

ANNUAL PROCUREMENT PLAN FOR 2013 For Common-Use Supplies and Equipment

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

1. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total
2. Do not delete any field in the APP Form.
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.
4. Submit the duly accomplished APP form in two (2) soft copies and two (2) hard copies (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office.
5. Consistent with DBM Circular No. 2011-6, the AP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
6. For further assistance/ clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

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 Region: XI
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Item & Specifications	Unit of Measure	Quantity Requirement												*PS Price Catalogue as of	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
A. Available at Procurement Service Stores																
COMMON ELECTRICAL SUPPLIES																
1.BALLAST, 18/20 watts	piece															
2.BALLAST, 36 watts	piece															
3..BATTERY, size AA, alkaline, 2 pcs./packet	packet													12	22.83	273.90
4.BATTERY,size AAA,alkaline,2 pcs/packet	packet															
5.BATTERY,size D,alkaline,2 pcs./packet	packet															
6.FLUORESCENT LIGHTING FIXTURE ,1x20W	set															
7.FLUORESCENT LIGHTING FIXTURE,1x40W	set															
8.FLUORESCENT TUBE, 18 watts	piece															
9. FLOURESCENT TUBE, 36 watts	piece															
10. COMPACT FLUORESCENT LIGHT,17 watts	piece															
11. FUSE, 30 amperes	piece															
12. FUSE, 60 amperes	piece															
13. STARTER, 4-40 watts	piece															
14. TAPE, electrical	roll															
15.BATTERY CHARGER	piece													1		
16.RECHARGABLE BATTERY	piece													1		
17.BATTERY (1.5)	piece													40		

Item & Specifications	Unit of Measure	Quantity Requirement												Total	*PS Price Catalogue	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
31. INK CARTRIDGE, HP C8766WA (HP 95)	cart																
32. INK CARTRIDGE, HP C9361WA (HP 93)	cart																
33. INK CARTRIDGE, HP C9362WA (HP 92)	cart																
34. INK CARTRIDGE, HP CB314A	cart																
35. INK CARTRIDGE, HP CB315A	cart																
36. INK CARTRIDGE, Epson TO17	cart																
37. INK CARTRIDGE, Epson TO18	cart																
38. INK CARTRIDGE, Lexmark # 27, colored	cart																
39.INK CARTRIDGE, Lexmark # 17 , black	cart																
40.INK CARTRIDGE, Epson TO 38	cart																
41. INK CARTRIDGE, Epson TO 39	cart																
42. MOUSE, PS / 2 TYPE	piece																
43. TONER CARTRIDGE M HP C3906A	cart																
44. TONER CARTRIDGE, HP C3903A	cart																
45. TONER CARTRIDGE, HP C4092A	cart																
46. TONER CARTRIDGE, HP C4096A	cart																
47. TONER CARTRIDGE, HP C7115A	cart																
48. TONER CARTRIDGE, HP 92298A	cart																
49. TONER CARTRIDGE, HP C4127X	cart																
50. TONER CARTRIDGE, HP Q2613X	cart																
51. TONER CARTRIDGE, HP Q2612A	cart																
52. TONER CARTRIDGE, HP Q5942A	cart																
53. TONER CARTRIDGE, HP Q6511A	cart																
54. TONER CARTRIDGE, HP C9720A	cart																
55. TONER CARTRIDGE, HP C9721A	cart																
56. TONER CARTRIDGE, HP C9723A	cart																
57. TONER CARTRIDGE, HP C9723A	cart																
58. TONER CARTRIDGE, HP Q1338A	cart																
59. TONER CARTRIDGE, HP Q2610A	cart																
60. TONER CARTRIDGE, HP Q3960A	cart																
61. TONER CARTRIDGE, HP Q3961A	cart																
62. TONER CARTRIDGE, HP Q3962A	cart																

