

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

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

1. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at 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.
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addressess:

 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Offi OFFICE OF THE OMBUDSMAN FOR THE MOLEO

Region: MAIN & NCR

Address: 2nd Floor, Ombudsman Building, Agham Road, Diliman, Quezon City

Agency Account Code: Mo33

Contact Person:

Ludy L. Capuyan

Position:

Administrative Officer V

E-mail :

llcapuyan@ombudsman.gov.ph

Telephone/Mobile Nos:

4797300

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	20.28	2,920.32	
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	14	14	14	42	14	14	14	42	14	14	14	42	14	14	14	42	168	19.20	3,225.60	
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-	
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	-	
5 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	75.39	-	
6 TAPE, ELECTRICAL, 18mm x 16M min	roll	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	18.93	908.64	
COMMON OFFICE SUPPLIES																					
1 ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				0				0				0	0	766.73		

2	AIR FRESHENER, aerosol, 280ml/150g min	can	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	88.69	15,964.20
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	125	125	125	375	125	125	125	375	125	125	125	375	125	125	125	375	1500	49.73	74,595.00
4	CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0				0	0	205.48	-
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0				0	0	210.91	-
6	CARTOLINA, assorted colors	pack	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	67.06	804.72
7	CHALK, molded, white, dustless, length: 78mm min	box		1		1				0				0		1		1	2	26.89	53.78
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0				0				0				0	0	38.19	-
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece		5		5		5		5		5		5		5		5	20	40.47	809.40
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	7.87	566.64
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	13.94	501.84
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box				0				0				0				0	0	19.88	-
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box				0				0				0				0	0	41.10	-
14	CORRECTION TAPE, film base type, UL 6m min	piece	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	18.26	5,478.00
15	DATA FILE BOX, made of chipboard, with closed ends	box				0				0				0				0	0	72.57	-
16	DATA FOLDER, made of chipboard, taglia lock	piece				0				0				0				0	0	71.39	-
17	ENVELOPE, DOCUMENTARY, for A4 size document	box				0				0				0				0	0	424.47	-
18	ENVELOPE, DOCUMENTARY, for legal size document	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	538.80	6,465.60
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	4	4	4	12	4	4	4	12	4	4	4	12	3	3	3	9	45	667.84	30,052.80
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0				0				0				0	0	28.71	-
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	341.79	16,405.92
22	ENVELOPE, mailing, white, with window	box				0				0				0				0	0	427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece		1		1		1		1		1		1		1		1	4	11.55	46.20
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	6.23	448.56
25	FASTENER, METAL, 70mm between prongs	box	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	59.37	21,373.20
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0				0				0				0	0	73.59	-

Pages 3 of 23																					
27	FILE TAB DIVIDER, bristol board, for A4	set				0				0				0			0	0	12.98	-	
28	FILE TAB DIVIDER, bristol board, for legal	set				0				0				0			0	0	17.31	-	
29	FOLDER, FANCY, for A4 size documents	bundle				0				0				0			0	0	258.50	-	
30	FOLDER, FANCY, for legal size documents	bundle				0				0				0			0	0	302.85	-	
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0				0				0			0	0	177.92	-	
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0				0				0			0	0	222.27	-	
33	FOLDER, PRESSBOARD, size: 340mm x 370mm (-5mm)	box		1		1		1		1		1		1		1	4	776.59	3,106.36		
34	FOLDER, TAGBOARD, for A4 size documents	pack				0				0				0			0	0	226.05	-	
35	FOLDER, TAGBOARD, for legal size documents	pack	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	208.38	20,004.48
36	GLUE, all purpose, gross weight: 200 grams min	jar	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	49.73	4,774.08
37	INDEX TAB, self-adhesive, transparent	box				0				0				0			0	0	53.74	-	
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0				0			0	0	676.00	-	
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0				0				0			0	0	43.26	-	
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	36.97	4,436.40
41	MARKER, whiteboard, black, felt tip, bullet type	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	10.69	641.40
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	10.69	641.40
43	MARKER, whiteboard, red, felt tip, bullet type	piece	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	10.69	384.84
44	MARKER, PERMANENT, bullet type, black	piece	16	16	16	48	16	16	16	48	16	16	16	48	16	16	16	48	192	10.04	1,927.68
45	MARKER, PERMANENT, bullet type, blue	piece	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	10.04	1,204.80
46	MARKER, PERMANENT, bullet type, red	piece	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	10.04	481.92
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	12.52	751.20
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	32.45	9,735.00
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	44.32	13,296.00
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad				0				0				0				0	0	59.49	-
51	PAPER, PAD, ruled, size: 216mm x 330mm (±2mm)	pad				0				0				0				0	0	18.99	-

52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	6.91	1,658.40
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	13	13	13	39	13	13	13	39	13	13	13	39	13	13	13	39	156	14.04	2,190.24
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0				0	0	137.66	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0	160.94	-
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				0				0				0				0	0	119.09	-
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	1000	1000	500	2500	500	500	500	1500	500	500	500	1500	500	1000	1000	2500	8000	123.08	984,640.00
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0				0				0				0	0	95.18	-
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0				0				0				0	0	34.29	-
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	20.40	734.40
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0				0				0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	62.73	7,527.60
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	97.34	14,016.96
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle		2		2				0				0		2		2	4	267.14	1,068.56
65	RUBBER BAND, 70mm min lay flat length (#18)	box	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	97.04	11,644.80
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	16.10	966.00
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	35.99	5,182.56
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	26	26	26	78	26	26	26	78	26	26	26	78	26	26	26	78	312	35.99	11,228.88
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	35.99	4,318.80
70	STAMP PAD INK, purple or violet	bottle	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	25.62	1,537.20
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	28.77	690.48
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0				0				0				0	0	21.51	-
73	STAPLE WIRE, STANDARD, (26/6)	box	16	16	16	48	16	16	16	48	16	16	16	48	16	16	16	48	192	19.68	3,778.56
74	TAPE, MASKING, width: 24mm (±1mm)	roll	13	13	13	39	13	13	13	39	13	13	13	39	13	13	13	39	156	57.32	8,941.92
75	TAPE, MASKING, width: 48mm (±1mm)	roll				0				0				0				0	0	109.24	-
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	16	16	16	48	16	16	16	48	16	16	16	48	16	16	16	48	192	29.08	5,583.36

