050.00
4	BALLPEN, Pilot, G-TEC C4, 0.4 Ultrafine, Blue	pc			0			84	84				0			0	84	50.00	4,200.00
5	BALLPEN with string for table/desk, blue and black	pc			0			24	24				0			0	24	60.00	1,440.00
6	BALLPEN, HBW 2000, Black	box			0	5		5	10				0			0	10	169.00	1,690.00
7	BALLPEN, HBW 2000, Red	box			0			5	5				0			0	5	169.00	845.00
8	BINDER Clips 32 mm black, metal	box			0			3	3				0			0	3	21.00	63.00
9	BOND Paper, Multi-Purpose Ultra White, Long	ream			0			50	50				0			0	50	475.00	23,750.00
10	BOND paper, A4 size, Paper One, 80 gsm	ream			0	39		40	79				0			0	79	475.00	37,525.00
11	BOND paper, Legal size, Paper One, 80 gsm	ream			0	29		30	59				0			0	59	690.00	40,710.00
12	BOND paper, Letter size, Paper One, 80 gsm	ream			0	28		30	58				0			0	58	420.00	24,360.00
13	BOND paper, A4 size, Paper One, 70 gsm	ream			0			200	200				0			0	200	273.00	54,600.00
14	BOARD paper, Letter size, 200 gsm, High White (10pcs /	pack			0			150	150				0			0	150	50.00	7,500.00
15	BOOK Paper (38 x 52) 70 lbs/sheet	sheet			0			35000	35000				0			0	35000	27.00	945,000.00
16	BROWN Envelope Ordinary Long	box			0	7			7				0			0	7	400.00	2,800.00
17	BROWN Envelope Ordinary Short	box			0			7	7				0			0	7	350.00	2,450.00
18	CASH Book, Official	book			0	2			2				0			0	2	375.00	750.00
19	CD label sticker (little hole in the middle)	pack			0			10	10				0			0	10	60.00	500.00
20	CD (Re-writable)	pc			0			40	40				0			0	40	25.00	1,000.00
21	CHART Paper, 38" x 52", 120 lbs, pc	pc			0			15000	15000				0			0	15000	50.00	750,000.00
22	CHROME Coat Paper (glossy on one side)	pc			0			1000	1000				0			0	1000	45.00	45,000.00
23	COMPACT Disk Recordable, min. of 700MB with case	pc			0			200	200				0			0	200	10.00	2,000.00
24	CORRECTION Tape, 5mm x 10m	pc			0	30			30				0			0	30	100.00	3,000.00

25	CORRECTION Tape (Whiper MR)	pc			0	30			30				0			0	30	100.00	3,000.00
26	CUTTER, heavy duty, Orions	pc			0	2			2				0			0	2	205.00	410.00
27	CUTTER, spare blades, BD100, 5 pcs/pack	pack			0	2			2				0			0	2	100.00	200.00
28	DIGITAL Thermal Plate (Ultra-Blue RAYE) size 1430 x	pc			0			80	80				0			0	80	3,630.00	290,400.00
29	DOUBLE adhesive tape, 1/2"	pc			0			5	5				0			0	5	450.00	2,250.00
30	DVD RW, Imitation 4 x 2 HR 10's	box			0			35	35				0			0	35	350.00	12,250.00
31	DVD-RECORDABLE 16x	pc			0			11	11				0			0	11	35.00	385.00
32	ENVELOPE, expanding, plastic, long	pc			0	40		40	80				0			0	80	50.00	4,000.00
33	ENVELOPE, Expanding, A4 size kraftboard	pc			0	200		100	300				0			0	300	25.00	7,500.00
34	ERASER (Staedler)	pc			0			40	40				0			0	40	75.00	3,000.00
35	FASTENER, Paper, (plastic, assorted color)	box			0			15	15				0			0	15	70.00	1,050.00
36	FOLDER, Expanding, Long	pc			0	100		100	200				0			0	200	20.00	4,000.00
37	FOLDER, Expanding, Short	pc			0			100	100				0			0	100	15.00	1,500.00
38	FOLDER, Expanding, A4, assorted color	pc			0	50		50	100				0			0	100	25.00	2,500.00
39	FULL Adhesive Rolls, post-it	pc			0	15			15				0			0	15	380.00	5,700.00
40	GLUE Stick permanent adhesive 7.08g	pc			0			10	10				0			0	10	50.00	500.00
41	GLUE, Elmers big	bottle			0			10	10				0			0	10	300.00	3,000.00
42	GUM Arabic Concentrate 10 liters	0.00			0			2	2				0			0	2	4,800.00	9,600.00
43	HIGHLIGHTER, original vibrant, chisel tip draws, stabilo	pc			0	30			30				0			0	30	65.00	1,950.00
44	HI-TECPOINT V5 RT Pure liquid ink pen, Black, 12 pcs/box	box			0	2			2				0			0	2	1,300.00	2,600.00
45	HI-TECPOINT V5 RT Pure liquid ink pen, Blue, 12 pcs/box	box			0	2			2				0			0	2	1,300.00	2,600.00
46	HP Coated Paper, C6020B, 36"x150ft, roll	roll			0			105	105				0			0	105	9,500.00	997,500.00
47	HP Univ. Semi-gloss Photo Paper, 36" x 100', roll	roll			0			20	20				0			0	20	15,550.00	311,000.00
48	IMAGE Pen Corrector, negative	0.00			0			1	1				0			0	1	501.00	501.00
49	MARKER, highlighter, pink	pc			0			25	25				0			0	25	39.00	975.00
50	MARKER, highlighter, yellow	pc			0			25	25				0			0	25	39.00	975.00
51	MARKER, Permanent, Pilot (2.0 - 4.5mm chisel tip) Black	pc			0			10	10				0			0	10	47.00	470.00
52	MARKER, Whiteboard, Red	pc			0			6	6				0			0	6	50.00	300.00
53	MARKER, Whiteboard, Black	pc			0			6	6				0			0	6	50.00	300.00
54	MARKER, Whiteboard, Blue	pc			0			6	6				0			0	6	50.00	300.00
55	MARKER, Whiteboard, Green	pc			0			6	6				0			0	6	50.00	300.00
56	MIXING White Ink and Resins LTD or equivalent	pc			0			6	6				0			0	6	2,500.00	15,000.00
57	OFFSET Press Ink, Toyo, black	pc			0			10	10				0			0	10	2,473.00	24,730.00
58	OFFSET Press Ink, Toyo, blue	pc			0			10	10				0			0	10	2,668.00	26,680.00
59	OFFSET Press Ink, Toyo, magenta	pc			0			10	10				0			0	10	2,668.00	26,680.00
60	OFFSET Press Ink, Toyo, yellow	pc			0			10	10				0			0	10	2,668.00	26,680.00
61	NOTEBOOK, Corona, 100 sheets	pc			0	10		12	22				0			0	22	68.50	1,507.00
62	NOTEBOOK/EXECUTIVE Organizer	pc			0	4			4				0			0	4	1,000.00	4,000.00
63	NOTEPAD, stick-on, 3x3, 100 sheets per pad, assorted color	pack			0	10		5	15				0			0	15	830.00	12,450.00
64	NOTEPAD, stick-on, 3x4, 100 sheets per pad, assorted color	pack			0	10		5	15				0			0	15	1,081.20	16,218.00
65	NOTEPAD, stick-on, 2x3, 100 sheets per pad, assorted color	pack			0	10		5	15				0			0	15	624.00	9,360.00
66	PAPER Clip, Big	box			0	10		13	23				0			0	23	70.00	1,610.00
67	PAPER Clip, Small	box			0	10		13	23				0			0	23	70.00	1,610.00
68	PAPER Fastener, Lorig	box			0			12	12				0			0	12	70.00	840.00
69	PAPER kitchen towel, 2-ply, 3pcs/pack	pack			0	20		45	65				0			0	65	396.00	25,740.00
70	PAPER towel, bounty, white	roll			0			15	15				0			0	15	220.00	3,300.00
71	PAPER, Photo, A4, 20pcs/pack	pack			0			15	15				0			0	15	2,700.00	40,500.00
72	PLATE Cleaner, negative, eveready	0.00			0			10	10				0			0	10	1,375.00	13,750.00
73	PENCIL lead with eraser, 12 pcs per box	box			0	6			6				0			0	6	104.00	624.00
74	PENCIL, Mongol #1 and #2, EF, Medium	box			0	12			12				0			0	12	104.00	1,248.00
75	POST it, 3 x 3 Inch, 12 pads per pad, assorted color	pack			0	10		10	20				0			0	20	300.00	6,000.00
76	POST it 2 7/8 in/po x 4 7/8/po	pack			0	10		10	20				0			0	20	300.00	6,000.00
77	POST it Sign Here	pack			0	20			20	20			0			0	40	169.00	6,760.00
78	RUBBER Band, big	box			0	2			2				0			0	2	280.00	560.00
79	STABILO Boss, Assorted Color	box			0			30	30				0			0	30	1,200.00	36,000.00
80	SCENTED gel, Glade, Lavender, 200g air freshner	pc			0	10			10				0			0	10	250.00	2,500.00
81	SCENTED gel, ocean escape, 200g air freshner	pc			0	10			10				0			0	10	250.00	2,500.00

