



**SMALL
BUSINESS
CORPORATION**



09 August 2018

SECRETARY BENJAMIN E. DIOKNO

Department of Budget and Management
Malacañang, Manila

THROUGH : **MS. CARMENCITA P. MAHINAY**
Director, BMB for Good Governance Sector

Dear Secretary Diokno:

We are forwarding herewith the Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) of Small Business Corporation (Head Office) for FY 2019 in compliance with Administrative Order No. 17 issued by the Office of the President , DBM Circular Letter No. 2011-6A and Inter-Agency Task Force AO No. 25 s. 2011 Memorandum Circular No. 2018-1.

Electronic copy of the aforementioned APP-CSE was already sent in advance to the designated email addresses.

Thank you.

Very truly yours,

EVELYN P. FELIAS

Group Head
Administrative Services Unit

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2016-9 dated October 27, 2016, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

- Download the worksheet file APP-CSE 2019 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
- The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_DBM_Region IVA).
 - Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
- The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
- An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be covered by a revised APP-CSE.
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 local 4019 and look for Ms. Eveilyn I. Torres or Ms. Anna Liz C. Bona.

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Department/Bureau/Office:	SMALL BUSINESS GUARANTEE AND FINANCE CORP.	Agency Account Code:	X141	Contact Person:	Mr. Billie Jean P. Lagazo
Region:	MAIN & NCR	Organization Type:	Government Owned and Controlled Corporation (GOCC)	Position:	Administrative Services Officer IV
Address:	17th & 18th Floors, 139 Corporate Center Bldg., 139 Valero St., Salcedo Village, Makati City	E-mail:	blagazo@smallbiz.gov.ph	Telephone/Mobile Nos:	7511888

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year						
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT		
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
Pesticides or Pest Repellents																										
1	1019109-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can				0	0.00							0	0.00						0	0.00	0.00	139.36	0.00
Solvents																										
2	1219160-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (45ml)	bottle	40			40	1,759.68	40					40	1,759.68	40					40	1,759.68	160.00	43.99	7,038.72	
Color Compounds and Dispersions																										
3	1217203-SH-F01	STAMP PAD INK, purple or violet	bottle	5			5	123.14						5	123.14							0	0.00	10.00	24.63	246.27
Films																										
4	1311409-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00						0	0.00							0	0.00	0.00	737.24	0.00
5	1311201-CF-P02	CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00						0	0.00							0	0.00	0.00	208.52	0.00
6	1311201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00						0	0.00							0	0.00	0.00	208.52	0.00
Paper Materials and Products																										
7	1411525-CW-A01	CARTOLINA, assorted colors	pack				0	0.00						0	0.00							0	0.00	0.00	72.78	0.00
8	1411506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00						0	0.00							0	0.00	0.00	682.24	0.00
9	1411506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00						0	0.00							0	0.00	0.00	1,029.60	0.00
10	1411506-CF-L13	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0.00						0	0.00							0	0.00	0.00	1,300.00	0.00
11	1411506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0.00						0	0.00							0	0.00	0.00	765.44	0.00
12	1411506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00						0	0.00							0	0.00	0.00	596.80	0.00
13	1411506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00						0	0.00							0	0.00	0.00	1,034.80	0.00