77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	22	22	22	66	22	22	22	66	22	22	22	66	22	22	22	66	264	11.36	2,999.04
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll				0				0				0				0	0	27.58	-
79	TOILET TISSUE PAPER 2-ply sheets, 150 pulls	pack	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	70.30	16,872.00
80	TWINE, plastic, one (1) kilo per roll	roll	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	51.92	3,115.20
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0				0				0				0	0	133.99	-
82	Airline Travel	ticket				0				0				0				0	0	0.00	-
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, for heavy duty cutter	tube				0				0				0				0	0	10.22	-
2	CUTTER KNIFE, for general purpose	piece		3		3		3		3		3		3		3		3	12	20.55	246.60
3	DATING AND STAMPING MACHINE, heavy duty	piece				0				0				0				0	0	497.52	-
4	PENCIL SHARPENER, manual, single cutter head	piece				0				0				0				0	0	194.69	-
5	PUNCHER, paper, heavy duty, with two hole guide	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	123.42	7,405.20
6	SCISSORS, symmetrical, blade length: 65mm min	pair	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	14.28	856.80
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	85.45	5,127.00
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0				0				0	0	913.95	-
9	STAPLE REMOVER, PLIER-TYPE	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	18.91	1,134.60
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece		3		3		3		3		3		3		3		3	12	51.57	618.84
11	WASTEBASKET, non-rigid plastic	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	25.96	1,557.60
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece				0				0				0				0	0	91.94	-
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0				0				0				0	0	24.88	-
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0				0				0				0	0	43.26	-
4	CLEANSER, SCOURING POWDER, 350g min./can	can				0				0				0				0	0	24.88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch				0				0				0				0	0	38.93	-
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	125.20	7,512.00

										Pages 6 of 23													
17	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0				0				0				0	0	28.12	-		
18	FLOOR WAX, PASTE, RED	can				0				0				0				0	0	280.13	-		
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	90.85	2,180.40		
10	INSECTICIDE, aerosol type, net content: 600ml min	can	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	142.77	5,139.72		
11	MOP BUCKET, heavy duty, hard plastic	piece				0				0				0				0	0	1,987.44	-		
12	MOPHANDLE, heavy duty, aluminum, screw type	piece				0				0				0				0	0	148.18	-		
13	MOPHEAD, made of rayon, weight: 400 grams min	piece				0				0				0				0	0	110.32	-		
14	RAGS, all cotton, 32 pieces per kilogram min	bundle				0				0				0				0	0	51.68	-		
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0				0				0				0	0	107.08	-		
16	TRASHBAG, plastic, transparent	roll				0				0				0				0	0	145.48	-		
17	DETERGENT BAR, 140 grams as packed	bar				0				0				0				0	0	7.57	-		

COMMON OFFICE EQUIPMENT

1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0				0				0			0	0	10,816.00	-	
2	CALCULATOR, compact, 12 digits	unit	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	140.61	3,374.64
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece		30		30			30					0			0	60	273.10	16,386.00	
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0				0				0			0	0	273.10	-	
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0		2		2		2		2		2	2	6	6,828.14	40,968.84	
6	DOCUMENT CAMERA, 3.2M pixels	unit				0				0				0			0	0	26,391.04	-	
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0				0				0			0	0	1,091.33	-	
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0				0				0			0	0	1,372.55	-	
9	ELECTRIC FAN, STAND type, plastic blade	unit				0		2		2		2		2		2	2	6	1,046.65	6,279.90	
10	ELECTRIC FAN, WALL type, plastic blade	unit				0				0				0			0	0	782.00	-	
11	FACSIMILE MACHINE, uses thermal paper	unit				0				0				0			0	0	3,642.83	-	
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0				0				0			0	0	1,123.78	-	
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0			0	0	5,191.68	-	

14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				Pages 7 0				0			0	0	27,542.94	-	
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: 84	unit				0		2		2				0			0	2	8,411.60	16,823.20	
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit				0				0				0			0	0	5,927.17	-	
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0			0	0	19,457.98	-	
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0			0	0	6,064.78	-	
19	PRINTER, LASER, monochrome, network-ready	unit				0				0				0			0	0	744.14	-	
20	TABLE, MONOBLOC, WHITE, 88g x 889mm (35" x 35")min	unit				0				0				0			0	0	1,379.04	-	
21	TABLE, MONOBLOC, BEIGE, 88g x 889mm (35" x 35")min	unit				0		6		6		6		6			0	12	1,379.04	16,548.48	
22	Desktop Computer, branded	unit				0				0				0			0	0	35,887.49	-	
23	Laptop Computer, branded	unit				0				0				0			0	0	36,587.28	-	
COMMON COMPUTER SUPPLIES																					
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0				0			0	0	709.53	-	
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0				0			0	0	1,070.78	-	
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0				0			0	0	796.06	-	
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0				0			0	0	1,352.00	-	
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0				0				0			0	0	620.67	-	
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box		2		2				0		2		2		2		6	1,076.19	6,457.14	
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece		6		6		6		6		6		6		6		24	22.66	543.84	
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece				0				0				0			0	0	3,152.86	-	
9	FLASH DRIVE, 16 GB capacity	piece				0				0				0			0	0	261.75	-	
10	MOUSE, optical, USB connection type	unit	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	140.39	3,369.36
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK (RA 9184), 7th Edition	piece	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	48.13	1,155.12
CONSUMABLES																					
1	DRUM CART, BROTHER DR-3455	cart				0				0				0			0	0	7,138.56	-	

