

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

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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 addresses:
 - 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/O ENERGY REGULATORY COMMISSION
 Region: MAIN & NCR
 Address: Pacific Center Bldg San Miguel Avenue, Pasig City

Agency Account Code: A065

Contact Person: Roselle M. Guintu
 Position: HRMO III
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 Telephone/Mobile Nos: 7065259

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		750		750		750		750		750		750		750		750	3000	20.28	60,840.00
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack		300		300		300		300		300		300		300		300	1200	19.20	23,040.00
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 Light 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		5		5		5		5		5		5		5		5	20	18.93	378.60
COMMON OFFICE SUPPLIES																				
1 ACETATE, thickness: 0.075mm min (gauge #3)	roll		5		5		5		5		5		5		5		5	20	766.73	15,334.60

2	AIR FRESHENER, aerosol, 280ml/150g min	can	150	150		0.	150	150			0	300	88.69	26,607.00
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	750	750	750	750	750	750	731	731	2981		49.73	148,245.13
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	5	5	5	5	5	5	5	5	20		67.06	1,341.20
7	CHALK, molded, white, dustless, length: 78mm min	box		0		0		0			0	0	26.89	-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	5	5	5	5	5	5	5	5	20		38.19	763.80
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	100	100	100	100	100	100	100	100	400		7.87	3,148.00
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	60	60	60	60	60	60	60	60	240		13.94	3,345.60
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	40	40	40	40	40	40	40	40	160		41.10	6,576.00
14	CORRECTION TAPE, film base type, UL 6m min	piece	250	250	250	250	250	250	250	250	1000		18.26	18,260.00
15	DATA FILE BOX, made of chipboard, with closed ends	box	350	350	350	350	350	350	350	350	1400		72.57	101,598.00
16	DATA FOLDER, made of chipboard, taglia lock	piece	400	400		0		0	300	300	700		71.39	49,973.00
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	2	2	2	2	2	2	2	2	8		424.47	3,395.76
18	ENVELOPE, DOCUMENTARY, for legal size document	box	2	2	2	2	2	2	2	2	8		538.80	4,310.40
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	5	5	5	5	5	5	5	5	20		667.84	13,356.80
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	25	25	25	25	25	25	25	25	100		28.71	2,871.00
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box		0		0		0		2	2	2	341.79	683.58
22	ENVELOPE, mailing, white, with window	box		0		0		0			0	0	427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece	5	5	5	5	5	5	5	5	20		11.55	231.00
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	20	20	20	20	20	20	20	20	80		6.23	498.40
25	FASTENER, METAL, 70mm between prongs	box	25	25	25	25	25	25	25	25	100		59.37	5,937.00
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	25	25	25	25	25	25	25	25	100		73.59	7,359.00