14	14111509-LL-001	LOOSELEAF COVER, made of chipboard, for legal	bundle	5		5	3,353.48	5		5	3,353.48	5		5	3,353.48	20.00	670.70	13,413.92		
15	14111514-NF-004	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	10		10	322.19	5		5	161.10	10		10	322.19	5	161.10	30.00	32.22	966.58
16	14111514-NF-004	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	10		10	560.56	5		5	280.28	10		10	560.56	5	280.28	30.00	56.06	1,681.68
17	14111514-NF-005	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	10		10	414.96	10		10	414.96	10		10	414.96	10	414.96	40.00	41.50	1,659.84
18	14111514-NB-001	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	10		10	120.43	10		10	120.43	10		10	120.43	10	120.43	40.00	12.04	481.73
19	14111507-PP-AM01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream			0	0.00			0	0.00			0	0.00		0.00		132.37	0.00
20	14111507-PP-AM02	PAPER, MULTICOPY, 80gsm, size: 210mm x 330mm	ream			0	0.00			0	0.00			0	0.00		0.00		154.75	0.00
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	300		300	34,354.32	300		300	34,354.32	300		300	34,354.32		0.00		154.75	0.00
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	30		30	3,899.38	30		30	3,899.38	30		30	3,899.38	300	34,354.32	1,200.00	114.51	137,417.28
23	14111513-PP-B01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad			0	0.00			0	0.00			0	0.00		0.00		129.98	15,597.50
24	14111513-PP-F01	PAPER, PARCHEMENT, size: 210 x 297mm, multi-purpose	ream	3		3	288.60			0	0.00	3		3	288.60		0.00		17.35	0.00
25	14111516-TM-F01	PAPER, THERMAL, 55gsm, size: 216mm x 1mm x 30m-0.3m	roll			0	0.00			0	0.00			0	0.00		0.00		96.20	577.20
26	14111513-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	10		10	707.20			0	0.00	10		10	707.20		0.00		48.78	0.00
27	14111513-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	5		5	509.60			0	0.00	5		5	509.60		0.00	20.00	70.72	1,414.40
28	14111704-TT-F01	TOILET TISSUE PAPER 2-ply sheets, 150 pulls	pack	16		16	1,046.66	16		16	1,046.66	16		16	1,046.66	16	1,046.66	64.00	65.42	4,186.62
Batteries and Cells and Accessories																				
29	26111902-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	10		10	197.29	15		15	295.93	10		10	197.29	15	295.93	50.00	19.73	986.44
30	26111902-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	10		10	195.00	15		15	292.50	10		10	195.00	15	292.50	50.00	19.50	975.00
31	26111902-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack			0	0.00			0	0.00			0	0.00		0.00		88.40	0.00
Manufacturing Components and Supplies																				
32	31201810-GL-H01	GLUE, all purpose, gross weight: 200 grams min	jar	5		5	239.10	5		5	239.10	5		5	239.10	5	239.10	20.00	47.82	956.38
33	31151604-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box			0	0.00			0	0.00			0	0.00		0.00		20.68	0.00
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	20		20	401.02	20		20	401.02	20		20	401.02	20	401.02	80.00	20.05	1,604.10
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	5		3	54.60			0	0.00	3		3	54.60		0.00		18.20	109.20
36	31201502-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	5		5	275.60	5		5	275.60	5		5	275.60	5	275.60	20.00	55.12	1,102.40
37	31201502-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	5		5	533.00	5		5	533.00	5		5	533.00	5	533.00	30.00	106.60	2,132.00
38	31201512-TA-F01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	5		5	91.00	5		5	91.00	5		5	91.00	5	91.00	20.00	18.20	364.00
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	60		60	546.00	30		30	273.00	60		60	546.00	30	273.00	180.00	9.10	1,638.00
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	5		5	91.00	5		5	91.00	5		5	91.00	5	91.00	20.00	18.20	364.00
41	31151507-TW-F01	TWINE, plastic, one (1) kilo per roll	roll			0	0.00			0	0.00			0	0.00		0.00		50.96	0.00
Heating and Ventilation and Air Circulation																				
42	40101603-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit			0	0.00			0	0.00			0	0.00		0.00		974.48	0.00
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit			0	0.00			0	0.00			0	0.00		0.00		1,192.88	0.00
44	40101604-EF-G01	ELECTRIC FAN, STAND type, plastic blade	unit			5	5,031.94			0	0.00	5		5	5,031.94		0.00		1,006.39	10,063.87
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit			0	0.00			0	0.00			0	0.00		0.00		669.66	0.00
Lighting and Fixtures and Accessories																				
46	39101805-TL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece			0	0.00			0	0.00			0	0.00		0.00		40.56	0.00
47	39101624-LB-L01	Light Bulb, LED, 7 watts 1 pc in individual box	piece			0	0.00			0	0.00			0	0.00		0.00		72.49	0.00
Measuring and Observing and Testing Equipment																				
48	41111804-RL-F02	RULER, plastic, 450mm (18"), width: 38mm min	piece	5		5	77.38			0	0.00	5		5	77.38		0.00	10.00	15.48	154.75