82	SCOTCH Tape, 24mm, 50 meters	pc		0		20	20			0			0	20	90.50	1,810.00
83	SIGN pen Black, Pilot V7	box		0	2		2			0			0	2	1,440.00	2,880.00
84	SIGN pen Blue, Pilot V7	box		0	2		2			0			0	2	1,440.00	2,880.00
85	SIGN pen Blue (EnerGel 0.5mm ball needle point	0.00		0	2		2			0			0	2	200.00	400.00
86	SIGN pen, black, 0.05, retractable, pilot	pc		0		30	30			0			0	30	40.00	1,200.00
87	SIGN pen, blue, 0.05, retractable, pilot	pc		0		30	30			0			0	30	40.00	1,200.00
88	STAMP pad ink, purple/violet, 50ml	bottle		0		20	20			0			0	20	50.00	1,000.00
89	STAPLER Wire #35	pc		0		10	10			0			0	10	500.00	5,000.00
90	STAPLE Wire, No. 35	box		0		30	30			0			0	30	58.00	1,740.00
91	STAPLE Wire Remover	pc		0		12	12			0			0	12	50.00	600.00
92	STICKER Paper, Glossy, A4, 10 pcs/pack	pack		0		10	10	10		10			0	20	56.00	1,120.00
93	TAPE, 3M Scotch Double Sided White 24mm x 10m	pc		0		25	25			0			0	25	158.00	3,900.00
94	TAPE, Magic, 1"	pc.		0		37	37			0			0	37	100.00	3,700.00
95	TAPE, Masking, 1", 50 yards	roll		0		15	15			0			0	15	25.00	375.00
96	TAPE, Packaging, 2"	roll		0		45	45			0			0	45	50.00	2,250.00
97	TAPE, Scotch, 1" 50 yds 3m	roll		0		33	33			0			0	33	90.00	2,970.00
98	TAPE masking width 24mm	roll		0		49	49			0			0	49	55.12	2,700.88
99	TAPE masking width 48 mm	roll		0		62	62			0			0	62	105.04	6,512.48
100	TAPE transparent width 24 mm	roll		0		12	12			0			0	12	50.00	600.00
101	TAPE transparent width 48 mm	roll		0		24	24			0			0	24	65.00	1,560.00
102	TISSUE, Bathroom, Kleenex, 12's/pack	pack		0		12	12			0			0	12	490.00	5,880.00
103	TISSUE, Bathroom, Kleenex, Eucalyptus	pack		0		12	12			0			0	12	190.00	2,280.00
104	TISSUE, Facial, Unscented, Kleenex	pack		0		60	60			0			0	60	165.00	9,900.00
105	WHITEBOARD Marker, Pilot (Black)	box		0		2	2			0			0	2	1,200.00	2,400.00
106	WHITEBOARD Marker, Pilot (Red)	box		0		2	2			0			0	2	1,200.00	2,400.00
107	YELLOW Pad	pad		0		10	10			0			0	10	50.00	500.00
Common Janitorial Supplies																
1	AIR Freshener, lemon scent, Glade, 320mL	bottle		0	122		122			0			0	122	395.00	48,190.00
2	AIR Freshener, orange scent, Glade, 320 mL	bottle		0		12	12			0			0	12	395.00	4,740.00
3	ALCOHOL-BASED Hand Sanitizer 1000 ml	bottle		0		60	60			0			0	60	400.00	24,000.00
4	ALCOHOL, 70% isopropyl, with moisturizer, 500mL	bottle		0	178		178			0			0	178	88.00	15,664.00
5	ALCOHOL, isoprophyl 90%, gal	bottle		0		80	80			0			0	80	395.00	31,600.00
6	CLEANER, Glass and Multi Surface, spray, 946 mL, 10.0%	pc		0		5	5			0			0	5	350.00	1,750.00
7	DISH washing liquid soap 800ml antibac	pc.		0	36	100	136			0			0	136	300.00	40,800.00
8	DISH washing paste, Smart Anti-bacterial, lemon, big	pc		0			0	110		110			0	110	50.00	5,500.00
9	HAND Soap, liquid, antibac	container		0		124	124			0			0	124	300.00	37,200.00
10	HAND Soap, liquid, antibac, Jergens, big	bottle		0		10	10			0			0	10	280.00	2,800.00
11	MULTI-INSECT Killer, orange, 500 mL	cylinder		0		112	112			0			0	112	450.00	50,400.00
12	MULTI-INSECT killer (Baygon, 500ml)	bottle		0		10	10			0			0	10	450.00	4,500.00
13	RAGS, cotton, 7" diameter, per kilo	pack		0		60	60			0			0	60	100.00	6,000.00
14	RAGS, white cotton, round	kilo		0		100	100			0			0	100	130.00	13,000.00
Consummables																
1	INK Cartridge, CANON CL-746, Color	cart		0		24	24			0			0	24	945.00	22,680.00
2	INK Cartridge, CANON CL-831, Color	cart		0		14	14			0			0	14	1,120.00	15,680.00
3	INK Cartridge Canon E-510 (PG-88) Black	Cart		0		3	3			0			0	3	1,020.00	3,060.00
4	INK Cartridge Canon E-510 (CL-98) Colored	Cart		0		3	3			0			0	3	1,020.00	3,060.00
5	INK Cartridge, CANON FG-745, Black	cart		0		30	30			0			0	30	700.00	21,000.00
6	INK Cartridge, Canon MP198 (40) Black	cart		0		0	7			7			0	7	950.00	6,650.00
7	INK Cartridge, Canon MP198 (41) Colored	cart		0		0	7			7			0	7	1,150.00	8,050.00
8	INK Cartridge, Canon 740, Black	cart		0		0	46			46			0	46	1,200.00	55,200.00
9	INK Cartridge, Canon 741, Colored	cart		0		0	46			46			0	46	1,500.00	69,000.00
10	INK Cartridge, CANON PG-840, Black	cart		0		0	20			20			0	20	1,095.00	21,900.00
11	INK Cartridge, HPC9370A (HP72), Photo Black	cart		0		0	3			3			0	3	4,480.00	13,440.00
12	INK Cartridge, HPC9371A (HP72), Cyan	cart		0		0	3			3			0	3	4,480.00	13,440.00
13	INK Cartridge, HPC9372A (HP72), Magenta	cart		0		0	3			3			0	3	4,480.00	13,440.00