27	FILE TAB DIVIDER, bristol board, for A4	set	25	25	25	25	25	25	25	25	25	25	25	100	12.98	1,298.00
28	FILE TAB DIVIDER, bristol board, for legal	set	25	25	25	25	25	25	25	25	25	25	25	100	17.31	1,731.00
29	FOLDER, FANCY, for A4 size documents	bundle	10	10	10	10	10	10	10	10	10	10	10	40	258.50	10,340.00
30	FOLDER, FANCY, for legal size documents	bundle	10	10	10	10	10	10	10	10	10	10	10	40	302.85	12,114.00
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	10	10	10	10	10	10	10	10	10	10	10	40	177.92	7,116.80
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	10	10	10	10	10	10	10	10	10	10	10	40	222.27	8,890.80
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	10	10	10	10	10	10	10	10	10	10	10	40	776.59	31,063.60
34	FOLDER, TAGBOARD, for A4 size documents	pack	5	5	5	5	5	5	5	5	5	5	5	20	226.05	4,521.00
35	FOLDER, TAGBOARD, for legal size documents	pack	7	7	7	7	7	7	7	7	7	7	7	28	208.38	5,834.64
36	GLUE, all purpose, gross weight: 200 grams min	jar	19	19	19	19	19	19	19	19	19	19	19	76	49.73	3,779.48
37	INDEX TAB, self-adhesive, transparent	box		0			0			0		20	20	20	53.74	1,074.80
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	7	7	7	7	7	7	7	7	7	7	7	28	43.26	1,211.28
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	52	52	52	52	52	52	52	52	52	52	52	208	36.97	7,689.76
41	MARKER, whiteboard, black, felt tip, bullet type	piece	42	42	42	42	42	42	42	42	42	42	42	168	10.69	1,795.92
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	46	46	46	46	46	46	46	46	46	46	46	184	10.69	1,966.96
43	MARKER, whiteboard, red, felt tip, bullet type	piece	53	53	53	53	53	53	53	53	53	53	53	212	10.69	2,266.28
44	MARKER, PERMANENT, bullet type, black	piece	108	108	108	108	108	108	108	108	108	108	108	432	10.04	4,337.28
45	MARKER, PERMANENT, bullet type, blue	piece	54	54	54	54	54	54	54	54	54	54	54	216	10.04	2,168.64
46	MARKER, PERMANENT, bullet type, red	piece	28	28	28	28	28	28	28	28	28	28	28	112	10.04	1,124.48
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	120	120	120	120	120	120	120	120	120	120	120	480	12.52	6,009.60
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	84	84	84	84	84	84	84	84	84	84	84	336	32.45	10,903.20
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	250	250	250	250	250	250	250	250	250	250	250	1000	44.32	44,320.00
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	5	5	5	5	5	5	5	5	5	5	5	20	59.49	1,189.80
51	PAPER, PAD, ruled, size: 216mm x 330mm (±2mm)	pad	68	68	68	68	68	68	68	68	68	68	68	272	18.99	5,165.28

52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	100		100		100		100		100		100	400	6.91	2,764.00
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box			0		0		0		0		0	0	14.04	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	700		700		700		700		700		700	2800	137.66	385,448.00
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	400		400		400		400		400		400	1600	160.94	257,504.00
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream			0		0		0		0		0	0	119.09	-
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream			0		0		0		0		0	0	123.08	-
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream			0		0		0		0		0	0	95.18	-
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	200		200		0		0		0		0	200	34.29	6,858.00
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	20		20		20		20		20		20	80	20.40	1,632.00
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece			0		0		0		0		0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	40		40		40		40		40		40	160	62.73	10,036.80
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	5		5		5		5		5		5	20	97.34	1,946.80
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	8		8		8		8		8		8	32	267.14	8,548.48
65	RUBBER BAND, 70mm min lay flat length (#18)	box	5		5		5		5		5		5	20	97.04	1,940.80
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	15		15		15		15		15		15	60	16.10	966.00
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	300		300		300		300		300		300	1200	35.99	43,188.00
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	300		300		300		300		300		300	1200	35.99	43,188.00
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	175		175		175		175		175		175	700	35.99	25,193.00
70	STAMP PAD INK, purple or violet	bottle	3		3		3		3		3		3	12	25.62	307.44
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	3		3		3		3		3		3	12	28.77	345.24
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	15		15		15		15		15		15	60	21.51	1,290.60
73	STAPLE WIRE, STANDARD, (26/6)	box	47		47		47		47		47		47	188	19.68	3,699.84
74	TAPE, MASKING, width: 24mm (±1mm)	roll	5		5		5		5		5		5	20	57.32	1,146.40
75	TAPE, MASKING, width: 48mm (±1mm)	roll	8		8		8		8		8		8	32	109.24	3,495.68
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	40		40		40		40		40		40	160	29.08	4,652.80