Item & Specifications	Unit of	Quantity Requirement												Total	*PS Price	Total Amount
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Item & Specifications	Unit of Measure	Quantity Requirement												Total	*PS Price Catalogue	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
46. INDEX CARD BOX, 5-3/8"x8-7/8"x6"	box																
47. INDEX TAB, self-adhesive, 5 sets/ box	box														20	59.95	1,199.00
48. LEAD, for mechanical pencil, 0.5mm,12pcs/tube	tube														34	21.62	734.91
49. LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/pack	pack																
50. MAGAZINE FILE BOX, medium	piece																
51. MAGAZINE FILE BOX, large	piece																
52. MAP PIN, round head, 100s/box	box																
53. MARKER, fluorescent, 3 colors/set	set														20	47.96	959.20
54. MARKING PEN, whiteboard, black	piece														90	15.51	1,395.90
55. MARKING PEN, whiteboard, blue	piece														54	17.44	941.49
56. MARKING PEN, whiteboard, red	piece														26	17.44	453.44
57. MARKING PEN, permanent, black	piece																
58. MARKING PEN, permanent, blue	piece																
59. MARKING PEN, permanent, red	piece																
60. MARKING PEN, transparency film	set														1	97.13	97.13
61. NOTE BOOK, stenographer's	piece																
62. NOTE PAD, (3"x3")	pad														17	39.60	673.20
63. NOTE PAD, (3"x 4")	pad																
64. NOTE PAD, (2"x2"),400 sheets/ pad	pad																
65. NOTE PAD, (2"x3")	pad																
66. OIL, 120ml.,for typewriter	bottle																
67. PAPER, bond, Premium Grade, A4	ream														229	125.18	28,666.22
68. PAPER, mimeo, Ground wood, A4	ream																
69. PAPER, mimeo, WhiteWove, A4	ream														86	123.20	10,595.20
70. PAPER, PPC,A4	ream														99	127.00	12,572.51
71. PAPER, PPC, B4	ream																
72. PAPER, ruled pad, 216mmx330mm,100s/pad	pad																
73. PAPER, thermal, 210mm x30M	roll																
74. PAPER, thermal, 216mmx30M	roll														32	416.35	1,332.32
75. PAPER, multicopy, A4	ream														50	136.18	6,809.00
76. PARCHMENT PAPER, A4 size, 75 gsm,100/ream	ream														1	185.85	185.85
77. PAPER FASTENER, non-rust metal, 50 sets/box	box														85	95.81	8,143.85

Item & Specifications	Unit of Measure	Quantity Requirement												Total	*PS Price Catalogue as of	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
78. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box													52		
79. PAPER CLIP, gem type, 32mm, 100s/box	box													15		
80. PENCIL, lead, w/ eraser	dozen													310	26.24	8,134.40
81. PENCIL, mechanical, 0.5mm lead	piece													4	21.62	86.46
82. PUSH PIN, hammer head type, 100s/box	box													32	43.18	1,381.16
83. RECORD BOOK, 300 pages	book													45	65.95	2,967.53
84. RECORD BOOK, 500 pages	book													49	105.22	5,155.54
85.RECORD, BOOK, 200 pages	book													5		
85. RIBBON, nylon, manual typewriter	spool													12	17.99	215.82
86. RIBBON, nylon, for kitano Bundy Clock	piece															
87. RIBBON, CARTRIDGE, fabric,lwata E2A time recorder	piece															
88. RING BINDER, (1/2"x44"), Plastic	piece													28	5.23	146.30
89. RING BINDER, (3/4"x 44"),plastic	piece													15	13.15	197.18
90. RING BINDER, (1"x 44"), plastic	piece															
91. RING BINDER, (2"x 44"), plastic	piece													10	37.18	371.80
92.RING BINDER , (24mm1.12m),plastic	piece													10	14.14	141.35
93.RING BINDER, (48mm1.12m),plastic	piece													10	37.18	371.80
92. RUBBER BAND , # 18,min.400 gms./box	box													3	149.50	447.15
93. RULER, plastic, 12"	piece													32	4.24	135.52
94. RULER, plastic, 18"	piece													12	41.97	503.58
95. SIGN PEN, black	piece													297	49.78	14,783.18
96. SIGN PEN, blue	piece													20	49.78	995.60
97. SIGN PEN, red	piece													9	49.78	448.02
98. STAMP PAD INK, violet, 50 ml	bottle													20	25.19	503.80
99. STAMP PAD, felt pad	piece													15	28.82	432.30
100. STAPLE WIRE, standard, # 35	box													126	27.23	3,430.98
101. TAPE, adding machine	roll															
102. TAPE, masking (1"),24mm, 50 meters length	roll													13	52.80	686.40
103. TAPE, masking (2"),48mm,50 meters length	roll													17	105.27	1,789.59
104. TAPE transparent, (1"),24mm,50meters	roll													44	17.27	759.88
105. TAPE, transparent, (2"),48mm,50 meters	roll															
106. TAPE, packaging, 48mm, 50 meters length	roll													7	34.76	243.32
107. TIME CARD, for Amano Bundy Clock, 100s/Bndl	bundle															
108. TIME CARD, for Kitano Time Recorder, 100s,bundle	bundle															
109. TOILET TISSUE, 12 rolls/pack	pack													80	83.93	6,714.40