14	INK Cartridge, HP C9373A (HP72), Yellow	cart				0				0	3			3			0	3	4,480.00	13,440.00					
15	INK Cartridge, HP C9374A (HP72), Gray	cart				0				0	3			3			0	3	4,480.00	13,440.00					
16	INK Cartridge, HP C9403A (HP72), Matte Black	cart				0				0	3			3			0	3	4,480.00	13,440.00					
17	INK, HP C9370A (HP72), Photo Black	cart				0				0	15			15			0	15	10,810.00	162,150.00					
18	INK, HP C9371A (HP72), Cyan	cart				0				0	15			15			0	15	10,810.00	162,150.00					
19	INK, HP C9372A (HP72), Magenta	cart				0				0	12			12			0	12	10,810.00	129,720.00					
20	INK, HP C9373A (HP72), Yellow	cart				0				0	15			15			0	15	10,810.00	162,150.00					
21	INK, HP C9374A (HP72), Gray	cart				0				0	12			12			0	12	10,810.00	129,720.00					
22	INK, HP C9403A (HP72), Matte Black	cart				0				0	15			15			0	12	10,810.00	129,720.00					
23	INK Cartridge, HP CZ107AA, (HP678), Black, Original Ink	Cart				0				0	41			41			0	15	4,480.00	67,200.00					
24	INK Cartridge, HP CZ108AA, (HP678), Tri-Color, Original Ink	cart				0				0	41			41			0	41	600.00	24,600.00					
25	INK Cartridges , HP CZ107AA, (HP 678), Black	cart				0				0	41			41			0	41	600.00	24,600.00					
26	INK Cartridges , HP CZ108AA, (HP 678), Tri-Color	cart				0				0	36			36			0	36	450.00	16,200.00					
27	INK Cartridge, HP # 680, Black, Ink Advantage	cart				0				0	36			36			0	36	450.00	16,200.00					
28	INK Cartridge, HP # 680, Colored, Ink Advantage	cart				0				0	49			49			0	49	450.00	22,050.00					
29	INK Cartridge, HP# 680 (F6V26AA), Tri-color, Original Ink	cart				0				0	35			35			0	35	450.00	15,750.00					
30	INK Cartridge, HP# 680 (F6V27AA), Black, Original Ink	cart				0				0	20			20			0	20	540.00	10,800.00					
31	INK Cartridge, HP #680, Black	cart				0				0	10			10			0	20	540.00	10,800.00					
32	RIBBON Cartridge, EPSON LX 300+11	cart				0				0	3			3			0	10	720.00	7,200.00					
33	RIBBON Cartridge, EPSON LX 310	cart				0				0	3			3			0	3	500.00	1,500.00					
34	PLATE Developer AGFA Energy Elite Plates THD 200 20	cont				0				0	3			3			0	3	500.00	1,500.00					
35	SAPHIRA, Spray Powder	kgs				0		20	20					0			0	20	13,150.00	263,000.00					
36	TONER, Konica Minolta TN114 Xerox Copier (box of 2)	box				0		1	1					0			0	1	1,100.00	1,100.00					
Office Equipment and Accessories																						0	1	9,000.00	9,000.00
1	IMAGE Remover for Negative Plates (Pen type)	pc				0		1	1					0			0	1		16,125.00					
2	MAINTENANCE Tank, EPSON Stylus 9000	box				0		2	2					0			0	2	5,000.00	5,000.00					
3	MAP tube	pc				0		5	5					0			0	5	185.00	925.00					
Computer Equipment and Accessories																									
1	FLASH Drive, 64GB, Micro Duo 3.0, USB OTG	unit				0		10	10					0			0	10	2,310.00	346,640.80					
2	FLASH Drive, 16GB USB 2.0,plug and play	unit				0		42	42					0			0	42	700.00	29,400.00					
3	FLASH DRIVE, External, for IOS, Android and MAC PC, dual	pc				0		10	10					0			0	10	4,500.00	45,000.00					
4	HARD Drive, External, 2TB 2.5HDD, USB 1 unit individual	unit				0		6	6					0			0	6	5,600.00	33,600.00					
5	HARD Drive, Portable External (2.5') 1TB	unit				0		23	23					0			0	23	5,000.00	115,000.00					
6	LAPTOP Bag, backpack, Case Logic, 15.6"	pc.				0		4	4					0			0	4	5,000.00	20,000.00					
7	MOUSE, M525, Wireless, Black	unit				0		5	5					0			0	5	2,112.00	10,560.00					
8	MOUSE, USB	pc				0		35	35					0			0	35	350.00	12,250.00					
9	PRINTER, Canon Selphy CP 1200 Compact printer	unit				0		3	3					0			0	3	13,047.10	39,141.30					
10	PRINTER, HP Deskjet Ink Advantage 2645 All-in-One	pc				0		3	3					0			0	3	6,196.50	18,589.50					
Other Supplies																									
1	OTHER Supplies and Materials/Maintenance of Tide	0.00		4.7	4.7	9.4	4.7	4.7	4.7	14.1	4.7	4.7	4.7	14.1	4.7	4.7	9.4	47	50,000.00	131,341,908.40					
2	OTHER Supplies and Materials/Operation of Tide Stations	0.00		4.7	4.7	9.4	4.7	4.7	4.7	14.1	4.7	4.7	4.7	14.1	4.7	4.7	9.4	47	2,350,000.00	2,350,000.00					
3	OTHER Supplies and Materials/Establishment of New Tide	0.00				0	1			1			1			1	3	24,468.08	1,149,999.76						
4	OTHER Supplies and Materials/Repair of Tide Stations	0.00		1		1			1	1			1		1		1	3	500,000.00	1,500,000.00					
5	OTHER Supplies and Materials/Re-Observation of	0.00			1	1			1	1				0			1	3	400,000.00	1,200,000.00					
6	OTHER Supplies and Materials/Tidal Current Observation	0.00				0			1	1			1				0	2	250,000.00	500,000.00					
7	OTHER Supplies and Materials/Wave Observation	0.00				0	1			1	1		1				0	2	125,000.00	250,000.00					
8	OTHER Supplies and Materials/NODC/Tide and Current	0.00				0	1			1				1			0	2	125,000.00	250,000.00					
9	OTHER Supplies and Materials/Data Processing, Analysis	0.00		5	8	13	6	5	5	16		5	7	12	4	4	4	1	500,000.00	500,000.00					
10	OTHER Supplies and Materials/Updating of	0.00	0.08	0.08	0.08	0.24	0.08	0.08	0.08	0.24	0.08	0.08	0.24	0.08	0.08	0.08	0.24	53	2,751.60	145,834.80					
11	OTHER - Consultancy Services/Maintenance of NODC	0.00			0.1	0.1				0.4	0.4			0.3	0.3		0.2	0.2	1	117,000.00	117,000.00				
12	OTHERS - Supplies & Materials: Others - Marine Healthcare	0.00				0			1			1		1				0	2	1,800,000.00	1,800,000.00				
13	OTHERS - Automotive Diesel Oil, lube oil, engine oil,	0.00				0				0	1	1	3	1	1	1	1	3	500,000.00	1,000,000.00					
14	OTHERS - Supplies & Materials: Others-Maintenance of	0.00	1	1	1	3	1	1	1	3	1	1	3	1	1	1	3	6	4,000,000.00	24,000,000.00					
15	OTHERS - Supplies & Materials: Others-Maintenance of	0.00	1	1	1	3	1	1	1	3	1	1	3	1	1	1	3	12	83,333.33	999,999.96					
																			63,672.82	764,073.84					

16	OTHERS - Supplies & Materials: Others-Maintenance of	0.00	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	567,750.00	6,813,000.00
17	OTHERS - Communication Expenses (SSD Internet, Mobile,	0.00	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	95,416.67	1,145,000.04
18	OTHERS - Improvement, rehabilitation and repair of HB	0.00	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	166,666.67	2,000,000.04
19	OTHERS - Repair and Preventive/Corrective Maintenance of	0.00	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	125,000.00	1,500,000.00
20	OTHERS - Repair and Preventive/Corrective Maintenance of	0.00		1.3	1.3	2.6		1.3	1.3	2.6		1.3	1.3	2.6	1.3	1.3	1.3	3.9	12	3,802,250.00	45,627,000.00
21	OTHERS - Hull Insurance - big vessels	0.00	1			1				0				0				0	1	25,650,000.00	25,650,000.00
22	OTHERS - Hull Insurance - catamarans	0.00				0				0				0				0	1	4,233,000.00	4,233,000.00
23	OTHERS - Service Vehicle Insurance	0.00		1	1	2	1	1	1	3	1	1	1	3	1	1		2	10	11,700.00	117,000.00
24	OTHERS - Training/Seminar/Workshop/Scholarship	0.00	1	1	1	3	1	1	1	3	1	1	1	3	1	1		2	10	166,666.67	2,000,000.04
25	OTHERS - Advertising Expenses	0.00	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	2,500.00	30,000.00
26	OTHER - Repair and Maintenance/Maintenance of Tide	0.00		4.7	4.7	9.4	4.7	4.7	4.7	14.1	4.7	4.7	4.7	14.1	4.7	4.7		9.4	47	80,851.06	3,799,999.82
27	OTHER - Repair and Maintenance/Tide and Current Tables	0.00	0.083	0.083	0.083	0.25	0.083	0.083	0.083	0.25	0.083	0.083	0.083	0.25	0.083	0.083	0.083	0.25	1	200,000.00	200,000.00
28	OTHER - Repair and Maintenance/Updating of	0.00	0.083	0.083	0.083	0.25	0.083	0.083	0.083	0.25	0.083	0.083	0.083	0.25	0.083	0.083	0.083	0.25	1	200,000.00	200,000.00
29	OTHER - Rental/Maintenance of Tide Stations	0.00		4	4	8	5	4	4	13	5	4	4	13	5	4	4	13	47	4,255.32	200,000.04
30	OTHER - Training/Operation of Tide Station	0.00				0			1	1				0				0	1	1,000,000.00	1,000,000.00
31	Communication Expenses/Maintenance of Tide Stations	0.00	3	4	4	11	4	4	4	12	4	4	4	12	4	4	4	12	47	1,063.83	50,000.01
32	Communication Expenses/Operation of Tide Stations	0.00	3	4	4	11	4	4	4	12	4	4	4	12	4	4	4	12	47	3,191.49	150,000.03
33	Communication Expenses/Data Processing, Analysis and	0.00	3	4	4	11	4	4	4	12	4	4	4	12	4	4	4	12	47	2,127.66	100,000.02
CAPITAL OUTLAY																					
Hydrographic & Oceanographic Survey Equipment																					
1	SOUND Velocity Profiler	lot			0				0				0		7		7	7		2,000,000.00	14,000,000.00
2	PORTABLE Tide Gauge	lot			0				0				0		1		1	1		6,750,000.00	6,750,000.00
3	SURFACE Sound Velocity	lot			0				0				0		1		1	1		1,000,000.00	1,000,000.00
4	SIDECAN Sonar + Bathymetry	lot			0				0				0		2		2	2		2,000,000.00	4,000,000.00
5	VESSEL safety equipment (EPIRB, SART, etc.)	lot			0				0			4	4				0	4		1,000,000.00	4,000,000.00
6	OIL and Water Separator	lot			0				0				0				1	1	1	11,000,000.00	11,000,000.00
7	ENGINE Alarm System	lot			0				0				0				1	1	1	9,000,000.00	9,000,000.00
8	PUMP (Sanitary and Freshwater)	lot			0				0				0		2		2	2		500,000.00	1,000,000.00
9	STARTER and Alternator (Generator and Main Engine)	lot			0				0				0		2		2	2		1,000,000.00	2,000,000.00
10	BOW Crane	lot			0				0			1	1				0	1		3,000,000.00	3,000,000.00
11	AUTOMATIC Levels	lot			0	3			3				0				0	3		800,000.00	2,400,000.00
12	GNSS Receivers for Topographic Survey	lot			0				0		6		6				0	6		1,000,000.00	6,000,000.00
13	GALLEY or Kitchen equipment	lot			0				0			2	2				0	2		1,000,000.00	2,000,000.00
Other ICT Equipment																					
1	HARD Drive, Portable, 2 TB	unit			0			6	6				0				0	6		10,000.00	60,000.00
2	FLASH Drive, 128 GB	unit			0			10	10				0				0	10		5,000.00	50,000.00
3	PROJECTOR Screen	unit			0			1	1				0				0	1		10,000.00	10,000.00
4	PRINTER, Portable, Deskjet	unit			0			3	3				0				0	3		15,000.00	45,000.00
5	PRINTER, Portable, Inkjet	unit			0			3	3				0				0	3		5,000.00	15,000.00
6	PROJECTOR, Multimedia, 4000min ANSI Lumens	unit			0			1	1				0				0	1		41,116.70	41,116.70
ICT Machinery & Equipment Outlay																					
1	COMPUTER, Desktop, High-end, All-in-one	unit			0			6	6				0				0	6		198,000.00	1,188,000.00
2	COMPUTER, Laptop, Mid-level	unit			0			2	2				0				0	2		140,000.00	280,000.00
3	COMPUTER, Laptop, High-end	unit			0			6	6				0				0	6		170,000.00	1,020,000.00
4	COMPUTER, Server	unit			0			1	1				0				0	1		2,600,000.00	2,600,000.00
5	PLOTTER, Multifunction, Scanner, AO size	unit			0			1	1				0				0	1		1,350,000.00	1,350,000.00
6	PLOTTER, Multifunction, Scanner, 36" inch	unit			0			1	1				0				0	1		500,000.00	500,000.00
7	PROJECTOR	unit			0			1	1				0				0	1		60,000.00	60,000.00
ICT Software																					
1	ICT SOFTWARE, Adobe Master Collection	license			0			2	2				0				0	2		75,000.00	150,000.00
2	ICT SOFTWARE, CARIS	license			0			2	2				0				0	2		500,000.00	1,000,000.00
3	ICT SOFTWARE, Document Management System	license			0			1	1				0				0	1		500,000.00	500,000.00
4	ICT SOFTWARE, Global Mapper	license			0			6	6				0				0	6		35,000.00	210,000.00