77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll		120		120		120		120		120		120		120	480	11.36	5,452.80
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll		10		10		10		10		10		10		10	40	27.58	1,103.20
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack		315		315		315		315		315		315		315	1260	70.30	88,578.00
80	TWINE, plastic, one (1) kilo per roll	roll		15		15		15		15		15		15		15	60	51.92	3,115.20
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack		3		3		3		3		3		3		3	12	133.99	1,607.88
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		5		5		5		5		5		5		5	20	20.55	411.00
3	DATING AND STAMPING MACHINE, heavy duty	piece		10		10		10		10		10		10		10	40	497.52	19,900.80
4	PENCIL SHARPENER, manual, single cutter head	piece		3		3		3		3		3		3		3	12	194.69	2,336.28
5	PUNCHER, paper, heavy duty, with two hole guide	piece				0		0		30		30		15		15	45	123.42	5,553.90
6	SCISSORS, symmetrical, blade length: 65mm min	pair		40		40		0		40		40				0	80	14.28	1,142.40
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece		26		26		26		26		26		26		26	104	85.45	8,886.80
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece		10		10		10		10		10		10		10	40	913.95	36,558.00
9	STAPLE REMOVER, PLIER-TYPE	piece		24		24		24		24		24		24		24	96	18.91	1,815.36
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece		6		6		6		6		6		6		6	24	51.57	1,237.68
11	WASTEBASKET, non-rigid plastic	piece		10		10		10		10		10		10		10	40	25.96	1,038.40
COMMON JANITORIAL SUPPLIES																			
1	BROOM, soft (tamba)	piece		15		15		15		15		15		15		15	60	91.94	5,516.40
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece		5		5		5		5		5		5		5	20	24.88	497.60
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle		5		5		5		5		5		5		5	20	43.26	865.20
4	CLEANSER, SCOURING POWDER, 350g min./can	can		5		5		5		5		5		5		5	20	24.88	497.60
5	DETERGENT POWDER, all purpose, 1kg	pouch		100		100		100		100		100		100		100	400	38.93	15,572.00
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can		10		10		10		10		10		10		10	40	125.20	5,008.00

7	DUST FAN, non-rigid plastic, w/ detachable handle	piece		5		5		5		5		5		5		5	20	28.12	562.40
8	FLOOR WAX, PASTE, RED	can				0		0		0		0		0		0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can		60		60		60		60		60		60		60	240	90.85	21,804.00
10	INSECTICIDE, aerosol type, net content: 600ml min	can		5		5		5		5		5		5		5	20	142.77	2,855.40
11	MOP BUCKET, heavy duty, hard plastic	piece		3		3		3		3		3		0		9		1,987.44	17,886.96
12	MOPHANDLE, heavy duty, aluminum, screw type	piece		2		2		2		2		2		2		8		148.18	1,185.44
13	MOPHEAD, made of rayon, weight: 400 grams min	piece		5		5		5		5		5		5		20		110.32	2,206.40
14	RAGS, all cotton, 32 pieces per kilogram min	bundle		50		50		50		50		50		50		200		51.68	10,336.00
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0		0		0		0		0		0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll		75		75		75		75		75		75		300		145.48	43,644.00
17	DETERGENT BAR, 140 grams as packed	bar		25		25		25		25		25		25		100		7.57	757.00
COMMON OFFICE EQUIPMENT																			
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0		0		0		0		0		0	0	10,816.00	-
2	CALCULATOR, compact, 12 digits	unit	10		10			0		0		0		0		10		140.61	1,406.10
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	20		20			0		0		0		0		20		273.10	5,462.00
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece	20		20			0		0		0		0		20		273.10	5,462.00
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	5		5			0		0		0		0		5		6,828.14	34,140.70
6	DOCUMENT CAMERA, 3.2M pixels	unit			0			0		0		0		0		0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit			0			0		0		0		0		0	0	1,091.33	-
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit			0			0		0		0		0		0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit		15		15		0		0		0		0		15		1,046.65	15,699.75
10	ELECTRIC FAN, WALL type, plastic blade	unit			0			0		0		0		0		0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit		1		1		0		0		0		0		1		3,642.83	3,642.83
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit			0			0		0		0		0		0	0	1,123.78	-
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit			0			0		0		0		0		0	0	5,191.68	-