2	INK CART, CANON CL-741, Col.	cart				0				0					0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0				0					0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0				0					0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0				0					0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart				0				0					0	0	264.99	-
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0					0	0	264.99	-
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0					0	0	264.99	-
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0					0	0	264.99	-
10	INK CART, HP C2P04AA (HP62) Black	cart				0				0					0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0					0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				0				0					0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0					0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0					0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0					0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0					0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0					0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0					0	0	0.00	-
19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0				0					0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0					0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0				0					0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0					0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0				0					0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0					0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0					0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0					0	0	654.37	-

Pages 9 of 23																					
37	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0						0	0	654.37	-		
38	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0						0	0	1,292.51	-		
39	INK CART, HP CH561WA, (HP61), Black	cart				0				0						0	0	670.59	-		
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0						0	0	859.87	-		
31	INK CART, HP CH565A (HP82) Black	cart				0				0						0	0	0.00	-		
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0						0	0	0.00	-		
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0						0	0	0.00	-		
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0						0	0	0.00	-		
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0						0	0	1,616.99	-		
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0						0	0	1,222.21	-		
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0						0	0	1,227.62	-		
38	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0						0	0	1,227.62	-		
39	INK CART, HP CN692AA, (HP704), Black	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	6	24	373.15	8,955.60	
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	373.15	4,477.80
41	INK CART, HP CZ107AA, (HP678), Black	cart				0				0						0	0	379.64	-		
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0						0	0	379.64	-		
43	INK CART, HP CZ121A (HP685A), Black	cart				0				0						0	0	380.72	-		
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0						0	0	259.58	-		
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0						0	0	259.58	-		
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0						0	0	259.58	-		
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0						0	0	0.00	-		
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0						0	0	0.00	-		
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0						0	0	0.00	-		
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0						0	0	0.00	-		
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0						0	0	0.00	-		

Pages 10 of 23

52	INK CART, HP L0S60AA (HP955) Black Original	cart				0			0					0	0	0.00	-	
53	INK CART, HP L0S63AA (HP955XL) Cyan Original	cart				0			0					0	0	0.00	-	
54	INK CART, HP L0S66AA (HP955XL) Magenta Original	cart				0			0					0	0	0.00	-	
55	INK CART, HP L0S69AA (HP955XL) Yellow Original	cart				0			0					0	0	0.00	-	
56	INK CART, HP L0S72AA (HP955XL) Black Original	cart				0			0					0	0	0.00	-	
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0			0					0	0	0.00	-	
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0			0					0	0	0.00	-	
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0			0					0	0	0.00	-	
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0			0					0	0	0.00	-	
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0			0					0	0	0.00	-	
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0			0					0	0	0.00	-	
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0			0					0	0	0.00	-	
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0			0					0	0	0.00	-	
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0			0					0	0	79.82	-	
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0			0					0	0	753.88	-	
67	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0			0					0	0	78.96	-	
68	TONER CART, BROTHER TN-2025, Black	cart		3		3			0		3		3		0	6	2,658.57	15,951.42
69	TONER CART, BROTHER TN-2130, Black	cart				0			0					0	0	1,892.80	-	
70	TONER CART, BROTHER TN-2150, Black	cart				0			0					0	0	2,720.22	-	
71	TONER CART, BROTHER TN-3320, Black	cart				0			0					0	0	3,059.63	-	
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0			0					0	0	4,460.08	-	
73	TONER CART, HP CB435A, Black	cart		3		3			0		3		3		0	6	2,914.91	17,489.46
74	TONER CART, HP CB540A, Black	cart				0			0					0	0	3,444.90	-	
75	TONER CART, HP CE255A, Black	cart				0			0					0	0	7,024.99	-	
76	TONER CART, HP CE278A, Black	cart				0			0					0	0	3,239.39	-	

77	TONER CART, HP CE285A (HP85A), Black	cart	10	10	10	30	10	10	10	30	10	10	9	29	9	9	9	27	116	3,009.01	349,045.16
78	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0				0				0				0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart		2		2				0		2		2				0	4	3,942.43	15,769.72
92	TONER CART, HP CE411A, (HP305), Cyan	cart		2		2				0		2		2				0	4	5,618.91	22,475.64
93	TONER CART, HP CE412A, (HP305), Yellow	cart		2		2				0		2		2				0	4	5,618.91	22,475.64
94	TONER CART, HP CE413A, (HP305), Magenta	cart		2		2				0		2		2				0	4	5,618.91	22,475.64
95	TONER CART, HP CE505A, Black	cart				0				0				0				0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0				0				0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0				0				0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0				0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart		2		2				0		2		2				0	4	0.00	-
101	TONER CART, HP CF280XC	cart				0				0				0				0	0	7,241.31	-

102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0					0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0					0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0					0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0					0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0					0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0					0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0					0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0					0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0					0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0					0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0					0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0					0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0					0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0					0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0					0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0					0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0					0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0					0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0					0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0					0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0					0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0					0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0					0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0					0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0					0	0	0.00	-

127	TONER CART, HP CF410A (HP410A) black	cart				0				0					0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0					0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0					0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0					0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0					0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0					0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0					0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0					0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0					0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0					0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0					0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0					0	0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart				0				0					0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0					0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0					0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0					0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0					0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0					0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0					0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0					0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0					0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0					0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0					0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0					0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0				0					0	0	6,312.22	-