C. TOTAL (A + B):										
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)										
E. GRAND TOTAL (C + D)										215,586,346.43
F. APPROVED BUDGET BY THE AGENCY HEAD										21,558,634.64
G. MONTHLY CASH REQUIREMENTS										237,144,981.07
G.1 Available at Procurement Service Stores										215,586,346.43
G.2 Other Items not available at PS but regularly purchased from										
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 supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available/
Certified Appropriate Funds Available:

Approved by:

AUBREY GEORGE T. CORPUZ
Supply Officer III

AMELITO M. DELA CRUZ
Accountant/
Local Budget Officer

DR. PETER N. TIANGCO, CESO I
NAMRIA Administrator

Date Prepared:

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

Department/Bureau/Office: **GEOSPATIAL INFORMATION SYSTEM MANAGEMENT BRANCH (GISMB) /
NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY (NAMRIA)**
Region: **NCR**
Address: **Lawton Avenue, Fort Bonifacio, Taguig City**

Contact Person: **AUBREY GEORGE T. CORPUZ**
Position: **Supply Officer III**
E-mail :

Item & Specifications		Unit of Measure	Quantity Requirement																	UNIT COST	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																					
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
	Common Electrical Supplies																				
1	Battery, 9V, Energizer	pc								20			20					20	415.00	8,300.00	
2	Battery, Rechargeable, AA, Energizer, 2 pcs/pack	pack								16			16					16	910.00	14,560.00	
3	Battery, Rechargeable, AAA, Energizer, 2 pcs/pack	pack								16			16					16	682.00	10,912.00	
4	BATTERY, Energizer E91/BP2 AA, 2 pcs per pack	pack								55			55					55	360.00	19,800.00	
5	BATTERY, Energizer LR03 E92/BP4 AAA 4 pcs per pack	pack								30			30					30	246.00	7,380.00	
6	BATTERY, size AA advanced lithium 4pcs/pack	pack								45			45					45	660.00	29,700.00	
7	BATTERY, size AAA advanced lithium 4pcs/pack	pack								30			30					30	660.00	19,800.00	
	Common Office Supplies																				
1	ADHESIVE WHITEBOARD	pc								10			10					10	200.00	2,000.00	
2	BALLPEN, with string for table/desk, blue and black	pc								4			4					4	60.00	240.00	
3	BALLPEN,Blue, Pilot brand 12/box	box								25			25					25	455.00	11,375.00	
4	BALLPEN, Better retractable ball point, black, fine point, 0.7mm, BP-145, 12pcs/box	box								40			40					40	712.80	28,512.00	
5	BALLPEN, Better retractable ball point, blue, fine point, 0.7mm, BP-145, 12 pcs/box	box								40			40					40	712.80	28,512.00	
6	BALLPEN,Hi-tecpoint V5 RT Pure liquid ink, Black, 12 pcs/box	box								28			28					28	1,300.00	36,400.00	
7	BALLPEN, Hi-tecpoint V5 RT Pure liquid ink, Blue, 12 pcs/box	box								28			28					28	1,300.00	36,400.00	
8	BINDER CLIPS, 41 mm black, metal	box								12			12					12	30.00	360.00	
9	BINDER, 3-hole ring, black, A4, 1", D-Type with front and side pocket for label	pc								20			20					20	250.00	5,000.00	
10	BOND PAPER, A3 size, Paper One, 80 gsm	ream								10			10					10	600.00	6,000.00	
11	BOND PAPER, A4 size, Paper One, 80 gsm	ream								330			330					330	475.00	156,750.00	
12	BOND PAPER, Legal size, Paper One, 80 gsm	ream								40			40					40	690.00	27,600.00	
13	BOND PAPER, Letter size, Paper One, 80 gsm	ream								9			9					9	420.00	3,780.00	
14	CASE, Portable Hard drive, waterproof, black	pc								15			15					15	840.00	12,600.00	
15	CD MARKER, black, twin cap, 2.0mm/0.80mm	pc								5			5					5	60.00	300.00	
16	CLEAR BOOK, 20 pockets	pc								50			50					50	100.00	5,000.00	
17	CLEAR BOOK, 40 pockets	pc								45			45					45	200.00	9,000.00	
18	CLEAR BOOK, Long 60 pockets, blue	pc								20			20					20	250.00	5,000.00	
19	CLEAR BOOK, Short, 60 pockets	pc								15			15					15	230.00	3,450.00	
20	CORRECTION FLUID (Touch & Go)	pc								15			15					15	29.00	435.00	