86	4412105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-7mm)	box	6		6	237.12	6		6	237.12	6		6	237.12	24.00	39.52	948.48
87	4412106-CH-R01	CORRECTION TAPE, film base type, UL 6m min	piece	50		50	877.76	50		50	877.76	50		50	877.76	200.00	17.56	3,511.04
88	4411115-DI-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	16		16	1,116.54	16		16	1,116.54	16		16	1,116.54	64.00	69.78	4,466.18
89	4412101-DI-F01	DATA FOLDER, made of chipboard, tagline lock	piece	30		30	2,059.20	30		30	2,059.20	30		30	2,059.20	120.00	68.64	8,236.80
90	4412106-EN-B01	ENVELOPE, DOCUMENTARY, for A4 size document	box	1		1	408.14	1		1	408.14	1		1	408.14	4.00	408.14	1,632.55
91	4412106-EN-D01	ENVELOPE, DOCUMENTARY, for legal size document	box	1		1	518.08	1		1	518.08	1		1	518.08	4.00	518.08	2,072.30
92	4412106-EN-W01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box			0	0.00			0	0.00			0	0.00	0.00	738.40	0.00
93	4412106-EN-W02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece			0	0.00			0	0.00			0	0.00	0.00	30.49	0.00
94	4412106-EN-M01	ENVELOPE, MAILING, white, 80gsm (-55)	box	1		1	328.64			0	0.00	1		1	328.64	0.00	328.64	657.28
95	4412106-EN-W01	ENVELOPE, mailing, white, with window	box			0	0.00			0	0.00			0	0.00	2.00	328.64	657.28
96	4411101-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	3		3	33.32			0	0.00	3		3	33.32	6.00	11.11	66.64
97	4412106-FA-F01	FASTENER, METAL, 70mm between prongs	box			0	0.00			0	0.00			0	0.00	0.00	78.92	0.00
98	4411115-FO-N01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece			0	0.00			0	0.00			0	0.00	0.00	70.61	0.00
99	4412101-IT-D01	FILE TAB DIVIDER, bristol board, for A4	set			0	0.00			0	0.00			0	0.00	0.00	12.48	0.00
100	4412101-IT-D02	FILE TAB DIVIDER, bristol board, for legal	set			0	0.00			0	0.00			0	0.00	0.00	16.64	0.00
101	4412101-FO-F01	FOLDER, FANCY, for A4 size documents	bundle			0	0.00			0	0.00			0	0.00	0.00	253.29	0.00
102	4412101-FO-F02	FOLDER, FANCY, for legal size documents	bundle			0	0.00			0	0.00			0	0.00	0.00	291.20	0.00
103	4412101-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack			0	0.00			0	0.00			0	0.00	0.00	171.08	0.00
104	4412101-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack			0	0.00			0	0.00			0	0.00	0.00	213.72	0.00
105	4412102-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	1		1	746.72	2		2	1,493.44	1		1	746.72	6.00	746.72	4,480.32
106	4412101-FO-T01	FOLDER, TAGBOARD, for A4 size documents	pack	1		1	217.36	1		1	217.36	1		1	217.36	4.00	217.36	869.44
107	4412101-FO-T02	FOLDER, TAGBOARD, for legal size documents	pack	1		1	279.64	1		1	279.64	1		1	279.64	4.00	279.64	1,118.54
108	4412105-IT-F01	INDEX TAB, self-adhesive, transparent	box			0	0.00			0	0.00			0	0.00	0.00	51.88	0.00
109	4411115-MT-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece			0	0.00			0	0.00			0	0.00	0.00	41.60	0.00
110	4412106-MA-V01	MARKER, FLUORESCENT, 3 assorted colors per set	set			0	0.00			0	0.00			0	0.00	0.00	37.23	0.00
111	4412108-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	12		12	123.68			0	0.00	12		12	123.68	24.00	10.31	247.35
112	4412108-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece			0	0.00			0	0.00	12		12	123.68	0.00	10.31	123.68
113	4412108-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece			0	0.00			0	0.00			0	0.00	0.00	10.31	0.00
114	4412108-MP-B01	MARKER, PERMANENT, bullet type, black	piece	12		12	115.81	12		12	115.81	12		12	115.81	48.00	9.65	463.26
115	4412108-MP-B02	MARKER, PERMANENT, bullet type, blue	piece			0	0.00			0	0.00			0	0.00	0.00	9.65	0.00
116	4412108-MP-B03	MARKER, PERMANENT, bullet type, red	piece			0	0.00			0	0.00			0	0.00	0.00	9.65	0.00
117	4412104-PC-C01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	12		12	71.76	12		12	71.76	12		12	71.76	48.00	5.98	287.04
118	4412104-PC-C02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	10		10	127.40	10		10	127.40	10		10	127.40	40.00	12.74	509.60
119	4412106-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box			0	0.00			0	0.00			0	0.00	0.00	20.79	0.00
120	4412103-RB-F10	RING BINDER, 80 rings, plastic, 31mm x 112mm	bundle			0	0.00			0	0.00			0	0.00	0.00	201.64	0.00
121	4412101-RU-B01	RUBBER BAND, 70mm min lay flat, length (#18)	box	5		5	483.60			0	0.00	5		5	483.60	10.00	96.72	967.20
122	4412105-SF-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	5		5	138.32			0	0.00	5		5	138.32	10.00	27.66	276.64
123	4412102-BL-H01	CUTTER BLADE, for heavy duty cutter	piece			0	0.00			0	0.00			0	0.00	0.00	11.77	0.00
124	4412104-CU-H01	CUTTER KNIFE, for general purpose	piece	2		2	54.81			0	0.00	2		2	54.81	4.00	27.40	109.62
125	4410380-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece			0	0.00			0	0.00			0	0.00	0.00	478.38	0.00