152 TONER CARTRIDGE, CANON 324 II, for printer LBP6780x		cart				0				0				0				0	0	13,935.33	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
COMMON ELECTRICAL SUPPLIES																					
1	LED T8 Tubular Single End, 18w-20w, Daylight	pc.	16	16	16	48	16	16	16	48	16	16	16	48	16	15	15	46	190	310.00	58,900.00
2	SLE, 20 watts	pc.	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	250.00	15,000.00
3	Flatcord #16, 2-wire	roll		1		1				0		1		1		1		1	3	2,300.00	6,900.00
4	Adaptor Plug, 2-way	pc.		6		6		6		6		6		6		6		6	24	50.00	1,200.00
5	Adaptor Plug, 3-way	pc.		6		6				0		6		6				0	12	65.00	780.00
COMMON OFFICE EQUIPMENT																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
COMMON OFFICE SUPPLIES																					
1	Paste, solid, 200g w/ applicator	btl.	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	35.00	4,200.00
2	Glue Tape rollers, standard	pc.		3		3		3		3		3		3		3		3	12	52.00	624.00
3	Paper Clip, bulldog, 3"	pc.	10	10	10	30	10	10	10	30	10	10	10	30	5	5		10	100	12.00	1,200.00
4	Folder, morocco, legal w/ plastic grip, 250/bx.	bx.		1		1				0		1		1				0	2	3,125.00	6,250.00
5	Folder, morocco, short w/ plastic grip, 250/bx.	bx.		1		1		1		1		1		1				0	3	1,125.00	3,375.00
6	Folder, tagboard, short, 14 pts., 100/bndl.	bndl.		5		5		5		5		5		5		5		5	20	450.00	9,000.00
7	Plastic Cover, 50m/roll, gauge #4	roll		1		1				0				0		1		1	2	625.00	1,250.00
8	Card, Index, 5 x 8, ruled both sides	pc.	150	150	150	450	200	200	200	600	200	200	200	600	150	150	150	450	2100	1.00	2,100.00
9	Envelope, doc., kraft, short, 500 pcs/box	bx.		2		2				0		2		2				0	4	875.00	3,500.00
10	Duct Tape, 48mm x 50m	roll		10		10		10		10		10		10				0	30	350.00	10,500.00

Pages 15 of 23

11	Envelope, pay, kraft, 4 x 7 1/2"	bx.		6		6		6		6		6					0	18	220.00	3,960.00	
12	Paper, copy, letter size	ream	100	100	83	283	83	83	83	249	83	83	83	249	100	100	85	285	1066	125.00	133,250.00
13	Ruled Pad Paper, non-blot, yellow	pad	13	13	13	39	13	13	13	39	13	13	13	39	13	15	15	43	160	30.00	4,800.00
14	Specialty Board Paper, 220 gsm, white	pad	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	35.00	840.00
15	Special Paper, 120 gsm., beige	pad	16	16	16	48	16	16	16	48	16	16	16	48	18	18	20	56	200	30.00	6,000.00
16	Tape, adding machine, 2/14"	roll	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	14.00	336.00
17	Fax Film for Brother 878, original	roll	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	1,600.00	38,400.00
18	Fax Film for KXFT711, original	rolls	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	1,500.00	36,000.00
19	Numbering Machine Ink for metal	btl.	9	9	9	27	9	9	9	27	9	9	9	27	6	6	7	19	100	250.00	25,000.00
20																					

COMMON JANITORIAL SUPPLIES

1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-

CONSUMABLES

1	Ribbon, Olympia Compact 5Dm	pc.	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	320.00	7,680.00
2	Ribbon, Triumph Adler TA TWEN 320 DS	pc.	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	450.00	10,800.00
3	Toner, HPQ2612A	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	3,863.00	46,356.00
4	Toner, Fuji Xerox CT201919, twin pack	pc.	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	4,200.00	50,400.00
5	Toner, HP78A	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	3,609.00	86,616.00
6	Toner, HPC64A	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	8,022.00	96,264.00
7	Toner, MP1600LE Copier	pc.	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	3,150.00	37,800.00
8	Toner, 319, original, for Canon LBP6680X	cart	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	5,000.00	300,000.00

9					0				0				0				0	0		
10					0				0				0				0	0		
11					0				0				0				0	0		
12					0				0				0				0	0		
13					0				0				0				0	0		
14					0				0				0				0	0		
15					0				0				0				0	0		
16					0				0				0				0	0		
17					0				0				0				0	0		
18					0				0				0				0	0		
19					0				0				0				0	0		
20					0				0				0				0	0		
21					0				0				0				0	0		
22					0				0				0				0	0		
23					0				0				0				0	0		
24					0				0				0				0	0		
25					0				0				0				0	0		
26					0				0				0				0	0		
27					0				0				0				0	0		
28					0				0				0				0	0		
29					0				0				0				0	0		
30					0				0				0				0	0		
Office Equipment and Accessories																				
1	Laminating Machine	unit			0		2		2				0				0	2	5,000.00	10,000.00
2	Printing Calculator	unit		1	1		1		1		1		1		1		1	4	4,350.00	17,400.00

Pages 17 of 23

3	Automated Dater Machine	unit				0		13		13				0			0	13	3,000.00	39,000.00
4	Telephone Apparatus	unit		3		3		3		3		3		3		3	12	750.00	9,000.00	
5	Digital Duplicator, heavy-duty	unit				0		1		1				0			0	1	650.00	650.00
6	Air Purifier	unit				0		2		2				0			0	2	35,000.00	70,000.00
7	Steel Filing Cabinet, 4-drawers, gauge 22	unit		6		6		6		6		6		6		6	24	9,000.00	216,000.00	
8	Storage Cabinet, 5-layers, gauge 20	unit				0		6		6				0			0	6	5,000.00	30,000.00
9	Push Cart, 300 kgs.	unit				0		2		2				0			0	2	4,000.00	8,000.00
10	Stapling Machine, heavy-duty	unit				0		2		2				0			0	2	1,600.00	3,200.00

Office Supplies

1	Ballpen, black, non-blot	bx.	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	72.00	3,456.00
2	Ballpen, blue, non-blot	bx.	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	72.00	2,592.00
3	Ballpen, red, non-blot	bx.	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	72.00	1,728.00
4	Battery, AA (for digital recorder)	pc.	16	16	16	48	16	16	16	48	16	16	16	48	18	18	20	56	200	50.00	10,000.00
5	Data File Binder Box w/ cover, legal	pc.	200	200	200	600	200	280	200	680	200	200	200	600	200	200	200	600	2480	300.00	744,000.00
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-

Audio and visual presentation and composing equipment

1	Projector, short-throw	unit				0		1		1				0				0	1	42,000.00	42,000.00
2	Document Reader	unit				0		1		1				0				0	1	25,000.00	25,000.00
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-