	Item & Specifications	Unit of Measure	Quantity Requirement																	UNIT COST	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
21	CORRECTION PEN, white, 7ml	pc									35			35					35	132.00	4,620.00
22	CORRECTION TAPE	pc									45			45					45	100.00	4,500.00
23	CORRECTION TAPE (Whiper MR)	pc									40			40					40	100.00	4,000.00
24	CUTTER, spare blades, BD100, 5 pcs/pack	pack									40			40					40	100.00	4,000.00
25	DVD re-writable	pc									160			160					160	25.00	4,000.00
26	DVD RW, Imitation 4 x 2 HR 10's	box									10			10					10	350.00	3,500.00
27	ENVELOPE, Expanding, A4 size kraftboard	pc.									100			100					100	25.00	2,500.00
28	ENVELOPE, expanding, plastic, long	pc									120			120					120	50.00	6,000.00
29	ENVELOPE, Heavy duty expanding plastic with zipper and	pc									125			125					125	102.00	12,750.00
30	ERASER (Staedler)	pc									25			25					25	75.00	1,875.00
31	FOLDER, Expanding, A4, assorted color	pc									200			200					200	25.00	5,000.00
32	FOLDER, Expanding, Long	pc									250			250					250	20.00	5,000.00
33	FACE MASK (disposable, 3ply w/Earloop, 50/box)	bx									10			10					10	150.00	1,500.00
34	FASTENER, Paper, (plastic, assorted color)	box									20			20					20	70.00	1,400.00
35	FILE DIVIDER, plastic, assorted colors, 10 tabs/pack, 11 hole A4 size	pack									20			20					20	72.60	1,452.00
36	FILE FOLDER, suspension, long, green	pc									150			150					150	50.00	7,500.00
37	GLUE STICK,permanent adhesive 7.08g	pc.									25			25					25	50.00	1,250.00
38	GLUE, Elmers big	bottle									16			16					16	300.00	4,800.00
39	HIGHLIGHTER, original vibrant, chisel tip draws, stabilo broad lines , 5 colors (pearly yellow,creamy peach, pink blush, lilac haze, touch of torquise)	pc									60			60					60	65.00	3,900.00
40	LAMINATING FILM, Crystal Clear, R635 X 150M, Perfex Gloss,	box									2			2					2	5,000.00	10,000.00
41	MAGAZINE BOX with cover, acid free, dark blue	pc									60			60					60	499.00	29,940.00
42	MARKER, Whiteboard, Black	pc									22			22					22	50.00	1,100.00
43	MARKER, Whiteboard, Blue	pc									22			22					22	50.00	1,100.00
44	MARKER, Whiteboard, Red	pc									22			22					22	50.00	1,100.00
45	NOTEBOOK, Executive Writing, padded 100 leaves	pc.									42			42					42	92.00	3,864.00
46	NOTEBOOK, corona, 100 sheets	pc									40			40					40	68.50	2,740.00
47	NOTEBOOK, Executive Organizer	pc									15			15					15	1,000.00	15,000.00
48	NOTEPAD, stick-on, 2x3, 100 sheets per pad, assorted color	pack									10			10					10	624.00	6,240.00
49	NOTEPAD, stick-on, 3x3, 100 sheets per pad, assorted color	pack									10			10					10	830.00	8,300.00
50	NOTEPAD, stick-on, 3x4, 100 sheets per pad, assorted color	pack									10			10					10	1,081.20	10,812.00
51	PAPER CLIP, Big	box									30			30					30	70.00	2,100.00
52	PAPER CLIP, Small	box									35			35					35	70.00	2,450.00
53	PAPER FASTENER, Long	box									20			20					20	70.00	1,400.00
54	PAPER KITCHEN TOWEL, 2-ply, 3pcs/pack	pack									30			30					30	396.00	11,880.00
55	PENCIL, lead with eraser, 12 pcs per box	box									29			29					29	104.00	3,016.00
56	PENCIL, Mechanical 0.5, super grip, rubberized grip, eraser top, 12pcs/box	box									2			2					2	2,376.00	4,752.00
57	PHOTO PAPER, A4, 20/pack	pack									15			15					15	369.00	5,535.00
58	POST-IT, 3 x 3 inch, 12 pads per pack, assorted color	pack									20			20					20	300.00	6,000.00
59	POST-IT, Sign Here, 3M	pc									35			35					35	169.00	5,915.00
60	POST-IT, strip, assorted color	pc									11			11					11	220.00	2,420.00
61	RECORD BOOK, 500 pages	pc									10			10					10	130.00	1,300.00
62	SIGN PEN, Black, Pilot V7	box									15			15					15	1,440.00	21,600.00
63	SIGN PEN, Blue, Pilot Brand, G2-7	pcs									15			15					15	70.00	1,050.00

	Item & Specifications	Unit of Measure	Quantity Requirement																	UNIT COST	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
64	SIGN PEN, Blue, Pilot V7	box									15			15					15	1,440.00	21,600.00
65	SIGN PEN, black, 0.05, retractable, pilot	pc									50			50					50	40.00	2,000.00
66	SIGN PEN, blue, 0.05, retractable, pilot	pc									50			50					50	40.00	2,000.00
67	STAPLE WIRE, Remover	pc									15			15					15	50.00	750.00
68	STAPLE WIRE, No. 35	box									39			39					39	58.00	2,262.00
69	STAPLER, Heavy Duty, Max	pc									3			3					3	700.00	2,100.00
70	STICKER PAPER, Glossy, A4, 10 pcs/pack	pack									25			25					25	56.00	1,400.00
71	STICKER,Transparent/Vinyl, A4, 5sheets per pack	pack									10			10					10	64.00	640.00
72	TAPE, Double adhesive tape, 1/2"	pc									40			40					40	114.00	4,560.00
73	TAPE, Mini-DV	pc									60			60					60	144.00	8,640.00
74	TAPE, transparent width 24 mm	roll									65			65					65	18.00	1,170.00
75	TAPE, transparent width 48 mm	roll									44			44					44	27.00	1,188.00
76	TAPE, double sided	roll									50			50					50	114.00	5,700.00
77	TAPE, Magic, 1"	roll									34			34					34	100.00	3,400.00
78	TAPE, Masking, 1" , 50 yards	roll									65			65					65	25.00	1,625.00
79	TAPE, Masking, 2" , 50 yards	roll									50			50					50	80.00	4,000.00
80	TAPE, Molding	roll									10			10					10	600.00	6,000.00
81	TAPE, mounting, 1"	roll									60			60					60	600.00	36,000.00
82	TAPE, Packaging, 2"	roll									60			60					60	50.00	3,000.00
83	TAPE, Scotch, 1" 50 yds 3m	roll									52			52					52	90.00	4,680.00
84	TAPE, Scotch 24mm,50 meters	roll									15			15					15	90.50	1,357.50
85	TISSUE, 3 ply, 12 pcs/pack	pack									173			173					173	448.80	77,642.40
86	TISSUE, Facial, Kleenex 380 sheets x 190 2 Ply 200m x 200m	box									70			70					70	152.00	10,640.00
Common Janitorial Supplies																					
1	AIR FRESHENER, lemon scent, Glade, 320mL	bottle									45			45					45	395.00	17,775.00
2	AIR FRESHENER, orange scent, Glade, 320 mL	bottle									52			52					52	395.00	20,540.00
3	AIR FRESHENER, scented gel, Glade, Lavender, 200g air freshner	pc									60			60					60	250.00	15,000.00
4	AIR FRESHENER, scented gel, ocean escape, 200g air freshner	pc									60			60					60	250.00	15,000.00
5	ALCOHOL, 70% isopropyl, with moisturizer, 500mL	bottle									78			78					78	88.00	6,864.00
6	ALCOHOL, Green Cross with moisturizer 500 ml	bottle									65			65					65	290.00	18,850.00
7	ALCOHOL, Isoprophyl, Biogenic 500ml. with spray	bottle									45			45					45	290.00	13,050.00
8	ANTI-DUST MITES, Spray, Allercon, anti allergy, 500 ml	bottle									16			16					16	480.00	7,680.00
9	BELL AIR OIL (Assorted scent)	ltr									3			3					3	1,000.00	3,000.00
10	BRUSH, paint, 1"	pc									15			15					15	45.00	675.00
11	CLEANER, Glass and Multi Surface,Spray 946ml, 100% streak free parker & bailey	pc									50			50					50	350.00	17,500.00
12	CLEANER, Glass, Spray 500ml	pc									35			35					35	317.00	11,095.00
13	INSECTICIDE, Baygon, Orange Scent	bottle									50			50					50	475.00	23,750.00
14	LYSOL SPRAY, Crisp Linen Big	bottle									75			75					75	600.00	45,000.00
15	MULTI-INSECT KILLER, (Baygon Protector, 500 ml)	bottle									50			50					50	450.00	22,500.00
16	MULTI-INSECT KILLER, orange, 500 mL	cylinder									66			66					66	450.00	29,700.00
17	RAGS, cotton, 7" diameter, per kilo	pack									130			130					130	100.00	13,000.00
18	RESEALABLE PLASTIC, ziplock style, #10, 240mm x 340mm 100pcs/pack	pack									22			22					22	720.00	15,840.00