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110. TWINE, plastic, one kilo per roll	roll																
111. WRAPPING PAPER, kraft, 65gsm,approx, 40M	roll														6	170.89	1,025.31
COMMON OFFICE DEVICES																	
1. BLADE, heavy duty cutter (L500), 10 pcs./pack	pack																
2. CUTTER, heavy duty	piece														11	23.93	263.18
3. PUNCHER, heavy duty	piece														8	118.14	945.12
4. SCISSORS, (6")	pair														42	20.02	840.84
5. SHARPERNER, single cutterhead	piece														1	197.84	197.84
6. STAMPING DATER, self-inking stamp	piece														2	509.58	1,019.15
7. STAPLER, heavy duty, standard	piece														18	166.32	2,993.76
8. STAPLE REMOVER, twin jaws	piece														18	20.74	373.23
9. TAPE DISPENSER, heavy duty, for 24mm (1")	piece														20	59.95	1,199.00
9.TAPE DISPENSER, heavy duty, for 48mm (2")	piece														16		
10. WASTE BASKET, plastic	piece														25	29.98	749.38
COMMON JANITORIAL SUPPLIES																	
1. BATHROOM SOAP, 70 gms.	piece														20	22.83	456.50
2. BROOM, soft (tambo)	piece														25	137.92	3,447.95
3. BROOM, STICK (tingting)	piece														6	20.41	122.43
4. CLEANSER, powder, 350 gms.	canister																-
5. DETERGENT POWDER, 500 gms.	pouch														89	26.40	2,349.60
6. DETERGENT BAR	bar														30	21.07	631.95
7. DISINFECTANT SPRAY, 340 gm.	can														22	176.28	3,878.05
8. DUST PAN, plastic w/handle, large	piece														13	38.39	499.07
9. FLOOR WAX, paste, natural 2kg.	can																
10. FLOOR WAX, paste, red, 2kg.	can																
11. FLOOR WAX, liquid type, 3.75li.	can																
12. FURNITURE CLEANER, 400 ml/can	can														21	119.90	2,517.90
13. INSECTICIDE, 600ml.(420g)/can	can														4	131.89	527.56
14. MOPHANDLE, screw type, wooden handle	piece														7	101.92	713.41

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		Catalogue as of		
15. MOPHEAD, 100% rayon, 400g	piece													5	89.93	449.63	
16. RAG, COTTON, (7") in diameter	kilo													10	54.45	544.50	
17. SCOURING PAD, economy size	pack													10	155.87	1,558.70	
18. TOILET BOWL & URINAL CLEANER, 900 ml	bottle													19	77.94	1,480.77	
19. TOILET DEODORANT CAKE, 99% 50 gms.	box													12	33.61	403.26	
20. TRASHBAG, plastic, black, (XL)	roll													8	167.48	1,339.80	
LEGAL SIZE PAPER																	
1. PAPER , bond, Premium Grade	ream													303	125.18	37,929.54	
2. PAPER, mimeo, Ground wood(Newsprint)	ream																
3. PAPER, mimeo, Whitewove	ream													20	137.70	2,753.96	
4. PAPER, for PPC	ream													121	127.00	15,366.40	
5. PAPER, multicopy, legal, for laser printing	ream													35	160.82	5,628.70	
COMMON OFFICE EQUIPMENT																	
1.AIRPOT, 4.0 liters, w/ dispenser	unit																
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit																
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit																
4. FILING CABINET, four (4) drawers, three(3) drawers + one (1) safe, plain finish, gauge 20	unit																
5. FILING CABINET, lateral, four(4) drawers, beige, plain finish, 55"x18"x 35.5 (HxWxL) body, 6"x 16"x 32" (h x W x L) , gauge 20	unit																
6. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit																
7. CALCULATOR, desktop, mini-printer type, 12 digits, AC/DC power source, with imk roller & adaptor	unit																