126	44121019-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	2		2	374.40	1		2	374.40	2		2	374.40	2		2	374.40	8.00	187.20	1,497.60
127	44101002-PU-F01	PUNCHER, paper, heavy duty, with two hole guide	piece	2		2	263.91	2		2	263.91	2		2	263.91	2		1	263.91	8.00	131.96	1,055.64
128	44301015-SS-S01	SCISSORS, symmetrical, blade length: 65mm min.	pair	5		5	78.00			0	0.00	5		5	78.00			0	0.00	10.00	15.60	156.00
129	44121019-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min.	piece	5		5	410.80			0	0.00	5		5	410.80			0	0.00	10.00	82.16	821.60
130	44321015-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	878.80	0.00
131	44121019-SR-F01	STAPLE REMOVER, PLIER-TYPE	piece	10		10	181.79			0	0.00	10		10	181.79			0	0.00	20.00	18.18	363.58
133	44121005-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	3		3	167.48			0	0.00	3		3	167.48			0	0.00	6.00	55.83	334.96
133	44101002-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	10,400.00	0.00
134	44101005-CA-C01	CALCULATOR, compact, 12 digits	unit	3		3	495.60	3		3	495.60	3		3	495.60	3		3	495.60	12.00	135.20	1,622.40
135	44101704-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	4,711.20	0.00
136	44101001-FT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	8,088.08	0.00
137	44101003-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	5,699.20	0.00
138	44101003-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00

Printer or Facsimile or Photocopier Supplies

139	44103109-BR-D01	DRUM CART, BROTHER DR-3455	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	6,864.00	0.00
140	44103109-CA-C04	INK CART, CANON CL-741, Col.	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,001.52	0.00
141	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,029.50	0.00
142	44103105-CA-B04	INK CART, CANON PG-740, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	754.00	0.00
143	44103105-CA-B02	INK CART, CANON PG-810, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	780.00	0.00
144	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	254.80	0.00
145	44103105-EP-C12	INK CART, EPSON C13T664200 (T6642), Cyan	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	254.80	0.00
146	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	254.80	0.00
147	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	254.80	0.00
148	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	254.80	0.00
149	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
150	44103105-HP-B19	INK CART, HP C9351AA, (HP21), Black	cart	3		3	1,974.96	3		3	1,974.96	3		3	1,974.96	3		3	1,974.96	12.00	658.32	7,899.84
151	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart	3		3	2,237.04			0	0.00	3		3	2,237.04			0	0.00	6.00	745.68	4,474.08
152	44103105-HP-T30	INK CART, HP C9363WA, (HP97), Tri-color	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,492.40	0.00
153	44103105-HP-P48	INK CART, HP C9397A (HP72) 69ml Photo Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,996.80	0.00
154	44103105-HP-C48	INK CART, HP C9398A (HP72) 69ml Cyan	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,996.80	0.00
155	44103105-HP-M48	INK CART, HP C9399A (HP72) 69ml Magenta	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,996.80	0.00
156	44103105-HP-Y48	INK CART, HP C9400A (HP72) 69ml Yellow	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,996.80	0.00
157	44103105-HP-G48	INK CART, HP C9401A (HP72) 69ml Gray	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,996.80	0.00
158	44103105-HP-B48	INK CART, HP C9403A (HP72) 130ml Matte Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	3,016.00	0.00
159	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart	3		3	1,950.00	3		3	1,950.00	3		3	1,950.00	3		3	1,950.00	12.00	650.00	7,800.00
160	44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart	3		3	2,299.44			0	0.00	3		3	2,299.44			0	0.00	6.00	766.48	4,598.88
161	44103105-HP-B33	INK CART, HP CD887AA, (HP703), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	339.04	0.00
162	44103105-HP-T32	INK CART, HP CD888AA, (HP703), Tri-color	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	339.04	0.00
163	44103105-HP-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	629.20	0.00
164	44103105-HP-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	629.20	0.00

9	43230000-SFT-009	Industry specific software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00
10	43230000-SFT-010	Network applications software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00
11	43230000-SFT-011	Network management software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00
12	43230000-SFT-012	Networking software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00
13	43230000-SFT-013	Operating environment software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00
14	43230000-SFT-014	Security and protection software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00
15	43230000-SFT-015	Utility and device driver software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00
16	43230000-SFT-016	Information exchange software	license			0	0.00			0	0.00			0	0.00			0	0.00	0.00

OTHER SOFTWARE

1						0	0.00			0	0.00			0	0.00			0	0.00	0.00
2						0	0.00			0	0.00			0	0.00			0	0.00	0.00
3						0	0.00			0	0.00			0	0.00			0	0.00	0.00

PASSENGER AIR TRANSPORTATION

1	79111501-GFA-001	* Airline Ticket	ticket			0	0.00			0	0.00			0	0.00			0	0.00	0.00
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PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON ELECTRICAL SUPPLIES

1						0	0.00			0	0.00			0	0.00			0	0.00	0.00
2						0	0.00			0	0.00			0	0.00			0	0.00	0.00
3						0	0.00			0	0.00			0	0.00			0	0.00	0.00
						0	0.00			0	0.00			0	0.00			0	0.00	0.00
						0	0.00			0	0.00			0	0.00			0	0.00	0.00

COMMON OFFICE EQUIPMENT

1						0	0.00			0	0.00			0	0.00			0	0.00	0.00
2						0	0.00			0	0.00			0	0.00			0	0.00	0.00
3						0	0.00			0	0.00			0	0.00			0	0.00	0.00
						0	0.00			0	0.00			0	0.00			0	0.00	0.00
						0	0.00			0	0.00			0	0.00			0	0.00	0.00

COMMON OFFICE SUPPLIES

1	Ball Pen, Black	piece		25	5.00			25	5.00			25	5.00			25	5.00	100.00			0.00
2	Ball Pen, Blue	piece		25	0.00			25	0.00			25	0.00			25	0.00	100.00			0.00
3	Folder, Pressboard, Short	piece		200	0.00			200	0.00			200	0.00			0	0.00	600.00			0.00
	Fastener, Plastic Coated	piece		10	13.50			10	13.50			10	13.50			0	13.50	30.00			0.00
		box		0	20.00			0	20.00			0	20.00			0	0.00	0.00			0.00

COMMON JANITORIAL SUPPLIES


1						0	0.00			0	0.00			0	0.00			0	0.00	0.00
2						0	0.00			0	0.00			0	0.00			0	0.00	0.00
3						0	0.00			0	0.00			0	0.00			0	0.00	0.00
						0	0.00			0	0.00			0	0.00			0	0.00	0.00
						0	0.00			0	0.00			0	0.00			0	0.00	0.00

C.2 Other items not available at PS but regularly purchased from other sources	X	38.50	X	38.50	X	38.50	X	18.50	P	134.00
TOTAL MONTHLY CASH REQUIREMENTS		181,337.75		168,387.81		181,461.42		168,437.05	P	699,624.04

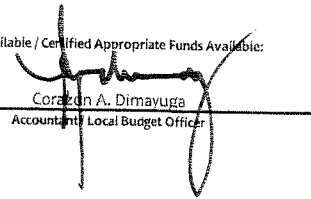
*Agency must put the monthly requirement for air tickets both local and international.

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:


 Marie Jean P. Lazaro
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:


 Corazon A. Dimavuga
 Accountant Local Budget Officer

Approved by:


 Evelyn B. Felias
 Head of Office/Agency

Date Prepared August 9, 2018