Item & Specifications		Unit of Measure	Quantity Requirement																	UNIT COST	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
19	RESEALABLE PLASTIC, ziplock style, #12, 340mm x450mm, 100pcs/pack	pack									12			12					12	790.00	9,480.00
20	SANITIZER, hand, Alcohol-based, 1000 ml	bottle									40			40					40	400.00	16,000.00
21	SOAP, Dish washing liquid, 800ml antibac	pc.									79			79					79	300.00	23,700.00
22	SOAP, Hand, liquid, antibac, 800 ml	bottle									65			65					65	300.00	19,500.00
Consummables																					
1	INK CARTRIDGE, CC630AA, (HP21/22), Black/Tri-color	cart									10			10					10	2,170.00	21,700.00
2	INK CARTRIDGE, Canon 740, Black	cart									3			3					3	1,200.00	3,600.00
3	INK CARTRIDGE, Canon 741, Black	cart									3			3					3	1,500.00	4,500.00
4	INK CARTRIDGE, Canon 790, Magenta	cart									2			2					2	430.00	860.00
5	INK CARTRIDGE, Canon 790, Black	cart									2			2					2	430.00	860.00
6	INK CARTRIDGE, Canon 790, Yellow	cart									2			2					2	430.00	860.00
7	INK CARTRIDGE, Canon 790, Cyan	cart									2			2					2	430.00	860.00
8	INK CARTRIDGE, HP 74 Colored	unit									1			1					1	1,500.00	1,500.00
9	INK CARTRIDGE, HP75 Black	unit									2			2					2	1,500.00	3,000.00
10	INK CARTRIDGE, HP 35A Black	unit									2			2					2	5,000.00	10,000.00
11	INK CARTRIDGE, CD887AA, (HP703), Black	cart									15			15					15	540.00	8,100.00
12	INK CARTRIDGE, CD888AA, (HP703), Tri-color	cart									15			15					15	540.00	8,100.00
13	INK CARTRIDGE, CF210A, (HP131A), Black	cart									7			7					7	4,890.00	34,230.00
14	INK CARTRIDGE, CF211A, (HP131A), Cyan	cart									7			7					7	6,130.00	42,910.00
15	INK CARTRIDGE, CF212A, (HP131A), Yellow	cart									7			7					7	6,130.00	42,910.00
16	INK CARTRIDGE, CF213A, (HP131A), Magenta	cart									7			7					7	6,130.00	42,910.00
17	INK CARTRIDGE, CN053AA, (HP932XL), Black	cart									17			17					17	2,100.00	35,700.00
18	INK CARTRIDGE, CN054AA, (HP933), Cyan	cart									15			15					15	1,050.00	15,750.00
19	INK CARTRIDGE, CN055AA, (HP933), Magenta	cart									15			15					15	1,050.00	15,750.00
20	INK CARTRIDGE, CN056AA, (HP933), Yellow	cart									15			15					15	1,050.00	15,750.00
21	INK CARTRIDGE, HP # 21, Black	cart									3			3					3	1,100.00	3,300.00
22	INK CARTRIDGE, HP # 22, Tri-Color	cart									3			3					3	1,200.00	3,600.00
23	INK CARTRIDGE, HP, (HP60), color	cart									4			4					4	1,800.00	7,200.00
24	INK CARTRIDGE, HP, (HP60), Tri-color	cart									4			4					4	1,800.00	7,200.00
25	INK CARTRIDGE, HP C9370A (HP72), Photo Black	cart									3			3					3	4,480.00	13,440.00
26	INK CARTRIDGE, HP C9371A (HP72), Cyan	cart									3			3					3	4,480.00	13,440.00
27	INK CARTRIDGE, HP C9372A (HP72), Magenta	cart									3			3					3	4,480.00	13,440.00
28	INK CARTRIDGE, HP C9373A (HP72), Yellow	cart									3			3					3	4,480.00	13,440.00
29	INK CARTRIDGE, HP C9374A (HP72), Gray	cart									3			3					3	4,480.00	13,440.00
30	INK CARTRIDGE, HP C9403A (HP72), Matte Black	cart									3			3					3	4,480.00	13,440.00
31	INK CARTRIDGE, HP CZ107AA, (HP678), Black	cart									10			10					10	600.00	6,000.00
32	INK CARTRIDGE, HP CZ108AA, (HP678), Tri-Color	cart									10			10					10	600.00	6,000.00
33	INK CARTRIDGE, HP F6V27AA, (HP680), Black	cart									53			53					53	450.00	23,850.00
34	INK CARTRIDGE, HP F6V27AA, (HP680), Colored	cart									53			53					53	450.00	23,850.00
35	INK CARTRIDGE, HP# 680 (F6V26AA), Tri-color	cart									10			10					10	540.00	5,400.00
36	INK CARTRIDGE, HP# 680 (F6V27AA), Black	cart									10			10					10	540.00	5,400.00
37	INK CARTRIDGE, Compact Photo Printer, Canon Selphy CP1000 (Y,M,C Overcoating)	Box									2			2					2	1,850.00	3,700.00
38	TONER, Bizhub C451 copier, TN611M, Magenta	packet									2			2					2	16,497.00	32,994.00
39	TONER, Bizhub C451 copier, TN611Y, Yellow	packet									2			2					2	16,497.00	32,994.00
40	TONER,, Bizhub C451 copier, TN411K, Black	packet									2			2					2	16,497.00	32,994.00

Item & Specifications		Unit of Measure	Quantity Requirement																	UNIT COST	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
41	TONER, Bizhub C451 copier, TN611C, Cyan	packet								2			2					2	16,497.00	32,994.00	
42	TONER, Laserjet Pro CF283A, Black	cart								3			3					3	5,200.00	15,600.00	
43	TONER, HP 201A LaserJet Toner Black (CF400A)	cart								15			15					15	5,043.00	75,645.00	
44	TONER, HP 201A LaserJet Toner Cyan	cart								16			16					16	5,940.00	95,040.00	
45	TONER, HP 201A LaserJet Toner Yellow	cart								16			16					16	5,940.00	95,040.00	
46	TONER, HP 201A LaserJet Toner Magenta	cart								16			16					16	5,940.00	95,040.00	
47	TONER, Develop, TN413K (Black), for Develop Ineo +452 printer	pc.								1			1					1	10,500.00	10,500.00	
48	TONER, Develop, TN613K (Cyan), for Develop Ineo +452 printer	pc								1			1					1	11,000.00	11,000.00	
49	TONER, Develop, TN613K (Magenta), for Develop Ineo +452 printer	pc								1			1					1	11,000.00	11,000.00	
50	TONER, Develop, TN613K (Yellow), for Develop Ineo +452 printer	pc								1			1					1	11,000.00	11,000.00	
51	TONER, Develop, TN613K (Yellow), for Develop Ineo +452 printer	pc								1			1					1	11,000.00	11,000.00	
Office Equipment and Accessories																					
1	FAX MACHINE, Brother 878	unit								4			4					4	7,000.00	28,000.00	
2	PAPER CUTTER, Slidding Trimmer, Legal	unit								1			1					1	4,800.00	4,800.00	
3	PHONE, Wireless, Handset speakerphone	unit								3			3					3	3,900.00	11,700.00	
Office Furnitures & Fixtures																					
1	CHAIR, Executive	pc								8			8					8	10,000.00	80,000.00	
2	CHAIR, for Staff	pc								25			25					25	9,425.00	235,625.00	
Cleaning Equipment and Supplies																					
1	CLEANER, Contact	can								60			60					60	800.00	48,000.00	
2	CLEANER, PC	can								50			50					50	500.00	25,000.00	
3	GLOVES, Safety, Polyester Knitted, large, black/gray	pc								13			13					13	300.00	3,900.00	
4	GLOVES, Safety, Polyester Knitted, medium, black/gray	pc								3			3					3	300.00	900.00	
Electrical Equipment & Components & Supplies																					
1	EXTENSION CORD, Omni, 5 gang with individual switch and	pc								4			4					4	1,100.00	4,400.00	
2	SOLDERING LEAD	spool								6			6					6	300.00	1,800.00	
Computer Equipment and Accessories																					
1	CABLE, Cat 6	roll								3			3					3	10,800.00	32,400.00	
2	DISPLAY PORT (OEM to HDMI, VGA, DVI)	unit								5			5					5	1,500.00	7,500.00	
3	FLASH DRIVE, 64GB, Micro Duo 3.0, USB OTG	unit								26			26					26	2,310.00	60,060.00	
4	FLASH DRIVE, 64GB, Sandisk IXPAND	unit								5			5					5	2,500.00	12,500.00	
5	LAPTOP BAG, backpack, Case Logic, 15.6"	pc.								15			15					15	5,000.00	75,000.00	
6	MOUSE, M535, Wireless, Black	unit								5			5					5	1,700.00	8,500.00	
7	MOUSE, SPM170SB Mini Retractable	unit								30			30					30	500.00	15,000.00	
8	MOUSEPAD, MM200 corsair, 360mm	pc								15			15					15	350.00	5,250.00	
9	NETWORK ATTACHED STORAGE 3.5 inch 4TB 7200 RPM	unit								5			5					5	14,000.00	70,000.00	
10	POCKET WIFI, 4G	unit								15			15					15	2,900.00	43,500.00	
11	PORTABLE HARD DRIVE, Seagate, HHD 2 TB, Slim, pocket	unit								29			29					29	6,750.00	195,750.00	
12	PRINTER, HP Deskjet Ink Advantage 4645 eAll-in-One	unit								2			2					2	9,000.00	18,000.00	
13	RJ45	pc								1000			1000					1000	10.00	10,000.00	
14	RJ45 Rubber Boots	pc								1000			1000					1000	10.00	10,000.00	
15	STORAGE, Solid State Drive, Samsung 500GB 850 Evo	unit								15			15					15	11,700.00	175,500.00	