Item & Specifications	Unit of	Quantity Requirement												Total	*PS Price	Total Amount
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Item & Specifications	Measure	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Catalogue	Total Amount
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit															
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit															
10. CHAIR, monobloc, without armrest, beige/ white	unit															
11. DOCUMENT CAMERA, w/ DVI port, four(4) reference points demarcate xiewing area, 8 times 800% consecutive zoom, PC and Doc Cam VS	unit															
12. ELECTRIC FAN, orbit type	unit															
13. ELECTRIC FAN, with stand	unit													1	1,234.97	1,234.97
14. ELECTRIC FAN, wall type	unit															
15. INDUSTRIAL FAN, 18" metal blade	unit															
16. FACSIMILE TRANSCIEVER, uses thermal paper 50m/roll, for documents 216mm x600mm,15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit															
17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type, non-electrical conductor,non-toxic, non-corrosive, 4.5kg(10lbs.), brand new	unit															
toxic, non-corrosive, 4.5kg(10lbs.), brand new rating of 1A, 1BCfor ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10lbs),brand new	unit															
19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit															
20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping,stationery blade guard, A4-A6 format indications	unit															
21. PAPER SHREDDER, 220mm feed opening, 4mm shred width 0.6m/sec shred speed, 6-8 sheets performance,	unit															

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Item & Specifications	Unit of Measure	Quantity Requirement												Total	*PS Price Catalogue	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
Office Supplies																	
1.ACCOUNTABLE FORMS	stabs														160		
2.BALLPEN (BLACK)	piece														1,234.00		
3.BALLPEN (BLUE)	piece														542		
4. BALLPEN (RED)	piece														256		
5.BOARD PAPER	packs														4		
5. DISBURSEMENT BOX	box														20		
6.CLIP BINDER	piece														2		
7. CORRECTION TAPE	piece														276	23.93	6,603.30
7.INVITATION ENVELOPE	sheet														1		
8. LAID BOND PAPER	reams														2		
9. LINEN PAPER	reams														21		
10. PHOTO PAPER	packs														5		
11. PASTEL BLUE BOARD	pcs														30		
8.PVC COVER	reams														1		
9. PAPER TAPE	roll														25		
10.PENTEL PEN	piece														203		
11. PENTEL PEN, INK	bottle														32		
12.PEN ORGANIZER	piece														2		
13. STABILO BOSS	piece														11		
13.SCOTCH TAPE, (1)	roll														12		
14.WHITE BOARD PEN, INK	bottle														3		
15.WHITE BOARD PEN, black	piece														9		
16.YARN	roll														2		

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price	Total Amount
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Item & Specifications	Measure	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Catalogue	Total Amount
OTHER SUPPLIES																
1. ALBATROSS	piece													15		
2.CORK BOARD	piece													3		
3.COFFEE MAKER	unit													1		
4.DISH ORGANIZER	unit													7		
5.FIILING TRAY	piece													2		
6.CUP AND SAUCER	doz.													6		
7.SANDO BAG ,MEDUIM	packs													3		
8.SANDO BAG,LARGE	packs													3		
9.PAPER BAG, brown ,medium	piece													12		
10.PAPER BAG, brown, large	piece													12		
11.PLASTIC COVER	roll													1		
12.STYRO BOARD	mtrs													5		
13.FORK, (big)	doz.													5		
14. FORK, (small)	doz.													8		
15. TEASPOON	doz.													6		
16.TABLESPOON	doz.													6		
17.GLASS DRINKING	doz.													3		
18.PLATES (porcelain)	doz.													4		
19.POLISHER PAD	piece													2		
20.MURIATIC ACID	gall.													12		
21.MASONRY NEUTRALIZER	gall.													2		
22.Canister	pcs.													10		
23.Center Plate (Big)	pcs.													2		
24.Cleanser (soap)	pcs.													12		
25.Cooking utensils	pcs.													1		
26.TRASHCAN	piece													9		
27.PITCHER , 3L(glass)	piece													2		
28.PAIL, with cover	piece													2		
29.STORAGE BOX	box													2		
30.MUNICIPAL DRY SEAL	piece													1		
31.TRANSPARENT GLASS	piece													10		
32.DETERGENT POWDER	kls.													2		
33.LIQUID HAND SOAP	btls.													24		
34.HAND TOWEL	piece													42		
35.FEATHER DUSTER	piece													8		
36.STEEL WALL	piece													3		
37.PLASTIC BRUSH	piece													4		
38.RUBBER DOORMAT	piece													3		
39.RUBBER GLOVES	pairs													36		

Item & Specifications	Unit of Measure	Quantity Requirement												Total	*PS Price Catalogue	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
Lighting and Fixtures and Accessories																	
1.Sala Set	Unit														2		
2.Chairs	Unit														76		
3.Clerical Chair	unit														2		
4.Steel Cabinet	unit														2		
5.Swivel Chair	Unit														4		
6.Executive Chair	Unit														2		
7.Chair MonoBloc, w/ Backrest	Unit														27		
8.Chair monobloc ,with out back rest	unit														7		
9.Chair monobloc	units.														8		
10.Table	units.														6		
11.Table with chairs (12 seaters)	set														1		
12.Computer Table	unit														2		
13.Map Frame(w/ transparent plastic cover) 3.7x9 ft.	frame														1		
14.Map Frame(w/ transparent plastic cover) 3.7ft.	frame														5		

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
Computer Supplies																	
1.Ribbon Printer, Epson LX 300+II	pcs.														73		
2.Epson L200 ink	set														3		
3.Anit Virus	Unit														1		
4.KeyBoard	pc														1		
5.Riso Ink	tube														2		
6.Riso Master roll	roll														1		
7.Globe Tattoo	pc														1		
8.Printer(LX-300+II)	Unit														2		
9.3 in 1 Printer	Unit														2		
10.Cartridge Drum	pcs.														1		
11.Toner Refill	tubes														8		
12.Laptop Computer	Unit														2		
13.Toner cartridge	tubes														5		
14.AVR -automatic voltage regulator	Unit														2		
15.Power Supply(UPS)	Unit														2		
16.Optical mouse retractable USB	Unit														4		
17.Ribbon Refill	pcs.														45		
18.DVD re-writable	pcs.														29		

19.Data computurization	Unit															45000		
20.CD re-writable	pcs.															24	21.45	51.48
21.Colored Printer	Unit															3		
22.Computer Printer	Unit															1		
23.Computer with Printer	Unit															2		
24.Computer set	set															4		
25.Cartridge Ribbon (LX 300+)	pcs.															4		
26.Computer Ink	pcs.															8		
27.Ink Refill	sets.															15		
28.Inventory Data Base Program	Unit															1		
29.Ink Cartridge,color HP	cart.															3		
30.Ink Cartridge,Black HP	cart.															13		
31.Ink Cartridge, tri-color	cart.															3		
32.Ink Cartridge (Colored)	pcs.															30		
33.Bulk Ink (for Inkjet Printer)	btls.															4		
34.Norton Anti Virus ,one user	cd															1		
35.Bottle ink T664, (1 set,2 bot.Black)	btls.															6		
35.L200 ink tank printer	Unit															2		
37.Hard Disk Drive	Unit															1		
Refill ink for Cannon Printer:																		
38.Black	btls.															18		
39.Blue	btls.															9		
40.Cyan	btls.															18		
41.Magenta	btls.															17		
42.Yellow	btls.															9		

Items & Specifications	Unit of Measure	Quantity Requirement												PS Price Catalogue as of	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
AGRICULTURAL SUPPLIES																	
Squash seed	can															3	
Pole sitao	pack															2	
Egg Plant	can															3	
Bitter Guard	can															1	
Pipino	can															3	

Items & Specifications	Unit of Measure	Quantity Requirement												*PS Price Catalogue	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
* Other Categories																
Television Set	Unit														2	
BasketBall	pcs.														10	
Electric Fan	Unit														2	
Binding machine	Unit														1	
Grass Cutter	Unit														3	
Radio Handset	pcs.														2	
Fresh Dumoy Water	gal.														11,088	
Water Bill	Billings														60,000	
3 in 1 Coffee	packs.														545	
Nescafe	btls.														29	
Coffee mate	packs.														4	
Biscuits	packs.														320	
Milo	packs.														17	
Powdered Milk	packs.														44	
Powdered Juice	packs.														45	
White Sugar	kls.														10	
Sugar	kls.														19	
C2	btls.														400	
Cup cake	pcs														400	
Nescafe (decaf)	bags.														2	
Stryo cup	packs.														10	
Assorted candy	bags.														12	
Pop stick	pcs														5	
Meals and snacks	pax/heads														416,609	
Meals	pax														10,642	
Snacks	pax														809	
Prizes															25,000	
Token/Thropies	pcs.														40	
T-shirt Printing	pcs														30	
Give Aways															50	
Rewards and other claims															10000	
Plaque	pcs														2	
Toys	set														1	
Baloons	packs														2	
Medals	pcs														42	
Insurances Expenses															4000	
Registration															2000	
Conduct public hearing and Ordinance	pax														200	

Surveying services	lot																	19000		
Office Curtain	set																	10001		
Polo shirts	pcs																	40		
Bedsheet	pcs																	10		
Cloth	mtrs.																	100		
Wall laminated film	sq.ft																	3000		
GreenBoard	brd																	2000		
PlyBoard	pcs																	14		

Items & Specifications FOOD SUPPLIES	Unit of Measure	Quantity Requirement												*PS Price Catalogue	Total Amount					
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total				
Rice	sacks																			
assorted Ingidients	kls.																	4		
Chicken meat	kls.																	10		
Condiments	packs																	50		

Items & Specifications ZOOLOGICAL SUPPLIES	Unit of Measure	Quantity Requirement												*PS Price Catalogue as of	Total Amount					
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total				
Vitamin ADE plus B -complex	btls.																	3		
Vitamin ADE Injectable	btls.																	2		
Penicillin 50 dose	btls.																	5		
MVE wsp	kg																	1		
Levamisole	kg																	1		
Robistrep	kg																	2		

Items & Specifications	Unit of Measure	Quantity Requirement													*PS Price Catalogue as of	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
SCHOOL SUPPLIES																	
Text Book and Instructional materials	set														20000		
Lesson Plan	pcs														36		
Class record	pcs														36		
Yellow pad	pads														12		
Chalk	box														46	39.6	1,821.60
School register	pcs														25		
Flag	pcs														20		
Spiral folder	pcs														25		
Manila Paper	pcs														30		
Spiral Notebook	pcs														722		

Items & Specifications	Unit of Measure	Quantity Requirement													*PS Price Catalogue as of	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
PRINTING AND BINDING																
PhotoCopy	Billings														23,000	
PhotoCopy	Copies.														314,333	
Promotional Flyrs															1,000	
Book Binding	Copies.														4	
Tarpulin/streamer	pcs														10	
Tarpulin	pcs														6,252	
Calendar	copies														510	
Streamer	pcs.														17	
Katikaran (Printing)	Copies.														5,300	
Printing and Binding															3,000	
Blue Print	copies														200	

Item & Specifications	Unit of Measure	Quantity Requirement												PS Price Catalogue as of	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
REPAIR AND MAINTENANCE																
Aircon Repair and maintenance	billings															30,000
Aircon cleaning and labor for repair																20,000
Printer Repair/Conversion	units.															3,868
Repair and maintenance																22,200

Item & Specifications	Unit of Measure	Quantity Requirement												PS Price Catalogue as of	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
TELEPHONE MOBILE EXPENSES																
Cellcard (Smart Buddy 300's)	cards.															660
Cellcard (Smart Buddy 100's)	cards.															310
Cellcard (Smart Buddy 500's)	cards.															32
Cellcard(Smart Buddy)	cards.															142
Cellcard(Talk N' Text 300's)	cards.															86
Cellcard(Talk N' Text 100's)	cards.															181
Cellcard(Globe 100's)	cards.															5
Cellcard(Globe 300's)	cards.															45
Cellcard(Globe 500's)	cards.															10
Cellcard(Touch Mobile 100's)	cards.															28
Cellcard(Touch Mobile 300's)	cards.															36
Cellcard(Touch Mobile 50's)	cards.															4
Cellcard (Globe,Smart,Talk n' text)	cards.															86
Cellcard(Smart Buddy, Talk n' text)	cards.															171
Cellcards(Talk n' Text,Touch Mobile 100's)	cards.															70
Cellcards	cards.															384
Smart Gold Plan	Billing.															22,200

*** GRAND TOTAL:

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION:

APPROVED BUDGET:

* Other categories that are not indicated herein

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

*** Grand total for items under A.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Program 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

Approved:

MR. RAINERO RAMOS

Property/Supply Officer

ERNAN M. FUNA- CPA

Accountant

LOLITA A. MORAL

Head of Office/ Agency