6					0				0				0				0	0			.
7					0				0				0				0	0			.
8					0				0				0				0	0			.
9					0				0				0				0	0			.
10					0				0				0				0	0			.
Photographic or filming or video equipment																					
1					0				0				0				0	0			.
2					0				0				0				0	0			.
3					0				0				0				0	0			.
4					0				0				0				0	0			.
5					0				0				0				0	0			.
6					0				0				0				0	0			.
7					0				0				0				0	0			.
8					0				0				0				0	0			.
9					0				0				0				0	0			.
10					0				0				0				0	0			.
Cleaning Equipment and Supplies																					
1					0				0				0				0	0			.
2					0				0				0				0	0			.
3					0				0				0				0	0			.
4					0				0				0				0	0			.
5					0				0				0				0	0			.
6					0				0				0				0	0			.
7					0				0				0				0	0			.
8					0				0				0				0	0			.

9					0				0				0				0	0			-
10					0				0				0				0	0			-

Paper Materials and Products

1					0				0				0				0	0			-
2					0				0				0				0	0			-
3					0				0				0				0	0			-
4					0				0				0				0	0			-
5					0				0				0				0	0			-
6					0				0				0				0	0			-
7					0				0				0				0	0			-
8					0				0				0				0	0			-
9					0				0				0				0	0			-
10					0				0				0				0	0			-

Lighting and fixtures and accessories

1					0				0				0				0	0			-
2					0				0				0				0	0			-
3					0				0				0				0	0			-
4					0				0				0				0	0			-
5					0				0				0				0	0			-
6					0				0				0				0	0			-
7					0				0				0				0	0			-
8					0				0				0				0	0			-
9					0				0				0				0	0			-
10					0				0				0				0	0			-

Electrical equipment and components and supplies

1					0				0				0			0	0		-
2					0				0				0			0	0		-
3					0				0				0			0	0		-
4					0				0				0			0	0		-
5					0				0				0			0	0		-
6					0				0				0			0	0		-
7					0				0				0			0	0		-
8					0				0				0			0	0		-
9					0				0				0			0	0		-
10					0				0				0			0	0		-

Computer Supplies

1					0				0				0			0	0		-
2					0				0				0			0	0		-
3					0				0				0			0	0		-
4					0				0				0			0	0		-
5					0				0				0			0	0		-
6					0				0				0			0	0		-
7					0				0				0			0	0		-
8					0				0				0			0	0		-
9					0				0				0			0	0		-
10					0				0				0			0	0		-

Computer Equipment and Accessories

1 Desktop Computer	unit				0		42		42				0			0	42	63,000.00	2,646,000.00
2 Printer, laserjet	unit				0		40		40				0			0	40	15,000.00	600,000.00
3 Printer, Dot Matrix, 136 cols.	unit				0		1		1				0			0	1	42,000.00	42,000.00

4	Printer, color laser	unit				0		2		2				0				0	2	20,000.00	40,000.00
5	Scanner	unit				0		1		1				0				0	1	55,000.00	55,000.00
6	Digital Voice Recorder	unit				0		4		4				0				0	4	28,000.00	112,000.00
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
*Other Categories																					
1	Car Freshener w/ dented lid	can	16	16	16	48	16	16	16	48	16	16	16	48	18	18	20	56	200	200.00	40,000.00
2	Folder, data binder, ringlock, 3 x 9 x 15"	pc.	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	110.00	66,000.00
3	Manila Paper, standard	pc.	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	2.25	675.00
4	Magnetic Glassboard	unit				0		1		1				0				0	1	30,000.00	30,000.00
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
C. TOTAL (A + B):																				P	7,826,484.30
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				P	782,648.43
E. GRAND TOTAL (C + D)																				P	8,609,132.73
F. APPROVED BUDGET BY THE AGENCY HEAD																					
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores					567,344.92			424,079.63			456,525.56			505,552.19				P	1,953,502.30		
G.2 Other Items not available at PS but regularly purchased from other sources					531,151.75			4,295,711.75			526,426.75			519,691.75			P	5,872,982.00			
TOTAL MONTHLY CASH REQUIREMENTS					1,098,496.67			4,719,791.38			982,952.31			1,025,243.94			P	7,826,484.30			

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for Items under A.

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

Prepared by:


Ludy L. Capuyan

Property/Supply Officer

Certified Funds Available / Certified
Appropriate Funds Available:


Marivic I. Cabarrubia

Accountant / Local Budget Officer

Approved by:


Cynthia Ramos

* 9 Head of Office/Agency *

Date: 11/22/17

OFFICE OF THE DEPUTY OMBUDSMAN FOR THE MILITARY AND OTHER LAW ENFORCEMENT OFFICES
ANNUAL PROCUREMENT PLAN FOR FY 2018

Code (PAP)	PROCUREMENT PROGRAM/PROJECT	UNIT	PMO/End-User	MODE OF PROCUREMENT	SCHEDULE FOR EACH PROCUREMENT ACTIVITY				Source of Funds	Estimated Budget PhP				REMARKS (Brief Description of Program/Project)
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		UNIT PRICE	TOTAL	MOOE	CO	
	A GENERAL OFFICE SUPPLIES AND MATERIALS													
2018-APP-0001	2nd Quarter		FAB	PB/AMP		April			RAB		900,000.00			For Quarterly office supplies requirement
2018-APP-0002	3rd Quarter		FAB	PB/AMP		July			RAB		900,000.00			
	Ink/Toner for Copiers/Printers & Facsimile Machine													
2018-APP-0003	2nd Quarter		FAB	PB/AMP		April			RAB		600,000.00			For Quarterly office supplies requirement
2018-APP-0004	3rd Quarter		FAB	PB/AMP		July			RAB		600,000.00			
2018-APP-0005	B CONSULTANCY SERVICES		OFFICE OF THE DO	PB/AMP		May & November			RAB		480,000.00			For office security purposes
	C CARPENTRY SERVICES		various offices	AMP		February			RAB		215,000.00			For fabrication of wooden cabinets and tables
	D UTILITY SERVICE													
2018-APP-0006	Supply & Delivery of Purified Drinking Water		Admin., FAB	PB-CO		March & June			RAB		130,500.00			For drinking water consumption of employees
2018-APP-0007	E PRINTING SERVICES		CREMEB/FAB	AMP		February - June			RAB		120,000.00			For printing of docket books, case folders & property tag
2018-APP-0008	F COPYING MACHINE RENTAL		2-DOs OFC 2-CREMEB 2-FIB 1-ADMIN 1-AO's OFC	PB-CO		Annually			RAB		900,000.00			For reproduction of case documents & other documents
	G SUBSCRIPTIONS													
2018-APP-0009	Newspapers		various offices	SVP		May to December			RAB		50,000.00			For office use
2018-APP-0010	H UPHOLSTERY AND REPAIR OF FURNITURE		FAB, CREMEB	AMP		April - June			RAB		20,000.00			For repair of worn-out furnitures
2018-APP-0011	I REPAIR OF EQUIPMENT		various offices	AMP		July - September			RAB		25,000.00			For repair of defective equipment
	J CONTINUING RENOVATION OF MOLEO OFFICES													
2018-APP-0012	Construction Supplies & Materials		various offices	AMP		June			RAB		200,000.00			For continuing renovation of 2nd Floor Main Building
2018-APP-0013	Electrical & Hardware Supplies		various offices	AMP		June			RAB		50,000.00			
2018-APP-0014	Tinting of Door Glass panels and windows		various offices	AMP		June			RAB		250,000.00			
	K REPAIR AND MAINTENANCE OF VEHICLES													
2018-APP-0015	Gasoline, Oil, Lubricants & Other Services		FAB	AMP		Annually			RAB		300,000.00			For use of official vehicles
2018-APP-0016	GSIS Vehicle Insurance		FAB	AMP		January - October			RAB		70,000.00			For insurance coverage
2018-APP-0017	LTO Registration		FAB	AMP		February - August			RAB		22,000.00			For renewing LTO registration
2018-APP-0018	Repair and Maintenance of vehicle, purchase of spare parts, supplies, accessories and labor		FAB	AMP		January - December			RAB		220,000.00			for repair and maintenance of motor vehicles
2018-APP-0019	L PROPERTY INSURANCE		FAB	AMP		June			RAB		100,000.00			For renewal of insurance coverage
	M OFFICE EQUIPMENT, FURNITURES AND FIXTURES													
2018-APP-0020	MODULAR PARTITION		FAB CREMEB-EU	PB		February - May			RAB		1,700,000.00 1,120,000.00			For improvement of employees' working area

OFFICE OF THE DEPUTY OMBUDSMAN FOR THE MILITARY AND OTHER LAW ENFORCEMENT OFFICES
ANNUAL PROCUREMENT PLAN FOR FY 2018

Code (PAP)	PROCUREMENT PROGRAM/PROJECT	UNIT	PMO/End-User	MODE OF PROCUREMENT	SCHEDULE FOR EACH PROCUREMENT ACTIVITY				Source of Funds	Estimated Budget PhP				REMARKS (Brief Description of Program/Project)
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		UNIT PRICE	TOTAL	MOOE	CO	
	A GENERAL OFFICE SUPPLIES AND MATERIALS													
2018-APP-0001	2nd Quarter		FAB	PB/AMP		April			RAB		900,000.00			For Quarterly office supplies requirement
2018-APP-0002	3rd Quarter		FAB	PB/AMP		July			RAB		900,000.00			
	Ink/Toner for Copiers/Printers & Facsimile Machine													
2018-APP-0003	2nd Quarter		FAB	PB/AMP		April			RAB		600,000.00			For Quarterly office supplies requirement
2018-APP-0004	3rd Quarter		FAB	PB/AMP		July			RAB		600,000.00			
2018-APP-0005	B CONSULTANCY SERVICES		OFFICE OF THE DO	PB/AMP		May & November			RAB		480,000.00			For office security purposes
	C CARPENTRY SERVICES		various offices	AMP		February			RAB		215,000.00			For fabrication of wooden cabinets and tables
	D UTILITY SERVICE													
2018-APP-0006	Supply & Delivery of Purified Drinking Water		Admin., FAB	PB-CO		March & June			RAB		130,500.00			For drinking water consumption of employees
2018-APP-0007	E PRINTING SERVICES		CREMEB/FAB	AMP		February - June			RAB		120,000.00			For printing of docket books, case folders & property tag
2018-APP-0008	F COPYING MACHINE RENTAL		2-DOs OFC 2-CREMEB 2-FIB 1-ADMIN 1-AO's OFC	PB-CO		Annually			RAB		900,000.00			For reproduction of case documents & other documents
	G SUBSCRIPTIONS													
2018-APP-0009	Newspapers		various offices	SVP		May to December			RAB		50,000.00			For office use
2018-APP-0010	H UPHOLSTERY AND REPAIR OF FURNITURE		FAB, CREMEB	AMP		April - June			RAB		20,000.00			For repair of worn-out furnitures
2018-APP-0011	I REPAIR OF EQUIPMENT		various offices	AMP		July - September			RAB		25,000.00			For repair of defective equipment
	J CONTINUING RENOVATION OF MOLEO OFFICES													
2018-APP-0012	Construction Supplies & Materials		various offices	AMP		June			RAB		200,000.00			For continuing renovation of 2nd Floor Main Building
2018-APP-0013	Electrical & Hardware Supplies		various offices	AMP		June			RAB		50,000.00			
2018-APP-0014	Tinting of Door Glass panels and windows		various offices	AMP		June			RAB		250,000.00			
	K REPAIR AND MAINTENANCE OF VEHICLES													
2018-APP-0015	Gasoline, Oil, Lubricants & Other Services		FAB	AMP		Annually			RAB		300,000.00			For use of official vehicles
2018-APP-0016	GSIS Vehicle Insurance		FAB	AMP		January - October			RAB		70,000.00			For insurance coverage
2018-APP-0017	LTO Registration		FAB	AMP		February - August			RAB		22,000.00			For renewing LTO registration
2018-APP-0018	Repair and Maintenance of vehicle, purchase of spare parts, supplies, accessories and labor		FAB	AMP		January - December			RAB		220,000.00			for repair and maintenance of motor vehicles
2018-APP-0019	L PROPERTY INSURANCE		FAB	AMP		June			RAB		100,000.00			For renewal of insurance coverage
	M OFFICE EQUIPMENT, FURNITURES AND FIXTURES													
2018-APP-0020	MODULAR PARTITION		FAB CREMEB-EU	PB		February - May			RAB		1,700,000.00 1,120,000.00			For improvement of employees' working area




OFFICE OF THE DEPUTY OMBUDSMAN FOR THE MILITARY AND OTHER LAW ENFORCEMENT OFFICES
ANNUAL PROCUREMENT PLAN FOR FY 2018

Code (PAP)	PROCUREMENT PROGRAM/PROJECT	UNIT	PMO/End-User	MODE OF PROCUREMENT	SCHEDULE FOR EACH PROCUREMENT ACTIVITY				Source of Funds	Estimated Budget PhP				REMARKS (Brief Description of Program/Project)
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		UNIT PRICE	TOTAL	MOOE	CO	
2018-APP-0037	STEEL OPEN-TYPE SHELVES, 8-layers, adjustable shelves, gauge 22, powder-coated	25	25-CREMEB-REC	PB/AMP	June - August				RAB	13,500.00	337,500.00			for storage of resolved cases
2018-APP-0038	STEEL OPEN-TYPE SHELVES, 4-layers, adjustable shelves, gauge 22, powder-coated	3	3-CREMEB-REC	PB/AMP	June - August				RAB	8,000.00	24,000.00			for document filing
2018-APP-0039	TELEPHONE UNITS	7	4-FAB 1-PIAAPB 1-FIB 1-CREMEB	AMP	March - April				RAB	750.00	5,250.00			for official communication use
2018-APP-0040	FAX MACHINE, monochrome printing	1	1-PIAAPB (Prosecution)	AMP	April - May				RAB	10,000.00	10,000.00			For faster communication
2018-APP-0041	AUTOMATED DATER MACHINE w/ inscription	14	11-FAB 3-CREMEB	AMP	February - April				RAB	3,000.00	42,000.00			for official use of employees
2018-APP-0042	PUSH CART, 300 kg., flatbed	2	2-FAB	AMP	April - May				RAB	4,000.00	8,000.00			for use in transporting supplies & equipment to various offices
2018-APP-0043	STAPLING MACHINE, heavy-duty, standard	7	1-PIAPPB-A 2-PIAPPB-B 2-CREMEB-REC 1-FAB 1-PIAPPB-C	AMP	May - June				RAB	3,000.00	21,000.00			For use in stapling thick documents
2018-APP-0044	LAMINATING MACHINE	1	1-FAB	AMP	May - June				RAB	5,000.00	5,000.00			for official use of HRM/FAB
2018-APP-0045	NUMBERING MACHINE, heavy-duty	20	13-CREMEB-REC 5-PIAAPB-B	AMP	May - June				RAB	3,500.00	70,000.00			For paginating case records
2018-APP-0046	DOCUMENT BAG, can fit standard OMB case folders (1-leatherette, 1- w/ wheels) for court hearing	2	1-PIAAPB-PROS 1-CREMEB-REC	AMP	May - June				RAB	10,000.00 15,000.00	25,000.00			For use of prosecutors during court hearings
2018-APP-0047	LOYALTY MEMORABILIA		FAB	AMP	March				RAB		20,000.00			for incentive purposes
2018-APP-0048	VOICE RECORDER w/ built-in USB, 4GB memory	8	1-PIAAPB-B 1-PIAAPB-A 1-PIAAPB-C 5-PIAAPB-Prosecution	AMP	June - July				RAB	7,700.00	61,600.00			for use of investigators
2018-APP-0049	DASHBOARD CAMERA	9	9-FAB	AMP	May - June				RAB	8,000.00	72,000.00			For Field Investigation use
2018-APP-0050	DSLR CAMERA with wide zoom lens	1	1-DO's OFC	AMP	April - May				RAB	120,000.00	120,000.00			For use in presentation during conferences/hearings
2018-APP-0051	PROJECTOR, short-throw	1	1-FAB	AMP	June - July				RAB	9,600.00	9,600.00			For use in BAC meetings
2018-APP-0052	DOCUMENT CAMERA	2	1-FAB 1-FIB	AMP/PS	June - July				RAB	27,000.00	54,000.00			For use in BAC meetings

OFFICE OF THE DEPUTY OMBUDSMAN FOR THE MILITARY AND OTHER LAW ENFORCEMENT OFFICES
ANNUAL PROCUREMENT PLAN FOR FY 2018

Code (PAP)	PROCUREMENT PROGRAM/PROJECT	UNIT	PMO/End-User	MODE OF PROCUREMENT	SCHEDULE FOR EACH PROCUREMENT ACTIVITY				Source of Funds	Estimated Budget PhP				REMARKS (Brief Description of Program/Project)
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		UNIT PRICE	TOTAL	MOOE	CO	
2018-APP-0053	AIR PURIFIER, 35-45 sqm. coverage, dehumidifier and purifier, NANO HEPA filtering system, LED function button, multiple stage filtratio process	15	1-CREMEB-S&T/ED/DIR 2-FAB 4-PIAAPB-A 3-PIAAPB-B 3-PIAAPB-C	AMP	July - August				RAB	35,000.00	525,000.00			For air sanitation purposes
2018-APP-0054	EXHAUST FAN	1	1-FIB	AMP	July - August				RAB	5,000.00	5,000.00			for heat exhaustion & elimination of four odors
2018-APP-0055	TEMPERED GLASS WHITEBOARD	8	1-FIB 1-PIAAPB-A 1-PIAAPB-B 1-PIAAPB-C 1-PIAAPB-PROS 1-FAB 1-CREMEB 1-PACPB	AMP	September - October				RAB	20,000.00	160,000.00			For use during meetings/conferences
2018-APP-0056	PRESSURE WASHER	1	1-FAB	AMP	September - October				RAB	10,000.00	10,000.00			For use in cleaning motor vehicles
2018-APP-0057	SCANNER, portable	2	1-PACPB 1-CREMEB-DIR	AMP	September - October				RAB	12,000.00	24,000.00			For official use requiring scanned documents
2018-APP-0058	SCANNER, heavy-duty	1	1-FAB	AMP	September - October				RAB	55,000.00	55,000.00			For official use requiring scanned documents
2018-APP-0059	PAPER SHREDDER, heavy-duty, 18-sheet capacity, strip-cut, 14 gal. waste basket capacity	5	1-FIB 1-PIAAPB-C 1-CREMEB/MU 2-PIAAPB-A	AMP	September - October				RAB	80,000.00	400,000.00			For proper paper disposal
2018-APP-0060	PRINTING CALCULATOR	1	1-FAB	AMP	February - April				RAB	4,350.00	4,350.00			for use in mathematical computation
2018-APP-0061	VACUUM CLEANER, wet & dry	1	1-FAB	AMP	February - April				RAB	10,000.00	10,000.00			For use in cleaning motor vehicles
2018-APP-0062	LADDER, 4-step, aluminum, light weight 6-step	2	1-CREMEB 1-PACPB	AMP	February - April				RAB	6,000.00 8,000.00	14,000.00			For retrieval of case records
2018-APP-0063	CONFERENCE CHAIR, wood	20	20-FIB	PB/AMP	June - August				RAB	5,000.00	100,000.00			For use in conferences/meetings
2018-APP-0064	COMPACTOR	1	1-CREMEB	PB/AMP	July - August				RAB	1,730,000.00	1,730,000.00			For storage of voluminous case records
2018-APP-0065	DIGITAL DUPLICATOR	1	1-FAB	AMP	April				RAB	650,000.00	650,000.00			for reproduction of letterhead mailing envelopes and office forms
	N I.T. EQUIPMENT													
2018-APP-0066	LAPTOP COMPUTER with carry bag	6	1-PIAAPB-PROS 4-FAB 1-AO's OFC	PB/AMP	June - August				RAB	80,300.00	481,800.00			For use of officials & field investigators

OFFICE OF THE DEPUTY OMBUDSMAN FOR THE MILITARY AND OTHER LAW ENFORCEMENT OFFICES
ANNUAL PROCUREMENT PLAN FOR FY 2018

Code (PAP)	PROCUREMENT PROGRAM/PROJECT	UNIT	PMO/End-User	MODE OF PROCUREMENT	SCHEDULE FOR EACH PROCUREMENT ACTIVITY				Source of Funds	Estimated Budget Php				REMARKS (Brief Description of Program/Project)			
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		UNIT PRICE	TOTAL	MOOE	CO				
2018-APP-0067	DESKTOP COMPUTER	40	2-FIB	PB/AMP	June - August				RAB	60,000.00	2,400,000.00			For use of new employees & replacement of worn-out units			
			9-CREMEB														
			4-PACPB														
			3-PIAAPB-A														
			18-FAB														
			4-PIAAPB-B														
2018-APP-0068	PRINTER, heavy-duty, laser	59	2-FIB	PB/AMP	June - August				RAB	14,000.00	826,000.00			For use of new employees & replacement of worn-out units			
			8-CREMEB														
			18-FAB														
			5-PACPB														
			4-PIAAPB-A														
			12-PIAAPB-B														
			8-PIAAPB-C														
			2-DO's OFC														
2018-APP-0069	PRINTER, heavy-duty (for LAN use)	1	1-CREMEB-REC	PB/AMP	June - August				RAB	150,000.00	150,000.00			for official use of CREMEB-replacement of worn-out unit			
2018-APP-0070	PRINTER, multi-function	2	1-CREMEB-DIR	PB/AMP	June - August				RAB	80,000.00	160,000.00			for official use of CREMEB & PIAAPB-A			
			1-PIAAPB-A														
2018-APP-0071	USB, 16GB	34	3-CREMEB	AMP	February - April				RAB	1,000.00	34,000.00			for office use			
			6-PACPB														
			6-PIAAPB-A														
			9-PIAAPB-C														
			7-PIAAPB-B														
			3-PIAAPB-PROS														
2018-APP-0072	EXTERNAL HARD DRIVE, 1TB	1	1-CREMEB	AMP	February - April				RAB	3,750.00	3,750.00						
2018-APP-0073	PRINTER, DOT MATRIX	1	1-FAB	PB/AMP	June - August				RAB	42,000.00	42,000.00			For printing of payroll, payslip			
2018-APP-0074	O. PHOTOCOPYING MACHINE, heavy-duty with sorter	1	1-DO's OFC	PB/AMP	April - June				RAB	700,000.00	700,000.00			For use in the reproduction of official documents			
2018-APP-0075	P. CONTAINER VAN	1	1-CREMEB	PB/AMP	August - October				RAB	170,000.00	170,000.00			for official use of CREMEB			
2018-APP-0075	Q. IP BASED SURVEILLANCE SYSTEM	1	1-CREMEB	PB/AMP	August - October				RAB	850,000.00	850,000.00			for official use of CREMEB			
TOTAL											21,070,249.00						
Provision for Inflation/Price Escalation (10% of the total APP)											2,107,024.90						
GRAND TOTAL											23,177,273.90						
SUBMITTED BY:					FUNDS AVAILABLE:					APPROVED BY:							
																	
ALAN R. CAÑARES					MARIVIC L. CABARRUBIA					CYRIL B. RAMOS							
Chairman, Bids and Awards Committee					Administrative Officer V (Budget Officer III)					Deputy Ombudsman							