Item & Specifications		Unit of Measure	Quantity Requirement																	UNIT COST	TOTAL AMOUNT	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
16	USB HUB, 3.0, 6 port	unit									15			15					15	1,500.00	22,500.00	
Other Supplies																						
2	OTHER SUPPLIES, emergency										5			5					5	50,000.00	250,000.00	
ICT Machinery & Equipment Outlay																						
1	COMPUTER, desktop, high-end, all-in-one	unit									29			29					29	198,000.00	5,742,000.00	
2	COMPUTER, laptop, high-end	unit									23			23					23	170,000.00	3,910,000.00	
3	COMPUTER, laptop, mid-level	unit									10			10					10	120,000.00	1,200,000.00	
4	COMPUTER, server, rack-type, high-end	unit									1			1					1	2,100,000.00	2,100,000.00	
5	GPS Oregon 750	unit									7			7					7	50,000.00	350,000.00	
7	NETWORK-ATTACHED STORAGE, 24TB, 8 bay	unit									4			4					4	150,000.00	600,000.00	
8	NETWORK-ATTACHED STORAGE, 12TB, 4 bay	unit									2			2					2	75,000.00	150,000.00	
11	CAMCORDER, Sony HXR-NX100 Full HD NXCAM	unit									1			1					1	252,000.00	252,000.00	
12	CAMERA, DSLR, Nikon D610, 24.3MP with 24-120mm lens kit	unit									3			3					3	160,000.00	480,000.00	
ICT Software																						
1	ICT SOFTWARE, Adobe CC	unit									1			1					1	61,500.00	61,500.00	
2	ICT SOFTWARE, Adobe Master Collection	unit									2			2					2	75,000.00	150,000.00	
3	ICT SOFTWARE, Document Management System	unit									1			1					1	9,000,000.00	9,000,000.00	
4	ICT SOFTWARE, LanSchool Software	unit									1			1					1	94,080.00	94,080.00	
5	ICT SOFTWARE, Radian/Manifold GIS	unit									2			2					2	49,500.00	99,000.00	
C. TOTAL (A + B):																					49,500.00	99,000.00
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						27,989,176.90
E. GRAND TOTAL (C + D)																						
F. APPROVED BUDGET BY THE AGENCY HEAD																						
G. MONTHLY CASH REQUIREMENTS																						27,989,176.90
G.1 Available at Procurement Service Stores																						
G.2 Other Items not available at PS but regularly purchased from other sources																					0	
TOTAL MONTHLY CASH REQUIREMENTS																					0	

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:


AUBREY GEORGE T. CORPUZ
 Supply Officer III

Certified Funds Available/
 Certified Appropriate Funds Availbale:


LITO M. DELA CRUZ
 Accountant/
 Local Budget Officer

Approved by:


DR. PETER N. TIANGCO, CESO I
 NAMRIA Administrator

Date Prepared: 19 July 2017

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

Department/Bureau/Office: **GEOSPATIAL INFORMATION SYSTEM MANAGEMENT BRANCH (GISMB)-NAMRIA GESPATIAL DATA INFRASTRUCTURE (NGDI) / NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY (NAMRIA)**
Address: **Lawton Avenue, Fort Bonifacio, Taguig City**

Contact Person: **AUBREY GEORGE T. CORPUZ**
Position: **Supply Officer III**
E-mail :

Item & Specifications		Unit of Measure	Quantity Requirement																	UNIT COST	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
	Other Supplies																				
1	OTHER SUPPLIES, network-related				1	1												1	611,000.00	611,000.00	
	Subscription																				
1	ICT Software, Firewall and Load Balancer	lot										1	1					1	3,800,000.00	3,800,000.00	
2	ICT Software	lot																			
3	Subscription, Data Center Services	lot													1		1	1	50,000,000.00	50,000,000.00	
	ICT Machinery & Equipment Outlay																	1	4,130,000.00	4,130,000.00	
1	ICT Equipment, Server, rack-type, high-end	unit			17	17												17	2,100,000.00	35,700,000.00	
2	ICT Equipment, Network-Attached Storage, 72TB, 12 bay	unit			12	12												12	750,000.00	9,000,000.00	
3	ICT Equipment, Router	unit			1	1												1	110,000.00	110,000.00	
4	ICT Equipment, Switch	unit			2	2												2	157,000.00	314,000.00	
C. TOTAL (A + B):																					103,665,000.00
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					
E. GRAND TOTAL (C + D)																					
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:			One Hundred Five Million Seven Hundred Sixty Five Thousand Pesos																		103,665,000.00
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores																					
G.2 Other Items not available at PS but regulary 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 supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


AUBREY GEORGE T. CORPUZ
Supply Officer III

Certified Funds Available/
Certified Appropriate Funds Available:


LITO M. DELA CRUZ
Accountant/
Local Budget Officer

Approved by:


DR. PETER N. TIANGCO, CESO I
NAMRIA Administrator

Date Prepared: 19 July 2017

ANNUAL PROCUREMENT PLAN FOR 2018
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 (Oroquieta) 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 ps.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 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.
- 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.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
 - ps.app.lgu@gmail.com- For Local government units
- Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
- For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: ISO /

NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY (NAMRIA)

Region: NCR

Address: Lawton Avenue, Fort Bonifacio, Taguig City

Contact Person: AUBREY GEORGE T. CORPUZ

Position: Supply Officer III

E-mail :

Item & Specifications	Unit of Measure	Quantity Requirement																	UNIT COST	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
ITEMS																				
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
Other Supplies																				3,500,000.00
1 OTHERS - ISO Supplies and Materials	0.00	1			1				0				0				0	1	200,000.00	200,000.00
Professional Services																				
1 ISO (QMS) Service Provider	0.00	1			1				0				0				0	1	300,000.00	300,000.00
2 ISO (QMS) Trainings/Workshops/Seminars	0.00	1			1				0				0				0	1	300,000.00	300,000.00
C. TOTAL (A + B):									0				0				0	1	3,000,000.00	3,000,000.00
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				350,000.00
E. GRAND TOTAL (C + D)																				3,350,000.00
F. APPROVED BUDGET BY THE AGENCY HEAD																				3,500,000.00

G. MONTHLY CASH REQUIREMENTS									
G.1 Available at Procurement Service Stores									
G.2 Other Items not available at PS but regularly purchased from									
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 supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available/
Certified Appropriate Funds Available:

Approved by:


AUBREY GEORGE T. CORPUZ
Supply Officer III


AMELITO M. DELA CRUZ
Accountant/
Local Budget Officer


DR. PETER N. TIANGCO, CESO I
NAMRIA Administrator

Date Prepared:

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

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 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) 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.
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- 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.
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 - ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
 - ps.app.lgu@gmail.com- For Local government units
- Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
- For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **MORALE AND WELFARE /**

NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY (NAMRIA)

Region: **NCR**

Address: **Lawton Avenue, Fort Bonifacio, Taguig City**

Contact Person: **AUBREY GEORGE T. CORPUZ**

Position: **Supply Officer III**

E-mail :

Item & Specifications		Unit of Measure	Quantity Requirement																		UNIT COST	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
	ITEMS																					
	OTHERS - NAMRIA MORALE and WELFARE PROGRAM																					
1	Aerobics - Exercising Mat and Foldable Mirror	lot		1		1				0				0				0	1	10,000.00	32,429,625.00	
2	Aerobics - Training Instructor Professional Fee	lot		1		1				0				0				0	1	20,000.00	10,000.00	
3	Annual Physical Examination (APE)	lot				0				0	1			0				0	1	400,000.00	400,000.00	
4	Bayanihang Bayan	lot				0			1	1			1	1				0	1	25,000.00	50,000.00	
5	Biking - Bikers Uniform	lot				0	1			1			0					0	1	20,000.00	20,000.00	
6	Biking - Bikers Registration Fee and Meal during Events	lot				0	1			1			0					0	1	15,000.00	15,000.00	
7	External Events-Arbor Day Expenses	lot				0				0	1		1		1			1	2	300,000.00	300,000.00	
8	External Events-Clean Air Month Expenses	lot				0				0			0					0	1	10,000.00	10,000.00	
9	External Events-DENR Anniversary Expenses	lot				0			1	1			0		1			1	1	300,000.00	300,000.00	
10	External Events-DENR Culminating Activity Expenses	lot				0				0			0					0	1	60,000.00	60,000.00	
11	External Events- Earth Day Expenses	lot				0				0	1		1			1		1	1	25,000.00	50,000.00	
12	External Events- Environmental Activities Expenses	lot				0	1			1			0		1		1	2				