14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit			0			0			0			0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	2		2			0			0			0	2	8,411.60	16,823.20
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	2		2			0			0			0	2	5,927.17	11,854.34
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, 889 x 889mm (35" x 35")min	unit			0			0			0			0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit	5		5			0			0			0	5	1,379.04	6,895.20
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			0			0			0			0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	500		500			0			0			0	500	22.66	11,330.00
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	50		50			0			0			0	50	3,152.86	157,643.00
9	FLASH DRIVE, 16 GB capacity	piece	180		180			0			0			0	180	261.75	47,115.00
10	MOUSE, optical, USB connection type	unit	100		100			0			0			0	100	140.39	14,039.00
HANDBOOK ON PROCUREMENT																	
1	HANDBOOK (RA 9184), 7th Edition	piece			0			0			0			0	0	48.13	-
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			2		2	2	264.99	529.98
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0			2		2	2	264.99	529.98
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0			2		2	2	264.99	529.98
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0			2		2	2	264.99	529.98
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	-

27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0					0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0					0	0	1,292.51	-
29	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			2	2	2		1,616.99	3,233.98
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0			2	2	2		1,222.21	2,444.42
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0			2	2	2		1,227.62	2,455.24
38	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0			2	2	2		1,227.62	2,455.24
39	INK CART, HP CN692AA, (HP704), Black	cart				0				0					0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0					0	0	373.15	-
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	-

52	INK CART, HP LoS6oAA (HP955) Black Original	cart				0				0				0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0	0	0.00	-
56	INK CART, HP LoS72AA (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				0				0				0	0	2,658.57	-
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	5	5	5	5	5	5	5	5	5	5	20	20	20	2,914.91	58,298.20
74	TONER CART, HP CB540A, Black	cart		0						0		2	2	2	2	3,444.90	6,889.80
75	TONER CART, HP CE255A, Black	cart	30	30	30	30	30	30	30	30	30	30	120	120	120	7,024.99	842,998.80
76	TONER CART, HP CE278A, Black	cart		0						0				0	0	3,239.39	-

77	TONER CART, HP CE285A (HP85A), Black	cart				0				0				2			2	2	3,009.01	6,018.02
78	TONER CART, HP CE310A, Black	cart				0				0							0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0				0							0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0				0							0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0				0							0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0				0							0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0				0							0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0				0							0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0				0							0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0				0							0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0				0							0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0							0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0							0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0				0							0	0	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart	25	25	25	25	25	25	25	25	25	25	25	25	25	100			3,942.43	394,243.00
92	TONER CART, HP CE411A, (HP305), Cyan	cart	17	17	17	17	17	17	17	17	17	17	17	17	17	68			5,618.91	382,085.88
93	TONER CART, HP CE412A, (HP305), Yellow	cart	18	18	18	18	18	18	18	18	18	18	18	18	18	72			5,618.91	404,561.52
94	TONER CART, HP CE413A, (HP305), Magenta	cart	15	15	15	15	15	15	15	15	15	15	15	15	15	60			5,618.91	337,134.60
95	TONER CART, HP CE505A, Black	cart	40	40	40	40	40	40	40	40	40	40	40	40	40	160			4,158.75	665,400.00
96	TONER CART, HP CE505X, Black, high cap	cart				0				0							0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0							0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0							0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0							0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart	16	16	16	16	16	16	16	16	16	16	16	16	16	64			0.00	-
101	TONER CART, HP CF280XC	cart				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		1	1	1	1	3,228.58	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		1	1	1	1	4,050.59	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 SOX-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	-

33	23/10 Staples (023A), 100 pcs in a stick	box	12	12			0			0			0	12	40.00	480.00
34	Acetate, A4 for OHP/PPC (10 pcs/pack)	pack	10	10			0			0			0	10	55.00	550.00
35	Indexing Notes (Stick-on Notes)	pack	300	300			0			0			0	300	84.00	25,200.00
36	Flag (Post-It "Pls Sign")	pack	200	200			0			0			0	200	140.00	28,000.00
	Self-Inking Stamp	piece	5	5			0			0			0	5	1,500.00	7,500.00
37	Rubber Stamp	piece	6	6			0			0			0	6	200.00	1,200.00
	Ring Binder 1 1/2 Inch	piece	20	20			0			0			0	20		-
38	USB Flash Drive 64GB	piece		0	8			8		0			0	8	3,000.00	24,000.00
	External Hard Drive 4TB	piece	5	5			0			0			0	5	5,000.00	25,000.00
39	Cups and Saucers (12-piece/set)	set	1	1			0			0			0	1	1,700.25	1,700.25
40	Everyday Dinner Set	set	1	1			0			0			0	1	2,000.00	2,000.00
41	Octime Tumbler Glasses (OF30 (Set of 5)	set	2	2			0			0			0	2	1,000.00	2,000.00
42	Spoon, Forks, Teaspoons (Cutlery set)	set	2	2			0			0			0	2	1,500.00	3,000.00
43	Standard Desktop PC Keyboard	piece	3	3			0			0			0	3	1,500.00	4,500.00
44	Peerless Box	piece	15	15			0			0			0	15	700.00	10,500.00
45	DVD Rewritable	piece		20	20			0		0			0	20	25.00	500.00
	MDS Checks															
	-Acct #2067-9014-98	booklet	12	12			0			0			0	12	700.00	8,400.00
	-Acct #2067-9014-01	booklet	2	2			0			0			0	2	700.00	1,400.00
	-Acct #2067-9014-10	booklet	2	2			0			0			0	2	700.00	1,400.00
	Regular Checks															
	-Acct #0142-0302-76	booklet	3	3			0			0			0	3	700.00	2,100.00
	-Acct #0162-0295-41	booklet	3	3			0			0			0	3	700.00	2,100.00
	Accountable Form No. 51															
	-Specialized Official Receipt	piece	6000	6000			0			0			0	6000	12.00	72,000.00

COMMON JANITORIAL SUPPLIES

				0			0			0			0	0		
1	Concentrated Liquid Air Freshner	can	4	4	4	4	4	4	4	4	4	4	4	16	198.00	3,168.00
2	Bowl Brush	piece	10	10	10	10	10	10	10	10	10	10	10	40	39.60	1,584.00
3	Rubber Pump	piece	2	2	2	2	2	2	2	2	2	2	2	8	41.00	327.98
4	Push Brush	piece	5	5	5	5	5	5	5	5	5	5	5	20	16.50	330.00
5	Clean Rox	gallon	25	25	25	25	25	25	25	25	25	25	25	100	93.50	9,350.00
6	Multi-Purpose Cleaner	gallon	28	28	28	28	28	28	28	28	28	28	28	112	46.96	5,259.41
7	Muriatic Acid	gallon		0			0			0		5	5	5	143.00	715.00
8	Toilet Deodorant Cake	piece	50	50	50	50	50	50	50	50	50	50	50	200	10.68	2,136.20
9	Diamond Gloss Wax	gallon	15	15	15	15	15	15	15	15	15	15	15	60	476.52	28,591.20
10	Wax Stripper	gallon	15	15	15	15	15	15	15	15	15	15	15	60	104.50	6,270.00
11	Glass Cleaner	gallon	7	7	7	7	7	7	7	7	7	7	7	28	176.00	4,928.00
12	Hand Sanitizer	bottle	25	25	25	25	25	25	25	25	25	25	25	100	330.00	33,000.00
13	Dishwashing Liquid	gallon	75	75	75	75	75	75	75	75	75	75	75	300	141.90	42,570.00
14	Scrubbing Brush	piece	2	2	2	2	2	2	2	2	2	2	2	8	495.00	3,960.00
15	Rubber Gloves	set	2	2	2	2	2	2	2	2	2	2	2	8	16.50	132.00
16	Car Freshner	piece	20	20	20	20	20	20	20	20	20	20	20	80	181.50	14,520.00
17	Cleanser	piece	10	10	10	10	10	10	10	10	10	10	10	40	18.25	729.96

CONSUMABLES

1	HP CF213 Magenta	cart		0			0			0			2	2	2,640.00	5,280.00
2	HP C9364W black cart for HP 98	cart		9	9	9	9	9	9	9	9	9	9	36	795.00	28,620.00

3	WD My Passport 4TB External USB Portable Hard Drive	piece		82		82				0				0			82	8,500.00	697,000.00
4	Power Bank (25,000 Mah)			82		82				0				0			82	1,700.00	139,400.00
5	OTG Flash Drive	piece		82		82				0				0			82	1,995.00	163,590.00
6	Pocket Wifi	piece		82		82				0				0			82	1,995.00	163,590.00
7	Corrugated Box	piece		300		300				0				0			300	250.00	75,000.00
8	700MB CD-Recordable	spool			2	2			2	2			1	1			5	1,000.00	5,000.00
9	700MB CD-Rewritable	spool			2	2			2	2			1	1			5	1,500.00	7,500.00
10	Wooden License Frame	piece	100			100				0				0			100	400.00	40,000.00
	Sony Digital voice Recorder	piece				0	2			2				0			2	10,000.00	20,000.00
11	Brother PT-D210 Label Printer	piece				0				0			1	1			1	15,000.00	15,000.00
	Laminated Thermal Tape 12mm B&W TZ	piece				0				0			9	9			9	900.00	8,100.00
12	Surge Protector / Extension Cord	piece			30	30				0				0			30	1,848.00	55,440.00
	Surge Protector 6 adapter and 6 sockets	piece			12	12				0				0			12	4,000.00	48,000.00
13	Desk Tray 2 Layered Aluminum	piece			40	40			42	42				0			82	2,500.00	205,000.00
14	A4 1.5" 3-Hole Ring Binder	piece			250	250				0				0			250	280.00	70,000.00
15	Monobloc Stool	piece			25	25				0				0			25	200.00	5,000.00
16	Digital Subscription	piece	12			12				0				0			12	5,000.00	60,000.00
17	Wall Clock	piece	1			1				0				0			1	2,000.00	2,000.00
18	Dinnerware Set (4pc/set)	set			8	8				0				0			8	1,200.00	9,600.00
19	Magazine Rack	piece	1			1				0				0			1	25,000.00	25,000.00
20	Stainless spoon and Fork	dozen				0	4			4				0			4	2,400.00	9,600.00
21	Mirror Full Body Size	piece				0		1		1				0			1	5,000.00	5,000.00
22	Wall Clock	piece			7	7				0				0			7	1,000.00	7,000.00
23	Certificate of Compliance (COC) SGF (8 x 11)	sheet	20000			20000				0				0			20000	5.00	100,000.00
	COC for Qualified End User (8 x 11)	sheet	5000			5000				0				0			5000	5.00	25,000.00
24	USB Port 6 slots	piece			4	4				0				0			4	2,000.00	8,000.00
25	Wireless External Hard Drive 3TB	piece			4	4				0				0			4	10,000.00	40,000.00
26	External Hard Drive 3TB	piece			5	5				0				0			5	5,000.00	25,000.00
27	Ring Binder 1 1/2 Inch	piece			12	12				0				0			12	450.00	5,400.00
	IBM SAS-64 GB 15K rpm-FRV 39R7350	piece				0	5			5				0			5	1,000.00	5,000.00

Office Equipment and Accessories

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

Office Supplies

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