13	External Events- International Coastal Clean up	lot				0			0			1	1			0	1	100,000.00	100,000.00
14	External Events- International Day of Biodiversity	lot				0		1	1				0			0	1	10,000.00	10,000.00
15	External Events- Philippine Independence Day Expenses	lot				0			1	1			0			0	1	15,000.00	15,000.00
16	External Events- World Hydrography Month	lot				0			1	1			0			0	1	50,000.00	50,000.00
17	External Events- World Water Day Expenses	lot			1	1			0				0			0	1	5,000.00	5,000.00
18	Human Resource Development and Engagement	lot				0	1		1				0			0	1	3,500,000.00	3,500,000.00
19	Liturgical and other Ecumenical Activities	lot	1			1	1		1	1			1	1		1	4	12,500.00	50,000.00
20	Motorcycling - Motorist Clinic	lot				0	1		1				0			0	1	10,000.00	10,000.00
21	Motorcycling - Protective Jacket	lot	1			1			0				0			0	1	52,500.00	52,500.00
22	NAMRIA Anniversary preparation and rental	lot				0			0	1			1			0	1	1,100,000.00	1,100,000.00
23	NAMRIA Employees Year End Assembly preparation and	lot				0			0				0			0	1	1,100,000.00	1,100,000.00
24	Performing Arts Activities	lot	1			1	1		1	1			1	1	1	1	1	75,000.00	300,000.00
25	PsychoSocial - Employees with Special Needs/Senior	lot				0	1		1				0			0	1	20,000.00	20,000.00
26	PsychoSocial - Employees with Special Needs/Senior	lot				0	1		1	1			1			0	2	25,000.00	50,000.00
27	PsychoSocial - Employees with Special Needs/Senior	lot			1	1			0				0	1		1	2	50,000.00	100,000.00
28	PsychoSocial - Employees with Special Needs/Senior	lot			1	1			0	2			2			0	3	10,000.00	30,000.00
29	Psychosocial - PAGLA-UM Project	lot			1	1			0				0			0	1	300,000.00	300,000.00
30	Running/Marathon - Banner (4x8 ft)	lot	1			1			0				0			0	1	1,000.00	1,000.00
31	Running/Marathon - First Aid Kit (Set)	lot	1			1			0				0			0	1	3,000.00	3,000.00
32	Running/Marathon - NAMRIA Running Shirt	lot			1	1			0				0			0	1	100,000.00	100,000.00
33	Running/Marathon - Registration fee and Meals for Fun	lot	1	1		2	1		1	2		1	1			0	5	60,000.00	300,000.00
34	Running/Marathon - Running Clinic	lot	1			1			0				0			0	1	16,000.00	16,000.00
35	Security and Safety - Communication Team - Battery	pc				0	100		100				0			0	100	66.00	6,600.00
36	Security and Safety - Communication Team -	pc				0	5		5				0			0	5	5,000.00	25,000.00
37	Security and Safety - Conducted Fire and Earthquake	lot	1			1			0				0			0	1	50,000.00	50,000.00
38	Security and Safety - Damage Control and Fire Brigade	lot				0	1		1				0			0	1	10,000.00	10,000.00
39	Security and Safety - Damage Control and Fire Brigade	pc				0	15		15				0			0	15	1,500.00	22,500.00
40	Security and Safety - Damage Control and Fire Brigade	pc				0	20		20				0			0	20	330.00	6,600.00
41	Security and Safety - Damage Control and Fire Brigade	pc				0	3		3				0			0	3	2,025.00	6,075.00
42	Security and Safety - Damage Control and Fire Brigade	pc				0	15		15				0			0	15	2,000.00	30,000.00
43	Security and Safety - Rescue Supplies and Equipment	pc				0			1	1			0			0	1	1,200.00	1,200.00
44	Security and Safety - Rescue Supplies and Equipment	pc				0			1	1			0			0	1	7,000.00	7,000.00
45	Security and Safety - Rescue Supplies and Equipment	pc				0			1	1			0			0	1	30,000.00	30,000.00
46	Security and Safety - Rescue Supplies and Equipment	pc				0			1	1			0			0	1	5,000.00	5,000.00
47	Security and Safety - Rescue Supplies and Equipment	pc				0			5	5			0			0	5	1,500.00	7,500.00
48	Security and Safety - Rescue Supplies and Equipment	pc				0			50	50			0			0	50	700.00	35,000.00
49	Security and Safety - Rescue Supplies and Equipment	pc				0			1	1			0			0	1	20,000.00	20,000.00
50	Security and Safety - Rescue Supplies and Equipment	pc				0			100	100			0			0	100	100.00	10,000.00
51	Security and Safety - Security and Warning Team	pc				0			2	2			0			0	2	3,000.00	6,000.00
52	Security and Safety - Security and Warning Team	pc				0			2	2			0			0	2	7,000.00	14,000.00
53	Security and Safety - Security and Warning Team	roll				0			2	2			0			0	2	1,100.00	2,200.00
54	Security and Safety - Security and Warning Team	roll				0			3	3			0			0	3	800.00	2,400.00
55	Security Services personnel hired	lot				0			0			1	1			0	1	17,000,000.00	17,000,000.00
56	Janitorial Services personnel hired	lot				0			0			1	1			0	1	5,000,000.00	5,000,000.00
57	SocioEconomic - Livelihood Program	lot			1	1			0				0			0	1	10,000.00	10,000.00
58	Sports Events - Badminton Court Rental	lot				0	1		1				0			0	1	15,000.00	15,000.00
59	Sports Events - Bowling Lane Fee	lot				0			0				0		1	1	1	20,000.00	20,000.00
60	Sports Events - Referees Fee	lot				0	1		1				0			0	1	35,000.00	35,000.00
61	Sports Events - Set of uniform for players	lot				0	1		1				0			0	1	270,000.00	270,000.00
62	Sports Events - Supplies and Materials	lot				0	1		1				0			0	1	50,000.00	50,000.00
63	Sports Events - Trophies/Award/Banner	lot				0	1		1				0			0	1	50,000.00	50,000.00
64	Tree Planting (Transportation, Meals and other	lot				0			0			1	1			0	1	250,000.00	250,000.00
65	Vaccination Program	lot				0			1	1			0			0	1	400,000.00	400,000.00
66	Visual Arts (NAMRIA Camera Club)	lot			1	1			1	1			0			0	2	50,000.00	100,000.00
67	Working Environment (SS & Quality Standards)	lot				0	1		1				0			0	1	50,000.00	50,000.00
68	Visitor's Lounge (HB)	lot				0	1		1				0			0	1	300,000.00	300,000.00
69	Establishment of Botanical Garden	lot				0	1		1				0			0	1	100,000.00	100,000.00

Other Supplies														
1	OTHER Supplies, emergency	0.00				0	2			2			0	2
C. TOTAL (A + B):													50,000.00	100,000.00
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)														32,429,625.00
E. GRAND TOTAL (C + D)														3,242,962.50
F. APPROVED BUDGET BY THE AGENCY HEAD														35,672,587.50
G. MONTHLY CASH REQUIREMENTS														32,429,625.00
G.1 Available at Procurement Service Stores														
G.2 Other Items not available at PS but regularly purchased from														
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 supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


AUBREY GEORGET T. CORPUZ
 Supply Officer III

Date Prepared:

Certified Funds Available/
 Certified Appropriate Funds Available:


AMELITO M. DELA CRUZ
 Accountant/
 Local Budget Officer

Approved by:


DR. PETER N. TIANGCO, CESO I
 NAMRIA Administrator

ANNUAL PROCUREMENT PLAN FOR 2018
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 (Oroquieta) 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 ps-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 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.
- 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.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
 - ps.app.lgu@gmail.com - For Local government units
- Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
- For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **GENDER AND DEVELOPMENT (GAD) /
NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY (NAMRIA)**

Region: **NCR**

Address: **Lawton Avenue, Fort Bonifacio, Taguig City**

Contact Person: **AUBREY GEORGE T. CORPUZ**
Position: **Supply Officer III**
E-mail :

Item & Specifications	Unit of Measure	Quantity Requirement																	UNIT COST	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
ITEMS																				
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
Common Office Supplies																				227.82
1 ERASER, Felt, For Blackboard or whiteboard	piece	2			2				0				0				0	2	11.11	22.22
2 MARKER, Whiteboard, black, per piece	piece	20			20				0				0				0	20	10.28	205.60
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
Common Office Supplies																				221,773.75
1 BOND paper, A4 size, Paper One, 80 gsm	ream	6			6				0				0				0	6	475.00	2,850.00
2 FOLDER, Expanding, Long	pc	1			1				0				0				0	1	20.00	20.00
3 FOLDER, Ordinary, Long	pc	2			2				0				0				0	2	12.00	24.00
4 GLUE Gun stick, 10 pc/pack	pack	1			1				0				0				0	1	79.75	79.75
5 PAPER, Photo, A4, 20pcs/pack	pack	1			1				0				0				0	1	2,700.00	2,700.00

Consumables																	
1	HP Officejet #932XL Black	Cart	5		5			0			0			0	5	1,040.00	5,200.00
2	HP Officejet #933XL Cyan	Cart	5		5			0			0			0	5	1,040.00	5,200.00
3	HP Officejet #933XL Magenta	Cart	5		5			0			0			0	5	1,040.00	5,200.00
4	HP Officejet #933XL Yellow	Cart	5		5			0			0			0	5	1,040.00	5,200.00
Computer Equipment and Accessories																	
1	FLASH Drive, 16GB USB 2.0, plug and play	unit	2		2			0			0			0	2	700.00	1,400.00
Other Supplies																	
1	OTHERS - GAD t-shirt	0.00	554		554			0			0			0	554	350.00	193,900.00
C. TOTAL (A + B):																	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																	
E. GRAND TOTAL (C + D)																	
F. APPROVED BUDGET BY THE AGENCY HEAD																	
G. MONTHLY CASH REQUIREMENTS																	
G.1 Available at Procurement Service Stores																	
G.2 Other Items not available at PS but regularly purchased from other																	
TOTAL MONTHLY CASH REQUIREMENTS																	

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Prepared by:

AUBREY GEORGE T. CORPUZ
Supply Officer III

Certified Funds Available/
Certified Appropriate Funds Available:

AMELITO M. DELA CRUZ
Accountant/
Local Budget Officer

Approved by:

DR. PETER N. TIANGCO, CESO I
NAMRIA Administrator

Date Prepared: